Update 2006-1: Common Place Handbook
Suspected Employee Fraud Referral and General Clean-up

Background
Due to the implementation of CalWIN in June of 2005, it is necessary to update the Common Place Handbook to reflect new terminologies and business processes. Completed chapters will be released on a flow basis.

Changes
This Update contains changes to:

• Chapter 27 - Fraud
• Chapter 56 - Complaints/Inquiries

Fraud
The following changes are made to Chapter 27:

• Added definition and referral process for Suspected Employee Fraud.

• Deleted information regarding the American Corrective Counseling Services (ACCS) program. The District Attorney's office notified us that this program was never implemented in our county.

• Replaced filing instructions for physical case folders with Integrated Document Management (IDM) scanning information.

Complaints / Inquiries
The following changes are made to Chapter 56:

• Added referral process for Suspected Employee Fraud when information is received as a Community Complaint.

• Deleted CDS information and replaced it with CalWIN information.
• Replaced filing instructions for physical case folders with Integrated Document Management (IDM) scanning information.

Implementation
The changes in this Update are effective upon receipt.

Supervisors
EW Supervisors must review this Update at their next unit meeting but no later than April 30, 2006.

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