



JOHN NAIMO
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-3873
PHONE: (213) 974-8301 FAX: (213) 626-5427

May 6, 2016

TO: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: John Naimo
Auditor-Controller

SUBJECT: **SEMI-ANNUAL FRAUD HOTLINE STATUS REPORT – JULY 1, 2015
THROUGH DECEMBER 31, 2015**

The Los Angeles County Fraud Hotline, operated by the Auditor-Controller's Office of County Investigations (OCI), began the July 1 through December 31, 2015 reporting period with 969 pending cases. During the period, OCI opened 630 new cases and closed 561 cases, ending the period with 1,038 cases in progress. The net increase of 69 (7.1%) cases from the end of the prior reporting period is attributable to 630 new cases which exceeded the 561 cases closed.

**Comparison of Current Case Counts
with the Prior Reporting Period**

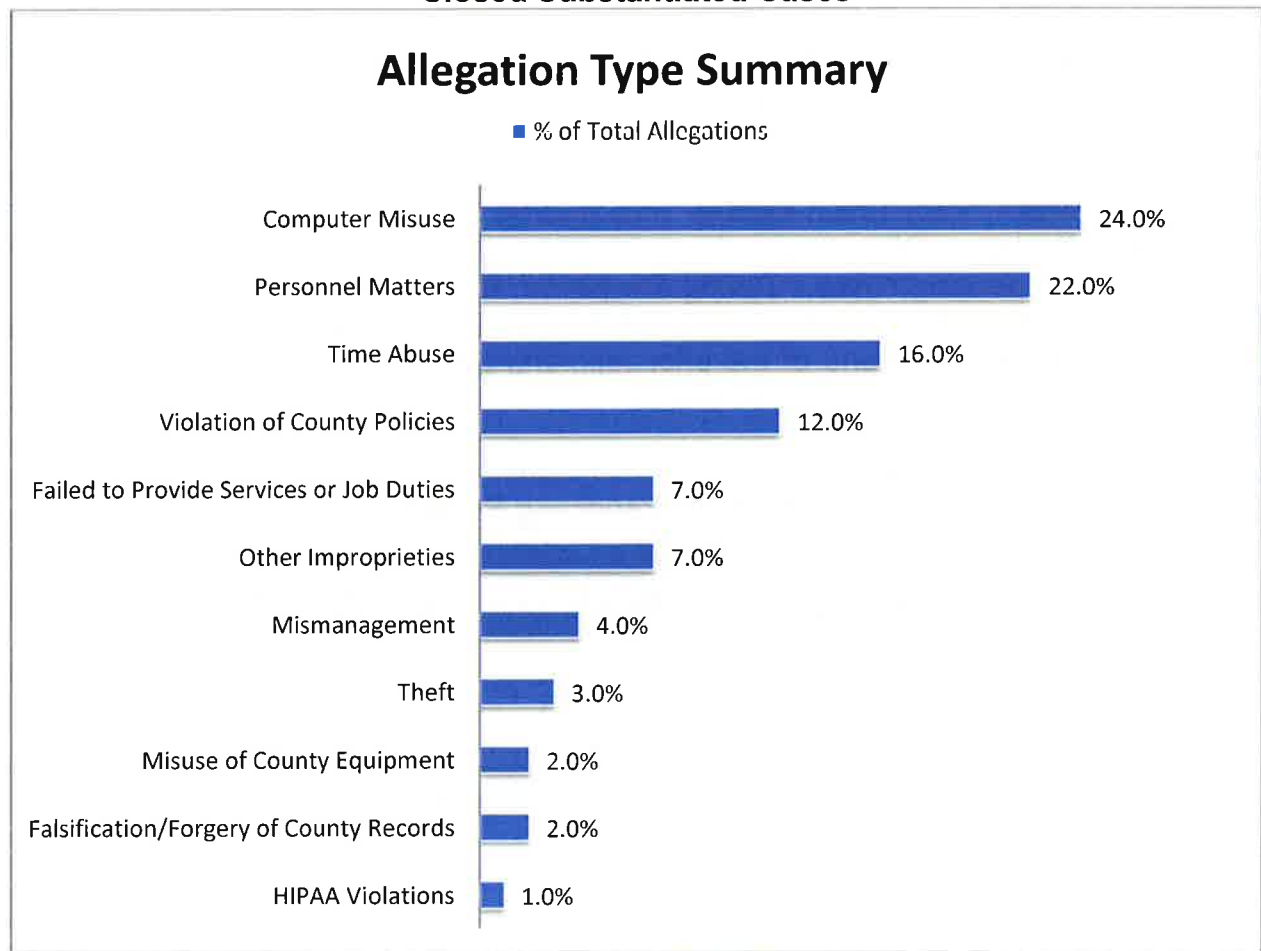
CASE STATUS	SEMI-ANNUAL PERIOD ENDING		
	6/30/2015	12/31/2015	% Increase (Decrease)
Beginning Caseload	860	969	12.7%
+ New Cases Opened	755	630	(16.6%)
- Cases Closed	(646)	(561)	(13.2%)
Ending Caseload	969	1,038	7.1%

RESULT OF CASES CLOSED	6/30/2015		12/31/2015	
Substantiated	168	26%	138	24.6%
Not Substantiated	281	43.5%	238	42.4%
Not Investigated	197	30.5%	185	33%
Total Cases Closed	646	100%	561	100%

Of the 561 closed cases (Attachment I), 138 (24.6%) were substantiated (Attachment II), 238 (42.4%) were not substantiated, and 185 (33%) were ultimately not investigated because the allegations were previously investigated, a non-County agency has jurisdiction, and/or the allegations were immaterial or lacked sufficient detail. In addition, 15 of the 185 cases were referred to the County Equity Oversight Panel, which does not report its findings to OCI.

The following chart shows the types of cases that were substantiated:

Closed Substantiated Cases



For the 138 cases that were substantiated during this reporting period, the following disciplinary and/or corrective actions were taken. Note that some cases may include multiple subjects and/or multiple actions taken.

Substantiated Cases (138)

ACTION(S) TAKEN	No.
Disciplinary/Corrective Action Pending	56
Counseled (verbal/written warning)	49
Suspended	32
Resigned/Retired/Resigned in Lieu of Discharge	15
Notice of Expectation/Instruction	9
Top of File Notice in Personnel Folder	9
Reprimanded	5
Reimburse/Restitution/Repayment/Timecard Adjustments	4
Discharged	2
Procedures Changed/Reinforced	1
Certified Time	1
Contract Terminated	1
Training	1

As the lead department for fraud investigations of County employees and contractors, OCI reviews the final reports for cases referred to other County departments to ensure the allegations are properly investigated. OCI also requests updates from departments every 90 days on cases where disciplinary and/or corrective actions are pending. Attachment III details the 76 prior period cases where disciplinary action was taken during the period, and Attachment IV identifies the 79 prior period cases for which departments have not taken, or have not reported to us on, disciplinary action(s). We noted that disciplinary action has been substantially delayed on a significant number of cases, including 50 cases where action has been pending for more than one year. We will continue to work with the departments to encourage them to take timely action.

The new County Fraud Hotline website (<http://fraud.lacounty.gov>) went live on June 30, 2015, and it provides County employees and the public with a user-friendly online portal to report fraud, waste, or misuse of County resources at any time. The site also includes informative links to policies and laws related to fraud, waste, and abuse within County government. During this reporting period, the website had over 8,600 visitors.

During the six-month reporting period, OCI Investigators executed 30 search warrants, which covered 39 subjects, and filed 7 search warrant returns for criminal cases where OCI was the lead investigative agency. We also issued 33 separate reports for administrative investigations involving multiple subjects, detailing each individual's involvement/conduct. These reports were provided to assist department managers in

determining the appropriate corrective action and/or disciplinary actions, if any, for the subjects. In addition, OCI forensic staff issued a total of 115 reports summarizing the results of their forensic recovery and analysis of electronic evidence related to Hotline investigations. These reports included reviews of computer hard drives, e-mail accounts, Internet usage logs, and other electronic records and media.

If you have any questions, please call me, or your staff may contact Robert Campbell at (213) 893-0058.

JN:PH:RGC:AMS:ms

Fraud Hotline Status ending December 31 2015.doc

Attachments

c: Sachi A. Hamai, Chief Executive Officer
Department Heads
Audit Committee
Public Information Office



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER
LOS ANGELES COUNTY FRAUD HOTLINE
CLOSED CASE SUMMARY
July 1, 2015 through December 31, 2015**

	<i>Substantiated</i>	<i>Not Substantiated</i>	<i>Not Investigated *</i>	<i>Total</i>	
<u>CASES INVESTIGATED BY AUDITOR-CONTROLLER:</u>					
Office of County Investigations	10	23	151	184	32.8%
<u>CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS:</u>					
Agricultural Commissioner/Weights & Measures	1	1	0	2	0.4%
Auditor-Controller	0	1	0	1	0.2%
Beaches and Harbors	0	1	0	1	0.2%
Board of Supervisors	2	1	1	4	0.7%
Child Support Services	5	3	1	9	1.6%
Children and Family Services	37	79	6	122	21.7%
Community and Senior Services	1	0	0	1	0.2%
District Attorney	1	2	0	3	0.5%
Fire	7	18	2	27	4.8%
Health Services	5	6	2	13	2.3%
Human Resources	1	2	0	3	0.5%
Human Resources (Countywide)	4	7	0	11	2.0%
Internal Services	0	0	2	2	0.4%
Mental Health	12	7	2	21	3.7%
Parks and Recreation	0	0	1	1	0.2%
Probation	7	9	1	17	3.0%
Public Defender	1	2	0	3	0.5%
Public Health	8	11	3	22	3.9%
Public Social Services	35	62	12	109	19.4%
Public Works	0	1	1	2	0.4%
Registrar-Recorder/County Clerk	0	1	0	1	0.2%
Sheriff	1	1	0	2	0.4%
Other Departments Total:	128	215	34	377	67.2%
Grand Total	138	238	185	561	100%

* Cases not investigated due to immateriality, the allegation was previously investigated, referred to outside agencies, or insufficient information was provided. In addition, 15 of the 185 cases were referred to the County Equity Oversight Panel (CEOP) for investigation. CEOP does not report their findings back to the Office of County Investigations and therefore should be contacted directly for further information.



