

Conflict of Interest

(Revised 05/31/24)

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Forms

The following form is referenced in this policy:

- AUD263 Incompatible Activities Disclosure Form (E-form)
- 22-13 Letter of Support (LOS)-Child Welfare Development Services (CWDS)

Related Policies

Additional information can be found in the following policy:

- Hotline - Sensitive Referrals

Policy

It is critical that Health and Human Services Agency (HHSA) employees avoid situations that create a conflict of interest or the appearance of a conflict. This includes HHSA employees involved in outside employment or activities.

Child and Family Well-Being (CFWB) employees **will not engage in any activity which involves receiving compensation or benefits**, e.g., money, gifts, favors, etc. from groups, organizations, private parties or clients for performing services which the employee is expected to render in the course of duties as a County employee.

CFWB employees **will not engage in any activity or outside employment involving the use of County time or facilities**, e.g., placing and receiving telephone calls, using County cellular phones and County business cards with phone numbers, etc.

CFWB employees **will not use their County ID badge, influence, or position for private gain and/or personal advantage.**

CFWB staff are prohibited from being respite providers.

All employees of HHSA **will disclose in writing, any outside employment for compensation.** The disclosure statement form, AUD 263, is solicited electronically from staff semi-annually.

Conflict of Interest policies also apply to volunteers. **Volunteers will not engage in any outside contact with CFWB clients.**

Further Clarifications Conflicts of interest include, but are not limited to:

- Private services to HHSA clients through outside employment. HHSA clients includes persons receiving Adoption Assistance Program benefits.
- Any personal relationship with a HHSA client. CFWB staff must **immediately disclose any personal relationship with a person who begins receiving services**. CFWB staff may not establish a personal relationship with an existing client.
 - The DD will determine the steps necessary to ensure that there is no appearance of special treatment based on a personal relationship with an HHSA staff.
 - Necessary action may include, but not limited to re-assignment of a case to another unit, division or region; CWS/CMS confidentiality safeguards; and disclosure of the personal relationship to County Counsel.
- CFWB staff who are interns under supervision for Masters in Family Therapy (MFT) or Licensed Clinical Social Worker (LCSW) licensure **outside of a CFWB authorized child welfare program**. Such internships may **not** use CFWB cases or County time to satisfy licensing requirements.
- Volunteers who are licensed, practicing psychotherapists. Such volunteers may not receive any new CFWB referrals from the point they start volunteering time with CFWB. (In the event the volunteer has CFWB clients as current patients, they may continue in therapy until completion).

Outside Employment & Case Referrals A CFWB employee engaged in outside employment that requires him/her to be a mandated reporter of suspected child abuse and neglect, will inform the Hotline that he/she is a CFWB employee. The Hotline will then make the case Hotline - Sensitive Referrals.

The CFWB employee making the referral will not interact with other CFWB employees responsible for handling the case regarding that particular case. The CFWB employee may only respond to contact initiated by CFWB for the limited purpose of providing information as the mandated reporter.

In addition, as a result of this outside employment and prior relationship with the client, the referral or case **will not be assigned to the CFWB employee in any decision making capacity**. Under no circumstances will the CFWB employee review the CFWB referral or case while engaged in regular duties as a CFWB employee.

Other Prohibitions Other prohibitions include, but are not limited to:

- Any consultation work for a fee concerning the application or interpretation of policies or procedures from HHSA, or orders from Juvenile Court.
- Soliciting personal business for a fee (while such services are available without charge from HHSA.)
- Any activity for compensation or personal gain that would affect specific decisions within the purview of his/her County employment.

**Other Prohibitions
(cont.)**

- Any activities for compensation or personal gain in which the employee represents him/herself as a County employee in seeking approval, review control, or audit by another employee, officer, board or commission of the County of San Diego.
- Directly or indirectly soliciting, seeking, or accepting personal loans, gifts, gratuities, business compensation or favors from business firms or their agents who deal with the Health and Human Services Agency.
- Using official information not readily available to the general public, gained in the course of County employment, for private gain or advantage or the gain or advantage of another.
- Offering any item(s) for sale to HNSA/CFWB applicants/recipients.
- Negotiating for purchase or sale of real or personal property owned by CFWB.
- Accepting gifts from CFWB clients.
- Pursuant to Welfare and Institutions Code Section 10850, engaging in any outside activity in which the employee would disclose or use confidential information concerning applicants or recipients. (Is also in violation of the Code.)

**Training for Child
Welfare
Development
Services (CWDS)**

Staff working for CFWB can only train outside of County of San Diego. For example, they are able to train in the contiguous counties such as Orange, Riverside and Los Angeles. CFWB staff cannot train in San Diego for CWDS.

As part of the application to train for CWDS, staff need to complete the 22-13 and have their supervisor sign it. For additional information, please click [here](#).

**Procedure for
Submitting Activity
Disclosure**

Staff will follow these procedures when filing disclosure statements:

Step	Who	Action
1	Employee	Complete the form as instructed, electronically sign and email the AUD 263 to your direct supervisor.
2	Supervisor	<ul style="list-style-type: none">• Review and electronically sign the AUD 263.• Save the form using the naming convention: <u>No outside activity</u>: Last name, first name, followed by the employee ID (e.g. Last, First E012345) <u>Outside Activity</u>: Last name, first name, followed by the employee ID OA (e.g. Last, First E012345 OA)• Email form to the unit/department Administrative Secretary.

Procedure for Submitting Activity Disclosure (cont.)

Staff will follow these procedures when filing disclosure statements:

Step	Who	Action
3	Unit/Department Administrative Secretary	<ul style="list-style-type: none">Review forms for accuracy, submit per below and track for completion Form Submission: <ul style="list-style-type: none"><u>No Outside Activity</u>: email to your department's Human Resources Specialist (HRS). Please email in batches to minimize quantity of emails sent.<u>Outside Activity</u>: Email to your department's Department Human Resources Officer (DHRO) and copy HRS.

Alignment with SET Values

This policy conforms to principles embodied in [Value 6](#) where the organization strives for transparency in the workplace while holding to shared accountability. The policy also strives to ensure that staff have understanding and respect for their professional roles, the law and the rights that are due to children and families that they serve as embodied by [Value 5](#).
