

**Dodge County, State of Wisconsin  
Information Technology  
Wednesday, May 10, 2017**

Minutes of the May 10, 2017 Information Technology meeting held in the Dodge County Administration Building, in Room 2A, 2nd floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 6:00 PM.

Members Present: Duchac, Bartsch, M. Bobholz, J. Bobholz

Members Excused: Maly

Also Present: Ruth M. Otto, Director of Information Technology; Julie Kolp, Finance Director.

Meeting called to order at 6:00 PM by Supervisor Duchac.

Supervisor Duchac acknowledges that sufficient members of the Information Technology Committee are present and therefore there is a quorum at start of meeting.

Supervisor Duchac confirms compliance with open meetings law following brief posting report by IT Director.

Motion by Bartsch, seconded by M. Bobholz, to approve Information Technology Committee agenda as presented and to grant permission for IT Committee Chair to deviate from agenda as needed. Motion carried.

No Public Comments

No Committee Member reports

Motion by M. Bobholz, seconded by Bartsch to approve minutes from April 18, 2017 of the Information Technology Committee meeting. Motion carried.

Motion by M. Bobholz, seconded by J. Bobholz to approve per diem for PMO and Steering Committee meetings for April 28, May 2 and May 8. Motion carried.

The decision was made to table the item of discussing the role of the Kronos Governance Committee until next month when Supervisor Maly could be available to participate.

The committee discussed the request to allow Ian Dodge to attend the InfoComm conference in Orlando, Fl. This conference is specific to the systems that Ian supports, such as teleconference systems (courts), RFID card and closed circuit camera systems. This conference not only provides a great opportunity for training but also includes the opportunity to be become certified.

The motion was made by M. Bobholz, seconded by Bartsch to approve out-of-state travel and attendance of the InfoComm conference. Motion carried.

Under the IT Director's report the following were summarized and reviewed:

- ERP Project – Met with the department heads on the new procurement policy, met with Tyler with our potential team who would be working with us, presented to the Executive Committee the resolution to have Finance Committee oversee the financial policies of the ERP.
- NetSmart – There are four billing scenarios in the system, one has been worked through but the three remaining have many issues. The decision was made to have NetSmart back on-site to help work out the other issues.
- Secured Electronics – the project is officially complete. Camera issues have been resolved but there are still issues with paging and computer lockups.
- Printers – we are working on moving three print servers to one single one. It is a challenge as far as security but needs to be finished so printer issues stop and the root problem is resolved.
- Clearview messaging system – the AMX environment has had failures and it was determined the only way to get new units is to upgrade the entire system at a cost of \$22,000. IT brought another option to the table that uses a microcomputer with the current TV screen and PowerPoint slides pushed. This has been a very successful change for Clearview. Works as planned and more areas, such as dietary, can post their own information to the screens on their own. Very efficient.
- Kronos – The design is complete for the Attestation Toolkit (ATK) and Performance & Comp. Version 8 upgrade – the team is working on the test plan.
- Reviewed the latest Help Desk report

Suggested next committee meeting date: Monday, June 12th at 6:00 PM in Room 2A, 2nd floor in the Dodge County Administration Building, 127 E. Oak St. Juneau, Wisconsin.

Meeting adjourned by Supervisor Duchac at 6:49 PM.

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Janice Bobholz, Secretary

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Date

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3 **Authorization to Acquire Clinical and Billing Software**  
4 **Subscription and Professional Services**

5  
6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
7 MEMBERS,

8  
9 **WHEREAS**, Clearview Health Facilities (“Clearview”) maintains four separate software or  
10 web-based systems for billing, clinical, dietary and insurance eligibility; and,

11  
12 **WHEREAS**, because these systems do not interface, manual data entry of the same  
13 information is often required in each systems leading to operational inefficiencies; and,

14  
15 **WHEREAS**, in addition to lack of interface and manual workflows to fill software gaps,  
16 some of the systems have become obsolete and are not able to be upgraded; and,

17  
18 **WHEREAS**, anticipating the need to find alternative solutions, Clearview budgeted \$40,000  
19 in 2017 to cover the cost of acquiring new clinical and billing software and migrating data to the new  
20 solution; and,

21  
22 **WHEREAS**, Clearview in collaboration with the County Information Technology  
23 Department (“IT”) developed and released a Request for Proposals (“RFP”) titled *Software and*  
24 *Implementation Services for Integrated Long-Term Care Facility Clinical, Dietary and Billing*  
25 *System*, on July 1, 2016 to acquire an all-inclusive solution; and,

26  
27 **WHEREAS**, three proposals were received on or about August 29, 2016; and,

28  
29 **WHEREAS**, the proposals were evaluated and a recommendation was made to acquire  
30 MatrixCare as a software as a service (“SaaS”); and,

31  
32 **WHEREAS**, MatrixCare is an all-inclusive web-based software as a subscription service with  
33 data stored in the cloud; and,

34  
35 **WHEREAS**, according to the proposal, MatrixCare has been in the long-term care industry  
36 for over 30 years, currently serving more than 11,000 active clients with more than 200 of those  
37 clients being active government clients; and,