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER
LOS ANGELES COUNTY FRAUD HOTLINE**

SUMMARY OF SUBSTANTIATED CASES

FOR THE PERIOD JULY 1, 2015 THROUGH DECEMBER 31, 2015

SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER

Department of Auditor-Controller (A-C)

Case Number: 201511223

An A-C employee used a coworker's identity without authorization to register her for unwanted advertising and commercial services. In addition, the employee used her County e-mail account for personal and non-County related correspondence. The A-C intends to give the employee a 1-day suspension without pay.

Case Number: 201510381

An unknown perpetrator stole and fraudulently negotiated a County warrant in the amount of \$6,220. The bank of first deposit reimbursed the County; therefore, there was no County loss. The perpetrator could not be identified.

Case Number: 201510889

An unknown perpetrator stole, altered, and fraudulently negotiated a property tax payment in the amount of \$1,771. The property tax payment may have been stolen from a County facility; however, the perpetrator could not be identified.

Case Number: 201511431

A third party vendor used Amazon's website to sell products bearing images of the County seal without authorization. County Counsel issued a Cease and Desist Letter to Amazon, which subsequently removed the items from their website.

Chief Executive Office (CEO)

Case Number: 201511056

A CEO employee violated the County's short-term disability leave rules by engaging in outside employment while on medical leave and receiving disability benefits. The CEO indicated that the employee subsequently retired and reimbursed the County. Additionally, CEO placed a "Top of File" notice in the employee's personnel folder.

Department of Health Services (DHS)

Case Number: 201511028

A DHS employee inappropriately obtained and misused County seal stickers by affixing them to his personal vehicle. The employee subsequently removed the stickers. DHS indicated that no administrative action was warranted because there was no violation of County policy.

Los Angeles County Office of Education (LACOE)

Case Number: 201510550

An unknown suspect stole a \$1,075 LACOE warrant, and altered and fraudulently negotiated it at a liquor store. There was no loss to the County as LACOE was subsequently reimbursed by its financial institution. The store owners did not retain surveillance video recordings; therefore, the perpetrator(s) could not be identified.

Summary of Substantiated Cases

Department of Mental Health (DMH)

Case Number: 20149523

A DMH employee violated the Health Insurance Portability and Accountability Act when she dictated patients' progress notes into her smart phone, and transmitted the notes, which contained Protected Health Information (PHI), via her personal e-mail account. DMH indicated that the employee was counseled and was provided with training.

Probation Department (Probation)

Case Number: 201510345

A Probation employee was overpaid approximately \$18,244, comprised of erroneous Out-of-Class Bonus pay and pay based on an erroneous step placement. Probation issued a formal Overpayment Notification Letter to the employee and began recovery of the overpayment via semi-monthly payroll deductions.

Registrar-Recorder/County Clerk (RR/CC)

Case Number: 201510651

A RR/CC employee submitted a falsified medical certificate to justify absences from work. RR/CC indicated that the employee received a 30-day suspension without pay.

TOTAL SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER: 10

CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS

Agricultural Commissioner/Weights & Measures (AC/WM)

Case Number: 201510333

An AC/WM employee inappropriately brought his dog to the office during work hours. AC/WM indicated that the employee was counseled.

Board of Supervisors (BOS)

Case Number: 20149144

A BOS employee behaved in a disrespectful and disruptive manner toward her coworkers. Executive Office of the BOS indicated that the employee was counseled and given a 1-day suspension without pay. The employee subsequently left County service.

Case Number: 20149636

A member of a County commission failed to appropriately carry out his job duties. Executive Office of the BOS indicated that the individual was counseled, and a temporary replacement was found for the commission seat.

Child Support Services Department (CSSD)

Case Number: 20149520

A CSSD employee falsified time records to claim time on a day she did not work. CSSD indicated that disciplinary action is pending.

Case Number: 201510409

Eight CSSD employees submitted inaccurate timecards and claimed hours that they did not work. The supervisor inappropriately approved her staff's timecards without verifying their accuracy. CSSD indicated that the supervisor and one employee received 10-day suspensions without pay, one employee received a 7-day suspension without pay, one employee received a 2-day suspension without pay, two employees received 1-day suspensions without pay, and three employees received written warnings.

Case Number: 201510901

A CSSD employee inappropriately used her assigned County computer to upload personal videos to the shared drive of the Department's server. CSSD indicated that the employee received a Notice of Expectation (NOE).

Case Number: 201510902

A CSSD employee used his assigned County computer and e-mail account to send personal e-mails. CSSD indicated the employee resigned.

Case Number: 201511071

A CSSD employee submitted two falsified medical certificates to justify absences from work. CSSD indicated that the employee received a 20-day suspension without pay.

Department of Children and Family Services (DCFS)

Case Number: 20126780

A DCFS employee arrived to work late on a number of occasions and did not report variances on her timecards. Also, the employee's supervisor failed to appropriately monitor the employee's work hours, allowed the employee to flex her work schedule without properly accounting for her time, and approved the employee's timecards although she could not verify their accuracy. DCFS indicated that no administrative actions were warranted.

Summary of Substantiated Cases

Case Number: 20127275

Two DCFS employees failed to follow Departmental policies/protocols related to administration and coordination of an adoptions case. DCFS indicated that no administrative actions were warranted.

Case Number: 20127510

A DCFS supervisor asked a subordinate to share her electronic Countywide Accounting and Purchasing System password with a second subordinate, who used the password to approve aid payments for clients. The supervisor indicated she took this action to ensure work operations continued in the absence of the designated approver, who was on medical leave. DCFS indicated that the supervisor and two employees were each counseled.

Case Number: 20137720

A DCFS employee failed to provide a foster parent with a required child needs and case plan summary. DCFS indicated that the employee was counseled.

Case Number: 20137745

A DCFS employee arrived to work late, took extended rest breaks, and socialized excessively in the workplace. The employee also used his assigned County computer and Internet access to view non-County related websites, such as video sharing and shopping sites, during work hours. DCFS indicated that the employee was counseled and received a NOE.

Case Number: 20137821

A DCFS employee who is also a DCFS client inappropriately used her access to the County Intranet to obtain a DCFS form, which she used for her own DCFS case. DCFS indicated that the employee received a NOE.

Case Number: 20138098

A DCFS employee repeatedly slept at her desk during work hours. DCFS indicated the employee received a NOE.

Case Number: 20138116

A DCFS employee did not follow Departmental procedures for handling several case referrals assigned to her and failed to fully cooperate during an administrative investigation. DCFS indicated that no administrative action was warranted.

Case Number: 20138140

Two DCFS employees used their assigned County computers and Internet access to view non-County related websites, such as shopping and travel, during work hours. DCFS indicated that both employees were counseled.

Case Number: 20138334

A DCFS employee accessed the Child Welfare Services/Case Management System (CWS/CMS) without a business need to view personal and confidential information in a client's case records. DCFS indicated that the employee received a written warning.

Case Number: 20138410

A DCFS employee exhibited unprofessional behavior by raising his voice to coworkers and failing to treat them courteously. DCFS indicated that the employee was counseled.

Case Number: 20138723

A DCFS employee accessed the CWS/CMS system without a business need to view personal and confidential information in a client's case records. DCFS indicated that disciplinary action is pending.

Summary of Substantiated Cases

Case Number: 20149063

A DCFS employee was excessively absent for an extended time period, resulting in increased work responsibilities for other staff. DCFS indicated that the employee received a 20-day suspension without pay.

Case Number: 20149398

A DCFS employee used her assigned County computer and Internet access to view non-County related websites, such as business and news sites, during work hours. DCFS indicated that the employee retired, and a "Top of File" notice was placed in the employee's personnel folder.

Case Number: 20149411

A DCFS employee discussed personal business with her subordinates during work hours. DCFS indicated that the employee was counseled.

Case Number: 20149502

A DCFS employee created a conflict of interest when she wrote a character reference letter for a foster parent for which she had previously substantiated an allegation of neglect. DCFS indicated that the employee received a 3-day suspension without pay.

Case Number: 20149529

A DCFS manager failed to promptly report a security threat (i.e., a verbal altercation between two employees) to her supervisor, and failed to file a Security Incident Report timely. DCFS indicated that the manager retired, and a "Top of File" notice was placed in the manager's personnel folder.

Case Number: 20149540

A DCFS employee failed to complete court reports as required by Departmental policy and court orders. DCFS indicated that the employee resigned for personal reasons, and a "Top of File" notice will be placed in the employee's personnel folder.

Case Number: 20149959

A DCFS employee submitted a false medical certificate to obtain approval for Family Medical Leave Act leave time. DCFS indicated that the employee retired, and a "Top of File" notice was placed in the employee's personnel folder.

Case Number: 20149980

A DCFS employee violated Department and County policies by engaging in inappropriate behavior of a sexual nature with five clients, including inappropriate physical contact with and remarks to the clients during and after work hours. DCFS indicated that the employee retired, and a "Top of File" notice was placed in the employee's personnel folder.

Case Number: 201410075

A DCFS employee engaged in an inappropriate sexual relationship with a client, creating a conflict of interest. The employee also used her County-issued cell phone to make personal calls to the client, released confidential information from DCFS case records, and falsified her timecard by indicating a full shift worked on a day she did not work. The employee's supervisor failed to properly monitor the employee's work hours and allowed the employee to telecommute without ensuring the employee completed her agreed-upon work assignments. DCFS indicated that no administrative action was warranted for the supervisor, and disciplinary action is pending for the employee.

Summary of Substantiated Cases

Case Number: 201510338

A DCFS employee failed to report that she was arrested, and failed to fully cooperate during an administrative investigation. DCFS indicated that disciplinary action is pending the employee's return from leave.

Case Number: 201510455

A DCFS employee did not properly document client contacts in the CWS/CMS case file, including not entering case contacts timely, not entering narratives, and using generic narrative language. DCFS indicated that disciplinary action is pending.

Case Number: 201510554

A DCFS employee did not conduct required monthly face-to-face contacts with a client, falsified client contacts in CWS/CMS, failed to appropriately document case contacts, and failed to enter case contacts timely. DCFS indicated that the employee received a written reprimand.

Case Number: 201510555

A DCFS employee failed to notify her supervisor when she was detained by law enforcement during the service of a search warrant at her residence. The employee also failed to cooperate during an administrative investigation. DCFS indicated that disciplinary action is pending.

Case Number: 201510567

A DCFS employee failed to adequately perform her job duties when she left work without first attending to an assigned task. DCFS indicated that no administrative action was warranted.

Case Number: 201510572

A DCFS employee altered a timecard adjustment form after it was approved by her supervisor, changing a 5-day suspension without pay that was issued for prior misconduct to five days of vacation time (i.e., paid time off). The employee also was not forthcoming during the Department's administrative investigation. DCFS indicated that the employee was given a 15-day suspension without pay.

