

Report Tracking System

Training Guide

Contact Us:

BosReportTracking@bos.lacounty.gov

EXECUTIVE OFFICE



BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

2023 Report Tracking System

Department Guide

The enhanced Report Tracking System is a user-friendly system designed to manage and track reports requested by the Board of Supervisors. This system’s features, include the ability to track and share report information with Board Offices, the Executive Office of the Board and County Departments, and allow for easier search and filtering capabilities to generate customized reports.

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2023 Report Tracking System

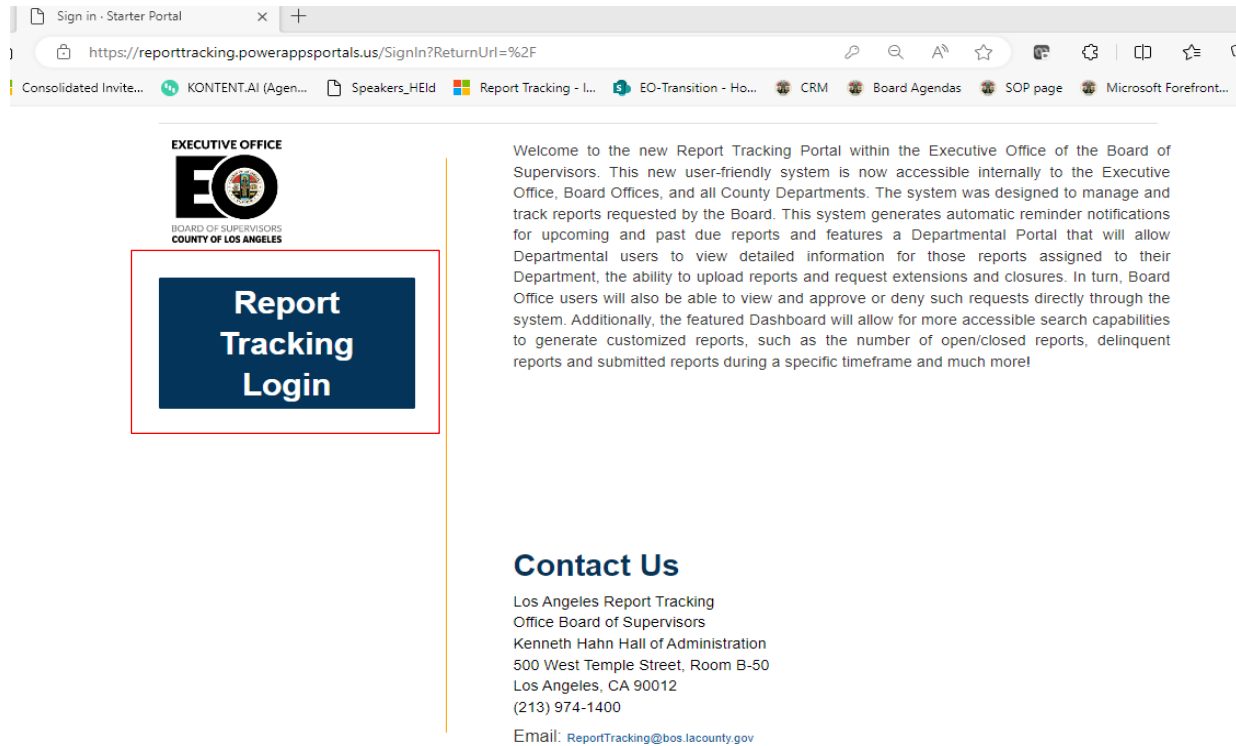
Department Guide

Logging On:

To Get Started, Go to the Report Tracking Site:

<https://reporttracking.powerappsportals.us/SignIn?ReturnUrl=%2F>

Select “Report Tracking Login” to log on. (You do not need to enter a User name and Password)



Sign in - Starter Portal

https://reporttracking.powerappsportals.us/SignIn?ReturnUrl=%2F

Consolidated Invite... KONTENT.AI (Agen... Speakers_HEld Report Tracking - L... EO-Transition - Ho... CRM Board Agendas SOP page Microsoft Forefront...

EXECUTIVE OFFICE
EO
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

Report Tracking Login

Welcome to the new Report Tracking Portal within the Executive Office of the Board of Supervisors. This new user-friendly system is now accessible internally to the Executive Office, Board Offices, and all County Departments. The system was designed to manage and track reports requested by the Board. This system generates automatic reminder notifications for upcoming and past due reports and features a Departmental Portal that will allow Departmental users to view detailed information for those reports assigned to their Department, the ability to upload reports and request extensions and closures. In turn, Board Office users will also be able to view and approve or deny such requests directly through the system. Additionally, the featured Dashboard will allow for more accessible search capabilities to generate customized reports, such as the number of open/closed reports, delinquent reports and submitted reports during a specific timeframe and much more!

Contact Us

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2023 Report Tracking System

Department Guide

Dashboard View

Upon logging on, you will be directed to the systems main page: **Report Tracking Dashboard**. Here you will be able to view all reports that are currently being tracked by the Executive Office, for your Department.

The **BOS Insights** section below, highlights the total number of reports requested by the Board that are currently being tracked in the system. This includes the number of closed reports, delinquent reports, and open reports. **(Note: The total number of delinquent reports is also included in the count for open reports. In this example, there are currently 48 open reports and 40 of those are delinquent.)**

Report Tracking Dashboard

Dashboards | Report Tracking | Extensions | Closures | Contact us | Q | Ja Nelle Bowers

DASHBOARDS

BOS insights

Report Tracking Dashboard

Clear Filters

EXECUTIVE OFFICE
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

MEMBERS OF THE BOARD
HILDA L. SOLIS
HOLLY J. MITCHELL
LINDSEY P. HORWATH
JANICE HAHN
KATHRYN BARGER

Summary Statistics:

- Total Report Backs: 145
- Closed: 57
- Delinquent: 40
- Open: 48

Filters:

- Report ID: Search (01000, 01001, 01002, 01003, 01004, 01005, 01006)
- Department Name: Search (Access Services Incorporated, Acting Executive Officer, Arlene Guzman, Board Meeting Date: 6/26/2017 - 11/14/2023)
- Frequency: 120 Days, 2 weeks, 6 Months
- Requester: Board, Hilda L. Solis, Holly J. Mitchell, Janice Hahn
- Report Status: Closed, Delinquent, Open

