



**to the
Local District Central Team!**



School Administrative Assistants' Meeting

Lanternman High School

Friday, August 2, 2019



SCHOOLS**FIRST**
FEDERAL CREDIT UNION



New

Kelly Vasquez	Alexander Science Center
Connie Legaspi	RFK-Global Leadership

Moves

	From	To
Delmy Dave	San Pedro ES	Logan Span
Ana Fuentes	Studio @ Sotomayor	Mayberry ES
Maria Gomez	Logan Span	Lexington PC
Luz Legaspi	Plasencia	San Pedro ES

Engaged Participant Outcomes



- *Build community*
- *Understand Local District Central's Vision and Framework of Focus*
- *Review School Experience Survey results for Customer Service to understand Local District Central's commitments to ensure Welcoming & Engaging Environments*
- Continue to develop common understanding of school safety procedures.
- Develop systems and routines for school fiscal services.



Agenda

WELCOME <ul style="list-style-type: none"> • LD Central Vision/Theory of Action • Framework of Focus • LCAP Goals 	Roberto A. Martinez District Superintendent Eugene L. Hernandez Administrator of Operations
Updates: <ul style="list-style-type: none"> • More than a Meal • Attendance: MiSiS 	
Office Routines and Procedures <ul style="list-style-type: none"> • Substitute Folders • Overtime Policy 	Michelle Gorsuch Operation Coordinator
School Safety <ul style="list-style-type: none"> • School Safety Committee • Emergency Procedures • Employee Student Information in MiSiS • Group Email and Texts 	Tony Cortez Operation Coordinator
iSTARs <ul style="list-style-type: none"> • iSTAR Access • Creating an iSTAR • Common iSTAR errors • Progress Monitoring of iSTARs 	Maria Butler Operation Coordinator
Classified Human Resources <ul style="list-style-type: none"> • Beginning of the Year Reminders • Trainings Offered • Employee Evaluations 	Chrys Nguyen Sr. Human Resources Representative
Fiscal Services <ul style="list-style-type: none"> • Control Sheets • After the Fact Contracts • Procurement • School Front End 	Jannette Low Fiscal Services Manager
Dental Presentation	Dr. James Crall Oral Health Program Lori Soloman Quality Improvement Specialist Maja Martin Executive Project Coordinator

Local Control and Accountability Plan (LCAP)

100% GRADUATION	Actual		Annual Targets		
	2017-18		2017-18	2018-19	2019-20
Four-Year Cohort Graduation Rate <i>(Note change in annual targets from prior years due to change in state calculation)</i>	77.3%		80%	83%	86%
Cohort Dropout Rate	High School	13.0%	12%	10%	8%
	Middle School	Not Yet Available	.1%	.05%	0.01%
Percentage of graduating cohort completing A-G requirements with a "C" or better	47.9%		NEW	50%	53%
Percentage of graduation cohort receiving a qualifying score of "3" or higher on at least 2 Advanced Placement exams	10.4%		NEW	12%	13%
Percentage of 11 th grade students demonstrating college readiness via the Early Assessment Program (EAP) in English Language Arts	19.8%		25%	28%	32%
Percentage of 11 th grade students demonstrating college readiness via the Early Assessment Program (EAP) in Math	7.1%		10%	12%	15%

Local Control and Accountability Plan (LCAP)

100% ATTENDANCE	Actual	Annual Targets		
	2017-18	2017-18	2018-19	2019-20
Percentage of students attending school 96% or more (172-180 school days)	66.9%	UPDATED	68%	72%
Percentage of students absent 9 percent or more (16 days or more) – Chronic Absenteeism	14.7%	UPDATED	11%	7%
Percentage of all staff attending 96% or above	78.0%	78%	80%	82%

Local Control and Accountability Plan (LCAP)

PARENT, COMMUNITY AND STUDENT ENGAGEMENT	Actual	Annual Targets		
	2017-18	2017-18	2018-19	2019-20
Percentage of students who feel a part of their school (Question on School Experience Survey)	68.0%	87%	89%	91%
Parent/Caregiver Participation on School Experience Survey	46.0%	62%	64%	66%
Percentage of schools training parents on academic initiatives by providing a minimum of four workshops annually	76.4%	94%	98%	100%
Percentage of parents who state "My school provides resources to help me support my child's education."	90.0%	93%	95%	97%
SCHOOL SAFETY	Actual	Annual Targets		
	2017-18	2017-18	2018-19	2019-20
Single Student Suspension Rate (In & Out of School)	0.47%	UPDATED	0.4%	0.35%
Instructional Days Lost to Suspension	4,636	5,667	4,656	4,423
Expulsion Rate	0.02%	0.01%	0.01%	0.01%
Percentage of Students Who Feel Safe at School	84%	80%	87%	88%

