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## **Finding aid for the Los Angeles County Department of Public Social Services records 0431**

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**Title:** Los Angeles County Department of Public Social Services records

**Collection number:** 0431

**Contributing Institution:** USC Libraries Special Collections

**Language of Material:** English

**Physical Description:** 17.1 linear ft.39 boxes

**Date (bulk):** Bulk, 1970-1980

**Date (inclusive):** 1948-1999

**creator:** Los Angeles County (Calif.). Dept. of Public Social Services.

**Conditions Governing Access**

Advance notice required for access.

**Conditions Governing Use**

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**Preferred Citation**

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**Acquisition**

Frances Lomas Feldman; Robert Foust; Gwen Boswell.

**Organization**

These records have been organized into three series: Bureau of Social Services; Staff Development; and Department of Public Social Services. Within each series (and subseries), files have been arranged alphabetically by title.

**Scope and Content**

This collection comprises three groups of records that the Los Angeles County Department of Public Social Services has generated during its history. Two of these groups come from agencies within the DPSS: the Bureau of Social Services and the Staff Development Division. The former consists solely of a run of administrative memorandums, while the latter group constitutes material--e.g., reports and training program--created and received during the course of this agency's activities. Thus it is much larger in volume and contains more types of material than the does BSS. In the third group have been gathered materials that the DPSS; its predecessor agency, the Department of Charities; and the Public Social Services Commission have created. The Department of Public Social Services is central here, with the others closely connected to it. In 1966 the Department of Charities underwent a name change and eventually became the Department of Public Social Services; in 1967 the Public Social Services Commission was established, with formalized authority, to act as an advisory and research body to the DPSS. Thus, these LA County governmental organizations have a symbiotic relationship, with the DPSS the central organization.

This collection's material is all textual, overwhelmingly bureaucratic in nature. Within the holdings of the DPSS exist many reports or studies privately published and bound by the DPSS. Many of these are statistical reports on DPSS programs, making them a resource for investigating the types and quantity of work for which the DPSS has been responsible over the years. Of special interest is an undated compilation of poverty data--e.g., family size, ethnicity--by census tract in Los Angeles (See box 15, folder 1 ). Also, found in this collection are correspondence, departmental handbooks, and studies of critical social issues, e.g., child abuse.

The Staff Development Division series contains memorandums, quarterly and monthly reports, research reports, correspondence, lettergrams, and committee agendas and minutes. There also exist forms, schedules, course plans and outlines, proposals, and tests for the SDD training programs. Of special interest are the training materials devoted to affirmative action and equal opportunity employment. Staff Development Division records also include personnel grievances and evaluations, which have been restricted because of their personal nature.

The chronological span of the DPSS series, including the Public Service Commission, is 1948-1999, with much material dating from the decade of the 1970s. The Staff Development Division encompasses material dating from 1971-1981, and the Bureau of Social Services holds material from 1974-1981. Thus, this collection is especially strong in documenting the history of the DPSS in the decade of the 1970s into the early 1980s. As a result, it covers such important changes in national, state, and local welfare as the implementation of Title XX and the development of such work programs as GAIN.

**Subjects and Indexing Terms**

Los Angeles County (Calif.). Dept. of Public Social Services. -- Archives

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Agendas (administrative records)  
Child welfare--California--Los Angeles County--Archival resources  
Civil service--Training of--Archival resources  
Correspondence  
Employees--Training of--California--Los Angeles County--Archival resources  
Memorandums  
Minutes  
Personnel management--California--Los Angeles County--Archival resources  
Public welfare--California--Los Angeles County--Archival resources  
Reports  
Social group work--California--Los Angeles County--Archival resources  
Social service--Vocational guidance--California--Los Angeles County--Archival resources

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### **Bureau of Social Services**

#### **Scope and Content**

The materials of the Bureau of Social Services series consist solely of administrative memorandums. Because memorandums of the Bureau of Administrative Services and the Bureau of Administrative and Special Services were housed with these BSS administrative memorandums, these two agencies have been retained in the part of the collection guide covering the BSS out of respect for the principle of original order. Also the BAS and the BASS were too small in number to warrant a separate description.

- Box 1                   **BSS Administrative Memoranda 1974**  
                              **Scope and Contents note**  
                              Administrative memorandums 1-49 re BSS matters; index of memorandums
- Box 2                   **BSS Administrative Memoranda 1974-1975**  
                              **Scope and Contents note**  
                              Administrative memorandums 50-149 re BSS matters; index of memorandums
- Box 3                   **BSS Administrative Memoranda 1975-1976**  
                              **Scope and Contents note**  
                              Administrative memorandums 150-220 re BSS matters; index of memorandums
- Box 4                   **BSS Administrative Memoranda 1976-1977**  
                              **Scope and Contents note**  
                              Administrative memorandums 221-299 re BSS matters; index of memorandums
- Box 5                   **BSS Administrative Memoranda 1977**  
                              **Scope and Contents note**  
                              Administrative memorandums 300-400 re BSS matters; index of memorandums
- Box 6                   **BSS Administrative Memoranda 1977-1978, 1981**  
                              **Scope and Contents note**  
                              Administrative memorandums 401-499 re BSS matters; index of memorandums
- Box 7, Folder 1       **BSS Administrative Memoranda 1978-1979**  
                              **Scope and Contents note**  
                              Administrative memorandums 500-598 re BSS matters; index of memorandums

- Box 7, Folder 2      **BASS Administrative Memoranda 1957-1976**  
    **Scope and Contents note**  
    Administrative memorandums 1-34 re Bureau of Administrative and Special Services and Fiscal Affairs matters; index of memorandums; single Bureau of Assistance Payments memorandum
- Box 8, Folder 1      **BSS Administrative Memoranda 1979-1980**  
    **Scope and Contents note**  
    Administrative memorandums 600-650 re BSS matters; index of memorandums
- Box 8, Folder 2      **BAS Administrative Memoranda 1979-1982**  
    **Scope and Contents note**  
    Bureau of Administrative Services memorandums re departmental affairs
- Box 9                **BSS Administrative Memoranda 1981**  
    **Scope and Contents note**  
    Administrative memorandums 686 re Child Care Placement Directory; index of memorandums
- Box 10              **BSS Administrative Memoranda 1981-1983**  
    **Scope and Contents note**  
    Administrative memorandums 669-711 with accompanying Bureau of Assistance Payments memorandums and BSS Operations and Planning memorandums, re BSS matters; index of memorandums.

#### **Staff Development Division**

##### **Scope and Content**

The Staff Development Division series has been organized into two subseries, the most prominent of which is Training Programs. reflecting the mission of this arm of the DPSS. Because the SDD offered or solicited staff development programs from outside its agency, there exists substantial material on this type of training, and is so designated by the subseries Outside Training. For the run of general papers and materials generated within a bureaucracy such as the SDD, the subseries Administrative/Departmental Papers was created. The SDD treated matters related to personnel, for which a subseries has consequently been created. Administrative Services was responsible for a significant number of communications that the SDD received from other agencies or bureaus within their parent bureaucracy, the DPSS. The SDD generated many reports (quarterly and monthly as well as research reports), which have been assigned to the subseries Reports.

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#### **Training Programs**

- Box 12, Folder 23      **Accelerated Reading Course 1975-1976**  
    **Scope and Contents note**  
    Memoranda, lists of possible attendees, course outlines, correspondence re "Accelerated Reading Course" at Rio Hondo College
- Box 11, Folder 3      **Affirmative Action 1971, 1975-1976**  
    **Scope and Contents note**  
    Memoranda re affirmative action within Staff Development Division; DPSS affirmative action training plan and cultural awareness task force report; proposals, memorandums, correspondence, training plan re cultural awareness and other ethnic sensitivity programs

Box 11, Folder 4	<b>Affirmative Action 1973, 1975</b> <b>Scope and Contents note</b> Memoranda, correspondence re affirmative action/cultural awareness programs; affirmative action plans; California State Personnel Board System Circular Letter re affirmative action guidelines for local govt.
Box 12, Folder 26	<b>Alabama Questionnaire 1977</b> <b>Scope and Contents note</b> Correspondence with Cal. Dept. of Health re University of Alabama questionnaire on state training programs; survey forms re same
Box 13, Folder 1	<b>BPPD Retreats 1976</b> <b>Scope and Contents note</b> Direction sheets, memorandums, "reaction sheets", list of discussion group topics and members, handouts re Bureau of Program Planning and Development retreats; rough draft of "integration models for staff development
Box 12, Folder 6	<b>BSS Training Committee 1977-1979</b> <b>Scope and Contents note</b> Minutes and agenda of BSS Training Committee meeting; Child Welfare Training Series handbook; authorized training days schedule; memorandums and correspondence re BSS committee meetings and training sessions for different programs, eg, Title XX
Box 12, Folder 7	<b>BSS Training Committee 1977-1979</b> <b>Scope and Contents note</b> Proposed organizational chart for BSS Training Committee; agenda and minutes of BSS Training Committee meetings; memorandums, correspondence, reports re BSS Training Committee programs; memorandum for BSS staff re contract negotiation
Box 12, Folder 29	<b>BSS Training Committee 1980-1981</b> <b>Scope and Contents note</b> Memoranda, agenda, minutes re Bureau of Social Services Training Committee meetings and functions
Box 18, Folder 33	<b>Career Development 1972, 1976</b> <b>Scope and Contents note</b> Forms, memorandums, administrative directive, information sheets re Career Development
Box 11, Folder 21	<b>CETA Training 1974-1975</b> <b>Scope and Contents note</b> Evaluation reports, test results, memorandums, worker eval. forms, correspondence, administrative directive re CETA/Eligibility Worker Trainee Program
Box 11, Folder 22	<b>CETA Training 1975</b> <b>Scope and Contents note</b> Memoranda, training plan proposal, trainee roster, test score data, program evaluation forms, administrative directive re CETA/Eligibility Worker Training Program; CETA Program Review Agenda
Box 11, Folder 23	<b>CETA Training 1974-1975</b> <b>Scope and Contents note</b> Correspondence, memorandums, training schedules, draft of topics for discussion at meeting, syllabus for training session re CETA/Eligibility Worker training program

