Department of Developmental Services SLAA Report

Monitoring and Documenting Process

DDS HQ Risk Monitoring

- There are multiple review meetings and updates provided throughout the current SLAA Monitoring Period
 - Monthly Risk Updates by each Division's Responsible Person
 - Quarterly Executive Team Updates by the Designated SLAA Monitor
 - <u>Semi Annual SLAA updates</u> to the Department of Finance by the Designated SLAA Monitor and approved by the Chief Deputy Director.

Refer to following Monitoring Report examples

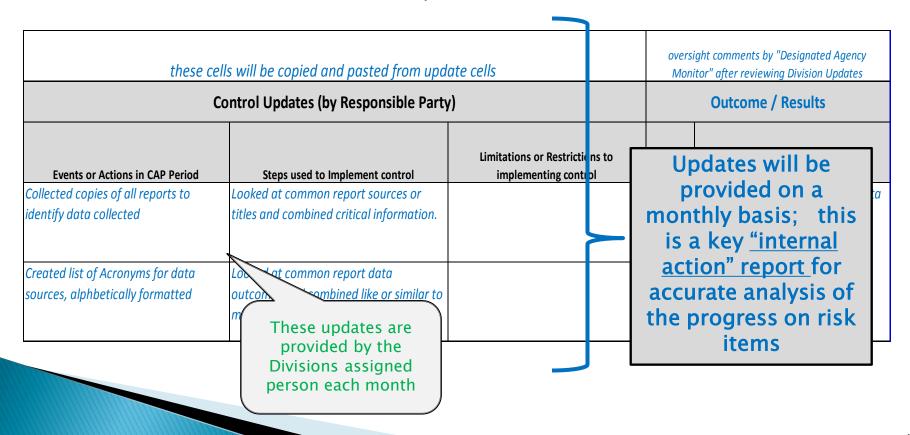
DDS HQ Risk Monitoring

- The following will outline the steps taken to obtain and maintain current monthly updates from the Divisions on their Assigned Risk.
 - A Blank report template is sent to each responsible person at the start of each month for a report on actions/activities performed the month prior.
 - The Divisions Responsible Person (DRP) updates the template and sends the report back to the Designated SLAA Monitor (DSM) by the date requested.
 - The DSM updates the <u>DDS SLAA Monitoring Report</u> and adds analysis commentary to <u>Quarterly DDS SLAA Monitoring Report Page</u>.
 - The DSM reports out to the Executive Team regarding the progress and barriers for the mitigation or removal of each identified risk.

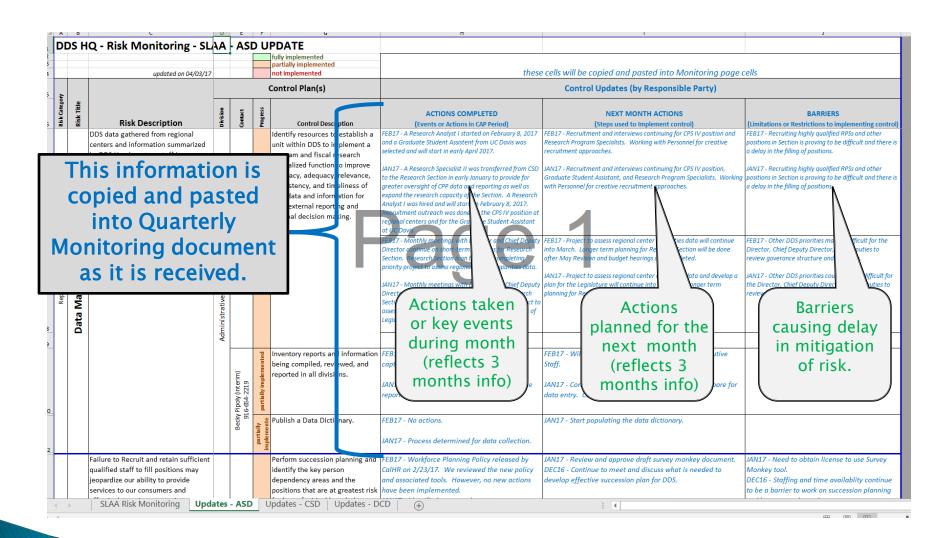
Refer to following Monitoring Report examples

