

October 17, 2005

To: All Staff

From: David Sanders, Ph.D.



**DCFS 'ALL STARS'  
DIRECTOR'S MONTHLY EMPLOYEE RECOGNITION AWARD RECIPIENTS  
September 2005**

As you know by now, every month the Department will recognize and honor the excellent service and commitment of employees who most embody the three goals of the Department: improved permanence, improved safety and reduced reliance on detention. These DCFS "All Stars" will be honored for their outstanding contributions that enrich and enhance the quality of life of the children and families we serve.

I am pleased to announce the recipients of the Director's Monthly Employee Recognition Awards for the month of September 2005. There were many outstanding nominees and the selection was very difficult, however only one recipient could be chosen in each of the three categories. The following recipients were nominated by admiring colleagues and chosen by a rotating committee of their peers that included a variety of DCFS staff.

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**Outstanding Administrative Staff Award**

*No Nominations for this category for the month of September*

**Outstanding Direct Service Staff Award**

*April Conrad, Children's Social Worker III  
Lancaster Office*

April Conrad is a CSW III who is a source of inspiration and encouragement for the children and families in her caseload. Recently, her dedication was clearly demonstrated in her efforts to comfort and ensure the safety and care of a young teenage girl who suffers from a rare and complex mental disorder, called Conversion Reaction. April interrupted her own vacation

on two occasions to visit this child during a lengthy hospitalization. As the psychiatric roots to this child's paralysis and seizures became more apparent April's commitment to her remained undaunted. Despite undergoing her own dental surgery and the extraction of 4 of her wisdom teeth, April made numerous phone calls the very next day, while still at home recuperating, in order to facilitate the child's replacement into a home that would best meet this girls complex needs.

April is as dedicated to the values of the Department as she is to her families. This was exemplified by a remarkable bit of case-management with a case she received a short time ago from a dispersed file. When she received the case, six children were scattered among 4 homes that were distant from each other. Nearly all six children have especial developmental and behavioral needs. Sibling visits were chaotic at best, and most of the caregivers were uninterested in cooperating with each other or selecting an appropriate plan. After several weeks of sensitive listening, sharp social interventions, and some strategic replacements, the six children are now split among only two homes that are proximate to each other. The new permanent plan will be adoption. The children see each other regularly, the caregivers work well with each other and their adoption will preserve the sibling and relative relationships.

In all that April Conrad does, and in the ways that she goes about her work, she displays a professionalism spiced with enthusiasm, wit, and good-naturedness. She is a true asset to this department and very much worthy of this month's Director's Employee Recognition Award.

**Outstanding Support Service Staff Award**  
***Beverly Vansen, Intermediate Typist Clerk***  
**Executive Office**

Beverly Vansen is an extremely valuable member of the Executive Office. Because of her experience and competence she has been asked to cover the desk of the Senior Management Secretary as well as the Executive Secretary to the Director. Beverly takes her responsibilities very seriously and handles every situation with confidence. Due to the high volume and fast pace in her office, you can find her multi-tasking at any given time. She has extensive contact with the public, both in person and over the telephone. Beverly is very gracious with callers and is able to calm even the most irate ones. She is a good listener as she makes every effort to get them assistance.

Beverly treats everyone with respect and gets along well with all levels of staff. She never hesitates to assist anyone who needs it whether in her section or in another. Beverly will go out of her way to resolve any issue brought to her attention. She will go above the call of duty to ensure that the job gets done. Her willingness to assist others is very much appreciated by her co-workers. Beverly was very recently promoted to a Secretary III and is now working for the Information Services Division.

Beverly is very pleasant and cheerful, and always very professional. Beverly is very deserving of the Director's Employee Recognition Award.

**Outstanding Team Award**  
***Budget Service Division***  
***Bureau of Finance***

Tito Barin	Angela Lau
Suchart Swang	Clara Lee
Saul Gonzalez	Mark Huang
Rina Huezo	Andy Kwong
Chui Hom	Gihan Guindi
Jina Hong	Anthony Curry

The Budget Services Division played a significant role in the various developmental phases in the implementation of the Countywide Accounting and Purchasing Systems, eCAPS. Each member of this team deserves recognition for their instrumental roles as functional leads in a collaborative effort in the analyses, review and development of eCAPS materials. They resolved eCAPS problems and issues that were brought to their attention by other users in a proactive manner that resulted in the resolution of these problems and/or issues.

