County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
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DAVID SANDERS, Ph.D.
Director

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September 3, 2004

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina, Chair Pro Tem
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David Sanders, Ph.D.
Director

EXTENSION REQUEST FOR THE FINAL QUARTERLY REPORT ON AUGUST 5, 2003 BOARD AGENDA ITEM #3: RISK MANAGEMENT TECHNIQUES

On September 23, 2003, in response to a motion by Supervisor Molina, during the Department's oral report, your Board approved the Department of Children and Family Services Risk Management Techniques and ordered periodic updates be provided on the following directives:

1. **Currently, DCFS is to report back on September 9th their efforts to create a more efficient case file with an efficient file retrieval system. Please consider the model used at MacLaren Children's Center (MCC) where they utilized a Plan of Care that included a child's family, medical, educational and placement history as well as how all needs would be met for every child. DCFS is to report on the feasibility of implementing the Plan of Care.**

2. **DCFS shall consider the implementation of a negative outcome reporting system, whereby DCFS social workers report any problem, within 24 hours, to DCFS Administration that might impact the safety of the child and create potential liability for the County. DCFS is to report on the feasibility of a system such as the DHS format and protocol.**

3. **Every social worker is required to enter each case into a computer database. DCFS shall conduct an audit of this mandate. Please report on the feasibility of this proposed audit on September 9, with a proposed auditing tool and time**

frame of such an audit, in an effort to ensure that all children's records are properly entered into State–mandated computer systems.

4. **Report on a quarterly basis to the Board, County Counsel, and the Risk Manager Inspector General any recurring risk management issues, such as inadequate documentation, in an effort to analyze and implement systemic changes to ensure the safety of children in every placement.**

The Department is respectfully requesting that we be granted a 30-day extension to provide a meaningful final quarterly report on the above directives, which will meld them into the Department's plan for managing risk through improved outcomes in safety and permanence, and reduced reliance on detention. Unless instructed otherwise, we will proceed with a new submission date of Friday, October 8, 2004.

If you have any questions, please call me or your staff may call Helen Berberian at (213) 351-5530.

DS:MV:ek

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Risk Manager