County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, CA 90020
(213) 351-5802

David Sanders, Ph.D
Director

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September 21, 2004

To: Supervisor Don Knabe, Chairman
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Supervisor Michael D. Antonovich

From: David Sanders, Ph.D.
Director

JUNE 21, 2004 BOARD AGENDA ITEM #04-790: CONCURRENT PLANNING/ADOPTIONS INTEGRATION PROPOSAL

On June 21, 2004, in a response to a motion by Supervisor Michael D. Antonovich, the Board ordered the Chief Administrative Office (CAO) and the Department of Children and Family Services (DCFS) to explore the availability of resources within the existing budget to fund the required staff and additional resources necessary to implement the proposed plan, and report back within 90 days as to the progress of the Concurrent Planning/Adoption Integration proposal.

THE FOLLOWING STEPS HAVE BEEN TAKEN TO EXPLORE THE AVAILABILITY OF RESOURCES WITHIN THE EXISTING BUDGET TO FUND THE REQUIRED STAFF AND ADDITIONAL RESOURCES NECESSARY TO IMPLEMENT THE PROPOSED PLAN:

1. Labor/Management discussions have been underway to address workload impact and identify working protocols and resources necessary for implementation of the Concurrent Planning/Adoption Integration proposal, hereafter known as the "Concurrent Planning Redesign."

2. A joint Labor/Management decision was made to proceed with a pilot of the proposal in five (5) offices, as follows: North Hollywood, Covina, Belvedere, Lakewood and Compton.

3. An analysis of staffing and other resource needs for the pilot phase of the project is under review and the ongoing needs for department-wide implementation will be better identified at the conclusion of this pilot. Preliminary analysis indicates that resources for the pilot phase of the project will be addressed through reallocation of existing staff resources.

THE FOLLOWING STEPS HAVE BEEN TAKEN IN ORDER TO IMPLEMENT THIS PROPOSAL:

1. A comprehensive Concurrent Planning Redesign proposal was created that will support concurrent planning and shorten the time it takes to reach permanency for children in out-of-home care. The workload impact has been a topic of Labor/Management discussion; and we are moving forward in this forum to identify best processes to identify and manage any workload impact.

2. A continuous improvement process, comprised of an ongoing Labor/Management forum, is in place to assess progress of the redesign pilot as well as outcome goals. This group will be responsible for identifying barriers and implementing solutions to ensure success, as well as making recommendations about proceeding with department-wide roll-out of the redesign before the end of the pilot period.

3. Concurrent Planning training to lay the foundation for a cultural shift began in December 2003 and includes a specialized session for all managers; training of all staff will be completed by June 2005. Department-wide training of line staff on completing the Concurrent Planning assessment tool took place from March through June 2004.

THE FOLLOWING HAVE BEEN IDENTIFIED AS NEXT STEPS WITH ANTICIPATED TIMEFRAMES:

1. The project start date and length of pilot is being determined through Labor/Management discussions currently underway.

2. DCFS will develop automated Concurrent Planning tracking tools.

   A. Pending development of a CWS/CMS based automated Concurrent Planning tracking system, DCFS' Information Technology Services (ITS), with the input and support of redesign Labor/Management team members, will develop web-based Concurrent Planning tracking reports by March 2005.

B. DCFS' ITS will consult with California Department of Social Services (CDSS) regarding development of a CWS/CMS based automated Concurrent Planning tracking system and the feasibility of pursuing federal approval by November 2004.

4. An analysis of resource needs will occur and, if additional resources are necessary for department-wide implementation, the availability of resources within the existing budget will be explored through a joint review between the CAO and the DCFS by June 2005.

5. Areas for policy development, based on the redesign, will be identified, new policy will be written, and training on policies/procedures/systems will be completed by June 2005.

If you have questions, please call me or your staff may contact Helen Berberian in our Board Relations Section at (213) 351-5530.

DS:TP:BT:ns

c: Chief Administrative Officer
County Counsel
Executive Office