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February 10, 2016

To: Supervisor Hilda L. Solis, Chair
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From: Philip L. Browning
Director

LOS ANGELES YOUTH NETWORK GROUP HOME CONTRACT COMPLIANCE REVIEW

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a review of Los Angeles Youth Network Group Home (the Group Home) in December 2014. The Group Home has one site located in the Third Supervisorial District and provides services to DCFS placed children. According to the Group Home's program statement, its stated purpose is "to help abused, neglected, and homeless adolescents become self-sufficient."

The Group Home maintains a 12-bed site and is licensed to serve a capacity of 12 children, male and female ages 12-17. At the time of review, the Group Home served eight placed DCFS children. The sampled placed children's overall average length of placement was 11 months and their average age was 17.

SUMMARY

During CAD's Contract Compliance Review, the interviewed children generally reported feeling safe in the Group Home, having been provided with good care and appropriate services, being comfortable in their environment and treated with respect and dignity.

The Group Home was in full compliance with 9 of 10 areas of our Contract Compliance Review: Licensure/Contract Requirements, 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; and Discharged Children.

CAD noted a deficiency in the area of: Personnel Records, related to four Group Home employees not receiving Department of Justice, Federal Bureau Investigations, or Child Abuse Clearance Indexes (CACI) clearances prior to employee's hire date.

Attached are the details of CAD's review.

REVIEW OF REPORT

On March 11, 2015, Tony Curry, DCFS CAD, held an Exit Conference with Mark Supper, Group Home Executive Director; Angela Leonard, Group Home Vice President of Finance and Operations; Mayra Camarillo, Director of Administration; and Ann McConville, Director of Compliance. The Group Home's representatives agreed with the review finding and recommendation; were receptive to implementing systemic changes to improve compliance with regulatory standards; and to address the noted deficiency in a Corrective Action Plan (CAP).

A copy of this report has been sent to the Auditor-Controller and Community Care Licensing.

The Group Home provided the attached approved CAP addressing the recommendations noted in this compliance report. Out-of-Home Care Management Division has provided ongoing technical assistance.

On April 15, 2015, CAD verified implementation of the CAP addressing the recommendation in this report.

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

PLB:EM:LTI:tc

Attachments

c: Sachi A. Hamai, Chief Executive Officer
John Naimo, Auditor-Controller
Calvin Remington, Interim Chief Probation Officer
Public Information Office
Audit Committee
Sybil Brand Commission
Mark Supper, Executive Director, Los Angeles Youth Network
Lajuannah Hills, Regional Manager, Community Care Licensing Division
Leonora Scott, Regional Manager, Community Care Licensing Division

LOS ANGELES YOUTH NETWORK GROUP HOME
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY

License Number: 197603055
Rate Classification Level: 7

	Contract Compliance Monitoring Review	Findings: Dec. 2014
I	**Licensure/Contract Requirements** (9 Elements) 1. Timely Notification for Child's Relocation 2. Transportation Needs Met 3. Vehicle Maintained In Good Repair 4. Timely, Cross-Reported SIRs 5. Disaster Drills Conducted & Logs Maintained 6. Runaway Procedures 7. Comprehensive Monetary and Clothing Allowance Logs Maintained 8. Detailed Sign-In/Out Logs for Placed Children 9. CCL Complaints on Safety/Plant Deficiencies	Full Compliance (All)
II	**Facility and Environment** (5 Elements) 1. Exterior Well Maintained 2. Common Areas Well Maintained 3. Children's Bedrooms Well Maintained 4. Sufficient Recreational Equipment/Educational Resources 5. Adequate Perishable and Non-Perishable Foods	Full Compliance (All)
III	**Maintenance of Required Documentation and Service Delivery** (10 Elements) 1. Child Population Consistent with Capacity and Program Statement 2. County Children's Social Worker's Authorization to Implement NSPs 3. NSPs Implemented and Discussed with Staff 4. Children Progressing Toward Meeting NSP Case Goals 5. Therapeutic Services Received 6. Recommended Assessment/Evaluations Implemented 7. County Children's Social Workers Monthly Contacts Documented 8. Children Assisted in Maintaining Important Relationships 9. Development of Timely, Comprehensive Initial NSPs with Child's Participation 10. Development of Timely, Comprehensive, Updated NSPs with Child's Participation	Full Compliance (All)

