PHILIP L. BROWNING
Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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January 12, 2016

To: Supervisor Hilda L. Solis, Chair
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From: for Cynthia McCoy Nolla
Philip L. Browning
Director

WESTSIDE CHILDREN'S CENTER FOSTER FAMILY AGENCY FISCAL ASSESSMENT AND CONTRACT COMPLIANCE MONITORING REVIEW

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a Fiscal Compliance Assessment and Contract Compliance Review of Westside Children's Center Foster Family Agency (the FFA) in April 2015. The FFA has one licensed office in the Second Supervisorial District and provides services to the County of Los Angeles DCFS placed children. According to the FFA's program statement, its mission is "to provide an interdisciplinary resource that provides crucial support to our community by uniting and strengthening families so that all children can achieve their optimal growth and development and reach their full potential in the safety of permanent and nurturing families."

At the time of the review, the FFA supervised 15 DCFS placed children in 13 certified foster homes. The children's average length of placement was 11 months and their average age was 4.

SUMMARY

CAD conducted a Fiscal Compliance Assessment, which included an on-site review of the FFA's financial records, such as financial statements, bank statements, check register, and personnel files to determine the FFA's compliance with the terms, conditions, and requirements of the Foster Family Agency contract, the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook) and other applicable federal, State, and County regulations and guidelines.

The FFA was in full compliance with 2 of 5 areas of the Fiscal Compliance Assessment: Payroll and Personnel, and Loans, Advances and Investments.

CAD noted deficiencies in the following areas: Financial Overview, related to non-timely submittal of the semi-annual expenditure reports; Board of Directors and Business Influence, related to a Board meeting held more than three months apart and Board Meeting minutes not certified by the Board Secretary; and Cash/Expenditures, related to one check made payable to cash, bank reconciliations not completed timely, unresolved outstanding items, and an incomplete fixed asset inventory list.

During CAD's Contract Compliance Review, the interviewed children generally reported feeling safe, having been provided with good care and appropriate services, being comfortable in their environment, and being treated with respect and dignity. The Certified Foster Parents (CFPs) reported being supported by the FFA staff in their efforts to provide care and supervision to the children placed in their homes.

The FFA was in full compliance with 9 of 11 sections of our Contract Compliance Review: Licensure/Contract Requirements; Maintenance of Required Documentation and Service Delivery; Education and Workforce Readiness; Health and Medical Needs; Psychotropic Medication; Personal Rights and Social Emotional Well-Being; Personal Needs/Survival and Economic Well-Being; Discharged Children; and Personnel Records.

CAD noted deficiencies in the following areas: Certified Foster Homes, related to the FFA not having documentation of the CFP's annual vehicle maintenance; and Facility and Environment, related to disaster drills not being conducted and clothing allowance logs not being maintained.

Attached are the details of our review.

REVIEW OF REPORT

On May 22, 2015, Eboni Alexander, DCFS CAD, held a contract compliance Exit Conference with FFA representatives: Jolie Mason, Chief Operating Officer; Shari London-Wolvek, Director of Foster Care & Adoptions; Julia Palmquist, Associate Director and Brianna Harvey, FFA Social Worker. DCFS staff included Aiyana Rios, Out-of-Home Care Management Division (OHCMD). On May 26, 2015, a Fiscal Exit Conference was held by Helga Kiaian, DCFS CAD-Fiscal, with Richard Klein, Chief Financial Officer, and Heather Carrigan, Chief Executive Officer. The FFA representatives agreed with the review findings and recommendations; were receptive to implementing systemic changes to improve their compliance with regulatory standards; and were in agreement with addressing the noted deficiencies in a Fiscal Corrective Action Plan (FCAP) and a Compliance Review Corrective Action Plan (CAP).

A copy of this compliance report has been sent to the A-C and Community Care Licensing (CCL).

The FFA provided the attached approved FCAP and CAP, addressing the recommendations noted in this report. OHCMD provided technical assistance to the FFA on June 9, 2015, to assist the FFA with implementing their CAP. CAD conducted an on-site follow up visit on July 20, 2015, to verify implementation of the CAP.

