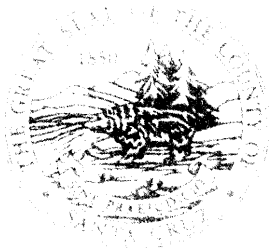


# County of Santa Cruz



## HUMAN RESOURCES AGENCY

Cecilia Espinola, Director  
1000 Emeline Avenue, Santa Cruz, CA 95060  
(831) 454-4130 or 454-4045 FAX: (831) 454-4642

March 16, 2006

Agenda: March 28, 2006

BOARD OF SUPERVISORS  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

### **PROGRESS REPORT ON CROSS-JURISDICTIONAL CONTRACT MANAGEMENT WEBSITE AND OUTCOMES REPORTING**

Dear Members of the Board:

As your Board is aware, the Human Resources Agency (HRA) has been involved in an ongoing project with Human Care Alliance, local jurisdictions, the United Way and other County departments to design a more consistent outcomes reporting model for human services contracts with community based nonprofit organizations. In November, 2005 your Board received a status report, informing you of the design of a nonprofit contract management website that could be used by funding jurisdictions and nonprofit partners alike to conduct all aspects of contract administration, from application to reporting outcomes. The purpose of this letter is to provide your Board with a brief update on the progress of the Outcomes Reporting Committee, and to inform you of next steps in the development of this project.

Since November the Outcomes Reporting committee has completed the conceptual design work on the proposed contract management website and moved into the next phase, conducting a feasibility analysis of building the website. HRA staff has introduced the website design to the County Administrative Office, Auditor's Office, Information Services, and interested Department Directors. In late January, HRA met with Information Services (ISD) staff to initiate a preliminary scope of work and cost estimate for developing the website. Once the development costs are ascertained, HRA will also work jointly with ISD to identify anticipated resources necessary to operate and maintain the website.

Meanwhile, as the feasibility portion of the project moves forward, the Outcomes Reporting Committee has commenced planning for the implementation phase of the project. Assuming the cross-jurisdictional website is developed, the Committee has suggested a number of elements that would be included in the implementation plan. First, at least two Community Program contractors and one County department would pilot the web-based contract management system, in order to allow the system to be tested, evaluated and improved as necessary. Efforts would continue to work with other County departments, jurisdictional funders and Human Care Alliance members to identify

## Progress Report on Contract Administration Website and Outcomes Reporting

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additional funder-specific contracting and reporting practices to be incorporated into the website functionality. Additionally, if the pilot is successful, the plan would include a communications component, as well as a phased-in implementation schedule allowing the new contract system to expand as the utilization and functionality of the website grows. In June, as part of the Community Programs Annual Report, HRA will return with a further report on the cross-jurisdictional contract management website, including a preliminary scope of work and cost estimate for developing the website, and implementation recommendations for Board's consideration.

As the goal of the Outcomes Reporting Committee has expanded to include the development of a universal, web-based nonprofit contract administration system, the Human Resources Agency remains committed to a process that is methodical, developmental, and inclusive of the concerns of participating jurisdictional funders and service providers alike. Accordingly, the HRA staff continues to communicate closely with Human Care Alliance members, County departmental staff, and other local funding jurisdictions in considering design options for the new contract management system.

IT IS THEREFORE RECOMMENDED that your Board:

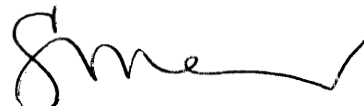
1. Accept and file this progress report on the cross-jurisdictional contract management website and outcomes reporting; and
2. Direct the HRA Director to return to your Board during budget hearings with a further report and recommendations on contract management website and outcomes reporting for non-profit contractors as part of the Community Programs Annual Report.

Very truly yours,



CECILIA ESPINOLA  
Director

RECOMMENDED:



SUSAN A. MAURIELLO  
County Administrative Officer

CE/GM (n:\board-letter\05-06\admin\comprog\progress report on cross-jurisdictionalcontract management website)

cc: County Administrative Officer  
Auditor Controller  
County Counsel  
Information Services  
Human Care Alliance