Theory of Action



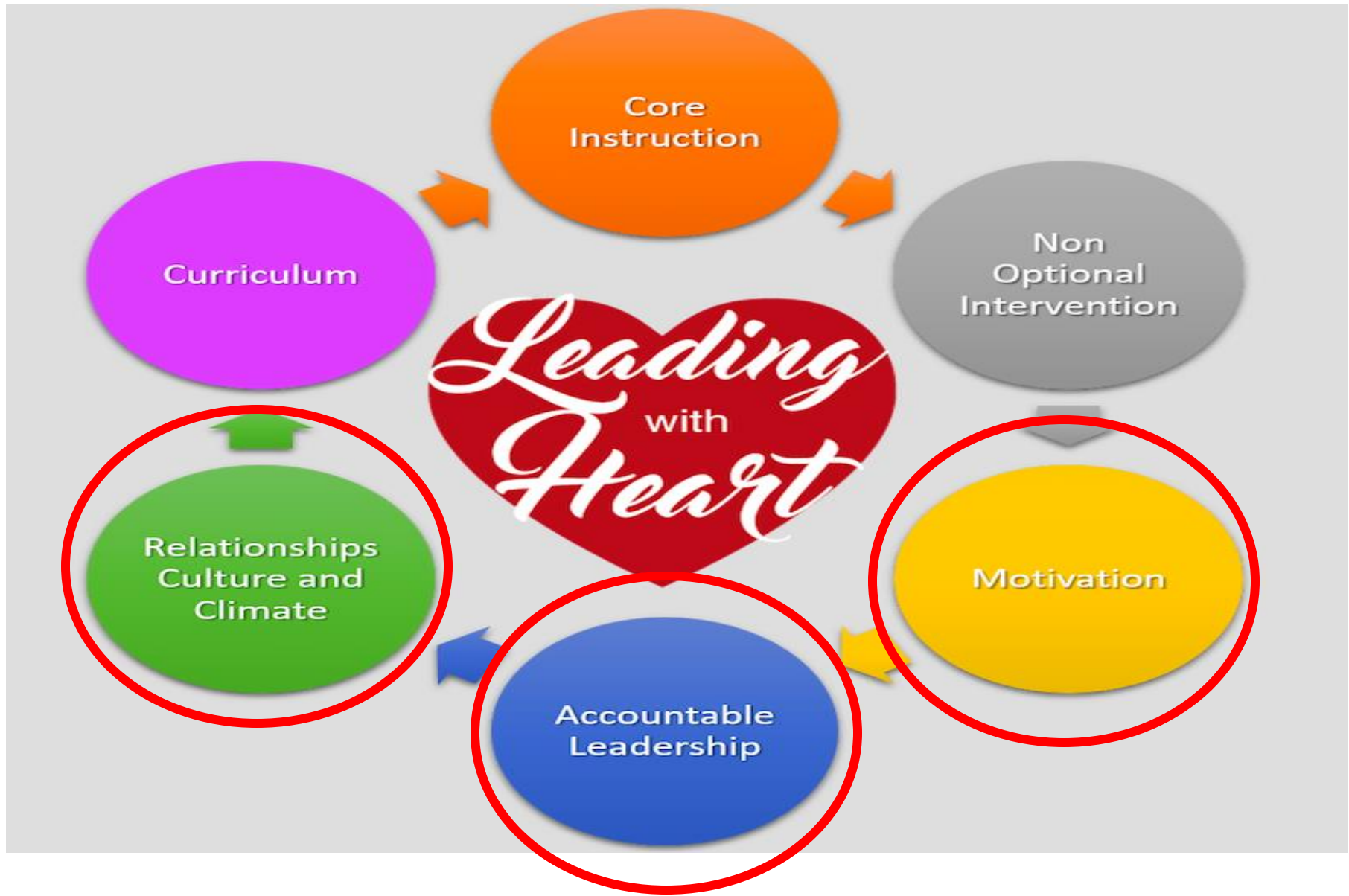
If we:

- Implement with fidelity our framework of focus
- Provide tiered support to our school communities
- Hold ourselves accountable.

Then...

Student outcomes will improve.

Framework of Focus



More than a Mea



May Arakaki
Maria Martinez



My Integrated Student Information System

Attendance

Office Routines and Procedures

- Overtime Policy
 - Substitute Folders
 - Attendance
-
- Review of Sr. Office Technicians and Office Technicians training: Duties

SCHOOL EXPERIENCE SURVEY DATA

Two-Year Comparison/LD Central High School

Agree/Strongly Agree	2017-2018 Response Rate 26%	2018-2019 Response Rate 29%
Clerical/office staff take my concerns seriously	91%	80%
Clerical/office staff treat me with respect	94%	87%
Clerical/office staff respond to my needs in a timely manner	91%	78%
I am greeted by school staff when I visit this school	91%	83%
The school informs me about school activities in different ways	94%	83%
I feel welcome to participate at this school	91%	83%
This school informs me about volunteer opportunities	76%	70%

SCHOOL EXPERIENCE SURVEY DATA

Two-Year Comparison/LD Central Middle School

Agree/Strongly Agree	2017-2018 Response Rate 36%	2018-2019 Response Rate 43%
Clerical/office staff take my concerns seriously	91%	83%
Clerical/office staff treat me with respect	94%	89%
Clerical/office staff respond to my needs in a timely manner	91%	81%
I am greeted by school staff when I visit this school	91%	86%
The school informs me about school activities in different ways	95%	87%
I feel welcome to participate at this school	91%	86%
This school informs me about volunteer opportunities	79%	74%

SCHOOL EXPERIENCE SURVEY DATA

Two-Year Comparison/LD Central Elementary School

Agree/Strongly Agree	2017-2018 Response Rate 51%	2018-2019 Response Rate 51%
Clerical/office staff take my concerns seriously	92%	87%
Clerical/office staff treat me with respect	94%	91%
Clerical/office staff respond to my needs in a timely manner	92%	87%
I am greeted by school staff when I visit this school	94%	90%
The school informs me about school activities in different ways	97%	92%
I feel welcome to participate at this school	93%	90%
This school informs me about volunteer opportunities	86%	82%

OVERALL CUSTOMER SERVICE/PARENT ENGAGEMENT

OVERALL	HIGH SCHOOL	MIDDLE SCHOOL	ELEMENTARY SCHOOL
CUSTOMER SERVICE	83%	86%	92%
PARENT ENGAGEMENT	77%	80%	86%

Based on the data above, what trend do you see?

What are some things office staff can do to change the perception?

Key Components for a Welcoming & Engaging Environment

Physical Environment

Customer Service

Communication

Attendance



COMMUNICATION

Welcoming Greetings and Farewells

IN-PERSON

- Greet with a smile and eye-contact
- Get up and greet at the counter
- Say, “Good morning” or “Good afternoon”
- Identify your school and yourself, provide your name
- Say, “How may I help you?” or “How may I assist you?”
- Greet students and parents by name
- Say, “Thank you for visiting our school – If you are a guest, please sign in.”
- Say, “It’s my pleasure,” “ You are welcome,” “I am happy to...”
“Thank you”

OVER THE PHONE

- Answer the phone by the third ring
- Remind yourself to smile before you pick up the phone. It will actually make you sound friendlier!
- Think “E” for Energy. The energy in your voice reflects your attitude and enthusiasm
- Try not to speak rapidly because it conveys impatience
- Don’t be an interrupter. Wait for a natural break, then speak
- Remember the caller has a right to speak their piece.
- Practice active listening to understand



MULTIPLE MODES OF COMMUNICATION

- Fliers
- Newsletters
- Blackboard Connect Messages
- Monthly Calendars
- Website
- Social Media
- Tech Apps



PROFFESIONALISM AND PROMOTING YOUR SCHOOL

- Dress professionally
- Communicate clearly and positively about your school's policies and programs
- Speak positively about your school staff and LAUSD
- Take pride in our work

DEALING WITH PARENTS IN DIFFICULT SITUATIONS

- “Never let ‘em see you sweat” –
 - As long as you appear confident and self-assured even the most difficult parent’s anger will be somewhat diffused
- Lower your voice –
 1. It hides the nervous, shaky sound in my voice that might have put the angry parent at an advantage
 2. It serves to quiet the parent’s voice, as it shows him/her just how loud he/she was being
- Close the Gap –
 - Move a bit closer in proximity to the angry person; this change in proximity must be done calmly while exhibiting open body language, subtle



DEALING WITH PARENTS IN DIFFICULT SITUATIONS

- Eye Contact
 - Look the parent directly in the eye. It conveys understanding and shows the parent that you are listening. Sometimes all they want is to be heard!
- Sorry seems to be the hardest word
 - When the parent is right, we should apologize. “I am sorry that happened” can be used for almost any situation. The best way to get in the last word is to apologize!
- Sometimes it’s important to be first
 - If something happens that could lead to parents getting upset and calling to complain, call the parents first.



