



Regional Performance Incentive Program

Pursuant to Public Act 07-239, Section 8

Proposal for Joint Provision of Service(s) to be filed with the Secretary of the Office of Policy and Management no later than December 1, 2007.

Submit to: Office of Policy and Management, 450 Capitol Ave. MS #54 SLP,
Hartford, CT 06108-1379, Att: RPI Program

Digital Health Departments

Regional Planning Organization(RPO)(s):	
Name	Capitol Region Council of Governments
Address	241 Main Street, 4 th Floor
City/State/Zip	Hartford, CT 06106
RPO Contact Person(s):	
Name	Lyle D. Wray
Title	Executive Director
Telephone	(860) 522-2217
Fax	(860) 724-1274
E-mail	lwray@crcog.org
Amount of Regional Performance Incentive Funding Requested: \$ 386,250	
Short Descriptive Title of Project: Digital Health Departments	
REQUIRED PROPOSAL ELEMENTS Items (1) through (10) :	
(1) Proposed Shared Service(s): Describe at least one service currently provided by a municipality or municipalities within the region, but not currently provided on a regional basis, for which this proposal is being submitted (attach additional pages as necessary):	
<p>This is a joint project of the following municipalities: Avon, Canton, East Granby, Farmington, Glastonbury, Granby, Hartford, Manchester, Newington, Rocky Hill, Simsbury, and Wethersfield.</p> <p>If funded, this proposal would make available a standardized, web-based system and hardware to automate and improve data collection, management and information sharing to support the statutorily mandated functions of local health departments serving the towns in the Capitol Region. Connecticut General Statutes set forth the authorities and responsibilities of local health departments in the protection and promotion of the public's health. These statutorily mandated functions include: the collection, tabulation, analysis and reporting of health statistics; public and professional information and health education; education and consultation to promote positive health, prevention of ill health; comprehensive plan for maternal and child health services; communicable and chronic disease control including</p>	

screenings, immunizations, treatment referrals; environmental services including water, food, air, waste, vectors, housing, bathing, toxic hazards and nuisances; provision of community nursing.

CRCOG and the Connecticut Association of Directors of Health, Inc. (Member Organization representing Connecticut's local health directors) will engage a vendor through a competitive RFP process to provide a web-based system that will be customized to accommodate State statutory requirements and local ordinances with respect to inspection, permitting, scheduling and tracking. The system will allow for in the field data entry including digital photos. Health departments will be able to archive and track all inspections and permits, run queries, reports and do data analysis. The system will allow public access to select information through the local health departments' websites including inspection histories and allow for on-line complaint submission by the public and tracking to ensure compliance.

(2) Describe how such service will be delivered on a regional basis, the entity that would be responsible for the service and how the population would continue to be served (attach additional pages as necessary):

By utilizing a web-based interface for data entry and allowing access to the system to all participating local health departments in the region, this service will easily be delivered regionally. Providing this service to the entire region simultaneously through a web-based interface will allow local health departments in the Capitol Region to standardize their processes in data collection, reporting and inspection procedures and share information between regional partners as appropriate.

Working with the Connecticut Association of Directors of Health, Inc. (CADH), an RFP will be developed to solicit proposals from vendors that have products specific to operational services for health departments. Preliminary work by CADH and independent local health departments has identified vendors that appear to be most appropriate for Connecticut needs. The RFP will be based on specs and system requirements established by a CADH working group with technical support provided by CRCOG. Some of this work has already been accomplished by individual health departments and we do have access to those RFP specifications.

The population of CRCOG would not only continue to receive the protection of health inspections, but would benefit from the efficiencies gained by going to a regional web-based system in the areas of inspection scheduling, access to report data and regional data analysis.

(3) Describe the amount and manner in which the service will achieve economies of scale, and the amount and manner in which each municipality will reduce its mill rate as a result of the savings realized by regionalizing the service (attach additional pages as necessary):

Despite the common responsibilities of every local health department/District, each must develop the systems and administrative support to accomplish and track the mandated functions independently. Currently, very few local health departments have access to information technology that allows for the uniform collection of inspection data; in the field data entry; tracking; scheduling; information sharing; and, follow-up. Without this funding, most local health departments do not have the resources to invest in software solutions that improve information technology despite the desire and need to base public health decisions on quality information and timely data.

