

# Agenda Report

**DATE:** December 17, 2012

**TO:** Honorable Mayor and City Council

**FROM:** Public Health Department

**SUBJECT: APPROVAL OF INCREASE TO PURCHASE ORDERS 51634 WITH CARING CHOICE, INC., 52229 WITH ENVOY HEALTH CARE, AND 52414 WITH ALTERNATIVE HOME CARE FOR SPECIALIZED HIV/AIDS HOME HEALTH CARE SERVICES**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize an increase to Purchase Order number 51364 with Caring Choice, Inc., in the amount of \$225,001, thereby increasing the not to exceed amount from \$74,999 to \$300,000 to provide specialized HIV/AIDS home health care services;
2. Authorize an increase to Purchase Order number 52229 with Envoy Health Care, in the amount of \$405,001, thereby increasing the not to exceed amount from \$74,999 to \$480,000 to provide specialized HIV/AIDS home health care services;
3. Authorize an increase to Purchase Order number 52414 with Alternative Home Care in the amount of \$75,001, thereby increasing the not to exceed amount from \$74,999 to \$150,000 to provide specialized HIV/AIDS home health care services;
4. Approve a journal voucher increasing appropriations in the Public Health Department's Fiscal Year 2012-2013 Operating Budget by \$705,003 and recognizing anticipated revenues by \$705,003; and,
5. Grant the proposed increases an exemption from the competitive selection process of the Competitive Bidding and Purchasing Ordinance, pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

**BACKGROUND:**

Since 1991, the City of Pasadena Public Health Department (PPHD) has operated the Andrew Escajeda Clinic which serves patients with HIV and AIDS. In June, 2012 the services of the Clinic were expanded as a result of the City entering into a grant contract with Los Angeles County Department of Public Health's Division of HIV/STD Programs for the provision of Home-Based Case Management services. This was one of three grant contracts that previously were allocated to the AIDS Service Center (ASC) and transferred to PPHD beginning on July 1, 2012. Additionally, PPHD entered into an agreement with the State of California to provide home health services under the AIDS Medi-Cal Waiver Program. Both of these programs allow PPHD to provide services to patients no longer able to leave their homes to seek medical care. One client benefit of these programs is a homemaker and/or Certified Nursing Assistant (CNA) service. These services include personal hygiene assistance, laundry, light cleaning, medication reminders, meal preparation services, and errands. Clients are allocated homemaker and/or CNA hours according to their levels of acuity. PPHD is contractually required to coordinate the provision of these homemaker or CNA services, which are fully reimbursable back to the City.

As part of the transition from the AIDS Service Center, PPHD entered into purchase order contracts with those firms previously providing home health services for that agency: Caring Choice, Inc., Envoy Health Care, and Alternative Home Care. Maintaining continuity of service providers for patients was considered a critical element in the transition from AIDS Service Center to PPHD.

Because the actual amount spent on home care agencies varies from month to month due to the potential increase or decrease of hours allocated to each client, staff has needed to monitor the amount spent in these first few months in order to determine an accurate projection of expenditures on a fiscal year basis. Based on this experience, staff is requesting an increase in each of the purchase order contracts in order to meet patient demand for services. Specifically, staff is requesting that the purchase order contract with Caring Choice, Inc., be increased to \$300,000, the purchase order with Envoy Health Care be increased to \$480,000, and the purchase order with Alternative Home Care be increased to \$150,000 for the balance of the fiscal year.

For best practice purposes now that the program is established and clients have been fully transitioned, PPHD staff plans to release a Request for Proposals (RFP) for homemaker and CNA services to starting in FY 2014 in order to ensure top quality and value. In the interim it is in the City's best interest to approve the proposed increases, so as to prevent a disruption in services to clients affected by HIV/AIDS.

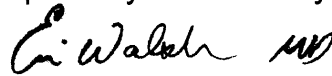
**COUNCIL POLICY CONSIDERATION:**

This action by City Council aligns with the City's Strategic Plan Three-Year Goal to support and promote the quality of life and local economy by ensuring comprehensive care and continuity of service to HIV/AIDS patients who access their health care through the Pasadena Public Health Department's safety net clinic.

**FISCAL IMPACT:**

This action will increase PO #51634 with Caring Choice, Inc. from \$74,999 to \$300,000, PO #52229 with Envoy Health Care from \$74,999 to \$480,000, and PO #52414 with Alternative Home Care from \$74,999 to \$150,000. All costs for these services are funded by the AIDS Medi-Cal Waiver Program and the Home Based Case Management grant contract. The total cost of this action will be \$705,003 from account 8114-203-563270-56267-66, with an increase to revenues by \$705,003 in account number 6398-203-563270-56267-66 (HIV/AIDS Medi-Cal Waiver).

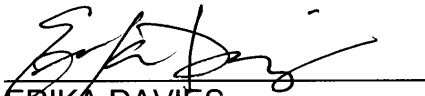
Respectfully submitted by:



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ERIC G. WALSH, MD, DrPH  
Director of Public Health, Health Officer

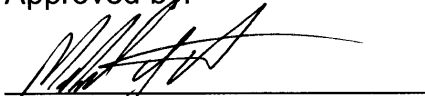
Prepared by:



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ERIKA DAVIES  
Executive Secretary

Approved by:



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MICHAEL J. BECK  
City Manager

**Disclosure Pursuant to the  
City of Pasadena Taxpayer Protection Amendment  
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

*(If printing, please print legibly. Use additional sheets as necessary.)*

<b>1. Contractor/Organization Name:</b> Caring Choice, Inc.
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<b>2. Type of Entity:</b> <input checked="" type="checkbox"/> non-government <input type="checkbox"/> nonprofit 501(c)(3), (4), or (6)
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<b>3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:</b> Donna Wiggins

<b>4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:</b> Donna Wiggins

Prepared by: Erika Davies

Title: Executive Secretary

Phone: x6324

Date: 12/13/2012

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*(If printing, please print legibly. Use additional sheets as necessary.)*

<b>1. Contractor/Organization Name:</b> Envoy Health Care, Inc.
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<b>2. Type of Entity:</b> <input checked="" type="checkbox"/> non-government <input type="checkbox"/> nonprofit 501(c)(3), (4), or (6)
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<b>3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:</b> Laudy Sarkissian - Owner/Administrator

<b>4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:</b> Laudy Sarkissian

Prepared by: Erika Davies

Title: Executive Secretary

Phone: x6324

Date: 12/13/2012

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*(If printing, please print legibly. Use additional sheets as necessary.)*

<b>1. Contractor/Organization Name:</b> JSI Acquisition, dba Alternative Home Care
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<b>2. Type of Entity:</b> <input checked="" type="checkbox"/> non-government <input type="checkbox"/> nonprofit 501(c)(3), (4), or (6)
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<b>3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:</b> Jonathan Istrin, Executive Director

<b>4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:</b> Jonathan Istrin, Executive Director

Prepared by: Erika Davies

Title: Executive Secretary

Phone: x6324

Date: 12/13/2012