

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	<u>HealthRIGHT 360</u>	Division/Section	<u>SFHN</u>
		Exec. Administrator	<u>Barbara A. Garcia, Director of Health</u> <i>SW</i>
Address	<u>1735 Mission Street</u>	DPH Administrator	<u>Chona Peralta, DPH Compliance Officer</u>
	<u>San Francisco, CA 94103</u>	Program Manager	<u>Elizabeth Davis</u> Phone <u>255-3934</u>
Contact	<u>Vitka Eisen, Chief Executive Officer</u>	Contract Analyst	<u>Irene Carmona</u> Phone <u>554-2652</u>

Request for approval of a new contract with the HEALTH RIGHT 360, in the amount of \$328,094, which includes a 12% contingency, to provide fiscal intermediary, professional consultation and technical assistance services to support the Departments Psychiatric Inpatient Unit Documentation Project, for the period of July 1, 2014 through June 30, 2015 (1 year).

Sole Owner
 Non-Profit
 DBE
 RFQ- Number: 22-2013
 Date: 05/22/13
 New
 Renewal
 Mod
 Sole Source - Approval Date: _____

Number of years DPH has been doing business with this organization: 0

<u>CONTRACT INFORMATION:</u>	<u>Prior Transaction</u> (new)	<u>Proposed Transaction</u> 07/01/14-06/30/15	<u>Annualized Difference</u>
Funding Sources:			
General Fund (07/01/14-06/30/15)		\$292,941	\$292,941
12% Contingency		\$35,153	\$35,153
TOTAL PROGRAM		\$328,094	\$328,094
Contract FTE		3.0	3.0

<u>PROPOSED:</u>	<u>No. Of Clients</u>	<u>Number</u>	<u>Unit</u>
<u>Mode(s) of Service & Unit of Service Definition</u>	<u>Duplicated</u>	<u>Of</u>	<u>Cost</u>
	<u>Unduplicated</u>	<u>Units</u>	
<u>UOS Term - 7/01/14-06/30/15</u>			
Phase I (1 UOS = 1 consultation day)	N/A	13	\$2,953
Phase II (1 UOS = 1 consultation day)	N/A	67 .5	\$3,410
Phase III (1 UOS = 1 consultation day)	N/A	7 .5	\$3,247

[Handwritten Signature]
11-17-14

Explanation of Service Change and Variances:

Under this contract, HealthRIGHT 360 (HR360) will provide Fiscal Intermediary support for Mary Thornton and Associates, Inc which is a national consulting firm with a specialty in behavioral healthcare. HR360/Mary Thornton and Associates, Inc., in collaboration with the Department, will assist the Department in the risk assessment, coordination, facilitation and development of a Psychiatric Inpatient Unit Documentation Project at Laguna Honda Hospital that will reduce current audit risk in the inpatient psychiatric units, and produce ample evidence of the efforts of DPH to reduce its noncompliance and to implement internal controls to ensure that high quality documentation supporting medical necessity is being consistently produced. The contract is retroactive due to the time needed to fully develop the scope of work for all three phases of the process in this important effort.

Funds will support a three phase consultation process:

Phase I will include an Off-Site and On-Site Risk Assessment to assess the key causal factors. The risk assessment will include medical record reviews, key employee interviews, and a “walk-through” of key business and clinical processes in order to develop a more comprehensive understanding of the key contributors to the documentation and other problems.

Phase II will include training and technical assistance to correct the causal problems noted in Phase I, or to mitigate their impact where problems cannot be fixed.

Phase III will include follow-up to the corrective actions developed and taken in Phase II. Follow-up will include review of any changed process to ensure that internal controls are in place and are robust, review of findings of the internal auditing and monitoring process designed and implemented as part of Phase II, and continued training one-on-one or in small groups with physicians and nurses who are still outliers in terms of quality documentation.

Monitoring Report/Program Review & Follow-Up:

The contract services will be monitored by the Department as required.

HR360/Mary Thornton and Associates, Inc. will work primarily with the DPH Program Liaison responsible for the Psychiatric Inpatient Unit Documentation Project, but will also interface with other members of the DPH and/or other City departments throughout the course of the project as appropriate. The DPH Program Liaison will be responsible for assessing and tracking all information related to the accomplishment of each phase of the project.

Nondiscrimination and Cultural Competency:

The Department will work closely with the contractor to ensure that their cultural competency plan is current and in compliance with Departmental procedures.

Listing of Board of Directors and Executive Director:

- | | |
|-----------------|---------------|
| Harlan Grossman | Elaine Howard |
| Tamara Mason | Ellen Chaitin |
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| Jamie Kasvikis | Emalyn Lopus |
| Ann Ma | Anji Mandavia |
| Victor Ortiz | Cindy Perry |
| Peter Sullivan | Kan Wong |
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Recommendations:

The Department recommends approval of this contract.