Case Number: 201510657

A DCFS employee did not disclose that she lives with a DCFS client, as required by Departmental policy. DCFS indicated that the employee received a 20-day suspension without pay.

Case Number: 201510670

A DCFS employee failed to properly secure bus passes, and DCFS determined that bus passes worth \$440 were missing. However, the perpetrator could not be identified. DCFS indicated that the employee was counseled.

Case Number: 201510699

A DCFS employee mismanaged negotiable items (bus passes) when she did not secure the cards and/or issue them to clients. Also, the employee did not consistently conduct monthly face-to face contacts with her clients, and did not properly document her client contacts in case records. DCFS indicated that the employee received a 20-day suspension without pay.

Case Number: 201510813

A DCFS employee acted in an unprofessional manner in the workplace. DCFS indicated that the employee was counseled.

Summary of Substantiated Cases

Case Number: 201510844

A DCFS employee failed to exercise sound judgment when he posted a photograph on social media that exposed the Department to negative publicity. DCFS indicated that no administrative action was warranted.

Case Number: 201510871

A DCFS employee used her assigned County computer and Internet access to view non-County related websites, such as school-related and utility sites, during work hours. The employee also used a County printer to print non-County related documents. DCFS indicated that the employee was counseled.

Case Number: 201510900

A DCFS employee flexed her work schedule on several occasions and failed to report actual hours worked on her timecards. The employee's supervisor admitted she approved the employee's timecards although she knew they were inaccurate. DCFS indicated that the supervisor and the employee were counseled.

Case Number: 201511211

A DCFS employee falsely reported to both the Department and a law enforcement agency that she was assaulted. The employee also refused to cooperate in a related administrative investigation. DCFS indicated that the employee was discharged, and a "Top of File" notice was placed in the employee's personnel folder.

Case Number: 201511317

A DCFS employee touched a child during a Physical Abuse investigation, in violation of Departmental guidelines. DCFS indicated that the employee received a written warning.

Case Number: 201511388

A DCFS employee failed to complete monthly client contacts and entered false client contact entries (i.e., blank entries) in at least nine CWS/CMS case files. The employee also failed to perform other assigned job duties. DCFS indicated that disciplinary action is pending the employee's return from leave.

Department of Community Senior Services (CSS)

Case Number: 20148879

A CSS employee exceeded the scope and authority of his position by using Departmental letterhead without authorization to send more than 30 letters to external individuals and entities (such as judges, other County and US government departments) in which he misrepresented his County title and position. Also, the employee inappropriately acted as a representative for constituents rather than referring them to the proper agencies for assistance. In addition, the employee taught external classes that were not part of his job duties without authorization, and inappropriately stored original vital record documents in his office. CSS indicated that the employee was discharged.

Department of Coroner (Coroner)

Case Number: 20137827 Investigated by Department of Human Resources (DHR)

A Coroner manager violated Civil Service Rules by making a contingent job offer to an employee without first obtaining the certified eligible list from DHR. Another Coroner manager violated DHR Policies, Procedures and Guidelines when she failed to maintain examination/appointment-related documentation for the required retention period. Also, two Coroner employees provided inaccurate information on a job questionnaire, and as a result, one employee was inappropriately deemed qualified for a promotional exam

Summary of Substantiated Cases

and was later promoted. Coroner indicated that two managers retired, and disciplinary and/or corrective actions are pending for the three employees.

District Attorney's Office (DA)

Case Number: 201510534

A DA supervisor inappropriately requested her subordinate to forward her an e-mail containing information about a County test that was intended for the subordinate's use. The supervisor also completed and submitted an online test using her assigned County computer on behalf of her sister, a non-County employee. The DA indicated that the supervisor received a 3-day suspension without pay.

Fire Department (Fire)

Case Number: 20137625

A Fire supervisor inappropriately placed an employee whose position required supervision of technical staff in a function where she was not supervising any staff. Also, the employee used her assigned County computer and Internet access to view non-County related websites, such as music streaming sites, during work hours. Fire indicated that the employee received a Notice of Instruction (NOI), and no administrative action was warranted for the supervisor.

Case Number: 20148815

A Fire employee arrived to work late, left early, and/or took time off during the work day and failed to report variances on her timecards. Fire indicated that the employee was counseled and timecard adjustment(s) are pending.

Case Number: 20149121

A Fire employee used her assigned County computer and Internet access to view non-County related websites, such as shopping and travel sites, during work hours. Fire intends to give the employee a 1-day suspension upon the employee's return from leave.

Case Number: 20149391

A Fire manager initiated and processed the promotion of an employee, including the processes for Live Scan, Personnel Action Request, and Ordinance Position Authority, prior to receiving the required CEO approval. Additionally, the manager did not interview any candidates from the certified list. Fire indicated that the manager was counseled.

Case Number: 201410026

Two Fire supervisors failed to ensure that their station's Business Journal accurately reflected changes in staffing levels. Fire indicated that the two supervisors each received a NOI and the Department implemented a corrective action plan.

Case Number: 201510162

A Fire employee brought a replica firearm into his work area, and carried a firearm in his vehicle onto Department premises. The employee also used his assigned County computer and Internet access to view non-County related websites, such as sites related to guns, during work hours. Fire intends to give the employee a 25-day suspension without pay.

Case Number: 201510486

A Fire employee used his assigned County computer and Internet access to stream music content and view non-County related websites, such as news and personal banking sites, during work hours. Fire indicated that the employee received a written reprimand.

Summary of Substantiated Cases

Department of Health Services (DHS)

Case Number: 20149246

A DHS employee made a false allegation concerning two other employees based on office rumors. DHS indicated that disciplinary action is pending.

Case Number: 20149693

Two DHS employees slept during work hours. Additionally, one of the employees sold clothing for his personal business to other staff during work hours. DHS indicated that disciplinary actions are pending.

Case Number: 20149922

A DHS employee was excessively absent, late to work, and frequently left work early due to his outside employment. The employee's supervisor inappropriately allowed the employee to flex his schedule to accommodate his outside employment, impairing service to the County. DHS indicated that the employee and supervisor were counseled.

Case Number: 201510695

A DHS employee used her assigned County computer and Internet access to work on personal documents and viewed non-County related websites during work hours. DHS indicated that no administrative action was warranted since the use was incidental, which is acceptable according to recently updated BOS policy.

Case Number: 201510910 Investigated by DHR

A DHS employee voluntarily reported that he received \$1,358 in fraudulent reimbursements after he submitted an invalid claim against his Dependent Care Spending Account. DHS indicated that the employee made full restitution to the County.

Case Number: 201511235

A DHS employee failed to timely notify the Department that she was arrested for battery, and failed to report that she was convicted of a misdemeanor offense with a job nexus during her County employment. DHS indicated that the employee received a 1-day suspension without pay.

Department of Human Resources (DHR)

Case Number: 20149194

A DHR employee used County equipment (printer) for personal use, and used her assigned County computer and Internet access to view non-County related websites, such as real estate listings, during work hours. DHR indicated that the employee received a 5-day suspension without pay.

Department of Mental Health (DMH)

Case Number: 20137685

Eight DMH employees used their assigned County computers, Internet access, and e-mail accounts, as well as County printers, for non-County related business (i.e., completing schoolwork and corresponding with classmates and professors) during work hours. Each employee also used their Internet access to view non-County related websites, such as news, entertainment, and shopping sites, during work hours. Four of the employees used their County e-mail accounts to send e-mails with inappropriate racial and/or sexual content. Two employees transmitted DMH clients' PHI to their personal e-mail accounts. DMH indicated that disciplinary actions are pending for the eight employees.

Summary of Substantiated Cases

Case Number: 20138087

A DMH employee arrived to work late, took extended lunches, extended her afternoon breaks to conduct personal business, and failed to record variances on her timecards. The employee's supervisor was aware of her behavior and failed to take appropriate corrective action. DMH indicated that disciplinary actions are pending.

Case Number: 20138326

A DMH employee used his assigned County computer and Internet access to stream music content during work hours. DMH indicated that disciplinary action is pending.

Case Number: 20138363

A DMH employee used her assigned County computer and e-mail account to send personal e-mails, and used her colleagues' work e-mail addresses without their authorization to participate in a contest. DMH indicated that disciplinary action is pending.

Case Number: 20138447

A DMH employee used her assigned County computer to conduct personal business (i.e., work on a book manuscript) and used her County e-mail account to send and receive personal e-mails. DMH indicated that disciplinary action is pending.

Case Number: 201510503

A DMH employee used her assigned County computer, Internet access, and e-mail account for non-County related purposes, including viewing non-County related websites and sending and receiving personal e-mails. DMH indicated that disciplinary action is pending.

Case Number: 201510562

A DMH supervisor logged on to a data system containing PHI and inappropriately allowed a subordinate, who does not have a password, to view data in the system. DMH indicated that the supervisor and subordinate were counseled.

Case Number: 201510568

A DMH manager used his assigned County computer and e-mail account to send and receive non-County related e-mails, and requested that a subordinate perform personal business for him. DMH indicated that disciplinary action is pending.

Case Number: 201510624

A DMH employee inappropriately took cash from a cashbox without authorization and replaced the cash amount at a later day when the cash was discovered missing. DMH indicated that disciplinary action is pending.

Case Number: 201510627

A DMH employee used her assigned County computer and e-mail account to send personal e-mails to DMH staff and a personal e-mail account. DMH indicated that disciplinary action is pending.

Case Number: 201510689

A DMH employee brought her children to the workplace during her scheduled work shifts and kept her children there until the end of her shift. DMH indicated that disciplinary action is pending.

Case Number: 201510832

A DMH employee incorrectly worked an 8 1/2-hour work shift instead of a 9-hour work shift for approximately 7 months and as a result, was overcompensated for 99 hours of regular earnings. DMH indicated that disciplinary action is pending and the Department intends to recoup the overpayment.

Summary of Substantiated Cases

Probation Department (Probation)

Case Number: 201510308

A Probation employee was excessively absent and tardy, and failed to follow Departmental rules and regulations. Probation indicated that the employee received a 5-day suspension without pay and was placed on certified time.

Case Number: 201510481

A Probation employee failed to notify the Officer of the Day when she left work early for approved time off, and a manager made vulgar statements to her colleague. Probation indicated that the employee and manager were counseled.

Case Number: 201510777

A Probation employee used her assigned County computer and Internet access to view non-County related websites, such as shopping and news sites, during work hours. Probation indicated that the employee was counseled.

