



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

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December 30, 2016

To: Supervisor Mark Ridley-Thomas, Chairman  
Supervisor Hilda L. Solis  
Supervisor Sheila Kuehl  
Supervisor Janice Hahn  
Supervisor Kathryn Barger

From: Philip L. Browning  
Director

**FIVE ACRES - THE BOYS' AND GIRLS' AID SOCIETY OF LOS ANGELES COUNTY  
FOSTER FAMILY AGENCY CONTRACT COMPLIANCE REVIEW**

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a Contract Compliance Review of Five Acres - The Boys' and Girls' Aid Society of Los Angeles County Foster Family Agency (the FFA) in December 2015. The FFA has one office located in the First Supervisorial District and provides services to the County of Los Angeles DCFS placed children. According to the FFA's Program Statement, its stated purpose is to "Five promotes safety, well-being and permanency for children and their families by building on their strengths and empowering them within communities."

At the time of the review, the FFA supervised 41 placed DCFS children in 41 Certified Foster Homes (CFHs). The placed children's average length of placement was 12 months and their average age was nine.

**SUMMARY**

During CAD's Contract Compliance Review, the interviewed children generally reported: feeling safe at the FFA's CFHs; having been provided with good care and appropriate services; being comfortable in their placement environment; and treated with respect and dignity. The Certified Foster Parents (CFPs) reported that they were 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 6 of 11 applicable areas of CAD's Contract Compliance Review: CFHs; Education and Workforce Readiness; Health and Medical Needs; Personal Rights and Social/Emotional Well-Being; Personal Needs/Survival and Economic Well-being and Discharged Children.

CAD noted deficiencies in the areas of: Licensure/Contract Requirements, related to Community Care Licensing (CCL) citations; Facility and Environment, related to monetary and clothing allowance logs not being maintained; Maintenance of Required Documentation and Service Delivery, related to the FFA not developing comprehensive Updated Needs and Services Plans (NSPs); Psychotropic Medication, related to the FFA not maintaining current court approved authorization for the administration of psychotropic medication and not completing the timely review of child on psychotropic medication; and Personnel Records, related to one employee not receiving the required Cardio Pulmonary Resuscitation training.

Attached are the details of CAD's review.

### **REVIEW OF REPORT**

On January 27, 2016, Chinelo Maduiké, Vanessa Stamp, DCFS CAD, and Dario Villamarin, DCFS Out-of-Home Care Management Division (OHCMD), held an exit conference with the FFA's representatives: Marianne Guilfoyle, Director of Permanency Planning; Jonathan Delgado, FFA/ITFC Social Worker Supervisor; Selina Liu, Adoption, Foster Care and ITFC Program Supervisor; and Claudia Samonto, Quality Assurance Analyst. The FFA's representatives agreed with the review findings and recommendations; were receptive to implementing systemic changes to improve the FFA's compliance with regulatory standards; and agreed to address the noted deficiencies in a Corrective Action Plan (CAP).

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

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

PLB:KR  
LTI:cm

#### Attachments

- c: Sachi A. Hamai, Chief Executive Officer
- John Naimo, Auditor-Controller
- Public Information Office
- Audit Committee
- Chanel Boutakidis, MA, MFT, Chief Executive Officer, Five Acres
- Lenora Scott, Regional Manager, Community Care Licensing Division
- Lajuannah Hills, Regional Manager, Community Care Licensing Division