38  
39 **WHEREAS**, MatrixCare has offered a Master License and Services Agreement with an  
40 initial three year term, which includes software and professional services and a monthly subscription  
41 fee, the associated costs of same are summarized on Exhibit “A” attached hereto and incorporated  
42 herein; and,

43  
44 **WHEREAS**, as noted on Exhibit “A”, the professional services fees are approximately  
45 \$33,000 for 2017 and the subscription fee is approximately \$6,700 per month for three years  
46 beginning in 2018 (total estimated subscription fee for three years – \$241,200); and,  
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**WHEREAS**, at its meeting on April 18, 2017, the Health Facilities Committee, jointly with the Information Technology Committee, tentatively authorized a contract for professional services and subscription based software with MatrixCare for Clearview’s clinical/billing transactions and records but made the award subject to a satisfactory HIPAA-based risk assessment of the software/data storage and mutually agreeable contract terms and conditions; and,

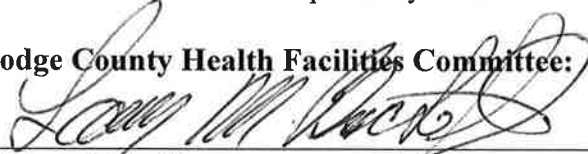
**WHEREAS**, MatrixCare has provided the County written assurance that its software and cloud hosting services are HIPAA compliant and will, upon implementation, meet current federal security standards and regulations for cloud computing products and services; and,

**WHEREAS**, the Health Facilities Committee and the Information Technology Committee have considered the assurances and the status of contract negotiations and recommends contracting with MatrixCare as provided herein;

**SO, NOW, THEREFORE, BE IT RESOLVED** that the Dodge County Board of Supervisors hereby authorizes the Clearview Administrator to contract with MatrixCare for the clinical and billing software solution and associated professional services.

All of which is respectfully submitted this 20<sup>th</sup> day of June, 2017.

**Dodge County Health Facilities Committee:**

  
\_\_\_\_\_  
Larry Bischoff

  
\_\_\_\_\_  
Dan Hilbert

  
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Jeffry Duchac

  
\_\_\_\_\_  
Lisa Derr

  
\_\_\_\_\_  
Thomas J. Schaefer

**Dodge County Information Technology Committee:**

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Donna Maly

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Mary J. Bobholz

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Jeffry Duchac

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Janice K. Bobholz

\_\_\_\_\_  
Jeremy Bartsch

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2017 Budget? **YES**

Fiscal Impact on the adopted 2017 Budget:  
**\$1,095 (Surplus)**

Fiscal Impact reviewed by the Dodge County Finance Committee on June 13, 2017

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David Frohling, Chairman  
Dodge County Finance Committee

**Vote Required:** Majority of Members present.

**Resolution Summary:** Resolution to contract with MatrixCare for the clinical and billing software solution and associated professional services.

# MATRIXCARE COST SUMMARY

## Care Setting Information

Care Setting Name	Care Setting Type	Address	Beds
Dodge County Clearview Nursing Home	Skilled Nursing	198 County Road DF Juneau, WI 53039	236
Dodge County Clearview Nursing Home	Assisted Living	199 County Road DF Juneau, WI 53039	28

## Monthly Subscription Fees

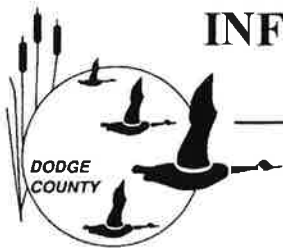
Care Setting	Packages/Modules	Monthly Subscription Fees
Dodge County Clearview Nursing Home (Skilled Nursing and Assisted Living)	MatrixCare EHR Elite	\$6,676
<b>Monthly Subscription Fees Total</b>		<b>\$6,676</b>

## Estimated Yearly Subscription Fees

Years	Yearly Subscription Fees
2018	\$80,400
2019	\$80,400
2020	\$80,400
<b>Yearly Subscription Fees Total</b>	<b>\$241,200</b>

## Professional Services Fees

Package/Modules	Implementation Details	Professional Services Fees
Implementation for MatrixCare packages	MatrixCare implementation includes: Project management, data conversion, claims enrollment, workflow consult/process review, technical services, system builds, product training, optimization assessment and optimization consulting	
MatrixCare Mealtracker	MatrixCare Mealtracker implementation includes project management, database creation, user configuration and training on core system, nutrition tracking and cost tracking.	
<b>Professional Services Fees Total</b>		<b>\$32,228.75</b>



# INFORMATION TECHNOLOGY DEPARTMENT

Ruth M. Otto, Director

127 East Oak Street, Juneau, WI 53039 • (920) 383 – 3940

## MEMORANDUM

Date: May 26, 2017

To: Information Technology Committee and Human Resources and labor Negotiations Committee

From: Sarah Hinze, Director of Human Resources  
Ruth M. Otto, Director of Information Technology

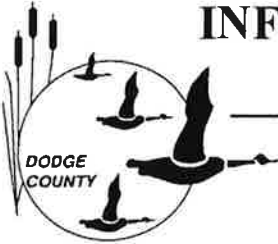
Re: Request for support to transfer funds from the Contingency Fund of the adopted 2017 budget

In September of 2016, we received notice from Employee Trust Funds (ETF) that they were developing a new, web-based benefits administration system, referred to as **myETF**. The new system is intended to modernize and improve ETF's IT capabilities and support more efficient business processes for ETF's customers. The new system will be a fully integrated solution, allowing for advanced automation, user empowerment and excellence in customer service. We were notified that employers should begin to plan for testing in early 2017 in anticipation of myETF's early 2018 launch.

