

ENROLLED ORDINANCE 177-26

MODIFY THE 2022-2026 CAPITAL PLAN AND 2022 CAPITAL PROJECT BUDGET TO MODIFY SCOPE FOR CAPITAL PROJECT #202014 HHS TECHNOLOGY SYSTEM ENHANCEMENTS, FUNDED WITH AMERICAN RESCUE PLAN ACT FUNDING REVENUE

WHEREAS, in March 2021, the federal government approved legislation authorizing and funding the American Rescue Plan Act (ARPA) allocating \$350 billion of direct aid to state and local governments through the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program; and

WHEREAS, Waukesha County's CSLFRF allocation is \$78.5 million which must be spent or obligated by December 31, 2024 and completed by December 31, 2026; and

WHEREAS, permissible uses of the grant funding include supporting public health; responding to negative economic impacts from the public health emergency; building public sector capacity and addressing administrative needs; provide premium pay for essential workers; investing in water, sewer, and broadband infrastructure; and recovering lost revenue to fund general government services; and

WHEREAS, the Waukesha County Board previously accepted CSLFRF funding (Enrolled Ordinance 176-46); and

WHEREAS, Waukesha County staff established an ARPA Management Response team to prioritize the use of ARPA grant funds to meet the County's short and long term economic and operational recovery objectives through 12/31/2026; and

WHEREAS, areas of focus were established in the areas of community development, economic recovery/workforce development, infrastructure, and public health response and enhancement of human services; and

WHEREAS, the final rule was released in January of 2022, after which projects were reviewed against the allowable uses identified by the American Rescue Plan Act and against the strategic objectives of Waukesha County; and

WHEREAS, projects that had timeline constraints to complete within the eligible time period were selected to be submitted through ordinance, while all other projects would be included in the next budget cycle; and

WHEREAS, the grant final rule allows the use of ARPA funds for establishing or enhancing human services data systems; and

WHEREAS, HHS currently maintains and stores approximately 400 distinct hard-copy paper forms to collect client data; and

WHEREAS, HHS is proposing to enhance its current client software systems to allow for direct entry of client data into electronic forms; and

WHEREAS, elimination of the current paper-based system will provide many long-term benefits, such as providing staff more timely access to client records, increasing staff productivity, enabling cross-division collaboration, and reducing physical storage needs; and

WHEREAS, there is an existing capital project, #202014 HHS Technology System Enhancements, which was approved by the County Board to enhance public health, behavioral health, and other HHS services and systems for the department; and

WHEREAS, this ordinance would modify the scope and budget of that project to include this similar system enhancement to transition to a paperless environment; and

WHEREAS, Enrolled Ordinance 176-46 authorized the County to fund permissible expenditures, which include eligible base budget expenses in departments or to the Capital Projects Fund for programs and projects approved by the County Board; and

WHEREAS, this project is being proposed as an ordinance instead of in the 2023 budget to help make sure that this potentially complex project (i.e., hiring contract workers, coding hundreds of forms into the software, quality control) has enough time for completion before grant eligibility ends.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that the 2022-2026 Capital Plan be modified to change the scope for capital project #202014 HHS Technology Enhancements to include the HHS Paperless Project.

BE IT FURTHER ORDAINED that the 2022 Capital Project #202014 HHS Technology Enhancements budget be modified to increase expenditures by \$52,000 and increase general government revenues from American Rescue Plan Act funding.

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 CAPITAL PROJECT #202014 HHS TECHNOLOGY SYSTEM ENHANCEMENTS, FUNDED
 WITH AMERICAN RESCUE PLAN ACT FUNDING REVENUE