Box 11, Folder 24	<b>CETA Training 1975</b> <b>Scope and Contents note</b> Trainee program plan; memorandums re CETA/Eligibility Worker Training
Box 12, Folder 32	<b>Children's Services 1977</b> <b>Scope and Contents note</b> Memorandum with report re Children's Services Training Committee
Box 11, Folder 2	<b>Children's Services Programs 1976</b> <b>Scope and Contents note</b> Schedules, trainee and agency rosters, progress reports re Children's Services training; correspondence with outside agencies re involvement in CS training; CSW Advisory Comm. Meeting minutes; administrative proposal memorandum re Children's Services handbook
Box 11, Folder 12	<b>Children's Services Training 1974-1976</b> <b>Scope and Contents note</b> Attendance rosters, trainee program handbook, memorandums re Children's Services Worker training; DPSS director's request of Civil Service Commission approval of CSW training
Box 11, Folder 1	<b>Children's Services Worker Training 1976-1977</b> <b>Scope and Contents note</b> Memoranda, agendas, curriculum, rosters, and sign-in sheets, schedules, statistics re training and orientation programs for Children's Services
Box 12, Folder 34	<b>Children's Services Workers 1975-1981</b> <b>Scope and Contents note</b> Roster of Supervising Children's Services Monthly Training Planning Committee; memorandums re business and meetings of Children's Services Workers; survey re Children's Services and training needs
Box 12, Folder 33	<b>Clerical Training Reports 1977</b> <b>Scope and Contents note</b> Reports of Clerical Training Subcommittee
Box 14, Folder 1	<b>Court Report 1975</b> <b>Scope and Contents note</b> Training materials, memorandums, agenda re court report training
Box 14, Folder 13	<b>Court Report Training 1976</b> <b>Scope and Contents note</b> Training material for court report writing; Cal. State Health Dept. Health Training Center course schedule
Box 11, Folder 19	<b>Courtesy Training 1974-1975</b> <b>Scope and Contents note</b> Scripts, essays, memorandums, budget re courtesy and "Public Employee Courtesy Video Tape"; "Courtesy Awareness Program for Public Contact Employees" guide, evaluation forms; orientation schedule

Box 13, Folder 20	<b>Cross-Training Project 1975</b> <b>Scope and Contents note</b> Memoranda, agenda, report re SSA/CWD Cross-training project
Box 17, Folder 8	<b>Development Program 1971</b> <b>Scope and Contents note</b> Development program for supervisors of Bureau of Fiscal Affairs and Administrative Services, developed by Bureau Staff Development Section: "The Second-Line Supervisor--His Role and Responsibilities"
Box 15, Folder 19	<b>Eligibility Job Worker Study 1975</b> <b>Scope and Contents note</b> Memoranda, reports, study re Eligibility Job Worker Study and training
Box 15, Folder 4	<b>Employee Communications Program 1975-1976</b> <b>Scope and Contents note</b> Memoranda, "Evaluation/Analysis/Evaluation" plan, lettergram, final reports re Employee Communications Program; staff suggestions findings
Box 15, Folder 5	<b>Employee Communications Program 1975</b> <b>Scope and Contents note</b> Memoranda, final reports re Employee Communications Program for different DPSS districts; staff suggestions findings
Box 15, Folder 7	<b>Employee Communications Program 1975</b> <b>Scope and Contents note</b> Final reports, memorandums re Employee Communications Program for different DPSS districts; staff suggestions findings
Box 18, Folder 20	<b>Employee Evaluation 1976</b> <b>Scope and Contents note</b> Memoranda, "Rater's Guide for Performance Evaluation" (two copies) from Personnel Division re employee performance evaluations
Box 11, Folder 7	<b>Ethnic Relations Training 1974</b> <b>Scope and Contents note</b> Memoranda, proposal handouts re ethnic relations training program for DPSS employees; plan re nondiscrimination/affirmative action training; training plan re cultural sensitivity
Box 18, Folder 15	<b>Funding 1974-1975, 1977</b> <b>Scope and Contents note</b> Memoranda from Administrative Services re funds for DPSS activities, including training activities
Box 11, Folder 5	<b>General Training Programs 1975</b> <b>Scope and Contents note</b> Memoranda re training programs for Title XX and orientation/induction; CETA Training Plan; handouts and lesson plan re worker eligibility training; memorandums re court case; other administrative forms; Cal. State memos re training; route & assignment slips

Box 11, Folder 6	<p><b>General Training Programs 1975</b></p> <p><b>Scope and Contents note</b></p> <p>State and County memorandums and correspondence re staff training programs; administrative directive re Centralized Hiring--Eligibility Workers; Title XX handbooks and memorandums re same; memorandums re Immaculate Heart training programs; route and assignment slips</p>
Box 16, Folder 12	<p><b>Management Development Program 1969</b></p> <p><b>Scope and Contents note</b></p> <p>Course outline: "Management Development Program for 2nd Line Clerical Supervisors", by DPSS Staff Development Section, Beatrice Farmearl (Head), Janet Summerville</p>
Box 19, Folder 8	<p><b>Management Development Program 1975</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda, correspondence, plan, SDD organizational chart re management development program plan</p>
Box 18, Folder 18	<p><b>Management Training Survey 1973</b></p> <p><b>Scope and Contents note</b></p> <p>Management Training Survey report</p>
Box 15, Folder 21	<p><b>Media Services 1973, 1976</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda, reports, statistics on use, service, and video production re Media Services Production, of Staff Development Division</p>
Box 15, Folder 22	<p><b>Media Services 1974-1976</b></p> <p><b>Scope and Contents note</b></p> <p>Distribution summaries and statistical breakdowns, reports, memorandums, questionnaire, taping times for video production, media request logs re Media Services Production, of Staff Development Division</p>
Box 14, Folder 15	<p><b>Orientation/Induction Classes 1975</b></p> <p><b>Scope and Contents note</b></p> <p>Schedules and staff assignments for orientation and induction classes</p>
Box 14, Folder 17	<p><b>Orientation/Induction Program 1975</b></p> <p><b>Scope and Contents note</b></p> <p>Course outlines, statistics, schedules, memorandums, with reports, re Orientation and Induction Program</p>
Box 14, Folder 18	<p><b>Orientation/Induction Program 1975</b></p> <p><b>Scope and Contents note</b></p> <p>Training proposals, tests, evaluation forms, feedback surveys, course schedules and objectives re Orientation and Induction Program</p>
Box 14, Folder 19	<p><b>Orientation/Induction Program 1974-1975</b></p> <p><b>Scope and Contents note</b></p> <p>Request for staff positions, memorandums, with reports on attendance and schedules, re orientation and induction program, especially Eligibility Workers</p>



Box 14, Folder 20	<b>Orientation/Induction Program 1974</b> <b>Scope and Contents note</b> Memoranda, administrative directives re orientation and induction program; employee participation forms and responses re program
Box 14, Folder 21	<b>Orientation/Induction Program 1974-1975</b> <b>Scope and Contents note</b> Memoranda re orientation and induction program matters; general orientation and induction program handbook; DPSS employee handbook
Box 17, Folder 9	<b>Orientation Program 1972</b> <b>Scope and Contents note</b> Orientation program manual for Bureau of Fiscal Affairs and Administrative Services, developed by Bureau Staff Development Section: "Orientation to the Bureau of Fiscal Affairs ...
Box 15, Folder 26	<b>Outside Training Courses 1974</b> <b>Scope and Contents note</b> Requests for approvals for employee participation in non-DPSS training courses and programs
Box 15, Folder 27	<b>Outside Training Courses 1974-1975</b> <b>Scope and Contents note</b> Requests for budgeting and for approvals of employee participation in non-DPSS training courses and programs
Box 15, Folder 28	<b>Outside Training Courses 1975</b> <b>Scope and Contents note</b> Requests for approvals for employee participation in non-DPSS training courses and programs
Box 14, Folder 16	<b>PFS Employee Survey undated</b> <b>Scope and Contents note</b> Total Performance Measurement Study, Employee Opinion Survey", for Dept. of Health Services, Patient Financial Services
Box 11, Folder 8	<b>Planning Manual n.d</b> <b>Scope and Contents note</b> Photocopy of affirmative action planning manual, by Gant & Associates (program management consultants); handwritten notes re affirmative action
Box 16, Folder 8	<b>Pre-Orientation Checklist 1973</b> <b>Scope and Contents note</b> Checklist of sessions completed, employee training records, certification of completion re employee training for Bureau of Fiscal Affairs and Administration employees
Box 16, Folder 7	<b>Pre-Orientation Training 1971</b> <b>Scope and Contents note</b> Training plan for "Pre-Orientation of Newly Appointed or Reassigned Employees
Box 15, Folder 29	<b>Program Review 1974</b> <b>Scope and Contents note</b> Review and evaluation of use of "American Management Association Program in Supervisory Management" in DPSS