ATTENDANCE MATTERS!

HOW DOES STAFF ATTENDANCE RELATE TO A WELCOMING ENVIRONMENT?

Attendance Achievement by Instructional Day						
<i>Means having NO MORE THAN 1 absence per 25 DAYS OF INSTRUCTION</i>						
Instructional Day	Date	FBB	BB	Basic	Proficient	Advanced
25	September 21	4 or more	3	2	1	0
50	October 26	7 or more	5-6	3-4	1-2	0
75	December 10	10 or more	7-9	4-6	1-3	0
100	February 5	14 or more	9-13	5-8	1-4	0
125	March 13	17 or more	11-16	6-10	1-5	0
150	April 25	20 or more	13-19	7-12	1-6	0
175	May 31	23 or more	15-22	8-14	1-7	0
180	June 7	24 or more	15-23	8-14	1-7	0

School Safety

Emergency Response

vs.

Responding to an Emergency



Types of Emergencies

- Like Me.....
- Please Stand
 - Earthquake
 - Lockdown
 - Active Shooter
 - Fire
 - Shelter in place
 - Civil Disruption
 - Flood

Safety Committee

- Committee Meets Monthly to review school Safety Procedures, drills and Emergency protocols
- Plan training
- Members from all stakeholder Groups;
 - Certificated: Teacher/UTLA, Aide, Admin, out of Classroom Support staff...
 - Classified: Office Staff, Campus Aide, Community Rep, Supervision Aide...
 - Parent (non/employee)

Responding to Emergencies

Everyone has a role

- Know the plan
 - Where is it?
- Remain Calm
- Assess and support
- Communicate



Integrated Safe School Plan

- www.issp.lausd.net
- Key Components:
 - Staff Directory
 - Current Cell Phone Numbers
 - Emergency Plan View



Purpose of Communication

- Safety
- Instructions/Updates
- Inform
- Maintain Calm

Method of Communicating

- Letters
- Flyers
- Blackboard Connect
- Email
- Text App



Contact Databases

- Staff:
 - Employee Self Service Portal
 - www.ess.lausd.net
 - My Profile
 - Home Number
 - Cell Number
- Parents:
 - MISIS

Must Be Updated

Contact Operations

- Main Dispatch: (213) 241-0167
 - Maria Butler (213) 369-3143
 - Michelle Gorsuch (213) 222-3894
 - Jeremy McDavid (323) 388-8126
 - Tony Cortez (213) 369-3339



Incident System Tracking Accountability Report

Eugene L. Hernandez, Administrator of Operations

Local District Central, LAUSD

FIGHTING



ILLEGAL SUBSTANCE



BULLYING



BURGLARY



Incident System Tracking Accountability Report

- **BUL-5269.2**
- **Electronic tool to report and document incidents which occur on or near District schools and sites**
- **Incidents involve students, employees, or a member of the school community**
- **Enables efficient and effective mobilization and allocation of resources and supports**
- **Reduces potential miscommunication**

iSTAR Format

❖ Four Main Tabs

- Incident
- Persons Involved
- Issue Types (facilities involved)
- Summary

❖ Two Conditional Tabs

- Injury/Illness
- Risk Assessment Referral Data (RARD)



Reminders



- Be sure to have your principal review the iStar. Email notifications are sent to applicable District personnel when the user clicks **“SUBMIT”**
- An iSTAR closes automatically after 30 days, so be sure all information has been entered into every applicable tab
- The school principal must certify all injuries/illnesses, and istars created at level 2

Classified Human Resources



- **Job Description**

- **ON-LINE CHILD ABUSE TRAINING:**

☐ The on-line Child Abuse training must be completed by ALL staff by **September 30, 2019**. Classified employees may complete this training on work time.

- **BREAK/LUNCH TIMES FOR UNITS D**

HOURS OF ASSIGNMENT	BREAK(S)	LUNCH
3 or fewer	None	None
4	One - 10 minutes paid	None
5	One - 10 minutes paid	*Minimum 30 minutes unpaid **(except Unit D)
6 to 8	Two - 10 minutes or One - 20 minutes paid	Minimum 30 minutes unpaid

Rest periods may be combined with lunch period only by mutual agreement of the employee and the supervisor.

Classified Human Resources



TRAINING

My Professional Learning Network

- Visit the website at <https://achieve.lausd.net>
- Call the office at 213-241-3440.

Topics to Consider:

- Top Tips and Tools for Organizing Your Workday (Recorded Webcast)
- First Time Manager: Meeting Expectations
- First Time Manager: Challenges
- Time Management: Quit Making Excused and Make Time Instead
- Welligent



Hyperlinked Control Sheet

School Fiscal Services Branch

HYPERLINKED CONTROL SHEETS

PURPOSE OF HYPERLINKED CONTROL SHEETS

The purpose of the Hyperlinked Control Sheets is to provide schools and offices a Budget Control Sheet that will assist personnel with an effective way of monitoring and tracking program balances to ensure accuracy within the planned budget.

Types of transactions to be posted in the Hyperlinked Control Sheets

- P-Card transactions
- Imprest Checks and Donation Deposits
- Approved Budget Adjustments
- Supplemental Salaries
- Shopping Cart transactions
- Other corrections and changes in funding allocations (positive/negative)

HYPERLINKED CONTROL SHEETS

- Supplemental Salaries
 - Classified
 - Clerical/Custodial OT
 - Clerical/Custodial Relief
 - Teacher Assistant
 - Clerical Substitute
 - Clerical Z Time
 - Campus Aide X Time
 - Community Representatives
 - Supervision Aides
 - Certificated
 - Teacher Replacement
 - Teacher Auxiliary
 - Teacher PD Regular
 - Teacher Release Day
 - Teacher X Time
 - Nurse X Time
 - Administrator Z Time
 - Day to Day Substitute
 - Differentials
 - Training Rate

HYPERLINKED CONTROL SHEETS

Budget Services and Financial Planning School Fiscal Services Fiscal Year 2016-17

Table of Contents

- Summarizes balances in dollars for Operational Expenses, and Amount Available in Hours/Days for Supplemental Salaries