Report ID	Agenda Number	Meeting Date	Due Date	Motion Title	Subject	Department Name/Type	Status	Delinquent Days	Frequency	Time Frame	Requester 1
01144	5	8/8/2023	8/8/2024	Test- 4	Test- 4	Public Health (Lead), Public Health (Le...	Open	0	6 Months	1 Year	Janice Hahn
01143	3	8/8/2023	8/22/2023	Test- 3	Test- 3	Public Health (Lead)	Open	0	One-Time	30 Days	Janice Hahn
01142	23	8/8/2023	8/22/2023	Test- 2	Test- 2	Public Health (Lead)	Open	0	One-Time	14 Days	Janice Hahn
01141	56	7/25/2023	1/27/2025	Test-1	Test- 1	Public Health (Lead)	Open	0	6 Months	18 months	Janice Hahn
01140	18	11/14/2023	12/14/2023	Test 4	Test 4	Department of Health Services (Lead)	Open	0	60 Days	30 Days	Janice Hahn
01139	21	9/18/2023	10/18/2023	Test 3	Test 3	Department of Health Services (Lead)	Open	0	60 Days	30 Days	Janice Hahn
01138	1	8/15/2023	9/15/2023	Testing 2	Test 2	Department of Health Services (Lead)	Open	0	60 Days	30 Days	Janice Hahn
01137	22	8/8/2023	9/8/2023	Report by the Director of Health Services for ...	Report by the Director of Health Services for ...	Department of Health Services (Lead)...	Open	0	One-Time	30 Days	Janice Hahn
01136	23	9/12/2023	10/12/2023	Testing 1	Testing 1	Department of Health Services (Lead)	Open	0	90 Days	30 Days	Janice Hahn
01135	25	8/8/2023	11/8/2023	Testing only	Testing only	Public Health (Lead), Department of H...	Open	0	One-Time	90 Days	Janice Hahn
01134	12	8/8/2023	2/8/2024	Testing for Depart...	Testing only	Public Health (Lead), Department of H...	Open	0	One-Time	120 Days	Janice Hahn
01133	14	8/8/2023	9/8/2023	Test	Testing purposes	Department of Health Services (Lead)...	Open	0	One-Time	30 Days	Janice Hahn
01132	8	3/21/2023	10/17/2023	Assessing infrastr...	Report by the Fire Chief, in collaboration with...	Fire Department (Lead)	Open	0	One-Time	180 Days	Hilda L. Solis
01131	999	8/8/2023	9/5/2023	Testing New Repo...	** TEST ** Report by the Executive Officer, CE...	All Department/District Heads (Other)...	Open	0	Weekly	Every	Janice Hahn
01130	12	12/6/2022	6/6/2023	Addressing the In...	Report by the Fire Chief, through its the Emer...	Fire Department (Lead), Arts and Cult...	Delinquent	69	Every	6 months	Janice Hahn
01129	3	7/25/2023	8/10/2023	Urgent Actions to ...	Report by the Fire Chief, in collaboration with...	Consumer and Business Affairs (Other...	Delinquent	4	Every	7 Days	Janice Hahn
01128	2	7/25/2023	9/11/2023	Urgent Actions to ...	Report by the Fire Chief, in collaboration with...	Fire Department (Lead), Consumer an...	Open	0	Every	7 Days	Janice Hahn

2023 Report Tracking System

Department Guide

Filtered Search

You can narrow your search criteria based on the available filters listed below:

Report ID, Department Name, Frequency, Requester, Subject, Board Meeting Date, Department Type, and Report Status.

Selecting the “Clear Filters” option, will revert the dashboard back to its original format.

The screenshot displays the 'Report Tracking Dashboard' with the following components:

- Navigation:** 'Report Tracking' header, 'Dashboards | Report Tracking | Extensions | Closures | Contact us | Q | Ja Nelle BOWENS' menu.
- Summary Cards:**
 - Total Report Backs: 145
 - Delinquent: 40
 - Closed: 57
 - Open: 48
- Filters:**
 - Report ID:** Search bar, list of IDs (01000-01006).
 - Department Name:** Search bar, list of departments (Access Services Incorporated, Acting Executive Officer, Arlene Gorman).
 - Board Meeting Date:** Date range selector (6/26/2017 to 11/14/2023).
 - Frequency:** 120 Days, 2 weeks, 6 Months.
 - Requester:** Board, Hilda L. Solis, Holly J. Mitchell, Janice Hahn.
 - Department Type:** Lead, Other.
 - Report Status:** Closed, Delinquent, Open.
 - Subject:** Search bar.
 - Clear Filters:** Button to reset filters.
- Table:**

Report ID	Agenda Number	Meeting Date	Due Date	Motion Title	Subject	Department Name/Type	Status	Delinquent Days	Frequency	Time Frame	Requester 1
01144	5	8/8/2023	8/8/2024	Test- 4	Test- 4	Public Health (Lead), Public Health (Le...	Open	0	6 Months	1 Year	Janice Hahn
01143	3	8/8/2023	8/22/2023	Test- 3	Test- 3	Public Health (Lead)	Open	0	One-Time	30 Days	Janice Hahn
01142	23	8/8/2023	8/22/2023	Test- 2	Test- 2	Public Health (Lead)	Open	0	One-Time	14 Days	Janice Hahn
01141	56	7/25/2023	1/27/2025	Test-1	Test- 1	Public Health (Lead)	Open	0	6 Months	18 months	Janice Hahn
01140	18	11/14/2023	12/14/2023	Test 4	Test 4	Department of Health Services (Lead)	Open	0	60 Days	30 Days	Janice Hahn
01139	21	9/18/2023	10/18/2023	Test 3	Test 3	Department of Health Services (Lead)	Open	0	60 Days	30 Days	Janice Hahn
01138	1	8/15/2023	9/15/2023	Testing 2	Test 2	Department of Health Services (Lead)	Open	0	60 Days	30 Days	Janice Hahn
01137	22	8/8/2023	9/8/2023	Test	Report by the Director of Health Services, for ...	Department of Health Services (Lead)...	Open	0	One-Time	30 Days	Janice Hahn
01136	23	9/12/2023	10/12/2023	Testing 1	Testing 1	Department of Health Services (Lead)	Open	0	90 Days	30 Days	Janice Hahn
01135	25	8/8/2023	11/8/2023	Testing only	Testing only	Public Health (Lead), Department of H...	Open	0	One-Time	90 Days	Janice Hahn
01134	12	8/8/2023	2/8/2024	Testing for Depart...	Testing only	Public Health (Lead), Department of H...	Open	0	One-Time	120 Days	Janice Hahn
01133	14	8/8/2023	9/8/2023	Test	Testing purposes	Department of Health Services (Lead)...	Open	0	One-Time	30 Days	Janice Hahn
01132	8	3/21/2023	10/17/2023	Assessing Infrastr...	Report by the Fire Chief, in collaboration with...	Fire Department (Lead)	Open	0	One-Time	180 Days	Hilda L. Solis
01131	999	8/8/2023	9/5/2023	Testing New Repo...	** TEST ** Report by the Executive Officer, CE...	All Department/District Heads (Other)...	Open	0	Weekly	Every	Janice Hahn
01130	12	12/6/2022	6/6/2023	Addressing the In...	Report by the Fire Chief, through its the Emer...	Fire Department (Lead), Arts and Cult...	Delinquent	69	Every	6 months	Janice Hahn
01129	3	7/25/2023	8/10/2023	Urgent Actions to ...	Report by the Fire Chief, in collaboration with...	Consumer and Business Affairs (Other)...	Delinquent	4	Every	7 Days	Janice Hahn
01128	2	7/25/2023	8/10/2023	Urgent Actions to ...	Report by the Fire Chief, in collaboration with...	Fire Department (Lead), Consumer an...	Closed	0	Every	7 Days	Janice Hahn
- Right Sidebar:** 'EXECUTIVE OFFICE' logo, 'BOARD OF SUPERVISORS COUNTY OF LOS ANGELES', and 'MEMBERS OF THE BOARD' list (Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger).