Box 12, Folder 11	<b>Regional Training Handbook 1974</b> <b>Scope and Contents note</b> Regional Training Plan Overview and Operations Handbook
Box 12, Folder 17	<b>Reports 1973-1975</b> <b>Scope and Contents note</b> Staff development training reports and memorandums re same; proposed forms and memorandums re reports of training completed; Cal. State correspondence requesting reports
Box 19, Folder 9	<b>SDD Plans 1973</b> <b>Scope and Contents note</b> Plans for staff Development initiative and suggestion plan; memorandum and manual letter re miscellaneous matters
Box 18, Folder 2	<b>SDD Study 1974</b> <b>Scope and Contents note</b> Organizational chart; definitions of staff development; original DPSS Staff Development study
Box 13, Folder 21	<b>Social Security 1975, 1977</b> <b>Scope and Contents note</b> Memoranda and correspondence (state, federal, county), Cal. State training resources, training plan, County training materials re Social Security training; Cal. Comprehensive Annual Social Services Program Plan
Box 13, Folder 22	<b>Social Security 1975</b> <b>Scope and Contents note</b> Contracts for equipment, memorandums and correspondence, training materials, informational booklets, information sheets re Social Security training
Box 13, Folder 23	<b>Social Security 1976-1977</b> <b>Scope and Contents note</b> Memoranda and correspondence (State and County), training guides re Social Security training; informational booklets on social services
Box 11, Folder 15	<b>Staff Development Memoranda 1976</b> <b>Scope and Contents note</b> Memoranda, correspondence, lettergrams re training programs, departmental business; Staff Development rosters; "release of state material" form; information sheet re status of training programs; report on forms design training; Cal. Dept. of Health notices
Box 11, Folder 16	<b>Staff Development Memoranda 1974-1975</b> <b>Scope and Contents note</b> Memoranda re use of media; memorandums re Staff Development goals and objectives; route/assignment slips; memorandums re training programs, departmental business; orientation/induction plan

Box 11, Folder 17	<b>Staff Development Memoranda 1975</b> <b>Scope and Contents note</b> Memoranda, test forms, schedules, statistics re training programs; "release of state" material form; Cal. Dept. of Health notices; administrative directive re employee communications program
Box 13, Folder 12	<b>Staff Development Miscellany 1971-1973</b> <b>Scope and Contents note</b> Memoranda re creation of staff development division; memorandums re SDD affairs, with accompanying reports, eg, unfreezing of staff hiring; training needs assessment; administrative memorandums; orientation worksheets; training standards
Box 13, Folder 16	<b>Statistical Reports 1973-1975</b> <b>Scope and Contents note</b> Monthly statistical reports re training conducted by Staff Development Division
Box 13, Folder 17	<b>Statistical Reports 1973-1976</b> <b>Scope and Contents note</b> Monthly statistical reports re training conducted by Staff Development Division; memorandum re policy for reporting training statistics
Box 13, Folder 2	<b>Substance Abuse Program 1975</b> <b>Scope and Contents note</b> Memoranda, schedule re substance abuse training program; photocopy of article on prevention of substance abuse
Box 12, Folder 27	<b>Survey: Children's Services 1975</b> <b>Scope and Contents note</b> Survey: Children's Services and Related Services Training Needs. Staff Development Division. Centralized and Services Training Section
Box 12, Folder 2	<b>Timekeeper Training 1974</b> <b>Scope and Contents note</b> Memoranda, evaluation forms and reports, training program handbook, worksheets re Timekeeper Training
Box 13, Folder 6	<b>Title XX Training 1975, 1977</b> <b>Scope and Contents note</b> Memoranda, plan, federal regulations, articles, training proposal forms, organizational chart for BSS training committee re Title XX training; social security program schedule and training material; other staff development material
Box 13, Folder 7	<b>Title XX Training 1976</b> <b>Scope and Contents note</b> Memoranda, "release of state material" form re Title XX; Cal. Health Dept. report on child/day care and Title XX; state services memorandum re Title XX
Box 18, Folder 19	<b>Trainee Evaluation undated</b> <b>Scope and Contents note</b> Orientation and induction : trainee feedback evaluation system proposal

Box 15, Folder 8	<b>Training/Conferences 1973</b> <b>Scope and Contents note</b> Memorandum, approval forms, long-range training plan, schedule re PACE leadership conference; memorandum, report on HEW services Regulations workshop
Box 12, Folder 16	<b>Training Miscellany 1973</b> <b>Scope and Contents note</b> Announcements, memorandums, plan, handouts, schedule re different training sessions and workshops
Box 12, Folder 4	<b>Training Needs Assessment 1972</b> <b>Scope and Contents note</b> Memoranda, reports, evaluations and interviews, training plan (draft) re "Training Needs Assessment" of different departments; staff development plan for Medi-Cal District; memorandums re general staff development training
Box 13, Folder 14	<b>Training Needs Report 1975-1976</b> <b>Scope and Contents note</b> Report re training needs of Bureau of Social Services and Children's Services; memorandums on BSS training services; report re reduced Staff Development Division services
Box 18, Folder 1	<b>Training Needs Survey 1975</b> <b>Scope and Contents note</b> Memorandum, training needs survey and report re supervisory training
Box 17, Folder 7	<b>Training Plan undated</b> <b>Scope and Contents note</b> Training plan for supervisor and development of leadership: "Orientation of Clerical Supervisor. Seven Sessions. Gwen Boswell
Box 11, Folder 14	<b>Training Programs 1975</b> <b>Scope and Contents note</b> Superior Court Clerk Training Program manual (for Civil Service Commission); memorandum and rough draft of Children's Services training handbook re Civil Service Commission review and approval
Box 12, Folder 18	<b>Training Programs 1974-1975</b> <b>Scope and Contents note</b> Reports, test results, evaluation forms, and memorandum re evaluation of orientation training and other training programs
Box 12, Folder 22	<b>Training Programs 1972-1975</b> <b>Scope and Contents note</b> Memoranda, seminar brochures, attendance rosters, forms, correspondence, request for training services re training programs, especially for management, both within and without Staff Development
Box 12, Folder 25	<b>Training Programs 1975-1976</b> <b>Scope and Contents note</b> Brochures re Staff Development division course offerings; recipient list for pamphlet; paper re approaches to staff training; memorandums re workshop; course outline for critical reading course; discussion leader's guide for training program

Box 15, Folder 16	<b>Training Programs 1967, 1974-1975</b> <b>Scope and Contents note</b> Forms, memorandums, attendance lists, course material, report re Leaders Guide Seminar; training programs inventory; training guide: "The Agency Case Concept"
Box 15, Folder 18	<b>Training Programs 1973-1976</b> <b>Scope and Contents note</b> Memoranda, plan, training outlines, manual letter, legal analysis re fraud detection training, Investigative Interviewing Training, media training; quality control report; AFDC Committee agenda
Box 15, Folder 20	<b>Training Programs 1974-1976</b> <b>Scope and Contents note</b> Memoranda, statistics, reactions sheets, evaluation forms re various training programs, eg, Management Development Program
Box 17, Folder 10	<b>Training Programs and Resources Manual 1975, 1976</b> <b>Scope and Contents note</b> Training programs and resources manuals (first edition and revised) for Staff Development Division
Box 16, Folder 1	<b>Training Report 1981</b> <b>Scope and Contents note</b> Memoranda, drafts, forms, instruction sheets re revised SDD course and session attendance report
Box 12, Folder 3	<b>Transition Training 1973-1974</b> <b>Scope and Contents note</b> Memoranda, administrative directive, transition training manual, training report, evaluation forms and reports, lettergram, schedule re transition training; manual letter re AFDC eligibility
Box 16, Folder 5	<b>Veteran's Benefit Training 1974</b> <b>Scope and Contents note</b> Memorandum re Veteran's benefit training
Box 12, Folder 12	<b>WCMIS Training Packet undated</b> <b>Scope and Contents note</b> Welfare Case Management Information System Terminal Security Training Packet
Box 12, Folder 5	<b>WICS 1975-1977</b> <b>Scope and Contents note</b> Instructions, data sheets, information sheets on data processing, administrative forms, status report, proposal, memorandums, administrative directives with training plans re Welfare Case Information System procedures and databases
Box 12, Folder 1	<b>Workshop 1974</b> <b>Scope and Contents note</b> Memorandum, workshop material, proposed guide re "Train the Trainers" workshop