It is estimated that this regional approach to advance information technology among the local health departments within the Capitol Region could save approximately \$500,000. The majority of this savings is a result of the upfront system development costs that would cost each local health department approximately \$80,000 if they were to pursue this independently. In addition, by pursuing this regionally, up-front administrative, coordination and training costs are reduced for each department.

In addition to the economic advantage of this regional service sharing initiative, this project would significantly enhance local public health practice in the Region. Uniformity in the collection and reporting of data and information will result in better service to the communities served including those who are subject to local health department inspections/licensure and the public that relies on local public health to ensure the safety of these facilities. The web-based system will allow public access to public records via the local health department and/or municipal website. Standardized electronic data collection allows for data analysis and comparison at the local, regional and potentially the state level and can be used to improve planning considerations including resource allocation and prioritization. Standardization can contribute to the development of model standards and best practices. This project would help to advance local health department' efforts to achieve national standards and prepare for accreditation of local health departments which is being advanced nationally.

Please see #4 for mill rate reduction information.

(4) Provide a cost benefit analysis for the provision of such regional service by each participating municipality and by the RPO (attach additional pages as necessary):

Costs for data hosting associated with this type of project typically can run approx. \$36,000 annually for individual municipal health departments engaging a vendor. Accomplishing this regionally through CRCOG would lower the cost to approx. \$2,000 per department. Equipment costs associated with this project are approx. \$3,000 per tablet PC to be used by inspectors in the field to record data and access records via wireless internet connection. This cost could be reduced through price breaks associated with a bulk purchase of equipment of this nature. Additionally, standardization of equipment could result in potential long term maintenance contracts being shared with regional partners.

Individual municipalities seeking to develop a digital method of inspection scheduling, data capture and reporting could spend approx. \$80,000 in software development costs associated with customization of a vendor's software package to meet the needs of their department. By regionally accomplishing this task and making minor changes in internal processes to allow for regional standardization, this cost can be shared by all participating municipalities lowering the cost entry point for this type of technology to a level that is acceptable.

Training costs associated with new data systems can also be expensive for a municipality. These costs include the time users spend learning to utilize the system at trainings and the logistical concerns associated with training classes. Accomplishing these training classes regionally would allow for several sessions to be conducted in the region to provide for schedule flexibility while still benefiting from the economy of scale of not having to provide several training sessions in each municipality. Similarly, having inspectors trained to the same degree allows for peer support among the region in both system usage and inspection standardization, which presents opportunities in human resource sharing to assist departments with a heavy workload.

Program evaluation between similar municipalities could also allow managers to determine standards for inspection completion time, inspector workload by inspection type and assist them in human resource cost projections based upon quantitative data provided by the system reporting mechanism. When paired with geographic information systems, the data stored in this system could provide potential cost savings by determining inspection schedules based upon geographic proximity of inspection in relation to each other, resulting in lowered transportation and fuel costs for each municipality.

	As a Regional Approach (13 towns)	Invidual Town Approach		
Customization and Implementation of System	\$ 129,000.00	\$ 80,000.00		
Annual Cost for Maintenance/Data Hosting/Tech Support	\$ 36,000.00	\$ 2,000.00		
Tablet PCs (50 x \$3,000)	\$ 150,000.00	\$ 150,000.00		
Administration/Coordination by CADH	\$ 60,000.00			
Project Total:	\$ 375,000.00	\$ 232,000.00		
CRCOG Grant Administration (3%)	\$ 11,250.00			
TOTAL	\$ 386,250.00	\$ 232,000.00		
Split Among 5 Health Departments (13 towns)	\$ 77,250.00			
			Savings for Regional Approach	Potential Mill Rate Impact
Cost per Town (according to HD)	Regional Cost	Invidual Cost		
Canton (Farmington Valley HD)	\$ 12,875.00	\$ 38,666.00	\$ 25,791.00	0.0290
East Granby (Farmington Valley HD)	\$ 12,875.00	\$ 38,666.00	\$ 25,791.00	0.0527
Farmington (Farmington Valley HD)	\$ 12,875.00	\$ 38,666.00	\$ 25,791.00	0.0095
Granby (Farmington Valley HD)	\$ 12,875.00	\$ 38,666.00	\$ 25,791.00	0.0319
Simsbury (Farmington Valley HD)	\$ 12,875.00	\$ 38,666.00	\$ 25,791.00	0.0129
Avon (Farmington Valley HD)	\$ 12,875.00	\$ 38,666.00	\$ 25,791.00	0.0116
Glastonbury HD	\$ 77,250.00	\$ 232,000.00	\$ 154,750.00	0.0516
Manchester HD	\$ 77,250.00	\$ 232,000.00	\$ 154,750.00	0.0461
Hartford HD	\$ 77,250.00	\$ 232,000.00	\$ 154,750.00	0.0406
Newington (Central Connecticut HD)	\$ 25,750.00	\$ 77,333.00	\$ 51,583.00	0.0206
Rocky Hill (Central Connecticut HD)	\$ 25,750.00	\$ 77,333.00	\$ 51,583.00	0.0326
Wethersfield (Central Connecticut HD)	\$ 25,750.00	\$ 77,333.00	\$ 51,583.00	0.0271