DDS HQ Reporting & Documenting

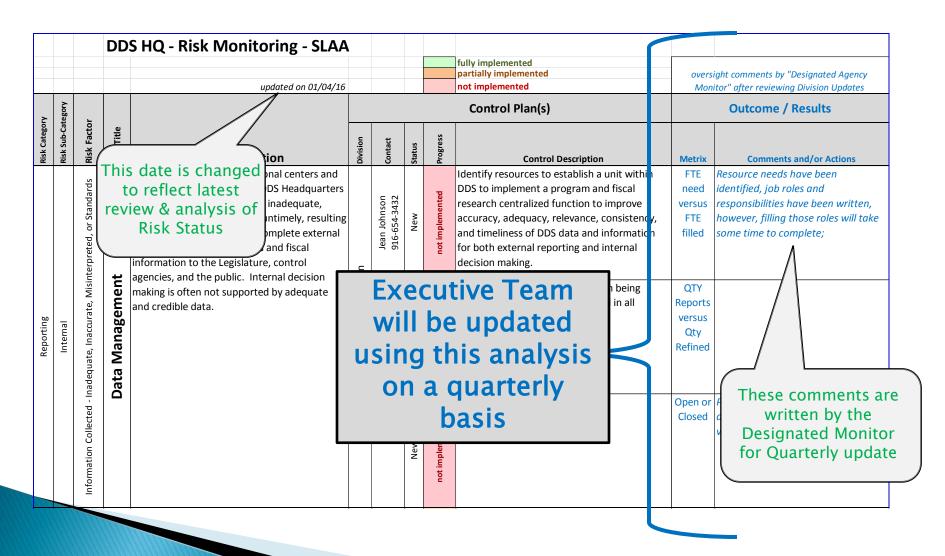
- Reporting and Documenting Monitoring Activities
- DDS Designated Agency Monitor requires reports from each unit on a monthly basis. These reports inform management of the monitoring practices being conducted, improvements needed, and the overall monitoring success or weakness within each unit. This information is summarized and reported to the DDS Director.



DDS HQ Reporting & Documenting



DDS HQ Reporting & Documenting



DDS HQ Risk Monitoring (sample)

Reporting Risk Category Internal Risk Sub-Category													1
				updated on 01/04/16					fully implemented partially implemented not implemented		oversight	t comments by "Designated Agency Monitor" after reviewing Division Updates	ı
				apatica on oil oil oil	Control Plan(s)					Outcome / Results			
Reporting		Risk Factor	Risk Title	Risk Description	Division	Contact	Status	Progress	Control Description	Mitigation	Metrix	Comments and/or Actions	ı
Reporting Internal	ate, Misinterpreted, or Standards	rerpreted, or Standards		DDS data gathered from regional centers and information summarized by DDS Headquarters staff is frequently inaccurate, inadequate, inconsistent, irrelevant, and untimely, resulting in unreliable and possibly incomplete external reporting on program results and fiscal information to the Legislature, control	Administrative Services Division	Jean Johnson 916-654-3432	New	not implemented	Identify resources to establish a unit within DDS to implement a program and fiscal research centralized function to improve accuracy, adequacy, relevance, consistency, and timeliness of DDS data and information for both external reporting and internal decision making.	Once program and fiscal priorities are identified, provide a centralized and focused resource to review current data/information needs and challeng is for process and data improvements.	FTE need versus FTE filled	Resource needs have been identified, job roles and responsibilities have been written, however, filling those roles will take some time to complete;	
		adequate, Inaccurate, Misin	je.			Beverly Humphrey 916-654-3450	New	notimplemented	Inventory reports and information being compiled, reviewed, and reported in all divisions.	An inventory will establish and document the sources of DDS data/information, how the data is being used and reported, and enable a review and evaluation for improvements in source, use and reporting of data/information.	b	nis information be provided by to Designated Age	the
		Information Collected - In	Δ				New	notimplemented	Publish a Data Dictionary.	Provide consistent data descriptions in one location to improve data understanding and reporting.		Monitor" after updates from Division Contact	r ´
rtions		hanges, Complexity	er Care	Developmental Centers (DCs) are at risk of not having an effective workforce as the result of DCs announced closures. High attrition of staff at DC's could affect the Center's ability to provide appropriate services to consumers and risks the loss of Federal Funds.	Centers Division		Existing	partially implemented	Succession Planning to support workforce planning by identifying and developing current employees with the potential to fill key leadership positions, identifying competency gaps, and developing strategies to addressing the needs.	Maintain adequate levels of key positions through hiring, promotion or transfer due to increased development of existing personnel.		DIVISION CONTA	
Operations Internal	Inter Program/Activity—CP	Program/Activity—Changes,	C Closures - C		Developmental Centers Division	ariba 916	Existing	artially implemented	Develop on line exams for expeditious hiring and requesting approval of Open Spot Exams from CalHR for hard to recruit trade classifications.	Reduce time to fill open positions to maintain adequate staffing at all times			

This information <u>was</u> determined by Division Deputy Directors and submitted on initial SLAA Report