



**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark Mc Cauley, County Administrator

FROM: Apple Martine, Public Health Director
Anna McEnery, DD & BH Coordinator

DATE: January 2, 2024

SUBJECT: Agenda Item – Amendment #1 to the Program Agreement with Department of Social and Health Services, the Developmental Disabilities Administration (DDA); #2363-48908; in Jefferson County, Washington; July 1, 2023 – June 30, 2024; additional revenue of \$304,353.00; for a total of \$943,727.00

STATEMENT OF ISSUE:

Jefferson County Public Health, the Developmental Disabilities Division; is requesting Board approval of Amendment #1 to the Program Agreement with Department of Social and Health Services, (DSHS); the Developmental Disabilities Administration, (DDA); #2363-48908; in Jefferson County, Washington; July 1, 2023- June 30, 2024; additional revenue of \$304,353.00; for a total of \$943,727.00.

ANALYSIS/STRATEGIC GOALS/PRO'S and CON'S:

This Contract Amendment supports a continuation of programs with DSHS - DDA; for services to individuals who experience intellectual/developmental disabilities; in Jefferson County, Washington. The Program Agreement covers a variety of services. The services include: Administration, Training expenses (volunteers, board members, staff), Community Information Activities, Consumer Support, Early Intervention Services, Individual Supported Employment, Group Supported Employment, Community Inclusion, Individual Technical Assistance and other activities (Special Projects).

Community Inclusion is individualized services provided in integrated community settings. Activities are tailored to the individual's needs, interests, and abilities; opportunities that are typically experienced by the general public of similar age in their local community. The goal of the service is to support individuals to participate, contribute, and develop relationships with community members who are not paid staff.

Community Inclusion Services may be authorized for individuals age 62 and older. In addition, since January 1, 2023, DDA has authorized concurrent services. That means an individual who experiences an intellectual developmental disability and has received nine months of employment support, (in Individual Employment or Group Employment Services) will be offered Community Inclusion Services. The added funding from DDA will go towards individuals accessing concurrent services and additional Individual Employment and Group Employment services.

The Statement of Work requires a qualified Developmental Disabilities Coordinator, Developmental Disabilities Advisory Board, working knowledge of DSHS/DRW Access Agreement and assignment of Medicaid billing rights under Title XIX. The Jefferson County Developmental Disabilities Program has Professional Service Agreements with agencies and/or organizations to provide services.

The Jefferson County, Intellectual/Developmental Disabilities Advisory Board agrees that these are essential and important services for our community.

FISCAL IMPACT/COST BENEFIT ANALYSIS :

This Program Agreement with the Department of Social and Health Services; includes both State and Waiver revenue. This revenue will be used to support services in the Jefferson County, Developmental Disabilities Programs.

RECOMMENDATION:

Jefferson County Public Health, the Developmental Disabilities Division; requests Board approval of Amendment #1 to the Program Agreement with Department of Social and Health Services, (DSHS); the Developmental Disabilities Administration, (DDA); #2363-48908; in Jefferson County, Washington; July 1, 2023- June 30, 2024; additional revenue of \$304,353.00; for a total of \$943,727.00.

REVIEWED BY:


Mark McCauley, County Administrator

12/28/23
Date

CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: DSHS- Developmental Disabilities Administration- (DDA) Contract No: DD-23-049-A1

Contract For: Services for People who experience Intellectual/Developmental Disabilities Term: July 1, 2023 - June 30, 2024

COUNTY DEPARTMENT: Jefferson County Public Health- DD Program

Contact Person: Anna McEnery

Contact Phone: 360-385-9410

Contact email: amcenery@co.jefferson.wa.us

AMOUNT: \$304,353.00

Revenue: \$304,353.00

Expenditure:

Matching Funds Required:

Sources(s) of Matching Funds

Fund # PH fund #127

Munis Org/Obj #12756800

PROCESS:



Exempt from Bid Process



Cooperative Purchase



Competitive Sealed Bid



Small Works Roster



Vendor List Bid



RFP or RFQ



Other:

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☒ N/A: ☐

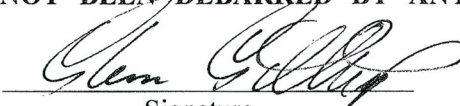

Signature

Dec. 19, 2023

Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒ N/A: ☐


Signature

Dec. 19, 2023

Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 12/26/2023.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 12/21/2023.
Approved as to form PAO 12.21.23

