County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

PHILIP L. BROWNING
Director

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February 9, 2016

To: Supervisor Hilda L. Solis, Chair
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Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Philip L. Browning
Director

MCKINLEY CHILDREN'S CENTER DBA MCKINLEY BOYS HOME FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a review of McKinley Children's Center dba McKinley Boys Home, Foster Family Agency (the FFA) in March 2015. The FFA has two licensed offices, one located in the First Supervisorial District and another located in the Fifth Supervisorial District. Both offices provide services to the County of Los Angeles DCFS placed children. According to the FFA's program statement, its mission is "to provide foster care and treatment for abused and neglected children while re-unification services with their families are being explored and/or completed."

At the time of the review, the FFA supervised 271 DCFS placed children in 101 certified foster homes. The children's overall average length of placement was five months, and their average age was six.

SUMMARY

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 reported being supported by the FFA staff in their efforts to provide care, supervision and service delivery to the children placed in their homes.

The FFA was in full compliance with 7 of 11 sections of our contract compliance review: Certified Foster Homes; Education and Workforce Readiness; 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 areas of: Licensure/Contract Requirements, related to Community Care Licensing Division (CCL) citations; Facility and Environment, related to common areas and bedrooms not being maintained, and not having adequate perishable and non-perishable food; Maintenance of

Required Documentation and Service Delivery, related to FFA Social Workers not developing timely initial or updated Needs and Services Plans (NSPs) with child's participation; and Health and Medical Needs related to initial medical exams not being conducted timely.

Attached are the details of our review.

REVIEW OF REPORT

On May 15, 2015, Theodore Howard, DCFS CAD, held an Exit Conference with the FFA representatives: Julissa Castillo, FFA Chief of Programs, and Brianna Calvert, FFA Acting Director. 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 Corrective Action Plan (CAP).

A copy of this compliance report has been sent to the Auditor-Controller and CCL.

The FFA provided the attached approved CAP addressing the recommendations noted in this compliance report.

On June 17, 2015, CAD conducted a follow-up visit to verify implementation of the CAP.

If you have any questions, your staff may contact me or Aldo Marin, Board Relations Manager, at (213) 351-5530.

PLB:EM:LTI:th

Attachments

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

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

80 S. San Dimas Ave.
San Dimas, CA 91773
License Number: 197806278

40015 Sierra Hwy. #B150
Palmdale, CA 93550
License Number: 197806417

	Contract Compliance Monitoring Review	**Findings: March 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. Improvement Needed
	5. If Applicable, FFA Ensures Complete Required Whole Foster Family Home Training	5. Full Compliance
	6. FFA Pays Certified Foster Parents (CFP) Whole Foster Family Home Payments	6. Full Compliance
	7. FFA Conducts an Assessment of CFP Prior to Placement of Two (2) or More Children	7. Full Compliance
II	**Certified Foster Homes (CFHs)** (12 Elements)	
	1. Home Study and Safety Inspection Conducted Prior to Certification	Full Compliance (All)
	2. Agency's Inquiry with OHCMD for Historical Information Prior to Certification	
	3. Timely Criminal Clearances (DOJ, FBI, CACI) Prior to Certification	
	4. Timely, Completed, Signed Criminal Background Statement	
	5. Health Screening & TB Test Prior to Certification	
	6. All Required Training Prior to Certification	
	7. Certificate of Approval on File/Including Capacity	
	8. Safety Inspections Completed At Least Every Six Months or Per-Approved Program Statement	
	9. Completed Annual Training Hours for Re-certification and Current CPR/ First-Aid/Water Safety Certificates	
	10. Current CDL/Auto Insurance/Annual Vehicle Maintenance Documentation for CFPs and Designated Drivers	
	11. Criminal Clearances and Health Screening/CDL/CPR/ DOJ/FBI/CACI/Auto Insurance for Other Adults in the Home	

	12. FFA Assists CFPs in Providing Transportation Needs	
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. Improvement Needed 3. Improvement Needed 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance
IV	**Maintenance of Required Documentation/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 Toward Meeting NSP Goals 4. FFA Social Workers Develop Timely, Comprehensive Initial NSP with Child's Participation 5. FFA Social Workers Develop Timely, Comprehensive Updated NSP with Child's Participation 6. Therapeutic Services Received 7. Recommended Assessment/Evaluations Implemented 8. County Children's 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	 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Improvement Needed 5. Improvement Needed 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Full Compliance
V	**Education 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	 Full Compliance (All)

	Attendance Increased 5. FFA Facilitates Child's Participation in YDS or Equivalent Services and Vocational Programs	
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	1. Improvement Needed 2. Full Compliance 3. Full Compliance 4. Full Compliance
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 Choices 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 Involved in the Selection of Their Clothing 4. Provision of Sufficient Supply of Clean Towels	Full Compliance (All)

