



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

February 27, 2018

Ms. Sherri Heller, Director
Sacramento County Department of Health and Human Services
7001-A East Parkway, Suite 1100
Sacramento, CA 95823

Ms. Ann Edwards, Director
Sacramento County Department of Human Assistance
1825 Bell Street, Suite 200
Sacramento, CA 95825

Mr. Lee Seale, Chief Probation Officer
Sacramento County Probation Department
9750 Business Park Drive
Sacramento, CA 95827

Dear Ms. Sherri Heller, Ms. Ann Edwards, and Mr. Lee Seale:

This letter provides a summary of the California Department of Social Services' (CDSS) Title IV-E Waiver/California Well-Being Project (Project) fiscal monitoring review of Sacramento County Department of Health and Human Services (DHHS) and County Probation Department (CPD) as well as the general monitoring review of the Department of Human Assistance (DHA) fiscal operations. The review was conducted from December 11, 2017, through December 14, 2017.

Purpose and Scope of the Review

The purpose of the review was to ensure the Sacramento County DHHS, DHA, and CPD fiscal operations meet federal and state regulations and guidelines. Additionally, the purpose includes ensuring that costs claimed on the County Expense Claim (CEC) and CA 800 Assistance Claims were claimed correctly and allowable in accordance with CDSS instructions. During the review, the monitoring teams identified county practices that were effective, those that needed improvement, and any state and/or county policies requiring development or clarification.

The scope of the review included the validation of costs reported on the June 2017 Quarter CEC to the Casework and Support Staff, Support Operating Costs, and Direct Costs pools under the Social Services, California Work Opportunity and Responsibility to Kids, and other Public Welfare functions as well as costs reported on the CA 800 claims. It also included the validation of costs reported on the CA 800 Assistance Claims and processes for adjustments on CEC. The December 2016 Adjustment Claim and corresponding documentation were also reviewed, with no issue.

Ms. Sherri Heller, Director
Ms. Ann Edwards, Director
Mr. Lee Seale, Chief Probation Officer
Page Two

Casework and Support Staff

The monitoring teams reviewed the Staff Support Time Reporting Plan, time study instructions, and desk procedures for Sacramento County DHHS, DHA, and CPD staff who time study. The teams also interviewed staff who time study to determine their understanding of time studies and the time study process.

Direct Costs

Direct Costs validation consisted of an evaluation and reconciliation against the amounts claimed on the CEC:

- Documented claiming procedures
- County summary sheets
- Itemized listing of all individual payments
- Supporting contracts, MOUs, billings, and invoices associated with a random sample of individual payments

Support Operating Costs

The monitoring team at Sacramento County DHA reviewed Travel Costs, Space Costs, Other Operating costs, Public/Private Agency Allocated County Cost Allocation Plan (CCAP), and Public/Private Agency-Direct Billed-Non CCAP. These documents were reconciled against the Support Operating Costs claimed on the CEC.

Assistance Costs

The monitoring teams reviewed summary sheets, payroll reports, organizational structure, functional roles and responsibilities, and fiscal processes relating to the CA 800 Assistance Claims. The review consisted of reconciling April, May, and June 2017 claims with the appropriate backup documentation.

Documentation reviewed included cost summaries, invoices, receipts, contracts, MOUs, and administrative processes and desk procedures. Due to the volume of documentation, a 100 percent review of supporting documentation for all costs reported on the CEC was not feasible. In areas where a full review could not be completed, the monitoring teams used a methodology to identify a random sample of payments and time studies and reviewed the documentation associated with the sample.

Summary of Findings and Recommendations

Areas were identified where improvement or changes were needed to ensure Sacramento County DHHS and DHA fiscal operations conform to established policies and procedures. No findings or observations were discovered for Sacramento CPD. The following is an overview of

the findings in each of the cost pools. For more detailed information regarding the finding and the required Corrective Action Plan/Quality Improvement Plan, please refer to the enclosures.

Sacramento County DHHS and DHA:

No findings were discovered with the Casework and Support Staff, or Direct Costs Pools, or Support Operating Costs Pools, or Assistance Costs. However, the time study interview respondents from both DHHS and DHA indicated that they had not received any formal training since induction and were unaware of the relevant funding implications of time studies. It is recommended that staff receive training on an annual basis and that this training include information on the purpose of time studies, Program Code (PC) descriptions, and how changes in the time study process (including new or changed PCs) are disseminated to DHHS and DHA staff to ensure time study accuracy.