PLB:EMLTI:ea

Attachments

c: Sachi A. Hamai, Chief Executive Officer
John Naimo, Auditor-Controller
Public Information Office
Audit Committee
Heather Carrigan, Chief Executive Officer, Westside Children's Center
Lajuannah Hills, Regional Manager, Community Care Licensing Division
Lenora Scott, Regional Manager, Community Care Licensing Division

WESTSIDE CHILDREN'S CENTER
FISCAL COMPLIANCE ASSESSMENT REVIEW
FISCAL YEAR 2014 –2015

SCOPE OF REVIEW

The Fiscal Compliance Assessment included review of Westside Children Center's (the FFA) financial records for the period of July 1, 2013 through February 28, 2015. Contracts Administration Division (CAD) reviewed the financial statements, bank statements, check register, and personnel files to determine the FFA's compliance with the terms, conditions, and requirements of the Foster Family Agency contract, the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook) and other applicable federal, State, and County regulations and guidelines.

The on-site Fiscal Compliance Assessment review focused on five key areas of internal controls:

- Financial Overview,
- Loans, Advances and Investments,
- Board of Directors and Business Influence,
- Cash/Expenditures, and
- Payroll and Personnel.

The FFA was in full compliance with 2 of 5 areas of the Fiscal Compliance Assessment: Payroll and Personnel, and Loans, Advances and Investments.

According to the audited financial statement and single audit report for the fiscal year ending June 30, 2014, the FFA had $1,049,223 in bank deposit, Money Market funds, Exchange-traded, Closed-end Funds and Mutual Funds. Payments received from the Department Children and Family Services (DCFS) are deposited directly into the operating checking account.

FISCAL COMPLIANCE

CAD found the following areas out of compliance:

Financial Overview

- The semi-annual expenditure reports for the periods of January1, 2014 to June 30, 2014 were due to DCFS on September 1, 2014, but were not submitted until September 18, 2014. The report for July 1, 2014 to December 31, 2014 was due on March 1, 2015 but was not submitted until April 7, 2015.

This was addressed with the FFA and its Accounting Department developed a master calendar identifying all filings and deadlines by the month they are due. This calendar will be reviewed monthly to identify that months deliverables. The semi-annual expenditure report filing dates have been added to the calendar and these reports will be submitted timely.

Recommendation:

The FFA management shall ensure that:

1. Semi-annual expenditure reports are submitted to DCFS timely.

Board of Directors, and Business Influence

- The Board meeting minutes dated June 10, 2014, October 7, 2014 and December 9, 2014 were not certified by the Board Secretary. Also, one Board meeting was held more than three months from the previous meeting (June 10, 2014 to October 7, 2014).

The Board schedules meetings on a quarterly basis. The Executive Committee of the Board is authorized to meet in place of the full board during the summer months. This will take place to make sure there is a quorum present. In the future, the Secretary of the Board of Directors will certify the board minutes of each meeting.

Recommendation:

The Board of Directors shall ensure that:

2. All Board meeting minutes are certified by the Board Secretary, and Board meetings are conducted at least on a quarterly basis.

Cash/Expenditures

- One petty cash replenishment check in the amount of $367.05 was made payable to cash.

The FFA has changed its internal Petty Cash policy. No checks will be made out to cash in the future. All petty cash reimbursement checks will be made payable to the employee who is cashing the check to reimburse the petty cash account.

- Bank reconciliations were prepared over 30 days from the bank statement dates. Bank reconciliations for the statement dates of December 31, 2014, January 31, 2015 and February 28, 2015 were prepared on February 4, 2014, March 13, 2015 and April 3, 2015 respectively. Also, four checks dated March 13, 2014, July 10, 2014, and July 17, 2014, totaling $287, were outstanding as of February 28, 2015. These reconciling items were not resolved in a timely manner.

- The inventory list of fixed assets did not contain the serial number and the funding source.

All fixed assets including capital and non-capital asset equipment, purchased with County contract funds will be tagged. The FFA shall maintain a listing of fixed assets, including description, serial number, and date of purchase, acquisition cost and funding source. The FFA will apply to its fixed assets purchased with County contract funds.

Recommendations:

The FFA management shall ensure that:

3. Checks are not made payable to cash.

4. Monthly bank reconciliations are prepared within 30 days of the bank statement date and items will be reconciled timely.

