



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** A 21-280, **Version:** 1

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- a. Approve and authorize the Director of the Department of Social Services to sign an agreement with RTZ Associates, Inc. for access to In-Home Supportive Services Registry and Health Benefit Management software for \$112,350 for the period of July 1, 2021 through June 30, 2024; and
- b. Authorize the Director of the Department of Social Services to sign up to three (3) amendments to the agreement as long as the total does not exceed 10% (\$11,235) of the amount of the original contract and does not significantly change the scope of services.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Director of the Department of Social Services to sign an agreement with RTZ Associates, Inc. for access to In-Home Supportive Services Registry and Health Benefit Management software for \$112,350 for the period of July 1, 2021 through June 30, 2024; and
- b. Authorize the Director of the Department of Social Services to sign up to three (3) amendments to the agreement as long as the total does not exceed 10% (\$11,235) of the amount of the original contract and does not significantly change the scope of services.

### SUMMARY/DISCUSSION:

The Public Authority (PA) of Monterey County Aging and Adult Services Branch maintains a Registry of qualified In-Home Supportive Services (IHSS) providers and assists IHSS consumers by screening and matching providers' skills with IHSS consumers' needs. In addition, the PA determines eligibility for health benefits for IHSS providers by tracking the number of monthly hours paid. Staff monitor changes in providers' health enrollment status, notify providers of changes in health benefit eligibility and provide reporting regarding monthly premium deductions, changes in eligibility and other insurance coverage. A web-based software database is essential in matching IHSS consumers and providers, as well as managing provider health benefits, and to facilitate Public Authority Unit staff in accessing the database using various devices at multiple locations.

RTZ has worked with IHSS Public Authorities since their inception and helped implement the first IHSS provider registry and first IHSS provider health benefit programs in the state and is licensed by the California Department of Insurance to provide In-Home Supportive Services Public Authorities with health benefit/administration services.

### OTHER AGENCY INVOLVEMENT:

The Auditor Controller and Purchasing have reviewed and approved this agreement. County Counsel has approved the agreement as to form.

### FINANCING:

This agreement is funded with Federal, state and Realignment revenues. Sufficient appropriations and revenues are included in SOC005 and SOC008 of the FY 2021-22 Recommended Budget. Appropriations for future years will be incorporated into the future budget cycles.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

This agreement correlates with the Administration and Health and Human Services Strategic Initiatives adopted by the Board of Supervisors by providing relevant Department and community agency staff an efficient means to collect, access and report on information needed to provide services to IHSS consumers and health benefits to IHSS providers.

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Michael Borgeson, Information Systems Manager, x1559

Approved by: Lori A. Medina, Director, x4430

Attachment: Agreement

Proposed agreement is on file with the Clerk of the Board as an attachment to this Board report