	A	B	C	D	E	F	G	H	I
1	Fiscal Year:	2016-2017							
2	Cost Center:	1234501							
3	Cost Center Name:	ABC School							
4	Balances as of:	July 27, 2016							
5									
6	Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours/Days	Control Sheet - Tab	
7									
22	110002	Tchr Release Day-to-Day Sub	75046	CE-NCLB T1 Schools	\$ 1,405.00	\$ 1,405.00	4.00	Teacher Sub days	
23	110002	Day to Day Subs	13027	General Fund School Program	\$ 35,120.00	\$ 35,120.00	100.00	Teacher Sub days2	
33									
34									
35									
194	240002	Clerical Relief	13027	General Fund School Program	\$ 2,000.00	\$ 2,000.00	65.36	Clerical Relief, XZ Time	
201									
202									
203									
204	240003	Clerical OT	13027	General Fund School Program	\$ 1,000.00	\$ 1,000.00	21.79	Clerical OT	
211									
212									
213									
238	290004	Supervision Aide	75046	CE-NCLB T1 Schools	\$ 15,000.00	\$ 15,000.00	875.66	Supervision Aide	
248									
247									
248									
249	430001	Gen.Supplies	13027	General Fund School Program	\$ 5,000.00	5,000.00		General Supplies	
259									
260									
261									
272	430003	Custodial Supplies	13027	General Fund School Program	\$ 5,000.00	5,000.00		Custodial Supplies	
279									
280									

HYPERLINKED CONTROL SHEETS

Supplemental Salaries

- Balances are calculated based on the District average rate
- Budget adjustments are deducted or added to the balance

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Los Angeles Unified School District																		
2	Salaries Control Record																		
3	Fiscal Year 2016-2017																		
4	SCHOOL:	ABC School																Table of Contents	
5																	FUND:	010-3010	
6	PROGRAM TITLE:	CE-NCLB T1 Schools															FUNCTIONAL AREA:	1110-1000-7S046	
7	POSITION TITLE:	Teacher XZ time @\$76.48/hr															COMMITMENT CODE:	110004	
8	NO. POSITIONS:	0		JOB CODE:													Hours (or) Amount:	26	Days:
9																	Budget Amount	\$ 2,000	76.48
10																			
11	Employee Name	Employee No.	Rate/Hour	Adj. +/- (dollars)	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Expended in Hours	Balance in Hours	Balance in Dollars
12			BEGINNING BALANCE IN AMOUNT OR HOURS															26.15	\$ 2,000.00
13	Jane Doe	1234567			2.00												(2.00)	24.15	\$ 1,847.04
14	John Doe	869012			1.00												(1.00)	23.15	\$ 1,770.56
15	Budget Adjustment			\$ 1,000.00													13.08	36.23	\$ 2,770.56
16	Budget Adjustment			\$ (500.00)													(6.54)	29.69	\$ 2,270.56
17																	-	29.69	\$ 2,270.56

HYPERLINKED CONTROL SHEETS

Operational Expenses

- Expenditures are deducted from balance
- Budget adjustments are deducted or added to balance

	A	B	C	D	E	F	G	H
1	Los Angeles Unified School District							
2	Non-salaries Control Record							
3	Fiscal Year 2016-2017							
4						Table of Contents		
5								
6	SCHOOL:	ABC School			FUND:	010-0000		
7	PROGRAM TITLE:	General Fund School Program			FUNCTIONAL AREA:	1110-1000-13027		
8	COMMITMENT TITLE:	Gen.Supplies			COMMITMENT ITEM:	430001		
9								
10								
11	DATE	Requested By	Vendor Name	Requisition or	Activity Description	Expenditure	Adjustment in	Balance in
12				Imprest Check Number		in Dollars	Dollars	Dollars
13	BEGINNING BALANCE							
14	07/21/16	John Doe	Grainger	10000123	Power Drill	\$ 250.00		\$ 4,750.00
15	07/25/16	John doe	Warehouse	10000234		\$ 575.00		\$ 4,175.00
16	07/25/16	Jane Doe		Budget Adjustment			\$ 500.00	\$ 4,675.00
17								\$ 4,675.00
18								\$ 4,675.00
19								\$ 4,675.00
20								\$ 4,675.00

Where to find the beginning balances

- School Discretionary Program Report – displays a summary by program grouping (Categorical or Regular programs) and includes budget item description, total cost, and full time equivalent (FTE) of positions for Schools Front End (SFE) programs.

BUDGET SERVICES and FINANCIAL PLANNING DIVISION

Categorical Programs I Budget Report	
Version / Year	CM0 / 2017
Fund Center	
Division	3C LOCAL DISTRICT NORTHEAST

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07/27/2016 14:46:51

(I) = Indirect

Budget Item Description	Commitment Item	CE-NCLB T1 Schools (7S046)		CE-NCLB-T1-Targeted (7S046)		CE-NCLB T1 Sch-Paren (7E046)		T3A-LEP-Limited Eng (7S176)		CE-EIA/LEP-Standards (7V883)		Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Total	
		FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT						FTE	AMT
10385 TCHR PRNT ACT DIFF	110004					0.00	2,822										0.00	2,822
10376 TUTOR TCHR X TIME	110004	0.00	15,322														0.00	15,322
10701 TCHR AST RELIEF	110005	0.00	1,091														0.00	1,091
107782 TCHR AST DEG TK NW/2	110005	7.00	131,338														7.00	131,338
11287 CAT PROG AD X INDRCT	190004	0.00	(I) 4,034														0.00	4,034
11681 CRD DIF CAT PRG ADV	190004	0.00	(I) 1,488														0.00	1,488
117360 CAT PRG AD C1T 27/10	190001	0.50	65,927														0.50	65,927
11758 INTRVN/PREV SUPC DIF	190004	0.00	1,488														0.00	1,488
11772 INTRVN SUP CORD X TM	190004	0.00	4,034														0.00	4,034
118761 INTRVN/PREV SUP COOR	190001	1.00	114,417														1.00	114,417
12108 ITIN NURSE	120041	0.00	45,062														0.00	45,062
13114 ITIN PSYCH SOC WKR C	120021	0.00	47,111														0.00	47,111
21720 COMMUNITY REP.	290004	0.00	9,057			0.00	4,335										0.00	13,392

Budget Services and Financial Planning School Fiscal Services Fiscal Year 2016-17

- COFE Budget Report – displays budget details from Central Office Front End (COFE), includes all program codes including SFE programs

BUDGET SERVICES and FINANCIAL PLANNING DIVISION BUDGET REPORT Central Office Front-End (COFE)