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Department Guide

Selection of Search Items

To select multiple search items within one filter application, such as the Department Name, Requester or Frequency, etc.

Hold down the CTRL key on your keyboard while selecting your choices.

For example, searching for reports requested by more than one “Requester,” will filter your search criteria to the two requesters selected.

DASHBOARDS

Report Tracking Dashboard

Total Report Backs
145

Delinquent
40

Closed
57

Open
48

Report ID

- 01000
- 01001
- 01002
- 01003
- 01004
- 01005
- 01006

Department Name

- Aging and Disabilities Depart...
- Agricultural Commissioner/W...

Frequency

- 120 Days
- 2 weeks
- 6 Months

Requester

- Hilda L. Solis
- Holly J. Mitchell
- Janice Hahn

Report Status

- Closed
- Delinquent
- Open

Board Meeting Date

Department Type

- Lead
- Other

Subject

Clear Filters

EXECUTIVE OFFICE
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES
MEMBERS OF THE BOARD
HILDA L. SOLIS
HOLLY J. MITCHELL
LINDSEY P. HORVATH
JANICE HAHN
KATHRYN BARGER

Agenda Number	Meeting Date	Due Date	Motion Title	Subject	Department Name/Type	Status	Delinquent Days	Frequency	Time Frame	Requester 1	Requester 2
123	5/2/2023	5/30/2023		test	Affirmative Action (Lead), Affirmative ...	Closed	0	Semi-Annual	1 Year	Hilda L Solis	
123	5/2/2023	11/26/2023	Test - Support of ...	testing 123	Consumer and Business Affairs (Lead)...	Closed	0	Every	90 Days	Hilda L Solis	Holly J. Mitch...
123	5/2/2023	5/24/2024		test		Open	0			Hilda L Solis	
111	4/4/2023	5/2/2023		test	Aging and Disabilities Department (Le...	Closed	0	Annually	2 years	Holly J. Mitch...	Hilda L Solis
111	4/4/2023	4/26/2024		test	Alliance for Health Integration (Other)...	Open	0			Holly J. Mitch...	Hilda L Solis
111	4/4/2023	4/21/2025		test	Aging and Disabilities Department (Le...	Open	0	Every	30 Days	Holly J. Mitch...	Hilda L Solis
22	5/9/2023	6/8/2023	Test	test	Agricultural Commissioner/Weights &...	Closed	0	6 Months	1 Year	Holly J. Mitch...	Hilda L Solis
22	5/9/2023	5/15/2024		test	Agricultural Commissioner/Weights &...	Open	0	One-Time	1 Year	Holly J. Mitch...	Hilda L Solis
8	5/9/2023	5/30/2023		Test creating a new record	Access Services Incorporated (Lead), ...	Delinquent	78	6 Months	1 Year	Hilda L Solis	Holly J. Mitch...
43	5/22/2023	6/26/2023		This is where the text would be posted.	Chief Information Officer (Other), Inte...	Delinquent	51	Monthly	30 Days	Hilda L Solis	Kathryn Barger
45	5/16/2023	6/14/2023		This is the subject matter		Closed	0	Monthly	30 Days	Hilda L Solis	Kathryn Barger
421	5/30/2023	12/29/2023		Report on the facilities custodial contracts.	Adela Guzman (Lead)	Closed	0	Annually	9 months	Lindsey P. Ho...	Hilda L Solis
111	4/4/2023	6/30/2023	Test motion title	test	Aging and Disabilities Department (Le...	Delinquent	47	Annually	2 years	Holly J. Mitch...	Hilda L Solis
24	4/4/2023	7/5/2023	Moving Forward: ...	TEST*** Report by the Directors of Mental He...	Mental Health Department (Lead), De...	Closed	0	Quarterly	1 year	Hilda L Solis	Janice Hahn
24	4/4/2023	8/16/2023		TEST*** Report by the Directors of Mental He...	Mental Health Department (Lead), De...	Closed	0	Quarterly	60 Days	Hilda L Solis	Janice Hahn
24	4/4/2023	8/4/2023		TEST*** Report by the Directors of Mental He...	Mental Health Department (Lead), De...	Closed	0	Quarterly		Hilda L Solis	Janice Hahn
74-A	5/16/2023	5/30/2023	Code Enforcement...	TEST*** Report by the Director of Regional Pla...	Regional Planning Department (Lead)	Delinquent	78	One-Time	two weeks	Hilda L Solis	Janice Hahn
24	4/4/2023	7/4/2023		TEST*** Report by the Directors of Mental He...	Department of Health Services (Other...	Closed	0	Quarterly	6 months	Hilda L Solis	Janice Hahn
24	4/4/2023	7/4/2023		TEST*** Report by the Directors of Mental He...	Mental Health Department (Lead), De...	Delinquent	43	Quarterly		Hilda L Solis	Janice Hahn
24	4/4/2023	7/11/2023	Testing title	TEST*** Report by the Directors of Mental He...	Mental Health Department (Lead), De...	Closed	0	Quarterly	90 Days	Hilda L Solis	Janice Hahn
4	6/6/2023	6/19/2023	Test -Supporting Y...	In partnership with the Director of Youth Dev...	Arts and Culture (Lead), Probation (C...	Closed	0	Every	90 Days	Lindsey P. Ho...	Kathryn Barger
4	6/6/2023	6/16/2023		In partnership with the Director of Youth Dev...	Arts and Culture (Lead), Probation (C...	Closed	0	Every	90 Days	Lindsey P. Ho...	Kathryn Barger

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Department Guide

Exporting a Report to an Excel Spreadsheet

How to export a report to a excel spreadsheet:

Once the desired filters are selected for the report you wish to export, hover over the top right-hand corner of the listed reports, select the 3 dots at the top right of the selected entries to open a drop-down menu, and select the **Export data** option.

