



GEORGE GASCÓN  
LOS ANGELES COUNTY DISTRICT ATTORNEY

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HALL OF JUSTICE  
211 WEST TEMPLE STREET LOS ANGELES, CA 90012 (213) 974-3500

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

65 February 27, 2024

JEFF LEVINSON  
INTERIM EXECUTIVE OFFICER

February 27, 2024

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO UTILIZE THE COUNTY'S INFORMATION TECHNOLOGY INFRASTRUCTURE  
FUND FOR THE IMPLEMENTATION OF A VICTIM CLAIMS MOBILE SERVICES PROJECT AND  
APPROVE APPROPRIATION ADJUSTMENT FOR FISCAL YEAR 2023-24  
(ALL SUPERVISORIAL DISTRICTS) (4-VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( )  
DISAPPROVE ( )**

**SUBJECT**

The Los Angeles County (County) District Attorney (DA) is requesting Board approval of an appropriation adjustment and authorization to utilize \$295,000 in one-time funding from the County's Information Technology Infrastructure Fund (ITF) to acquire and implement a Victim Claims mobile services solution.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and authorize the use of \$295,000 in one-time funding from the Information Technology Infrastructure Fund to acquire and implement a Victim Claims mobile services solution.
2. Approve a Fiscal Year 2023-24 appropriation adjustment in the Information Technology Infrastructure Fund to reallocate \$295,000 from Services and Supplies to Other Financing Uses, and to increase the District Attorney's Other Charges budget.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

As part of the County's Enterprise Information Technology (IT) Strategic Plan, five (5) teams were created to assist with the furtherance of each IT strategic goal. The Mobility goal team worked with County departments to identify public-facing processes or transactions that are currently manual and submit a proposal to transform them into a mobile/digital service. The DA submitted a proposal for a mobile website to provide a way for victims of crime to more efficiently submit and track expense reimbursement documentation to enable quicker receipt of reimbursement. When a person becomes a crime victim, they may be entitled to certain reimbursement through the California Victim Compensation Board. This may include reimbursement for relocation, funeral & burial expense, medical and dental bills, and mental health treatment. Documentation is required to support claims, and these documents are currently provided primarily by postal mail to the DA's Claims Verification Unit. Reimbursement can currently take 30 to 90 days. Allowing digital submission of such documents via a mobile service would speed the process for assisting victims/claimants and facilitate a quicker recovery.

The Mobility goal team chose the DA's submission as one of the efforts that it supports for assistance. The DA subsequently presented the project and its business case to the Information Technology Investment Board (ITIB) and received commitment for the requested funding.

## **Implementation of Strategic Plan Goals**

Approval of the recommended action is consistent with both the Los Angeles County Strategic Plan Goal No. 1, Make Investments that Transform Lives: Aggressively address society's most complicated social, health, and public safety challenges, as well as Goal No. 3, Realize Tomorrow's Government Today: Be an innovative, flexible, effective, and transparent partner focused on public service and advancing the common good.

## **FISCAL IMPACT/FINANCING**

The ITF was established to fund Countywide or multi-departmental technology projects that improve the delivery of services to the public, generate operational improvements to one or more departments or programs, and improve inter-departmental or inter-agency collaboration.

The estimated one-time cost of services provided by the to-be-determined vendor is not to exceed \$295,000. The County's IT Investment Board approved using the ITF to pay for these services. In addition, approval of appropriation adjustment is requested to reallocate \$295,000 in the Information Technology Infrastructure Fund from Services and Supplies to Other Financing Uses, and to increase the District Attorney's Other Charges budget.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

There are no legal requirements or prohibitions to this recommended action.

At the recommendation of the Chief Information Officer (CIO), ITIB has approved this request recognizing the value that the solution will provide to victims of crime. Because the Office of the CIO reviewed and approved the business case for this project and the ITIB approved the request, no formal CIO Analysis is required.

**CONTRACTING PROCESS**

The acquisition of the Department's Victim Claims project-related components falls under the statutory authority of the County Purchasing Authority and will be accomplished in accordance with the County's purchasing policies and procedures.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The Victim Claims Mobile Services project will have a positive impact on victims of crime seeking reimbursement of expenses incurred, as it will allow for easier submissions and improved vetting of them, leading to faster reimbursement times.

**CONCLUSION**

Following Board approval, the Executive Officer-Clerk of the Board is requested to return two (2) copies of the adopted Board Letter to Ms. Navjot Kaur, Administrative Deputy, District Attorney's Office, 211 W. Temple Street, Suite 200, Los Angeles, California 90012. Any questions may be directed to Mr. Brian Cosgrove, Departmental Chief Information Officer, at (213) 344-2452.

Respectfully submitted,



Peter Loo  
Acting Chief Information Officer



GEORGE GASCON  
District Attorney

bc

Enclosures

c: Executive Officer, Board of Supervisors  
Chief Executive Officer  
County Counsel

February 27, 2024

COUNTY OF LOS ANGELES

### REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

**AUDITOR-CONTROLLER:**

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFORE**  
**FY 2023-24**  
**4 - VOTES**

SOURCES		USES	
<b>INFORMATION TECHNOLOGY INFRASTRUCTURE FUND</b>		<b>INFORMATION TECHNOLOGY INFRASTRUCTURE FUND</b>	
B16-AO-2000-40033		B16-AO-6100-40033	
SERVICES & SUPPLIES		OTHER FINANCING USES	
<b>DECREASE APPROPRIATION</b>	<b>295,000</b>	<b>INCREASE APPROPRIATION</b>	<b>295,000</b>
<b>DISTRICT ATTORNEY</b>		<b>DISTRICT ATTORNEY</b>	
A01-DA-96-9911-14030		A01-DA-5500-14030	
OPERATING TRANSFERS IN		OTHER CHARGES	
<b>INCREASE REVENUE</b>	<b>295,000</b>	<b>INCREASE APPROPRIATION</b>	<b>295,000</b>
<b>SOURCES TOTAL</b>	<b>\$ 590,000</b>	<b>USES TOTAL</b>	<b>\$ 590,000</b>

**JUSTIFICATION**

Reflects an appropriation adjustment in the Information Technology Infrastructure Fund to reallocate \$295,000 from Services and Supplies to Other Financing Uses, and to increase the District Attorney's Office Other Charges appropriation and revenue in the amount of \$295,000 to implement a Victim Claims mobile services solution.

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

**#65 FEB 27, 2024**

## Albert Navas

Digitally signed by Albert Navas  
Date: 2024.01.18 17:38:41 -08'00'

AUTHORIZED SIGNATURE

ALBERT NAVAS, PRINCIPAL ANALYST CEO

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

  
JEFF LEVINSON  
INTERIM EXECUTIVE OFFICER

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR---

ACTION

APPROVED AS REQUESTED

RECOMMENDATION  
Digitally signed by Andrea  
Turner  
Date: 2024.01.29 12:11:30  
-08'00'

APPROVED AS REVISED

AUDITOR-CONTROLLER

BY  
Andrea Turner

CHIEF EXECUTIVE OFFICER

BY

B.A. NO. 089

DATE 1/29/24

DATE