This team took time out from their regular busy schedules to participation in and provide functional leadership leading to the successful eCAPS implementation in the areas of unit codes, object codes, departmental codes, function codes, sub-function codes, class codes, type codes, group codes, category codes.

Of significant importance is the breakdown of the Department's two budgetary units (Administration and Assistance) into the four service continuums in Performance Counts! (Early Intervention, Crisis Intervention, Intensive Services and Permanency) as well as the nine programs under the Children and Families Budget (Early Intervention, Crisis Response, Emancipation/Independent Living Program Services, Intensive In-home and Reunification Services, Out-of-Home Care Services, Wraparound Services, Adoptions Programs, Kinship Care Services and Administration). This effort will provide the Department the ability to account for actual expenditures and revenues by service continuum and by program category.

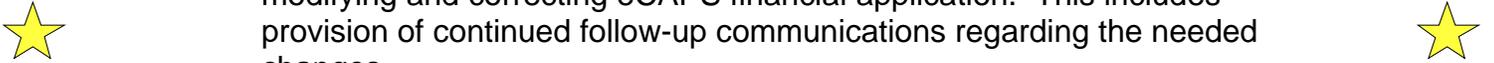
Among their accomplishments are:

**Unit Codes**

- Budget staff took the lead in updating the Department's unit codes to conform to the eCAPS requirements whereby no entries could be made to roll-ups and reserved unit codes. This required constant and direct communications with various staff in the Auditor Controller eCAPS System Division team, DCFS Budget Liaisons, Special Assistants and Program Managers to ensure that all unit codes coincide with the Department's reorganization; and that the Level II and Level III unit codes rolled up appropriately. As the eCAPS unit code reports became available,



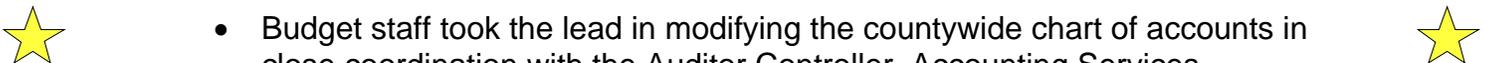
analyzed and verified internal budget documents against the eCAPS documents. Where updates/corrections were required, worked closely with the Auditor Controller eCAPS System Division staff in updating, modifying and correcting eCAPS financial application. This includes provision of continued follow-up communications regarding the needed changes.



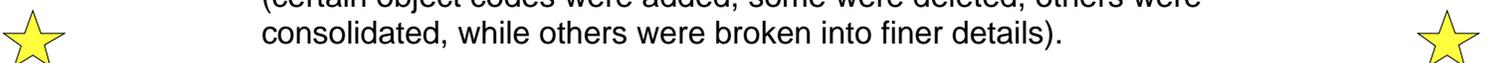
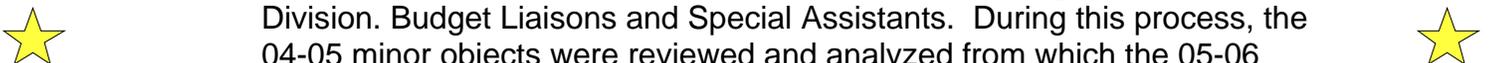
- Developed the crosswalk between the APPS and the eCAPS system that was required resulting from the changes made to unit codes in coordination with ITS and accounting staff.



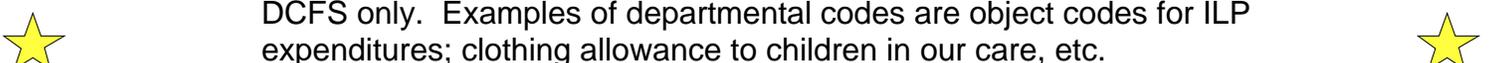
**Chart of Accounts**



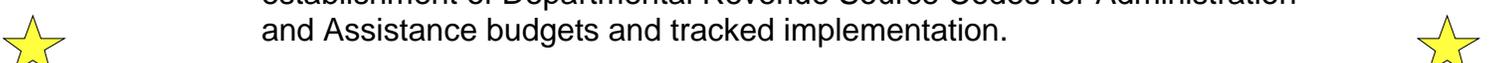
- Budget staff took the lead in modifying the countywide chart of accounts in close coordination with the Auditor Controller, Accounting Services Division. Budget Liaisons and Special Assistants. During this process, the 04-05 minor objects were reviewed and analyzed from which the 05-06 countywide chart of accounts for Salaries and Employee Benefits, Services and Supplies, Other Charges, Fixed Assets were established (certain object codes were added, some were deleted, others were consolidated, while others were broken into finer details).