DASHBOARDS

Report Tracking Dashboard

Clear Filters

EXECUTIVE OFFICE

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

MEMBERS OF THE BOARD

- HILDA L. SOLIS
- HOLLY J. MITCHELL
- LINDSEY P. HORVATH
- JANICE HAHN
- KATHRYN BARGER

Total Report Backs
40

Delinquent
40

Closed
57

Open
48

Report ID

- 01008
- 01009
- 01010
- 01013
- 01015
- 01019
- 01024

Department Name

- Access Services Incorporated
- Acting Executive Officer
- Arleta Guzman

Board Meeting Date

Frequency

- 2 weeks
- 6 Months
- Annually

Department Type

- Lead
- Other

Requester

- Hilda L. Solis
- Holly J. Mitchell
- Janice Hahn

Report Status

- Closed
- Delinquent
- Open

Subject

Agenda Number	Meeting Date	Due Date	Motion Title	Subject	Department Name/Type	Status	Delinquent Days	Frequency	Time Frame	Requester 1	Requester 2
8	5/9/2023	5/30/2023		Test creating a new record	Access Services Incorporated (Lead), ...	Delinquent	78	6 Months	1 Year	Hilda L. Solis	Holly J. Mitch...
43	5/22/2023	6/26/2023		This is where the text would be posted.	Chief Information Officer (Other), Inte...	Delinquent	51	Monthly	30 Days	Hilda L. Solis	Kathryn Barger
111	4/4/2023	6/30/2023	Test motion title	test	Aging and Disabilities Department (Le...	Delinquent	47	Annually	2 years	Holly J. Mitch...	Hilda L. Solis
74-A	5/16/2023	5/30/2023	Code Enforcement...	TEST** Report by the Director of Regional Pla...	Regional Planning Department (Lead)	Delinquent	78	One-Time	two weeks	Hilda L. Solis	
24	4/4/2023	7/4/2023		TEST*** Report by the Directors of Mental He...	Mental Health Department (Lead), De...	Delinquent	43	Quarterly		Hilda L. Solis	Janice Hahn
2	5/2/2023	8/2/2023	Uplifting Arts, Cult...	TEST Report by the Director of Parks and Recr...	Parks and Recreation (Lead), Departm...	Delinquent	14	One-Time	120 Days	Hilda L. Solis	Janice Hahn
45	5/16/2023	7/31/2023		This is the subject matter		Delinquent	16	Monthly	30 Days	Hilda L. Solis	Kathryn Barger
22	5/9/2023	6/8/2023	REVIEWING OVER...	test	Alcohol & Drug Program Admini...	Delinquent	69	6 Months	1 Year	Holly J. Mitch...	Hilda L. Solis
7	5/16/2023	7/17/2023	Supporting the Cr...	Test report for testing only.	Fire Department (Lead), Sheriff (Other)	Delinquent	30	Every	30 Days	Hilda L. Solis	Janice Hahn
123	5/2/2023	7/27/2023	Test - Support of ...	testing 123	Consumer and Business Affairs (Lead)...	Delinquent	20	Every	90 Days	Hilda L. Solis	Holly J. Mitch...
13	9/13/2022	10/13/2022	Health Care for E...	Report by the Director of Public Health with t...	Department of Public Health (Lead), H...	Delinquent	307	Every	30 Days	Hilda L. Solis	Holly J. Mitch...
24	4/4/2023	8/1/2023	Testing title	TEST*** Report by the Directors of Mental He...	Mental Health Department (Lead), De...	Delinquent	15	Quarterly	90 Days	Hilda L. Solis	Janice Hahn
3	7/11/2023	8/9/2023		Report by the Auditor-Controller	Auditor-Controller (Lead)	Delinquent	7	One-Time	4 Months	Holly J. Mitch...	Hilda L. Solis
23	4/4/2023	8/4/2023	Motion Test Title ...	Report by the Director of Arts and Culture.	Arts and Culture (Lead)	Delinquent	12	Every	120 Days	Hilda L. Solis	Janice Hahn
11	7/12/2022	7/12/2023	Testing 123	Test Subject - Report by the Fire Chief	Fire Department (Lead)	Delinquent	35	One-Time	1 Year	Janice Hahn	Hilda L. Solis
60-B	1/31/2023	7/31/2023	Title - Testing	Test Subject - to test workflow process	Mental Health Department (Lead)	Delinquent	16	One-Time	6 months	Hilda L. Solis	Janice Hahn
8	4/4/2023	6/5/2023	Proclaiming April ...	Report by the Fire Chief to report back to the ...	Fire Department (Lead)	Delinquent	72	Every	60 Days	Hilda L. Solis	

- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by

2023 Report Tracking System

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Export Data Option

Once the Export Data option has been selected, a pop up will appear. You may select the first **or** second option based on your report preference, then select **Export**. Your spreadsheet will then be downloaded and available to customize further to your preference.

The screenshot displays the 'Report Tracking Dashboard' with a modal window titled 'Which data do you want to export?'. The dashboard includes a header with the BOS insights logo, a search bar, and filters for Report ID, Department Name, Frequency, and Requester. On the left, there are summary cards for 'Total Report Backs' (3), 'Delinquent' (0), 'Closed' (2), and 'Open' (1). Below these is a table of reports with columns for Report ID, Agenda Number, Meeting Date, Due Date, and Motion. The modal window offers three options: 'Data with current layout' (selected), 'Summarized data', and 'Underlying data'. It also includes a 'File format' dropdown set to '.xlsx (Excel 150,000-row max)' and 'Export' and 'Cancel' buttons. On the right side of the dashboard, there is a 'Clear Filters' button, a search bar for the subject, and a list of 'MEMBERS OF THE BOARD' including Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, and Kathryn Barger. A table at the bottom right shows columns for 'Delinquent Days', 'Frequency', 'Time Frame', and 'Requester 1' with corresponding data rows.

2023 Report Tracking System

Department Guide

Excel Spreadsheet Export

Below is an example of the exported report.