5. A fixed assets inventory list is maintained that includes the serial number and funding source.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

The most recent fiscal review of the FFA was posted by the Auditor-Controller (A-C) on December 2, 2011 for the period of July 1, 2009 to June 30, 2010, and identified $1,829 in unsupported/inadequately supported expenditure. The review also noted that the FFA needed to strengthen its controls over payroll/personnel records, disbursements, deposits, bank reconciliations and fixed assets. Also, the FFA needed to prepare and submit semi-annual expenditure reports and a cost allocation plan to DCFS. The FFA repaid the disallowed amount in full.

NEXT FISCAL COMPLIANCE ASSESSMENT

The next Fiscal Compliance Assessment of the FFA will be conducted in County Fiscal Year 2015-2016.

WESTSIDE CHILDREN'S CENTER FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY

5721 W. Slauson Avenue, Suite 120
Los Angeles, CA 90230
License Number: 197804924

	Contract Compliance Monitoring Review	Findings: April 2015
I	**Licensure/Contract Requirements** (7 Elements)	
	1. Timely Notification for Child's Relocation	1. Full Compliance
	2. Timely, Cross-Reported SIRs	2. Full Compliance
	3. Runaway Procedures in Accordance with the Contract	3. Full Compliance
	4. Are there CCL Citations/OHCMD Safety Reports	4. Full Compliance
	5. If Applicable, FFA Ensures Complete Required Whole Foster Family Home Training	5. Not Applicable
	6. FFA Pays Certified Foster Parents (CFP) Whole Foster Family Home Payments	6. Not Applicable
	7. FFA Conducts an Assessment of CFP Prior to Placement of Two (2) or More Children	7. Full Compliance
II	**Certified Foster Homes** (12 Elements)	
	1. Home Study and Safety Inspection Conducted Prior to Certification	1. Full Compliance
	2. Agency's Inquiry with OHCMD for Historical Information Prior to Certification	2. Full Compliance
	3. Timely, Criminal Clearances (DOJ, FBI, CACI) Prior to Certification	3. Full Compliance
	4. Timely, Completed, Signed Criminal Background Statement	4. Full Compliance
	5. Health Screening & TB Test Prior to Certification	5. Full Compliance
	6. All Required Training Prior to Certification	6. Full Compliance
	7. Certificate of Approval on File/Including Capacity	7. Full Compliance
	8. Safety Inspection Completed At Least Every Six Months or Per-Approved Program Statement	8. Full Compliance
	9. Completed Annual Training Hours for Re-certification and Current CPR/First-Aid/Water Safety Certificates	9. Full Compliance
	10. Current CDL/Auto Insurance/Annual Vehicle Maintenance Documentation for CFPs and Designated Drivers	10. Improvement Needed
	11. Criminal Clearances and Health Screening/CDL/CPR/ DOJ/FBI/CACI/Auto Insurance for Other Adults in the Home	11. Full Compliance
	12. FFA Assists CFPs in Providing Transportation Needs	12. Full Compliance

III	**Facility and Environment** (7 Elements) 1. Exterior/Grounds Well Maintained 2. Common Areas Well Maintained 3. Children's Bedrooms/Interior Well Maintained 4. Sufficient and Appropriate Educational Resources 5. Adequate Perishable and Non-Perishable Food 6. CFP Conducted Disaster Drills and Documentation Maintained 7. Money and Clothing Allowance Logs Maintained	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Improvement Needed 7. Improvement Needed
IV	**Maintenance of Required Documentation and Service Delivery** (10 Elements) 1. FFA Obtains or Documents Efforts to Obtain County Children's Social Worker's (CSW) Authorization to Implement NSPs 2. CFPs Participated in Development of the NSPs 3. Children Progressing Towards Meeting NSP Goals 4. FFA Social Workers Develop Timely, Comprehensive Initial NSP with Child's Participation 5. FFA Social Workers Develop Timely, Comprehensive Updated NSPs with Child's Participation 6. Therapeutic Services Received 7. Recommended Assessments/Evaluations Implemented 8. County Children Social Workers Monthly Contacts Documented in Child's Case File 9. FFA Social Workers Develop Timely, Comprehensive Quarterly Reports 10. FFA Social Workers Conduct Required Visits	Full Compliance (All)
V	**Educational and Workforce Readiness** (5 Elements) 1. Children Enrolled in School Within Three School Days 2. Children Attend School as Required and FFA Facilitates in Meeting Children's Educational Goals 3. Current Children's Report Cards/Progress Reports Maintained 4. Children's Academic Performance and/or Attendance Increased 5. FFA Facilitates Child's Participation in YDS or Equivalent Services and Vocational Programs	Full Compliance (All)

