COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

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September 14, 2012

TO: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe
Auditor-Controller

SUBJECT: **SEMI-ANNUAL FRAUD HOTLINE STATUS REPORT – JANUARY 1, 2012 THROUGH JUNE 30, 2012**

The Los Angeles County Fraud Hotline managed by the Auditor-Controller's (A-C) Office of County Investigations (OCI), began the January 1 through June 30, 2012, reporting period with 719 carryover pending cases. During the period, OCI opened 594 new cases and closed 551 cases, resulting in an end-of-period caseload of 762. This caseload count is an increase of 43 (6%) from the end of the previous reporting period.

Comparison of Current Case Counts with the Prior Reporting Period

CASE STATUS	SEMI-ANNUAL PERIOD ENDING		
	12/31/2011	6/30/2012	% Increase (Decrease)
Beginning Caseload	622	719	15%
New Cases Opened	570	594	4%
Closed Cases	(473)	(551)	17%
Ending Caseload	719	762	6%

Conclusion of Cases Closed:	12/31/2011		6/30/2012	
Substantiated	118	25%	148	27%
Not Substantiated	205	43%	247	45%
Not Investigated	150	32%	156	28%
Cases Closed	473	100%	551	100%

Of the 551 cases closed (Attachment I) during this reporting period, 148 (26.9%) were substantiated (Attachment II), 247 (44.8%) were not substantiated, and 156 (28.3%) were not investigated. Of the 148 substantiated cases, the following actions were taken:

Substantiated Cases (148)

ACTION TAKEN	No.
Disciplinary/Corrective Action Pending	72
Suspended	31
Counseled (verbal/written warning)	26
Resigned/Retired/Resigned in Lieu of Discharge	15
Discharged	12
Reprimand Letter	11
Notice of Expectation/Instruction/Reinforcement	10
Procedures Changed/Reinforced	9
Reimburse/Restitution/Repayment/Timecard Adjustments	8
Top of File Notice in Personnel Folder	5
Promotion or Appointment Rescinded/Removed from Certified List	2
Arrested/Convicted/Probation	2
Contractor Barred	1
Criminal Charges Filed/Pending by Law Enforcement	1
Referred to the District Attorney	1
Training	1
Transferred/Reassigned/Demoted	1

Note: Some cases may include multiple suspects and multiple dispositions.

The 156 cases not investigated by the County are due to the allegations having previously been investigated, the case is jurisdictional to a non-County agency, and/or case information is insufficient or immaterial. In addition, we referred 9 of the 156 cases to the County Equity Oversight Panel (CEOP) to investigate. CEOP handles discrimination, harassment, and retaliation cases and does not report their findings to OCI. Therefore, we maintain logs of each CEOP referral for tracking purposes only.

As the lead department for fraud investigations of County employees and contractors, OCI oversees and reviews the final reports for cases referred to, and investigated by, other County departments to ensure the allegations are properly investigated. OCI also contacts designated departmental staff every 90 days to obtain updates on cases where disciplinary and/or corrective actions are pending (Attachments III and IV) from previous semi-annual reports. Attachment III indicates the 62 prior reporting period cases that have been completed with disciplinary actions taken. Attachment IV shows there are 81 cases from previous reporting periods that are still pending final disciplinary decisions from various departments.

Please call me if you have any questions, or your staff may contact Guy Zelenski at (213) 893-0058.

WLW:GZ:RS
Fraud Hotline Status ending June 30 2012.doc

Attachments

c: William T Fujioka, Chief Executive Officer
Department Heads
Audit Committee
Public Information Office

COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER
LOS ANGELES COUNTY FRAUD HOTLINE
CLOSED CASE SUMMARY
January 1, 2012 through June 30, 2012

	Substantiated		*Not Substantiated*		*Not Investigated **		*Total*	
CASES INVESTIGATED BY AUDITOR-CONTROLLER:								
Office of County Investigations	**22**		**41**		**133**		196	**35.6%**
CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS:								
Assessor	0		6		0		6	**1.1%**
Auditor-Controller	0		1		1		2	**0.4%**
Chief Executive Office-Workers' Compensation	0		2		0		2	**0.4%**
Chief Executive Office	0		0		1		1	**0.2%**
Child Support Services	2		3		0		5	**0.9%**
Children and Family Services	34		27		4		65	**11.8%**
Community and Senior Services	0		1		0		1	**0.2%**
Coroner/Medical Examiner	0		2		0		2	**0.4%**
County Counsel	1		1		0		2	**0.4%**
Fire	3		7		0		10	**1.8%**
Health Services	17		32		7		56	**10.2%**
Human Resources	0		1		0		1	**0.2%**
Human Resources (Countywide)	4		9		1		14	**2.5%**
Internal Services Department	5		9		0		14	**2.5%**
Mental Health	15		16		1		32	**5.8%**
Parks and Recreation	3		4		0		7	**1.3%**
Probation Department	1		12		1		14	**2.5%**
Public Health	5		7		1		13	**2.4%**
Public Library	2		2		0		4	**0.7%**
Public Social Services	27		53		4		84	**15.2%**
Public Works	4		7		1		12	**2.2%**
Regional Planning	0		0		1		1	**0.2%**
Registrar-Recorder/County Clerk	3		3		0		6	**1.1%**
Treasurer and Tax Collector	0		1		0		1	**0.2%**
Other Departments Total:	**126**		**206**		**23**		**355**	**64.4%**
Grand Total	**148**	**26.9%**	**247**	**44.8%**	**156**	**28.3%**	**551**	**100.0%**

** Cases not investigated due to immateriality, the referral was previously investigated, referred to outside agencies, or insufficient information was provided. In addition, 9 of 156 cases were referred to the County Equity Oversight Panel (CEOP) for investigation. CEOP does not report their findings back to Office of County Investigations and therefore would have to be contacted directly for further information.*

COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER
Los Angeles County Fraud Hotline

SUMMARY OF SUBSTANTIATED CASES

FOR THE PERIOD JANUARY 1, 2012 THROUGH JUNE 30, 2012

SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER

Animal Care and Control (ACC)

Case Number: 20116079

ACC determined a deposit they prepared totaling $1,955 was missing from their safe and had not been deposited. The individual(s) responsible for the loss could not be identified. ACC determined that lapses in internal controls over cash-handling and physical security contributed to the missing deposit. ACC indicated that internal controls have been strengthened.

Agricultural Commissioner/Weights and Measures (AC/WM)

Case Number: 20126565

An AC/WM manager admitted that on two occasions he authorized employees covered by the Fair Labor Standards Act (FLSA) to take an extra hour for lunch without recording accrued benefit time to cover the absence. The manager's actions were inconsistent with the FLSA. AC/WM indicated that the manager was counseled and has discontinued this practice.

Auditor-Controller (A-C)

Case Number: 20126440

An A-C employee used her personal cellular telephone for an unspecific amount of time to conduct non-County related business during her work hours. A-C indicated that the employee received a written warning.

Case Number: Various

An A-C review of department-wide Internet usage identified seven employees who used their assigned County computer, e-mail, and/or Internet access to conduct non-County related activities such as shopping online, viewing news, entertainment, sports, and personal finance websites, streaming Internet radio, and to access personal e-mail. The level of discipline for each employee ranged from one to 15 days suspension without pay depending on the severity of abuse of County resources and time. Additionally, in one of these cases, the employee agreed to forfeit his Earned Compensation Time to offset his personal use of County time.

Case Number: 20126722

Six contractor employees working on an A-C project used their County Internet access for non-County business such as access to news, entertainment, and sports websites. The contractor indicated that their employees were counseled. The contractor also will offset the cost incurred by the County for the non-project related use of County resources by their staff.

Beaches and Harbors (Beaches)

Case Number: 20126400

Beaches discovered that wetsuits and kayaks, with an approximate total value of $2,600, were stolen from a storage facility. In addition, a Beaches employee did not report the theft to local law enforcement in a timely manner. The individual(s) responsible for the theft could not be identified. Beaches indicated that the employee who failed to report the theft was counseled. Beaches is working on procedures to limit the number of individuals who have access to the storage facility and for check out/in of the equipment.

Coroner (Coroner)

Case Number: 20116312

A Coroner manager requested and authorized an engine rebuild and other restoration work to a County vehicle. The restoration work exceeded the value of the vehicle. The manager subsequently reimbursed the County for the value of the vehicle restoration work.

Health Services (DHS)

Case Number: 20105197

A DHS employee embezzled over $206,000 in County warrants issued to DHS' cell phone vendors, and stole employees' personal checks and money orders intended for reimbursement of personal use of County-issued cell phones. In addition, the employee stole 617 County cell phones and sold them to a recycler for over $3,700. The case was referred to the District Attorney (DA) for possible prosecution. DHS indicated that the employee was discharged.

Human Resources (DHR)

Case Number: 20116329

A DHR manager denied her subordinate's request to take time-off for medical care while the subordinate was covered by an approved period of Family Medical Leave Act (FMLA) time. Additionally, 13 employees stated the DHR manager's contentious style created an unprofessional and stressful work environment. DHR indicated that the manager retired.

Internal Services Department (ISD)

Case Number: 20115296

An ISD contractor submitted falsified payroll records and timecards to conceal his use of unauthorized individuals to perform custodial work in County facilities. Additionally, the contractor admitted he also falsified staffing plans to enhance his profit and conceal his violations of the contract. ISD indicated that the contractor was barred from contracting with the County for 10 years, and $5,000 was deducted from his last invoice.