As part of this new web-based benefits administration system we are required to submit an Employment File (either CSV or XML format) that contains data from the employer about it and its employees' demographic and employment information for the purpose of establishing an employee's benefit eligibility. For the project phase that goes live in early 2018, this includes health, life, and income continuation insurances. If an employer prefers, it can use this file as an automated means to electronically provide required information, instead of keying it manually into myETF Employer Online Services, prior to receipt of the employer's payroll file. Non-WRS employers that will not submit a payroll file may also use this file. Employers can submit this file at any frequency (daily, weekly, twice daily, etc.), but ETF will process it daily. Also of this new web-based benefits administration system we are required to submit a Payroll File (either CSV or XML format) that contains data about wages, contributions, hours, demographic updates and other data that is reported by an employer to ETF. Upon successful passing of all file-level validations, the file is broken down into one or more work reports and/or work report adjustments on a billing location account.

The Human Resource and Finance departments were made aware of how the change to the manner WRS would be handled by ETF at the end of 2017, post budget approval. A discussion was arranged with Kronos, our Human Resource and Payroll system vendor, to ensure all aspects of the new state requirements would be facilitated properly when the change takes effect January 2018. The complexity of the process to create the proper files for ETF had taken many adjustments and changes to configuration before finally agreeing to final design document presented by Kronos.

It is always the intention of our departments to include all costs in the budget to avoid the situation where a request is being made to transfer funds from the Contingency Fund of the budget. The failure to include this expense in the 2017 budget clearly falls upon the timing of the notification of the ETF to effected parties such as Dodge County of their decision to implement new systems. The new systems



# INFORMATION TECHNOLOGY DEPARTMENT

Ruth M. Otto, Director

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being installed at ETF requires programming changes on Dodge County's side to facilitate proper data transfers required to update employee benefit information properly. The notification did not come until late 2016 and the details of that change was not made clear until January of 2017. The Human Resource, Finance and Information Technology staff began the process with Kronos immediately following the notification and the effort required took many months. This time included adjusting the configurations as the State continued to adjust theirs. Our consultant from Kronos certainly put the staff at ETF to the test to ensure the documented programming required would be as accurate as possible

The need to make these programming changes this year versus putting into the 2018 budget is entirely due to the go live of the ETF's new system. It will be in place January 2018 and the required changes to the data transfers will need to be made and tested prior to the go live. Unlike currently where a single file is sent at the end of the year, the new system will require us to send a monthly file to them, beginning at January of 2018. The programming will take several months on our end and it will mean we need to engage with Kronos six months prior to the end of the year to ensure all programming is completed and tested.

As a result, the Human Resources and Information Technology departments are requesting the support of our committees and the Finance Committee to fulfill the request of a contingent appropriation for \$17,640 to Business Unit 1814.5818 to complete the programming changes to prepare for the new ETF system for WRS in January 2018.

Thank you for your consideration,

Sarah Hinze  
Human Resources Director

Ruth M. Otto  
Information Technology Director



# SYSTEM REVIEW ■ JUNE 2017

## FILEDIRECTOR

- FileDirector is a SQL server application that serves the entire county.
- This is the document management system used by most departments of the County.
- This system currently handles the disposition of documents by the type of document it is, the storage cabinet it sits in and the security provided to it. While the capability is there, the system is not set up with a destruction schedule at this time. Currently the system indexes the files deposited in it so queries can find data based on criteria – type of document, date, user who created it.
- This system is used in conjunction with other systems, such as Trimin, Capsys and GCS.

## TRIMIN

- Trimin is a SQL server application that serves the Register of Deeds.
- This consists of several systems which have their individual functions but as a whole the purpose of this environment is to officially record the documents of the County.
- LandLink is the land records management system that handles Certified Survey Maps, Deeds, etc.
- LandScan is the auto indexing system that allows electronically to take original paper documents and use OCR to properly index it to the system. The importance of this system is its ability to properly identify correct names and dates so the document is properly filed in the system to be retrieved.
- Lighthouse is the electronic recording system that provides an online portal so title companies, banks and others can either submit updated documents or retrieve documents for a set fee or subscription.
- This entire system is supported by a shopping cart feature that allows the Register of Deeds to collect fees online for either recording documents or retrieving documents without having to come in to the office.
- The Trimin systems are interfaced with FileDirector to allow them to scan and properly interface when persons come internally to record documents. It is also interfaced with GCS, the Land Information System and Tax system, to ensure information on parcels is correct (owners).