Sacramento CPD:

No areas of improvement or changes were identified. The CDSS would like to acknowledge a significant improvement in time studies and time study training. It was evident based on the interviews that the Corrective Action Plan/Quality Improvement Plan from the previous Project Fiscal Monitoring Review that took place in October of 2016 had been fully implemented and that CPD is experiencing positive results.

The CDSS appreciates the assistance and cooperation received during the review process from Sacramento County DHHS, DHA, and CPD.

Corrective Action Plan/Quality Improvement Plan Requirements

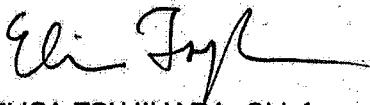
Please complete and submit the Corrective Action Plan/Quality Improvement Plan within 30 days of the date of this letter for the items requested on the attachment. An electronic copy will be provided to Sacramento County personnel whom will complete the Corrective Action Plan/Quality Improvement Plan and will submit a hard copy as a response to this Post Review Letter.

Please submit the Corrective Action Plan/Quality Improvement Plan to the following:

California Department of Social Services
Fiscal Forecasting and Policy Branch
Attn: Elisa Tsujihara
744 P Street, MS 8-10-100
Sacramento, CA 95814

Please contact me at (916) 651-9986 if you have any questions regarding the information included in this letter.

Sincerely,



ELISA TSUJIHARA, Chief
Fiscal Policy and Analysis Bureau
Enclosure(s)

c: **Mr. Luis Villa, Deputy Director of Department of Health and Human Services Administration**
Ms. Hilary Inneh, Accounting Manager of Department of Health and Human Services
Ms. Nikki Sowunmi, Accounting Manager of Department of Human Assistance
Ms. Annie Granucci, Senior Accounting Manager of Sacramento County Probation Department
Ms. Kim Yang, Accounting Manager of Sacramento County Probation Department

Sacramento County
Title IV-E California Well-Being Project and General Fiscal Monitoring Review
December 11-14, 2017
Summary of Findings/Observations

Sacramento County Department of Health and Human Services and Department of Human Assistance

1. The time study interview respondents at both Sacramento County Department of Health and Human Services (DHHS) and Department of Human Assistance (DHA) indicated they had not received any formal training since induction and were unaware of the relevant funding implications of time studies.

Recommendations:

It is recommended that staff receive training on an annual basis and that this training include information on the purpose of time studies, Program Code (PC) descriptions, and how changes in the time study process (including new or changed PCs) are disseminated to DHHS and DHA staff to ensure time study accuracy.

II. DHA			
Findings/Observations	Requirements/Suggestions	Proposed Corrective Action/Quality Improvement	Anticipated Completion Date
<p>Casework and Support Staff</p> <p>1. The time study interview respondents indicated they had not received any formal training since induction and were unaware of the relevant funding implications of time studies.</p>	<p>1. It is recommended that staff receive training on an annual basis and that this training include information on the purpose of time studies, PC descriptions, and how changes in the time study process (including new or changed PCs) are disseminated to DHA staff to ensure time study accuracy.</p>		
III. CPD			
Findings/Observations	Requirements/Suggestions	Proposed Corrective Action/Quality Improvement	Anticipated Completion Date
<p>1. There were no findings for Sacramento County Probation Department from this Fiscal Monitoring Review.</p>			

**California Well-Being Project and General
On-Site Fiscal Monitoring/Technical Assistance
Corrective Action Plan/Quality Improvement Plan**

County:	Sacramento	Review Dates:	12/11/2017-12/14/2017
Agencies:	Department of Health and Human Services (DHHS), Department of Human Assistance (DHA), and Sacramento County Probation Department (CPD)	Purpose of Review:	Title IV-E Waiver and General Monitoring Fiscal Review
DHHS Contact:	Luis Villa	Contact Phone:	(916) 875-5355
DHA Contact:	Nikki Sowunmi	Contact Phone:	(916) 875-3630
CPD Contact:	Annie Grannuci	Contact Phone:	(916) 875-0313
CDSS Review Staff:	Project: Sarah Balcha, Charlie Jennings, Tammie Singleton, Adrienne Sady General: Jeff Dagenbach, Alex Chew, Edna Simbi, Colin MacDonald, Kristen Davis		
CDSS Project Contact:	Sarah Balcha	Contact Phone:	916-651-5533
CDSS General Contact:	Jeff Dagenbach	Contact Phone:	916-657-1652

