

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Health Agency - Behavioral Health Services		(2) MEETING DATE March 21, 2006		(3) CONTACT/PHONE Karen Baylor, Behavioral Health Administrator (805) 781-4734	
(4) SUBJECT Request to approve a renewal contract (Clerk's File) with Catholic Healthcare West, d.b.a. French Hospital Medical Center, to provide ancillary services to the County's Behavioral Health Psychiatric Health Facility for FY 2005-06 and 2006-2007					
(5) SUMMARY OF REQUEST French Hospital has been providing ancillary services to the County's Psychiatric Health Facility (PHF) since its relicensure as a PHF. The contractor assumes responsibility for the management of an organized hospital dietary service to patients, qualified and trained staff to prepare and serve meals, supervision of nutritional aspects of patient care, and provision of guidance on dietetic policies affecting patient treatment. The contractor also provides environmental services, seven days per week, for housekeeping and maintenance of the 6,760 square foot facility, and certified laboratory services to the PHF for routine and emergency orders. The maximum set for this contract is \$329,310 per year.					
(6) RECOMMENDED ACTION  It is recommended that the Board approve the renewal contract with Catholic Healthcare West, d.b.a. French Hospital Medical Center to provide ancillary services to the County's Behavioral Health Psychiatric Health Facility for FY 2005-07.					
(7) FUNDING SOURCE(S) Federal, State, private Insurance, County		(8) CURRENT YEAR COST \$329,310		(9) ANNUAL COST \$329,310	
(10) BUDGETED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> NO					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): County Counsel has reviewed and approved the contract as to form and legal effect.					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____					
(13) SUPERVISOR DISTRICT(S) 1st, 2nd, 3rd, 4th, 5th, <u>All</u>			(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(15) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. <u>30 min</u> )			(16) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input checked="" type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input type="checkbox"/> N/A		
(17) NEED EXTRA EXECUTED COPIES? <input checked="" type="checkbox"/> Number: <u>1</u> <input type="checkbox"/> Attached <input type="checkbox"/> N/A			(18) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		
(19) Administrative Office Review  <p align="center"><i>OK Dan Buehli</i></p>					

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(3-21-06)*

# BEHAVIORAL HEALTH SERVICES

COUNTY OF SAN LUIS OBISPO



Reply to:

## MENTAL HEALTH SERVICES

2178 JOHNSON AVENUE  
SAN LUIS OBISPO, CALIFORNIA 93401-4535  
(805) 781-4700  
(805) 781-1273 FAX

To: Board of Supervisors

From: Karen Baylor, Ph.D., Behavioral Health Administrator

A handwritten signature in cursive script that reads "Karen Baylor".

Date: March 21, 2006

Subject: Request to approve a renewal contract (Clerk's File) with Catholic Healthcare West, d.b.a. French Hospital Medical Center, to provide ancillary services to the County's Behavioral Health Psychiatric Health Facility for FY 2005-07.

### RECOMMENDATION:

It is recommended that the Board approve a renewal contract (Clerk's File) with Catholic Healthcare West, d.b.a. French Hospital Medical Center, to provide ancillary services to the County's Behavioral Health Psychiatric Health Facility for FY 2005-07.

### DISCUSSION:

Since the closure of General Hospital and the relicensure of the psychiatric inpatient unit as a Psychiatric Health Facility (PHF) in 2003, French Hospital has provided ancillary services to the PHF. The contract includes Dietetic, Environmental, and Laboratory services which are designed to meet standards prescribed by the Department of Health Services.

The contractor assumes responsibility for the management of an organized hospital dietary service to patients, qualified and trained staff to prepare and serve meals, supervision of nutritional aspects of patient care, and provision of guidance on dietetic policies affecting patient treatment. The contractor also agrees to conduct a quality assurance program and report results to the PHF Administration.

In addition to dietary services, the contractor provides environmental services, seven days per week, for housekeeping and maintenance of the 6,760 square foot facility, and certified laboratory services to the PHF for routine and emergency orders.

### OTHER AGENCY INVOLVEMENT/IMPACT:

County Counsel has reviewed and approved the contract as to form and legal effect.

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FINANCIAL CONSIDERATIONS:

The maximum amount set for this contract is \$329,310 per year for both FY 2005-06 and FY 2006-07. This amount represents an increase of \$114,204 over the FY2004-05 contract. The increased cost is due in part to additional contractor staffing for the dietary program, proven to be necessary to improve performance and assure compliance with Department of Health Services standards, and to address recommendations made by Medicare reviewers. Custodial service has been increased from four to eight hours per day due to increased census and to ensure that hospital cleaning standards are met. Salaries, energy, and supply costs are also higher than the previous year. The average daily patient census for the PHF has increased annually since its designation in 2003. This has led to an increased need for ancillary services, higher volume of meals served, supplies needed, requests for laboratory services and custodial/maintenance services.

Average Daily Census Comparisons:

Average Daily Census 2003	Average Daily Census 2004	Average Daily Census 2005
8.71	9.67	11.39

RESULTS:

Upgrades in the provision of dietetic services, as recommended by Medicare reviewers, will ensure that meals are appropriate to meet the individual medical and physical needs of a wide variety of patients. The contract includes 12 hours per week of Registered Dietician services for consultation, dietary assessments, and instruction, to ensure that the nutritional needs of individual patients are met. The dietician will be instrumental in establishing effective policies and procedures for the provision of dietary services, and be responsible for developing a more comprehensive quality assurance program.

A Dietary Technician position has been added to this renewal contract. Because the position is expected to provide up to eight hours per day, seven days per week of on-premises dietary services, it is split between two staff persons. The staff are referred to in Appendix B as "On-site Supervisor" and "Week-end Supervisor". Their combined hours make up the Dietary Technician position. Dietary Technician services include preparing individual meal requests, serving meals, maintaining pantry items and food for late admissions, conducting nutrition education groups, and assisting with quality assurance. Custodial service has also been upgraded from four to eight hours per day to ensure cleanliness standards are maintained as client admissions and discharges continue throughout the day.

The County Board of Supervisors, acting as Governing Board for the PHF, has established procedures to assure that all services provided to patients in the PHF are adequate and safe, and in accordance with legal requirements. The services provided through this contract are an intrinsic part of that patient care and treatment, and will help to ensure that the PHF is in compliance with all federal and state statutes related to the health and safety of patients.

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The contractor is in the process of establishing clearly defined Quality Assurance policies and procedures, identifying performance measures, and collecting and reporting results. Some initial indicators have been selected and an inspection regimen scheduled. Initial indicators include food temperature checks at both French Hospital and the PHF, quality control and rotation of pantry and disaster supplies, and monitoring of dietician consults to conform to established guidelines. These results will be reported to Mental Health on a quarterly basis and monitored by Mental Health's Performance Improvement Committee in order to track progress in meeting new standards set for this contract.

KB:bp

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