Report ID	Agenda Number	Meeting Date	Due Date	Motion Title	Subject	Department Name/Type	Status	Delinquent Days	Frequency	Time Frame	Requester 1	Requester 2	Requester 3	File
01001	123	5/2/2023	11/26/2023	Test - Support of Assembly Bill 906 (Gipson): Education Finance	testing 123	Consumer and Business Affairs (Lead), Chief Executive Office (Other)	Closed	0	Every	90 Days	Hilda L. Solis	Holly J. Mitchell	Lindsey P. Horvath	21
01037	4	8/9/2022	10/10/2022	Implementing the Priority Strategies of the Equity in County Contracting Project Team	Report by the Director of Public Health and the Auditor-Controller, in consultation with the Chief Executive Officer, the Acting County Counsel, the Director of Internal Services, and the ECC Action Teams and Workgroups, on recommended changes to the Small Business Payment Liaison and Prompt Payment Program Policy to expand the prompt payment program to include certified DVBEs and SEs.	Department of Public Health (Lead), Auditor-Controller (Lead), Chief Executive Office (Other), County Counsel (Other), Internal Services Department (Other)	Delinquent	319	One-Time	60 Days	Holly J. Mitchell	Sheila Kuehl		22
01045	123	5/2/2023	7/27/2023	Test - Support of Assembly Bill 906 (Gipson): Education Finance	testing 123	Consumer and Business Affairs (Lead), Chief Executive Office (Other)	Delinquent	29	Every	90 Days	Hilda L. Solis	Holly J. Mitchell	Lindsey P. Horvath	21
01051	3	6/6/2023	9/6/2023	Proclamation of Local Emergency for Homelessness in the County of Los Angeles	Report by the Chief Executive Officer to enable the Executive Director of the Homeless Initiative to immediately assume a leadership role in managing the local emergency proclamation until the County entity responsible for homelessness is finalized and concurrently establish	Chief Executive Office (Lead)	Closed	0	Quarterly	21 Days	Hilda L. Solis	Holly J. Mitchell	Lindsey P. Horvath	23
01052	3	6/6/2023	9/6/2023	Proclamation of Local Emergency for Homelessness in the County of Los Angeles	Report by the Chief Executive Officer to enable the Executive Director of the Homeless Initiative to immediately assume a leadership role in managing the local emergency proclamation until the County entity responsible for homelessness is finalized and concurrently establish	Chief Executive Office (Lead)	Open	0	Quarterly	21 Days	Hilda L. Solis	Holly J. Mitchell	Lindsey P. Horvath	23
01055	21	4/4/2023	10/17/2023	The Creative Jobs Collective Impact Initiative and Declare Arts, Culture, and Creativity Month	<p>** TEST ** Report by the Director of Arts and Culture and the Director of Economic Opportunity, as well as the Chief Executive Officer of Arts for LA, to present a verbal report back to the Board at the Board meeting of October 17, 2023 opportunities identified by the CJCI Steering Committee with recommendations that align with and achieve CJCI's goals:</p> <ul style="list-style-type: none"> Parity between the regional population demographics and creative workforce representation; A sector-wide median entry-level wage that is at or above the region's living wage as determined by Massachusetts Institute of Technology's living wage calculator; and 10,000 creative sector jobs centering youth from historically underrepresented communities. 	Arts and Culture (Lead), Department of Economic Opportunity (Lead), Chief Executive Office (Other)	Open	0	One-Time	6 months	Hilda L. Solis	Lindsey P. Horvath		23
					** TEST ** Report by the Chief Executive Officer, in consultation with the Executive									

2023 Report Tracking System

Department Guide

Department Portal

To view reports specific to your department only, select the **Report Tracking** tab located at the top. Here on this Report Tracking Portal, you will have the ability to search for reports via the **Search** feature and sort reports by Board Meeting Date, Due Date, Number of Delinquent days, etc., using the available columns provided.

This portal will also allow you to export your reports via the **Export to Excel** option and customize accordingly.

The screenshot displays the Report Tracking System interface. At the top, there is a navigation bar with the following elements: a logo for 'EO Report Tracking', a user profile 'Signed in as Janya Ruiz', and a menu with 'Dashboards', 'Report Tracking' (highlighted with a red box), 'Extensions', and 'Contact us'. Below the navigation bar is a blue header with the word 'REPORTS'. The main content area features a table with the following columns: Report ID, Subject, Agenda Number, Board Meeting Date, Due Date, Delinquent Days, Requested By, Status, SOP, Report, and Notes. A red arrow points to the 'Delinquent Days' column header. To the right of the table, there is a search bar with a magnifying glass icon and an 'Export to Excel' button, both enclosed in a red box. The table contains four rows of report data.

Report ID	Subject	Agenda Number	Board Meeting Date	Due Date	Delinquent Days	Requested By	Status	SOP	Report	Notes
01096	** TEST ** Report by the Executive Officer of the Board on RT & Legistar Upgrades; and request County Counsel to return to the Board with an Ordinance within 14 days.	99	7/24/2023	8/6/2023		Janice Hahn	Closed	View SOP	View Report	
01095	Report by the Chief Executive Officer to report back to the Board in writing every 14 days with an implementation framework for a pilot program, to commence January 1, 2024, that provides eight weeks of Paid Family Leave (PFL) annually, for employees receiving Flex or Megaflex benefits who take leave under the Federal Family and Medical Leave Act.	5	7/10/2023	7/31/2023		Lindsey P. Horvath	Open	View SOP	View Report	
01094	** TEST ** Report by the Executive Officer of the Board on RT & Legistar Upgrades.	99	7/24/2023	7/31/2023	0	Janice Hahn	Closed	View SOP	View Report	
01093	Report by the Chief Executive Officer to report back to the Board in writing every 14 days with an implementation	5	7/10/2023	7/24/2023	6	Lindsey P. Horvath	Closed	View SOP	View Report	

2023 Report Tracking System

Department Guide

Department Portal (continued)

Also, on this Report Tracking page and via the drop-down menu, Departmental users will have the ability to take additional actions for each individual entry via the **View Details, Documents, Request Extension, Request Closure and Add Notes** options.

This site is private: Only specific people can view this site. [Learn more](#) Signed in as **Ja Nelle Bowers**

Report Tracking Dashboards | Report Tracking | Extensions | Closures | Contact us | Q | Ja Nelle Bowers -

REPORTS

Report ID ↑	Subject	Agenda Number	Board Meeting Date	Due Date	Delinquent Days	Requested By	Status	SOP	Report	Notes
01028	In partnership with the Director of Youth Development and the Interim Chief Probation Officer, report back to the Board in writing within 180 days on efforts to launch the Drum Corp Program and progress on its implementation, as well as funding and staffing needed to sustain this level of programming.	4	6/5/2023	6/19/2023	52	Lindsey P. Horvath	Extension Requested	View SOP	View Report	▼
01029	In partnership with the Director of Youth Development and the Interim Chief Probation Officer, report back to the Board in writing within 180 days on efforts to launch the Drum Corp Program and progress on its implementation, as well as funding and staffing needed to sustain this level of programming.	4	6/5/2023	9/5/2023		Lindsey P. Horvath		View SOP	View Report	▼ View details Documents Request Extension Request Closure Add Notes
01038	Test report for testing only	5	6/5/2023	7/5/2023		Holly J. Mitchell	Open	View SOP	View Report	▼
01055	** TEST** Report by the Director	21	4/3/2023	10/16/2023		Hilda L.	Open	View SOP	View Report	▼

2023 Report Tracking System

Department Guide

View Details:

This tab will list specific information pertaining to each report tracking entry.

