

APPENDIX 7

**Controlled Correspondence and Litigation Management Unit
Executive Summary Report
June 2008**

1. **Focus:** The following analysis represents the number of correspondence, litigation issues, and the Inmate Health Care Inquiry Line (Hotline) calls received, processed, and were overdue for June 2008 compared to May 2008.
2. **Source Data:** The statistics are derived from the Controlled Correspondence and Litigation Management Unit (CCLMU) monthly reports.
3. **Correspondence:** The following is a breakdown of the total number of correspondence received, completed, and overdue. (Note: Beginning February 2008, CCLMU began responding to correspondence sent to the Office of the Receiver.)

	June 2008	May 2008
Correspondence Received	424*	244**
Correspondence Completed	310*	221**
Correspondence Overdue [†]	4 [†]	3

* Of the 424 correspondences received, 238 of the correspondences were forwarded from the Office of the Receiver to CCLMU for processing.

** Of the 244 correspondences received, 109 of the correspondences were forwarded from the Office of the Receiver to CCLMU for processing.

4. **Hotline:** The following is a breakdown of the total number of Hotline calls received, completed and overdue.

	June 2008	May 2008
Hotline Calls Received	44	55
Hotline Calls Completed	46	60
Hotline Calls Overdue [◆]	0	0

5. **Litigation:** The following is a breakdown of the total number of litigation issues received, completed and overdue.

	June 2008	May 2008
Litigation Received	55	64
Litigation Completed	53	67
Litigation Overdue [◆]	0	0

[†]NOTE: Overdue correspondences are Merit Awards completed by CCLMU. The Merit Awards were forwarded to and are pending approval by Mr. Dezemeber's office.

[◆]NOTE: This is a date in time snapshot report, which means there were no overdue Hotline or Litigation items on June 30, 2008.

**Controlled Correspondence and Litigation Management Unit
Executive Summary Report
July 2008**

1. **Focus:** The following analysis represents the number of correspondence (including those received from the California Out-of-State Correctional Facility [COCF], Sacramento Central Office [SACCO], and Western Interstate Compact [WIC]), litigation issues, Inmate Health Care Inquiry Line (Hotline) calls, and California Prison Health Care Receivership Corporation (CPR) website emails received, processed, and were overdue for July 2008 compared to June 2008.
2. **Source Data:** The statistics are derived from the Controlled Correspondence and Litigation Management Unit (CCLMU) monthly reports.
3. **Correspondence:** The following is a breakdown of the total number of correspondence received, completed, and overdue. (Note: Beginning June 2008, CCLMU began responding to correspondence sent to the CPR web-site email, COCF, SACCO, and WIC.)

	July 2008	June 2008
Correspondence Received	418*	424**
Correspondence Completed	351*	310**
Correspondence Overdue ⁺	61 ⁺	4 ⁺

* Of the 418 correspondences received, 196 of the correspondences were forwarded from the Office of the Receiver, 57 were from the CPR web-site email, and zero were from COCF to CCLMU for processing.

** Of the 424 correspondences received, 238 of the correspondences were forwarded from the Office of the Receiver, 15 were from the CPR web-site email, and 1 was from COCF to CCLMU for processing.

4. **Hotline:** The following is a breakdown of the total number of Hotline calls received, completed, and overdue.

	July 2008	June 2008
Hotline Calls Received	62	44
Hotline Calls Completed	65	46
Hotline Calls Overdue [◆]	0	0

5. **Litigation:** The following is a breakdown of the total number of litigation issues received, completed, and overdue.

	July 2008	June 2008
Litigation Received	61	55
Litigation Completed	53	53
Litigation Overdue	0	0

⁺NOTE: Four of the overdue correspondences are Merit Awards completed by CCLMU. The Merit Awards were forwarded to and are pending approval by Mr. Dezember's office.

[◆]NOTE: This is a date in time snapshot report, which means there were no overdue Hotline items on July 31, 2008.

**Controlled Correspondence and Litigation Management Unit
Executive Summary Report
August 2008**

1. **Focus:** The following analysis represents the number of correspondence (including those received from the California Out-of-State Correctional Facility [COCF], Sacramento Central Office [SACCO], and Western Interstate Compact [WIC]), litigation issues, Inmate Health Care Inquiry Line (Hotline) calls, and California Prison Health Care Receivership Corporation (CPR) website emails received, processed, and were overdue for August 2008 compared to July 2008.
2. **Source Data:** The statistics are derived from the Controlled Correspondence and Litigation Management Unit (CCLMU) monthly reports.
3. **Correspondence:** The following is a breakdown of the total number of correspondence received, completed, and overdue. (Note: Beginning June 2008, CCLMU began responding to correspondence sent to the CPR web-site email, COCF, SACCO, and WIC.)

	August 2008	July 2008
Correspondence Received	408*	418**
Correspondence Completed	343	351
Correspondence Overdue ⁺	137 ⁺	61 ⁺

* Of the 408 correspondences received, 203 were forwarded from the Office of the Receiver, 28 were from the CPR web-site email, and zero was from COCF to CCLMU for processing.

** Of the 418 correspondences received, 196 were forwarded from the Office of the Receiver, 57 were from the CPR web-site email, and zero was from COCF to CCLMU for processing.

4. **Hotline:** The following is a breakdown of the total number of Hotline calls received, completed, and overdue.

	August 2008	July 2008
Hotline Calls Received	41	62
Hotline Calls Completed	43	65
Hotline Calls Overdue [◆]	0	0

5. **Litigation:** The following is a breakdown of the total number of litigation issues received, completed, and overdue.

	August 2008	July 2008
Litigation Received	61	61
Litigation Completed	69	53
Litigation Overdue	0	0

⁺NOTE: Two of the overdue correspondences are Merit Awards completed by CCLMU. The Merit Awards were forwarded to and are pending approval by Mr. Dezember's office.

[◆]NOTE: This is a date in time snapshot report, which means there were no overdue Hotline or Litigation items on August 31, 2008.