Case Number: 201510778

A Probation employee used his assigned County computer and Internet access to view non-County related websites, such as shopping, entertainment, technology, and health websites, during work hours. Probation indicated that the employee was counseled.

Case Number: 201510781

A Probation employee used his assigned County computer and Internet access to view non-County related websites such as shopping, real estate, and sports related websites, during work hours. Probation indicated that the employee was counseled.

Case Number: 201510836

A Probation employee failed to appropriately record variances on his timecards for two days when he did not work full shifts. Probation indicated the employee was counseled and his timecards were corrected to reflect actual hours worked.

Case Number: 201511286

A Probation contractor failed to provide Workers' Compensation certificates timely to their employees. Probation indicated that the contract with the contractor was suspended.

Public Defender (PD)

Case Number: 201510885

A PD employee reported nine hours worked on her timecard on a day she did not work, and she failed to submit a time-off slip. PD intends to give the employee a 15-day suspension without pay.

Department of Public Health (DPH)

Case Number: 20137965 Investigated by DHR

A DPH manager inappropriately left a supervisor in an out-of-class assignment after the supervisor failed the exam for the higher level position and an active eligible list existed. The supervisor also violated the Department's nepotism policy by inappropriately influencing the appointments of her daughter and son-in-law to County positions. DPH indicated that the manager and supervisor both retired.

Case Number: 20138333

A DPH employee used her assigned County computer and Internet access to view non-County related websites, such as travel and shopping sites, during work hours. DPH intends to give the employee a written reprimand.

Summary of Substantiated Cases

Case Number: 20138362

Six DPH employees failed to abide by County time reporting standards by variously failing to accurately report time worked on their timecards, failing to consistently sign in/out, inappropriately flexing workdays, working unauthorized overtime, and/or under- or over-reporting overtime. Also, a manager failed to ensure that asset inventories were kept current and failed to follow up on potentially missing laptops. DPH indicated that the manager and one employee each received a NOE, and disciplinary actions are pending for the remaining five employees.

Case Number: 20149157

A DPH employee brought her two children to work on several occasions. A second employee used his assigned County computer and Internet access to view non-County related websites during work hours, including a site that streamed a sporting event. DPH indicated that one employee was counseled, and disciplinary action is pending for the second employee.

Case Number: 20149333

A DPH manager used her assigned County computer and Internet access to view non-County related websites, such as financial and shopping sites, during work hours. DPH indicated that the manager received a written warning.

Case Number: 201510188

A DPH employee occasionally left work early but signed out with her regular shift end time. DPH indicated that the employee was counseled.

Case Number: 201510213

A DPH employee exhibited inappropriate and threatening behavior toward his coworkers during work hours. DPH indicated that disciplinary action is pending.

Case Number: 201510762

Two DPH employees exhibited discourteous and unprofessional behavior toward their supervisors and coworkers. DPH indicated that disciplinary actions are pending.

Case Number: 201511079

A DPH recovery program provider failed to meet its performance benchmarks over several fiscal years. DPH indicated that the contract was terminated and the Department is pursuing reimbursement for approximately \$54,000 in disallowed billings.

Department of Public Social Services (DPSS)

Case Number: 20149628

A DPSS employee behaved in an inappropriate manner toward a participant. DPSS indicated that the employee received a 20-day suspension without pay.

Case Number: 201410066

A DPSS employee admitted to using her assigned County computer and Internet access to view non-County related websites, such as shopping sites and to stream music content, during work hours. DPSS indicated that the employee received a written reprimand.

Case Number: 201410109

Two DPSS employees arrived to work late and did not report variances on their timecards. One of the employee's supervisors allowed her to flex her time and failed to document when she was tardy, as required. DPSS indicated that the two employees and supervisor each received a written warning.

Case Number: 201510152

A DPSS employee failed to report that she lived with a CalFresh participant, and

Summary of Substantiated Cases

accessed the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) system without a business need to view personal and confidential information in a participant's case records. Also, the employee was deceptive and not forthcoming during the DPSS administrative investigation. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 201510203

A DPSS employee used his assigned County computer and Internet access to view non-County related websites, stream videos, and receive personal e-mails. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 201510229

A DPSS employee used his assigned County computer and Internet access to view and post entries to a non-County related website (i.e., social media site) during work hours. DPSS indicated that the employee was counseled.

Case Number: 201510234 Investigated by DHR

A DPSS employee failed to file a Security Incident Report within one business day of a threat/incident, as required by County policy. DPSS indicated that the employee was counseled.

Case Number: 201510292

A DPSS employee used her assigned County computer and Internet access to view a non-County related website (i.e., social media) during work hours. The employee also used her cell phone to make/receive personal calls during work hours. DPSS indicated that the employee received a written warning.

Case Number: 201510377

A DPSS employee failed to properly carry out her job duties and failed to follow her supervisor's instructions. DPSS intends to give the employee a 20-day suspension without pay.

Case Number: 201510378

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her son's) case records. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 201510399

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her child's) case records. DPSS indicated that the employee retired, and a "Top of File" notice was placed in the employee's personnel folder.

Case Number: 201510423

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her ex-husband's) case records. The employee also failed to report that her ex-husband is a participant. DPSS intends to give the employee a 15-day suspension without pay.

Case Number: 201510424

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (his brother's) case records. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 201510425

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her sister's) case records.

Summary of Substantiated Cases

DPSS indicated that the employee received a 7-day suspension without pay.

Case Number: 201510472

A DPSS employee accessed the LEADER system without a business need to view his own case records without authorization. DPSS indicated that the employee received a written reprimand.

Case Number: 201510476

A DPSS employee created a conflict of interest and violated Department policy when he hired a participant to perform work on his vehicle. DPSS indicated that the employee was counseled.

Case Number: 201510498

A DPSS employee inappropriately sent text messages containing sexual comments to a participant's cell phone. The employee also deliberately misled the participant into believing that she was liable for an inflated overpayment amount, and that he could resolve the overpayment for her, if she agreed to have an intimate relationship with him. DPSS intends to discharge the employee.

Case Number: 201510508

A DPSS employee behaved in a discourteous manner toward several clients. DPSS indicated that the employee was counseled.

Case Number: 201510509

A DPSS employee accessed the Medi-Cal Eligibility Data System and the LEADER system without a business need to view personal and confidential information in a participant's case records. DPSS indicated that the employee received a 15-day suspension without pay.

Case Number: 201510564

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her son's) case records. The employee also failed to disclose that a participant (her son) lived with her. DPSS indicated that the employee retired, and a "Top of File" notice was placed in the employee's personnel folder.

Case Number: 201510565

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her daughter's) case records. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 201510587

A DPSS employee admitted to vandalizing a restroom in a County facility, and the employee made untruthful statements during an administrative investigation. DPSS intends to discharge the employee.

Case Number: 201510594

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her relative's) case records. The employee also failed to report that the relative was receiving aid and that the case was assigned to her office. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 201510598

A DPSS employee misrepresented that he was speaking on behalf of the County at a school presentation, and discussed County-related issues without management authorization. DPSS indicated that the employee received a written warning.

Summary of Substantiated Cases

Case Number: 201510645

A DPSS employee admitted to using her assigned County computer and Internet access to view her personal e-mails. DPSS indicated that the employee was issued a written warning.

Case Number: 201510646

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her boyfriend's) case records. DPSS indicated that disciplinary action is pending.

Case Number: 201510686

A DPSS employee failed to use sound judgment when he inappropriately contacted a client, including sending the client text messages to her personal cell phone. DPSS indicated that the employee received a 30-day suspension without pay.

Case Number: 201510708

A DPSS employee arrived to work late, took extended lunch breaks, left work early, and did not report the variances on her timecards. DPSS indicated that the employee received a written reprimand.

Case Number: 201510715

A DPSS employee submitted a false medical certificate to justify her absence from work. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 201510768

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in two participants' (his brother's and a friend's) case records. The employee also failed to report timely that a participant (the friend) lived with him. DPSS indicated that the employee received a 15-day suspension without pay.

Case Number: 201510783

A DPSS employee inappropriately touched and made sexual comments to two participants during office visits. DPSS indicated that the employee received a 30-day suspension without pay.

Case Number: 201510823

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in several related participants' (spouse, cousin, etc.) case records. The employee also failed to report timely that a relative (her spouse) is a DPSS participant. DPSS intends to give the employee a 15-day suspension without pay.

Case Number: 201510891

A DPSS employee created a conflict of interest when she approached her coworkers about processing her relative's Medi-Cal case during work hours. DPSS indicated that disciplinary action is pending.

Case Number: 201511013

A DPSS employee submitted six falsified medical certificates to justify absences from work. DPSS intends to give the employee a 30-day suspension without pay.

Case Number: 201511014

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case records. DPSS intends to give the employee a 10-day suspension without pay.

Summary of Substantiated Cases

Case Number: 201511058

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her child's) case records, and did not report that her child is a participant. DPSS intends to give the employee a 10-day suspension without pay.

Sheriff's Department (Sheriff)

Case Number: 20149897

A Sheriff employee inappropriately arranged to berth a boat at a Beaches and Harbors dock at no charge for several months. The boat belongs to a non-profit organization with which the employee is affiliated. The Sheriff indicated that the employee was suspended without pay.