VI	**Health and Medical Needs** (4 Elements) 1. Initial Medical Exams Conducted Timely 2. Follow-Up Medical Exams Conducted Timely 3. Initial Dental Exams Conducted Timely 4. Follow-Up Dental Exams Conducted Timely	Full Compliance (All)
VII	**Psychotropic Medication** (2 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review	Full Compliance (All)
VIII	**Personal Rights and Social/Emotional Well-Being** (10 Elements) 1. Children Informed of Agency's Policies and Procedures 2. Children Feel Safe in the CFP Home 3. CFPs' Efforts to Provide Nutritious Meals and Snacks 4. CFPs Treat Children with Respect and Dignity 5. Children Allowed Private Visits, Calls and to Receive Correspondence 6. Children Free to Attend or Not Attend Religious Services/Activities of Their Choice 7. Children 's Chores Reasonable 8. Children Informed About Their Medication and Right to Refuse Medication 9. Children Aware of Right to Refuse or Receive Medical, Dental and Psychiatric Care 10. Children Given Opportunities to Participate in Extra-Curricular Activities, Enrichment and Social Activities	Full Compliance (All)
IX	**Personal Needs/Survival and Economic Well-Being** (7 Elements) 1. Clothing Allowance Provided in Accordance with FFA Program Statement 2. Ongoing Clothing Inventories of Adequate Quantity and Quality 3. Children's Involvement in Selection of Their Clothing 4. Provision of Sufficient Supply of Clean Towels and Personal Care Items Meeting Ethnic Needs 5. Minimum Weekly Monetary Allowances 6. Management of Allowance/Earnings 7. Encouragement/Assistance with Life Book or	Full Compliance (All)

	Photo Album	
X	**Discharged Children** (3 Elements) 1. Completed Discharge Summary 2. Attempts to Stabilize Children's Placement 3. Child Completed High School (if applicable)	Full Compliance (All)
XI	**Personnel Records** (9 Elements) 1. Criminal Clearances (DOJ, FBI, CACI) Signed and Submitted Timely 2. Timely, Completed, Signed Criminal Background Statement 3. FFA Social Workers Met Education/Experience Requirements 4. Timely Employee Health Screening/TB Clearances 5. Valid CDL and Auto Insurance 6. FFA Employees Signed Copies of FFA Policies and Procedures 7. FFA Employees Completed All Required Training and Documentation Maintained 8. FFA Social Workers Have Appropriate Caseload Ratio 9. FFA Maintained Written Declarations for Part-Time Contracted FFA Social Workers Caseloads Not to Exceed a Total of 15 Children	Full Compliance (All)

WESTSIDE CHILDREN'S CENTER FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW
FISCAL YEAR 2014-2015

SCOPE OF REVIEW

The following report is based on a "point in time" monitoring visit. This compliance report addresses findings noted during the April 2015 review. The purpose of this review was to assess Westside Children's Center Foster Family Agency's (the FFA's) compliance with its County contract and State regulations and included a review of the FFA's program statement, as well as internal administrative policies and procedures. The monitoring review covered the following 11 areas:

- Licensure/Contract Requirements,
- Certified Foster Homes,
- Facility and Environment,
- Maintenance of Required Documentation and Service Delivery,
- Educational and Workforce Readiness,
- Health and Medical Needs,
- Psychotropic Medication,
- Personal Rights and Social Emotional Well-Being,
- Personal Needs/Survival and Economic Well-Being,
- Discharged Children, and
- Personnel Records.

For the purpose of this review, six placed children were selected for the sample. The Contracts Administration Division (CAD) interviewed each child and reviewed their case files to assess the care and services they received. Additionally, four discharged children's files were reviewed to assess the FFA's compliance with permanency efforts. At the time of the review, one placed child was prescribed psychotropic medication. The child's case file was reviewed to assess for timeliness of psychotropic medication authorizations and to confirm the required documentation of psychiatric monitoring.

CAD reviewed six Certified Foster Home (CFH) files and four staff files for compliance with Title 22 regulations and County contract requirements. Interviews were conducted with six Certified Foster Parents (CFPs) to assess the quality of care and supervision provided to children.

