



LASSEN COUNTY

Health and Social Services Department

- **HSS Administration**
336 Alexander Avenue
Susanville, CA 96130
(530) 251-8128
- **Grants & Loans Division**
336 Alexander Avenue
Susanville, CA 96130
(530) 251-2683
- **Behavioral Health**
555 Hospital Lane
Susanville, CA 96130
(530) 251-8108 / 8112
Chestnut Annex
1400-A & B Chestnut Street
Susanville, CA 96130
(530) 251-8112
- **Patients' Rights Advocate**
1600 Chestnut Street
Susanville, CA 96130
(530) 251-8322
- **Public Health**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- **Environmental Health**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- **Public Guardian**
1600 Chestnut Street
Susanville, CA 96130
(530) 251-8337
- **Community Social Services**
Lassen WORKS
P. O. Box 1359
1600 Chestnut Street
Susanville, CA 96130
(530) 251-8152
- Business & Career Network**
1616 Chestnut Street
Susanville, CA 96130
(530) 257-5057
- Child & Family Services**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8277
- Adult Services**
1600 Chestnut Street
Susanville, CA 96130
(530) 251-8158
- **HSS Fiscal**
P. O. Box 1180
Susanville, CA 96130

Date: November 27, 2018
To: Chris Gallagher, Chairman
Lassen County Board of Supervisors
From: Barbara Longo, Director
Health & Social Services
Subject: Amendment to Agreement with Kings View Corporation Fiscal Year 2018/2019

Background:

The Health and Social Services Department contracts with Kings View Corporation for Behavioral Health Cost Reporting and Financial Services. After the initial site visit in September, it was determined there was a need to purchase additional services. The additional services include the Fiscal Product Worksheet Package and the Behavioral Health Cost Reports.

Fiscal Impact:

There is no impact to County General Fund. Additional costs for this Amendment will be paid with Behavioral Health funds.

Action Requested:

1) Approve the Amendment and 2) authorize the County Administrative Officer to execute.

**FIRST AMENDMENT TO AGREEMENT
BY AND BETWEEN
LASSEN COUNTY
AND
KINGVIEW CORPORATION**

THIS FIRST AMENDMENT TO AGREEMENT ("Amendment") is made by and between LASSEN COUNTY ("COUNTY") and KINGS VIEW (hereinafter "CONTRACTOR"), who agree as follows:

1. **Recitals:** This First Amendment is made with reference to the following facts and objectives:

COUNTY and CONTRACTOR have entered into a written Agreement for the term of July 1, 2018 through June 30, 2023, (the "Agreement") in which CONTRACTOR agreed to provide support services necessary for successful implementation of State Mandated Cost Reporting services.

2. **Amendments:** The parties agree to amend the Agreement as follows:

- a. The parties desire to amend the scope of work. Therefore, Exhibit A is deleted and replaced with the following:

Exhibit A - AMENDED SCOPE OF WORK – COUNTY

This Scope of Work is applicable to the Cost Reporting Services and Financial Services provided by CONTRACTOR.

1. **Reporting/Compliance:**

- a. CONTRACTOR will use all reasonable efforts to provide services and software support that are compliant with all applicable local, state, and federal requirements.
- b. CONTRACTOR shall use all reasonable efforts to see that all local, state, and federal requirements are met within the time lines set by those agencies.
- c. CONTRACTOR will provide specialized reporting as required by County, State, and Federal agencies regarding mandatory reporting requirements.
- d. CONTRACTOR and COUNTY will adhere to all reporting requirements as prescribed by the State of California Department of Healthcare Services (DHCS), the Centers for Medicaid and Medicare (CMS), and all other agencies associated with the oversight of financial reporting by COUNTIES and COUNTY CONTRACTORS.
- e. CONTRACTOR and COUNTY will mutually agree upon an Activity Calendar for defining the dates of services and dates of anticipated completion.
- f. COUNTY shall provide all necessary fiscal reports and other source documents to be able to provide all the services listed in the Scope of Work.

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2. CONTRACTOR'S Provision for Consultation for Review of Previous MHSA Annual Revenue and Expenditure Reports (RER):
 - a. CONTRACTOR shall provide consultation, research, review, and analysis for any discrepancies and errors found in previous fiscal year RERs, going back no further than 3-5 years for an additional total of eighteen (18) consult hours;
 - b. CONTRACTOR shall provide completion of the FY 2017/2018 RER, and error review, bringing all COUNTY RERs up-to-date and accurate;
 - c. CONTRACTOR shall make available additional Consultation Hours, as requested by the COUNTY, for a mutually agreeable hourly fee.
3. CONTRACTOR'S Provision of Services for Annual Cost Report Production:
 - a. CONTRACTOR shall provide customized data Worksheets, using the COUNTY'S financial and statistical databases for the operation of COUNTY'S Mental Health (MH) and Substance Use Disorder (SUD) Programs.
 - b. COUNTY shall generate MH and SUD financial reports and statistics, for CONTRACTOR, including but not limited to:
 1. General Ledger Revenue and Expenditure Reports for each Budget unit related to MH programs and services;
 2. Service reports to include Total Units of Service by Mode and Service Function Code and identified by payor source;
 3. Revenues from all funding streams associated with the provision of MH services, including Medi-Cal, State General Funds (SGF);
 4. Other necessary reports for CONTRACTOR, as reasonably requested and required to complete in its entirety all contracted services for the Fiscal Year's Cost Report;
 5. COUNTY shall provide all Treatment Provider information and treatment provider Cost Reports, if not completed by CONTRACTOR.
 - c. CONTRACTOR shall proceed with the completion of the Cost Report up to and including working with the COUNTY and/or PROVIDER(S) to submit the completed Cost Report to the necessary agencies;
 - d. CONTRACTOR shall provide COUNTY all Worksheets and other back-up information (such as General Ledger reports) which are clearly defined and identified with the Cost Report forms, in hard copy format in a binder, indexed by section as related to the Cost Report.
 - e. CONTRACTOR shall provide COUNTY a digital copy of the Cost Report on a flash drive or CD, whichever is preferred.

