



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: July 10, 2018

Subject: Add One Clerk-Specialist Level Position in the Health Services Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22282 to add one permanent Clerk-Specialist Level position (JWXD) at salary plan and grade 3RX-1156 (\$3,847 - \$4,913) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action has an approximate annual cost of \$101,610, with pension costs of \$20,932 included. This position will be funded 50% by the Mental Health Services Act and 50% by Federal Financial Participation funding.

**BACKGROUND:**

The Health Services Department is requesting to add one Clerk-Specialist Level position due to the expansion of the Continuum of Care Reform (CCR) services. CCR is a comprehensive effort that mandates statewide reform for care provided to foster care children and includes the County's responsibility to provide Therapeutic Foster Care (TFC) services.

This position will be assigned to work in the Utilization Review Unit which is responsible

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **07/10/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, 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: July 10, 2018

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

By: June McHuen, Deputy

Contact: Adrienne Todd,  
925-957-5265

cc:

for the authorization and oversight of all mental health services provided by the Behavioral Health Division and contract providers, and that has recently added Alcohol and Other Drug Services under the Drug

### BACKGROUND: (CONT'D)

Medi-Cal Organized Delivery System Waiver. The Utilization Review Unit ensures that all required documentation for the services provided is met, appropriate, and acceptable within state and federal guidelines. Unit staff participates in internal and external audits and monitor for adequate, consistent and appropriate medical record documentation as it relates to medical necessity, utilization of resources, quality of care and discharge planning. The position's duties will include organizing and scheduling reviews, tracking review dates, and assisting the Mental Health Clinical Specialists in monitoring reviews.

### CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this request will negatively impact the ability of the Behavioral Health Division to expand the services of the Continuum of Care Reform.

### ATTACHMENTS

P300 #22282 - Add Clerk-Specialist Level in HSD