Probation Department (Probation)

Case Number: 20115895

Probation discovered that an envelope containing 300 bus tokens, valued at $450, was stolen from one of the department's area offices. The individual(s) responsible for the theft could not be identified. Additionally, lapses in internal controls over mail handling and bus tokens contributed to the theft. Probation indicated that procedures have been changed to safeguard bus tokens and other valuables during transport.

Public Social Services (DPSS)

Case Number: 20115465

A DPSS employee was arrested and held in custody for 10 days for offenses related to the transportation of illegal drugs across state lines. The employee submitted valid medical certificates extending an existing disability leave for her time away from work while incarcerated to conceal her arrest from DPSS. The employee was sentenced to 4 to 10 years in prison. DPSS indicated that the employee resigned from County service. Additionally, a notice not to rehire was placed at the top of the now former employee's master personnel file.

Case Number: 20115575

A DPSS employee submitted duplicate personal vehicle damage claims, one with the County and the other with her private auto insurance carrier. Each claim resulted in a reimbursement check to the employee. DPSS indicated that the employee retired and signed a repayment agreement to reimburse the County for the overpayment of $2,266. The employee has made two $300 payments to date.

Case Number: 20115851

A DPSS employee inappropriately pressured a co-worker to vote for him in a Los Angeles County Employee Retirement Association (LACERA) election. The employee also inappropriately opened the sealed ballot of another employee, and completed the ballots of three other co-workers, in violation of the Board of Supervisors' election conduct guidelines. DPSS indicated that the employee resigned, and DPSS management intends to release a memo to all employees regarding election conduct protocol.

Registrar-Recorder/County Clerk (RR/CC)

Case Number: 20115970

Three RR/CC managers allowed employees to attend a wedding, and separately, a retirement party on County property during work hours. The office was effectively shut down during each of these events. Two RR/CC employees drank alcohol at the retirement party. In addition, on the eves of Thanksgiving, Christmas, and New Year's in 2009 and 2010, two RR/CC managers allowed employees to leave as early as 9:00 a.m. and not report their absence time accurately on their timecard. RR/CC indicated that two managers retired, four employees received suspensions without pay ranging from two to 10 days, and one employee was discharged.

Sheriff's Department (Sheriff's)

Case Number: 20116099

A Sheriff's contractor violated the terms of their contract without the County's required consent by increasing their prices for the public's use of coin operated jail lockers. In addition, due to insufficient controls over revenue collected from jail lockers, it could not be determined if the contractor remitted to the County its contractual percentage of locker proceeds. Sheriff's indicated that corrective action is pending.

TOTAL SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER: 22

CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS

Chief Executive Office (CEO)

Case Number: 20116216 (DHR investigated)
DHR determined that a CEO salary calculation used as a basis for an employee's change in classification was inconsistent with County Code. CEO indicated that the employee's appointment was rescinded and the employee was sent a letter to recover the resulting overpayment.

Child Support Services Department (CSSD)

Case Number: 20104331
A CSSD employee shared confidential department information with an employee with whom she had a dating relationship. In addition, the CSSD employee exchanged numerous inappropriate e-mails with another employee. CSSD indicated that the employee received a five-day suspension without pay.

Case Number: 20104727
A CSSD employee used her assigned County computer for non-work related purposes, including downloading chapters of texts for university courses she was taking, and communicating with the school and with family. The employee also failed to report her outside employment (OE) activity. CSSD indicated that the employee received a written reprimand.

Children and Family Services (DCFS)

Case Number: 20104827
A DCFS employee reported hours of overtime that he did not work. In addition, the employee misrepresented himself as a therapist and a supervisor to a juvenile and her family. DCFS indicated that the employee was discharged.

Case Number: 20105057
A DCFS employee made malicious and inappropriate statements about a co-worker. DCFS indicated that the employee was counseled.

Case Number: 20115212
A DCFS employee did not report her OE as a certified foster parent. DCFS intends to give the employee a written reprimand.

Case Number: 20115327
A DCFS employee did not accurately reflect actual time off on her timecards. DCFS indicated that the employee received a five-day suspension without pay.

Case Number: 20115607
A DCFS employee engaged in the practice of call forwarding from her County-issued cell phone to her personal cell phone, and made and received excessive personal calls from/to her County cellular telephone. DCFS indicated that the employee reimbursed DCFS $198 for personal calls made, ceased call forwarding practices, and was counseled.

Case Number: 20115610
A DCFS employee was negligent when he failed to properly conduct a well-being home check, and departed the home leaving eight children in an unsafe environment. Additionally, the employee showed disrespect and unprofessional conduct toward his co-workers, his supervisor, and the public. DCFS indicated that the employee received a 15-day suspension without pay.

Case Number: 20115611
A DCFS employee was reluctant and occasionally refused to perform some of his primary job responsibilities. DCFS indicated that the employee was counseled.

Case Number: 20115615
A DCFS employee filed a claim with his personal auto insurance carrier and filed a claim with

the County for the same auto accident. The employee reimbursed the County $3,086. DCFS indicated that the employee received a three-day suspension without pay.

Case Number: 20115652

DCFS identified inconsistencies in client case records in the Child Welfare Services/Case Management System (CWS/CMS), while a social worker was out on a medical leave. The case record deficiencies resulted in clients not receiving services in a timely manner and a lack of timely compliance with court-ordered services. Additionally, the employee admitted to taking her daughter with her on a home visit. DCFS indicated that the employee was discharged.

Case Number: 20115654

A DCFS employee submitted two false claims and falsified documentation to AFLAC insurance for periods of alleged disability from work that were longer than her actual time away from work. The employee was overpaid approximately $7,413 by AFLAC, and is currently on a repayment plan with them. DCFS intends to give the employee a 30-day suspension without pay.

Case Number: 20115664

A DCFS employee documented false information in the CWS/CMS system about an allegation of child abuse. Another employee visited the family and identified risk exposures that resulted in the immediate removal of the child from the home. DCFS indicated that the employee received a five-day suspension without pay.

Case Number: 20115853

A DCFS employee accepted $400 from a client involved in a child custody dispute. The employee later repaid the money to the client. DCFS intends to discharge the employee.

Case Number: 20115870

A DCFS employee failed to properly document unsafe conditions within a client's home, and did not verify the identities of all the individuals residing in the home. DCFS indicated that the employee received a three-day suspension without pay.

Case Number: 20115892

A DCFS employee did not receive prior departmental approval to be a personal mentor of a client who was a foster child, to hold a birthday party for the client, and to take the client to non-County related activities. The minor was removed and placed into an adoptive home. DCFS intends to give the employee a 30-day suspension without pay.

Case Number: 20115927

A DCFS employee inappropriately accessed the CWS/CMS system without a business need to view personal and confidential case files of children in foster care. In addition, while off duty, the employee drove her vehicle into a security guard at a non-County facility, and lied to department investigators. DCFS intends to give the employee a 30-day suspension without pay.

Case Number: 20115955

A DCFS employee became involved in a physical altercation with a teenage client. DCFS indicated that the employee received a written reprimand.

Case Number: 20116055

A DCFS employee attempted to access the CWS/CMS system without a business need to view a participant's case record. The participant is someone with whom the employee previously had a personal relationship. DCFS intends to give the employee a written warning.

Case Number: 20116082

A DCFS employee vandalized a vehicle owned by an individual (non-County employee) with whom she had a prior intimate relationship. The vandalism occurred while the employee was off duty. DCFS indicated that the employee received a Notice of Expectation for off-duty conduct.

Case Number: 20116113

A DCFS employee's inappropriate actions and statements escalated a matter into a physical confrontation with a youth requiring nearby co-workers to restrain the employee. DCFS intends

to give the employee a 30-day suspension without pay.

Case Number: 20116140 (DHR investigated)
A DCFS employee was conducting OE activities during County work hours. DCFS indicated that the employee will receive training.

Case Number: 20116208
A DCFS employee made inappropriate physical contact with a co-worker's arm while passing in an office hallway. DCFS indicated that the employee was counseled.

Case Number: 20116209
A DCFS supervisor exhibited unprofessional behavior when she made inappropriate statements to another employee. DCFS indicated that the employee received a Notice of Expectation.

Case Number: 20116229 (DHR investigated)
A DCFS manager did not take appropriate administrative action when she was notified of a pending merger between two Foster Family Agencies (FFA). The new agency formed from the merger had not yet been State approved, causing DCFS to spend approximately $140,000 in net County costs to cover the care of children. DCFS intends to give the employee a written reprimand.

Case Number: 20116241
A DCFS employee took extended breaks and lunches, and arrived to work late. The employee also used her assigned County computer, e-mail, and Internet to view shopping, political, and religious websites, and to transmit inappropriate images. DCFS indicated that disciplinary action is pending.

Case Number: 20116250
Certified mail packages were stolen containing expired bus passes valued at $2,256 that had been sent by DCFS to the Metropolitan Transportation Authority (MTA). It appears the tampering with the packages may have occurred while in the possession of the Postal Service, but the suspect(s) remains unknown. The theft was reported to the Los Angeles Police Department and to the United States Postal Inspector. DCFS indicated that it now marks "void" on all returning bus passes, and hand delivers the passes to the MTA.

Case Number: 20116254
A DCFS supervisor demonstrated discourteous behavior yelling at her staff. Another supervisor exercised poor judgment by holding an off-site staff meeting at her home during evening hours, and at which alcoholic beverages were served. DCFS indicated that one supervisor was counseled and the other one received a Notice of Expectation.

Case Number: 20116260
DCFS housing and food vouchers, valued at $700, were stolen from a sealed envelope that was left unattended in a client's apartment while a DCFS employee was meeting with the client. The individual(s) responsible for the theft could not be determined. DCFS indicated that corrective action is pending.