**Outside Training**

Box 12, Folder 28	<b>Human Relations Education 1978</b> <b>Scope and Contents note</b> Correspondence, handouts and outline re Human Relations Education, U.S. Air Force workshop; memorandums with evaluation of workshop
Box 12, Folder 24	<b>Miscellaneous Training Resources 1974-1977</b> <b>Scope and Contents note</b> Brochures, pamphlets re private staff training programs
Box 15, Folder 13	<b>Outside Consultants 1973-1975</b> <b>Scope and Contents note</b> Memoranda, lettergrams, curriculum vitae, course descriptions, reports, letters of understanding re pay, sessions taught by outside consultants
Box 11, Folder 28	<b>Outside Training 1975</b> <b>Scope and Contents note</b> Correspondence, brochures re training of Staff Development personnel with outside agencies, eg, Center for Training in Community Psychiatry
Box 12, Folder 15	<b>Statewide Staff Development 1974</b> <b>Scope and Contents note</b> Schedule, agenda, workshop summary re statewide staff development workshop; administrative forms and drafts of rules, handouts for workshop discussion; status report on California's Social Services Information System; Social Sec. administration report
Box 15, Folder 14	<b>Training Programs 1975</b> <b>Scope and Contents note</b> Memoranda, reaction sheet re Immigration Regulation Training; memorandums, proposal re Interview Communication Skills Workshop
Box 12, Folder 8	<b>U.S. Civil Service 1973-1976</b> <b>Scope and Contents note</b> Newsletter, regional letters, administrative forms, memorandums, training institute schedules re U.S. Civil Service Commission
Box 12, Folder 9	<b>U.S. Civil Service 1976-1977</b> <b>Scope and Contents note</b> U.S. Civil Service Commission pamphlets and brochures re regional training centers
Box 12, Folder 10	<b>U.S. Civil Service 1975</b> <b>Scope and Contents note</b> Material for U.S. Civil Service memory course

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**Administrative/Departmental Papers**

Box 18, Folder 34	<b>Administrative Issues 1975</b> <b>Scope and Contents note</b> Material re inter-bureau clearance and use of manual letters
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Box 11, Folder 26	<p><b>Administrative Papers 1975-1976</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda re reorganization of Bureau of Program Planning &amp; Development, affirmative action, funding, etc.; administrative directive re orientation scheduling</p>
Box 18, Folder 32	<p><b>Affirmative Action 1973-1975</b></p> <p><b>Scope and Contents note</b></p> <p>Forms, statistics, memorandums re ethnic group hiring and promotion</p>
Box 12, Folder 35	<p><b>Budget 1973-1976</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda, administrative directive, forms re budget matters, eg, budget cuts, tuition reimbursement, funding requests, supplemental budget</p>
Box 12, Folder 36	<p><b>Budget 1971-1973</b></p> <p><b>Scope and Contents note</b></p> <p>Organizational charts, reports re budget requests for new positions; memorandums re budget matters, eg, personnel requests, travel; administrative bulletin re final budget summary; requests from ethnic groups for improved services</p>
Box 18, Folder 29	<p><b>Budget 1974</b></p> <p><b>Scope and Contents note</b></p> <p>Memorandum, administrative directives, program statement, income maintenance report re SDD budget</p>
Box 18, Folder 30	<p><b>Budget 1974</b></p> <p><b>Scope and Contents note</b></p> <p>Memorandum, administrative directives, income maintenance, budget statements and allocation re SDD budget</p>
Box 18, Folder 31	<p><b>Budget 1975</b></p> <p><b>Scope and Contents note</b></p> <p>Budget process schedule, administrative directives, budget statements, memorandums re budget</p>
Box 13, Folder 13	<p><b>Cal. State Regulations 1976</b></p> <p><b>Scope and Contents note</b></p> <p>Cal. State Dept. of Health and Welfare memorandum re civil rights regulations; Cal. Dept. of Benefits program model; Health and Welfare Social Services Reports (used for training exercises); Sacramento County Social Welfare Dept. memorandums</p>
Box 18, Folder 26	<p><b>California Welfare Directors 1974-1977</b></p> <p><b>Scope and Contents note</b></p> <p>Material re California Welfare Directors and county directors of state welfare</p>
Box 11, Folder 27	<p><b>Case Management Data System 1975</b></p> <p><b>Scope and Contents note</b></p> <p>Route slips, lettergram, rough draft of plan re Case Data Management System</p>
Box 11, Folder 9	<p><b>Community Resources 1975</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda, Social Services manuals re community resources, including Community Resources Information Bank</p>

Box 20, Folder 3	<b>Compliance Review 1974-1975</b> <b>Scope and Contents note</b> State and County correspondence, Staff Development Committee meeting minutes, DPSS and SDD program statements, re State Department of Health compliance review
Box 16, Folder 6	<b>Coverage Codes 1973</b> <b>Scope and Contents note</b> Social Security benefit and claim codes
Box 20, Folder 2	<b>CRPSS 1975, 1977</b> <b>Scope and Contents note</b> Management Development Program, CRPSS recommendations reports, DPSS response, memorandums re Commission to Review Public Social Services(CRPSS); minutes of LS County CRPSS meeting; Management Council Training Resources Survey
Box 20, Folder 7	<b>Deferred Compensation Program 1975, 1977</b> <b>Scope and Contents note</b> Brochure, memorandums cum attachments re Deferred Compensation Program
Box 16, Folder 4	<b>Departmental Guidelines 1971</b> <b>Scope and Contents note</b> Departmental guidelines re office decorum, letters format, etc.
Box 15, Folder 6	<b>Department Organization 1974</b> <b>Scope and Contents note</b> Staff Development rosters by district; administrative directive re departmental organization
Box 18, Folder 27	<b>EDD 1974, 1977</b> <b>Scope and Contents note</b> Memoranda from California State Employment Development Department
Box 17, Folder 2	<b>Emergency Plans 1976, 1979</b> <b>Scope and Contents note</b> Memoranda, information sheets re LA County emergency plans for earthquakes, smog alerts, etc.
Box 20, Folder 5	<b>Fair Labor Standards Act 1974-1975</b> <b>Scope and Contents note</b> Memoranda, handbook, policy statements and actions re Fair Labor Standards Act
Box 20, Folder 8	<b>Federal Survey 1977</b> <b>Scope and Contents note</b> Cal. State Health and Welfare Agency memorandums, reports, release of state information forms re Federal Survey on Staff Development (see also folder 1)
Box 20, Folder 1	<b>Federal Survey Questionnaire 1977</b> <b>Scope and Contents note</b> Memoranda, completed survey form (photocopy) re Federal Survey Questionnaire on Staff Development



Box 20, Folder 6	<b>Grand Jury Recommendation 1975</b> <b>Scope and Contents note</b> Memorandum and report re grand jury recommendations
Box 20, Folder 12	<b>Grievance Handling undated</b> <b>Scope and Contents note</b> Guidelines for handling grievances
Box 18, Folder 24	<b>Job Description 1973, 1976</b> <b>Scope and Contents note</b> Job requirements and descriptions for position of coordinator; draft of addendum of reclassification report on position of coordinator
Box 15, Folder 9	<b>Liaison Revision 1973</b> <b>Scope and Contents note</b> Revised Staff Development Division Liaison System Proposal"; other plans and information sheets re liaison revision
Box 12, Folder 37	<b>Management Book 1974, 1980</b> <b>Scope and Contents note</b> Memorandum and outline of book on management; county employee handbook
Box 12, Folder 19	<b>Manual Inventory 1973, 1975</b> <b>Scope and Contents note</b> Checklists, memorandums re manual inventory
Box 18, Folder 12	<b>Manual Letter 1969</b> <b>Scope and Contents note</b> Manual letter re DPSS Form Manual II
Box 15, Folder 24	<b>Meetings 1975-1977</b> <b>Scope and Contents note</b> Memoranda, notices re DPSS administration meetings with community groups, quality control meetings, compliance review meetings, Los Angeles Intergovernmental Training Council Meeting
Box 15, Folder 25	<b>Memoranda of Understanding 1974, 1976</b> <b>Scope and Contents note</b> Memoranda of understanding re social services employees and changes to memorandums
Box 19, Folder 4	<b>Mileage Permittee Study 1973-1974</b> <b>Scope and Contents note</b> List of eligible employees, memorandums, with reports, and lettergram re mileage "permittee" study
Box 20, Folder 11	<b>Operations Manual 1975</b> <b>Scope and Contents note</b> Forms, manual letter, regulations, re operations manual
Box 19, Folder 3	<b>Personnel Manual Revision 1974-1976</b> <b>Scope and Contents note</b> Memoranda, with proposed revisions, re revision of personnel manual