Total Cases Referred To, Investigated, and Substantiated by Other Departments:
128

Total Number of Substantiated Cases from July 1, 2015 through December 31, 2015: 138



Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Actions Resolved
From Previous Semi-Annual Reports
As of December 31, 2015

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Department of Children and Family Services (DCFS)		
1 20126373	A DCFS employee violated Departmental and County policies, and failed to use sound judgment, when she had inappropriate contact with a client, including sending inappropriate text messages to a client during and after work hours. The employee went on medical leave of absence during the investigation.	DCFS indicated that the employee retired, and a "Do Not Rehire" notice was placed in the employee's personnel folder.
2 20126807	A DCFS employee falsified her monthly contact log, entering contacts with clients that did not take place. DCFS indicated that the employee resigned.	DCFS indicated that a "Top of File" notice was placed in the employee's personnel folder. Regional managers reviewed case logs when the former employee's cases were reassigned to other social workers.
3 20127117	A DCFS employee driving a County van hit another employee's private vehicle, which was parked in a facility parking lot, and failed to report the incident to management or the other employee (i.e., hit and run).	DCFS indicated that the employee received a written warning.
4 20137987	A DCFS employee left work early to engage in her outside employment and did not record variances on her timecards. The employee resigned for personal reasons.	DCFS indicated that a "Do Not Rehire" notice was placed in the employee's personnel folder.
5 20137997	A DCFS employee arrived to work late, called in sick, and did not record the variances on her timecard. The employee also brought her children to work on multiple occasions. The employee's supervisor failed to properly supervise and accurately verify the employee's timecards. DCFS indicated that the supervisor received a written warning.	DCFS indicated that the employee was counseled.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
6	20149372 A DCFS employee violated Departmental policies by making unannounced home visits to a client after work hours, and by making a personal call and sending an inappropriate text message to the client after the client's case was closed.	DCFS indicated that the employee was discharged.
7	20149542 A DCFS supervisor and six employees were excessively tardy to work and did not record variances on their timecards. Also, the supervisor failed to exercise appropriate oversight of her staff and monitor their work hours. DCFS indicated that one employee retired.	DCFS indicated that the supervisor received a 1-day suspension without pay, and the five remaining employees were reprimanded.
8	20149624 A DCFS employee used her assigned County computer and Internet access to view non-County work-related websites and to stream video content from Netflix during work hours. The employee also inappropriately requested Internal Services Department (ISD) Information Technology (IT) Help Desk staff to delete their findings concerning her Internet activity.	DCFS indicated that the employee received a 10-day suspension without pay.
9	20149753 A DCFS employee did not conduct required monthly face-to-face contacts with clients for six of her cases, and falsified contact information in the Child Welfare Services/Case Management System (CWS/CMS) case files. DCFS indicated that the employee resigned.	DCFS indicated that a "Top of File" notice was placed in the employee's personnel folder.
10	20149839 A DCFS employee was excessively absent, failed to document case contacts, submitted field itineraries for which there is no supporting case documentation, and failed to submit court reports as required.	DCFS indicated that no administrative action was taken. The employee provided medical certification and case discrepancies were corrected.
11	201410059 A DCFS employee was excessively late to work.	DCFS indicated that the employee was counseled.
12	201510365 A DCFS employee falsely documented in CWS/CMS that she met face-to-face with a client. The employee admitted she did not visit the client.	DCFS indicated that the employee was discharged.
13	201510372 A DCFS employee failed to properly supervise several children in her care, which resulted in criminal conduct by one of the children. The employee's supervisor failed to ensure that the employee had appropriate resources (i.e., additional staff) to properly carry out her duties.	DCFS indicated that the employee received a 5-day suspension without pay, and her supervisor received a Notice of Instruction (NOI).
14	201510600 A DCFS employee failed to conduct a required risk assessment, failed to facilitate required services for a client, and failed to process transportation request forms according to DCFS policy.	DCFS indicated that the employee was reprimanded.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Child Support Services Department (CSSD)		
15 20149459 (OCI Investigated)	A CSSD employee used his assigned County computer and Internet access to view non-County related websites such as news and education sites during work hours.	CSSD indicated that the employee received a 20-day suspension without pay.
Fire Department (Fire)		
16 20126355	A Fire employee arrived to work late and did not report actual hours worked on her timecard. Additionally, the employee used her assigned County computer and Internet access during work hours for non-County business purposes.	Fire indicated that the employee received a 1-day suspension without pay.
17 20126477	A Fire employee arrived to work late, switched her Regular Day Off (RDO) without completing the required work schedule change form, and did not report actual hours worked on her timecard. The employee also accrued and used "off the books" compensatory time while working from home. The employee's supervisor approved the employee's timecards without appropriately reviewing them, and allowed the employee to accrue and use the "off the books" time.	Fire indicated that the employee received a 1-day suspension without pay, and her supervisor received a reprimand.
18 20126790	A Fire employee abused her County work schedule by coming in late and leaving early to teach a fitness class and/or work out during County work hours. The employee also failed to properly record the variances on her timecards. Further, the employee's supervisor knowingly approved the inaccurate timecards.	Fire indicated that the employee and her supervisor each received a 3-day suspension without pay.
19 20138311	A Fire employee was involved in two traffic collisions with her assigned County vehicle. Fire indicated that the employee was issued a NOI.	Fire indicated that the employee attended a remedial driver training as part of the Department's safety program.
20 20138402	A Fire manager failed to exercise good judgment when he submitted a report with falsified swim time records for himself and two subordinates who did not actually complete the swim certifications. Fire indicated that the manager received a 15-day suspension without pay.	Fire indicated that both employees received a NOI.
21 20138526	A Fire employee failed to report a conflict of interest between his outside employment and his County duties. However, there was no evidence that funds were misappropriated. The matter was also referred to the California Fair Political Practices Commission (CFPPC) for possible sanctions. Fire indicated that the employee was removed from contract responsibilities and his supervisor attended training regarding Conflicts of Interest and Form 700. The supervisor also received a NOI. The supervisor retired before the NOI was issued. CFPPC opened a case for investigation.	The CFPPC indicated that it imposed a \$2,500 fine on the Fire employee for violating the Political Reform Act.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
22	20149332 Two Fire managers inappropriately approved a document that contained inaccurate information concerning the hiring of a temporary employee. As a result, the temporary employee exceeded the 90-day limit for filling a vacancy. Fire released the temporary employee.	Fire indicated that both managers received a NOI.
23	201510719 A Fire employee reported that a Department laptop was stolen from his hotel room. In accordance with County policy, the Department reported the theft to law enforcement; however, the perpetrator could not be identified. The laptop hard drive was encrypted and did not contain confidential information.	Fire indicate that no administrative action was warranted since all policies were followed.
Department of Health Services (DHS)		
24	20115320 A DHS employee worked 148.25 hours of overtime without appropriate authorization over a 3 1/2-year period. In addition, the employee's supervisor approved the employee's timecards without appropriately reviewing them. DHS indicated that the employee was counseled.	DHS indicated that the employee's supervisor was counseled.
25	20115792 A DHS employee arrived excessively late to work and inappropriately used sick leave to account for the variances. The employee's supervisor did not appropriately address the employee's pattern of reporting to work late.	DHS indicated that the employee and her supervisor each received a Letter of Reprimand.
26	20115820 A DHS employee left work early on three occasions, did not report to work on one occasion, and failed to report actual hours worked on her timecard.	DHS indicated that the employee received a 5-day suspension without pay, and timecard corrections were submitted.
27	20116039 Nine DHS contractor staff used their County Internet access for personal use during work hours, and four engaged in unprofessional behavior. DHS indicated that the contractor staff's Internet access was removed, and the contractor released four of its employees from the DHS project for unprofessional behavior.	DHS indicated that the remaining five contract employees were released, and the manager was terminated.
28	20126858 A DHS employee left work up to one hour early on 10 occasions without recording a variance on his timecard.	DHS indicated that the employee received a Notice of Expectation (NOE).
29	20126859 A DHS employee consistently altered her scheduled work hours over a one-month period without authorization.	DHS indicated that the employee received a counseling memo.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
30 20127262	A DHS employee claimed 96 hours of call-back pay over a 5 1/2-month period that he did not work. In addition, the employee's supervisors approved the call-back pay without verification. DHS indicated that the employee retired before disciplinary action could be taken.	DHS indicated that the three supervisors were counseled and reminded of the need for adequate control of call-back time.
31 20137582	A DHS employee used his assigned County computer, e-mail account, and Internet access during work hours for non-County purposes such as job searches.	DHS indicated that the employee retired prior to corrective action.
32 20138090	A DHS supervisor did not properly monitor an employee who telecommuted from home to ensure that his work was completed. DHS will reevaluate the employee's assignment.	DHS indicated that the employee received a NOE, and his supervisor and manager were counseled.
33 20138122	A DHS employee arrived to work late, left work early, and falsified her timecards by claiming time on days she did not work.	DHS indicated that the employee retired.
34 20138123	A DHS employee claimed eight hours on her timecard that she did not work.	DHS indicated that the employee resigned.
35 20138376	A DHS employee sells DVDs to her subordinates in the workplace with the knowledge of her supervisor. In addition, the employee arrived excessively late to work without recording a variance on her timecard.	DHS indicated that both the employee and the supervisor received a written reprimand.
36 20138682	Two DHS employees arrived to work late, left work early, and did not report the variances on their timecards. The employees' supervisor failed to ensure the employees accurately recorded time worked. DHS indicated that each received a NOE.	DHS indicated that the employee's supervisor received a Letter of Determination and a NOE.
37 20148900	Two DHS supervisors did not comply with Departmental policy when they allowed an employee to exceed a 96-hour per month overtime limitation.	DHS indicated that there was no violation of a County/Department policy; therefore, no administrative action was warranted. DHS also revised Policy 203 to be consistent with its policy by removing the 96-hour overtime limit.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
38 20149441	A DHS supervisor did not ensure that a contract employee used the facility time clock to record hours worked, as required by Department policy.	DHS indicated that the supervisor received a written reprimand.
Department of Human Resources (DHR)		
39 20116316	Two DHR employees were excessively tardy and absent from work.	DHR indicated that both employees received a 10-day suspension without pay.
40 20137669	A DHR employee arrived to work late and conducted personal business during her County work hours. The employee also used her assigned County computer and Internet access during work hours to view non-County related websites (such as banking and news).	DHR indicated that the employee received a written warning.
Internal Services Department (ISD)		
41 20116186	An ISD manager used his assigned County computer and Internet access to download and view sexually explicit images and to view non-County related websites during work hours. The employee also entered a County building after work hours with authorization and used County equipment (i.e., computer and Internet access) to complete school work.	ISD indicated that the employee retired from County service.
42 20148871	Two ISD managers did not change staff's work schedule in a timely manner which caused two employees to be paid overtime unnecessarily. ISD indicated that one of the managers retired.	ISD indicated that no disciplinary action will be taken for the remaining manager because the department was unable to assert that the employee violated any Department policies.
43 20148949	An ISD employee claimed 8 1/4 hours of overtime he did not work. The ISD supervisor did not properly monitor the employee's time and mileage logs, and allowed staff to use their personal vehicles to perform work duties although they are not mileage permittees.	ISD indicated that the employee was discharged, and the supervisor received a 15-day suspension without pay.
44 20149314	An ISD employee did not report his correct marital status and received his medical and dental benefits through his ex-spouse (another County employee) in 2010 and 2011. In addition, the employee inappropriately provided County medical and dental benefits to his ex-spouse from 2012 to 2014.	ISD indicated that the employee received a written warning.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Department of Mental Health (DMH)		
45 20116238	A DMH employee claimed training time to attend school during scheduled work hours over a two-year period. The employee also used her County assigned computer and e-mail account to send personal e-mails containing inappropriate racial content. In addition, two of the employee's supervisors were aware that she was attending school during work hours, and improperly approved her timecards.	DMH indicated that the employee received a 3-day suspension, and the two supervisors were verbally counseled.
46 20126417	Three DMH employees used their assigned County computers and e-mail accounts to send hundreds of non-County related e-mails to coworkers and others over a two-year period. One employee also used her assigned County computer and Internet access to view non-County related websites, and to e-mail information regarding an investigation to the employee's supervisor, after the employee had been admonished to keep the investigative matter confidential.	DMH indicated that two employees each received a 3-day suspension, and the third employee received a written reprimand.
47 20126506	A DMH employee arrived to work late, left work early on multiple occasions, and failed to report the variances on her timecards. The employee's supervisor failed to accurately verify the employee's timecards and requests for overtime and time off. Additionally, the employee and the supervisor used their assigned County computer and e-mail accounts to send non-County related e-mails.	DMH indicated that the employee received a 20-day suspension without pay, and her supervisor received a 2-day suspension without pay.
48 20126848	A DMH employee left work before her shift ended on five occasions and did not report the variance on her timecard. In addition, the employee was observed watching movies and/or television shows during County work hours. Another DMH employee left work early on two occasions.	DMH indicated that one employee received a warning and the other employee received a reprimand.
49 20127247	A DMH employee used her assigned County computer, e-mail account, and Internet access during work hours to view non-County related websites and to send personal e-mails. In addition, the employee falsely reported no outside employment, and the employee's supervisor approved her Outside Employment forms despite knowing that the employee had an outside job.	DMH indicated that the employee received a letter of reprimand, and the supervisor was counseled.
50 20127483	A DMH employee used his assigned County equipment, Internet access, and e-mail account for non-work related purposes including sending personal e-mails, scanning personal documents, and viewing Internet sports and entertainment websites.	DMH indicated that the employee received a written reprimand.
51 20137788	A DMH employee used her assigned County computer and Internet access to view non-County related websites such as television programming, online shopping, and news.	DMH indicated that the employee received a 5-day suspension without pay.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
52 20137984	A DMH employee submitted mileage claims for training on his RDOs, flexed his schedule when he did report to work on his scheduled Fridays, and failed to accurately reflect actual hours worked on his timecard. DMH indicated the employee's supervisor resigned for unrelated reasons.	DMH indicated that the employee received a 3-day suspension without pay.
53 20138083	A DMH employee used his assigned County computer, scanner, and e-mail account during work hours to send personal e-mails.	DMH indicated that the employee received a written reprimand.
54 20138462	A DMH employee returned to work to complete her timecard while on leave without a physician's authorization in violation of County policy.	DMH indicated that the employee received a written warning.
55 20149455	A DMH employee used his assigned County computer and Internet access to view non-work related websites, including soccer videos, entertainment, and hotel booking sites.	DMH indicated that the employee was discharged.
56 20149684	Two DMH employees used their assigned County computers and Internet access to view non-County work related websites, and one of the employees also used her assigned County e-mail account for non-County work related purposes.	DMH indicated that one employee received a 2-day suspension without pay, and the other employee received a written reprimand.
Parks and Recreation (Parks)		
57 20138544 (OCI Investigated)	A Parks employee misappropriated at least \$90,000 in referee fees since 2007. In addition, three supervisors failed to properly supervise the park operations and collections. The case was referred to the District Attorney (DA) for criminal prosecution. Parks indicated that the employee retired.	Parks indicated that one supervisor was counseled, another received a letter of reprimand, and the third received a warning.
Probation Department (Probation)		
58 20138501	A Probation employee arrived to work late, left work early, and did not report actual hours worked on his timecard. In addition, the employee used his assigned County computer and Internet access to view non-County work related websites during work hours. The supervisor did not hold the employee to the same work standard as other staff and gave the employee preferential treatment. The employee continued his personal use of the Internet after being counseled by management.	Probation indicated that the employee was discharged, and no disciplinary action was taken against the supervisor due to the expiration of the statute of limitations.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
59	20149908	A Probation employee arrived to work late and left work early without signing out on several occasions. Another employee (the mother of the first employee) falsified the sign in/out log by signing out for the employee. Probation indicated that the first employee resigned.
Probation indicated that the other employee received a 30-day suspension without pay.		
Department of Public Health (DPH)		
60	20126502 (DHR Investigated)	Several DPH employees did not properly disclose immediate relatives working for the Department as required by the Departmental Nepotism Policy. One employee authorized her daughter-in-law to work overtime under the employee's chain of supervision. Additionally, the supervisor violated the Departmental Overtime Policy by allowing the employee to work overtime without prior authorization and exceeding pre-authorized overtime hours on six different occasions. DPH indicated that the supervisor received a written reprimand, and four employees each received a written warning.
DPH indicated that one employee received a 1-day suspension without pay, and the remaining employee received a warning and subsequently retired.		
61	20148862	A DPH employee had excessive unscheduled absences. The employee also failed to disclose that he was cited for Driving Under the Influence (DUI). DPH indicated that they issued a Letter of Determination for failing to disclose the DUI.
DPH indicated that the employee received a written warning and was placed on Medical Certification.		
62	20149049	A DPH employee arrived to work late and did not report a variance on his timecard. In addition, the employee did not report his outside employment to the Department.
DPH indicated that the findings were inconclusive; therefore, no administrative action was warranted.		
63	20149689	A DPH employee was excessively late to work.
DPH indicated that the employee was counseled.		
Department of Public Social Services (DPSS)		
64	20137711 (DHR Investigated)	A DPSS manager inappropriately requested a subordinate complete a traffic school course for him during the subordinate's personal time. The manager also provided false information to the court by certifying that he was the person who completed the course. The court was notified of this misconduct. DPSS indicated that the case was referred to the DA for possible prosecution.
DPSS indicated that the employee received a 3-day suspension without pay.		
65	20138478	A DPSS employee submitted falsified medical certificates to justify her absences from work. In addition, she failed to report her arrests, incarcerations, court cases, and convictions to DPSS as required.
DPSS indicated that the employee was discharged.		
66	20138617	A DPSS employee submitted several inaccurate field itineraries and falsified supervisor's signatures on the itineraries.
DPSS indicated that the employee retired.		
67	20149298	A DPSS employee submitted itineraries claiming six home visits that she did not make.
DPSS indicated that the employee was discharged.		

