



Contra  
Costa  
County

To: Board of Supervisors

From: Anna Roth, Health Services

Date: September 10, 2019

Subject: Add Four Mental Health Clinical Specialist Positions in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22510 to add four Mental Health Clinical Specialist (VQSB) positions at salary plan and grade level TC2-1384 (\$5,180-\$7,689) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$587,577 with \$140,559 in pension costs already included. This cost will be offset by 75% Federal Financial Participation (FFP) and 25% Mental Health Realignment.

**BACKGROUND:**

The Health Services Department is requesting to add four Mental Health Clinical Specialist (MHCS) positions allocated to its Utilization Review within Behavioral Health Division. In order to receive funding from the California Department of Health Care Services (DHCS), Contra Costa Behavioral Health Department (CCBHD) Utilization Review staff routinely perform chart reviews. This monitoring activity ensures that service providers enroll and treat the county's target population as deemed appropriate by DHCS. During the last DHCS Triennial Audit in 2017, DHCS stipulated that CCBHD increase its annual chart review

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **09/10/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: Candace Andersen, District II  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor  
Federal D. Glover, District V  
Supervisor

ABSENT: John Gioia, District I  
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: September 10, 2019

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

By: Jami Napier, Deputy

Contact: Sabrina Pearson, (925)  
957-5240

cc:

sample size from 5% to 10%. The state mandate

### BACKGROUND: (CONT'D)

for increased vigorous review process requires additional staffing capacity to meet such demand

The new positions will be responsible for the authorization of services provided by the Behavioral Health Division as well as community-based organizations and hospitals that we contract with to ensure that required documentation for services is met, appropriate and within State and Federal regulations, County policies and procedures. This includes levels of activity such as authorization, concurrent and retrospective reviews. The MHCS also works as part of the team that conducts audits of service providers to ensure compliance and quality of care. In addition, they participate in several regulatory audits conducted by the State Department of Health Care Services, Office of the Inspector General, and Centers for Medicare and Medicaid Services.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Utilization Review within Behavioral Health Division will not have adequate level of clinicians to perform review of patients' records, which may result in decrease of funding received.

### ATTACHMENTS

P-300