IV	**Educational and Workforce Readiness** (5 Elements) 1. Children Enrolled in School Within Three School Days 2. GH Ensured Children Attended School and Facilitated in Meeting Their Educational Goals 3. Current Report Cards Maintained 4. Children's Academic Performance and/or Attendance Increased 5. GH Encouraged Children's Participation in YDS/Vocational Programs	Full Compliance (All)
V	**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)
VI	**Psychotropic Medication** (2 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review	Full Compliance (All)
VII	**Personal Rights and Social/Emotional Well-Being** (13 Elements) 1. Children Informed of Group Home's Policies and Procedures 2. Children Feel Safe 3. Appropriate Staffing and Supervision 4. GH's Efforts to provide nutritious Meals and Snacks 5. Staff Treat Children with Respect and Dignity 6. Appropriate Rewards and Discipline System 7. Children Allowed Private Visits, Calls and Correspondence 8. Children Free to Attend or Not Attend Religious Services/Activities 9. Children's Chores Reasonable 10. Children Informed About Their Medication and Right to Refuse Medication 11. Children Free to Receive or Reject Voluntary Medical, Dental and Psychiatric Care 12. Children Given Opportunities to Plan Activities in Extra-Curricular, Enrichment and Social Activities (GH, School, Community) 13. Children Given Opportunities to Participate in Extra-Curricular, Enrichment and Social Activities (GH, School, Community)	Full Compliance (All)

VIII	**Personal Needs/Survival and Economic Well-Being** (7 Elements) 1. $50 Clothing Allowance 2. Adequate Quantity and Quality of Clothing Inventory 3. Children Involved in the Selection of Their Clothing 4. Provision of Clean Towels and Adequate Ethnic Personal Care Items 5. Minimum Monetary Allowances 6. Management of Allowance/Earnings 7. Encouragement and Assistance with Life Book/Photo Album	Full Compliance (All)
IX	**Discharged Children** (3 Elements) 1. Children Discharged According to Permanency Plan 2. Children Made Progress Toward NSP Goals 3. Attempts to Stabilize Children's Placement	Full Compliance (All)
X	**Personnel Records** (7 Elements) 1. DOJ, FBI, and CACIs Submitted Timely 2. Signed Criminal Background Statement Timely 3. Education/Experience Requirement 4. Employee Health Screening/TB Clearances Timely 5. Valid Driver's License 6. Signed Copies of Group Home Policies and Procedures 7. All Required Training	1. Improvement Needed 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance

LOS ANGELES YOUTH NETWORK GROUP HOME
CONTRACT COMPLIANCE MONITORING REVIEW
FISCAL YEAR 2014-2015

SCOPE OF REVIEW

The following report is based on a "point in time" review. This compliance report addresses findings noted during the December 2014 review. The purpose of this review was to assess Los Angeles Youth Network Group Home's (the Group Home's) compliance with its Los Angeles County contract and State regulations and included a review of the Group Home's program statement, as well as internal administrative policies and procedures. The monitoring review covered the following ten areas:

- Licensure/Contract Requirements,
- 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, four placed children were selected. 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 Group Home's compliance with permanency efforts. At the time of the review, one of the sampled children was prescribed psychotropic medication. The case file was reviewed to assess for timeliness of Psychotropic Medication Authorizations and to confirm the required documentation of psychiatric monitoring.

CAD reviewed five Group Home staff files for compliance with Title 22 regulations and County contract requirements and conducted a site visit to assess the provision of quality of care and supervision.