Presented by:
 Executive Committee

Approved by: Health &
 Human Services Committee

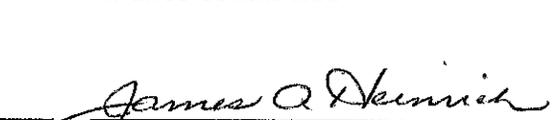
Approved by:
 Finance Committee



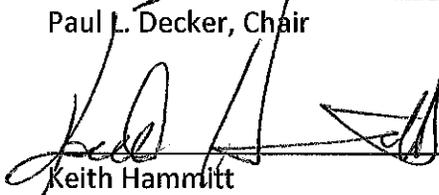
Paul L. Decker, Chair



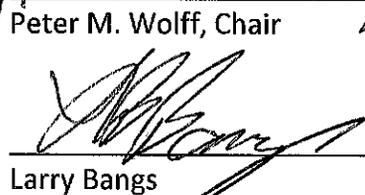
Peter M. Wolff, Chair



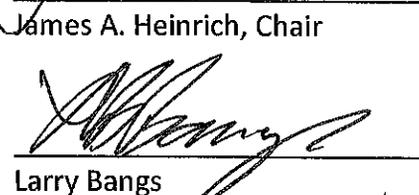
James A. Heinrich, Chair



Keith Hammitt



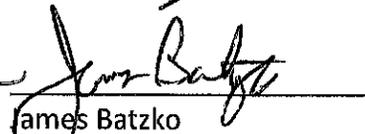
Larry Bangs



Larry Bangs



James A. Heinrich



James Batzko



Darryl J. Enriquez



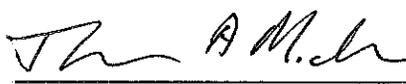
Jacob LaFontain

Absent

Jennifer Grant



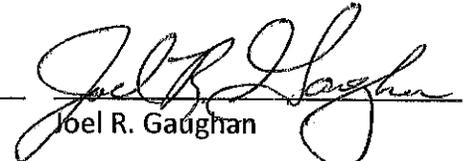
Tyler J. Foti



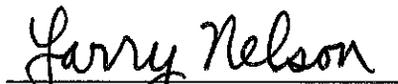
Thomas A. Michalski

Absent

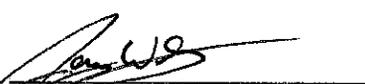
Thomas J. Schellinger



Joel R. Gaughan



Larry Nelson



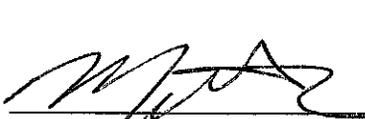
Jeremy Walz



Richard Morris



Peter M. Wolff



Matthew E. Weil

Absent

Ted Wysocki

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: July 1, 2022 Margaret Wartman
 Margaret Wartman, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved: X

Vetoed: _____

Date: 7/8/2022 Paul Farrow
 Paul Farrow, County Executive

Project Title:	HHS Technology Enhancement	Project #:	202014
Department:	DOA - Information Technology	Project Type:	Information Technology
Phase:	Implementation	Sponsor:	Health & Human Services
Budget Action:	C - Scope C - \$ Update C - Rev Update	Manager:	Donn Hoffmann, IT
Date:	June 7, 2022	Dept Mgr	Randy Setzer, HHS

CAPITAL BUDGET SUMMARY						
Year	2020	2021	2022	2023	2024	Total
Project Phase	Design/ Implementation	Implementation	Ordinance			Project
Expenditure Budget	\$330,000	\$400,000	\$52,000	\$366,000	\$305,000	\$1,453,000
Revenue Budget	\$330,000	\$400,000	\$52,000	\$366,000	\$305,000	\$1,453,000
Net Costs After Revenues Applied	\$0	\$0	\$0	\$0	\$0	\$0
COST DOCUMENTATION				REVENUE		
	Public Health/ Clinical Services Application	Contract Application	Paperless Application	Total		
Professional Services & Software	\$401,000	\$135,000	\$629,000	\$1,165,000	America Rescue Plan Act (ARPA)	\$1,453,000
Recurring Fees	\$81,000	\$16,000	\$0	\$97,000		
Contingency	\$74,000	\$23,000	\$94,000	\$191,000		
Total Project Cost	\$556,000	\$174,000	\$723,000	\$1,453,000	Total Revenue	\$1,453,000
EXPENDITURE BUDGET				\$1,453,000	REVENUE BUDGET	\$1,453,000

Project Scope & Description

The Health and Human Services Department uses an electronic health record system, that includes several applications among HHS divisions. This capital project is intended to: (1) Implement a new software solution in the Clinical Services division to improve the tracking, management, and documentation of health claims across third-party care providers, (2) Replace the current Public Health application (Insight) which is being de-supported (discussed below), (3) implement and develop a contract management application, and (4) implement a "paperless" solution by enhancing the current client software product to accept direct entry of client data into electronic forms.

Location: Department of Health and Human Services

Analysis of Need

The Clinical Services Division relies on multiple contracted third-party entities to provide care to clients. Currently, the billing process is very manual and time consuming, requiring HHS staff to document and correct billing submissions from the third-party entities. Department management indicates that it is frequently six months behind in reviews and billing. An electronic solution would allow HHS to enhance and streamline the process. System functionality may include the ability to aggregate clinical data to provide a broad picture of the population levels, facilitate care coordination across providers, track clinical quality control measures and outcomes, and manage authorizations and claims across providers.

The current Public Health application was built upon a Microsoft SQL 2007 server, which is being de-supported. There is a three-year extended support period that ends by June 2022. After that, there will be no additional security updates, which would put the system at risk. Implementation of a new, industry-standard billing module is expected to promote efficiencies by eliminating workaround business processes: Clinical and billing staff time on progress notes; case management billing pre-verification; remittance and reconciliation; maintaining multiple databases, spreadsheets, paper inventory; and duplication of time and effort.

HHS maintains several contracts with third-party service providers. The contract application would allow for improved document management, including versioning control, application of metadata, routing among parties (including external entities), and ongoing post-execution management of the contract. Implementation of an automated contract application would generate operational efficiencies and reduce risk. While immediately beneficial to HHS, it is believed that this application will be scalable for use county-wide.

