

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

RECEIVED
4-21-99



FROM: COUNTY EXECUTIVE OFFICE

SUBMITTAL DATE: April 13, 1999

SUBJECT: **Response to Grand Jury Report: Adult Protective Services (Department of Public Social Services)**

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Approve, with or without modifications, the attached response to the Grand Jury's recommendations regarding the Adult Protective Services Division of the Department of Public Social Services; and
- 2) Direct the Clerk of the Board to immediately forward the Board's finalized response to the Grand Jury, to the Presiding Judge, and to the County Clerk-Recorder (for mandatory filing with the State).

BACKGROUND: On January 5, the Grand Jury issued a report regarding DPSS' Adult Protective Services Division.

Section 933 of the Penal Code requires that the Board of Supervisors comment on the Grand Jury's recommendations pertaining to matters under the control of the Board, and that a response be provided to the Presiding Judge of Superior Court.

Attachment

Thomas M. DeSantis

THOMAS M. DeSANTIS
 Deputy County Executive Officer

FINANCIAL DATA:

CURRENT YEAR COST \$
 NET COUNTY COST \$

ANNUAL COST \$
 IN CURRENT YEAR BUDGET:
 BUDGET ADJUSTMENT: FOR FY:

SOURCE OF FUNDS:

C.E.O. RECOMMENDATION: APPROVE

County Executive Officer Signature *Gerard A. Maloney*

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Buster and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione and Wilson
 Noes: None
 Absent: Venable and Mullen
 Date: April 13, 1999

Gerard A. Maloney
 Clerk of the Board
 By: *Gerard A. Maloney*
 Deputy

xc: E.O., DPSS/Adult Protective Services, Grand Jury, Presiding Judge
 Prev. Agn. ref. **KEYBOARD** Dist. AGENDA NO.

3.2

Policy
 Policy
 Consent
 Consent
 Department Recommendation:
 Per Executive Office:

SPECIFIC FINDINGS AND RECOMMENDATIONS

HEALTH AND HUMAN RESOURCES

**Department of Public Social Services -
Adult Protective Services Division**

RECOMMENDATION:

1. *Start the hiring process as soon as notified of changes in personnel. Consider using other county departments' personnel as a fill-in. Follow-up visits could be done by fill-in personnel in some cases.*

RESPONSE:

The department concurs that vacant positions should be filled as soon as possible but does not concur that the positions can be filled with other departments' personnel. Social worker positions are unique to the department. Because of legislative action with SB 2199, the department is in receipt of a significant increase in funding and is currently in the process of hiring up to 18 additional staff, and additional staff in Fiscal Year 99/2000.

RECOMMENDATION:

2. *Complete personnel evaluations on all employees in a timely manner, in accordance with current policy, or sooner if needed. Personnel folders should be reviewed with employees at that time.*

RESPONSE:

Concur.

RECOMMENDATIONS:

3. *Hold staff meetings weekly rather than monthly. Weekly meetings of short duration with all persons having time for input may be more beneficial. An open door policy between supervisors and employees may remove the negative feelings now present.*

RESPONSE:

Because of the nature of social services workers jobs and the elder clientele, much of the work is done out in the field, making home calls. It is not practical to have everyone at weekly meetings. Although the department's policy is to have monthly staff meetings, emergency meetings may be called at any time if it appears necessary or desirable. All supervisors have an open door policy.

RECOMMENDATION:

4. *Contact Public Health and Public Mental Health Departments to arrange for doctors and nurses on as "as needed" basis.*

RESPONSE:

Concur. With the addition of funding from SB 2199, the department will contract with the Public Health Department for access to nurses.

RECOMMENDATION:

5. *Work with Information Technology to purchase commercial software and computers that are compatible with all job functions within this department as well as the ability to link with other appropriate agencies.*

RESPONSE:

The DPSS Information Technology Branch is currently developing a computer system for the DPSS Adult Protective Services Division (APS). When fully implemented, the system will be a multi-user, centralized database using client-server technology to access APS data. The system will maintain data on all APS cases. Each APS employee will be assigned a workstation to enter and access data. System features include NT

workstations, NT Server and a MS SQL application server. The APS CS application is being written in MS Visual Basic. Each workstation will also have the County standard Microsoft Office 97 Suite and E-mail. Connectivity will be provided to other County systems via the CORNET LAN-WAN system. The APS Client Server System will be implemented on a phased schedule. The first phase will be implemented in August 1999.

RECOMMENDATION:

6. *Fill staff shortages and expedite the referral process to better serve the client as well as save an unnecessary expense for the County's support of the client in other facilities.*

RESPONSE:

Concur.