The screenshot displays a web application interface. On the left, a table lists report entries with columns for ID, description, and a numerical value. A modal window titled 'View details' is open, showing specific information for one of the entries. The modal contains several sections: Report Status, Due Date, Agenda Number, Board Meeting Date, Time Frame, Frequency, Finalized Date, Motion Title, Requester 1-5, Document Link, Report Link, and Subject.

Report ID	Description	Value
01120	Test Subject	101
01116	Report by the Director of Arts and Culture.	23
01055	** TEST** Report by the Director of Arts and Culture and the Director of Economic Opportunity, as well as the Chief Executive Officer of Arts for LA, to present a verbal report back to the Board at the Board meeting of October 17, 2023 opportunities identified by the CJCI Steering Committee with recommendations that align with and achieve CJCI's goals: Parity between the regional population demographics and creative workforce representation; A sector-wide median entry-level wage that is at or above the region's living wage as determined by Massachusetts Institute of Technology's living wage calculator; and 10,000 creative sector jobs centering youth from historically underrepresented communities.	21

View details

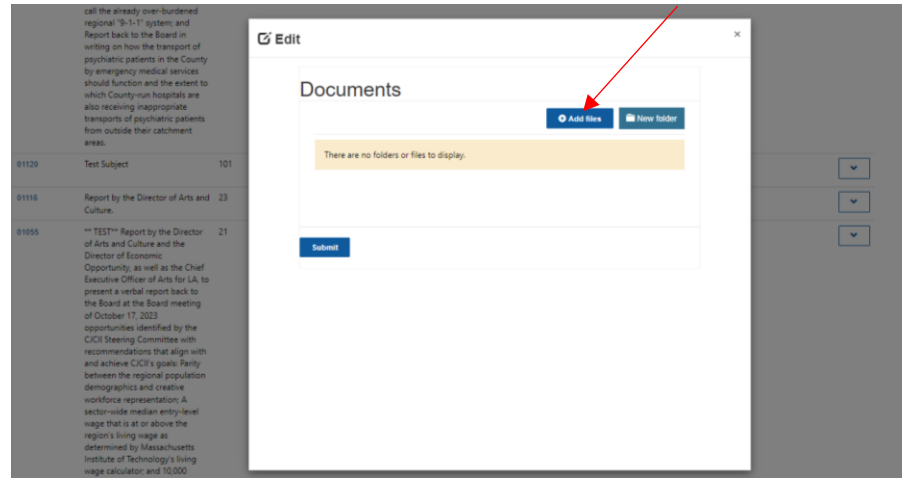
Report Status *	Due Date *	Agenda Number *	
Open	8/3/2023	23	
Board Meeting Date *	Time Frame *	Frequency *	
4/3/2023	120 Days	Every	
Finalized Date	—		
Motion Title	Motion Test Title - Report		
Requester 1 *	Requester 2	Requester 3	
Hilda L. Solis	Janice Hahn	—	
Requester 4	Requester 5	—	
—	—	—	
Document Link *	http://file.lacounty.gov/SDSInter/bos/supdocs/123.pdf		
Report Link *	http://file.lacounty.gov/SDSInter/bos/supdocs/321.pdf		
Subject *	—		

2023 Report Tracking System

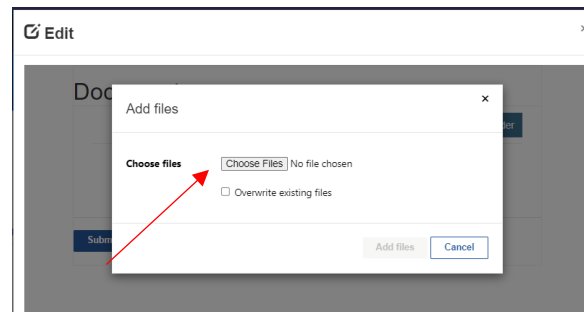
Department Guide

Upload Documents How to Upload Documents:

Departmental users will use this feature to upload reports specific to the Report Tracking ID number via the **Add files** tab.



Select the **Choose Files** option to upload your report. Once you have added your files, select the **Submit** tab. The Executive Office will be alerted of this upload and at that time, staff will review and close the report out as necessary.



2023 Report Tracking System

Department Guide

Requesting Extensions to the Due Date:

If you are not able to submit the report by the due date, you now have the ability to request an extension through the system. Please enter the date you wish to extend to, followed by a required justification and select **Submit** when complete.

The requesting Supervisor(s) office will be notified of this request and at that time will have the ability to approve or deny the request.

(Note: Departmental users will be notified of the approval/denial via an email notification.)

The screenshot displays a web application interface. On the left, a table lists reports with columns for ID, description, and due date. A modal window titled 'Request Extension' is open, containing a form to request an extension. The form has a title 'Extension Create' and two main sections: 'Extension Date *' with a date input field (placeholder 'M/D/YYYY') and a calendar icon, and 'Extension Justification *' with a large text area. A blue 'Submit' button is at the bottom of the form. The background shows a table with the following data:

ID	Description	Due Date
01120	Test Subject	101
01116	Report by the Director of Arts and Culture.	23
01055	** TEST** Report by the Director of Arts and Culture and the Director of Economic Opportunity, as well as the Chief Executive Officer of Arts for LA, to present a verbal report back to the Board at the Board meeting of October 17, 2023 opportunities identified by the CJCII Steering Committee with recommendations that align with and achieve CJCII's goals: Parity between the regional population demographics and creative workforce representation; A sector-wide median entry-level wage that is at or above the region's living wage as determined by Massachusetts Institute of Technology's living wage calculator; and 10,000 creative sector jobs centering youth from historically underrepresented communities.	21

2023 Report Tracking System

Department Guide

Extension Request Continued

Once submitted, the status of the selected report ID will update to **Extension Requested**. (If the extension has been approved, the status will change to “Extension Approved” and if the extension was denied, the status will revert to “Open.”