BUDGET MAINTENANCE Fiscal Year 2017 Version C/M/O Current Modified Version

Line Type Line #	Der Div SubDiv	S Grp Op/Ad	Fund Center	Fund Rsrc	Functional Area	Commt Itm Bud Itm	CI Description RI Description	Grant Fund Pgm	Grw Ctd	Pos Status	Job	PA PSA	PS Ar/Lv Ty/Grp	Hrs/Day Days/Wk	FTE Fund%	Start Date End Date	Salary	F Benefits Health	Total Amt
30TH-L 000012				010 3010	1110-1000-75048 CE-NCLB T1 Schools	580020 50249	Software Lens Maint SOFTWARE LICNS	110001 OPR00000	Z							07/01/2016 06/30/2017	0	0	14,100
							MAINT												
30TH-L 000013				010 3010	1110-2700-75048 CE-NCLB T1 Schools	590001 50199 (I)	Tr,Pager,Postage PHONE/POSTAGE EXP	110001 OPR00000	Z							07/01/2016 06/30/2017	0	0	200
30TH-L 000014				010 3010	1110-1000-75048 CE-NCLB T1 Schools	430009 40330	Instl Mat&Supls-Bud SAL INC-SEIU	110001 OPR00000	Z							07/01/2016 06/30/2017	0	0	8
20THS-L 000017				010 3010	1110-2100-75048 CE-NCLB T1 Schools	290004 21720	Other Class-Supple COMMUNITY REP.	110001 OPR00000	Z							07/01/2016 06/30/2017	8,626	1,229	9,855
																	0	0	
20THS-L 000018				010 3010	1110-3110-75048 CE-NCLB T1 Schools	120021 13222	Guidance/Wel Sal-Reg ITIN PSYCH SCHOOL C	110001 OPR00000	Z							07/01/2016 06/30/2017	8,543	1,441	11,897
																	1,913		
20THS-L 000019				010 3010	1110-3110-75048 CE-NCLB T1 Schools	120021 13114	Guidance/Wel Sal-Reg ITIN PSYCH SOC WKR C	110001 OPR00000	Z							07/01/2016 06/30/2017	16,888	2,846	23,556
																	3,824		
20THS-L 000020				010 3010	1110-3140-75048 CE-NCLB T1 Schools	120041 12100	Health Svcs Sal-Reg ITIN NURSE	110001 OPR00000	Z							07/01/2016 06/30/2017	16,021	2,700	22,546
																	3,825		
20THS-L 000021				010 3010	1110-3110-75048 CE-NCLB T1 Schools	120021 12103	Guidance/Wel Sal-Reg ITIN COUNS PSA C	110001 OPR00000	Z							07/01/2016 06/30/2017	10,880	2,840	23,000
																	3,824		
20THS-L 000022				010 3010	1110-1000-75048 CE-NCLB T1 Schools	110001 10377	Tchr Sal-Reg Assgmt TCHR RELEASE DAY	110001 OPR00000	Z							07/01/2016 06/30/2017	875	150	1,025
																	0	0	

HYPERLINKED CONTROL SHEETS

How to input the beginning balances

- User will be able to input data only on YELLOW cells
- Cells in BLUE have a dropdown selection and require the user to select a Budget Item Description
- Hyperlinked Control Sheet cells are protected to prevent users from deleting formulas

A	B	C	D	E	F	G	H	I
Fiscal Year:	2016-2017							
Cost Center:	1234501							
Cost Center Name:	ABC School							
Balances as of:	July 27, 2016							
		<div> <div>Enter Data</div> <div>Select from Dropdown</div> <div>* When entering Program 7E046, type '7E046 to avoid format error</div> </div>						
Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours/Days	Control Sheet - Tab	
110001	Teacher Release Day	75046	CE-NCLB T1 Schools	\$ 1,025.00	\$ 1,025.00	2.23	Tchr Regular/Ltd Contract Tchr	
	PD Teacher Regular Teacher Release Day Ltd Contract Tchr LTD Cont Tchr Intrv							
			Total Tchr Regular/Ltd Contract Tchr			2.23	Days	
110004		75046	CE-NCLB T1 Schools	\$ 15,322.00	\$ 15,322.00	200.34	Teacher X-Z time	
			Total X, Z, Aux., Replacement Time Available @ \$76.48/hour			200.34	Hours	
430001	Gen.Supplies	13027	General Fund School Program	\$ 5,000.00	4,675.00		General Supplies	
			General Supplies \$ Available		4,675.00			
580020	Software License and Maintenance	75046	CE-NCLB T1 Schools	\$ 14,100.00	14,100.00		Software Licns and Maintenance	
			Software Licenses and Maintenance \$ Available		14,100.00			
590001	Tel. & Postage Expense	75046	CE-NCLB T1 Schools	\$ 200.00	200.00		Tel. & Postage Expense	
			Tel. & Postage Expense \$ Available		200.00			

HYPERLINKED CONTROL SHEETS

How to filter the report

- After the data has been entered, click on the REPORTS filter icon to display only active control sheets
- To add additional data once the report is filtered, click on the Reports filter and check the “Blanks” box

A	B	C	D	E	F	G	H	I
Fiscal Year:	2016-2017							
Cost Center:	1234501							
Cost Center Name:	ABC School							
Balances as of:	July 27, 2016							
Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours/Days	Control Sheet - Tab	
110001	Teacher Release Day	75046	CE-NCLB T1 Schools	\$ 1,025.00	\$ 1,025.00	2.23		
			Total Tchr Regular/Ltd Contract Tchr			2.23		
110004	Teacher XZ time	75046	CE-NCLB T1 Schools	\$ 15,322.00	\$ 15,322.00	200.34		
			Total X, Z, Aux., Replacement Time Available @ \$76.48/hour			200.34		
430001	Gen.Supplies	13027	General Fund School Program	\$ 5,000.00	4,675.00			
			General Supplies \$ Available		4,675.00			
580020	Software License and Maintenance	75046	CE-NCLB T1 Schools	\$ 14,100.00	14,100.00			
			Software Licenses and Maintenance \$ Available		14,100.00			
590001	Tel. & Postage Expense	75046	CE-NCLB T1 Schools	\$ 200.00	200.00			
			Tel. & Postage Expense \$ Available		200.00			

Enter Data

Select from Dropdown

*

When entering Program 7E046, type '7E046 to avoid format error

Sort A to Z

Sort Z to A

Sort by Color

Clear Filter From "(Column D)"

Filter by Color

Text Filters

Search

☒ (Select All)
 ☒ Report
 ☐ (Blanks)