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL

 Washington State Department of Social & Health Services <i>Transforming lives</i>		COUNTY PROGRAM AGREEMENT AMENDMENT		DSHS Agreement Number 2363-48908 Amendment No. 01
This Program Agreement Amendment is by and between the State of Washington Department of Social and Health Services (DSHS) and the County identified below.				Administration or Division Agreement Number DD-23-049-A1 County Agreement Number
DSHS ADMINISTRATION Developmental Disabilities Admin		DSHS DIVISION Division of Developmental Disabilities		DSHS INDEX NUMBER 1223 CCS CONTRACT CODE 1223
DSHS CONTACT NAME AND TITLE Wendi Winchel		DSHS CONTACT ADDRESS PO BOX 45315 Olympia, WA 98504-5315		
DSHS CONTACT TELEPHONE (360) 725-4264		DSHS CONTACT FAX (360) 586-6502		DSHS CONTACT E-MAIL winchwa@dshs.wa.gov
COUNTY NAME Jefferson County Jefferson County DDA County Services		COUNTY ADDRESS 615 SHERIDAN STREET Port Townsend, WA 98368		
COUNTY FEDERAL EMPLOYER IDENTIFICATION NUMBER		COUNTY CONTACT NAME Anna McEnery		
COUNTY CONTACT TELEPHONE (360) 385-9410		COUNTY CONTACT FAX (360) 385-9401		COUNTY CONTACT E-MAIL amcenery@co.jefferson.wa.us
IS THE COUNTY A SUBRECIPIENT FOR PURPOSES OF THIS PROGRAM AGREEMENT? No				CFDA NUMBERS
AMENDMENT START DATE 12/01/2023		PROGRAM AGREEMENT END DATE 06/30/2024		
PRIOR MAXIMUM PROGRAM AGREEMENT AMOUNT \$639,374.00		AMOUNT OF INCREASE OR DECREASE \$304,353.00		TOTAL MAXIMUM PROGRAM AGREEMENT AMOUNT \$943,727.00
REASON FOR AMENDMENT; CHANGE OR CORRECT CHOOSE ONE:				
EXHIBITS. When the box below is marked with a check (4) or an X, the following Exhibits are attached and are incorporated into this Program Agreement Amendment by reference: ☐ Exhibits (specify):				
This Program Agreement Amendment, including all Exhibits and other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties as changes to the original Program Agreement. No other understandings or representations, oral or otherwise, regarding the subject matter of this Program Agreement Amendment shall be deemed to exist or bind the parties. All other terms and conditions of the original Program Agreement remain in full force and effect. The parties signing below warrant that they have read and understand this Program Agreement Amendment, and have authority to enter into this Program Agreement Amendment.				
COUNTY SIGNATURE(S)		PRINTED NAME(S) AND TITLE(S) Heidi Eisenhour, Chair Board of County Commissioners Jefferson County Washington		DATE(S) SIGNED
DSHS SIGNATURE		PRINTED NAME AND TITLE		DATE SIGNED

Approved as to form only:

 12/21/23
 Barbara Ehrlichman Date
 Civil Deputy Prosecuting Attorney
 Jefferson County Washington

This Program Agreement between the County and the State of Washington Department of Social and Health Services (DSHS) is hereby amended as follows:

1. The **Total Maximum Contract Amount** is hereby increased in the amount of \$304,353.00, for a new Contract Amount of \$943,727.00.
2. **Section 8. Billing and Payment:**
 - a. Program Administration: The County will provide program administration and coordination including such activities as planning, budgeting, contracting, monitoring, and evaluation. Monthly claims for administration can be 1/12 of the maximum amount identified in Exhibit B under Administration or for the actual costs incurred in the given month but the total Administration billed will be the lesser of the two. Administration cost reimbursement will not exceed 10% unless the Assistant Secretary of DDA approves a request for an exception under chapter 388-850 WAC.
 - b. Preadmission Screening and Resident Review (PASRR) Administration: The County may bill for administration costs as identified in **Exhibit B**. Monthly claims for administration cost will be based on the actual PASRR expenditures multiplied by 10%.
3. Exhibit B. **Program Agreement Budget** is hereby replaced with the following Exhibit B1, Program Agreement Budget.

All other terms and conditions of this Program Agreement remain in full force and effect.

Program Agreement Budget

Original Budget X Budget Revision
REVENUES

Fiscal Year	Fund Source	Original	1 st Revision	2 nd Revision	3 rd Revision
2024	State only	332,557	480,307		
	Medicaid	306,817	463,420		
	Total Rev.	\$639,374	\$943,727	\$	\$

Fiscal Year	Fund Source	Original	1 st Revision	2 nd Revision	3 rd Revision
2025	State only				
	Medicaid				
	Total Rev.		\$	\$	\$

Account Title / BARS	Job Foundation Funds	PASRR Funds	State Funds	Medicaid Funds	TOTAL
ADMINISTRATION 11,12,13,14	672	0	39,770	32,538	72,980
OTHER CONSUMER SUPPORTS 31, 32, 41, 92, 93, 94, 97	0	0	20,914	17,112	38,026
CONSUMER SUPPORT STATE-ONLY 62, 64, 65, 67, 69	0	0	0		0
Child Development 61			16,125		16,125
MEDICAID CLIENTS 62, 64, 65, 67, 69 95, 96	9,600	0	263,549	263,549	536,698
MEDICAID CLIENT PROVISO 62, 64, 65, 67, 95, 96	0	0	139,949	139,949	279,898
ROADS to COMMUNITY LIVING 62, 64, 65, 67, 69			0	0	0
TOTAL	10,272	0	480,307	453,148	943,727