

SHELTER, Inc Sober Living Houses Contract Update

Suzanne Tavano, PhD
October 3, 2022

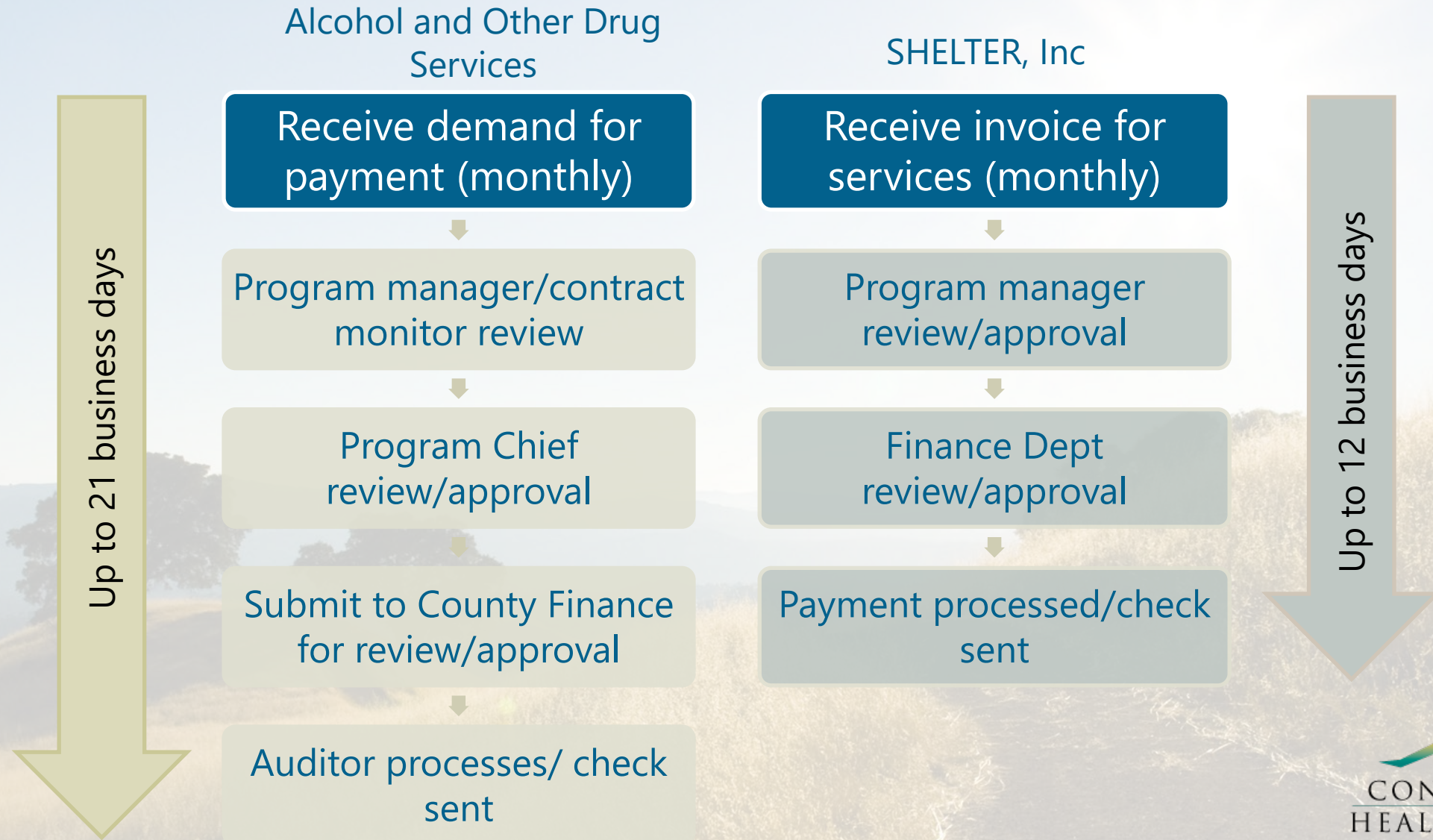
HSD Contracts with SHELTER, Inc

Contract #	End Date	Amount	Services
25-038-14	6/30/2022	\$75,000.00	Mt. View Family Shelter <i>(contract renewal in process)</i>
25-046-23	11/30/2022	\$1,073,302.00	Master-lease for permanent supportive housing for homeless
25-078-3	6/30/2023	\$7,157,615.00	Master-lease housing for MHSA eligible persons
74-639-2	6/30/2023	\$335,152.00	Specialty housing for adults participating in substance use
TOTAL		\$8,641,069.00	

Status Update Contract #74-639

- SI subcontracts with 13 SLE providers
- ALL invoices paid through 9/7/22
- No loss in bed inventory

Payment Processing Procedures



Contractor Performance

January 1, 2022-June 30, 2022

- 120 individuals served
- 5683 bed nights provided

Contract Monitoring and Supports

Annual

- Fiscal review
- Performance monitoring (on-site)

Quarterly

- System of Care provider meetings

Monthly

- Data entry compliance review
- Monthly meetings with SLE/RR operators*

As needed

- Training for contractor and subcontractors
- Drop-in visits to Recovery Residences/SLE's*

Health Services Department (HSD) Contracting Process

Patrick Godley and Tasha Scott
October 3, 2022

Contracting General Overview

HSD has a centralized contracting process for all Divisions in the Department

- The Contracts and Grants (C&G) unit functions as that central contracting point of contact.
- The C&G unit processes approximately 1,200 contracts annually with a total value of \$672 million and handles all communication with County Counsel, Clerk of the Board and CAO.

Monitoring Policy

HSD also has comprehensive programs for both financial and performance monitoring imbedded in each HSD Division.