CONTRACTUAL COMPLIANCE

CAD found one area out of compliance:

Personnel Records

- Department of Justice (DOJ), Federal Bureau Investigations (FBI), and Child Abuse Clearance Indexes (CACI) clearances were not submitted timely.

The criminal clearances of four staff members were received after the employee's hire date.

At the Exit Conference, the Group Home representatives acknowledged that the clearances were not received prior to hiring these staff members, but stated that three of the four employees were hired a

long time ago (8/4/2008, 9/10/2001, & 12/20/2001); and that the prior process for background checks was completely different, allowing employees to work prior to completing the clearances, while under the direct supervision of another employee. The Group Home representative stated that they would continue to work diligently to ensure that all employees that are hired have their necessary criminal clearances/exemption waivers prior to their hire/start date.

During a follow-up visit on April 15, 2015, CAD reviewed staff personnel files verifying that DOJ, FBI, and CACI clearances were received prior to hire for new Group Home employees.

Recommendation:

The Group Home's management shall ensure that:

1. DOJ, FBI and CACI clearances are submitted timely.

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

The OHCMD's last compliance report dated February 5, 2014, identified four recommendations.

Results:

Based on CAD's review, the Group Home fully implemented all four recommendations for which they were to ensure:

- The Group Home staff obtain, or document efforts to timely obtain, the DCFS Children's Social Worker's authorization to implement the Needs and Services Plans (NSPs) in a timely manner
- Comprehensive initial NSPs are developed and include all required elements in accordance with the NSP template.
- Timely and comprehensive updated NSPs are developed and include all required elements in accordance with the NSP template.
- All employees who have direct contact with children meet the experience requirements.

The Group Home representatives expressed their desire to remain in compliance with Title 22 regulations and contract requirements. The Group Home made significant improvement in addressing deficiencies noted the previous year. During the Exit Conference, the Group Home representatives reaffirmed their commitment to ensuring greater compliance. On April 15, 2015, CAD conducted a follow-up visit and verified that the recommendation noted in this report had been implemented and upon review of staff personnel files verified that DOJ, FBI, and CACI clearances were received prior to hire for new Group Home employees. CAD will continue to assess implementation of the recommendations during our next review. OHCMD will provide ongoing support and technical assistance prior to the next review.

LOS ANGELES YOUTH NETWORK

Hope & Homes for Foster and Homeless Youth

CORRECTIVE ACTION PLAN
Department of Children and Family Services
Beachwood Group Home (LIC # 197603055)
Contract Compliance Monitoring

April 11, 2015

The following corrective action plan is in response to citations found during the Department of Children and Family Services Contract Compliance Monitoring Section of the Los Angeles Youth Network Beachwood Group Home (LIC # 197603055).

Finding # 1:
Section X. Personnel Records

Three personnel records reviewed (L. Guerra, A. Tellez, V. Gonzalez) did not have the necessary criminal clearances/exemption waivers granted prior to the employee's hire date.

Corrective Action: **The Los Angeles Youth Network recognizes that the personnel files reviewed that were missing the criminal clearance/exemption waivers prior to the hire date were of employees hired prior to the current Administration. LAYN's Director of Administration will continue to work diligently to ensure that all employees that are hired have their necessary criminal clearances/exemption waivers prior to their hire/start date. LAYN will ensure that no employees will be hired nor start employment without their necessary criminal clearances/exemption waivers.**

This report has been completed in its entirety by the Los Angeles Youth Network's Compliance Director and has been approved by the Executive Director. Please feel free to contact us at (323) 467-8466 with any questions.

Respectfully,

Mark Supper
Executive Director
Los Angeles Youth Network

Executive Director: Mark Supper
Executive Board: David Cottrell - *Chair* | Russell Allyn - *Vice Chair*
John A. Ryan - *Treasurer* | Hope Biller – *Secretary*

Directors: Diana Bucklantz | Leslie Kaplan | Mark Prior
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