PHILIP L. BROWNING
Director

# County of Los Angeles
# DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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March 23, 2016

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

**HOLY FAMILY SERVICES ADOPTION AND FOSTER CARE FOSTER FAMILY AGENCY CONTRACT COMPLIANCE REVIEW**

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a Contract Compliance Review of Holy Family Services Adoption and Foster Care Foster Family Agency (the FFA) in July 2015. The FFA has one site located in the First Supervisorial District and provides services to the County of Los Angeles DCFS placed children as well as children from other counties. According to the FFA's program statement, its stated mission is "to promote quality family opportunities for children without regard to race, religion, sex or ethnic origin, through education, counseling, and support activities."

At the time of the review, the FFA did not have any DCFS placed children. This FFA is an adoptions only placement and receives placements from DCFS' Placement and Recruitment Unit. There have been no placements since January 2013.

## SUMMARY

The FFA was in full compliance with the four applicable areas of the CAD's Contract Compliance Review: Licensure/Contract Requirements; Certified Foster Homes, Facility and Environment; and Personnel Records.

The following areas were not applicable as there are no placed children: 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; and Discharged Children.

## REVIEW OF REPORT

On August 19, 2015 Tony Curry, DCFS CAD held an Exit Conference with Julie Brown, Holy Family FFA Program Director. There were no findings.

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

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
Public Information Office
Audit Committee
Julie Brown, Executive Director, Holy Family Services Adoption, and Foster Care
Lajuannah Hills, Regional Manager, Community Care Licensing Division
Lenora Scott, Regional Manager, Community Care Licensing Division

**HOLY FAMILY SERVICES ADOPTION FOSTER CARE SERVICES**
**FOSTER FAMILY AGENCY CONTRACT COMPLIANCE REVIEW SUMMARY**
**840 Echo Park Avenue**
**Los Angeles CA 90026**
**License Number: 197805291**

| | Contract Compliance Review | Findings: July 2015 |
|---|---|---|
| I | **Licensure/Contract Requirements** (7 Elements)<br><br>1. Timely Notification for Child's Relocation<br>2. Timely, Cross-Reported SIRs<br>3. Runaway Procedures in Accordance with the Contract<br>4. Are there CCL Citations/OHCMD Safety Reports<br>5. If applicable, FFA Ensures Complete Required Whole Foster Family Home Training<br>6. FFA Pays Certified Foster Parents (CFP) Whole Foster Family Home Payments<br>7. FFA Conducts an Assessment of CFP Prior to Placement of Two (2) or more Children | Full Compliance (All) |
| II | **Certified Foster Homes** (12 Elements)<br><br>1. Home Study and Safety Inspection Conducted Prior to Certification<br>2. The Agency's Inquiry with OHCMD for Historical Information Prior to Certification<br>3. Timely Criminal Clearances (DOJ, FBI, CACI) prior to Certification<br>4. Timely, Completed, Signed Criminal Background Statement<br>5. Health Screening & TB test Prior to Certification<br>6. All Required Training Prior to Certification<br>7. Certificate of Approval on File/Including Capacity<br>8. Safety Inspection Completed At Least Every Six Months or Pre-Approved Program Statement<br>9. Completed Annual Training Hours for Re-certification and Current CPR/First-Aid/Water Safety Certificates<br>10. Current CDL/Auto Insurance/Annual Vehicle Maintenance Documentation for CFPs and Designated Drivers<br>11. Criminal Clearances and Health Screening/CDL/CPR/DOJ/FBI/CACI/AUTO Insurance for Other Adults in the Home<br>12. FFA Assists CFPs in Providing Transportation Needs | Full Compliance (All) |

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| **III** | **Facility and Environment** (7 Elements)<br><br>1. Exterior/Grounds Well Maintained<br>2. Common Areas Well Maintained<br>3. Children's Bedrooms/Interior Well Maintained<br>4. Sufficient and Appropriate Educational Resources<br>5. Adequate Perishable and Non-Perishable Foods<br>6. CFPs Conducted Disaster Drills and Documentation Maintained<br>7. Money and Clothing Allowance Logs Maintained | Full Compliance (All) |
| **IV** | **Maintenance of Required Documentation and Service Delivery** (10 Elements)<br><br>1. FFA Obtains or Documents Efforts to Obtain County Children's Social Worker's (CSW) Authorization to Implement NSPs<br>2. CFPs Participated in Development of the NSPs<br>3. Children Progressing Toward Meeting NSP Goals<br>4. FFA Social Workers Develop Timely, Comprehensive Initial NSP with Child's Participation<br>5. FFA Social Workers Develop Timely, Comprehensive Updated NSP with Child's Participation<br>6. Therapeutic Services Received<br>7. Recommended Assessment/Evaluations Implemented<br>8. County Children's Social Workers Monthly Contacts Documented in Child's Case File<br>9. FFA Social Workers Develop Timely, Comprehensive Quarterly Reports<br>10. FFA Social Workers Conduct Required Visits | Not Applicable |
| **V** | **Educational and Workforce Readiness** (5 Elements)<br><br>1. Children Enrolled in School Within Three School Days<br>2. Children Attend School as Required and FFA Facilitates in Meeting Children's Educational | Not Applicable |