	Personal Care Items Meeting Ethnic Needs 5. Minimum Weekly Monetary Allowances 6. Management of Allowance/Earnings 7. Encouragement and Assistance with Life Book or 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)	 1. Full Compliance 2. Full Compliance 3. Not Applicable
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	 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Not Applicable

McKINLEY CHILDREN'S CENTER DBA McKINLEY BOY'S HOME
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. The compliance report addresses findings noted during the March 2015 review. The purpose of this review was to assess McKinley Children's Center Foster Family Agency's (the FFA's) compliance with the County contract and State regulations and included a review of the FFA's program statement, as well as administrative internal 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 purposes of this review, 12 placed children were selected for the sample. The Contracts Administration Division (CAD) interviewed each child and reviewed the case files to assess the care and services the children received. Additionally, four discharged children's files were reviewed to assess the FFA's compliance with permanency efforts. At the time of the review, three placed children were prescribed psychotropic medication. CAD reviewed their case files to assess for timeliness of Psychotropic Medication Authorizations and to confirm the required documentation of psychiatric monitoring.

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

CONTRACTUAL COMPLIANCE

CAD found the following four areas out of compliance:

Licensure/Contract Requirements

- Community Care Licensing (CCL) citations.

CCL cited the FFA as a result of deficiencies and findings on May 13, 2014. According to the report dated May 13, 2014, CCL substantiated a complaint against one CFP who transported placed children without appropriate car seats. As a result, this CFP was decertified by the FFA on December 1, 2014. There were no placed children in the home at the time of decertification. On

December 17, 2014, the Out-of-Home Care Investigations Section (OHCIS) placed this home on an Indefinite Hold and determined that the Certified Foster Home (CFH) would no longer be used as a placement resource for Department of Children and Family Services (DCFS) supervised children.

Recommendation:

The FFA's management shall ensure that:

1. The FFA is in compliance with Title 22 regulations and free of CCL citations.

Facility and Environment

- Common areas were not maintained.

In CFH #1, CAD found knives in an unlocked and unsecured location, an inoperable smoke detector in one bedroom and a razor accessible to anyone in one child's bathroom. In CFH #2, CAD found knives were in an unlocked cabinet above the refrigerator, an inoperable smoke detector in one bedroom and expired packaged food. In CFH #4, CAD found knives in an unlocked cabinet in the kitchen.

- Children's bedrooms/interior was not well maintained.

One CFH was found with inadequate bedding on the day of CAD's inspection. The FFA confirmed the CFP purchased two new mattresses on February 27, 2015 and CAD Compliance confirmed the new mattresses and bedding were in use on March 3, 2015.

Recommendation:

The FFA's management shall ensure that:

2. Common areas are maintained.

3. Children's bedrooms/interior are well maintained.

Maintenance of Required Documentation/Service Delivery

- FFA Social Workers did not develop timely initial Needs and Service Plans (NSPs) with the child's participation.

One child's file contained an initial NSP that was signed by both the child and CFP on September 9, 2014, four months after the May 8, 2014 due date. Another child's file contained an initial NSP that was not signed by the child until October 20, 2014, two weeks after the due date of October 9, 2014. A third child's file contained an initial NSP that did not have the child's signature.

- FFA Social Workers did not develop timely updated NSPs with the child's participation.

One child's file contained a signature, but no date on an updated NSP, which was due on January 22, 2014, while the date for the CFP's signature was dated February 5, 2014.

Recommendations:

The FFA's management shall ensure that:

4. FFA social workers develop timely initial NSPs with the child's participation.

5. FFA social workers develop timely updated NSPs with the child's participation.

Health and Medical Needs

- Initial medical exams were not conducted timely.

One child's file contained documentation that the initial medical exam due on July 5, 2015 was not signed by the physician until July 25, 2015.

Recommendation:

The FFA's management shall ensure that:

6. Initial medical exams are conducted timely.

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

OHCMD's last compliance report dated September 30, 2013, identified two recommendations.

Results:

Based on CAD's contract compliance review, the FFA implemented one of two previous recommendations for which they were to ensure that:

- All bedroom windows are free from obstruction.

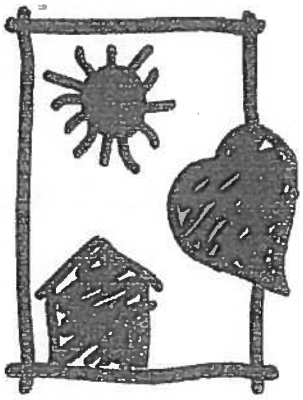
Based on CAD's follow-up, the FFA did not implement one of two previous recommendations for which they were to ensure that:

- All CFPs are re-trained on the importance of keeping in compliance with Title 22 regulations, all court orders, and ensuring the safety of foster children.

7. The outstanding recommendation from the prior report is noted in this report as recommendation 1 is fully implemented.