**FIVE ACRES - THE BOYS' AND GIRLS' AID SOCIETY OF LOS ANGELES COUNTY  
CONTRACT COMPLIANCE REVIEW SUMMARY**

4401 Santa Anita Avenue  
El Monte, CA 91731  
License Number: 197805113

	<b>Contract Compliance Review</b>	<b>Findings: December 2015</b>
<b>I</b>	<p><b><u>Licensure/Contract Requirements</u></b> (7 Elements)</p> <ol style="list-style-type: none"> <li>1. Timely Notification for Child's Relocation</li> <li>2. Timely, Cross-Reported SIRs</li> <li>3. Runaway Procedures in Accordance with the Contract</li> <li>4. Are There CCL Citations/OHCMD Safety Reports</li> <li>5. If Applicable, Foster Family Agency (FFA) Ensures Complete Required Whole Foster Family Home (WFFH) Training</li> <li>6. FFA Pays Certified Foster Parents (CFP) Whole Foster Family Home Payments</li> <li>7. FFA Conducts an Assessment of CFP Prior to Placement of Two (2) or More Children</li> </ol>	<ol style="list-style-type: none"> <li>1. Full Compliance</li> <li>2. Full Compliance</li> <li>3. Full Compliance</li> <li>4. Improvement Needed</li> <li>5. Full Compliance</li> <li>6. Full Compliance</li> <li>7. Full Compliance</li> </ol>
<b>II</b>	<p><b><u>Certified Foster Homes</u></b> (12 Elements)</p> <ol style="list-style-type: none"> <li>1. Home Study and Safety Inspection Conducted Prior to Certification</li> <li>2. Agency's Inquiry with OHCMD for Historical Information Prior to Certification</li> <li>3. Timely Criminal Clearances (Federal Bureau of Investigation (FBI), California Department of Justice (DOJ), Child Abuse Central Index (CACI), Prior to Certification</li> <li>4. Timely, Completed, Signed Criminal Background Statement</li> <li>5. Health Screening and Tuberculosis (TB) Test Prior to Certification</li> <li>6. All Required Training Prior to Certification</li> <li>7. Certificate of Approval on File/Including Capacity</li> <li>8. Safety Inspection Completed At Least Every Six Months or Per Approved Program Statement</li> <li>9. Completed Annual Training Hours for Re-certification and Current CPR/First-Aid/Water Safety Certificates</li> <li>10. Current Driver's License/Auto Insurance/Annual Vehicle Maintenance</li> </ol>	<p align="center">Full Compliance (All)</p>

	Documentation for CFPs and Designated Drivers 11. Criminal Clearances and Health Screening/Driver's License/CPR/FBI/DOJ/CACI/Auto Insurance for Other Adults in the Home 12. FFA Assists CFPs in Providing Transportation Needs	
<b>III</b>	<b><u>Facility and Environment</u></b> (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. Full Compliance 7. Improvement Needed
<b>IV</b>	<b><u>Maintenance of Required Documentation and Service Delivery</u></b> (10 Elements)  1. FFA Obtains or Documents Efforts to Obtain DCFS Children's Social Worker's (CSW's) Authorization to Implement Needs and Services Plans (NSPs) 2. CFPs Participated in Development of the NSPs 3. Children Progressing Towards Meeting NSP Goals 4. FFA Social Workers Develop Timely, Comprehensive Initial NSPs with the Child's Participation 5. FFA Social Workers Develop Timely, Comprehensive Updated NSPs with the Child's Participation 6. Therapeutic Services Received 7. Recommended Assessment/Evaluations Implemented 8. DCFS CSW's Monthly Contacts Documented in the 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. Full Compliance 5. Improvement Needed 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Full Compliance

<p><b>V</b></p>	<p><b><u>Education and Workforce Readiness</u></b> (5 Elements)</p> <ol style="list-style-type: none"> <li>1. Children Enrolled in School Within Three School Days</li> <li>2. Children Attend School as Required and FFA Facilitates in Meeting Children's Educational Goals</li> <li>3. Current Children's Report Cards/Progress Reports Maintained</li> <li>4. Children's Academic Performance and/or Attendance Increased</li> <li>5. FFA Facilitates Child's Participation in YDS or Equivalent Services and Vocational Programs</li> </ol>	<p>Full Compliance (All)</p>
<p><b>VI</b></p>	<p><b><u>Health and Medical Needs</u></b> (4 Elements)</p> <ol style="list-style-type: none"> <li>1. Initial Medical Exams Conducted Timely</li> <li>2. Follow-up Medical Exams Conducted Timely</li> <li>3. Initial Dental Exams Conducted Timely</li> <li>4. Follow-up Dental Exams Conducted Timely</li> </ol>	<p>Full Compliance (All)</p>
<p><b>VII</b></p>	<p><b><u>Psychotropic Medication</u></b> (2 Elements)</p> <ol style="list-style-type: none"> <li>1. Current Court Authorization for Administration of Psychotropic Medication</li> <li>2. Current Psychiatric Evaluation Review</li> </ol>	<ol style="list-style-type: none"> <li>1. Improvement Needed</li> <li>2. Improvement Needed</li> </ol>
<p><b>VIII</b></p>	<p><b><u>Personal Rights and Social/Emotional Well-Being</u></b> (10 Elements)</p> <ol style="list-style-type: none"> <li>1. Children Informed of Agency's Policies and Procedures</li> <li>2. Children Feel Safe in the CFP Home</li> <li>3. CFPs' Efforts to Provide Nutritious Meals and Snacks</li> <li>4. CFPs Treat Children with Respect and Dignity</li> <li>5. Children Allowed Private Visits, Calls and to Receive Correspondences</li> <li>6. Children Free to Attend or Not Attend Religious Services/Activities of Their Choice</li> <li>7. Children's Chores Reasonable</li> <li>8. Children Informed About Their Medication and Right to Refuse Medication</li> <li>9. Children Aware of Right to Refuse or Receive Medical, Dental and Psychiatric Care</li> <li>10. Children Given Opportunities to Participate in</li> </ol>	<p>Full Compliance (All)</p>