OK

Cancel

HYPERLINKED CONTROL SHEETS

How to use the hyperlink

- Click on the adjacent hyperlink to view/input control record transactions

Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours/Days	Control Sheet - Tab
110001	Teacher Release Day	75046	CE-NCLB T1 Schools	\$ 1,025.00	\$ 1,025.00	2.23	Tchr Regular/Ltd Contract Tchr
			Total Tchr Regular/Ltd Contract Tchr			2.23	Days
110004	Teacher XZ time	75046	CE-NCLB T1 Schools	\$ 15,322.00	\$ 15,322.00	200.34	Teacher X-Z time
			Total X, Z, Aux., Replacement Time Available @ \$76.48/hour			200.34	Hours
430001	Gen.Supplies	13027	General Fund School Program	\$ 5,000.00	4,675.00		General Supplies
			General Supplies \$ Available		4,675.00		
580020	Software License and Maintenance	75046	CE-NCLB T1 Schools	\$ 14,100.00	14,100.00		Software Licns and Maintenance
			Software Licenses and Maintenance \$ Available		14,100.00		
590001	Tel. & Postage Expense	75046	CE-NCLB T1 Schools	\$ 200.00	200.00		Tel. & Postage Expense
			Tel. & Postage Expense \$ Available		200.00		

HYPERLINKED CONTROL SHEETS

Control Sheet Details

- Data entered by the user in the Table of Contents will auto-fill information fields in the Control Record worksheets
- Supplemental salary amounts are converted into Balance in Hours and Balance in Dollars
- Non-salaries (Operational expenses) are displayed as Balance in Dollars
- Each control sheet has a hyperlink that will take you back to the Table of Contents

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Los Angeles Unified School District																		
2	Salaries Control Record																		
3	Fiscal Year 2016-2017																		
4	SCHOOL:	ABC School										Table of Contents							
5												FUND:	010-3010						
6	PROGRAM TITLE:	CE-NCLB T1 Schools										FUNCTIONAL AREA:	1110-1000-7S046						
7	POSITION TITLE:	Teacher XZ time @\$76.48/hr										COMMITMENT CODE:	110004						
8	NO. POSITIONS:	0	JOB CODE:										Hours (or) Amount:	26	Days:				
9															Budget Amount	\$ 2,000	76.48		
10																			
11	Employee Name	Employee No.	Rate/Hour	Adj. +/- (dollars)	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Expended in Hours	Balance in Hours	Balance in Dollars
12	BEGINNING BALANCE IN AMOUNT OR HOURS																	26.15	\$ 2,000.00
13	Jane Doe	1234567			2.00												(2.00)	24.15	\$ 1,847.04
14	John Doe	869012			1.00												(1.00)	23.15	\$ 1,770.56
15	Budget Adjustment			\$ 1,000.00													13.08	36.23	\$ 2,770.56
16	Budget Adjustment			\$ (\$500.00)													(6.54)	29.69	\$ 2,270.56
17																	-	29.69	\$ 2,270.56

HYPERLINKED CONTROL SHEETS

	A	B	C	D	E	F	G	H
1	Los Angeles Unified School District							
2	Non-salaries Control Record							
3	Fiscal Year 2016-2017							
4						Table of Contents		
5								
6	<i>SCHOOL:</i>	ABC School			<i>FUND:</i>	010-0000		
7	<i>PROGRAM TITLE:</i>	General Fund School Program			<i>FUNCTIONAL AREA:</i>	1110-1000-13027		
8	<i>COMMITMENT TITLE:</i>	Gen.Supplies			<i>COMMITMENT ITEM:</i>	430001		
9								
10								
11	DATE	Requested By	Vendor Name	Requisition or Imprest Check Number	Activity Description	Expenditure in Dollars	Adjustment in Dollars	Balance in Dollars
12								
13	BEGINNING BALANCE							
14	07/21/16	John Doe	Grainger	10000123	Power Drill	\$ 250.00		\$ 4,750.00
15	07/25/16	John doe	Warehouse	10000234		\$ 575.00		\$ 4,175.00
16	07/25/16	Jane Doe		Budget Adjustment			\$ 500.00	\$ 4,675.00
17								\$ 4,675.00
18								\$ 4,675.00
19								\$ 4,675.00
20								\$ 4,675.00

HYPERLINKED CONTROL SHEETS

Question?

Thank you!



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through the California Medi-Cal 2020 Demonstration

More LA Smiles Dental Transformation Initiative

Meeting with LAUSD District Central

August 2, 2019

- I. Background on Children's Oral Health in CA & LA
- II. UCLA-led DTI Local Dental Pilot Project (More LA Smiles): Genesis, Goals and Aims
- III. More LA Smiles Components
 - I. Clinical trainings
 - II. Quality improvement
 - III. Community linkages
 - IV. Enabling technologies
- IV. Proposed School-based/School-linked Program Components
 - I. Oral health assessments / screenings
 - II. Oral health education (children, parents, staff)
 - III. On-site preventive services for children who do not have a dental home
 - IV. Support/assistance with referrals to school-based or community based dental homes

Children's Oral Health in CA

At least 5 of these kids have/will have Early Childhood Caries



- Dental caries remains a common, significant problem
- 54% of CA children have caries experience by kindergarten
 - 28% have untreated decay / 19% have extensive decay
- > 70% of CA children have caries experience by 3rd grade
- Persistent oral health disparities by income and race-ethnicity
- Growing recognition of the importance of early interventions, ongoing risk-based care, innovative collaborative care delivery models, and interventions geared toward systems improvements

CHALLENGE: Dental caries is a complex, chronic disease, but isn't widely recognized or treated as such.

"By appreciating that dental caries belongs to the group of **common diseases considered as 'complex' or 'multifactorial'** such as cancer, heart diseases, diabetes, and certain psychiatric illnesses, we have to realize that there is **no simple causation pathway**. It is **not a simplistic problem such as 'elimination of one type of microorganism', or a matter of improving 'tooth resistance'**. Complex diseases cannot be ascribed to mutations in a single gene or to a single environmental factor. Rather they **arise from the concerted action of many genes, environmental factors, and risk-conferring behaviors.**"

Fejerskov O. Changing paradigms in concepts on dental caries: consequences for oral health care. *Caries Res* 2004; 38:182-191.

more LA smiles

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For want of a dentist
Maryland boy, 12, dies after bacteria from tooth spread to his brain



Linda Davidson / The Washington Post
Deamonte Driver, age 12, is shown with his mother, Wayne, at Children's Hospital in Washington, D.C., after emergency brain surgery.

By Henry Iltis
WashingtonPost.com
Published: September 13, 2007, 10:00 AM

WASHINGTON - Twelve-year-old Deamonte Driver died of a toothache Sunday.