Case Number: 20116281
A DCFS employee admitted he falsified client contacts in two CWS/CMS case records. DCFS intends to give the employee a 30-day suspension without pay.

Case Number: 20116301
A DCFS employee failed to document four visits to a foster mother's home, in violation of Departmental policies and procedures. DCFS indicated that the employee received a written warning.

Case Number: 20116302
A DCFS provider instructed parents to sign Child Care Attendance sheets for days when the children were not in the provider's care. The provider received reimbursement of $1,872 in subsidized funds for child care services that were not provided. DCFS indicated that corrective

action and reimbursement are pending.

Case Number: 20126347

DCFS discovered a bus pass valued at $84 had been stolen. The individual(s) responsible could not be identified. DCFS indicated that management ordered a safe for the storage of negotiable items, and minimized staff access to the cashier's office.

Case Number: 20126361

A DCFS employee failed to report to the Department her part-time employment with a FFA, as required. In addition, the employee's OE created a conflict of interest because the Department makes client referrals to the FFA where she works. DCFS indicated that the employee received a written reprimand.

Case Number: 20126419

A DCFS employee picked up an unknown male while using her vehicle to transport a foster youth, in violation of DCFS policy. DCFS indicated that the employee received a 15-day suspension without pay.

Case Number: 20126443

A DCFS employee failed to follow department procedures by not reporting that a child was not living in an assigned foster family household, putting the child at potential risk. In addition, the foster family household was overpaid for approximately one month. DCFS intends to issue a Notice of Expectation to the employee, and reimbursement is pending for the overpayment the foster family received in error.

Case Number: 20126478

A DCFS employee falsified interviews in an investigative report. DCFS indicated that the employee received a three-day suspension without pay.

Case Number: 20126551

A DCFS employee was arrested for solicitation of prostitution from an undercover police officer. The arrest occurred while the employee was on duty, and while he was driving a County vehicle. DCFS indicated that the employee was discharged.

County Counsel (CC)

Case Number: 20116198

A CC supervisor failed to follow timecard protocols, causing an employee to be overpaid $693. The employee submitted timecard adjustments. CC indicated that the employee resigned from County service, and CC intends to give the supervisor a written reprimand. Reimbursement is pending for the wages the employee received in error.

Fire Department (Fire)

Case Number: 20105008

A Fire employee stole five gallons of County fuel that he later placed in his personal vehicle. Fire indicated that disciplinary action is pending.

Case Number: 20115360

A Fire employee was given a Notice of Instruction about using his own money to purchase fuel for County equipment.

Case Number: 20126680

A sworn Fire employee was observed wearing his uniform when he was not on duty. Fire indicated that the employee was counseled.

Health Services (DHS)

Case Number: 20093262

A DHS employee used her County computer for personal use including connecting the computer to external drives, downloading unauthorized software, and storing 2,353 non-work related files (business agreements, personal financial records, etc.). In addition, the same

employee also worked overtime in excess of the number of pre-approved hours. Another DHS employee was allowed by her supervisor to telecommute without a formal agreement and without having taken prerequisite telecommuting training. DHS indicated that disciplinary actions are pending.

Case Number: 20093476

Nine DHS employees were identified as working off-books overtime and taking time off as compensation, but coding their timecards as if they worked full work days. Prior management had approved the off-books, self-monitored timekeeping. New management ended the practice when it was discovered, and adjusted the staffs' schedules to ensure sufficient patient coverage. DHS intends to give the supervisor a 15-day suspension without pay, and timecard adjustments are pending for the nine employees.

Case Number: 20093835

A DHS unit failed to comply with basic timekeeping procedures, resulting in the inability to determine when staff were or were not at work. Supervisors in the unit also failed to recognize timekeeping discrepancies, resulting in staff being paid for time not worked. DHS indicated that timecard corrections and disciplinary actions are pending.

Case Number: 20093841

A DHS employee clocked in and out from work at times that did not reflect actual hours worked. DHS indicated that the employee received a 10-day suspension without pay.

Case Number: 20093994

A DHS shredding services vendor was not in compliance with their County contract terms, resulting in delayed shredding of confidential records, and over-charging the County by approximately $1,125. DHS is pursuing repayment of the excessive charges.

Case Number: 20104281

A DHS employee was permitted to work from home without a telecommuting agreement. DHS indicated that discipline is pending against the employee's manager for allowing him to telecommute without an agreement. DHS indicated that the facility will ensure staff are pre-approved for telecommuting prior to working off-site, and ensure telecommuting activities are monitored in accordance with DHS policies.

Case Number: 20104391

A DHS employee did not report actual hours worked on her timecards, and altered the time of arrival on facility sign-in sheets. Additionally, the employee's supervisor signed the employee's timecards without reviewing them for accuracy. Also, DHS identified time discrepancies where the employee and other employees were allowed to combine lunch and rest periods, violating the FLSA and DHS policies. DHS indicated that the supervisor retired and the employee transferred to another facility.

Case Number: 20104675

A DHS custodian was discharged for several criminal convictions for off-duty conduct involving weapons, drugs, and domestic violence.

Case Number: 20104876

A DHS manager failed to disclose his OE to the Department, as required by DHS policy. Additionally, he failed to report his business interest on the State of California Statement of Economic Interest (Form 700). DHS indicated that disciplinary action is pending.

Case Number: 20104945

A DHS billing system at a clinic lab caused 720 claims to be paid a cumulative total of $4,742 in error. The clinic lab is in the process of reimbursing the impacted insurance companies.

Case Number: 20104966

A DHS employee distributed brochures and counseled patients about non-County medical

clinics during her County work hours. DHS indicated that the employee was counseled and discontinued this practice during her County work hours.

Case Number: 20105121

DHS discovered two cameras and a laptop were missing. The perpetrator(s) could not be identified. The Health Insurance Portability and Accountability Act (HIPAA) Privacy Office was notified, as were the nine patients whose patient information was stored on the laptop. DHS implemented physical safeguards to prevent the theft of Protected Health Information (PHI) stored on mobile devices.

Case Number: 20115387

A DHS employee did not accurately report actual hours worked on her timecards. It was also discovered that several employees clocked each other in and out of work in violation of Department policy. DHS indicated that timecard corrections were made, and staff signed written acknowledgement about timekeeping policy. In addition, a notice was posted next to the time clock reminding staff that clocking in or out for a co-worker was a violation of policy.

Case Number: 20115388

A DHS vendor laptop attached to a diagnostic testing system was stolen. The laptop was not encrypted or password protected, and contained PHI for 667 patients. The perpetrator(s) of the theft could not be identified. The HIPAA Privacy Officer and patients affected by the breach were notified. DHS implemented physical security and encryption controls for its mobile equipment.

Case Number: 20115576

A DHS manager violated timekeeping and overtime policies, and collective bargaining agreements, by allowing employees to continue working after clocking out, not creating required documentation for overtime monitoring and pre-approval, and not equally distributing overtime among available staff. DHS indicated that the manager was reminded of the department's timekeeping policies and procedures.

Case Number: 20116150

A DHS employee failed to report information about being terminated by his prior employer on his County employment application and Employment Information Sheet, as required. DHS indicated that disciplinary action is pending.

Case Number: 20126610

A DHS employee consistently reported to work late and another employee left her work area without permission to pick up breakfast. DHS indicated that one employee was counseled and the other employee was counseled and reprimanded.

Internal Services Department (ISD)

Case Number: 20115961

An ISD employee took extended lunch breaks. ISD indicated that the employee was counseled.

Case Number: 20115981

An ISD employee slept during his work hours and abused his work schedule. ISD indicated that disciplinary action is pending.

Case Number: 20126050

An ISD contractor changed the root password to a system resulting in the temporary outage of processes associated with some services used by the Department. ISD indicated that the contractor received a verbal warning.

Case Number: 20126404

Two ISD employees used County equipment for personal use, falsified their timecards and mileage claim forms, misused their County-issued Voyager card to put gasoline in their personal vehicles, used County Purchase Cards for personal use, and failed to perform the duties of their

position. ISD indicated that both employees were discharged.

Case Number: 20126466
An ISD employee abused County time by conducting OE activities during his County work schedule, used County equipment in the course of conducting his OE, and refused to accept assignments. ISD indicated that the employee received a written warning.

Mental Health (DMH)

Case Number: 20104273
A DMH employee used her assigned County computer, Internet access, and e-mail account for non-County related business during her work hours to access non-work related websites for over 25 hours during a sampled month, composed a personal document using County equipment, and sent 589 non-work related e-mails during a three-year period. In addition, the employee made in excess of $3,900 worth of personal cellular telephone calls during the same three-year period using her County issued phone, and failed to fulfill a repayment agreement for the cellular telephone charges. DMH indicated that disciplinary action and reimbursement are pending.

Case Number: 20104445
A DMH employee used her assigned County computer, Internet access, and e-mail account for non-County related business during her work hours. DMH indicated that disciplinary action is pending.

Case Number: 20104845
A DMH employee arrived to work late and left early without proper authorization. DMH indicated that disciplinary action is pending.

Case Number: 20104896 (DHR investigated)
DMH failed to monitor the status of an employee's State psychologist license. The employee's license had expired, rendering her ineligible for her position. The employee accepted a voluntary demotion. The employee returned to her prior title when she obtained a valid State license. DHR determined that the department has not addressed the employee's performance issues related to violating department policy without consequence. In addition, she has been transferred among various supervisors and assigned work that is not commensurate with her payroll title. DMH indicated that corrective action is pending.

