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DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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September 10, 2012

To: Supervisor Zev Yaroslavsky, Chairman
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From: Philip L. Browning
Director

CHILDREN'S WAY FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The Out-of-Home Care Management Division (OHCMD) conducted a review of Children's Way Foster Family Agency (FFA) in April 2012, at which time the agency had 22 DCFS placed children in 22 homes.

Children's Way FFA has two offices, one located in the Second Supervisorial District and one in San Bernardino County. Both offices provide services to Los Angeles County Department of Children and Family Services (DCFS) foster youth. According to Children's Way FFA's program statement, its stated goal is "with the overall goal of reunification, Children's Way FFA will provide a range of services to placed children, including therapeutic treatment, educational/recreational support, emancipation services and behavioral support." Children's Way FFA is licensed to serve children ranging from birth through 17 ½ years of age.

For the purpose of this review, six children were selected for the review. All six children were interviewed and their case files were reviewed. The placed children's overall average length of placement was seven months, and the average age was seven and a half. Four certified foster parents' files were reviewed; five discharged children's files were reviewed; and five staff files were reviewed for compliance with the Title 22 Regulations and County contract requirements.

One placed child was prescribed psychotropic medication. We reviewed her case file to

to assess timeliness of Psychotropic Medication Authorizations (PMAs), and to confirm documentation of psychiatric monitoring was maintained as required.

SCOPE OF REVIEW

The purpose of this review was to assess Children's Way FFA's compliance with the County contract and State regulations. The visit included a review of the agency's program statement, administrative internal policies and procedures, six placed children's case files, five certified foster parent files and five personnel files. Four certified foster homes were visited where foster parents were interviewed to assess the quality of care and supervision provided to children and we conducted interviews with six placed children to assess the care and services they were receiving.

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

SUMMARY

During the review, interviewed children reported feeling safe, being provided with good care and appropriate services, being comfortable in their environment and treated with respect and dignity.

The deficiencies noted during the monitoring review were in the area of Licensure/Contract Requirements, Maintenance of Required Documentation and Service Delivery, Education and Workforce Readiness, Health and Medical Needs and Personal Needs/Survival and Economic Well-Being.

Based on our review, the aforementioned deficiencies revealed the need for more thorough documentation. Additionally, routine monitoring of files by supervisory staff would appear to eliminate the documentation issues identified. Overall, Children's Way FFA was providing good care and services to placed children and support to the certified foster parents, which is evident in the relationships formed with the children, agency staff, and certified foster parents.

In conclusion, Children's Way FFA was receptive to implementing some systemic changes to improve their compliance with regulations and the County contract. The Administrator agreed to address the noted deficiencies in a Corrective Action Plan (CAP).

NOTABLE FINDINGS

The following were the notable findings of our review:

- Children's Way FFA did not consistently report all Special Incident Reports (SIRs) to OHCMD in a timely manner. Children's Way FFA attended the SIR training conducted by OHCMD in September 2011. The FFA stated they will ensure staff follows the guidelines on SIRs reporting and conducted a SIR training for their staff and certified foster parents in July 2012.

- Of the six children's files reviewed, two did not show progress toward meeting their NSP goals.

- Of the six children's files reviewed, two children's initial NSPs were not developed timely. The agency will ensure that NSPs guidelines will be followed.

- Of the six children's files reviewed, three children's initial NSPs were not comprehensive as they were not specific, measurable and time limited.

- Of the six children's files reviewed, one monthly contact with the child's CSW was not made. Children's Way FFA stated they will ensure agency social workers maintain contact with DCFS CSWs as per DCFS guidelines.

- Of the six children's files reviewed, four children's updated NSPs were not comprehensive. It was noted that the children's goals were not specific, measurable and time limited and therefore their progress was difficult to be assessed. Children's Way FFA representatives attended the January 2012 NSP training conducted by OHCMD. The program administrator stated they will conduct internal NSP training for their new social worker staff, on-going NSP training to their social workers and supervising social workers to keep them abreast of updates, changes or modifications and will conduct random reviews of NSPs.

