

**COUNTY OF SACRAMENTO
CALIFORNIA**

For the Agenda of:
June 9, 2009

To: Board of Supervisors

From: Department of Health and Human Services

Subject: Report Back On The Staff Time Spent On Non-Mandated Paperwork Instead Of Providing Services

Contact: Ann Edwards-Buckley, Acting Director, 875-2002

Background

During the May 14, 2009 Budget Workshop, the Department of Health and Human Services was requested to report back on the issue raised by one Child Protective Services worker regarding time spent on non-mandated paperwork instead of providing services to the clients.

Discussion

Social worker time spent on paperwork consists of mandated case documentation and authorization forms for payment of services. A program efficiency review is underway within Child Protective Services to analyze which processes could be more efficient to reduce the amount of time spent on paperwork. Program specific workgroups are identifying forms for consolidation or deletion; and the possible use of electronic service referral forms along with centralized processes for referrals and placements to increase efficiency and reduce time spent on paperwork by social worker.

Respectfully submitted,

APPROVED:
TERRY SCHUTTEN
County Executive

ANN EDWARDS-BUCKLEY, Acting Director
Department of Health and Human Services

By: _____
JAMES HUNT, Acting Administrator
Countywide Services Agency