



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

REVISED

March 27, 2008

To: All Department Heads  
From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## UPDATE TO SUMMARY CORRECTIVE ACTION PLAN PROGRAM

In 2007, the Corrective Action Plan (CAP) program was expanded to include Summary Corrective Action Plans (SCAP). In addition to CAPs, County of Los Angeles (County) Department Heads began to complete SCAPs for most liability settlements presented to the County Claims Board.

Effective April 21, 2008, the following will be necessary to further improve the County's corrective action and risk management processes:

- A SCAP will be required for Employment Practices Liability claim settlements.
- A SCAP and/or CAP will be required for settlements that were not previously reviewed by the County Claims Board, but are submitted directly to the Board of Supervisors.
- A SCAP and/or CAP will be submitted to the Chief Executive Office (CEO) Risk Management Branch, following an adverse jury verdict within 45 days following the CEO's request.
- A SCAP and a CAP are generally not confidential documents, except for those where a department, with concurrence of County Counsel, has determined them to be confidential.

Your demonstrated commitment to the reduction of losses and exposures is appreciated. This issue must receive the highest priority both in implementation and compliance.

Please refer to the attached updated *Corrective Action Plan Fact Sheet*. However, if you have any questions or need additional information, please contact Rocky A. Armfield, County Risk Manager, at (213) 351-5346.

WTF:ES  
RAA:JWS:sg

Attachment

c: Each Supervisor  
County Counsel

**CHIEF EXECUTIVE OFFICE  
CORRECTIVE ACTION PLAN FACT SHEET  
MARCH 2008**

**Board of Supervisors Motion**

On July 31, 2007, the County of Los Angeles (County) Board of Supervisors (Board) directed the Chief Executive Office (CEO) and County Counsel to develop a format to summarize and make consistent the corrective actions taken in response to settlements brought before the Board. In response, the Summary Corrective Action Plan (SCAP) process was implemented.

**Full Corrective Action Plan (CAP)**

A full CAP will be completed by departments for all liability settlements or adverse jury verdicts over \$100,000. The CAPs are generally not confidential documents, except those deemed by the department with County Counsel's concurrence. Along with the SCAPs, the CAPs are to be submitted to the County Claims Board or directly to the Board of Supervisors.

**Summary Corrective Action Plans (SCAP)**

County departments must develop a SCAP for most liability settlements brought before the County Claims Board (tort and contract liability settlements over \$20,000, and medical malpractice settlements over \$100,000). County Counsel will prepare a Case Summary document; departments will prepare the SCAP.

For settlements over \$100,000, a full CAP is required in addition to the SCAP. The SCAP and, when applicable, the full CAP will be submitted to the County Claims Board. A SCAP and CAP are generally not confidential documents, except when a department, with the concurrence of County Counsel, has determined them to be confidential.

A SCAP and/or CAP are required for liability settlements that were not previously reviewed by the County Claims Board, but are submitted directly to the Board of Supervisors.

Following an adverse jury verdict, a SCAP and/or CAP are to be submitted to the CEO Risk Management Branch within 45 days of the CEO's request.

**Completion of the SCAP**

The SCAP should be completed by the department Risk Management Coordinator and signed by the Department Head; it will accompany the County Claims Board memorandum or the Board Settlement Letter. The SCAP includes a section not found in a full CAP. The additional section, required by Board motion, asks departments to ascertain the applicability to other departments of the root cause of the claim. This information will be shared by the CEO with all departments on a quarterly basis.

**Questions Concerning SCAPs or CAPs Process**

If questions arise regarding the corrective action process, departments should contact their CEO Risk Management Coordinator. Any questions regarding SCAP or CAP confidentiality should be directed to County Counsel.

Updated 3/18/08