- Of the six children's files reviewed, one child's academic performance had not improved. Children's Way social workers stated the child was enrolled in an after-school program to assist her with her educational needs; however she did not always complete her class assignments and showed aggressive behavior at school which resulted in school suspensions. Children's Way FFA representative stated they will continue their efforts to assist the child in improving her overall academic performance.

- Of the six children's files reviewed, one child's initial dental examination was not timely. Children's Way FFA representative stated that a timely dental appointment for the child was made, however the child came home late on the date and missed the appointment. Her foster mother was not able to obtain another appointment prior to the due date. The FFA stated that they will ensure foster parents will make timely dental/medical appointments.

- Of the six children's files reviewed, two did not have a timely updated dental examination. The FFA stated that one of the two children was waiting on the approval for braces which caused a delay. The agency stated that they will ensure all appointments are timely.

- All six children reported they were not encouraged or helped in updating a Life Book/Photo Album. The FFA stated they will train new foster parents on the importance of maintaining and encouraging children to maintain a Life Book/Photo Album and provide them with examples of the book. The agency will also provide training for the foster parents and implement a procedure for all social worker staff to ensure Life Books/Photo Albums are being implemented.

- Of the five personnel files reviewed, one employee did not receive timely health screenings. The FFA stated that the employee was hired in 2004 and at the time, requirements were not the same. When it was discovered that she had no health records in her file, a health screening was conducted. The agency stated presently, the FFA requires all initial health screenings be completed prior to being employed by the FFA. Additionally, one staff hired in 2010 had no documentation on file indicating that emergency intervention training had been completed. The FFA Administrator stated the agency had trained the staff in June 2012.

A detailed report of our findings is attached.

EXIT CONFERENCE

The following are highlights from the Exit Conference held on May 18, 2012.

In attendance:

Colleen Anderson, Children's Way FFA Executive Director and Gladys Hidayat, Monitor, OHCMD DCFS.

Highlights:

Children's Way FFA Executive Director stated that she was in agreement with our findings and recommendations and would make the corrections to improve the Agency's compliance.

Children's Way FFA submitted an approved CAP, and addressed each recommendation noted in this compliance report. The approved CAP is attached.

We will assess for full implementation of the recommendations during our next monitoring review.

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

PLB:RS:KR:
EAH:NF:gh

Attachments

c: William T Fujioka, Chief Executive Officer
Wendy Watanabe, Auditor-Controller
Public Information Office
Audit Committee
Colleen Anderson, Executive Director, Children's Way FFA
Jean Chen, Regional Manager, Community Care Licensing

CHILDREN'S WAY FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY

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San Bernardino, CA 92408
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	Contract Compliance Monitoring Review	Findings: April 2012
I	**Licensure/Contract Requirements** (6 Elements) 1. Timely Notification for Child's Relocation 2. SIRs Documented and Cross-Reported 3. Runaway Procedures 4. Community Care Licensing Citations, Out-of-Home Care Management Division Reports on Safety and Physical Deficiencies 5. If Applicable, FFA Ensures Complete Required Whole Foster Family Home Training 6. FFA pays Certified Foster Parents Whole Foster Family Home Payments	1. Full Compliance 2. Need Improvement 3. Full Compliance 4. Full Compliance 5. Not Applicable 6. Not Applicable
II	**Certified Foster Homes** (13 Elements) 1. Home Study Prior to Certification 2. Contact with References/Including Check with OHCMD 3. Safety Inspection Prior to Certification 4. Timely DOJ, FBI, CACI 5. Health Screening Prior to Certification 6. Required Training Prior to Certification 7. Current Certificate of Approval on File Including Capacity 8. Home Inspection/Evaluations for Re-certification 9. Completed Training Hours for Re-certification 10. CPR/First-Aid/Water Safety Certificates 11. CDL/Auto Insurance 12. Other Adults: DOJ/FBI/CACI/Other Required Docs 13. Transportation	Full Compliance (ALL)

