

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

822



**FROM:** Director of Mental Health

**SUBMITTAL DATE:**  
12-30-2003

**SUBJECT:** Ratify Fiscal Year 2003/04 MOU with Alameda County IT Department, All Districts

**RECOMMENDED MOTION:** Move that the Board of Supervisors:

1. Ratify to July 1, 2003, the MOU between the Department of Mental Health and Alameda County IT;
2. Authorize the Chairman of the Board to sign the MOU

**BACKGROUND:** The Department of Mental Health purchased the INSYST software product from the PSP Information Group in August of 1996. The INSYST User Group Membership structure was already established when Riverside County purchased the INSYST software.

Continued on page 2...

**THIS MOU HAS BEEN FORM APPROVED BY THE OFFICE OF COUNTY COUNSEL.**

JJR: DMC

*[Signature]*  
John J. Ryan, Director  
Department of Mental Health

FORM APPROVED  
COUNTY COUNSEL  
JAN 08 2004  
4:45 PM

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 29,827.32	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 334.07	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0.00	For Fiscal Year:	2003/04

<b>SOURCE OF FUNDS:</b> 18.99% Federal, 71.26% State, 0.03% 3 <sup>rd</sup> , 1.12% County, and 8.60% Realignment.	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

County Executive Office Signature *[Signature]*

Prev. Agn. Ref.: 9-23-03 | District: ALL | Agenda Number: 3.32

**ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD**

3.34

*[Signature]*  
IT DEPT  
Departmental Concurrence

**SUBJECT:** INSYST User Group Background

**BACKGROUND: (continued)**

Echo Consulting Services of California, Inc., is the new owner of the proprietary INSYST software. On September 23, 2003, Agenda #3.32, the Board approved the licensing agreement between the Department and Echo for the INSYST product and maintenance. Due to organizational changes, the INSYST user group membership exhibit was removed from the main licensing contract. The user group membership fee contract became the responsibility of the host county (Alameda) with direct responsibility for collecting user group fees from member counties. The host county is selected by the executive committee of the user group and its primary function is to act as the fiscal custodian of the user group's operating and development funds.

Since 1996, Riverside County Department of Mental Health and Substance Abuse Programs have had a blanket purchase order to cover the INSYST User Group membership fees. As of this year, at the direction of Alameda's County Counsel it was recommended that the membership fee agreement be included in an MOU.

The Department of Mental Health and Substance Abuse Programs wish to continue its affiliation with the INSYST User Group. The purpose of the User Group is to promote the efficient and cost-effective use of the Software and similar products in order to plan and manage the membership's individual client and information systems in a manner fully compliant with applicable law.

The Group's existing membership consists of the Mental Health/Substance Abuse components of the following entities: Counties of Alameda, Butte, Contra Costa, Humboldt, Kern, Marin, Monterey, Riverside, San Bernardino, San Francisco, San Diego, San Luis Obispo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Solano, Sonoma, Stanislaus, the City of Berkeley, the City and County of San Francisco, and a Joint Powers Association (JPA) consisting of the following counties: Amador, Colusa, Del Norte, El Dorado, Glenn, Modoc, Mono, Nevada, Plumas, San Benito, Siskiyou, Tehama, and Trinity.

The membership fees breakdown as follows: INSYST User Group Annual Membership Fees – FY 2003/04:

Mental Health:           \$19, 776.26

Drug and Alcohol:       \$10,051.06

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Totals:                    \$29,827.32

This Memorandum of Understanding (MOU) is effective July 1, 2003 through June 30, 2004. There are sufficient funds in the Department's budget for Fiscal Year 2003/2004 to provide for the contracted membership fees.

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**FORM 11 Review - Department of Information Technology**

**SUBJECT: Department of Mental Health, Ratify MOU  
with Alameda County, CA.**

**Review Date: January 18, 2004**



- Conforms/meets County technology standards*
- Outside County technology standards*
- Outside County technology standards - compatible with standards*
- Standards do not exist for this County Technology*

**Comments:**

The Information Technology Department has reviewed and discussed the Memorandum of Understanding with the Information Technology staff at Mental Health. IT agrees with the MOU ratification. The services provided through the Alameda County, CA. MOU enable membership in the INSYST User Group, which in turn provides Mental Health with software updates to their case management systems.

At present, the County of Riverside does not have a standard or guideline associated with this technology since it is unique to the application provider.

**CIO RECOMMENDATION:**

We concur with the ratification of the Alameda County, CA. Memorandum of Understanding.

A handwritten signature in black ink, appearing to read "Mark W. Lynn". The signature is written in a cursive style with a long horizontal stroke at the end.

Chief Information Officer Signature