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
68	20149524 A DPSS employee submitted at least five falsified field itineraries and mileage claims for client assessments he did not conduct. The employee also signed clients' signatures on County documents.	DPSS indicated that the employee resigned in lieu of discharge.
69	20149770 A DPSS employee submitted four falsified medical certificates to justify absences from work.	DPSS indicated that the employee received a 10-day suspension without pay.
70	20149957 A DPSS employee submitted inaccurate and/or falsified field itineraries and left work before the end of his shift.	DPSS indicated that the employee received a written reprimand.
71	201510232 A DPSS employee accessed the Los Angeles Eligibility, Automated Determination, Evaluation and Reporting (LEADER) system without a business need to view personal and confidential information in a participant's (a relative) case records.	DPSS indicated that the employee received a 10-day suspension without pay.
72	201510272 A DPSS employee inappropriately left her computer logged on and unattended, during which time another employee accessed the LEADER system without a business need to view confidential information in a participant's (the employee's parent) case records. The employee also failed to update her home address, which indicated that she was sharing a residence with her parents.	DPSS indicated that the employee received a 10-day suspension without pay.
73	201510282 Six DPSS employees inappropriately accessed the LEADER system without a business need to view personal and confidential information in six clients' (their relatives) case records.	DPSS indicated that the six employees received suspensions ranging from 7 to 20 days without pay.
74	201510305 A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in several participants' (relatives and former relatives) case records. The employee also did not report that his relatives were public assistance participants.	DPSS indicated that the employee received a 15-day suspension without pay.
75	201510337 A DPSS employee was excessively late to work, took extended lunch breaks, left work early, and failed to record variances on his timecards.	DPSS indicated that the employee received a 10-day suspension without pay.
76	201510360 A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (employee's relative) case records. The employee also failed to disclose that she lived with the participant.	DPSS indicated that the employee received a 10-day suspension without pay.

Total: 76



**Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Action Pending
From Previous Semi-Annual Reports**

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Department of Children and Family Services (DCFS)			
1 20126673	A DCFS employee did not conduct required home visits with clients and falsified case contact notes in the Child Welfare Services/Case Management System (CWS/CMS).	DCFS indicated that disciplinary action is pending the employee's return from medical leave.	401
2 20127274	A DCFS employee failed to conduct face-to-face home visits with DCFS clients and complete other contacts as required and falsified documentation in CWS/CMS.	DCFS indicated that disciplinary action is pending.	538
3 20138318	A DCFS employee inappropriately engaged in personal, non-County work related conversations with a client's adult relative.	DCFS indicated that disciplinary action is pending.	391
4 20149471	A DCFS employee falsified his contact log, failed to appropriately document case contacts, and failed to follow work instructions. The employee also did not complete all case contacts for one day but recorded a nine-hour shift worked.	DCFS intends to discharge the employee. Final disposition is pending.	484
5 20149548	A DCFS employee falsified monthly client contacts in the CWS/CMS case file, did not document required information in the case file, and failed to cooperate with an administrative investigation.	DCFS intends to discharge the employee. Final disposition is pending.	353
6 201410054	A DCFS employee failed to appropriately document case contacts, and claimed overtime that she did not work (i.e., time that she claimed she spent completing the case contacts).	DCFS indicated that disciplinary action is pending.	195

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
7 201510143	A DCFS employee inappropriately documented a client contact in CWS/CMS, inaccurately documented other contacts, and did not consistently obtain approvals for his field itineraries.	DCFS intends to discharge the employee pending the employee's return from leave. Final disposition is pending.	238
8 201510336	A DCFS employee failed to process documents within a required time frame, and was insubordinate when she continued to enter inaccurate data in a document tracking log after being instructed how to enter the data.	DCFS indicated that disciplinary action is pending the employee's return from leave.	211
District Attorney's Office (DA)			
9 20149216 (OCI Investigated)	A Voyager card that was assigned to an inactive DA vehicle was misused to make 180 premium fuel purchases, totaling approximately \$8,256. The perpetrator could not be identified due to inadequate internal controls over Voyager card usage. The DA indicated that the subject Voyager card was cancelled.	The DA indicated that corrective action is pending.	437
Fire Department (Fire)			
10 20138236	A Fire employee inappropriately removed the permanent County seal decals from his assigned County vehicles without authorization, used the vehicles to conduct non-County related business (i.e., personal errands, etc.), and garaged the vehicles at home without authorization. The employee also drove new, unmarked, and unassigned Department vehicles for up to a week, including taking the vehicles home, without a business need, and took his wife on a business trip out of State in a County vehicle without authorization. Further, the employee inappropriately took his family out on County boats that were being tested.	Fire intends to give the employee a 5-day suspension without pay. Final disposition is pending.	278
11 201510310	A Fire manager allowed a subordinate to telecommute without the appropriate, approved telecommuting agreement.	Fire indicated that it will provide additional training related to telecommuting. Final disposition is pending.	209