Instructions: Please fill out only the yellow boxes below. Each Finding/Observation must be addressed with your respective agency's proposed corrective/quality improvement action and an anticipated completion date for each proposed corrective/quality improvement action. The CPSS considers this a county review, therefore, we request that the county respond with one Corrective Action Plan/Quality Improvement Plan. Additionally, All Corrective Action Plans are due within 30 days of the date of this letter.

I. DHHS

Findings/Observations	Requirements/Suggestions	Proposed Corrective Action/Quality Improvement	Anticipated Completion Date
<p>Casework and Support Staff</p> <p>1. The time study interview respondents indicated they had not received any formal training since induction and were unaware of the relevant funding implications of time studies.</p>	<p>1. It is recommended that staff receive training on an annual basis and that this training include information on the purpose of time studies, Program Code (PC) descriptions, and how changes in the time study process (including new or changed PCs) are disseminated to DHHS staff to ensure time study accuracy.</p>		

III. CERTIFICATION: This plan has been completed, reviewed and approved by:
If there are findings/observations for both CWS and CPD, each agency designee must certify below.

County Staff Signature	Name, Title	Agency	Date
	Luis Villa, Deputy Director	DHHS	
	Nikki Sowunmi, Budget and Accounting Manager	DHA	
	Annie Gramuci, Senior Accounting Manager	CPD	

IV. APPROVAL (For CDSS use only) This Corrective Action/Quality Improvement Plan has been reviewed and approved by:

Name of CDSS Staff	Title	Date	Notes



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY

DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

April 05, 2018

Ms. Sherri Heller, Director
Sacramento County Department of Health and Human Services
7001-A East Parkway, Suite 1100
Sacramento, CA 95823

Ms. Ann Edwards, Director
Sacramento County Department of Human Assistance
1825 Bell Street, Suite 200
Sacramento, CA 95825

Mr. Lee Seale, Chief Probation Officer
Sacramento County Probation Department
9750 Business Park Drive
Sacramento, CA 95827

Dear Ms. Heller, Ms. Edwards, and Mr. Seale:

The California Department of Social Services (CDSS) recognizes that Sacramento County Department of Health and Human Services (DHHS), Department of Human Assistance (DHA), and Sacramento County Probation Department (CPD) have provided their Corrective Action Plan/Quality Improvement Plan (CAP/QIP) in a letter dated March 27, 2018, for all findings identified during the onsite Title IV-E Waiver/California Well-Being Project (Project) as well as the general fiscal monitoring review conducted December 11, 2017 through December 14, 2017.

The CDSS has reviewed the CAP/QIP and acknowledges Sacramento County DHHS, DHA, and CPD have submitted appropriate plans to rectify review findings and observations when necessary. At this time your CAP/QIP is considered complete. All corrective actions approved by CDSS will be further verified during the next fiscal monitoring review. Please call me at (916) 651-9986 or email me at elisa.tsujihara@dss.ca.gov if you have any questions regarding the information included in this letter. The CDSS appreciated the assistance and cooperation by Sacramento County during the review process.

Sincerely,

ELISA TSUJIHARA, Chief
Fiscal Policy and Analysis Bureau

III. CERTIFICATION: This plan has been completed, reviewed and approved by:
If there are findings/observations for both CWS and CPD, each agency designee must certify below.

County Staff Signature	Name, Title	Agency	Date
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	Nikki Sowunmi, Budget and Accounting Manager	DHA	
	Annie Grannuci, Senior Accounting Manager	CPD	

IV. APPROVAL (For CDSS use only) This Corrective Action/Quality Improvement Plan has been reviewed and approved by:

Name of CDSS Staff	Title	Date	Notes

- c: Mr. Luis Villa, Deputy Director of Department of Health and Human Services
Ms. Hilary Inneh, Accounting Manager of Department of Health and Human Services
Ms. Nikki Sowunmi, Accounting Manager of Department of Human Assistance
Ms. Annie Granucci, Senior Accounting Manager of Sacramento County Probation
Department
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