Box 17, Folder 3	<b>Personnel Memoranda 1979</b> <b>Scope and Contents note</b> Personnel memorandums from Personnel Division of Administrative Services and other communications re DPSS business
Box 17, Folder 4	<b>Personnel Memoranda 1977, 1979</b> <b>Scope and Contents note</b> Personnel memorandums from Personnel Division of Administrative Services and other communications re DPSS business
Box 17, Folder 5	<b>Personnel Memoranda 1980</b> <b>Scope and Contents note</b> Personnel memorandums from Personnel Division of Administrative Services and other communications re DPSS business
Box 17, Folder 6	<b>Personnel Memoranda 1979-1980</b> <b>Scope and Contents note</b> Personnel memorandums from Personnel Division of Administrative Services and other communications re DPSS business
Box 13, Folder 25	<b>Program Plans 1973-1975</b> <b>Scope and Contents note</b> Staff Development program plans and statements
Box 14, Folder 14	<b>Publications 1971, 1973-1976</b> <b>Scope and Contents note</b> Department of Public Social Services newsletter; miscellaneous county, state, and federal newsletters
Box 14, Folder 22	<b>Organizational Charts 1973-1975</b> <b>Scope and Contents note</b> Organizational charts for different branches of Staff Development Division, Bureau of Social Services, and Cal. State Dept. of Health
Box 13, Folder 19	<b>Ready Referral Handbook 1975</b> <b>Scope and Contents note</b> Ready Referral Handbook, and manual letter announcing its release
Box 13, Folder 15	<b>Reports 1975-1976</b> <b>Scope and Contents note</b> Memoranda, address lists re Bureau of Social Services; Staff Development Report on training needs of Family/Adult Services personnel; federal HEW report on social service programs
Box 13, Folder 26	<b>Reports 1973-1976</b> <b>Scope and Contents note</b> Quarterly/statistical reports re Staff Development activities, goals, and accomplishments
Box 13, Folder 27	<b>Reports 1976-1977</b> <b>Scope and Contents note</b> Quarterly/statistical reports re Staff Development activities, goals, and accomplishments

Box 16, Folder 10	<b>Review List 1973</b> <b>Scope and Contents note</b> Review list of seniority for eligibility workers; memorandum re same
Box 19, Folder 1	<b>SDD Inventories 1976</b> <b>Scope and Contents note</b> Memoranda and inventories re "equipment inventory reconciliation"
Box 14, Folder 24	<b>SDD Miscellany 1973, 1975-1976</b> <b>Scope and Contents note</b> Correspondence, memorandums re "Out of Class" positions; Staff Development policy statement; gerontology project proposal
Box 15, Folder 23	<b>SDD Miscellany 1975-1976</b> <b>Scope and Contents note</b> Memoranda, correspondence, lettergrams re SDD business, eg, budget reductions, expense claims, BAPD staff statistics; labor relations seminar glossary, schedule, and paper
Box 16, Folder 11	<b>SDD Miscellany 1972-1981</b> <b>Scope and Contents note</b> Correspondence, memorandums, forms, reports re SDD/DPSS business and programs
Box 17, Folder 1	<b>SDD Miscellany 1975-1981</b> <b>Scope and Contents note</b> Correspondence, memorandums, reports, information sheets re SDD business and affairs
Box 19, Folder 10	<b>SDD Miscellany 1975-1976</b> <b>Scope and Contents note</b> Incoming correspondence index for 1975-1976; correspondence and memorandums re SDD matters, placement of student field workers, reassignments, cultural awareness program, etc.
Box 19, Folder 11	<b>SDD Miscellany 1977</b> <b>Scope and Contents note</b> Memoranda/reports, correspondence re training programs, training appropriation figures, history of SDD, etc.
Box 19, Folder 12	<b>SDD Miscellany 1975-1976</b> <b>Scope and Contents note</b> Memoranda, lettergrams re training programs, issuance of paychecks, transfer appeals and grievances, etc.
Box 16, Folder 9	<b>SSI Conversion 1973</b> <b>Scope and Contents note</b> Memoranda re activities to be waived during SSI conversion
Box 13, Folder 11	<b>Staff Development Creation 1971-1972</b> <b>Scope and Contents note</b> Memoranda and reports on staffing needs, needs assessment for staff development; staff development task force committee minutes; organizational chart; Staff Develop. Plan, Staff Develop. Initial Report; Cal. State memo re staff development

Box 11, Folder 18	<p><b>Staff Development Evaluation 1975</b></p> <p><b>Scope and Contents note</b></p> <p>Status reports, evaluation forms, personnel job descriptions re evaluation of Staff Development depts. and programs; memorandums, proposals, forms, tests, and questionnaires re training programs, Staff Development business</p>
Box 18, Folder 25	<p><b>Staff Development History 1977</b></p> <p><b>Scope and Contents note</b></p> <p>Updated Staff Development history</p>
Box 13, Folder 24	<p><b>Staff Development Miscellany 1973-1977</b></p> <p><b>Scope and Contents note</b></p> <p>Staff Development Division history; budget; memorandums re departmental business, eg, staff development task force; policy statement re training responsibilities; management plan, program for Staff Development; divisional goals administrative directive</p>
Box 14, Folder 4	<p><b>Staff Development Miscellany 1972-1973, 1975</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda re "Delphi Training", disaster operations, CASE workshop attendance, differential use of supervisors</p>
Box 13, Folder 5	<p><b>State/County Relations 1976</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda re relations between state and county CWDA development committee; draft re procedures for administration of public assistance</p>
Box 18, Folder 6	<p><b>State Dept. of Benefit Payments 1975-1977</b></p> <p><b>Scope and Contents note</b></p> <p>Letters and memorandums from California Dept. of Benefit Payments re social welfare services</p>
Box 18, Folder 28	<p><b>State Health Department 1975</b></p> <p><b>Scope and Contents note</b></p> <p>DPSS memorandums, copy of proposed regulation changes re State Department of Health</p>
Box 16, Folder 2	<p><b>State Hearing 1981</b></p> <p><b>Scope and Contents note</b></p> <p>Agenda, notice, Staff Development memorandum, copies of changes re State Department of Social Services public hearing on regulations changes</p>
Box 16, Folder 3	<p><b>State Hearing 1981</b></p> <p><b>Scope and Contents note</b></p> <p>Copies of changes in state regulations re State Department of Social Services public hearing on regulations changes</p>
Box 18, Folder 3	<p><b>State Information 1975-1977</b></p> <p><b>Scope and Contents note</b></p> <p>Continuation sheets, release of state information forms; state administrative forms</p>

Box 18, Folder 5	<b>State Informational Material 1973-1975</b> <b>Scope and Contents note</b> Memoranda, correspondence, Social Services Letters re California State social services
Box 13, Folder 4	<b>State Regulations 1973</b> <b>Scope and Contents note</b> State regulations re county staff development and training programs; forms re compliance with state requirements for staff development programs
Box 18, Folder 4	<b>State Social Services Letters 1975-1977</b> <b>Scope and Contents note</b> State Services Memoranda, letters, and Social Services Letters re California State social services
Box 13, Folder 3	<b>Status Report 1975</b> <b>Scope and Contents note</b> Status report for Centralized & Services Training Section
Box 13, Folder 18	<b>Tasks and Standards 1973, 1975</b> <b>Scope and Contents note</b> Memoranda, evaluation forms re task and standards of performance
Box 12, Folder 21	<b>Testing Guidelines 1967</b> <b>Scope and Contents note</b> Guide for creating multiple-choice tests; draft of "Revised N.A.S. Pre-Post Test (sic)"
Box 20, Folder 10	<b>Time Study 1974-1975</b> <b>Scope and Contents note</b> Memoranda, report forms re time study
Box 20, Folder 9	<b>Title XX Regulation Guide 1975</b> <b>Scope and Contents note</b> Program regulation guide for Title XX (preliminary)
Box 14, Folder 2	<b>Title XX Regulations 1975</b> <b>Scope and Contents note</b> Memoranda, copy of Title XX regulations
Box 12, Folder 14	<b>Tuition Refund Program 1972</b> <b>Scope and Contents note</b> Departmental manual: "Los Angeles County Department of Public Social Services: Tuition Refund Program, 1972-1973." Bureau of Fiscal Affairs...
Box 12, Folder 13	<b>Travel Policy 1973-1975, 1977</b> <b>Scope and Contents note</b> Manual letters, correspondence, memorandums, administrative forms re travel expenses and reimbursement
Box 19, Folder 2	<b>Administrative Services</b> <b>Administrative Appointments 1975</b> <b>Scope and Contents note</b> Memoranda re administrative appointments program; route slips re departmental matters

Box 18, Folder 13	<p><b>Civil Service Commission 1975-1977</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda from Personnel Division of Administrative Services re actions of Civil Service Commission and effect on DPSS and its departments</p>
Box 18, Folder 14	<p><b>Civil Service Commission 1975-1976</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda from Personnel Division of Administrative Services re actions of Civil Service Commission and effect on DPSS and its departments</p>
Box 18, Folder 16	<p><b>Equal Opportunity 1976-1977</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda from Personnel Division of Administrative Services re equal opportunity Commission and Fair Employment Practices Commission activity (restricted)</p>
Box 18, Folder 23	<p><b>Job Descriptions 1974</b></p> <p><b>Scope and Contents note</b></p> <p>Class specifications, job descriptions, memorandums re positions within Administrative Services of SDD</p>
Box 18, Folder 22	<p><b>Job Reclassification 1974-1976</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda, correspondence, reports re job classification and reclassification within SDD and for personnel within DPSS</p>
Box 19, Folder 5	<p><b>Memoranda of Understanding 1976</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda of understanding re social workers and child welfare workers bargaining units</p>
Box 19, Folder 6	<p><b>Memoranda of Understanding 1973, 1975-1976</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda of understanding re social services investigators employee representation unit and negotiation summary, etc., and change to previous memorandums of understanding on said subjects</p>
Box 19, Folder 7	<p><b>Memoranda of Understanding 1976</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda of understanding re social workers employee representation unit</p>
Box 18, Folder 8	<p><b>Personnel Division 1976</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda from Personnel Division of Administrative Services to Bureau of Administrative Services, with index of memorandums</p>
Box 18, Folder 7	<p><b>Personnel Division 1976</b></p> <p><b>Scope and Contents note</b></p> <p>Memoranda from Personnel Division of Administrative Services to Bureau of Administrative Services</p>