Case Number: 20115366
A DMH employee used her assigned County computer to access the Internet for non-County related business during her work hours. DMH indicated that disciplinary action is pending.

Case Number: 20115494
A DMH employee exercised poor judgment when she failed to inform her supervisor that she and a DMH client had a prior relationship. Additionally, the employee failed to recuse herself from the case to avoid the appearance of a conflict of interest. DMH intends to counsel the employee.

Case Number: 20115668
A DMH employee failed to disclose her OE to the Department. DMH indicated that the employee was reminded of the OE policy and to complete the OE form.

Case Number: 20115866
A DMH employee failed to report her OE as a landlord, and did not disclose her landlord activity on her required Form 700. The employee was also dishonest during the department's investigation. DMH indicated that disciplinary action is pending.

Case Number: 20115913
A DMH employee entered her work location and logged onto her County computer and eCAPS to submit her timecard on a day she was absent, in violation of DMH policy. DMH indicated that

disciplinary action is pending.

Case Number: 20116083

A DMH employee used her County e-mail account three times to make personal travel arrangements, in violation of Department policies. DMH indicated that disciplinary action is pending.

Case Number: 20116101

A DMH employee sent and received over 1,500 non-County related e-mails that included chain letters, jokes, photographic images, and sexually suggestive jokes and images. The employee and two other employees sent a string of e-mails containing PHI to one another, and the first employee also forwarded an e-mail that contained PHI to her personal e-mail account and to her husband, who is also a DMH employee. DMH indicated that disciplinary actions are pending.

Case Number: 20116158

A DMH employee admitted to putting gasoline from a Sheriff's fuel pump into his personal vehicle a total of six times during July and August 2011. DMH indicated that disciplinary action is pending.

Case Number: 20116314

A DMH employee used his County e-mail account to send and receive non-County related messages, including e-mails to notify DMH employees, contractors, and other individuals of his book publication, in violation of Department policy. Additionally, the employee stored non-work related documents on his assigned County network drive, and used a County scanner to scan his book related materials. DMH indicated that disciplinary action is pending.

Case Number: 20126399

Two DMH employees used their assigned County computers and Internet access for non-County related business during their work hours to access 161 and 228 non-work related websites, respectively. DMH indicated that disciplinary actions are pending.

Case Number: 20126401

Two DMH employees used their assigned County computers and Internet access for non-County related business during their work hours to access 21 non-work related websites. DMH indicated that disciplinary actions are pending.

Case Number: 20126497

A DMH employee used his assigned County computer and Internet access to view news articles despite prior verbal warnings of inappropriate Internet use. DMH indicated that disciplinary action is pending.

Parks and Recreation (Parks)

Case Number: 20115891

A Parks employee did not sign out as required by department policy when he was out of his work area. Additionally, the employee used County materials and equipment to conduct personal business (e.g., signage projects) during County time. The employee also asked staff for assistance with projects related to his personal business during their work hours. Parks indicated that disciplinary action is pending.

Case Number: 20115924

A Parks employee accepted 66 collect calls totaling $364.86 on a County telephone line over an 11-month period. Parks indicated that the employee resigned, a notice not to re-hire was placed at the top of the now former employee's master personnel file, and a request for reimbursement was sent to the employee.

Case Number: 20126511

A Parks supervisor, who is responsible for scheduling sports leagues' use of Parks facilities, also serves as a Board Member for one of the sports leagues, creating a conflict of interest.

The non-profit sports league runs a snack bar during games, and on at least one occasion, charged admission to a game in violation of Parks policy. The supervisor has signature authority for the league's bank account. Parks indicated that disciplinary action is pending.

Probation Department (Probation)

Case Number: 20115778

A Probation employee received cash from one youth in the Independent Living Program (ILP), and attempted to receive cash from another ILP youth who subsequently refused to comply with the employee's request for the cash. The first ILP youth claimed the employee told her she had been overpaid. The employee claimed he loaned the first ILP youth $300 because the youth was in dire need, and the cash received from the youth was repayment for the loan. However, the exchange of cash was not documented in the ILP youth's case notes. Probation indicated that the employee resigned in lieu of discharge.

Public Health (DPH)

Case Number: 20104830

A DPH employee used a County vehicle for personal use after work hours. Additionally, he did not maintain vehicle trip logs to document staff usage of County vehicles. DPH employees were reminded to comply with Departmental policy regarding the usage of County vehicles for personal use.

Case Number: 20115964

A DPH employee did not disclose her OE to her Department, as required. DPH indicated that the employee received a written reprimand.

Case Number: 20116307

A DPH employee was working a full-time job for a local city, in excess of the County's maximum 24-hours per week of OE. The employee failed to disclose the city job on her annual County OE form. The employee was frequently away from her County job using paid sick or vacation time, and at times out without pay, while working her city job, and was not truthful about her OE when interviewed by investigators. In addition, the employee's supervisor failed to effectively manage the employee's use of leave benefits and excessive absenteeism. DPH indicated that disciplinary/corrective actions are pending for both the employee and her supervisor.

Case Number: 20116317

A DPH employee worked overtime in another division due to her familiarity with a particular set of files. At times the overtime assignment placed the employee in a position where her time was authorized by a manager who was also her mother-in-law. DPH implemented procedural changes to ensure this sort of temporary overtime assignment does not result in related employees reporting within the same chain of command.

Case Number: 20116323

DPH discovered 70 bus tokens ($70 value) and 11 gift cards ($110 value) were missing. Due to internal control weaknesses, the individual(s) responsible for the theft could not be identified. DPH indicated that one employee received a letter of warning for failure to follow instructions. Staff were reminded to comply with internal controls and procedures to adequately monitor and safeguard bus tokens and gift cards in order to reduce future opportunities for theft.

Public Library (Library)

Case Number: 20105150

A Library employee periodically arrived to work late. Library indicated that the employee was counseled.

Case Number: 20116305

A Library employee falsified information regarding her work experience on her application for promotion. DHR deemed the employee ineligible for the examination. Library indicated that the

employee's name was removed from the eligible list for the position.

Public Social Services (DPSS)

Case Number: 20115249

A DPSS employee assisted her daughter, a non-County employee, with the commission of Welfare Fraud. The DA filed criminal charges against the employee, and the employee pled guilty to Perjury and Welfare Fraud and received probation and community service. DPSS indicated that the employee resigned, and a notice to not rehire was placed at the top of the now former employee's master personnel file.

Case Number: 20115323

A DPSS employee preached her religious beliefs to her co-workers during County time. DPSS indicated that the employee retired before disciplinary action could be taken.

Case Number: 20115341

A DPSS employee did not report that he rents his property to Medi-Cal participants, and that his in-laws are In-Home Supportive Services (IHSS) participants. In addition, the employee accessed the Los Angeles Eligibility, Automated Determination, Evaluation and Reporting (LEADER) system without a business need to view personal and confidential information in participants' case records. A second employee did not report to her administration that she rented her property to IHSS participants, and that her parents are IHSS participants. A third employee did not report to her administration that her niece is a California Work Opportunity and Responsibility to Kids participant, in violation of departmental policy. DPSS indicated that one employee received a written reprimand and two employees each received a written warning.

Case Number: 20115767

A DPSS employee inappropriately accessed the LEADER system as an authorized supervisor while using his supervisor's password in violation of department policy. Additionally, although the supervisor alleges she did not share her password, she admitted that she has allowed the employee to authorize casework for her. DPSS indicated that the supervisor was counseled and intends to give the employee a 10-day suspension without pay.

Case Number: 20115770

A DPSS employee arrived to work late, and did not report actual hours worked on her timecards, totaling an accumulated late time of 14.75 hours over a one-month period. In addition, the employee's supervisor admitted to not monitoring the employee's time. DPSS indicated that the employee received a five-day suspension without pay, and intends to give the supervisor a five-day suspension without pay.

Case Number: 20115783

A DPSS employee did not report that he lived with his grandfather, who is a Medi-Cal and IHSS recipient, as required by Department policy. DPSS indicated that the employee received a written reprimand.

Case Number: 20115812

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. Additionally, the employee was not truthful by stating he did not know the participant. DPSS intends to give the employee a 15-day suspension without pay.

Case Number: 20115829

Two DPSS employees accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. One of the two employees also accessed her daughter's case information, and that same employee on another occasion asked a co-worker to look up her daughter's case information. DPSS indicated that one employee received a 10-day suspension without pay, and the other employee received a five-day

suspension without pay.

Case Number: 20115830
A DPSS employee used her assigned County computer and e-mail account to send non-County related e-mails to a co-worker. DPSS indicated that the employee received a written warning.

Case Number: 20115854
A DPSS employee admitted that she forged departmental approval signatures on five private disability insurance forms for her five medical leaves of absence. DPSS indicated that the employee was discharged.

Case Number: 20115910
A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20115933
A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20115963
A DPSS employee admitted to providing supervisory approval for a client's Medi-Cal eligibility that the employee had processed without prior approval from a supervisor and/or administrator. DPSS indicated that the employee received a written reprimand.

Case Number: 20116046
A DPSS employee had a consistent pattern of late arrival to work without reporting timecard variances. In the course of the investigation, it was discovered that the employee's supervisor contributed to poor reporting habits of staff in her unit by failing to properly deduct time from staff arriving late for work. Additionally, the employee used her assigned County computer to access the Internet for non-County related business during her work hours to view news and entertainment websites, and streaming radio and video. DPSS indicated that the supervisor received a written reprimand, and intends to give the employee a 10-day suspension without pay.