III	**Facility and Environment** (8 Elements) 1. Exterior Well Maintained 2. Common Areas Maintained 3. Children's Bedrooms/Interior Maintained 4. Sufficient Recreational Equipment 5. Sufficient Educational Resources 6. Adequate Perishable and Non Perishable Food 7. Disaster Drills Conducted 8. Allowance Logs	Full Compliance (ALL)
IV	**Maintenance of Required Documentation and Service Delivery** (11 Elements) 1. DCFS CSW Authorization to Implement NSPs 2. Children's Participation in the Development of NSPs 3. NSPs Implemented and Discussed with Foster Parents 4. Children's Progress Towards Meeting Goals 5. Timely Developed Initial NSPs with Child 6. Timely Comprehensive Initial NSPs with Child 7. Therapeutic Services Received 8. Recommended Assessments/Evaluations Implemented 9. DCFS CSWs Monthly Contacts Documented 10. Timely Developed Updated NSPs with Child 11. Timely Comprehensive Updated NSPs with Child	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Need Improvement 5. Need Improvement 6. Need Improvement 7. Full Compliance 8. Full Compliance 9. Need Improvement 10. Full Compliance 11. Need Improvement
V	**Education and Workforce Readiness** (7 Elements) 1. Children Enrolled in School Within Three Days 2. Children Attended School as Required 3. Agency Facilitates Child's Educational Goals 4. Child's Academic and/or Attendance Increase 5. Current IEPs Maintained 6. Current Report Cards Maintained 7. Agency Facilitates Children's Participation in YDS/Equivalent/Vocational Programs	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Need Improvement 5. Full Compliance 6. Full Compliance 7. Full Compliance

VI	**Health and Medical Needs** (6 Elements) 1. Initial Medical Examinations Conducted 2. Initial Medical Examinations Timely 3. Follow-up Medical Examinations Timely 4. Initial Dental Examinations Conducted 5. Initial Dental Examinations Timely 6. Follow-up Dental Examinations Timely	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Need Improvement 6. Need Improvement
VII	**Psychotropic Medications** (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** (13 Elements) 1. Children Informed of Foster Home's Policies and Procedures 2. Children Feel Safe 3. Satisfaction with Meals and Snacks 4. Foster Parents Treatment of Children with Respect and Dignity 5. Appropriate Rewards and Discipline System 6. Children Allowed Private Visits, Calls, and Correspondence 7. Children Free to Attend Religious Services/Activities 8. Reasonable Chores 9. Children Informed About Psychotropic Medication 10. Children Aware of Right to Refuse Psychotropic Medication 11. Children Informed About Voluntary Refusal of Medical and Dental Care 12. Children's Participation in At-Home, School, Community Activities 13. Children's Participation in Extra-Curricular Activities	Full Compliance (ALL)

IX	**Personal Needs/Survival and Economic Well-Being** (8 Elements) 1. Clothing Allowance 2. On-going Clothing Inventories of Adequate Quantity 3. On-going Clothing Inventories of Adequate Quality 4. Involvement in Selection of Clothing 5. Provision of Personal Care Items 6. Minimum Monetary Allowances 7. Management of Allowance 8. Encouragement and Assistance with Life Book	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Need Improvement
X	**Discharged Children** (3 Elements) 1. Stabilization of Placement Prior to Discharge 2. Discharge Summary Completed 3. Child Completed High School	Full Compliance (ALL)
XI	**Personnel Records** (14 Elements) 1. DOJ Timely Submitted 2. FBI Timely Submitted (After January 1, 2008) 3. CACIs Timely Submitted 4. Signed Criminal Background Statement Timely 5. Education/Experience Requirement 6. Employee Health-Screening Timely 7. Valid Driver's License 8. Signed Copies of FFA Policies and Procedures 9. Initial Training Documentation 10. One-Hour Training of Child Abuse Reporting 11. CPR Training Documentation 12. First-Aid Training Documentation 13. On-going Training Documentation 14. Social Workers Appropriate Case Ratio	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Need Improvement 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Full Compliance 11. Full Compliance 12. Full Compliance 13. Full Compliance 14. Full Compliance

CHILDREN'S WAY FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW

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The following report is based on a "point in time" monitoring visit. This compliance report addresses findings noted during the April 2012 monitoring review.