Box 18, Folder 9	<b>Personnel Division 1977</b> <b>Scope and Contents note</b> Memoranda from Personnel Division of Administrative Services to Bureau of Administrative Services
Box 18, Folder 10	<b>Personnel Division 1977</b> <b>Scope and Contents note</b> Memoranda from Personnel Division of Administrative Services to Bureau of Administrative Services, with index of memorandums
Box 18, Folder 11	<b>Personnel Division 1975-1977</b> <b>Scope and Contents note</b> Memoranda and correspondence from Personnel Division of Administrative Services to Bureau of Administrative Services
Box 18, Folder 17	<b>Public Disclosure 1976</b> <b>Scope and Contents note</b> Memoranda from Personnel Division of Administrative Services re new Public Disclosure Law
Box 15, Folder 17	<b>Personnel</b> <b>Interviews 1973</b> <b>General note</b> Restricted <b>Scope and Contents note</b> Interview schedules, interview guidelines, forms, and plan, exam list re SDD staff hiring (restricted)
Box 11, Folder 25	<b>Memoranda 1975</b> <b>Scope and Contents note</b> Memoranda re newly hired and promoted Eligibility Workers
Box 14, Folder 28	<b>Personnel 1974-1975</b> <b>General note</b> Restrict <b>Scope and Contents note</b> Memoranda, reports, statistics re personnel matters, eg, assignments, job descriptions, attendance, job performance (restricted)
Box 15, Folder 1	<b>Personnel 1975</b> <b>Scope and Contents note</b> Memoranda, personnel lists, personnel procedures re eligibility worker and supervisory new hires and promotions
Box 15, Folder 2	<b>Personnel 1975</b> <b>Scope and Contents note</b> Memoranda re personnel procedures, eg, centrally hired eligibility workers
Box 15, Folder 3	<b>Personnel 1975</b> <b>Scope and Contents note</b> Memoranda, personnel lists, personnel procedures re eligibility worker and supervisory new hires and promotions

Box 14, Folder 23	<b>Personnel Matters 1975-1976</b> <b>Scope and Contents note</b> Memoranda; information sheets; job descriptions; salary lists; personnel assignments; position classifications and reclassifications
Box 14, Folder 25	<b>Position Description undated</b> <b>Scope and Contents note</b> Descriptions of positions within Staff Development Division
Box 14, Folder 26	<b>SDD Miscellany 1976</b> <b>General note</b> Restrict <b>Scope and Contents note</b> Memoranda, correspondence, reports re Staff Development matters, eg, vacation and sick leave, personnel problems (restricted)
Box 14, Folder 27	<b>SDD Miscellany 1975-1976</b> <b>Scope and Contents note</b> Memoranda, correspondence, reports re mostly personnel matters (restricted)
Box 14, Folder 3	<b>Staff Grievances and Disciplinary Policy 1973, 1975</b> <b>General note</b> Restrict <b>Scope and Contents note</b> Memoranda, complaint forms re staff employee grievance; memorandums re disciplinary actions and policy (restricted)
Box 12, Folder 20	<b>Temporary Promotions 1973</b> <b>Scope and Contents note</b> Memoranda, acceptance forms and guidelines re temporary promotions
	<b>Reports</b>
Box 11, Folder 11	<b>Commissions 1973-1974</b> <b>Scope and Contents note</b> Reports, memorandums re commissions, including Commission to Review Public Social Services; final report: Personnel Management System Study; memo and report re problem in Personnel Management
Box 11, Folder 10	<b>DPSS Review 1975</b> <b>Scope and Contents note</b> Reports, memorandums re Commission to Review Public Social Services and impact on Staff Development; 2 copies of CRPSS report; minutes of LA County Commission to Review Public Social Services meeting; report on needed changes in Staff Development
Box 20, Folder 4	<b>DPSS Staff Development Study 1973</b> <b>Scope and Contents note</b> DPSS Staff Development Study, from the Commission to Review Public Social Services. Final Report March 1973.



Box 15, Folder 15	<b>Field Work 1976-1977</b> <b>Scope and Contents note</b> Report for MSW Work-Study Task Force; USC, UCLA and CSULB reports, field instruction calendar and memorandums re field work; Doris MacAfee, DPSS field work coordinator, retirement correspondence; service center reports; miscellaneous reports
Box 15, Folder 10	<b>Goals and Objectives 1975-1976</b> <b>Scope and Contents note</b> Memoranda, reports and quarterly reports, review, plans re DPSS and section goals and objectives
Box 15, Folder 11	<b>Goals and Objectives 1973-1975</b> <b>Scope and Contents note</b> Memoranda, reports and quarterly reports, goals and objectives list, plans re DPSS and section goals and objectives
Box 15, Folder 31	<b>Item Control 1973</b> <b>Scope and Contents note</b> Item control reports and updates, mainly re personnel
Box 18, Folder 21	<b>Job Study 1975</b> <b>Scope and Contents note</b> Eligibility Supervisor Job Study
Box 15, Folder 30	<b>Management Survey 1974</b> <b>Scope and Contents note</b> Management survey of LA County by Hewitt Associates
Box 12, Folder 30	<b>Report 1975</b> <b>Scope and Contents note</b> California Child Day Care Licensing Task Force. Report and Recommendations
Box 11, Folder 13	<b>Reports 1974</b> <b>Scope and Contents note</b> Dependency Services report; LA County Bar Association report on juvenile justice
Box 14, Folder 5	<b>Reports 1976</b> <b>Scope and Contents note</b> Monthly reports for different sections of Staff Development
Box 14, Folder 6	<b>Reports 1976</b> <b>Scope and Contents note</b> Staff Development quarterly and monthly statistical/program reports
Box 14, Folder 7	<b>Reports 1976-1977</b> <b>Scope and Contents note</b> Monthly reports for different sections of Staff Development
Box 14, Folder 8	<b>Reports 1976</b> <b>Scope and Contents note</b> Monthly reports for different sections of Staff Development

Box 14, Folder 9	<b>Reports 1976</b> <b>Scope and Contents note</b> Monthly reports for different sections of Staff Development
Box 14, Folder 10	<b>Reports 1975-1976</b> <b>Scope and Contents note</b> Monthly reports for different sections of Staff Development; memorandums re issue of consultation hours
Box 14, Folder 11	<b>Reports 1975</b> <b>Scope and Contents note</b> Staff Development quarterly and monthly reports
Box 14, Folder 12	<b>Reports 1975</b> <b>Scope and Contents note</b> Monthly reports for different sections of Staff Development
Box 12, Folder 31	<b>Reports and Services 1976</b> <b>Scope and Contents note</b> Report on DPSS service programs; DPSS budget reduction report; information and referral fact sheet; resource inventory, adult protective services and foster care questionnaire and correspondence re same
Box 15, Folder 12	<b>SDD Miscellany 1973-1976</b> <b>Scope and Contents note</b> Memoranda re fraud in training and Department; memorandums re DPSS manuals; memorandums re inter-bureau clearances
Box 13, Folder 10	<b>Services Plan/Title XX 1975</b> <b>Scope and Contents note</b> Comprehensive Annual Services Program Plan for the State of California"; LA County memorandum, agenda and minutes re State Title XX steering committee
Box 11, Folder 20	<b>"Status, Training Reports" 1974-1975</b> <b>Scope and Contents note</b> Staff Development Status Report; Staff Development Training Report; memorandums, status report re Corrective Action Management Plan; memorandums re general matters; Corrective Action Planning Comm. Minutes
Box 13, Folder 8	<b>Title XX State Plan 1975</b> <b>Scope and Contents note</b> State of California Health and Welfare Agency report: "Title XX. California's Comprehensive Annual Services Program Plan. October 1, 1975/June 30, 1976
Box 13, Folder 9	<b>Title XX County Plan 1975</b> <b>Scope and Contents note</b> Los Angeles County Services Plan re Title XX; HEW reporting requirements manual, and county and state memorandums re same

**Department of Public Social Services**

**Scope and Content**

The Department of Public Social Services series contains Administrative Papers (for general bureaucratic papers such as agendas), the records of the Department of Charities and the Public Social Services Commission, Reports (annual, biennial, or studies), Manual Letters, and General Publications (the miscellaneous run of printed materials).

