



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

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November 30, 2016

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Philip L. Browning
Director

STARSHINE TREATMENT CENTER FISCAL COMPLIANCE ASSESSMENT

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a Fiscal Compliance Assessment of the Starshine Treatment Center (The Group Home) in April 2016. The Group Home has four licensed sites located in San Bernardino County, and provides services to the County of Los Angeles Probation foster youth and to youth placed by other counties. According to the Group Home's Program Statement, its stated purpose is, "to provide care, education, and rehabilitation for youth ranging in age from 12 through 21 who are unable, for many varied reasons, to live with their families, relatives or guardians".

At the time of the review, the Group Home served two DCFS placed children and six Probation foster youth. The placed children's overall average length of placement was 18 months and their average age was 18.

SUMMARY

CAD conducted a Fiscal Compliance Assessment included an agency-wide review of the Group Home's financial records such as, financial statements, bank statements, check register, and personnel files to determine their compliance with the terms, conditions, and requirements of the Group Home Contract, the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook) and other applicable federal, State, and County regulations and guidelines.

The Group Home was in full compliance with all areas of the Fiscal Compliance Assessment: Financial Overview; Loans, Advances and Investments; Board of Directors and Business Influence; Cash/Expenditures; and Payroll and Personnel.

"To Enrich Lives Through Effective and Caring Service"

Attached are the details of CAD's review.

REVIEW OF REPORT

On May 19, 2016, Joe Jimenez Jr., DCFS CAD Fiscal, held an exit conference with the Group Home Representatives: James B. Pace, Executive Director and Cecilia Pace, Administrator Child Care Worker Supervisor. There were no findings.

A copy of this compliance 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:KR
LTI:jj

Attachments

c: Sachi A. Hamai, Chief Executive Officer
Calvin C. Remington, Interim Chief Probation Officer
John Naimo, Auditor-Controller
James B. Pace, Executive Director, Starshine Treatment Center
Public Information Office
Audit Committee
Sybil Brand Commission
Lenora Scott, Regional Manager, Community Care Licensing Division
Lajuannah Hills, Regional Manager, Community Care Licensing Division

**STARSHINE TREATMENT CENTER
FISCAL COMPLIANCE ASSESSMENT REVIEW
FISCAL YEAR 2015 - 2016**

SCOPE OF REVIEW

The Fiscal Compliance Assessment included a review of Starshine Treatment Center's (the Group Home) financial records for the period of July 1, 2014 through February 29, 2016. Contracts Administration Division (CAD) reviewed the financial statements, bank statements, check register, and personnel files to determine the Group Home's compliance with the terms, conditions, and requirements of the Group Home 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 Group Home was in full compliance with all areas of the Fiscal Compliance Assessment: Financial Overview; Loans, Advances and Investments; Board of Directors and Business Influence; Cash/Expenditures, and Payroll and Personnel.

PRIOR YEAR FISCAL COMPLIANCE ASSESSMENT FOLLOW-UP

CAD conducted a Fiscal Compliance Assessment of the Group Home in Fiscal Year (FY) 2014-2015. The assessment resulted in three recommendations, CAD verified that the Group Home implemented all three recommendations

NEXT FISCAL COMPLIANCE ASSESSMENT

The next Fiscal Compliance Assessment of the Group Home will be conducted in County FY 2016-2017.