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Department of Health Services (DHS)			
12 20104303	A DHS employee used his County telephone to make personal calls and his County Internet access during work hours for non-County work related purposes such as viewing shopping and travel websites.	DHS indicated that disciplinary action is pending.	627
13 20115399	A DHS employee inappropriately ordered controlled substances without authorization, in violation of County policy and State law. The employee used a dormant account to order the medications, which were later discovered missing. A report was filed with the Sheriff's Department and the case was later rejected by the DA. DHS management failed to maintain proper internal controls over medication inventories, including promptly inventorying medication orders and restricting access to medications. DHS indicated that procedures were changed to strengthen controls over medications.	DHS indicated that disciplinary action is pending the employee's return from leave of absence.	638
14 20116148	A DHS employee did not consistently clock in/out, deviated from assigned work schedule without authorization, did not always respond to work related pages and calls, and may not have always worked the hours reported on the employee's timecard. In addition, the employee's supervisor was aware of the employee's inaccurate time reporting and did not take proper corrective action.	DHS intends to issue the employee a Letter of Determination, and the supervisor was counseled. Final disposition is pending.	840
15 20126377	A DHS employee left work early to conduct non-County related business and did not report a variance on her timecard.	DHS indicated that timecard corrections and disciplinary action are pending.	972
16 20126702	A DHS employee falsified 21.50 overtime hours worked on nine dates on her timecards. The employee's supervisor failed to accurately verify and approve the employee's timecards.	DHS indicated that the employee received a Notice of Expectation (NOE), and disciplinary action is pending for the employee's supervisor.	553
17 20126838	A DHS employee provided confidential proprietary statistical data to a research group without authorization during County work hours in return for a monthly \$100 honorarium payment for approximately nine years. In addition, the employee used her County e-mail account for non-County related business purposes and did not provide truthful statements during the investigation.	DHS indicated that disciplinary action is pending.	744

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
18	20127251	A DHS employee worked between 30 minutes and 1.5 hours less than his eight-hour shift on three days without reporting a variance on his timecard. The employee also did not report his outside employment to his Department. In addition, the supervisor did not properly monitor the employee's time and allowed the employee to use his personal laptop while at work.	DHS indicated that the supervisor was counseled, and disciplinary or corrective action is pending for the employee.	724
19	20138258	A DHS employee arrived excessively late to work without recording a variance on her timecard.	DHS indicated that disciplinary action is pending.	721
20	20138263	A DHS employee worked from home without management approval, failed to fulfill her job duties while working from home, and took time off without authorization.	DHS indicated that disciplinary action is pending.	540
21	20138296	A DHS employee inappropriately borrowed money from a subordinate employee and did not repay it timely. The employee also accessed another subordinate's locker without authorization.	DHS indicated that disciplinary action is pending.	241
22	20138444	A DHS employee did not keep accurate time reporting documentation and did not consistently clock in for her work shift. The employee's supervisor did not ensure that the employee's time records are kept accurately and failed to retain the employee's time records and overtime approvals for the required retention period.	DHS indicated that disciplinary actions are pending for both the employee and her supervisor.	296
23	20148952	Three DHS supervisors did not sign subordinates' timecards. One of these supervisors failed to properly clock in and out for his work shifts on several occasions. One employee, who served as the timekeeper, misplaced, lost, and/or did not retain copies of an employee's timecards, and inappropriately used a shift calendar rather than employee's approved timecards to enter employee time records into the electronic timekeeping system.	DHS indicated that disciplinary actions are pending.	430
24	20149027	A DHS manager behaved in a manner unbecoming of a County employee when she used bullying tactics and displayed a pattern of inappropriate behavior toward her staff.	DHS indicated that disciplinary action is pending upon the manager's return from medical leave.	293

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
25	20149131 A DHS employee did not record variances on his timecards when he left work to conduct personal errands and took extended lunch breaks. The employee also failed to properly clock in and out for his work shifts. The employee's supervisor inappropriately approved the employee's timecard on a day the employee did not work and did not ensure the employee clocked in and out, as required.	DHS indicated that disciplinary actions are pending.	241
26	20149163 A DHS employee made false statements to Department investigators during an official administrative investigation.	DHS indicated that disciplinary action is pending.	241
27	20149220 A DHS employee used her assigned County computer and Internet access to view non-County related websites, such as shopping, video sites, etc., during work hours. The employee also socialized excessively in the workplace.	DHS indicated that disciplinary action is pending.	212
28	20149318 A DHS employee used his assigned County computer and Internet access to view non-County related websites, such as business, news, etc., during work hours.	DHS indicated that disciplinary action is pending.	218
29	20149496 A DHS employee submitted inaccurate timecards and worked through lunch and left work early, in violation of Department policy. The employee and a second employee each made misleading and/or untruthful statements during an administrative investigation. The employees' supervisor failed to ensure that the employees complied with Department policy related to work schedules.	DHS indicated that disciplinary actions are pending.	224
30	20149507 A DHS employee used her assigned County computer and Internet access to conduct her outside employment activities during work hours. The employee also did not properly code her timecard for time off (five hours) she took to conduct her outside employment.	DHS indicated that disciplinary action is pending.	219
31	20149679 A DHS employee had excessive absences over a four-year period, including excessive unauthorized absences without a doctor's note. Also, four supervisors inappropriately approved the employee's unauthorized absences over an extended time period and failed to take appropriate corrective action.	DHS indicated that disciplinary actions are pending for the employee and the four supervisors.	337

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
32	20149852	A DHS supervisor did not pre-approve overtime, did not maintain proper documentation of overtime worked, and did not monitor overtime hours worked by employees.	DHS indicated that disciplinary action is pending.	218
33	20149888	A DHS employee with patient care responsibilities was observed sleeping during work hours. The supervisor was aware of the employee's behavior and failed to take appropriate corrective action.	DHS indicated that disciplinary actions are pending.	202
34	20149906	A DHS employee with patient care responsibilities was observed sleeping during work hours. The supervisor was aware of the employee's behavior and failed to take appropriate corrective action.	DHS indicated that disciplinary actions are pending.	202
Internal Services Department (ISD)				
35	20149026	Two ISD employees arrived to work late and left work early, did not adhere to their scheduled start and end times when they were carpooling, and did not report actual hours worked. In addition, the employees' supervisors did not take appropriate corrective actions when the employees did not adhere to their work schedule. One supervisor retired.	ISD indicated that disciplinary actions are pending for the two employees and the remaining supervisor.	374
36	20149366	An ISD employee arrived to work late, left work early, and did not report the variances on his timecard.	ISD indicated that disciplinary action is pending.	345
Department of Mental Health (DMH)				
37	20116239	A DMH employee had 2,074 claims that were disallowed because the services were not provided, were missing documentation, or the claims submitted were for clerical and administrative activities that are not billable. The disallowed claims resulted in a reduction of Federal Financial Participation and State General Fund revenues totaling \$135,577.	DMH indicated that disciplinary action is pending the employee's return from leave of absence.	512

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
38 20126496	A DMH employee used her assigned County computer and e-mail account to send personal e-mails to family members and friends. In addition, the employee violated Health Insurance Portability and Accountability Act (HIPAA) and departmental policy by using her personal e-mail account to transmit protected health information (PHI) and disclosed the PHI to individuals who did not have a business need to know. The breach was reported to the County HIPAA Privacy Officer.	DMH indicated that discharge is pending the employee's return from leave of absence.	723
39 20126594	A DMH employee used a remote connection tool to connect his personal home computer via his assigned County computer to access non-County related websites, Internet chat rooms, a personal e-mail account, and Facebook. In addition, the employee sold unauthorized copies of music CDs and movie DVDs to coworkers.	DMH indicated that disciplinary action is pending.	476
40 20126595	A DMH employee falsified her field itinerary and mileage claim to improperly reflect that she visited a client prior to the client's death.	DMH intends to discharge the employee. Final disposition is pending.	681
41 20126845	A DMH employee failed to consistently provide medical certifications to excuse her absences during a two-month period.	DMH indicated that disciplinary action is pending the employee's return from leave of absence.	458
42 20126935	A DMH manager and supervisor did not notify management of a possible inappropriate relationship between an employee and a DMH client. DMH indicated that the supervisor resigned for personal reasons, and the employee resigned in lieu of discharge.	DMH indicated that disciplinary action is pending for the manager.	863
43 20127040	A DMH manager approved an on-site Yoga program, and allowed at least six employees to participate in the Yoga classes during work hours.	DMH intends to give the manager a 30-day suspension without pay. Final disposition is pending.	1143
44 20127266	A DMH employee falsified a medical record by backdating a progress note to make it appear as though the service provided took place earlier than the true service date.	DMH indicated that disciplinary action is pending.	875

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
45 20127349	DMH discovered that a computer monitor, confidential personnel files, and other departmental documents were removed from a DMH facility. However, the perpetrators could not be identified.	DMH indicated that corrective action is pending.	425
46 20127506	A DMH employee had 49 claims totaling \$19,653 that were disallowed because the services were not provided, supporting documentation was missing, or the claim was not reimbursable.	DMH indicated that disciplinary action is pending.	386
47 20127507	A DMH employee claimed on the Service Daily Logs that she saw two clients on two separate dates; however, she did not claim hours on her timecard.	DMH intends to discharge the employee upon her return from leave of absence. Final disposition is pending.	724
48 20137805	A DMH employee used her assigned County computer and e-mail account to send a non-County work related chain letter e-mail.	DMH indicated that disciplinary action is pending.	374
49 20137843	A DMH employee erroneously submitted inaccurate time records for three months, which resulted in leave time (4½ hours) being inappropriately deducted from the employee's leave balances.	DMH indicated that the employee should be reimbursed and additional corrective action is pending.	282
50 20137893	Twenty DMH employees used their assigned County computers and e-mail accounts to send non-work related e-mails, including chain letter e-mails. Four of these employees inappropriately sent e-mails with clients' PHI to a non-County account and/or sent unencrypted e-mails containing PHI to DMH employees. Two employees sent e-mails that contained inappropriate images to other DMH employees and/or personal e-mail accounts. Also, one employee inappropriately shared her electronic Countywide Accounting and Purchasing System username and password with another DMH employee via e-mail. DMH indicated that one employee transferred to another County department, and one employee resigned.	DMH indicated that disciplinary actions are pending for the remaining 18 employees.	224