4. CONTRACTOR'S Provision for the Fiscal Product Worksheet Package to include the following:

- a. MHSA ALLOCATION WORKSHEET
- b. 1991 REALIGNMENT ALLOCATION WORKSHEET
- c. 2011 REALIGNEMENT ALLOCATION WORKSHEET
- d. MEDI-CAL BILLING SUMMARY LOG WITH MED-CCC RECONCILIATION
- e. MHSA EXPENDITURES BY PROGRAM WORKSHEET
- f. Other fiscal worksheets to be created as those deemed necessary by the COUNTY for ALLOCATIONS and/or EXPENDITURES.

All the Fiscal Product Worksheets will be customized for Lassen County and training will be provided in the usage of each, with ongoing support as required by the COUNTY.

TOTAL SERVICES TO BE PROVIDED:

1. 2 Mental Health Cost Reports, in entirety for Fiscal Years 2017-2018, 2018-2019
2. 3 SUD Cost Reports, in entirety for Fiscal Years 2016-2017, 2017-2018, 2018-2019
3. 18 Additional Consultation Hours to complete the revision of 6 RERs, beginning with Fiscal Year 2012-2013 to 2018-2019
4. Fiscal Product Worksheet Package, including 5 or more Fiscal Worksheets with 24 consultation hours for initial implementation, training and then ongoing support

b. The parties desire to amend the summary of costs and terms. Therefore, Exhibit B is deleted and replaced with the following:

Exhibit B - For Services Provided to COUNTY by CONTRACTOR:

SUMMARY OF COSTS & TERMS

Research, development and completion of the Lassen County MH Cost Reports in entirety for Fiscal Years 2017-2018 and 2018-2019:

11,000 MH-17-18	
<u>11,000</u> MH-18-19	
SUB-TOTAL	22,000

Research, development and completion of the Lassen County SUD Cost Reports in entirety for Fiscal Years 2016-2017, 2017-018, and 2018-2019:

6,000 SUD-16-17	
6,000 SUD-17-18	
<u>6,000</u> SUD-18-19	
SUB-TOTAL	18,000

18 – Additional Consultation Hours to finalize RER history for discrepancies and corrections, and the Completion of the RERs for Fiscal Years:

1. 2012-2013	3 hours	200
2. 2013-2014	3 hours	200
3. 2014-2015	3 hours	200
4. 2015-2016	3 hours	200
5. 2016-2017	3 hours	200
6. 2018-2019	3 hours	<u>200</u>
	SUB-TOTAL	1,200

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Fiscal Product Worksheets, including 5 or more as mentioned above, including customization, and ongoing support: 2,500

Implementation and training in the use of each Fiscal Product

Worksheet, including travel and 24 consultation hours:

3,150

SUB-TOTAL 5,650

GRAND TOTAL: 46,850

LESS DISCOUNT: -12,500

34,250 -TOTAL

TERMS:

Upon completion of this signed amended service agreement between the COUNTY and CONTRACTOR, and the first month of service begins, COUNTY will begin paying CONTRACTOR 1/12th of the total of \$34,250, or \$2,854 per month for 12 consecutive months.

Whenever possible, work will be done remotely and transmitted electronically to save on travel costs, if COUNTY agrees. Additional consult hours available as requested, and depending on the nature of the consult, between \$100-\$175 per hour, plus travel. Consultation hours to be billed monthly as used.

c. The parties desire to amend the Responsibilities of the County. Therefore, Item 4 is deleted and replaced with the following:

COUNTY agrees to pay CONTRACTOR for all Services at the rate stated herein, which amount shall include reimbursement for all expenses incurred. No other expenses shall be paid to CONTRACTOR without formal approval of the COUNTY's Board of Supervisors or its authorized agent. In no event, shall the total Services to be performed hereunder exceed \$34,250 plus any additional consultation hours as requested by COUNTY.

COUNTY shall not be responsible for any charges or expenses incurred by CONTRACTOR, his/her agents, employees or independent contractors, other than those listed herein, relating to the performance of Services hereunder unless authorized in advance in writing by COUNTY.

3. Effectiveness of Agreement: Except as set forth in this First Amendment, all provisions of the Agreement dated July 24, 2018, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates shown opposite their respective signatures.

CONTRACTOR

Dated:

11/9/2018

By:


Leon Hoover, MSW, M. Mgmt
Chief Executive Officer

COUNTY

Dated:

By:


Richard Egan
County Administrative Officer

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Dated: _____

By: _____

**Barbara Longo, Director
Health and Social Services**

Approved as to form:

**Robert M. Burns
Lassen County Counsel**

Dated: _____

By: _____

**Andrew Haut
Attorney for County Counsel**

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