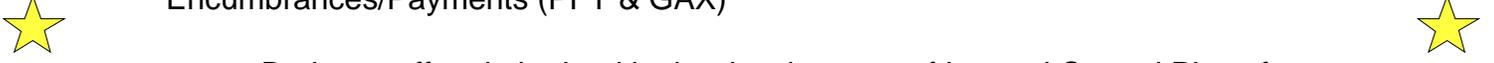
- Budget staff took the lead in setting up departmental codes for DCFS. Departmental codes are object codes that are unique and applicable to DCFS only. Examples of departmental codes are object codes for ILP expenditures; clothing allowance to children in our care, etc.



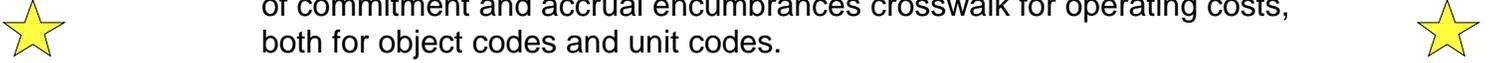
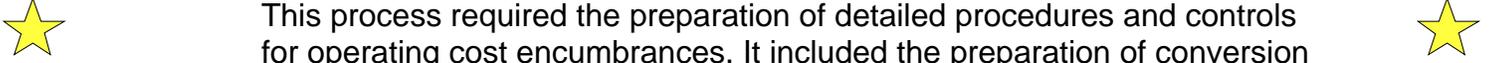
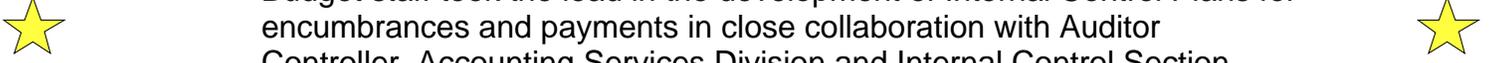
- Coordinated with the Auditor Controller and accounting staff in the establishment of Departmental Revenue Source Codes for Administration and Assistance budgets and tracked implementation.



**Encumbrances/Payments (PFY & GAX)**



- Budget staff took the lead in the development of Internal Control Plans for encumbrances and payments in close collaboration with Auditor Controller, Accounting Services Division and Internal Control Section. This process required the preparation of detailed procedures and controls for operating cost encumbrances. It included the preparation of conversion of commitment and accrual encumbrances crosswalk for operating costs, both for object codes and unit codes.



**Function Codes and Sub-function codes**



- Collaborated with the Chief Administrative Office, Auditor Controller and DCFS program and accounting staff in the establishment of function codes and sub-function codes for the Administration budget and Assistance



budget. This included the establishment of mechanisms and procedures on the proper use and recording of function codes and sub-function codes

#### Performance Counts!/Children and Families Budgets

- Participated in several time-intensive interdepartmental meetings conducted by the Chief Administrative Office, Auditor Controller and the eCAPS Project Team in connection with the development of program budgets for Performance Counts! and the Children and Families budget.
- In close coordination with accounting staff, established class codes, group codes and category codes in accordance with CAO and eCAPS Project Team instructions to provide the process and ability to capture the budget and actual data of expenditures and revenues for Performance Counts! and the Children and Families budget.
- Developed and prepared program budgets for the Department's four service continuum (Early Intervention, Crisis Intervention, Intensive Services and Permanency) using the function codes and sub-function codes that were established.
- Developed and prepared the program budgets for the nine sub-programs in the Children and Families budget in compliance with instructions from the Chief Administrative Office in coordination with program and accounting staff.

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All winners receive a certificate of appreciation. Framed certificates of appreciation will also be mounted on the wall outside the Director's office, along with a photo of all of the recipients. As the year goes on, I look forward to filling the wall with more outstanding staff.

Congratulations to the September 2005 recipients and I encourage everyone to continue nominating staff for recognition in upcoming months.