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	Extracurricular Activities, Enrichment and Social Activities	
<b>IX</b>	<p><b><u>Personal Needs/Survival and Economic Well-Being</u></b> (7 Elements)</p> <ol style="list-style-type: none"> <li>1. Clothing Allowance Provided in Accordance with FFA Program Statement</li> <li>2. Ongoing Clothing Inventories of Adequate Quantity and Quality</li> <li>3. Children Involved in the Selection of Their Clothing</li> <li>4. Provision of Sufficient Supply of Clean Towels and Personal Care Items Meeting Ethnic Needs</li> <li>5. Minimum Weekly Monetary Allowances</li> <li>6. Management of Allowance/Earnings</li> <li>7. Encouragement and Assistance with a Life Book or Photo Album</li> </ol>	Full Compliance (All)
<b>X</b>	<p><b><u>Discharged Children</u></b> (3 Elements)</p> <ol style="list-style-type: none"> <li>1. Completed Discharge Summary</li> <li>2. Attempts to Stabilize Children's Placement</li> <li>3. Child Completed High School (if applicable)</li> </ol>	Full Compliance (All)
<b>XI</b>	<p><b><u>Personnel Records</u></b> (9 Elements)</p> <ol style="list-style-type: none"> <li>1. Criminal Clearances (FBI, DOJ, CACI) Signed and Submitted Timely</li> <li>2. Timely, Completed, Signed Criminal Background Statement</li> <li>3. FFA Social Workers Met Education/Experience Requirements</li> <li>4. Timely Employee Health Screening/TB Clearances</li> <li>5. Valid Driver's License and Auto Insurance</li> <li>6. FFA Employees Signed Copies of FFA Policies and Procedures</li> <li>7. FFA Employees Completed All Required Training and Documentation Maintained</li> <li>8. FFA Social Workers Have Appropriate Caseload Ratio</li> <li>9. FFA Maintained Written Declarations for Part-Time Contracted FFA Social Workers Caseloads Not to Exceed a Total of 15 Children</li> </ol>	<ol style="list-style-type: none"> <li>1. Full Compliance</li> <li>2. Full Compliance</li> <li>3. Full Compliance</li> <li>4. Full Compliance</li> <li>5. Full Compliance</li> <li>6. Full Compliance</li> <li>7. Improvement Needed</li> <li>8. Full Compliance</li> <li>9. Full Compliance</li> </ol>

**FIVE ACRES - THE BOYS' AND GIRLS' AID SOCIETY OF LOS ANGELES COUNTY  
CONTRACT COMPLIANCE REVIEW  
FISCAL YEAR 2015-2016**

**SCOPE OF REVIEW**

The following report is based on a "point in time" review. This compliance report addresses findings noted during the December 2015 review. The purpose of this review was to assess Five Acres - The Boys' and Girls' Aid Society of Los Angeles County'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.

For the purpose of this review, eight placed children were selected for the sample. The Contracts Administration Division (CAD) interviewed five children. Three children were too young to be interviewed. CAD reviewed all eight case files to assess the care and services the children received. During the home visits, the children were observed to be comfortable and well cared for in the Certified Foster Homes (CFHs) and their Certified Foster Parents (CFPs) were observed to be responsive to the children's needs. Additionally, four discharged children's files were reviewed to assess the FFA's compliance with permanency efforts. At the time of the review, one of the selected placed child was prescribed psychotropic medication. The child's case file was reviewed to assess for timeliness of Psychotropic Medication Authorizations (PMA) and required documentation of psychiatric monitoring.

CAD reviewed four CFP's files and five staff files for compliance with Title 22 Regulations and County contract requirements. Interviews were conducted with seven CFPs to assess the quality of care and supervision provided to the placed children.