- The monitoring requirements for each Division are uniform:
 - Develop measurable outcome-oriented objectives.
 - Implement a methodology for monitoring and evaluating the contractor's performance.
 - Authorize and monitor the payments due the contractor.

The Policy Parameters HSD Operates Within are Contained in:

- Administrative Bulletin 605.4 that provides for contracting for Special or Professional Services.
 - Almost all of the Departments contracting falls under this provision.
 - Examples of these type of contracts range from Specialist MD's, to area Hospitals; CBO's; CCHP provider network; Mental Health provider network.

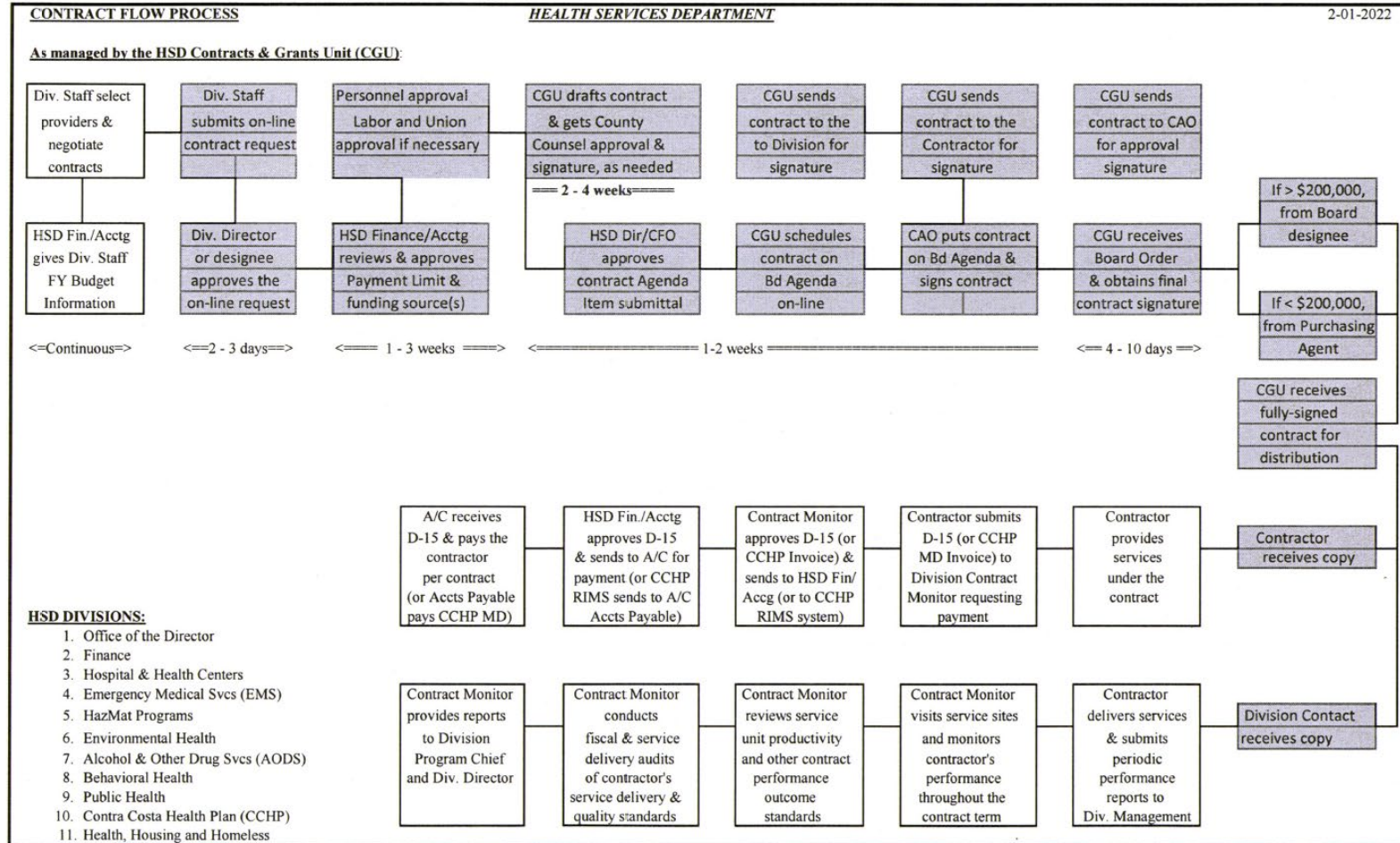
The Policy Parameters HSD Operates Within are Contained in:

- **Administrative Bulletin 613.0** describes the process to follow in the event of a “new dedicated funding stream” for the expansion of existing services or the addition of new services exclusively related to Community Based Organizations.

The Policy Parameters HSD Operates Within are Contained in:

- **Purchasing Polices** issued by the Public Works Department for the purchase of commodities, goods, materials, supplies, furnishings etc. These policies do not apply to Professional Services.

Contract Flow:



Challenges: Retroactive Contracts

Retroactive Contracts for Board of Supervisors

Reporting Dates: January 1, 2022 through August 31, 2022

Retroactive Reason

COVID-19 urgent/unexpected	6
Delay due to Contractor needing to register with SOS or submit required forms to Division	4
Delay due to County Counsel approval of language	2
Delay due to Fed/State late in defining program or rates	10
Delay due to needing BOS action regarding program direction or funding	4
Delay due to negotiation between Division and Contractor	23
Delay due to Personnel approval (Union M&C or Fingerprinting)	4
Delay due to waiting on information from Division	2
HSD staff administrative oversight/staffing vacancies	8
Lack of real time knowledge of expenditures	8
Rate adjustment due decreased volume from COVID-19	35

Total: 106

THANK YOU



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HEALTH SERVICES