Healthcare impact on chronic diseases – ~20% ... implications for oral health care systems.

The Expanded Chronic Care Model (Barr, 2003)



Source: Barr, V., S. Robinson, B. Marin-Link, L. Underhill, A. Dotts, D. Ravensdale, and S. Salivaras. The expanded chronic care model: An integration of concepts and strategies from population health promotion and the chronic care model. Hospital Quarterly 2003;7(1):73–82.

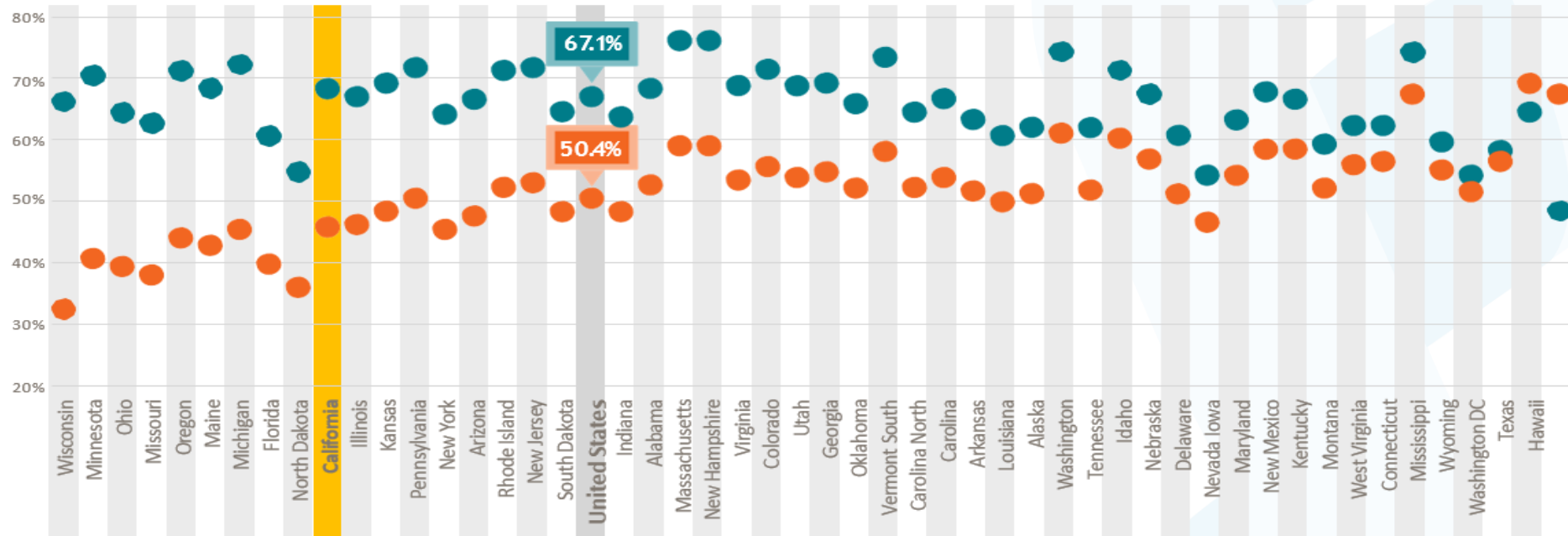
CA and National context – Medicaid and Commercial Coverage

(Source: ADA Health Policy

Institute)

DENTAL CARE USE AMONG CHILDREN BY STATE, 2016

PRIVATE DENTAL BENEFITS
MEDICAID OR CHIP



Medi-Cal 2020 (CA 1115 Waiver) Dental Transformation Initiative (DTI)

The Dental Transformation Initiative represents a critical mechanism within California's Medi-Cal 2020 demonstration to improve dental health for Medi-Cal children by focusing on high-value care, improved access, and utilization of performance measures to drive delivery system reform.

The Medi-Cal 2020 DTI is comprised of 4 domains:

Domain 1 – Increase Preventive Services Utilization for Children

Domain 2 – Risk-based Prevention & Disease Management

Domain 3 – Increase Continuity of Care

Domain 4 – Local Dental Pilot Programs (LDPPs)

Adapted from A. Jackson slides DTI May 21, 2018

Outgrowth of Two UCLA-First 5 LA Projects

Overview

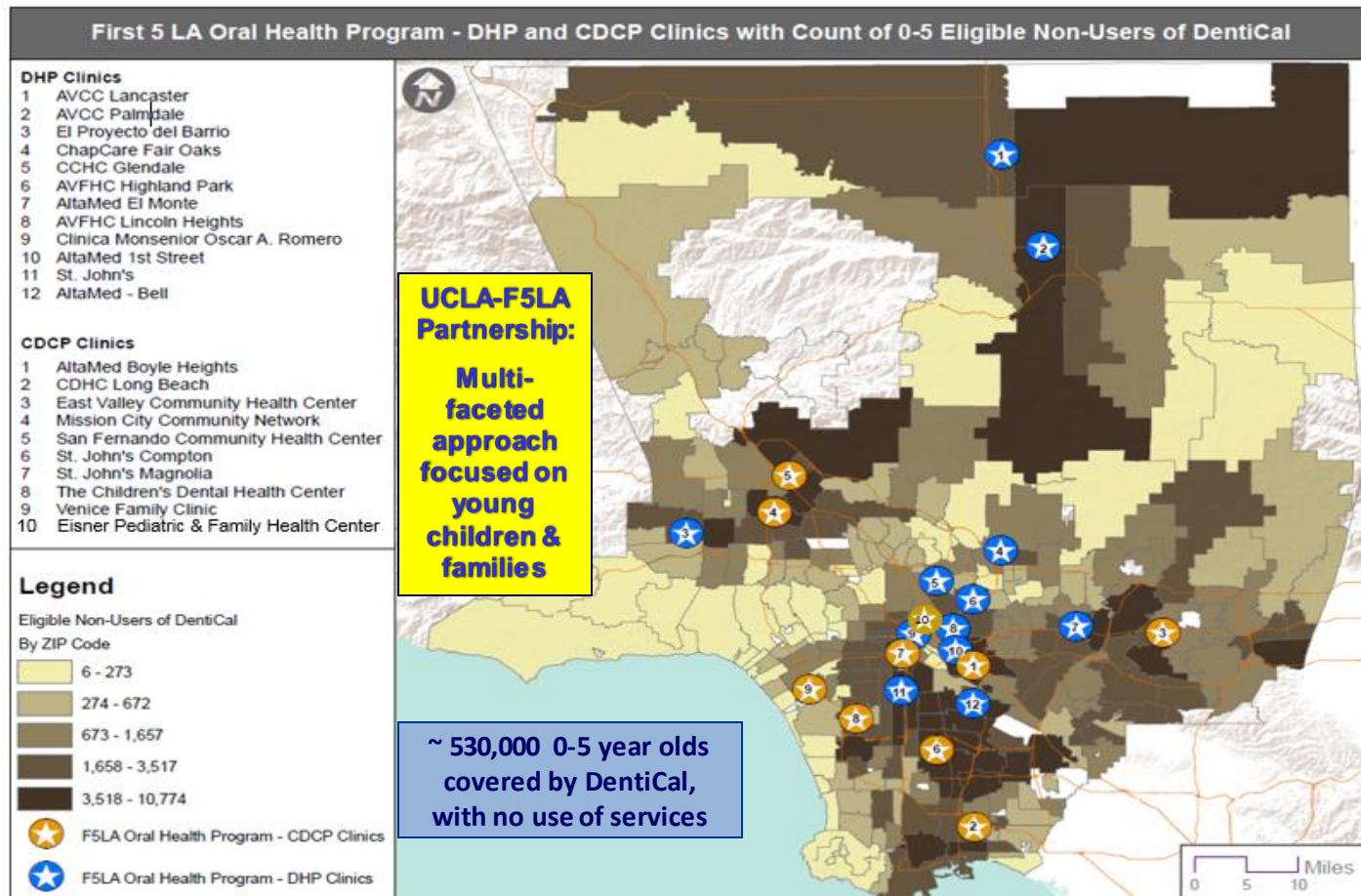
The primary goal of these projects was to increase access to dental and oral health care for at least 53,000 children* ages 0-5 in LA County in partnership with 22 community clinic sites (20 FQHCs) and other community-based partners.