Case Number: 20116068
Two DPSS employees accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. DPSS indicated that both employees received a five-day suspension without pay.

Case Number: 20116080
A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. DPSS intends to give the employee a 15-day suspension without pay.

Case Number: 20116096
A DPSS employee and supervisor each separately accessed LEADER and/or the Medi-Cal Eligibility Data System (MEDS) without a business need to view personal and confidential information in a former Medi-Cal participant's case record. A third employee accessed the LEADER and the MEDS systems without a business need to view her own and a participant's (relative) case record. DPSS indicated that one employee received a 10-day suspension without pay, and two employees each received a written reprimand.

Case Number: 20116104
A DPSS employee accessed her domestic partner's (a DPSS participant) case record without a business need. In addition, she failed to immediately report the date her domestic partner stopped residing with her, which caused a $10,000 overpayment of the County contribution for

her health care benefits. DPSS indicated that the employee received a 20-day suspension without pay, and the overpayment will be collected through payroll deductions.

Case Number: 20116105

A DPSS employee accessed the LEADER system without a business need to view the personal and confidential case record of her husband, a General Relief aid participant. DPSS indicated that the employee was discharged.

Case Number: 20116106

A DPSS employee took a photograph of a potential program participant who was in the lobby of a DPSS office, and uploaded the photograph, along with derogatory comments, to her Facebook account. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20116145

A DPSS employee falsified her medical excuse to extend her medical leave by four days. DPSS indicated that the employee retired before the investigation was concluded, and a notice not to rehire was placed at the top of the now former employee's master personnel file.

Case Number: 20116156

A DPSS employee admitted to entering into rental agreements with department clients for properties the employee owned in violation of DPSS policy. There was no evidence the employee had any involvement in the clients' casework activities. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20116157

A DPSS employee used his personal cellular telephone to send inappropriate text messages to a department participant. DPSS intends to give the employee a 10-day suspension without pay.

Case Number: 20116223

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in her brother's case record. DPSS intends to give the employee a 10-day suspension without pay.

Case Number: 20116232

A DPSS employee admitted he provided inaccurate birth years pertaining to himself on each of five annual Employee Emergency Information sheets. DPSS indicated that the employee was counseled.

Case Number: 20116279

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in his son's case record. DPSS intends to give the employee a 14-day suspension without pay.

Case Number: 20116293

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in four participants' (family) case records. The employee also admitted to transporting case documents into and out of the office on behalf of her family members. In addition, the employee did not report to the Department that her family (three daughters and the mother of her three grandchildren) had open cases. DPSS indicated that the employee received a five-day suspension without pay.

Public Works (DPW)

Case Number: 20115774

A DPW employee used his assigned County computer to access the Internet to view non-County related websites for personal use during work hours, even after being reminded by his supervisor about appropriate computer use policy. The websites accessed were primarily about shopping, travel, and the military. DPW intends to give the employee a three-day suspension

without pay.

Case Number: 20115871

A DPW contractor acknowledged that one of their employees commingled recyclables and green waste with refuse, which is a violation of their Franchise Agreement with the County. DPW indicated that the contractor agreed to corrective actions including free additional services to franchise customers, and that the contractor's employee was immediately removed from the franchise area in question.

Case Number: 20116022

A DPW contractor attempted to solicit a false invoice from a subcontractor that could have been used to solicit payment from DPW. DPW indicated that debarment will be considered if the contractor engages in another incident of behavior that lacks integrity.

Case Number: 20116173

A DPW employee used her County Internet access during her work hours to access shopping websites. DPW indicated that the employee was counseled.

Registrar-Recorder/County Clerk (RR/CC)

Case Number: 20115324

A RR/CC employee engaged in OE while on FMLA from his County employment. RR/CC indicated that the employee resigned and a notice not to rehire was placed at the top of the now former employee's master personnel file.

Case Number: 20115893

A RR/CC employee stole printing supplies from a Department facility. The employee was arrested at the worksite by the Sheriff's, and charges were filed against the employee. RR/CC indicated that the employee was discharged.

Case Number: 20116136

A RR/CC employee altered a medical encounter slip to extend a period of absence for a medical exam beyond the actual time required for the medical visit and travel time. In addition, the same employee falsified his timecard indicating an entire day away from his workplace to attend a work-related legal matter when in fact the legal matter only consumed three to four hours of his workday. In conjunction with a separate OCI investigation (refer to Case #2011-5970) of falsified time reporting involving the same employee, RR/CC indicated that the employee was discharged.

Total Cases Referred To, Investigated, and Substantiated by Other Departments: 126

Total Number of Substantiated Cases from January 1, 2012 through June 30, 2012: 148

Attachment III

Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Actions Resolved
From Previous Semi-Annual Reports
As of June 30, 2012