**CONTRACTUAL COMPLIANCE**

CAD found the following five areas out of compliance:

### **Licensure/Contract requirements**

- Community Care Licensing (CCL) citations.

CCL cited the FFA on October 1, 2015, for a complaint received by CCL on June 29, 2015. CCL issued the citation for a lack of supervision and neglect. CCL determined that the foster mother left the foster child in the vehicle while the foster mother went inside the school to retrieve the foster child's sippy cup. A Plan of Correction (POC) was required, which included the FFA provide training to all staff and all Certified Foster Parents (CFPs) on car safety. CCL cleared the POC on October 1, 2015. The Department of Children and Family Services (DCFS) Emergency Response Children's Social Worker (ER CSW) completed an investigation and substantiated the allegation of general neglect. Out-of-Home Care Investigations Section (OHCIS) requested a Corrective Action Plan (CAP) and approved the FFA's CAP on August 24, 2015.

CCL cited the FFA on December 22, 2015, for a complaint received by CCL on July 23, 2015. CCL issued the citation for Care and Supervision. A POC was required, which requested that the FFA provide training to the CFP regarding care and supervision and for the FFA to develop a plan to meet the child's need. CCL cleared the POC on March 11, 2016. The DCFS ER CSW found the allegations to be inconclusive and unfounded. The OHCIS requested and approved the FFA's CAP on October 28, 2015.

### **Recommendation:**

The FFA's management shall ensure that:

1. The FFA complies with Title 22 Regulations and is free of CCL citations.

### **Facility and Environment**

- CFH #1 and #2 did not maintain comprehensive monetary and clothing allowance logs.

Two of the four CFHs did not maintain appropriate and comprehensive monetary allowance logs. The weekly allowance received was not documented in the weekly log for the three children placed in the home. In CFH the logs for three children (child #2, #3, #4) were missing the July allowance distribution. In CFH #2, there was no allowance distribution documentation for child #5. During the exit conference, the FFA's representative acknowledged that the CFPs had not uniformly implemented the FFA's allowance policy. All amounts owed for clothing and monetary allowances were paid to all the children. The FFA's representative stated that the FFA would ensure that

the CFPs document weekly allowance in the allowance logs and the FFA Social Workers would confirm receipt of the allowance for the younger children.

**Recommendations:**

The FFA's management shall ensure that:

2. Comprehensive monetary and clothing allowance logs are maintained.

**Maintenance of Required Documentation and Service Delivery**

- The FFA did not develop timely, comprehensive, Updated Needs and Services Plans (NSPs).

Five of the eight children's Updated NSPs were not timely and were not comprehensive. One child's Updated NSP was missing information about his Psychotropic Medication Authorization (PMA), psychotropic medications and follow-ups. Another child's third quarter goal remained the same, even though the goal was previously achieved. Three children's Updated NSPs were signed late by the DCFS Children's Social Worker (CSW) and there were no documented efforts on file.

During the exit conference, the FFA's representatives acknowledged that this deficiency would be addressed with the FFA Social Workers. Further, a new protocol for the FFA Social Workers will be developed to ensure that the NSPs are timely and comprehensive and the FFA obtains or documents efforts to obtain DCFS CSW's authorization to implement NSPs within the permitted timeframe.

**Recommendation:**

The FFA's management shall ensure that:

3. The FFA develop timely and comprehensive Updated NSPs.

**Psychotropic Medication**

- The FFA did not have current court approved authorizations for the administration of psychotropic medication and did not document efforts to obtain one.

One child's PMA expired September 30, 2015, and there were no documented efforts to get a current PMA.

- The FFA did not have a current psychiatric review for the child on psychotropic medication.

The last documented psychological/medication visit for the child was June 16, 2015.

During the exit conference, the FFA's representatives acknowledged that this deficiency was an oversight on their part. The FFA will address the issue with the FFA Social workers. Further, the FFA indicated that a new protocol for the FFA Social Workers would be developed to ensure that PMAs are monitored closely for expiration dates.

**Recommendation:**

The FFA's management shall ensure that:

4. There is a current PMA on file for children on psychotropic medication.
5. There is current psychiatric evaluation/review for each child on psychotropic medication.

**Personnel Records**

- One employee did not receive the required Cardio Pulmonary Resuscitation (CPR) training.

