



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. 22283 to add one permanent Clerk-Specialist Level (JWXD) position 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, which includes pension costs of \$20,932. The position will be funded by Mental Health Realignment funds.

**BACKGROUND:**

The Health Services Department is requesting to add one Clerk-Specialist Level position to the Utilization Review (UR) Unit of the Behavioral Health Division. The Unit is responsible for the authorization and oversight of all mental health services provided by the Division and contract providers, and has recently added Alcohol and Other Drug (AOD) services under the Drug Medi-Cal Organized Delivery System Waiver. The 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

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
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:

to medical necessity, utilization of resources, quality of care and discharge planning.

### BACKGROUND: (CONT'D)

Due to the implementation of two programs (Continuum of Care Reform and Drug Medi-Cal Organized Delivery System), additional staff support is required to address the increased workload. The Clerk-Specialist Level position will support these programs by: working in conjunction with program managers and supervisors to coordinate the utilization review process for mental health and AOD services; providing consultation and technical assistance on UR issues to supervisors, clinical and support staff; entering service authorizations and plan approvals into the system for tracking, authorization and submission for payment reimbursement to the County; posting and updating information in appropriate UR databases; screening UR documents submitted for authorization for completeness and errors; utilizing PSP report to direct and assist all providers with State documentation timeliness compliance; and researching and resolving billing issues.

### CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this request will negatively impact the ability of the Behavioral Health Division to provide efficient services to the community.

### ATTACHMENTS

P300 #22283 - Add one Clerk-Specialist Level in HSD.doc