CONTRACTUAL COMPLIANCE

CAD found the following areas out of compliance:

Certified Foster Homes

- The FFA did not have documentation of the annual vehicle maintenance for one CFP.

Following the Contract Compliance Review, the CFP provided documentation to the FFA verifying that her vehicle had been serviced during the review period. This documentation was provided to CAD.

On July 20, 2015, CAD conducted an on-site follow-up visit. CAD noted that there were no annual vehicle inspections due for the CFPs in the FFA during the months of May 2014 and June 2014. Documentation was provided to CAD for the CFP, whose annual vehicle maintenance documentation was not in the file at the time of the review. As part of the FFA's new protocol for the annual recertification process, all CFPs will now be required to provide proof of annual vehicle inspection.

Recommendation:

The FFA management shall ensure that:

- Documentation is on file for the annual vehicle maintenance for the vehicles of all CFPs and designated drivers.

Facility and Environment

- Disaster drills were not conducted and documentation was not maintained.

It was noted during the contract compliance visits that all CFHs have disaster plans posted; however, three homes were not conducting disaster drills.

Immediately following the review, the FFA modified their home safety inspection form to include a section where disaster drill completion dates may be recorded. The FFA then mandated that disaster drills be conducted every six months in all CFHs by the FFA social worker at the time of the six month safety inspection.

During the follow up visit on July 20, 2015, CAD reviewed two CFP files and noted that the disaster drills are being conducted and documented by the CFPs with the assistance of the FFA social workers.

- Clothing allowance logs not maintained.

Clothing allowance logs were not maintained by the FFA and the CFPs did not record or track the monthly clothing expenditures for the placed children.

During the review, the FFA representatives acknowledged the deficiency in the FFA's clothing allowance documentation system and immediately rectified the problem by developing a form for CFPs to track monthly clothing expenditures. The FFA provided documentation to CAD to verify that all FFA staff received training on May 26, 2015, where the new clothing allowance tracking system was thoroughly reviewed. The modified clothing allowance logs were later provided to CAD.

On July 20, 2015, CAD conducted a follow up visit and reviewed clothing logs for three children for May 2015 and June 2015. CAD noted that the FFA is utilizing the new clothing allowance log forms and maintaining the logs in the children's files. Documentation was provided to CAD to verify that CFPs were trained on June 24, 2015, to maintain logs for clothing expenditures and to conduct semi-annual disaster drills in the home.

Recommendation:

The FFA management shall ensure that:

1. Disaster drills are conducted and that disaster drill logs are completed and maintained.

2. Clothing allowance logs are maintained.

PRIOR YEAR FOLLOW-UP FROM DCFS OUT-OF-HOME CARE MANAGEMENT DIVISION'S (OHCMD'S) CONTRACT COMPLIANCE MONITORING REVIEW

The OHCMD's last compliance report, dated June 3, 2014, states that the FFA was in full compliance with all 11 sections of the contract compliance review.

At the Exit Conference, the FFA representatives expressed their desire to remain in compliance with Title 22 regulations and contract requirements and reiterated that the FFA will implement procedures to strive towards greater compliance.

CAD conducted an on-site follow-up visit on July 20, 2015. Based on our follow-up, it was noted that the FFA had implemented 3 of 3 recommendations noted in this report. The FFA is now requiring verification of annual vehicle inspection prior to recertification; clothing allowance logs are being maintained for all children in placement; and disaster drills are being conducted in the home by the FFA social workers every six months. CAD will continue to assess implementation of the recommendations during the next monitoring review. OHCMD will provide on-going technical assistance prior to the next review.

WESTSIDE CHILDREN'S CENTER
Working Hand in Hand to Change Lives

June 10, 2015

Helga Kiaian
Fiscal Compliance Administrator
County of Los Angeles
Department of Children and Family Services
Contracts Administration Division
3530 Wilshire Blvd, 5th Floor
Los Angeles, CA 90010

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Dear Helga:

Below you will find our Corrective Action Plan for the findings identified in your Fiscal Compliance Assessment.

