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**AGENDA COVER MEMO**

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**AGENDA DATE:** June 8, 2005  
**TO:** Board of County Commissioners  
**FROM:** Department of Health & Human Services  
**PRESENTED BY:** Rob Rockstroh  
**AGENDA ITEM TITLE:** ORDER \_\_\_\_\_ /IN THE MATTER OF APPOINTING THE COUNTY ADMINISTRATOR OR HIS AUTHORIZED DESIGNEE AS COUNTY FINANCIAL ASSISTANCE ADMINISTRATOR FOR THE FY 05/07 DEPARTMENT OF HUMAN SERVICES FINANCIAL ASSISTANCE AGREEMENT

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**I. MOTION**

ORDER \_\_\_\_\_ /In The Matter Of Appointing The County Administrator Or His Authorized Designee As County Financial Assistance Administrator For The FY 05/07 Department Of Human Services Financial Assistance Agreement

**II. ISSUE OR PROBLEM**

The FY 05/07 Financial Assistance Agreement with the Department of Human Services (DHS) for mental health treatment, alcohol and drug treatment, and developmental disabilities services requires appointment of a County Financial Assistance Administrator. The agreement also requires the County Administrator to be authorized to delegate authority for the acceptance of Service Element Prior Authorizations (SEPA's), Client Prior Authorizations (CPA's) and Provider Prior Authorizations (PPA's).

**III. DISCUSSION**

A. Background/Analysis:

The DHS Financial Assistance Agreement requires the county to, by a duly adopted order or resolution of the county Board of Commissioners, appoint a county officer to administer the Agreement. This resolution needs to authorize the County Financial Assistance Administrator to amend the award, on behalf of county, by execution and delivery of amendments to this agreement in the name of county. Unless the authorizing resolution clearly vests such authority in the County Financial Assistance Administrator, DHS will not treat the County Financial Assistance Administrator as authorized to amend, on behalf of county, any part of this Agreement other than the Financial Assistance Award. This board order may also authorize the County Administrator as the County

Financial Assistance Administrator to authorize others to act as the local security administrator to accept Service Element Prior Authorizations (SEPA's), Client Prior Authorizations (CPAs), Provider Prior Authorizations (PPAs) on behalf of the County and Disbursement Claims.

The State is implementing Phase 1 of the eXPRS payment system starting in July 2005. eXPRS is an on-line, real time payment system for providers and counties that receive funding through Department of Human Services. Phase 1 consists of only a few services from each of the major service areas of Developmental Disabilities, Mental Health and A&D. The eXPRS system will move service providers and counties to a fee for service model, a significant change in cash flow for most of our subcontractors, including the county.

Changes in funding for service elements paid through the eXPRS system will not come down through written amendment, but will instead be sent electronically to the County as SEPA's. These changes will fall within the delegated authority of the County Administrator per Lane Manual 21.147(2). Quick turnaround on approving the SEPA's is critical. Providers will not be able to bill for the services contained in the SEPA until the SEPA has been accepted by the County and the allotment for that provider has been increased. Delays in accepting the SEPA's will further increase the number of days between providing a service and receiving payment.

Once a SEPA has been accepted by the County, a Provider Prior Authorization (PPA) must be created and approved. This pre-authorizes the amount that is paid to a provider for services within a service element. The PPA is created by the County and accepted by the provider agency, similar to a contract amendment. These changes will fall within the delegated authority of the County Administrator. Funds authorized through the PPA are further designated through Client Prior Authorization (CPA) which limits the amount that can be paid out for services delivered by a specific provider to a specific client. CPAs are created by the County. Prior to eXPRS, this function was managed by a combination of Health & Human Services program and administrative staff.

Health & Human Services staff is working with County Counsel on a subsequent process for the delegation of these functions by the County Administrator to the Director of Health & Human Services.

**B. Alternative/Options**

1. To appoint the County Administrator or his authorized designee as the County Financial Assistance Administrator for the FY 05/07 DHS Financial Assistance Agreement and to authorize the County Administrator as the County Financial Assistance Administrator to authorize others to approve Service Element Prior Authorizations (SEPA's), Client Prior Authorizations (CPAs) and Provider Prior Authorizations (PPAs) on behalf of the County.

2. Not to appoint the County Administrator or his authorized designee as the County Financial Assistance Administrator for the FY 05/07 DHS Financial Assistance Agreement and not to authorize the County Administrator as the County Financial Assistance Administrator to authorize others to approve Service Element Prior Authorizations (SEPA's), Client Prior Authorizations (CPAs) and Provider Prior Authorizations (PPAs) on behalf of the County.

C. Recommendation

To approve #1 above.

**IV. IMPLEMENTATION/TIMING**

Upon approval by the Board, the County Administrator or his authorized designee will be appointed as the County Financial Assistance Administrator for the FY 05/07 DHS Financial Assistance Agreement. The Department of Health & Human Services will continue to work with County Counsel on delegation of approval of SEPA's, CPAs and PPAs.

**V. ATTACHMENTS**

Board Order

**BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON**

**ORDER:** ) IN THE MATTER OF APPOINTING THE COUNTY  
 ) ADMINISTRATOR OR HIS AUTHORIZED DESIGNEE AS  
 ) COUNTY FINANCIAL ASSISTANCE ADMINISTRATOR FOR THE  
 ) FY 05/07 DEPARTMENT OF HUMAN SERVICES FINANCIAL  
 ) ASSISTANCE AGREEMENT

WHEREAS, the Board of County Commissioners will delegate authority to the County Administrator to sign the FY 05/07 Financial Assistance Agreement with the Department of Human Services (DHS) through the budget adoption; and

WHEREAS, one requirement of the agreement is the appointment of a County Financial Assistance Administrator for the FY 05/07 Financial Assistance Agreement; and

WHEREAS, the Financial Assistance Agreement is modifying the authorization and payment process for selected service elements; and

WHEREAS, in order for the County Administrator, as the County Financial Assistance Administrator, to delegate authority for the approval of Service Element Prior Authorizations (SEPA's), Provider Prior Authorizations (PPAs) and Client Prior Authorizations (CPAs) he must be authorized to do so through this order; now therefore, it is hereby

ORDERED that the Board of County Commissioners appoint the County Administrator or his authorized designee as the County Financial Assistance Administrator for the FY 05/07 DHS Financial Assistance Agreement; and further

ORDERED that the County Administrator, as the County Financial Assistance Administrator, is authorized to delegate approval of Service Element Prior Authorizations (SEPA's) to the County Authorized Signatory as documented by a letter of delegation; and further

ORDERED that the County Administrator, as the County Financial Assistance Administrator, is authorized to delegate authority to submit and modify, Provider Prior Authorizations (PPAs) and Client Prior Authorizations (CPAs) and Disbursement Claims to the local security administrator(s) as documented by a letter of delegation.

DATED this \_\_\_\_\_ day of June 2005.

APPROVED AS TO FORM  
Date 5/31/05 lane county  
Hadlaw  
OFFICE OF LEGAL COUNSEL

\_\_\_\_\_  
Anna Morrison, Chair  
Board of County Commissioners