To: Board of Supervisors

From: William Walker, M.D., Health Services Director

Date: January 5, 2016

Subject: Hyland Software, Inc. Purchase Order

Contra
Costa
County

RECOMMENDATION(S):
Approve and authorize the Purchasing Agent on behalf of the Health Services Department, to execute the Purchase Order with Hyland Software, Inc., in an amount not to exceed $132,713 for annual software maintenance and licensing for OnBase Document Management and Image Scanning Software for the period January 1, 2016 through December 31, 2016.

FISCAL IMPACT:
100% funding is included in the Hospital Enterprise Fund I Budget.

BACKGROUND:
OnBase software maintenance is a critical component of our Electronic Health Record (EHR) and the enterprise-wide document management solution. OnBase facilitates the capture, management, archive, storage, and retrieval of electronic and paper documents including all EHR-related, reports used by Finance and Patient Accounting, and archived records for other Health Services divisions including Behavioral Health Services, Contracts and Grants, Contra Costa Health Plan, Environmental Health, and Hazardous Materials.

☑ APPROVE   ☐ OTHER

☑ RECOMMENDATION OF CNTY ADMINISTRATOR   ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/05/2016**   ☑ APPROVED AS RECOMMENDED   ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
         Candace Andersen, District II Supervisor
         Mary N. Piepho, District III Supervisor
         Karen Mitchoff, District IV Supervisor
         Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 5, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: David Runt, (925) 313-6228

cc: T Scott,   M Wilhelm,   Renee Nunez

CONSEQUENCE OF NEGATIVE ACTION:

If this Purchase Order is not approved, the workflows associated with the above-stated functions would be adversely impacted. Hyland provides real-time OnBase application support to CCHS Information Technology department for ccLink (Epic) scanning, workflow management, and reporting solutions. If that support ceases, the integrity of data from integration of internal scanning and printing hardware interfaced to the EHR application via web services and other interfaces could be compromised. Connectivity failures in any of these areas could potentially result in incorrect or incomplete data capture and management, loss of critical archived data due to inability to perform system functions, and non-compliance with future Epic releases.

CHILDREN'S IMPACT STATEMENT:

Not applicable.