Question #6 Finding Response

The WCC Accounting Department has developed a "Master" calendar in which all filings and deadlines are identified by month. This calendar will be reviewed monthly to identify what filings are required. The Semi-Annual Expenditure Report filing dates have been added to the calendar. The reports will be forwarded to DCFS by September 1st and March 1st of each year.

Question #12 Finding Response

WCC maintains an investment account with Morgan Stanley. This account is comprised of private fundraising dollars raised by the agency. There are no "County Contract" funds in the account nor would any funds be deposited in the account in the future. All "County Contract" funds received are deposited directly into the WCC operating checking account. The account does not earn interest.

Question #13 Finding Response

WCC tries to conduct board meetings on a quarterly basis. Because of the difficulty in obtain a quorum during the summer months, the Executive Committee of the board is authorized to meet in place of the full board. Additionally, there may be times when a meeting might fall during just outside a quarter. This will take place only to make sure there is a quorum present.
In the future, the Secretary of the Board of Directors will sign the board minutes of each meeting.

Question #18 Finding Response
WCC has changed its internal policy with regard to "Petty Cash". No checks will be made out to cash in the future. All petty cash reimbursement checks with be made payable to the employee who is cashing the check to reimburse the petty cash account..

Question #25 Finding Response
For time to time bank accounts have been reconciliations past thirty (30) days. Based on the requirement of the County, bank accounts will be reconciled in the future within thirty (30) days. In addition, there will be no outstanding checks carried the WCC books pas six (6) months.

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Question #28 Finding Response
All fixed assets including capital and non-capital asset equipment, purchased with "County Contract" funds will be tagged. WCC shall maintain a listing of fixed assets, including description, serial number, date of purchase, acquisition cost and source of funding. This methodology shall only pertain to fixed assets purchased with "County Contract" funds.
Attached is a copy of the current listing.

If you have any addition questions or need further clarification please do not hesitate to call.

Sincerely,

Richard Klein

Richard Klein, Chief Financial Officer
Westside Children's Center

WESTSIDE CHILDREN'S CENTER

Working Hand in Hand to Change Lives

June 5, 2015

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CFO
Richard Klein

Eboni Alexander, CSA I
Department of Children & Family Services
Contracts Administration Division
3530 Wilshire Blvd., 4th Floor
Los Angeles, CA 90010

Re: **Corrective Action Plan**

Dear Ms. Alexander:

Attached please find the Corrective Action Plan pertaining to the FFA Monitoring Review Field Exit Summary dated 5/22/15.

1.) **Deficiency** – Certified Foster Homes - II. 17 – Vehicle Maintenance – There was no documentation of annual vehicle inspection for one of the six sampled FP's.

Corrective Action – The one Foster Parent in question had serviced her vehicle within the reporting period. Documentation of the vehicle maintenance has been obtained and is attached for review. As part of the agency certification process a "vehicle inspection" form is completed for every vehicle utilized to transport children. Agency foster parents have always been diligent in maintaining their vehicles, however annual completion of the "vehicle inspection" form had not been the practice to date. Going forward, Foster parents will be required to complete the "vehicle inspection" form or provide proof of annual inspection and maintenance of their vehicle as part of their annual certification.

2.) **Deficiency** – Facility And Environment – III. 25 – Disaster drills conducted every 6 months and documented. Disaster plans are posted but drills are not conducted by the FP's or the FFA SW.

Corrective Action – In addition to disaster plans being created and discussed thoroughly with everyone in the household, every 6 months at the "6 Month Safety Inspection" a disaster drill will be executed by the

FFA SW assigned to the foster home. See Safety Inspection Checklist attached with addition of the disaster drill.

3.) **Deficiency** – Facility And Environment – III. 26 – Monetary and clothing logs maintained. Agency completes clothing inventories for each child but does not maintain a tracking log for monthly expenditures.

Corrective Action – It has always been apparent that Westside Children's Center foster parents have not only provided the basic necessities for any children in placement, but have always gone above and beyond in providing for the children in their care. This was confirmed at the foster home inspections and foster parent interviews. Going forward, foster parents will complete a monthly allowance/clothing log which will note expenditures made and documented by confirming receipts attached. See Allowance/Clothing Log attached for review.

Please feel free to contact me with any questions or concerns.

Sincerely,

Shari London Wolvek, M.A.

Director of Foster Care & Adoptions

Westside Children's Center

sharilw@westsidechildrens.org

310-846-4100 x6123