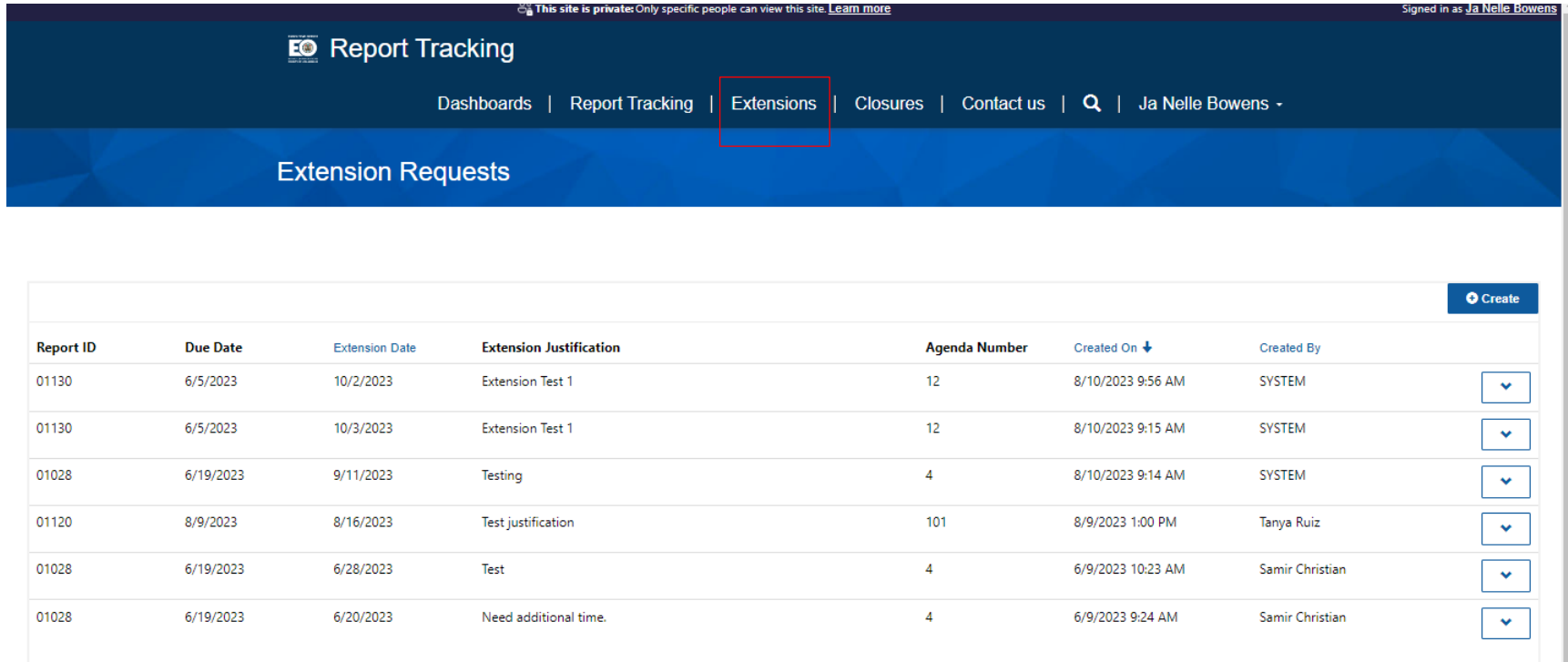
	Create options to allow Martin Luther King, Jr. (MLK) Medical Campus patients with medical and/or behavioral health needs to be timely and appropriately transported without the need to call the already over-burdened regional "9-1-1" system; and Report back to the Board in writing on how the transport of psychiatric patients in the County by emergency medical services should function and the extent to which County-run hospitals are also receiving inappropriate transports of psychiatric patients from outside their catchment areas.									
01120	Test Subject	101	7/31/2023	8/9/2023	Janice Hann	Extension Requested	View SOP	View Report	<input type="button" value="v"/>	
01116	Report by the Director of Arts and Culture.	23	4/3/2023	8/3/2023	Hilda L. Solis	Open	View SOP	View Report	<input type="button" value="v"/>	
01055	** TEST** Report by the Director of Arts and Culture and the Director of Economic Opportunity, as well as the Chief Executive Officer of Arts for LA, to present a verbal report back to the Board at the Board meeting of October 17, 2023 opportunities identified by the CJCI Steering Committee with recommendations that align with and achieve CJCI's goals: Parity between the regional population demographics and creative workforce representation; A sector-wide median entry-level wage that is at or above the region's living wage as determined by Massachusetts	21	4/3/2023	10/16/2023	Hilda L. Solis	Open	View SOP	View Report	<input type="button" value="v"/>	

2023 Report Tracking System

Department Guide

Extensions Tab:

Select the Extension Tab located at the top of the page if you wish to view a history of the extensions that have been requested by your Department.



The screenshot shows the 'Report Tracking' system interface. At the top, there is a navigation bar with the following items: 'Dashboards', 'Report Tracking', 'Extensions' (highlighted with a red box), 'Closures', 'Contact us', a search icon, and the user name 'Ja Nelle Bowens'. Below the navigation bar is a blue header with the text 'Extension Requests'. The main content area contains a table with the following columns: 'Report ID', 'Due Date', 'Extension Date', 'Extension Justification', 'Agenda Number', 'Created On', and 'Created By'. There is a 'Create' button in the top right corner of the table. The table contains six rows of data.

Report ID	Due Date	Extension Date	Extension Justification	Agenda Number	Created On	Created By	
01130	6/5/2023	10/2/2023	Extension Test 1	12	8/10/2023 9:56 AM	SYSTEM	▼
01130	6/5/2023	10/3/2023	Extension Test 1	12	8/10/2023 9:15 AM	SYSTEM	▼
01028	6/19/2023	9/11/2023	Testing	4	8/10/2023 9:14 AM	SYSTEM	▼
01120	8/9/2023	8/16/2023	Test justification	101	8/9/2023 1:00 PM	Tanya Ruiz	▼
01028	6/19/2023	6/28/2023	Test	4	6/9/2023 10:23 AM	Samir Christian	▼
01028	6/19/2023	6/20/2023	Need additional time.	4	6/9/2023 9:24 AM	Samir Christian	▼

2023 Report Tracking System

Department Guide

Requesting Closures:

If your Department determines that no further reporting is necessary for a specific report tracking ID (a program/funding has terminated, etc.), you may request a “Report Closure” by submitting the required justification and selecting the **Submit** option. Similar to extension requests, the requesting Supervisor(s) office will be notified of this closure request and will have the ability to approve or deny the request. (Departmental users will be notified of the approval/denial via an email notification.)