Employee #1 did not have any records on completing CPR training in the personnel file.

During the exit conference, the FFA's representatives acknowledged that this deficiency was an oversight on their part and they will ensure that the employee gets CPR training.

**Recommendation:**

The FFA's management shall ensure that:

6. All employees receive all required training including CPR training.

**PRIOR YEAR FOLLOW-UP FROM DCFS CAD'S FFA CONTRACT COMPLIANCE REVIEW**

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CAD's last compliance report dated April 29, 2016 (review was conducted February 2015), identified ten recommendations.

**Results:**

Based on CAD's follow-up, the FFA fully implemented 9 of 10 previous recommendations for which the FFA was to ensure that:

- All vehicles used by the CFPs receive an annual vehicle safety inspection and that all tires are always in good repair.
- All Exterior/Grounds of the CFPs are well maintained.
- All Common areas are well maintained.
- Children's bedrooms are well maintained.
- Adequate amount of perishable and non-perishable food is maintained.
- FFA obtains or documents efforts to obtain DCFS CSW's authorization to implement NSPs.
- The children's academic performance or attendance increases.
- Minimum weekly monetary allowance is provided.
- Children receive encouragement and assistance with a Lifebook/Photo Album.

The FFA did not implement one prior recommendations for which the FFA was to ensure that:

- Comprehensive monetary and clothing allowance logs are maintained.

**Recommendation:**

7. The outstanding recommendation from the prior report is noted in this report as Recommendation number 2 is fully implemented.

During the exit conference the FFA's representative expressed the desire to remain in compliance with all Title 22 Regulations and Contract requirements. The FFA's representative stated that the FFA would implement procedures to strive towards greater compliance. Follow-up visit to verify implementation of the Corrective Action

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CONTRACT COMPLIANCE REVIEW  
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Plan is scheduled for a later date with identified findings. The FFA will consult with OHCMD for additional support and technical assistance, and CAD will continue to assess implementation of the recommendations during the next Contract Compliance Review.



August 9, 2016

To: Contracts Administration Division  
Attn: Contract Compliance Section  
3530 Wilshire Blvd., 4<sup>th</sup> flr.  
Los Angeles, CA 90010

From: 5 Acres Foster Family Agency  
4401 Santa Anita Ave  
El Monte, CA 91731

Re: Corrective Action Plan (CAP)/ADDENDUM  
2015-2016 Compliance Review Results/Corrective Action Plan

Dear Vanessa M. Stamp:

The following is the Corrective Action Plan (CAP) for the Compliance Review provided to Five Acres Foster Family Agency on January 27, 2016:

1. **Section I. Licensure/Contract Requirements**

**#4. The Agency has 2 substantiated Community Care License (CCL) citations for General Neglect- Lack of Supervision.**

To address the above finding (#4):

Substantiation One: General Neglect, Lack of Supervision, Minor was left unattended in a vehicle while the keys were in the ignition.

Findings: CCL, Substantiated; OHCMD, Substantiated

Date: 06/29/2015

Cleared On: 10/01/2015

Responses:

**CCL and OHCM:**

On 08/14/2015, one-on-one training was provided to CFP regarding CCL Citations. Time was spent discussing a systems approach to understanding the significance of a resource parents' role in the successful care, treatment, and supervision of foster children. Included in the training, but not limited too, was the role of the resource parent with Mental Health Professionals, Community Care Licensing, the CSW, and OHCM.

All CFPs parents received training regarding child safety in vehicles. The training focused on California Vehicle Codes Section 15620, 15630, and 15632 regarding Unattended Child in a Motor Vehicle. The training goals included, but were not limited to 1) Understand dangers of not only leaving children in hot cars but also leaving children in car with A/C running without supervision; 2) Being aware of laws surrounding car safety; 3) Being prepared with plan for remembering child is in car and the dangers of thinking it can't happen to you; 4) Developing a plan for how to manage toddler or baby and other duties when no help is around, and 5) Creating a communication plan with all caregivers to prevent unintended danger. The training was also provided to all FFA staff.

The CFP was retrained on the type of incidents/injuries that are required to be reported to the FFA and DCFS CSW utilizing the Special Incident Reporting Guide for Foster Family Agencies. Also included with the training were samples and scenarios on when an SIR is appropriate and the difference between OHCM and CCL.