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Community and Senior Services (CSS)		
20105155 (DHR)	A CSS employee conducted himself in an unprofessional manner by routinely yelling at his staff.	CSS indicated that the employee was counseled and received training.
Coroner (Coroner)		
20104969 (OCI)	A Coroner employee violated Department policy by removing a keepsake dollar bill from the property of a decedent and replacing it with a regular dollar bill. The employee later returned the keepsake bill to the decedent's property after Coroner management spoke to him about the incident.	Coroner indicated that the employee received a 10-day suspension without pay.
Fire Department (Fire)		
20094232 A&B (OCI)	Two Fire employees used County equipment for personal use when they fabricated motorcycle parts at a Fire shop. In addition, a Fire employee circumvented the procurement process and approved his own request for two sole source purchases totaling $2,901, in violation of County and Department policy.	Fire indicated that one employee received a 15-day suspension without pay, and the other employee retired.
20105310	A Fire manager bypassed County procurement policies and approved the installation into some non-emergency fleet vehicles of purported gas-saving and emission-reducing valves valued at $5,000. The manager's boyfriend was the sales consultant for the valve vendor, creating a conflict of interest. The manager continued to advocate for expansion of the valve program despite questionable performance results from the currently installed valves.	Fire indicated that the employee received a three-day supension without pay and was demoted.
Health Services (DHS)		
20082704	Two DHS employees claimed full shifts worked on their timecards for three and four days they did not work, respectively. In addition, 15 discrepancies were found for eight other employees who reported more hours worked on their timecards than what was indicated on their sign-in sheets. DHS indicated that disciplinary action is pending for one supervisor. The other employees, including the other supervisor, received a Letter of Determination and/or Notice of Expectation. Timecard corrections were made.	DHS indicated that the one supervisor received a two-day suspension without pay.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
20093381	A DHS employee used his assigned County computer and Internet access for non-County related purposes.	DHS indicated that the employee received a Letter of Warning.
20093564	A DHS employee fraudulently diverted 419 prescriptions on the pharmacy system using 67 patient records and at least one password was compromised. There was no evidence the patients should have received the medications. The patient pharmacy records were corrected. One employee was reassigned to restrict his access to patient information, and pharmacy employees have been required to change their passwords. The Sheriff's Department determined that insufficient evidence exists to file criminal charges against any employee.	DHS indicated that the employee resigned in lieu of discharge.
20093580	Eighteen DHS employees accessed the the Los Angeles Eligibility Automation Determination Evaluation and Reporting (LEADER) and Medi-Cal Eligibility Data System (MEDS) systems to view the personal and confidential information in a DPSS participant's case records without authorization. Also, 11 of the 18 DHS employees violated Department policy by failing to keep their LEADER and MEDS passwords secure, or by sharing their passwords. DHS indicated that seven employees received suspensions. Disciplinary actions which may include suspensions are pending for the remaining employees.	DHS indicated that of the remaining employees, one employee received a 20-day suspension without pay, three employees received a 15-day suspension without pay, four employees received a 10-day suspension without pay, one employee received a notice of expectation, and two employees retired.
20093721	A DHS library computer was inappropriately left logged on to the Internet and an employee used the Internet access for non-work related purposes.	DHS indicated that the employee was verbally counseled.
20104569	A DHS employee supervised her relative employee in violation of the Department's nepotism policy. DHS indicated that the subordinate employee has been reassigned to another work area. DHS indicated that disciplinary action is pending against the supervisor.	DHS indicated that the supervisor was counseled. Additionally, management staff received a notice to remind all staff of the Nepotism policy.
20115492	A DHS employee prepared and submitted two fraudulent letters using Department letterhead and a fraudulent County timecard in order to collect payment for a personal insurance claim. The employee also accepted unused Metro vouchers from University staff affiliated with the hospital where she works.	DHS indicated that the employee resigned from County service.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Mental Health (DMH)		
20093392	Two DMH employees used their County e-mail and Internet accounts to solicit other DMH employees to purchase products from or to participate in an outside business.	DMH indicated that one employee was discharged, and the other employee received a 15-day suspension without pay.
20093418	A DMH employee was observed arriving late to and leaving early from work without reporting a timecard variance. The supervisor did not provide proper supervision.	DMH indicated that the employee was counseled and the supervisor received training.
20093433	Three DMH employees used their assigned County computers, e-mail accounts, and Internet access for non-County related business.	DMH indicated that one employee was discharged, and the other two employees each received a 15-day suspension without pay.
20094200	A DMH employee used her assigned County computer and Internet access for non-County related business during her work hours.	DMH indicated that the employee was verbally counseled.
20104301	A DMH employee submitted a fraudulent Vehicle Damage Reimbursement Claim to seek compensation for pre-existing damage on his personal vehicle. The claim was denied.	DMH indicated that the employee received a Letter of Warning.
20115325	Two DMH employees used County equipment to access non-County related Internet websites, scan non-work related documents, and send and receive non-work related e-mails. DMH indicated that one employee resigned.	DMH indicated that the other employee received a three-day suspension without pay.
20115604	A DMH employee used his assigned County computer and e-mail account to send six non-work related e-mails to co-workers and non-County employees.	DMH indicated that the employee received a Letter of Warning.
20115843	A DMH employee used his assigned County computer and e-mail account to send an inappropriate and unprofessional e-mail to co-workers. The employee also violated a confidentiality admonishment when he discussed the investigation with a co-worker.	DMH indicated that the employee received a Letter of Reprimand.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Parks and Recreation (Parks)		
20104657	A Parks employee was overpaid $1,754 after he overstated the distance he drove on his mileage claims, and claimed mileage on days he did not work. The employee also inappropriately shared his County gasoline card and the card's personal identification number with other Parks employees for work-related purposes.	Parks indicated that the employee was discharged.
Probation Department (Probation)		
20104537 (DHR)	A Probation employee used her County identification badge for a personal matter to inappropriately identify herself as a process server and was involved in a verbal and physical altercation with the person served. The employee also worked a flexible work schedule without approval and did not report her outside employment. In addition, the employee was not assigned to a supervisor and the employee's timecards for a six-month period were not maintained. Probation indicated that the employee received a 15-day suspension without pay.	Probation indicated that disciplinary action is pending against the manager for failure to properly supervise. The manager retired.
Public Health (DPH)		
20104900 (OCI)	A DPH employee used his assigned County computer and Internet access for non-County related purposes including viewing sexually explicit material and downloading music from CDs during work hours. DPH reissued its acceptable computer use policy to reinforce awareness among all employees.	DPH indicated that the employee's County Internet access was cancelled and subsequently, the employee retired.
20105031	A DPH employee used his assigned County computer and e-mail account to promote his personal business during County work hours, and would leave his work place during work hours for sales activity related to his personal business. During the course of the investigation, it was discovered that this same employee and a co-worker transmitted sexually explicit images using their County computers and e-mail accounts.	DPH indicated that one employee received a five-day suspension without pay, and the other employee is assigned to participate in corrective training.
20105258 (OCI)	A DPH employee used his assigned County computer and Internet access for non-County related purposes including viewing sexually explicit material, his personal e-mails, listening to music, and visiting non-County related websites. In addition, he stored sexually explicit material and television shows on his County computer.	DPH indicated that the employee received a 30-day suspension without pay.
20115699	A DPH employee submitted a fraudulent claim for vehicle damage and car rental costs for an accident that was not work-related. The employee also provided false and misleading information during the administrative review. She subsequently admitted the wrongdoing and withdrew her claim prior to the investigation interview.	DPH indicated that the employee received a 10-day suspension without pay.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Public Social Services (DPSS)		
20093910	A DPSS employee accessed the MEDS to obtain the personal and confidential information in a participant's case records without authorization and gave the information to a Department of Children and Family Services employee.	DPSS indicated that no disciplinary action was needed because the employee had a business reason for viewing confidential information and providing it to DCFS.
20093345	Two DPSS employees accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. One of the employees also failed to disclose her personal relationship with the participant, and approved Medi-Cal services that the participant was not eligible to receive. In addition, a third employee failed to follow basic procedures for authorizing participants' Medi-Cal benefits.	DPSS indicated that one employee was discharged, one employee received a four-day suspension without pay, and one employee received a Letter of Reprimand.
20093346	Two DPSS employees did not follow procedures and falsified documentation when processing an application for expedited Food Stamps for the daughter of a DPSS employee. In addition, the mother of a DPSS client accessed the LEADER system without a business need to view personal and confidential information in her daughter's case record. A Food Stamp overpayment of $155 was recovered from the client.	DPSS indicated that one employee was discharged, and the other employee received a 10-day suspension without pay.
20093399	A DPSS employee did not report to the Department that she was a Medi-Cal and California Work Opportunities and Responsibility to Kids (CalWORKs) participant. In addition, the employee accessed the LEADER system without a business need to view personal and confidential information in three participants' case records and her own case record.	DPSS indicated that the employee was discharged.
20093582	A DPSS employee accessed the LEADER system and Client Index Numbers without a business need to view personal and confidential information in several participants' case records.	DPSS indicated that the employee received a 15-day suspension without pay.
20093808	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (employee's relative) case record. In addition, the employee did not disclose, as required by Department Policy, that the participant-relative lives with her.	DPSS indicated that the employee received a five-day suspension without pay.
20094013	A DPSS employee did not report that she was an In-Home Supportive Services (IHSS) provider to her mother, and exceeded the County's 24-hour per week outside employment limit. The employee also provided false medical certificates extending her medical leave for three months.	DPSS indicated that the employee was discharged.
20094015	A DPSS employee did not report outside employment as an IHSS provider and exceeded the 24-hour per week limit on outside employment.	DPSS indicated that the employee received a Letter of Warning.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
20104521 (OCI)	A DPSS supervisor neglected to remove an employee from an out-of-class bonus assignment after the employee failed the position examination and therefore was ineligible to be placed on the promotion eligibility list. Upon promulgation of the eligibility list, the supervisor should have removed the employee from the out-of-class assignment to an assignment commensurate with the employee's existing payroll classification.	DPSS indicated that no disciplinary action was needed. The employee was following instructions from the previous manager.
20104525 (OCI)	A DPSS employee downloaded music files to his assigned County computer and shared his computer password with another County employee in violation of Department policy.	DPSS indicated that the employee received a five-day suspension without pay.
20104625 (OCI)	A DPSS employee was convicted of two petty theft crimes while working for the County and did not report the convictions as required by DPSS policy.	DPSS indicated that the employee received a 20-day suspension without pay.
20104672	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participants' (employee's relative) case record. The employee also instructed staff to access her relative's LEADER record, and to conduct her personal errands during County work hours. The employee also solicited loans from staff and discussed a confidential internal investigation with them. In addition, the employee expedited the approval of Homeless Prevention benefits for her relative.	DPSS indicated that the employee was discharged.
20104722	A DPSS employee used his assigned County computer and Internet access for non-County related purposes.	DPSS indicated that the employee received a 10-day suspension without pay.
20104788	A DPSS employee did not report her outside employment activities as an IHSS provider for her son, a General Relief participant, to the Department and exceeded the County's 24-hour per week limit for outside employment. In addition, the employee accessed the MEDS system to view the personal and confidential information in a participant's case records without authorization. The employee is no longer an IHSS provider for her son.	DPSS indicated that the employee was counseled.
20104793	A DPSS employee did not report her outside employment as an IHSS provider to the Department and also failed to report that she lives with an IHSS participant.	DPSS indicated that the employee received a Letter of Warning.
20104800	A DPSS employee did not report her outside employment as an IHSS provider to her Department.	DPSS indicated that the employee was counseled.
20104843	Two DPSS employees accessed the LEADER system to view personal and confidential information in two participants' case records.	DPSS indicated that both employees received a five-day suspension without pay.
20104892	A DPSS employee submitted two fraudulent medical certifications excusing her for 44 days of work.	DPSS indicated that the employee was discharged.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
20104893	A DPSS employee did not report that she resides with family members who are also benefit participants, and has had previous unreported periods of family member-participants residing with her. In addition, the employee accessed the LEADER system without a business need to view personal and confidential family member-participants' case records. The DPSS employee also utilized one family member-participant's Electronic Benefit Transfer (EBT) card to purchase food for an office cultural celebration and requested and received cash reimbursement for the food purchase from funds raised through employee contributions toward the celebration.	DPSS indicated that the employee received a 20-day suspension without pay.
20104915	Two DPSS employees accessed the LEADER system without a business need to view personal and confidential information in a participant's case record.	DPSS indicated that one employee received a 20-day suspension without pay, and the other employee received a Letter of Reprimand.
20104935	A DPSS employee stole a participant's EBT card and gave it to her husband to purchase groceries totaling $162. The employee also accessed the LEADER system without a business need to update the personal and confidential information screens of the participant from whom she stole the EBT card.	DPSS indicated that the employee was discharged.
20105007	A DPSS employee posted an inappropriate picture on his assigned County computer.	DPSS indicated that the employee was counseled.
20105022	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. In addition, the employee did not disclose that she lived with the participant.	DPSS indicated that the employee received a 20-day suspension without pay.
20105048	A DPSS employee used his assigned County computer and Internet access for non-County related purposes.	DPSS indicated that the employee was discharged.
20105050	A DPSS employee used his assigned County computer and Internet access for non-County related purposes. In addition, the employee did not disclose his outside employment, as required by Department policy.	DPSS indicated that the employee received a five-day suspension without pay.
20105052	A DPSS employee used his assigned County computer and Internet access for non-County related purposes. In addition, the employee did not disclose his outside employment, as required by Department policy.	DPSS indicated that the employee received a 15-day suspension without pay.
20105066	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record.	DPSS indicated that the employee received a 30-day suspension without pay.
20105067	A DPSS employee claimed five and one-half overtime hours that she did not work.	DPSS indicated that the employee received a 14-day suspension without pay.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
20105093	A DPSS employee did not report to the Department that she resides with her mother, who is a DPSS participant, and that the employee is an authorized representative for her mother's Medi-Cal case. In addition, the employee accessed the LEADER system without a business need to view personal and confidential information in her mother's case record.	DPSS indicated that the employee received a 15-day suspension without pay.
20105137	A DPSS employee accessed the LEADER and MEDS systems without a business need to view personal and confidential information in a participant's case records.	DPSS indicated that the employee received a five-day suspension without pay.
20105144	Two DPSS employees accessed the LEADER system without a business need to view personal and confidential information in a participant's case record.	DPSS indicated that one employee received a five-day suspension without pay, and the other employee received a Letter of Warning.
20105156	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case records.	DPSS indicated that the employee received a 10-day suspension without pay.
20105198	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (employee's relative) case record.	DPSS indicated that the employee received a five-day suspension without pay.
20115697	Thirteen DPSS employees used their County e-mail account to send and forward a chain letter.	DPSS indicated that the 13 employees each received a Letter of Reprimand.
Public Works (DPW)		
20094186 (OCI)	A DPW employee inspected a property outside his assigned work area and allowed the contractor to demolish the property and begin new construction without the required building permits.	DPW indicated that the employee received a 30-day suspension and subsequently resigned for unrelated misconduct.
20115737	A DPW employee used an assigned County vehicle to commute between home and work.	DPW indicated that the employee received a 10-day suspension without pay.
Registrar-Recorder/County Clerk (RR/CC)		
20115577	A RR/CC employee submitted a falsified medical certificate, was absent 27 days without authorization, and misused sick leave benefits.	RR/CC indicated that the employee received a 30-day suspension.