During the Exit Conference, the FFA representatives expressed their desire to remain in compliance with Title 22 regulations and contract requirements. On June 17, 2015, CAD conducted follow-up visits to ensure the FFA was following up on the new protocol. It was noted that the CFH, which was

found to have medication in an unlocked/unsecured location had been resolved with a locked box for all medications. The two CFHs that were found to have knives in an unlocked location had all knives in a locked location at the time of the follow-up visit. CAD reviewed two additional NSPs and found that they were in compliance with the contract requirements with regard to timeliness of signatures. CAD will continue to assess implementation of the recommendations at our next review. OHCMD will provide ongoing technical assistance prior to the next review.



McKINLEY CHILDREN'S CENTER

Chief Executive Officer

Anil Vadaparty

Accredited by:

Accrediting Commission for Schools
533 Airport Blvd., Suite 200
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International Association for Continued Education and Training

Member Agency:

Association of Community Human Service Agencies

Child Welfare League of America

June 11, 2015

Theodore Howard, Compliance Reviewer
Department of Children and Family Services
Out of Home Care Management Division
9320 Telstar Avenue
El Monte, California 91731

RE: FFA Findings 2015

Dear Mr. Howard,

I am in receipt of the contracts review findings dated May 13, 2015. The results are remarkable at a score of 96% compliance. We will continue to strive to reach 100%. Below please find our assessment of the findings and corrective action items.

I. LICENSURE/CONTRACT REQUIREMENTS

4. Is the agency free of substantiated Community Care Licensing complaints' reports on safety and physical plant deficiencies since the last review? (SAFETY)

On 05/13/2014, one CFM Villanueva was cited by CCLD for allowing foster children in her home to be transported by an unlicensed driver.

The [redacted] foster family was decertified. The agency worker is to ask foster children and youth who drives/transports them and document during our monthly walkthrough. See attached Decertification Certificate and Monthly Walkthrough.

III. FACILITY AND ENVIRONMENT

21. Are common areas/interior well maintained? (Clean/sanitary; neat; adequate furniture and lighting; home-like environment, no safety hazards) (SAFETY)

[redacted] FH - (1) The key to the lock box for medicines was found next to the lock box (where it could be accessed by foster children. (2) A smoke detector in one bedroom was not operable on the day of inspection (situation was resolved before inspector left home). (3) Razor found out in children's bathroom. Allen/Shumpert FH - Knives were found to be kept unlocked in a cabinet above the refrigerator (situation was resolved). [redacted] FH - Knives were found to be in unlocked cabinet at time of inspection (situation was resolved before inspector left the home). [redacted] FH - Smoke detector in child's bedroom was not operable on day of inspection (situation was resolved). One bed had blow-up mattress, the other had pillows from couch being used as matress. FH stated this was because the girls had trouble enuerisis at night necessitating this arrangement (this situation has been resolved with proper mattresses). [redacted] FH - Some canned food past expiration date was found in the pantry area (situation was resolved on day of inspection).

The [redacted] foster family has been addressed on locking and storing the medication box, while keeping the key in a place inaccessible to children. Our social workers are verifying adherence and documenting in our monthly walkthroughs ensuring razors, knives, medications, and smoke detectors are within Title XXII compliance. See attached walkthrough with updates to incorporate having extra batteries on hand for smoke detectors.
The Bizzell foster family has been decertified. See attached decertification notice. Prior to her decertification Tittle XXII knife guidelines were reviewed with her.

The Allen/Shumpert family immediately rectified the mattress situation. They were advised of proper mattress covers to protect mattresses from being soiled. Please see attached page 2 of our Certification /Re-Certification Home Evaluation Form that will be conducted on a quarterly basis with all certified families.

IV. MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE DELIVERY

31. Did the FFA social worker develop timely, comprehensive, updated (NSPs) with the participation of the developmentally age-appropriate child? (WELL-BEING)

[redacted] - Initial (due 5/8/14) & 3 mo.(due 7/8/14) NSP both signed on 09/02/2014. [redacted] - Initial NSP (due 10/9/14) not signed until 10/20/2014. [redacted] No youth signature on initial NSP. Late signature for FP on initial NSP. Youth signature not dated on 3 mo. NSP, Late signature for FP on 3 mo. NSP. N/A = Child has not been in placement with FFA long enough for this to apply.

We have developed an internal system followed up on by our office mangers to assist with timely signatures. Supervisors will work with office mangers and social workers by incorporating an outlook reminder for timely completion, attainment of signatures, and submission to Department of Children and Family Services.

Please feel free to contact me if you have any question. Thank you for your attention to this matter.

Sincerely,

Julissa Castillo,
Chief of Programs Out of Home Care Services

CC: Anil Vadaparty, *Chief Executive Officer*
Aiyana Rios, Out of Home Care