**Substantiation Two: General Neglect, Lack of Supervision**

Findings: CCL, Substantiated; OHCM, Unfounded

Date: 06/29/2015

Cleared on: 03/11/2016

Responses: CCL and OHCM;

On 01/21/2016, Social Worker Supervisor, met individually with Resource Parent, to provide one-on-one training regarding Personal Rights of Children (Care and Supervision, Sec. 89378) with specific attention to providing supervision to children with sexualized behaviors. Also, the foster participated in 23 three hour classes at a local College Center. Although the classes were not directly related to the topic of sexualized behaviors, according the Certified Foster Parent (CFP), many of the class discussions would revolve around child sexuality and sexualized behaviors and foster parent protection.

To decrease future incidents of sexualized behaviors between children living under one roof, the agency has agreed not to place two minors with identified sexualized behaviors in the same home, unless the minors are siblings who are court ordered to remain together. In any case where either one or two children are identified as having a history of sexualized behaviors the foster parents in the home will received, at a minimum, the training developed so that parents can gain a better understanding of the Sexual Abuse Cycles, Indicators and Flags that might alert the parent of increased sexualized concerns, and how to prevent false allegations of sexual

abuse through increased awareness and supervision. The agency will also deny a placement of a child if a child who has been identified as exhibiting sexualized behaviors is unable to have his/her own bedroom.

For this allegation, as directed, the capacity will remain at 1 until the minor, unnamed, is no longer seen as a threat to other children. This determination will be made with the assistance of the family's current therapist, or another mental health professional familiar with the child's behaviors and mental health status. The agency will not place another child in the home without prior consult and will document the consult in the child's file.

In this case, the minor was designated as an Intensive Treatment Foster Care (ITFC) placement. In order for the placement of minor to occur, the agency is required by ITFC protocol to complete a full assessment for compatibility. Once it was determined by the team that the home was compatible for the minor, a "Pre-Match & Compatibility Study Consult" form was completed, presented too and discussed with the ITFC staff Program Coordinator and Program Director, and the DMH Program Coordinator.

## **2. Section III. Facility and Environment**

**#26. Weekly allowance log not comprehensive in CFHs #1 &2. In CFH #1, Weekly allowance log was not fully documented for children in the home. Both sibling's (child#2 &#3) November allowance log was documented on the same log. October log was missing amount received for child #4 and the same child was missing weekly amount received in July. CFH #2 did not document weekly amount given, how much spent/saved and who signed for it for child #1. In the same home, monthly clothing allowance log for November purchase was missing receipt(s) for the purchases, description/quantity of clothes purchased.**

To address the above finding (#26):

On 01/20/2016 the Foster Care Social Workers (FCSW) were retrained on the proper procedures for implementing the Five Acres allowance protocol. The FCSW will ensure each child receives weekly allowance and the amount is documented weekly in the allowance log. Amount of allowance given for the child should be \$1/week/age of the child (ie. 6 year old child receives \$6/week, 17 year old child receives \$17/week). Allowance can be given monthly or weekly depending on what works best for the child/youth. The FCSW will also ensure that the logs are filled out in its entirety, to include money spent/saved and that each child had his/her own allowance log. The foster care social workers are required to monitor the allowance policy's implementation and ensure compliance when collecting the Monthly Allowance Logs from the resource parents. The Foster Care Social Worker Supervisor will periodically check the files to ensure the process is taking place as prescribed. Each worker will ensure that siblings are not documented on the same paperwork but have their allowances noted on individual logs.

**3. Section IV. Maintenance or Required Documentation and Service Delivery**

**#31. Child #4 updated NSP was not comprehensive. Mental Health section missing psych medication and dose child is taking in the 3<sup>rd</sup> & 4<sup>th</sup> qtr. NSPs. Child started taking psych medication 4/7/15 but the psych medication box was checked “no” and name and contact information of the psychologist seen by minor was missing. Child #5 1<sup>st</sup> qtr. NSP due 8/15/15; CSW signed late on 9/8/15, only one documented effort late to CSW on 9/2/15. The same child’s 2<sup>nd</sup> qtr. NSP due 11/15/15, CSW signed late on 12/3/15, no documented effort. Child #6 4<sup>th</sup> qtr. NSP due 11/11/15; CSW signed late on 12/7/15, one documented email effort was sent on 12/7/15. The same child’s 3<sup>rd</sup> qtr. NSP was not comprehensive. The goal remained the same even though it was achieved. Child #7 & 8 4<sup>th</sup> qtr. NSPs were due 10/15/15; CSW signed late on 10/29/15, no documented effort for when it was sent and/or any follow-ups. The same children’s 3<sup>rd</sup> qtr. due 7/15/15, CSW signed late on 8/1/15, one documented effort emailed late to CSW on 7/23/15.**