The screenshot displays a web application interface for the 2023 Report Tracking System. A modal window titled "Request Report Closure" is open, overlaying a table of report tracking records. The modal contains a "Closure Justification" text area and a "Submit" button. The background table lists several report tracking IDs and their descriptions.

Report Tracking ID	Description	Count
01120	Test Subject	101
01116	Report by the Director of Arts and Culture.	23
01055	** TEST** Report by the Director of Arts and Culture and the Director of Economic Opportunity, as well as the Chief Executive Officer of Arts for LA, to present a verbal report back to the Board at the Board meeting of October 17, 2023 opportunities identified by the CJCI Steering Committee with recommendations that align with and achieve CJCI's goals: Parity between the regional population demographics and creative workforce representation; A sector-wide median entry-level wage that is at or above the region's living wage as determined by Massachusetts Institute of Technology's living wage calculator; and 10,000 creative sector jobs centering youth from historically underrepresented communities.	21
01038	Test report for testing only	5
01029	In partnership with the Director of Youth Development and the Interim Chief Probation Officer, report back to the Board in writing within 180 days on efforts to launch the Drum Corp	4

2023 Report Tracking System

Department Guide

Requesting Closures Continued

Once submitted, the status of the selected report ID will update to **Closure Requested**. (If the closure has been approved, the status will change to “Closed” and if the closure was denied, the status will revert to “Open.”)

Create options to allow Martin Luther King, Jr. (MLK) Medical Campus patients with medical and/or behavioral health needs to be timely and appropriately transported without the need to call the already over-burdened regional "9-1-1" system; and Report back to the Board in writing on how the transport of psychiatric patients in the County by emergency medical services should function and the extent to which County-run hospitals are also receiving inappropriate transports of psychiatric patients from outside their catchment areas.									
01120	Test Subject	101	7/31/2023	8/9/2023	Janice Hahn	Extension Requested	View SOP	View Report	<input type="button" value="v"/>
01116	Report by the Director of Arts and Culture.	23	4/3/2023	8/3/2023	Hilda L. Solis	Closure Requested	View SOP	View Report	<input type="button" value="v"/>
01055	** TEST** Report by the Director of Arts and Culture and the Director of Economic Opportunity, as well as the Chief Executive Officer of Arts for LA, to present a verbal report back to the Board at the Board meeting of October 17, 2023 opportunities identified by the CJCII Steering Committee with recommendations that align with and achieve CJCII's goals: Parity between the regional population demographics and creative workforce representation; A sector-wide median entry-level wage that is at or above the region's living wage as determined by Massachusetts	21	4/3/2023	10/16/2023	Hilda L. Solis	Open	View SOP	View Report	<input type="button" value="v"/>

2023 Report Tracking System

Department Guide

Closures Tab:

Select the Closures Tab located at the top of the page if you wish to view a history of the closures that have been requested by your Department.

The screenshot shows the 'Report Tracking' system interface. At the top, there is a navigation bar with the following items: 'Dashboards', 'Report Tracking', 'Extensions', 'Closures' (highlighted with a red box), 'Contact us', a search icon, and the user name 'Ja Nelle Bowens'. Below the navigation bar is a blue header with the text 'Closure Requests'. The main content area features a table with the following columns: 'Report ID', 'Closure Justification', 'Agenda Number', 'Board Meeting Date', 'Due Date', 'Delinquent Days', 'Status', 'Department Notes', 'SOP', and 'Report'. A search bar is located at the top right of the table. The table contains one row of data for Report ID 01116.

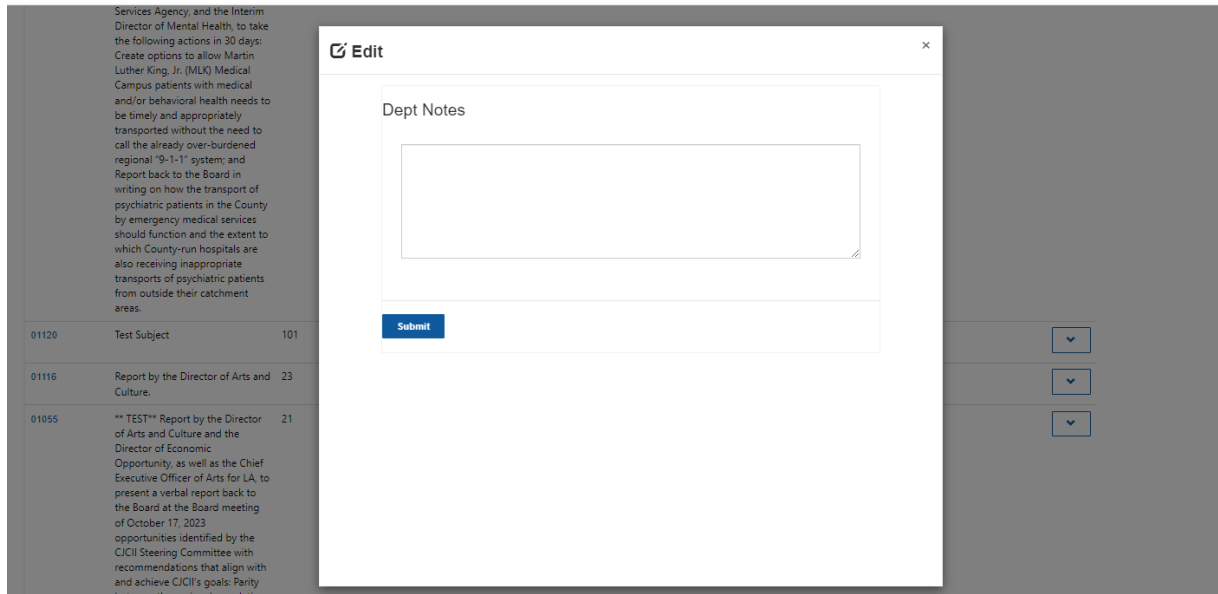
Report ID ↓	Closure Justification	Agenda Number	Board Meeting Date	Due Date	Delinquent Days	Status	Department Notes	SOP	Report
01116	Tesr	23	4/3/2023	8/3/2023		Closure Requested		View SOP	View Report

2023 Report Tracking System

Department Guide

Adding Notes:

This section can be used to add internal Departmental notes to be viewed by users within your Department.



All Departmental notes will be visible under the **Notes** column.

Report Tracking

Dashboards | Report Tracking | Extensions | Closures

REPORTS

Search

Report ID	Subject	Agenda Number	Board Meeting Date	Due Date	Delinquent Days	Requested By	Status	SOP	Report	Notes
01086	Report by to TEST	13	7/10/2023	1/10/2024		Janice Hahn	Open	View SOP	View Report	Please follow up on this report and provide status by end of day.