[TARGET: 53,500 / >75,000 served!]

Achievements

- More young children and pregnant women received oral health services
 - Expanded service delivery by 2x—3x
- QI methods → systems redesign
 - Medical-dental integration
 - Service delivery and clinic administration
- Improved outreach and linkages to community-based programs and resources

Focus of Our Work & Our Partners





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Medi-Cal 2020 Dental Transformation Initiative UCLA-led Los Angeles Local Dental Pilot Project:

**Scaling up the strategy with new partners
Systems Transformation
“Going from retail to wholesale”**

UCLA-led DTI Goals & Aims



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- Target population: Medi-Cal beneficiaries aged 0-20 in dental, medical and community-based settings
- **High-level aims:**
 - Improve oral health for **500,000 children** ages 0-20 with Medi-Cal / Denti-Cal coverage in LA County
 - **Redesign delivery systems and provider incentives** to support delivery of appropriate care
 - Develop **new linkages for early intervention and care coordination**, and increase use of existing community systems to combat access-related disparities at the community level
 - **Increase awareness of the importance of children's oral health**



More LA Smiles Consortium



A UCLA-led Consortium Funded by CA DHCS
through the California Medi-Cal 2020 Demonstration

- Consortium partners include:
 - Medi-Cal and Denti-Cal health plans
 - Dental and medical professional provider organizations
 - Community-based organizations (e.g., Schools, Head Start, WIC)
 - LA County agencies
- Envisioned roles for consortium partners
 - Promote program offerings (e.g., trainings) to provider networks/memberships via communications channels (i.e. newsletters, social media, listservs, etc.)
 - Support implementation and deployment of enabling technologies (including the LA Dental Registry and Referral System)

Clinical Trainings and Quality Improvement Offerings

- **Goal: Train 1,600 dental providers** about contemporary caries prevention and disease management.
- **Goal: Train 1,500 medical providers** to conduct oral health screenings, and deliver preventive oral health services at well-child visits.

Quality Improvement Opportunities

Oral Health Improvement Collaborative

This collaborative teaches and supports the application of quality improvement fundamentals, evidence-based prevention and disease management, and integrated care delivery to improve the oral health of children.

Who Should Join?

Dental Providers, Clinic Leadership, Clinical Staff, Community Organizations, Medical Providers.

Benefits of Participation

- Free dental CE credits
- Free medical CME and MOC credits
- Networking and best practices sharing from national experts and medical and dental professionals in LA County

Primary Care Practice Quality Improvement

This program offers free one-hour onsite or virtual training for providers to integrate oral health services into well-child visits for children ages 0-6 followed by 6 months of expert technical assistance.

Who Should Join?

Pediatricians, Family Medicine Physicians, Physician Assistants, Nurse Practitioners, Clinical Staff

Benefits of Participation

- 30-50 CME credits
- 20-25 Maintenance of Certification Part IV credits
- Additional Medi-Cal reimbursement for fluoride varnish applications

How to Sign Up

For questions or to enroll, email evillegas@dentistry.ucla.edu or visit moreLAsmiles.org

Strengthening Community Linkages

More LA Smiles is connecting community partners in LA County with oral health training, services, and other resources to support better oral health care for children 0-20 years old.

The program aims to:

- **Increase outreach and care coordination** across programs and engage LA County, WIC, Head Start/Early Head Start and other community partners (home visitor programs, schools, etc.) in oral health promotion and integration.
- Facilitate connections between community programs/sites and local providers through **More LA Smiles Connections**.

The central goals of community linkages are to:

1. Increase awareness of oral health among children their families, and caregivers
2. Connecting children, their families and caregivers to oral health care services



**UCLA-led Dental
Transformation
Initiative:****An Opportunity for
Large-scale System
Transformation Using
Knowledge Gained
from Previous
Experience with New
Collaborators****Key Component: Enabling Technology**

- **LA Dental Registry & Referral System (LADRRS)**
 - Technology infrastructure to bridge communication and patient referrals across medical and dental providers.
 - Train 1,600 dental providers to utilize LADR to receive dental referrals and document caries risk assessments and patient care management plans.
 - Train 1,500 medical providers to utilize LADR to refer patients to appropriate follow-up care.
- **More LA Smiles Connections**
 - Match local needs and resources

Proposed Services for School Programs

We propose to provide the following services in participating schools:

- **Oral Health Assessments / Screenings**
- **Classroom Education on Oral Health**
- **Oral Health Educational Materials**
- **Take-home Dental Kits**
- **On-site Preventive Services for Children without a Dental Home**
- **Assistance Connecting Children to Local Dental Homes**



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moreLAsmiles.org



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Get Social With Us



@moreLAsmiles

Goal – 100% Graduation!



Evaluations

Thank You for Your Attention and Your Time!

School Administrative
Assistants
serving LAUSD with