Total: 62

Attachment IV

Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Action Pending
From Previous Semi-Annual Reports
As of June 30, 2012

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Children and Family Services (DCFS)			
20082908	A DCFS employee inappropriately received a $1,918 reimbursement for damage to her vehicle sustained in an accident that did not occur during County work hours. The Department changed its procedures to require employees to submit their time records along with damage claims.	DCFS indicated that disciplinary action and restitution are pending the employee's return from leave of absence.	1124
20093538	A DCFS employee accessed the Child Welfare Services/Case Management System (CWS/CMS) to view the personal and confidential information in participants' case records without authorization.	DCFS indicated that disciplinary action is pending the employee's return from leave of absence.	1128
20094006	A DCFS employee did not disclose her criminal conviction on her County employment application.	DCFS indicated that disciplinary action is pending the employee's return from leave of absence.	921
20104269	A DCFS supervisor gave her eCAPS password to her secretary and allowed the secretary to approve her own timecard and the timecards of seven other employees.	DCFS indicated that disciplinary action is pending.	529
20104619	A DCFS employee engaged in outside employment while off work from the County on paid sick leave and vacation, using 1,584.5 hours of benefit time valued at approximately $13,507 over the past four years. The employee also violated the County's 24-hour per week limit on outside employment for 69 weeks during the past four years.	DCFS indicated that disciplinary action is pending.	199
20104906	A DCFS employee falsified client home visits, falsified his mileage claims, and did not report outside employment that conflicted with his County job duties.	DCFS indicated that disciplinary action is pending.	537

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
20104961	Two DCFS employees each inaccurately reported, during five separate inspections over an approximate three-year period, that a family was living in a single residence when the family was actually living in two separate apartments, one upstairs and one downstairs, in the same building. A potential safety concern for the family's children living in one of the apartments separated from an appropriate age caregiver was determined to be unfounded. Three older siblings, ages 18, 17, and 16, were living in an upstairs apartment and determined to be appropriately supervised, and the younger children lived in the downstairs apartment with the primary caregiver.	DCFS intends to give both employees a 30-day suspension without pay. Final disposition is still pending.	386
20104963	A DCFS employee used her assigned County computer and e-mail account for non-County related purposes.	DCFS indicated that disciplinary action is pending.	526
20105036	A DCFS employee behaved in an unprofessional, inappropriate, and threatening manner toward a co-worker.	DCFS indicated that disciplinary action is pending.	514
20105040	DCFS discovered gift cards, valued at $125, missing from an office safe that had been found unlocked. Due to insufficient internal controls, it was not possible to conclusively determine accountability for the gift cards, or if the gift cards were in fact stolen.	DCFS indicated that corrective action is pending.	327
20105075	Five DCFS employees accepted 223 personal collect calls on County telephones, costing the County $1,020.84. The incoming collect calls originated from friends or relatives who were inmates in jail or prison facilities. DCFS indicated that one employee retired.	DCFS indicated that disciplinary actions and reimbursements to the Department are pending for the remaining four employees.	234
20105109	DCFS discovered that a money bag containing $90 in revolving funds was stolen. The perpetrator(s) could not be identified.	DCFS indicated that corrective action is pending to strengthen internal controls over cash handling.	414
20105124	A DCFS employee used a County computer, printer, and Internet access to print non-County related documents during work hours.	DCFS indicated that disciplinary action is pending.	452
20105161	A DCFS employee used her assigned County computer and Internet access for non-County related purposes.	DCFS indicated that disciplinary action is pending.	395

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
20105186	Six DCFS employees used their assigned County computers and e-mail accounts for non-County related purposes.	DCFS indicated that disciplinary actions for the six employees are pending.	472
20115211	A DCFS employee attempted to obtain confidential information on her relatives' case records from her co-worker.	DCFS indicated that disciplinary action is pending.	386
20115236B	Two DCFS employees submitted mileage claims for trips on days when time records indicate they were not at work. In both cases, supervisors were complicit in allowing employees to work off-books time for future compensatory time off, thereby compromising accountability between days actually worked for which mileage reimbursement was also claimed.	DCFS indicated that disciplinary actions are pending against the employees and the supervisors.	234
20115236E	A DCFS employee submitted mileage claims for trips on days when time records indicate he was not at work. Supervisors were complicit in allowing the employee to work off-books time for future compensatory time off, thereby compromising accountability between days actually worked for which mileage reimbursement was also claimed. The employee also submitted falsified mileage claims for trips on days when time records indicate he was not at work and received $1,052 in mileage reimbursement.	DCFS indicated that disciplinary actions are pending against the employee and his supervisor.	201
20115295	A DCFS employee documented false or inaccurate information in a client's case record in the CWS/CMS system.	DCFS indicated that disciplinary action is pending.	198
20115305	DCFS incurred approximately $8,000 in fraudulent cellular phone charges over a one-year period because an employee did not know her cellular phone was stolen. The employee had never used her cellular phone, and did not realize for several months that the phone had been stolen from her desk. DCFS did not review or distribute cellular phone bills to employees for review. The individual responsible for the theft could not be identified. DCFS subsequently implemented a procedure requiring that all cellular phone bills are to be forwarded each month to the respective regional offices for review and monitoring.	DCFS indicated that disciplinary action is pending.	437
20115337	A DCFS employee exhibited unprofessional behavior towards her co-workers.	DCFS indicated that disciplinary action is pending.	369

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
20115368	A DCFS employee borrowed money from her co-worker, creating a conflict of interest, and in violation of Department policy. The employee further used the co-worker's checking account information without authorization to set up multiple automatic payments to pay personal bills totaling $500, without authorization. The co-worker did not file a police report.	DCFS indicated that disciplinary action is pending.	367
20115378	A DCFS employee used his assigned County computer and Internet access for non-County related purposes during work hours.	DCFS indicated that disciplinary action is pending.	411
20115485	Three DCFS managers failed to provide appropriate oversight of contracted services, resulting in retroactive contracts due to expenditures exceeding Board-approved funding.	DCFS indicated that disciplinary actions are pending.	325
20115590	A DCFS employee placed her hands around a co-worker's shoulders for a brief amount of time. The co-worker expressed that the contact was unwelcome.	DCFS indicated that disciplinary action is pending.	318
20115621	Two DCFS employees failed to report outside employment with a community-based provider that receives funding from DCFS, thus creating a conflict of interest with the County employees' job duties.	DCFS indicated that disciplinary actions are pending.	253
20115631	A DCFS Social Worker created an ongoing conflict of interest by maintaining outside employment as a community-based treatment provider who treated families she knew were also DCFS clients. In addition, the Social Worker did not consistently disclose her outside employment, as required by County policy.	DCFS indicated that disciplinary action is pending.	333
20115677	A DCFS employee falsified records of home visits that did not occur, and did not enter case contacts in the CWS/CMS system in a timely manner, in violation of the Department's Procedural Guide.	DCFS indicated that disciplinary action is pending.	312
20115729	A DCFS employee, while working in the field, was arrested for solicitation of prostitution during his regular work hours.	DCFS indicated that disciplinary action is pending.	214
20116052	A DCFS employee violated Department policy by taking a friend (a non-County employee) in her vehicle while she transported foster children.	DCFS indicated that disciplinary action is pending.	201

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Community and Senior Services (CSS)			
20104508	A CSS employee falsified his field itinerary and corresponding client visit case notes, and submitted a falsified mileage claim for two trips he did not make to the same client. The client died in a hospital six days before the falsified visits by the CSS employee.	CSS intends to give the employee a 20-day suspension without pay. Final disposition is still pending.	796
20104769	A CSS employee inappropriately influenced two staff to give a vendor a favorable rating/score during the evaluation of vendors' bids in response to a Request for Proposals (RFP) process. The RFP was canceled, a new RFP was released, and the vendor previously favored did not rebid.	CSS intends to give the employee a 30-day suspension without pay. Final disposition is still pending.	359
Fire Department (Fire)			
20104356 (OCI)	An Internal Services Department (ISD) employee installed a private County telephone line at the request of a Fire employee without following established Fire requisition and ISD work order authorization procedures. ISD has since removed the telephone line. ISD indicated that the employee received a written warning.	Fire intends to give the employee a three-day suspension without pay. Final disposition is still pending.	467
Health Services (DHS)			
20093539	A DHS employee signed patients' names on nine Medi-Cal application forms in order to expedite the ordering of equipment and supplies for the patients.	DHS indicated that disciplinary action is pending the employee's return from leave of absence.	905
20093558	A DHS employee recorded full shifts worked for days she was absent. The Department is determining the amount of restitution.	DHS indicated that disciplinary action is pending.	718
20094190	A DHS employee conducted outside employment activities during work hours and did not disclose his outside employment. In addition, the employee's timecards did not accurately reflect actual hours worked.	DHS intends to give the employee a 30-day suspension without pay. Final disposition is still pending.	642
20104323	A DHS employee did not report to work when medical certification cleared her to return to work with restrictions. In addition, the employee did not disclose her outside employment, as required by DHS policy.	DHS indicated that disciplinary action is pending the employee's return from leave of absence.	340
20105081	A DHS employee continued to sell jewelry during County work hours despite previously having received verbal counseling. Additionally, the employee did not disclose her outside employment activities to the Department, as required.	DHS indicated that disciplinary action is pending.	235