(5) Set out a plan of implementation for such regional service, include an approximate date for the beginning of the regional service and how the service will continue to be funded once service is established and grant funds are expended (attach additional pages as necessary):

The Implementation plan for this project will include establishing a workgroup to facilitate the process within the region, developing system requirements based upon previous projects in the region, drafting an RFP outlining those specifications, issuing the RFP and managing the process of vendor selection. CRCOG would oversee the execution of a contract with the selected vendor and CADH will manage the rollout of the program within the region to include system testing based upon requirements determined by the workgroup and any training and issuance of equipment related to the project.

<u>Activity</u>	<u>Approx. Start Date</u>
Establishment of workgroup	January 2008
Develop system specifications and requirements	February 2008
Issue RFP for service	February 2008
Selection process including criteria and reviewers	March 2008
Vendor Contract Executed	April 2008
Vendor System Development	April-June 2008
Local Health Training	June-July 2008
Beta Testing	June 2008
Full rollout	September 2008

(6) List the municipalities participating in the proposed shared service and estimate the savings to be realized by each municipality participating in the regionalized service.

Municipality	Savings
Canton	\$ 25,791.00
East Granby	\$ 25,791.00
Farmington	\$ 25,791.00
Granby	\$ 25,791.00
Simsbury	\$ 25,791.00
Avon	\$ 25,791.00
Windsor	\$ 154,750.00
Glastonbury	\$ 154,750.00
Manchester	\$ 154,750.00
Hartford	\$ 51,583.00
Newington	\$ 51,583.00
Rocky Hill	\$ 51,583.00
Wethersfield	\$ 51,583.00

Per cent of municipalities, in the RPO, participating in the proposed regional service(s): 45%

(7) Attach hereto the following documents from participating municipalities:
<p>(A) A resolution by the legislative body of each municipality affected by the proposal endorsing such proposal.</p> <p>(B) Certification by each municipality that there are no legal obstacles to provision of services in the manner described in the proposal including, but not limited to binding arbitration.</p>
(8) Attach the following material:
<ol style="list-style-type: none"> 1. A site location map (if applicable) please see attached 2. Proposed Project Schedule (Outline the Proposed Project timeline) please see item #5 3. Project cost estimates supporting the request for funding 4. List of necessary local/state/federal permits and approvals required for the project. n/a
(9) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes <input checked="" type="checkbox"/> No ? **To be mailed the week of Dec. 3, 2007.
If YES, please attach copies of cover letters.
(10) Certification by the Chairman of the Regional Planning Organization(s):
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
Signature:
Name: David Kilbon
Title: Chairman, CRCOG; First Selectman, Town of East Granby
Date:
(Please use following certification if more than one RPO is participating.)
(10) Certification by the Chairman of the Regional Planning Organization(s):
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
Signature:
Name:
Title:
Date:

Attachment

8-3. Project Cost Estimates

	As a Regional Approach (13 towns)	Individual Town Approach
Customization and Implementation of System	\$ 129,000.00	\$ 80,000.00
Annual Cost for Maintenance/Data Hosting/Tech Support	\$ 36,000.00	\$ 2,000.00
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