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**Administrative Papers**

Box 21, Folder 4

**Administrative Bulletin 1969**

**Scope and Contents note**

Administrative bulletin re social services aide program

Box 33, Folder 5

**Administrative Bulletins 1967-1971, 1979**

**Scope and Contents note**

Run of administrative bulletins re DPSS regulations and business

Box 28

**DPSS Directives 1973-1977**

**Scope and Contents note**

DPSS administrative directives re departmental matters

Box 29, Folder 1

**DPSS Directives 1977-1978**

**Scope and Contents note**

DPSS administrative directives re departmental matters

Box 29, Folder 2

**DPSS Directives 1980-1981**

**Scope and Contents note**

DPSS administrative directives re departmental matters

Box 29, Folder 3

**DPSS Directives 1979-1980**

**Scope and Contents note**

DPSS administrative directives re departmental matters

Box 30

**DPSS Directives 1981-1982**

**Scope and Contents note**

DPSS administrative directives re departmental matters

Box 31

**DPSS Directives 1981-1983**

**Scope and Contents note**

DPSS administrative directives re departmental matters

Box 32

**DPSS Directives 1982**

**Scope and Contents note**

DPSS administrative directives re departmental matters

Box 21, Folder 3

**DPSS Directives 1971-1973**

**Scope and Contents note**

Departmental directives, manual letters, training materials, fact sheets, and memorandums re departmental reorganization; children's services, especially foster care; general social services standards

Box 25, Folder 4	<b>DPSS Miscellany 1970, 1974</b> <b>Scope and Contents note</b> DPSS Day Care subcommittee minutes and agenda, plus information sheet on DPSS child care and federal child care regulations; DPSS report re quality control requirements; worksheets and policy re case error rates and adjustments
Box 23, Folder 5	<b>Foster Parent Handbook 1975-1976</b> <b>Scope and Contents note</b> Foster parent handbook; foster parent orientation mailing list; memorandum re communication system for foster parent association liaisons
Box 23, Folder 9	<b>Miscellany 1974</b> <b>Scope and Contents note</b> Memoranda, report, minutes re after hour service plan; Bureau of Social Services information sheet; information sheets re location of social workers
Box 23, Folder 11	<b>Miscellany 1969-1977</b> <b>Scope and Contents note</b> Memorandum, papers re Income Maintenance; Los Angeles County Title XX service programs; minutes, correspondence, agendas re Public Social Services Commission meetings

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**Department of Charities**

Box 27, Folder 4	<b>Adoptions 1952-1968</b> <b>Scope and Contents note</b> Memoranda, articles re Food for Thought Series, of Dept. of Charities, Bureau/Dept. of Adoptions; Bureau of Adoptions annual report, 1956-1957; memorandum re new rate for care of children in boarding homes and institutions
Box 23, Folder 6	<b>Annual Report undated</b> <b>Scope and Contents note</b> Los Angeles County Dept. of Charities Annual Report, Fiscal Year 1956-1957
Box 22, Folder 9	<b>Child Welfare League Membership 1957-1984</b> <b>Scope and Contents note</b> Correspondence, admission application, admission study re membership of Division of Child Welfare Services of Dept. of Charities in Child Welfare League of America
Box 25, Folder 2	<b>Miscellany 1956, 1962</b> <b>Scope and Contents note</b> Dept. of Charities informational booklet; correspondence with Welfare Planning Council re processing public assistance cases and mentally ill; Annual Report, LA County Bureau of Adoptions; Dept. of Charities, Outdoor Relief, Food Budget (photocopy)
Box 24, Folder 5	<b>Reports 1950, 1965</b> <b>Scope and Contents note</b> Report on welfare in South Central LA, by Bureau of Public Assistance; Dept. Parks & Recreation Annual Report (1949-1950)

Box 26, Folder 10	<b>Report 1956</b> <b>Scope and Contents note</b> Report on Protective Services for Children
Box 21, Folder 1	<b>Protective Services Report circa 1961</b> <b>Scope and Contents note</b> Report of Protective Services Project. April 1958-June 1961" re protection of children
Box 22, Folder 1	<b>Public Assistance Program Introduction 1948</b> <b>Scope and Contents note</b> Handbook on California public welfare, prepared by California State Dept. of Social Welfare: Introduction to the Public Assistance Program in California
Box 23, Folder 2	<b>Single Men Study circa 1957</b> <b>Scope and Contents note</b> A Study of Single, Unattached Men in Los Angeles, by Joseph Gartside

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**General Publications**

Box 21, Folder 2	<b>AFDC Clients &amp; Social Services Study 1970 July</b> <b>Scope and Contents note</b> Stanford Research Institute Report re AFDC client needs and social services in LA Dept. of Public Social Services
Box 23, Folder 8	<b>Bureau Organizational Guide 1966</b> <b>Scope and Contents note</b> Guide to the Organization of the Bureau of Public Assistance. October 1966
Box 26, Folder 4	<b>Children's Services Handbook 1976</b> <b>Scope and Contents note</b> Children's Services Handbook
Box 27, Folder 3	<b>DPSS Miscellany 1965-1973</b> <b>Scope and Contents note</b> Contract and report re child care; report re illegitimacy and public dependency; administrative directive re preschool compensatory education program; Spanish for Social Workers booklet
Box 21, Folder 12	<b>Eligibility Model Project 1973</b> <b>Scope and Contents note</b> Eligibility Model Project. Los Angeles County Dept. of Public Social Services
Box 22, Folder 2	<b>Eligibility Supervisors Training Plan 1972 January</b> <b>Scope and Contents note</b> Training plan for eligibility supervisors: Eligibility Supervisor Post Orientation and Induction Syllabus. January 1972
Box 37	<b>Foster Care 1978</b> <b>Scope and Contents note</b> County of Los Angeles. Foster Care System/IBPS User Requirements

Box 38, Folder 4	<b>GAIN Papers 1987</b> <b>Scope and Contents note</b> Bound collection of GAIN memorandums, committee materials, forms, etc.
Box 38, Folder 5	<b>GAIN Plan 1987</b> <b>Scope and Contents note</b> GAIN LA County plan for 1988-1989, vol 1 (draft)
Box 38, Folder 6	<b>GAIN Plan 1987</b> <b>Scope and Contents note</b> GAIN LA County plan for 1988-1989, vol 2 (draft)
Box 38, Folder 3	<b>GAIN Publications 1986, 1992</b> <b>Scope and Contents note</b> GAIN program model booklets; GAIN LA County Plan update
Box 23, Folder 1	<b>General Relief 1975 December</b> <b>Scope and Contents note</b> Review of general relief programs and subsequent recommendations: General Relief Review Committee. Public Hearings, December, 1975
Box 22, Folder 8	<b>Guidebook circa 1972</b> <b>Scope and Contents note</b> Department of Public Social Services. Functional Reporting Guide
Box 27, Folder 1	<b>Handbook Revision 1974</b> <b>Scope and Contents note</b> Revision of Adult Homemaker/Chore Services handbook. Restricted: Actual case information
Box 21, Folder 6	<b>Homeless Youth Assistance undated</b> <b>Scope and Contents note</b> Orientation pamphlet and guidebook for volunteers with Community Assistance to Homeless Youngsters program (CATHY)
Box 38, Folder 2	<b>Intpretation Handbook (GAIN) 1988</b> <b>Scope and Contents note</b> GAIN program interpretation handbook (draft)
Box 39, Folder 1	<b>Legal Aid Foundation 1987-1990</b> <b>Scope and Contents note</b> Legal Aid Foundation correspondence, briefs, summaries re challenge to GAIN")
Box 35, Folder 2	<b>Mental Health circa 1972</b> <b>Scope and Contents note</b> Mental Health Resources in Los Angeles County
Box 24, Folder 8	<b>Miscellaneous Publications 1997</b> <b>Scope and Contents note</b> Informational booklet on welfare reform; review of DPSS social services programs, by California State Dept. of Health

Box 22, Folder 4	<b>Newsletter &amp; DPSS miscellany 1969-1976</b> <b>Scope and Contents note</b> DPSS newsletter; foster parents pamphlet; shelter care agreement; correspondence to DPSS task force and subcommittee members; memorandums re social services cost allocation time study; Feldman letter to DPSS re proposed policy changes towards unwed mothers
Box 21, Folder 9	<b>Public Welfare Programs 1977</b> <b>Scope and Contents note</b> Catalog of public welfare programs administered by DPSS: A Brief Summary of the Public Welfare Programs Administered by the Los Angeles County Dept. of Public Social Services
Box 23, Folder 7	<b>Resource Information 1965</b> <b>Scope and Contents note</b> Booklet on the California/CRIB-Community Resource Information Bank; booklet on job training, from LA County Bureau of Public Assistance: The Road Ahead through Job Training and Placement
Box 36	<b>SDSW Manual 1975</b> <b>Scope and Contents note</b> State Dept. of Social Welfare manual, with appendix and index
Box 21, Folder 11	<b>Title XX Report circa 1982</b> <b>Scope and Contents note</b> California State Dept. of Social Services report re Title XX block grant preexpenditures
Box 21, Folder 8	<b>Training Guide 1968</b> <b>Scope and Contents note</b> Training guide: Cultural Problems Faced by Minority Groups; Pamphlet profiling LA welfare families: A Look at a Welfare Family in Los Angeles
Box 22, Folder 3	<b>Volunteer Training Manual undated</b> <b>Scope and Contents note</b> Training Manual. Social Service Volunteers. Dept. of Public Social Services. County of Los Angeles