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
20115612	Two DHS employees failed to report two missing laptop computers to law enforcement. In addition, another DHS employee failed to ensure the facility's computer inventory was accurate, and that all portable devices are immediately encrypted and assigned a property tag. The missing laptops did not contain confidential or Health Insurance Portability and Accountability Act (HIPAA) related information.	DHS indicated that disciplinary actions are pending.	199
Mental Health (DMH)			
20093554	A DMH employee used her assigned County cellular phone for 145 outgoing and 53 incoming out-of-state personal calls.	DMH indicated that disciplinary action and reimbursement to the County are pending.	389
20104582	A DMH employee used her assigned County computer to access the Internet for non-work related websites, shared with her husband the password for her County issued portable storage device (USB flash drive), and transmitted and/or received offensive and non-work related e-mails including one containing sexually explicit images. A potential HIPAA violation was referred to the HIPAA Privacy Unit for investigation.	DMH indicated that disciplinary action is pending.	271
20104628	A DMH employee used her County e-mail account to send and receive non-County related messages, including e-mails during work hours related to her outside employment, in violation of Department policies.	DMH intends to discharge the employee. Final disposition is still pending.	326
20104720	A DMH employee abused his regular work schedule by leaving work early and reporting full shifts worked on his timecards. In addition, the employee used County vehicles for non-County related purposes.	DMH indicated that disciplinary action is pending.	297
20105149	A DMH employee used his assigned County computer to access the Internet and e-mail for non-County related purposes, including messages containing religious material, photographs, chain letters, and attachments of a sexually suggestive nature.	DMH intends to give the employee a 15-day suspension without pay. Final disposition is still pending.	348
20115634	A DMH employee did not follow appropriate procedures for securing four Disneyland tickets ($192 value), resulting in the tickets being lost.	DMH indicated that disciplinary action is pending.	228

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
20115838	A DMH employee used her assigned County computer, e-mail, and Internet access for non-County related purposes including visiting non-work related websites, scanning personal documents, e-mailing personal documents to non-County employees, and creating and saving personal documents to her computer. The employee has been previously admonished for viewing non-work related websites.	DMH intends to discharge the employee. Final disposition is still pending.	229
20116035	A DMH employee used her assigned County computer, e-mail, and Internet access to view non-work related websites (i.e., news, entertainment, shopping, and school), and to send at least 110 personal and two chain e-mails.	DMH indicated that disciplinary action is pending.	206
Probation Department (Probation)			
20104235	A Probation employee used a County vehicle for daily personal commuting purposes.	Probation indicated that disciplinary action is pending.	233
20104538	A Probation employee used his assigned County computer and e-mail account to send non-work related e-mails to other County employees.	Probation indicated that disciplinary action is pending.	576
Public Social Services (DPSS)			
20061394	Four DPSS employees accessed the Los Angeles Eligibility, Automation Determination, Evaluation and Reporting (LEADER) system without a business need to view personal and confidential information in a participant's case record.	DPSS indicated that disciplinary actions are pending.	325
20104785	Four DPSS employees used their assigned County computers to access the Internet to view non-County related websites for personal use during work hours.	DPSS indicated that disciplinary actions are pending.	430
20105042	Five DPSS employees took extended breaks, lunches, and left work before their shift ended without reporting timecard variances.	DPSS indicated that disciplinary actions are pending.	394
20105046	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record.	DPSS intends to issue the employee a written reprimand pending the employee's return from leave of absence.	476
20105051	A DPSS employee used his assigned County computer to access the Internet to view unauthorized websites for personal use, including viewing his outside employer's website. Additionally, the employee also engaged in outside employment during work hours, and did not report his outside employment to the Department in a timely manner.	DPSS indicated that disciplinary action is pending.	274

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
20105068	A DPSS employee accessed the Medi-Cal Eligibility Data System (MEDS) without a business need to view personal and confidential information in a participant's case record.	DPSS indicated that disciplinary action is pending.	319
20105094	A DPSS employee issued temporary homeless assistance benefits in excess of what the participant was qualified to receive, resulting in an overpayment of $455. In addition, the employee's supervisor authorized the case without reviewing it.	DPSS indicated that disciplinary actions are pending.	276
20105122	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in two participants' case records. In addition, the employee did not report to the Department, as required, that she received foster care benefits.	DPSS intends to give the employee a 10-day suspension without pay pending the employee's return from leave of absence. Final disposition is still pending.	457
20105183	A DPSS employee and her supervisor reported to work late, took extended lunch breaks, and left work early on numerous occasions, and did not report variances on their timecards. In the course of the investigation, it was learned that the staff had presented her supervisor with a temporary disability restriction for which the supervisor failed to initiate an interactive meeting, and failed to place the employee on Family and Medical Leave Act status.	DPSS indicated that disciplinary actions are pending.	366
20105201	A DPSS employee falsified 25 medical certificates to cover extensive absenteeism from March 2009 to January 2011.	DPSS indicated that disciplinary action is pending.	374
20115237	A DPSS employee used her assigned County computer to access the Internet to view non-County related websites for personal use during work hours.	DPSS indicated that disciplinary action is pending.	436
20115246	A DPSS supervisor deliberately left her LEADER access session logged on when she departed work for the day, did not inform her manager that she was leaving early that day, and instructed a subordinate staff to perform the supervisor's case authorization function using the supervisor's LEADER session.	DPSS indicated that disciplinary action is pending.	436
20115314	A DPSS employee reported to work late, did not report variances on his timecard, and was observed sleeping at his desk during work hours. The employee has been previously counseled for similar findings.	DPSS indicated that disciplinary action is pending.	289

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
20115343	A DPSS employee used her assigned County computer to access the Internet for personal non-work related purposes during work hours.	DPSS indicated that disciplinary action is pending.	325
20115362	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in two participants' case records.	DPSS indicated that disciplinary action is pending.	366
20115371	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record.	DPSS indicated that disciplinary action is pending.	375
20115383	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record, and shared the information with a relative (brother). The employee also shared her LEADER password with a co-worker, in violation of Department policy.	DPSS indicated that disciplinary action is pending.	366
20115404	A DPSS employee did not report that she lived with a participant, as required by Department policy.	DPSS indicated that disciplinary action is pending.	366
20115412	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. In addition, the employee did not report that she lived with a California Work Opportunity and Responsibility to Kids participant, as required by Department policy.	DPSS indicated that disciplinary action is pending.	375
20115413	A DPSS employee accessed the LEADER system without a business need to view her own personal and confidential Medi-Cal case record. In addition, the employee did not report to the Department, as required by Department policy, that she receives Medi-Cal benefits for herself and her family.	DPSS indicated that disciplinary action is pending.	366
20115469	A DPSS employee used her assigned County computer to access the Internet to view non-County related websites for personal use during work hours.	DPSS indicated that disciplinary action is pending.	324
20115548	A DPSS employee took a confidential document containing a participants personal and confidential information outside of a County office.	DPSS indicated that disciplinary action is pending.	297

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
20115554	A DPSS employee accessed the LEADER system without a business need to view her own personal and confidential Medi-Cal case record. In addition, the employee also used her system log-on privileges to provide another employee with access to LEADER, in violation of Department policy.	DPSS indicated that disciplinary action is pending.	366
20115594	A DPSS employee did not secure participants' cash repayments throughout the day, resulting in a $100 cash shortage. Another employee also failed to follow basic procedures to count the money before it was transferred to her custody, and thus the Department was unable to determine the person responsible for the theft.	DPSS indicated that disciplinary actions are pending.	274
20115618	A DPSS employee failed to report, as required by Department policy, that she was a welfare recipient and that she was living with a participant. Two other DPSS employees accessed the LEADER system without a business need to view personal and confidential information in participants' case records.	DPSS indicated that disciplinary actions are pending.	274
20115624	A DPSS employee used her assigned County computer to access the Internet to view non-County related websites for personal use during work hours.	DPSS indicated that disciplinary action is pending.	275
20115695	A DPSS employee was observed sleeping at his desk during his work hours, and was taking extended breaks.	DPSS indicated that disciplinary action is pending.	334
20115702	A DPSS employee submitted mileage claims for home visits that he did not make.	DPSS indicated that disciplinary action is pending.	274
20115713	A DPSS employee borrowed money from her subordinates, in violation of Department policy.	DPSS indicated that disciplinary action is pending.	291
20115727	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record.	DPSS indicated that disciplinary action is pending.	277
20115739	A DPSS employee accessed the LEADER system without a business need to view and print personal and confidential information in a participant's case record.	DPSS indicated that disciplinary action is pending.	278
20115740	A DPSS employee accessed the LEADER system without a business need to view her own personal and confidential CalFresh case record.	DPSS indicated that disciplinary action is pending.	274

Total: 81