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
51	20137900	Two DMH supervisors failed to ensure that their staff were properly supervised while working overtime on weekends. DMH indicated that one supervisor retired.	DMH indicated that disciplinary action is pending for the other supervisor.	294
52	20137908	Fifteen DMH employees used their assigned County computers and e-mail accounts to send non-County work related e-mails, including e-mails containing chain letters, photographs, etc., to other DMH employees and/or personal e-mail account(s). In addition, one of the employees used his assigned County computer and Internet access during work hours to view non-County work related websites such as entertainment, restaurants, etc.	DMH indicated that one employee was discharged, and disciplinary actions are pending for the remaining 14 employees.	232
53	20137981	A DMH employee used her assigned County computer and Internet access during work hours to view non-County related websites, and she slept at her work station during work hours on at least three occasions. Additionally, the manager allowed staff to use the Internet for personal use, allowed the employee to inappropriately flex her work schedule, and approved her inaccurate timesheets.	DMH indicated that disciplinary actions are pending for the employee and supervisor.	793
54	20138071	A DMH employee used his assigned County computer and Internet access during work hours to view non-County work related websites such as music and school research sites and shared his County Internet password with another employee. In addition, the supervisor allowed staff to access the Internet for personal purposes.	DMH indicated that one employee transferred to another Department, and disciplinary action is pending for the supervisor.	429
55	20138365	A DMH manager admitted sharing her electronic medical record system password with a subordinate to use to complete on-going projects, and in emergencies during her absence.	DMH intends to suspend the manager upon her return from leave. Final disposition is pending.	654
56	20138371	A DMH employee gave his personal e-mail address to a patient, had inappropriate physical contact with the same patient, and invited another patient to his home for a holiday celebration.	DMH indicated that disciplinary action is pending.	416
57	20138612	A DMH employee violated State law and Departmental policy by arbitrarily waiving fees for clients who had the financial resources to pay for services. The employee also failed to properly document financial assessments in the case files of some clients that she deemed had no ability to pay for services.	DMH indicated that disciplinary action is pending.	210

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
58	20148997	A DMH employee left work without authorization and submitted a fraudulent timecard indicating she worked eight hours that day and a second employee attempted to conceal the employee's whereabouts.	DMH intends to discharge one employee, and disciplinary action is pending for the other employee. Final disposition is pending.	560
59	20149086	A DMH employee used her assigned County computer and Internet access during work hours to view non-County work related websites such as online shopping, dining, real estate agencies, and celebrity news websites. Additionally, the employee used her assigned County computer to store non-County work related documents.	DMH indicated that disciplinary action is pending.	380
60	20149123	A DMH employee sent an e-mail with PHI/confidential data from a non-County e-mail account, in violation of HIPAA. A Letter of Notification was hand delivered to the client. DMH indicated that the employee was transferred, and access to electronic records was removed.	DMH indicated that disciplinary action is pending.	519
61	20149215	A DMH employee created a conflict of interest when she received financial compensation for her private consulting work for a DMH vendor while at the same time directly overseeing the same vendor's contractual agreements as a DMH employee.	DMH indicated that disciplinary action is pending.	420
62	20149370	A DMH employee arrived to work late and did not report the variances on her timecards.	DMH indicated that disciplinary action is pending.	378
63	20149844	A DMH employee violated HIPAA when she removed DMH and DCFS clinical records that contained PHI from her County office and left the records unattended at a family member's home. In addition, the employee failed to return the records to the Department in a timely manner.	DMH indicated that disciplinary action is pending.	297

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Parks and Recreation (Parks)			
64 20137663	Three Parks employees mishandled grant funds by submitting false expense claims for attendance to a sporting event. Parks plans to review expense claims to ensure the purchases are valid, prior to supervisor and manager approval. Additionally, the expense claims will be reconciled by an individual other than the one making the purchase.	Parks indicated that one employee received a written reprimand, the recurrent employee was released, and disciplinary action is pending for the third employee.	878
65 20149002	Two Parks managers misallocated Special District funding by allowing two-full time positions for Special District items to perform duties not related to the Special District.	Parks indicated that disciplinary and corrective actions are pending.	378
66 20149177 (OCI Investigated)	Parks employees and managers failed to ensure that non-County soccer programs maintained the required liability insurance and failed to collect the required use fees, resulting in a loss of at least \$3,468. In addition, Parks employees did not report donations and failed to ensure that volunteers were "live scanned" before they began working at Parks.	Parks indicated that disciplinary actions are pending for the employees and managers.	227
67 20149303 (OCI Investigated)	Parks mishandled cash collections by inappropriately depositing revenue from a Parks sponsored event into a non-County bank account controlled by an unrelated third-party. Parks managers also failed to properly account for purchases made by the third-party for the event, and the third-party falsely claimed that at least \$1,857 of such purchases were donations to Parks.	Parks indicated that procedures were changed and corrective/disciplinary actions are pending.	238
Probation Department (Probation)			
68 20138217 (OCI Investigated)	A Probation employee admitted to misusing a County vehicle to subsidize his daily commute for approximately three years, and he failed to report imputed income for personal use of the vehicle, as required by the Internal Revenue Service. The employee also was excessively tardy to work and did not record variances on his timecards. In addition, a Probation manager failed to exercise appropriate oversight over the employee's vehicle usage.	Probation indicated that disciplinary actions are pending.	555

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Department of Public Health (DPH)			
69 20127261 (OCI Investigated)	A former DPH employee allowed a number of vendors to submit false/fraudulent price quotes, in violation of County purchasing policies. The former employee also received a gratuity from one of the vendors. The employee's supervisor failed to exercise proper management oversight over purchasing activities. DPH indicated that the employee retired.	DPH indicated that disciplinary action is pending for the supervisor.	583
70 20138030 (DHR Investigated)	A DPH manager inappropriately approved an out-of-class bonus for an employee. In addition, the employee did not meet the minimum requirements for her current position and continued to receive an out-of-class bonus for her acting assignment. DPH indicated that they are working with the Department of Human Resources and the Chief Executive Office regarding placement and compensation for the employee. DPH also plans to recover the overpayment from the employee.	DPH indicated the manager and the employee retired. DPH continues discussion regarding the appropriateness of the recommended action. Final disposition is pending.	583
71 20138482	Two DPH employees were unprofessional when they interacted with their clients.	DPH indicated that disciplinary actions are pending.	414
72 20138751	A DPH employee did not respond to clients in a timely and courteous manner, consistently submitted his daily activity reports late to the supervisor, and did not notify his supervisor when leaving the office.	DPH indicated that disciplinary action is pending.	413
73 20138777	A DPH manager did not follow proper hiring guidelines and showed favoritism in the selection and appointment of a candidate.	DPH indicated that disciplinary action is pending.	442
Public Library (Library)			
74 20137611	A Library employee created a potential conflict of interest when she borrowed at least \$2,680 from various employees, including her direct subordinates, and at least one employee outside of her unit that was on an eligible list for a vacant position within her unit.	Library management intends to suspend the employee for 20-days without pay. Final disposition is pending.	538

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Department of Public Social Services (DPSS)			
75 20127427	A DPSS employee did not report to her Department that she was a DPSS participant, as required by Department policy. The employee also failed to report that a CalWORKs participant (her daughter) lived with her.	DPSS intends to give the employee a 5-day suspension without pay upon the employee's return from leave of absence. Final disposition is pending.	392
76 20138092	A DPSS employee was unprofessional during her interaction with her coworkers and DPSS participants.	DPSS intends to give the employee a 30-day suspension without pay. Final disposition is pending.	416
77 20148877	A DPSS employee submitted falsified medical certificates to inappropriately justify six additional days off from work.	DPSS intends to give the employee a 15-day suspension without pay upon return from leave of absence. Final disposition is pending.	595
78 20149015	A DPSS employee frequently arrived to work late, took extended breaks and lunches, and failed to notify her supervisor of the variances. In addition, the employee failed to accurately report actual hours worked on her timecard.	DPSS intends to give the employee a 20-day suspension without pay upon return from a medical leave. Final disposition is pending.	428

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
79 20149175	Nineteen DPSS employees failed to adhere to their regular and telecommute work schedules; falsified itineraries, mileage claims, and client assessments; took extended/additional rest breaks; claimed overtime that they did not work; failed to accurately update client information; and used inappropriate language at the workplace. Five managers failed to properly supervise their staff's time, to verify the accuracy of their timecards, to address concerns raised by line supervisors, and to conduct follow-ups. One supervisor received a 3-day suspension without pay, two employees each received a 10-day suspension without pay, one employee received a 15-day suspension without pay, and another employee received a 20-day suspension without pay; five employees were counseled; and another supervisor received a written reprimand.	DPSS indicated that imposed discipline (ranging from reprimand (3), counsel (3), suspension without pay (5), and discharge (1)) for three managers and nine employees. DPSS also intends to give one remaining employee a 15-day suspension without pay upon the employee's return from leave of absence. Final disposition is pending.	339

Total: 79



**LOS ANGELES COUNTY FRAUD HOTLINE
CASES OPEN OVER ONE YEAR
BY DEPARTMENT
AS OF MARCH 23, 2016**

Department	Cases
Alternate Public Defender	1
Assessor's Office	6
Chief Executive Office	4
Chief Executive Office - Workers' Compensation	26
Community and Senior Services	5
County Counsel	2
Department of Animal Care and Control	8
Department of Auditor-Controller	2
Department of Children and Family Services	72
Department of Health Services	32
Department of Human Resources	2
Department of Human Resources (Countywide)	26
Department of Medical Examiner-Coroner	5
Department of Mental Health	80
Department of Parks and Recreation	13
Department of Public Health	2
Department of Public Social Services	8
Department of Public Works	7
District Attorney	1
Fire Department	4
Internal Services Department	5
Public Library	4
Registrar-Recorder/County Clerk	2
Sheriff's Department	4
Treasurer and Tax Collector	1
Total Number of Cases Outstanding Over One Year	322