CONTRACTUAL COMPLIANCE

Based on the results of the compliance review, Children's Way FFA was in full compliance with five of 11 sections of our contract compliance review: Certified Foster Homes; Facility and Environment, Psychotropic Medication; Personal Rights and Social/Emotional Well-Being; Discharged Children. The following report details the results of our review.

LICENSURE/CONTRACT REQUIREMENTS

Based on our review, Children's Way FFA was in full compliance with three of four elements reviewed in the area of Licensure/Contract Requirements. Two elements were not applicable.

Children's Way FFA did not always report all Special Incident Reports (SIRs) to OHCMD timely. The FFA stated they retrained agency social workers and certified foster parents on SIR guidelines in July 2012 and will continue to re-iterate the importance of SIR reporting during their monthly foster parent and staff training.

Recommendation:

Children's Way FFA's management shall ensure:

1. All SIRs are reported to OHCMD and all appropriate parties timely.

MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE DELIVERY

Based on our review of six children's files and/or documentation from the provider, Children's Way FFA was in full compliance with 6 of 11 elements reviewed in the area of Maintenance of Required Documentation and Service Delivery.

We noted that of the six children, two did not show progress toward meeting their NSP goals. It was also noted that some inital NSPs were not timely and three were not comprehensive as the goals were not specific, measurable and time limited. We noted that one child's file showed no documentation of CSW contact for one particular month.

month. Lastly, we noted that four updated children's NSPs were not comprehensive as the goals were not specific, measurable and time limited. The FFA stated all agency social workers and supervising social workers will receive on-going NSP training to keep them abreast of updates, changes or modifications. Further, the agency Administrator will conduct random reviews of NSPs. It was also noted that Children's Way FFA attended the NSP training conducted by OHCMD in January 2012.

Recommendations:

Children's Way FFA's management shall ensure:

2. Children's progress is monitored closely and necessary supports are given to assist the children in meeting their NSPs goals.

3. Children's Initial NSPs are timely.

4. Children's Initial NSPs are comprehensive.

5. All monthly CSW contacts are documented.

6. Children's Updated NSPs are comprehensive, including being child specific, measurable, and containing time-framed goals.

EDUCATION AND WORKFORCE READINESS;

Based on our review of six children's files and/or documentation from the provider, Children's Way FFA fully complied with six of seven elements reviewed in the area of Education and Workforce Readiness.

We noted that one child's academic performance had not improved although she had been enrolled in an after-school program to assist her with her educational needs. However, the child did not always complete her class assignments and showed aggressive behavior at school which resulted in school suspensions. Children's Way FFA representative stated they will continue their efforts to assist the child in improving her overall academic performance.

Children's Way FFA's management shall ensure that:

7. Children's educational progress is monitored closely and necessary educational services/supports are provided.

HEALTH AND MEDICAL NEEDS

Based on our review of six children's files and/or documentation from the provider, Children's Way FFA was in full compliance with four of six elements reviewed in the area of Health and Medical Needs.

We noted one child's initial dental examination and two children's follow-up dental appointments were not conducted timely. The FFA stated the agency will ensure all children's medical and dental examinations are conducted timely.

Recommendations:

Children's Way FFA's management shall ensure that:

8. All placed children's initial dental examinations are conducted timely.

9. All placed children's follow-up dental examinations are conducted timely

PERSONAL NEEDS/SURVIVAL AND ECONOMIC WELL-BEING

Based on our review of six children's files and/or documentation from the provider, Children's Way FFA fully complied with seven of eight elements reviewed in the area of Personal Needs/Survival and Economic Well-Being.

