

DEPARTMENT: Human Services

BY: James A. Rydingsword
PHONE: 742-0892

11-593

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the following actions:

1. Approve the establishment of a Program Integrity Unit in the Human Services Department effective December 1, 2011.
2. Approve the funding and recruitment of one (1) Program Manager to manage the new Program Integrity Unit in the Social Services Division of the Human Services Department.
3. Approve recruitment and hiring of one (1) Eligibility Supervisor I.
4. Approve the funding and recruitment and hiring of one (1) Eligibility Worker III.
5. Approve recruitment and hiring of one (1) Eligibility Worker I/II.

(\$51,943)

BACKGROUND AND HISTORY OF BOARD ACTIONS

Over the years California has been an innovation leader in the program integrity of welfare and social service programs. And, at the same time, technology has allowed us to more closely track income and other indicators of welfare fraud and quality assurance in both welfare and social service programs. Recent changes in personnel give the Human Services Department the resources to look at how we organize and conduct program integrity activities as part of our daily business operations.

These changes include the retirement of a Social Worker Supervisor I and the retirement of a Fraud Investigator. Today, we recommend that we use this opportunity to create a new focus on program integrity by creating a Program Integrity Unit.

Mission Statement:

The mission of the Program Integrity Unit is to assist the Mariposa County Department of Human Services in maintaining integrity and public accountability in the administration of its programs and to provide investigation and support services to line staff to ensure appropriate and efficient use of available public resources.

The role of the Program Integrity Unit is to:

- Discover, pursue, and prevent fraud in welfare and social services programs, including CalWORKs (cash aid), Cal Fresh (food stamps), and the In Home Supportive Services programs.
- To refer appropriate cases for prosecution by the Mariposa County District Attorney's Office.
- Promote and maintain quality assurance in Social Service programs such as Child Welfare Services and Adult Protective Services.
- Discover and refer to the California Department of Health Care Services fraudulent activity in the State's Medi-Cal program.
- Seek reimbursement for over issuances and overpayments.
- Provide a deterrent to future fraud
- Provide focused training to staff on the maintenance of program integrity standards.

The organization of the proposed Program Integrity Unit, under a Program Manager, will bring together a number of fraud and quality assurance programs with the Department. Organizationally, the Unit will be structured as follows.

- The Program Manager will report to the Deputy Director of Social Services and provide management and supervision to the Unit.
 - Include a qualified extra help Welfare Fraud Investigator for fraud investigation in CalWORKs, Cal Fresh, and the In Home Supportive Services program who will be responsible for referral of suspected fraud cases to the prosecuting authority and for coordination and cooperation with the California Department of Social Services.
 - Include one (1) Eligibility Worker III to provide for early fraud prevention and investigation and

- knowledge of automated income tracking systems.
- Include a Senior Worker III for quality assurance in Child Welfare Services, In Home Supportive Services.
- Include one (1) Staff Development Coordinator to provide focused training to staff on program integrity standards.
- Include accounting and clerical support for fiscal and statistical reporting to State and Federal agencies.

By bringing these functions together into a single unit with the Department we believe it will provide an improved focus on program integrity, quality assurance, and staff development.

Because the position of Program Manager and EW III may result in promotional opportunities within the Department we are also asking the Board to approve and authorize the Department to backfill the positions of Eligibility Supervisor, Eligibility Worker III, and Eligibility Worker I/II as needed. These are all Merit System Services positions and recruitment will be done through Merit System Services.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The alternative is to continue with the current structure which is not functionally unified. There are no consequences of negative action. There are no county general funds associated with this proposal.

Financial Impact? () Yes (X) No Current FY Cost: \$ Annual Recurring Cost: \$
 Budgeted In Current FY? (X) Yes () No () Partially Funded

Amount in Budget:	\$51,943		List Attachments, number pages consecutively
Additional Funding Needed:	\$		Budget action form page 1
Source:			
Internal Transfer	X		
Unanticipated Revenue		4/5's vote	
Transfer Between Funds		4/5's vote	
Contingency		4/5's vote	
() General () Other			

CLERK'S USE ONLY:

Res. No.: 11-593 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____ Abstained: _____

Approved
 Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments:

CAO: *[Signature]*



COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JIM RYDINSWORD, Human Services Director

FROM: MARGIE WILLIAMS, Clerk of the Board *MW*

SUBJECT: Approve the Establishment of a Program Integrity Unit in the Social Services Budget Effective December 1, 2011, by the Following Actions: Allocate and Authorize the Recruitment of a Program Manager Position in the Social Services Budget; Authorize the Recruitments of an Eligibility Supervisor I, Eligibility Worker III, and Eligibility Worker I/II Position in the Social Services Budget; Transfer the Allocation of One Eligibility Worker I/II Position from the Mental Health Services Act Fund to the Social Services Budget; Unallocate a Fraud Investigator Position in the Human Services Administration Budget; Unfund an Allocated Social Worker Supervisor I Position in the Social Services Budget; Approve Budget Action Reducing Funding and Appropriations in the Human Services Administration Budget and Transferring Funds within the Social Services Budget to Implement the Above Actions (\$51,943)

RES. 11-593

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on December 6, 2011

ACTION AND VOTE:

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Human Services

Approve the Establishment of a Program Integrity Unit in the Social Services Budget Effective December 1, 2011, by the Following Actions: Allocate and Authorize the Recruitment of a Program Manager Position in the Social Services Budget; Authorize the Recruitments of an Eligibility Supervisor I, Eligibility Worker III, and Eligibility Worker I/II Position in the Social Services Budget; Transfer the Allocation of One Eligibility Worker I/II Position from the Mental Health Services Act Fund to the Social Services Budget; Unallocate a Fraud Investigator Position in the Human Services Administration Budget; Unfund an Allocated Social Worker Supervisor I Position in the Social Services Budget; Approve Budget Action Reducing Funding and Appropriations in the Human Services Administration Budget and Transferring Funds within the Social Services Budget to Implement the Above Actions (\$51,943)

BOARD ACTION: Discussion was held with Jim Rydingsword relative to the request and changes from the previous Fraud Investigator program. Supervisor Bibby asked that reports be given to the Board on case statistics and how the fraud unit is working.

Input from the public was provided by the following:

Susie Gordo, retired Fraud Investigator, provided input on her previous request for this unit; stated there is \$200,000 outstanding in collections because she did not have any staff assigned to this unit; and she feels the requested program is overkill.

(M)Cann, (S)Turpin, Res. 11-593 was adopted approving the requested actions. Supervisor Bibby commented on the need for the Fraud Investigator to be independent. Ayes: Unanimous.

Cc: Sandi Laird, Personnel
Bill Davis, Auditor
Mary Hodson, Deputy CAO
File

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0507	672.0145	Fraud Investigator			8,211
001	0507	672.0910	Transfer from Soc Serv 0501			(8,211)
001	0501	661.0125	SW Supervisor			43,732
001	0501	661.0132	Program Manager		22,532	
001	0501	661.0173	Eligibility Worker I- III		19,356	
001	0501	661.0201	Extra Help		10,055	
001	0501	661.0910	Transfer to HS Admin 0507			8,211
TOTALS					51,943	51,943

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
TOTALS					

ACTION REQUESTED: (Check all that apply)

- () Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget , or transferring appropriation from Contingencies
- (X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION Funding for Program Integrity Unit

DEPT HEAD SIGNATURE [Signature] DATE 11/10/2011

APPROVED BY RES NO. 11-593 CLERK [Signature] DATE 12-6-11

DEPARTMENT Human Services

AUDITOR'S USE ONLY BA #