HHS currently collects approximately 400 documents and forms in paper format from clients. The department is looking to set up for direct entry of current paper forms into myAvatar, myInsight and other state systems. The project supports the contracted services of IT professions to build all forms into existing systems. The long-term benefits include:

- Provide timely, simultaneous access by multiple internal staff to a client's record that will improve client safety, enhance quality of patient care, and improve the flow of information.
- Provide timely, simultaneous access by administrative and other agency operations to a client's record, increasing staff productivity and efficiencies in work processes throughout the organization.
- Ensure higher integrity of the record by improving the timeliness of filing into the record, providing electronic workflow that routes charts for dictation and reports for signatures, and allows charts to be completed remotely.

Project Title:	HHS Technology Enhancement	Project #:	202014
Department:	DOA - Information Technology	Project Type:	Information Technology
Phase:	Implementation	Sponsor:	Health & Human Services
Budget Action:	C - Scope C - \$ Update C - Rev Update	Manager:	Donn Hoffmann, IT
Date:	June 7, 2022	Dept Mgr	Randy Setzer, HHS

- Support compliance efforts with HIPAA, the Joint Commission, and other regulatory bodies and agencies affecting reimbursement.

This capital project is funded by American Rescue Plan Act (ARPA) – Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) funding. This capital project would constitute enhancements to public health, behavioral health, and other HHS services and systems, which are eligible under ARPA-CSLFRF.

Alternatives

HHS will explore multiple software solutions to find a cost-effective solution that meet the Clinical Services and Public Health divisions' functionality needs. For the contract application, county staff evaluated Microsoft SharePoint as a solution, but it would not be scalable county wide due to complex routing requirements. Regarding the paperless applications, the department could continue to operate with hard-copy paper forms but not gain efficiencies and other benefits identified above.

Ongoing Operating Costs

Department management currently estimate that the ongoing cost for the Clinical Services Division application at about \$81,000. However, streamlining the billing process is expected to save staff time that is currently devoted to documenting and correcting supporting data. The ongoing costs for the new Public Health application are expected to be at or below the ongoing costs for the existing application, resulting in no net increase in operating costs. The ongoing incremental cost of the contract management application is estimated at \$16,000 per year. The transition to paperless applications is expected to generate operational benefits, including more efficient access to client records, easier cross-division collaboration, and a reduction in physical storage needs. The transition to digital forms will also marginally reduce office supply costs.

Previous Action

The current electronic health records systems were implemented as part of the HHS Automated System capital project (#200109). Approved as a new capital project in the 2020 – 2024 capital plan. Approved with a cost update in the 2021-2025 capital plan. Modified with a cost, scope, revenue update through enrolled ordinance during 2021 (Ord 176-42).

FISCAL NOTE

MODIFY THE 2022-2026 CAPITAL PLAN AND 2022 CAPITAL PROJECT BUDGET TO MODIFY SCOPE FOR CAPITAL PROJECT #202014 HHS TECHNOLOGY SYSTEM ENHANCEMENTS, FUNDED WITH AMERICAN RESCUE PLAN ACT FUNDING REVENUE

This ordinance modifies the scope of capital project #202014 HHS Technology System Enhancements to convert current paper forms into electronic forms. In addition, this ordinance modifies the 2022 capital project budget for #202014 HHS Technology System Enhancements to appropriate \$52,000 of additional expenditure authority and increases general government revenue by \$52,000 from the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program.

This project is eligible for ARPA-CSLFRF funding through the objective of Public Sector Capacity and Effective Service Delivery for Health and Human Service System enhancements. The department currently utilizes approximately 400 distinct paper forms to collect client data. The department is requesting to convert these paper forms into electronic forms to allow for direct entry of client data into existing systems. This initiative would reduce the amount of paper forms collected, handled, and stored by the department by nearly 300,000 paper forms annually.

This project is being proposed through ordinance versus in the 2023 budget process to provide sufficient time to hire a contractor and for the contractor to build the 400 electronic forms into existing system.

This project is expected to generate operational benefits, including more efficient access to client records, easier cross-division collaboration, and a reduction in physical storage needs. The transition to digital forms will also marginally reduce office supply costs.



Danielle Igielski
Accounting Services Manager
6/7/2022
JE# 2022-00003667

VOTING RESULTS

AYE 22 NAY 3 ABSTAIN 0 **ABSENT** 2

Ordinance 177-O-027

Ordinance 177-O-027: Modify The 2022-2026 Capital...

Passed With 17 Yes Votes Needed

D2 - Weil	ABSENT
D3 - Morris	AYE
D4 - Batzko	AYE
D5 - Grant	AYE
D6 - Walz	AYE
D8 - Michalski	AYE
D9 - Heinrich	AYE
D10 - Thieme	AYE
D11 - Howard	AYE
D12 - Wolf	AYE
D13 - Decker	AYE

D14 - Mommaerts	AYE
D15 - Kolb	AYE
D16 - Crowley	AYE
D17 - Mejer	AYE
D18 - Nelson	AYE
D19 - Enriquez	AYE
D20 - Schellinger	AYE
D21 - Gaughan	AYE
D22 - Wysocki	NAY
D23 - Hammit	AYE
D24 - Bangs	AYE
D25 - Johnson	AYE

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