All six children interviewed reported they were not encouraged or helped in updating a life book or photo album. The FFA will train all certified foster parents on the importance of maintaining and encouraging children to maintain a Life Book and implement a procedure for all social worker staff to ensure life books are being implemented.

Recommendation:

Children's Way FFA's management shall ensure that:

10. All children are encouraged and assisted in creating and updating photo albums/Life Books.

PERSONNEL RECORDS

Based on our review of five staff files and/or documentation from the provider, Children's Way FFA fully complied with 13 of 14 elements reviewed in the area of Personnel Records.

We noted that one staff did not have timely health screenings. The agency representative stated that the staff was hired as a social worker in 2004, and at the time the requirements were different. Presently, the FFA requires that all employees receive initial health screening prior to being employed by the FFA.

We also noted that another staff, hired in 2010, had no documentation on file indicating the staff completed the required emergency intervention training. During the review, the Children's Way FFA representative stated that she will train said staff by July 2012. A CAP addressing this matter was also submitted.

Recommendations:

Children's Way FFA's management shall ensure that:

11. All employees' health screenings are completed within the required timeframe, all social work staff receives the required training upon hire and all documentation is maintained in the FFA personnel files.

PRIOR YEAR FOLLOW-UP FROM THE AUDITOR-CONTROLLER'S COMPLIANCE REPORT

Objective

Determine the status of the recommendations reported in the A-C's prior monitoring report.

Verification

The A-C's prior monitoring report contained two findings. Specifically, Children's Way FFA was to ensure staff adequately monitors foster homes to ensure the foster homes comply with the County contract requirements and Tttle22 Regulations and that Termination Reports contain all information required by the County contract.

Based on our follow-up of these recommendations, Children's Way FFA fully implemented the A-C recommendations.

There was no Auditor Controller prior compliance report.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

A fiscal review of Children's Way FFA was published on November 30, 2010. The review report states that the A-C identified $8,134 in unsupported/inadequately supported expenditures and did not deposit County warrant timely. Further, it was also noted that Children's Way's personnel files did not contain the employees' current authorized salary rates; the agency did not properly report payments to independent contractors to the taxing agencies; and did not submit one Semi-Annual Expenditure Report to DCFS for Fiscal Year 2007-2008. The Children's Way FFA submitted a fiscal CAP, which is monitored by DCFS' Fiscal Monitoring Section.

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CORRECTIVE ACTION PLAN

REQUESTING AGENCY:	**DEPARMENT OF CHILDREN & FAMILY SERVICES (DCFS)/OUT OF HOME CARE MANAGEMENT DIVISION**
AUDIT YEAR:	**2011**
CAP DUE DATE:	**JUNE 18, 2012**
CAP SUBMITTED TO:	**GLADYS HIDAYAT**
CAP SUBMITTED BY:	**COLLEEN ANDERSON, ADMINISTRATOR/EXECUTIVE DIRECTOR**

OVERVIEW

Children's Way Foster Family Agency, (CWFFA) has been providing foster care services since 1996, we are a licensed non-profit foster care agency that believes that all children have a fundamental right to live in a loving, and nurturing family environment. Our team of highly dedicated certified parents and staff are committed to assisting the children we serve to reach their full potential emotionally, developmentally, culturally, socially and spiritually. With the overall goal of reunification, CWFFA provides a range of comprehensive services to all the children that we serve, while concurrently adhering to all the contractual requirements specified in our Department of Children and Family Services contract and CDSS Title 22 regulations.

During the performance evaluation monitoring that concluded on May 18, 2012, conducted by Gladys Hidayat, CSA I, Out of Home Care Management Division deficiencies was noted that required correction. The following corrective action plan details the deficiencies in their entirety and provides CWFFA's Plan of Action which will ensure that all corrective actions are adhered to. The Administrator, Colleen Anderson will be responsible for creating the CAP and ensuring its implementation and ongoing compliance of items addressed within the Corrective Action Plan. While most corrective actions were implemented immediately, CWFFA will fully implement the Corrective Action Plan no later than June 26, 2012.

