



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: January 7, 2020

Subject: Add and cancel positions in the Alcohol and Other Drug Services Program within the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22568 to add one (1) Administrative Services Assistant II position (APVA) at salary plan and grade level ZB5-1475 (\$5,502-\$6,687), one (1) Health Services Systems Analyst I position (LBWC) at salary plan and grade level ZB5-1595 (\$6,196-\$8,303), one (1) Substance Abuse Program Manager position (VHGE) at salary plan and grade level ZA5-1750 (\$7,224-\$8,780) and cancel one (1) Substance Abuse Program Manager-Project position #17603 (VHG5) at salary plan and grade level Z15-1750 (\$7,224-\$8,780) in the Health Services Department. (Represented)

FISCAL IMPACT:

There is an annual cost increase of approximately \$320,388 with \$80,625 in pension costs already included. The cost is 100% funded by the Substance Abuse Block Grant.

BACKGROUND:

Health Services is requesting to add the three positions allocated to the Alcohol and Other Drug Services Program (AODS) within Behavioral Health Division to support various administrative and professional support of alcohol and other drugs clinical, business and operational applications of several systems. The

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/07/2020** ☒ 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: January 7, 2020

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares,
(925) 957-5240

cc:

BACKGROUND: (CONT'D)

>incumbents of these positions will report directly to the AODS Chief or designee and are fully funded by the Substance Abuse Block Grant (SABG).

The Administrative Services Assistant II will be responsible to gather, research and analyze billing data for invoice processing through the Share Care billing system as well as contract development. With the implementation of the Drug Medi-Cal Waiver, the development of service rates and contract structure has increased in complexity requiring alignment of federal and state funding streams to specific regulatory requirements. Duties and responsibilities include preparation and submission of reports, data and documentation to the Department of Health Care Services. In addition, the incumbent will oversee the AODS Medi-Cal Administrative Activities program, track and collect data to ensure accuracy; draft policies, procedures and recommendations.

The Health Services Systems Analyst I will be responsible to ensure data is entered accurately and timely by community based organizations and reports meet the regulatory standards of the Department of Health Care Services. AODS is required to attest and certify the accuracy of data. Duties and responsibilities include ensuring quality and timeliness of the reports, training and supporting all providers with data needs including clinical information systems, supporting all AODS managers with preparation of report and analysis of systems performance, and Drug Medi-Cal claims service utilization for budgetary needs and external quality audits.

The Substance Abuse Program Manager will be responsible for the overall operation and management of one of the County's and/or contract substance abuse services areas - Outpatient Programs; Residential Services; Methadone Services; Perinatal Services; and Prevention Programs in addition to services to special populations, Federal Grant Programs, and development of an integrated services system under the Drug Medi-Cal Waiver. To offset the cost, the vacant Substance Abuse Program Manager-Project position #17603 is cancelled.

CONSEQUENCE OF NEGATIVE ACTION:

There will not be adequate profession and technical staff to support the Alcohol and Other Drugs Services Program within Behavioral Health Division which impacts care and services of the County's special population.

ATTACHMENTS

P300 No. 22568