Personnel:

No grant funds requested.

Equipment and Supplies:

Deliverable # 8, Hardware/software purchases or installations for preliminary testing and assessment of system.

Cost Justification:

It will be necessary to pilot and test key aspects of the technology plan prior to final development. Two hardware purchases are anticipated for the final build out and base equipment should be purchased, installed, and used for testing as part of the development of the technology plan. Equipment needs are:

- Dedicated Server, Quote from Vendor $ 5,400
- Locked workstations for direct, secure client communication from probation, jail, and detention settings (computer kiosk terminals), Quote from Vendor $25,000

Total Equipment and Supply Costs **$30,400**

Subcontractors / Consultants:

Project Consultant O'Connell Research and associated staff and partners have agreed to complete the following work for El Dorado County at a rate of $150 per hour. This fully loaded rate includes hourly or salary rates, as well as applicable insurance, benefits, business licenses, and other required costs of business.

Deliverable # 1, Project Implementation Plan

- Project implementation meetings with El Dorado County Probation and key (named) partners.
- Review existing documents and data dictionaries for 3-5 case management systems, existing information sharing agreements, and other materials relevant to the project.
- Research / interview additional jurisdictions on best practices and tips on what needs to be considered in developing the technology plan and roadmap for development and installation.
- Prepare and submit written implementation plan.

Estimated number of project hours: 50   Anticipated Amount: $7,500

Deliverable # 2, Facilitate discussions on project purpose and prepare a summary of key findings

- Convene meetings with project partners to discuss project purpose.
- Determine needs, existing assets, and internal and external challenges to be addressed.
- Convene discussions with program directors or designated managers in respective partner agencies, including all named partners *and*: Sheriff's Office, Superior Court, Public Defender, and District Attorney's Office to assess sentiment and capacity for engagement on project.
- Prepare a written summary report or presentation of findings for core project team.

Estimated number of project hours: 40   Anticipated Amount: $6,000

Deliverable # 3, Map shared processes and data elements from case management systems, assessments, and BJMH screens

- Review state and federal mandates about information sharing and review preliminary findings with IT Department and County Council to create a shared framework of operating principles.
- Interview program staff on workflow processes at respective agencies.
- Prepare workflow maps, outlining key decisions points, staff responsibilities, and factors associated with making referrals and coordinating activities between departments.
- Review and cross walk data dictionaries from respective case management, screening, and assessment platforms.
- Create map of desired information flow outlining key data elements that should be considered as part of the information sharing agreements and technology plan.
- Provide a notification of intent to update the (existing) agreements for periodic data sharing for research and evaluation purposes under the Stepping Up Initiative between Behavioral Health Department, Probation, Sheriff, Courts, Public Defender's Office, and District Attorney's Office to further develop technology plan for more routine (daily) information sharing for referral, assessment, case planning, and service coordination purposes.

Estimated number of project hours: 125   Anticipated Amount: $18,750

Deliverable #4, Interview agency staff and inter-agency teams and prepare a summary of recommendations

- Convene discussions with IT and/or program staff from the different agencies, reviewing departmental goals and objectives.
- Identify areas for systemic or procedural improvements to facilitate information sharing goals.
- Review and develop recommendations to address the challenge of how to review 1500 additional referrals from custody annually with limited and fixed staff resources.
- Review and discuss other challenges as discovered within the first four months of planning and develop recommendations.
- Prepare a written summary report or presentation of findings for core project team.

Estimated number of project hours: 60   Anticipated Amount: $9,000

Deliverable #5, Develop project scope of work, including identification of process change and technical needs

- Convene discussions with IT and/or program staff from the different agencies and meet with vendor representatives for each agency's respective case management, intake, and assessment systems.
- Develop programmatic understandings/agreements on data elements for information sharing purposes.
- Develop programmatic understandings/agreements on the mechanisms for information sharing purposes.
- Develop programmatic understandings/agreements for process changes pertaining to workflow adaptations or other systemic changes necessary for information sharing purposes.
- Receive technical requirements from partner agencies and vendors to inform the technology plan.
- Receive guidance on the qualifications and experiences needed to develop the information sharing interface.
- Prepare Draft Project Scope of Work for internal review.

Estimated number of project hours: 225   Anticipated Amount: $33,750

Deliverable #6, Develop Behavioral Health Use Case (with County Behavioral Health)

- Meet with Behavioral Health Director and / or Deputy Director for final review and vetting of anticipated project components.
- Review proposed processes/technology solutions and receive confirmation that recommendations align with desired practices and agency goals
- Prepare and present project plan to key stakeholders

Estimated number of project hours: 25   Anticipated Amount: $3,750

Deliverable #7, Develop a project budget (with County IT)

- Convene a meeting with fiscal and IT staff to review preliminary project scope of work and recommended requirements for the project.
- Partner with County IT in developing a list of preliminary budget considerations and deliverables.
- Partner with County IT in developing a list of equipment, supplies, and installation costs.

Estimated number of project hours: 25   Anticipated Amount: $3,750

Deliverable #8, (see above)

Deliverable #9, Develop Technology Plan (in partnership with County IT and County Council)

- Meet with project partners, develop outline of desired components for the technology plan.
- Update workflow charts and graphics for incorporation in the Technology Plan.
- Update staff roles and responsibilities for incorporation in the Technology Plan.
- Update and finalize list of data elements and anticipated data mapping for the Technology Plan.
- Update and finalize list of desired reports / outputs to be produced.
- Prepare and circulate DRAFT Technology Plan for partner review.
- Prepare and submit Technology Plan for partner approvals.

Estimated number of project hours: 200   Anticipated Amount: $30,000

Deliverable #10, Presentation of Technology Plan to the Community Corrections Partnership

- Convene final discussions with Chief Probation Officer, Sheriff, and Health and Human Services Director to review Technology Plan and discuss final considerations.
- Prepare a PowerPoint presentation and present Technology Plan to a meeting of the Community Corrections Partnership and submit a resolution requesting authorization by the Chief Probation Officer to submit the Plan to the El Dorado County Board of Supervisors for final approval.

Estimated number of project hours: 25   Anticipated Amount: $3,750

Deliverable #11, Final Report and Invoice to Probation Department

- Provide a final invoice to the Probation Department
- Provide a final report summarizing any future considerations or potential next steps.

Estimated number of project hours: 25   Anticipated Amount: $3,750

Total Subcontractor / Consultant Costs (800 hours @ $150/Hr.) $120,000

Indirect Costs:

Indirect costs are calculated at 15% of the total direct costs on the project. Indirect costs will be applied to county costs pertaining to the oversight and management of the grant. Direct costs include:

- Equipment and Supplies $ 30,400
- Subcontractors / Consultants $ 120,000
  Total Direct Costs $ 150,400

Total Indirect Costs   @15% $22,560

TOTAL GRANT REQUEST $172,960