



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T F UJIOKA
Chief Executive Officer

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Second District

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Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

October 28, 2009

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

DISABILITY MANAGEMENT AND RETURN-TO-WORK SELF ASSESSMENT TOOL

On September 8, 2009, by motion of Supervisor Molina, the Board of Supervisors instructed the Chief Executive Office (CEO) to develop an assessment process to assist departments advance their return-to-work (RTW) efforts.

A two-phase self-assessment was developed and implemented by the CEO to assist departments more closely monitor their RTW processes and file maintenance, comply with Fair Employment and Housing Act and Americans with Disabilities Act Amendment Act requirements, and minimize exposures related to employment practices liability. The Phase I Assessment Tool (Attachment I) evaluates departmental maintenance of policies and procedures that outline effective disability management practices, and departments' promotion of such practices. The Phase II Assessment Tool (Attachment II) evaluates departments' disability management and RTW files for communication, documentation, and timeliness.

On October 22, 2009, the CEO presented the Assessment Tools to departmental staff during the CEO's Return-To-Work Seminar. The Assessment Tools were distributed to the attendees, and are also available on the CEO Risk Management Branch website: <http://ceo.lacounty.gov/mpn/>.

Beginning next month, CEO staff will begin working closely with departments to assist them implement these tools. CEO staff will make on-site department visits to ensure disability management and RTW files are thorough and properly maintained. However, in the interim, all departments are directed to become familiar with the Assessment Tools and initiate their own RTW assessments utilizing the tools. Before actual implementation, departments should contact Steve Morris, Principal Deputy County Counsel, at (213) 974-1957, for additional instructions. In the near future, instructions will be provided concerning the process to be utilized for departments to report the results of their findings.

"To Enrich Lives Through Effective And Caring Service"

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Departments are reminded of the necessity of assuring their RTW program and documentation are current and in conformance with CEO standards, also found on the CEO Risk Management Branch website.

If you have any questions or need additional information, please call me, or your staff may contact Alex Rossi, Manager, at (213) 738-2154, or arossi@ceo.lacounty.gov.

WTF:ES
RAA:CA:AR:sg

Attachments

- c: Each Supervisor
- Administrative Deputies
- Personnel Officers
- Steve Morris, County Counsel