To address the above finding (#31):

To date the Foster Care Social Workers have utilized faxes, USPS, emails, and phone contacts as the suggested means obtaining verification of attempts to obtain CSW signatures. On 02/17/2016, the Foster Care Social Workers were provided an updated training regarding their required efforts to obtain the CSW signature. The Foster Care Social Workers have been directed to make a minimum of three attempts to obtain the CSW signature on the completed NSP by email only within five days. The first attempt will be made directly to the CSW. If the CSW does not respond to the request to obtain a signature on the NSP within two days, a second email attempt will be made and will include the CSW’s supervisor. If there is no response from either the CSW or the CSW’s supervisor within two days from sending the request, a third email attempt will be made to the CSW, the CSW’s supervisor, and the ARA of the division.

To ensure the NSP is comprehensive, while completing the NSPs, the FCSW will initiate discussion with all members of the child’s treatment team to ensure that NSP narratives, goals, and implementation are comprehensive. Before the NSP is signed by all parties, the FCSW will review all NSP goals with the Foster Care Social Worker Supervisor (FCSWS) to ensure that the goals are modified as needed and to ensure that the NSPs are comprehensive per the County Contract. The FCSW will bring to the supervision with the FCSWS a copy of the previous NSP to compare goals to the new NSP.

The Foster Care Social Workers will receive NSP training on 03/16/2016 by the Social Worker Supervisor to ensure all the above information is understood.

**4. Section VII. Psychotropic Medication**

**#46 & 47. Child's PMA expired September 30, 2015 and there was no current psychiatric evaluation/review on file. The last documented psychological/medication visit was June 16, 2015.**

To address the above findings (#46 &47):

The FFA Social Worker (SW) is responsible for monitoring that psychotropic medication authorizations are renewed every six (6) months. To ensure the procedures above are followed, Five Acres will develop a database in Microsoft Outlook that will alert the foster care social worker one month prior to the due date of an approaching Psychotropic Authorization. The foster care social worker will, one month prior to the due date, contact the prescribing physician and will request an updated JV-220(A) to ensure there is no lapse in the medication documentation requirements. Upon making this request, the FFA SW should contact the physician in order to check on the status of the JV-220(A) being forwarded to the DCFS D-Rate Unit prior to the expiration of the current PMA. If the FFA SW does not receive the PMA within two weeks from the date the physician submits the JV-220(A), the FFA SW should follow the Missing PMA Process. The Missing JV-220(A) Process is as follows: (1) The FCSW will make at least one documented attempt to contact the child's CSW by telephone, fax, or email and (2) Call the D-Rate Psychotropic Medication Desk Clerks during regular business hours Monday to Friday. The FFA SW must ensure and document that the child continues to be evaluated by the prescribing physician on a monthly basis while the PMA request is pending.

The Foster Care Social Workers will receive training on the above procedures on 03/16/2016 by the Social Worker Supervisor to ensure all the above information is understood.

In regards to the findings on the child indicated in the review, an updated PMA was received 12/29/2016.

5. **Section XI. Personnel Records**

**#74- One Employee was missing documented CPR from the file.**

To address the above finding (#74):

All employees will receive CPR training within the first 90 days of employment. In the case listed above the employee did have her CPR completed with another Agency. Five Acres Human Resources (HR) requested the documentation from the other Agency, received a verbal affirmation, but did not receive the documented card confirming the date of training and expiration date. Although it is normal practice to accept documentation or current certification from outside sources, if it is not obtained within the first 60 days of the employee's employment, HR will ensure the employee obtains a new certification of CPR by the 90<sup>th</sup> day of employment. Once the card is received, HR will be responsible for placing the new card in the employee file.

In response to the above findings: The above employee received her certificate from the American Heart Association on December 18, 2015 for Pediatric first Aid and CPR AED.

If you have any further Questions, please do not hesitate to contact me at 626- 246-1734.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Delgado". The signature is fluid and cursive, with the first name "Jonathan" and last name "Delgado" clearly distinguishable.

Jonathan Delgado, DPA, MSW  
FFA/ITFC Social Worker Supervisor