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| | Goals<br>3. Current Children's Report Cards/Progress Reports Maintained<br>4. Children's Academic Performance and/or Attendance Increased<br>5. FFA Facilitates Child's Participation in YDS or Equivalent Services and Vocational Programs | |
| **VI** | **Health and Medical Needs** (4 Elements)<br><br>1. Initial Medical Exams Conducted Timely<br>2. Follow-Up Medical Exams Conducted Timely<br>3. Initial Dental Exams Conducted Timely<br>4. Follow-Up Dental Exams Conducted Timely | Not Applicable |
| **VII** | **Psychotropic Medication** (2 Elements)<br><br>1. Current Court Authorization for Administration of Psychotropic medication<br>2. Current Psychiatric Evaluation Review | Not Applicable |
| **VIII** | **Personal Rights and Social/Emotional Well-Being** (10 Elements)<br><br>1. Children Informed of Agency's Policies and Procedures<br>2. Children Feel Safe in the CFP Home<br>3. CFPs' Efforts to Provide Nutritious Meals and Snacks<br>4. CFPs Treat Children with Respect and Dignity<br>5. Children Allowed Private Visits, Calls and to Receive Correspondence<br>6. Children Free to Attend or Not Attend Religious Services/Activities of Their Choice<br>7. Children's Chores Reasonable<br>8. Children Informed About Their Medication and Right to Refuse Medication<br>9. Children Aware of Right Refuse or Receive Medical, Dental and Psychiatric Care<br>10. Children Given Opportunities to Participate in Extra-Curricular Activities, Enrichment and Social Activities | Not Applicable |

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| **IX** | **Personal Needs/Survival and Economic Well-Being** (7 Elements)<br><br>1. Clothing Allowance Provided in Accordance with FFA Program Statement<br>2. Ongoing Clothing Inventories of Adequate Quantity and Quality<br>3. Children Involved in the Selection of Their Clothing<br>4. Provision of Sufficient Supply of Clean Towels Personal Care Items Meeting Ethnic Needs<br>5. Minimum Weekly Monetary Allowances<br>6. Management of Allowance/Earnings<br>7. Encouragement and Assistance with a Life Book/Photo Album | Not Applicable |
| **X** | **Discharged Children** (3 Elements)<br><br>1. Completed Discharge Summary<br>2. Attempts to Stabilize Children's Placement<br>3. Child Completed High School (if applicable) | Not Applicable |
| **XI** | **Personnel Records** (9 Elements)<br><br>1. Criminal Clearances (DOJ, FBI, and CACI) Signed and Submitted Timely<br>2. Timely, Completed, Signed Criminal Background Statement<br>3. FFA Social Workers Met Education/Experience Requirements<br>4. Timely Employee Health Screening/TB Clearances<br>5. Valid CDL and Auto Insurance<br>6. FFA Employees Signed Copies of FFA Policies and Procedures<br>7. FFA Employees Completed All Required Training and Documentation Maintained<br>8. FFA Social Workers Have Appropriate Caseload Ratio<br>9. FFA Maintained Written Declarations for Part-Time Contracted FFA Social Workers Caseloads Not to Exceed a Total of 15 Children | Full Compliance (All) |

# HOLY FAMILY SERVICES ADOPTION AND FOSTER CARE SERVICES
# FOSTER FAMILY AGENCY CONTRACT COMPLIANCE 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 July 2015 review. The purpose of this review was to assess the Holy Family Services Adoption and Foster Care Services 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 compliance review covered the following 11 areas:

- Licensure/Contract Requirements,
- Certified Foster Homes,
- Facility and Environment,
- 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 reviewed five staff personnel files and six Certified Foster Home (CFH) files as well as conducted site visits at four of the six CFHs to ensure compliance with Title 22 regulations and County contract requirements.

## CONTRACTUAL COMPLIANCE

CAD found all areas to be in compliance.

## PRIOR YEAR FOLLOW-UP FROM DCFS CAD FFA CONTRACT COMPLIANCE REVIEW

The prior year review was not published, as no DCFS children were placed with the FFA since January 2013.

At the Exit Conference, the FFA representative stated their desire to remain in compliance with all Title 22 regulations and contract requirements. CAD will continue to assess contractual compliance during the next review.