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**Manual Letters**

Box 26, Folder 6	<b>Child Support Handbook 1981</b> <b>Scope and Contents note</b> Child Support Handbook, including revised child support referral system, with manual letters
Box 33, Folder 1	<b>Clerical Regulations 1981-1983</b> <b>Scope and Contents note</b> Run of manual letters, with revisions of handbook, re clerical supervision and work
Box 26, Folder 1	<b>Food Stamp Handbook 1975-1981</b> <b>Scope and Contents note</b> Public Assistance Food Stamp Desk Review Handbook, plus manual letter updates of handbook

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Box 33, Folder 4	<p><b>General Relief 1981-1983</b></p> <p><b>Scope and Contents note</b></p> <p>Manual letters, with handbooks, re General Relief Handbook and General Relief Desk Review Handbook</p>
Box 21, Folder 13	<p><b>Homemaker Services 1974</b></p> <p><b>Scope and Contents note</b></p> <p>Manual letter re Adult Homemaker/Chore Services Handbook (1 complete copy; 1 partial copy)</p>
Box 33, Folder 3	<p><b>Manual Letter Miscellany 1981-1983</b></p> <p><b>Scope and Contents note</b></p> <p>Run of manual letters, with handbooks, re various issues, eg, In-home Supportive Service Handbook</p>
Box 34	<p><b>MediCal/WIN 1981-1983</b></p> <p><b>Scope and Contents note</b></p> <p>Manual letters, with handbooks, re WIN and MediCal Program Interpretation and MediCal Desk Review</p>
Box 24, Folder 1	<p><b>Miscellany 1967-1970</b></p> <p><b>Scope and Contents note</b></p> <p>Staff development and training manual; manual letter re Operations Handbook #17</p>
Box 26, Folder 2	<p><b>Operations Handbook 1977</b></p> <p><b>Scope and Contents note</b></p> <p>DPSS operations handbook re stationery(!)</p>
Box 26, Folder 9	<p><b>Operator's Guide 1976</b></p> <p><b>Scope and Contents note</b></p> <p>UNIVAC-Terminal Operator's Guide, with manual letters</p>
Box 33, Folder 2	<p><b>Overpayment/ Duplicate Warrant 1975-1982</b></p> <p><b>Scope and Contents note</b></p> <p>Manual letters, with handbook, re Overpayment/Underpayment/Repayment and Duplicate Warrant Adjustment Procedures handbook</p>
Box 26, Folder 7	<p><b>Review Guide 1980-1981</b></p> <p><b>Scope and Contents note</b></p> <p>Review Guide for AFDC-BHI, with manual letter updates and revisions</p>
Box 26, Folder 3	<p><b>Specialized Programs Handbook 1976-1980</b></p> <p><b>Scope and Contents note</b></p> <p>Manual letters for specialized programs handbook, eg, Indochinese refugee assistance program</p>
Box 26, Folder 8	<p><b>Systems Operator's Manual 1975</b></p> <p><b>Scope and Contents note</b></p> <p>Sycor Terminal Operator's Manual, with manual letters</p>



Box 26, Folder 5

**WIN Handbook 1981**

**Scope and Contents note**

WIN Handbook re program interpretation of Federal and State regulations in EAS 42-600, with manual letters

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**Public Social Services Commission**

Box 21, Folder 10

**Commission Report circa 1973**

**Scope and Contents note**

Public Social Services Commission Report: Social Services Recommendations

Box 21, Folder 15

**Commission Report 1974**

**Scope and Contents note**

Public Social Services Commission Report: July 1, 1971-June 30, 1973

Box 24, Folder 3

**Commission Reports 1968, 1974**

**Scope and Contents note**

Yearly reports: Los Angeles County Public Social Services Advisory Commission, 1967-1968 (two copies); LA County Public Social Services Commission, 1971-1973

Box 24, Folder 4

**Commission Report 1974**

**Scope and Contents note**

Los Angeles County Public Social Services Commission Report of the Study and Public Hearings: Dependent Children of the Juvenile Court (two copies)

Box 25, Folder 1

**Commission Reports 1974-1975**

**Scope and Contents note**

LA County Public Social Services Commission: Annual Report, 1974-1975; Report, July 1-June 30, 1974

Box 25, Folder 3

**Commission Reports 1973**

**Scope and Contents note**

LA County Public Social Services Commission, Report of the Study & Public Hearings: Day Care; LA County Public Social Services Commission, Report: Social Services Recommendations

Box 27, Folder 5

**Commission Report 1969, 1989**

**Scope and Contents note**

LA County Public Social Services Advisory Commission Report re State vs. County administration of welfare; Commission meeting agenda and minutes

Box 25, Folder 6

**Commission Study 1980**

**Scope and Contents note**

LA County Commission for Public Social Services MacLaren Hall follow-up study

Box 26, Folder 11

**Federal Welfare Reform Report 1995**

**Scope and Contents note**

Commission for Public Social Services report on Federal welfare reform proposals, plus memorandum re same to LA County supervisors; Commission meeting agenda and minutes re welfare reform

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Box 38, Folder 1

**SSI Assistant Services 1992**

**Scope and Contents note**

SSI: Supplemental Security Income Assistance Services, prepared for Los Angeles County Commission for Public Services, by Maximus

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**Reports**

Box 21, Folder 7

**Biennial Report 1968**

**Scope and Contents note**

Department of Public Social Services Biennial Report, Fiscal Years: 1965-1966/1966-1967

Box 22, Folder 6

**Biennial Report undated**

**Scope and Contents note**

County of Los Angeles, Dept. of Public Social Services: Biennial Report, 1985-1987

Box 22, Folder 10

**Child Abuse Studies 1979**

**Scope and Contents note**

A Study of Child Abuse and Neglect. Presented to Keith Comrie, Director DPSS. June 25, 1979; A Study of Child Abuse and Neglect. Presented to the Board of Supervisors of the County of Los Angeles ... Jan. 1978 to Feb., 1979 (two copies)

Box 23, Folder 10

**Commission Review 1975 June**

**Scope and Contents note**

Study of organization of Bureau of Social Services, of the DPSS: Commission to Review Public Social Services. Bureau of Social Services Study. June 1975

Box 23, Folder 4

**Emergency & Dependency Services Report 1974**

**Scope and Contents note**

Program review for accreditation: Report on the Study of the Dependency and Emergency Services of Los Angeles County Dept. of Public Social Services, Bureau of Social Services...

Box 22, Folder 7

**Fact Sheets undated**

**Scope and Contents note**

Los Angeles County, Dept. of Public Social Services. Programs Administered, Statistical Review: Fact Sheets--Third Quarter 1972

Box 23, Folder 12

**Fact Sheets undated**

**Scope and Contents note**

Los Angeles County, Dept. of Public Social Services. Programs Administered, Statistical Review: Fact Sheets--Second and Third Quarters (partial photocopy)

Box 24, Folder 2

**Fact Sheets 1972, 1978**

**Scope and Contents note**

Los Angeles County, Dept. of Public Social Services, Programs Administered, Statistical Review: Fact Sheets--1972; Los Angeles County Dept. of Public Social Services, Programs Administered, Statistical Review: Fact Sheets--1978

Box 25, Folder 5

**Fact Sheets 1975, 1976**

**Scope and Contents note**

Los Angeles County, Dept. of Public Social Services. Programs Administered, Statistical Review: Fact Sheets--January-June 1977

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Box 21, Folder 16	<b>Information and Referral Study 1979</b> <b>Scope and Contents note</b> Report of the Los Angeles County Information and Referral Study
Box 35, Folder 1	<b>Poverty Data undated</b> <b>Scope and Contents note</b> Numerical information on poverty by census tracts of poverty areas in LA County
Box 21, Folder 14	<b>Report 1972</b> <b>Scope and Contents note</b> Department of Public Social Services. Fiscal and Statistical Report for May--1972. Prepared by Bureau of Fiscal Affairs and Administrative Services
Box 24, Folder 7	<b>Report 1974 December</b> <b>Scope and Contents note</b> An Organizational Review of Public Welfare. Report of the Commission to Review Public Social Services, Los Angeles County
Box 22, Folder 5	<b>Reports &amp; Information Sheet 1973, 1983</b> <b>Scope and Contents note</b> Project Report: Licensed Family Day Care Educational Program; Children's Services Task Force Presentation; Bureau of Social Services information sheet
Box 23, Folder 3	<b>Social Services Study Design 1970</b> <b>Scope and Contents note</b> CAO and DPSS study of social services design
Box 21, Folder 5	<b>Statistical Report 1983</b> <b>Scope and Contents note</b> Statistical report re case loads and payments
Box 24, Folder 6	<b>Statistical Report 1969 September</b> <b>Scope and Contents note</b> Dept. of Public Social Services Statistical Report
Box 25, Folder 7	<b>Statistical Reports 1999</b> <b>Scope and Contents note</b> Monthly statistical reports for May, July, August and September re aid
Box 27, Folder 2	<b>Research Report 1973</b> <b>Scope and Contents note</b> DPSS Research Report No. 72-9: Linkage Between the Labor Market and the Aid to Families with Dependent Children Program, ... California