DEFINCIENCIES:

I. LICENSURE/CONTRACT REQUIREMENTS

DCFS/OHCMD FINDINGS:

- **CWFFA failed to document and cross-report special incident reports (SIRs) in a timely manner.**
  CWFFA continuously stresses the importance of SIR reporting to our agency staff and certified parents. As a result, we strive to make significant progress in this area, therefore, CWFFA has committed to retraining our FCSWs on June 26, 2012 and also retraining our Certified Parents on June 19, 2012 based on the SIR Guidelines that were provided to our agency by Gladys Hidayat, on May 23, 2012. In addition, the training sessions will include examples of reportable incidents and the time frames in which a special incident report should be completed and sent to the required entities.

  CWFFA will continue to re-iterate the importance of SIR reporting during our monthly certified parent and staff training.

II. MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE DELIVERY

OHCMD FINDINGS: (Needs and Services Plan related)

- **#31-Two out of four children were not progressing toward meeting the Needs and Services Plans case goals.**
- **#32-Two children out of four children did not have a well developed timely initial Needs and Services Plans (NSP).**
- **#33-3 out of 3 children did not have comprehensive initial Needs and Services Plans developed.**
- **#36-1 out of 6 cases for DCFS CSWs were not being contacted monthly and contacts were not appropriately documented.**
- **#38- 4 out of 6 children did not have updated comprehensive Needs and Services Plans.**

CWFFA trains all new foster care social workers with an internal NSP training that incorporates the guidelines of the agency, DCFS and CCL during each employee's orientation training. Regular, on-going NSP training is also provided to keep foster care social workers and supervising foster care social workers abreast of any updates, changes or modifications.

In January of 2012 CWFFA conducted an NSP training that focused on client services offered, comprehensive reporting, utilization of the SMART goal format, permanency goals and timely submission.

To ensure compliance the program administrator will conduct random reviews of NSPs to guarantee that the FCSWs are proficiently reviewing and updating all Needs and Services Plans. In addition, our agency will continue to contact the DCFS CSWs on a regular basis. Unfortunately, the 1 case out of 6 that had a deficiency, the FCSW that handled the case is no longer with the agency, but moving forward we will ensure that all cases are documented accordingly.

VI. HEALTH & MEDICAL NEEDS

OHCMD FINDINGS:

- **#50- 1 out of 3 initial dental examinations were not timely.**
- **#51- 2 out of 4 required dental follow up appointments were not conducted in timely.**

The FCSW for CWFFA reported that 1 out of the 3 cases did not have a timely appointment because the child came home late and missed the appointment that was originally scheduled; therefore the CP had to reschedule which caused the delay and untimely reporting. However, our CWFFA has made it a point to stress to our CP's the importance of making timely appointments. In addition, our agency was also cited for not having a timely dental examination follow up appointment, however according to our FCSW, the child was waiting on the approval for braces, and that caused the delay. However, our administrator will continue to review the NSP's and ensure that they are comprehensive, updated and well developed for the children we service at CWFFA.

IX. PERSONAL NEEDS/SURVIVAL AND ECONOMIC WELL-BEING

OHCMD FINDINGS:

- **#74- 6 out of 6 Children were not encouraged or assisted in creating and maintaining their photo/life books.**

CWFFA will be discussing the importance of maintaining and encouraging the children we serve to maintain a life book at our MAP training sessions and we will also give examples of the book to all certified parents. In addition, our intake workers will do a review of the life book upon certification.

Lastly, our Administrator, Colleen Anderson will be training and working with the CP's regarding Life books at our next in service meeting scheduled for Thursday, July 19, 2012. She has also implemented a procedure for all the FCSWs to make sure that the life books are being implemented and all FCSWs will review them during their monthly visits. In the event that the minor does not want to create/maintain a life book, CWFFA will document the foster care social worker's and certified parent's attempt and the minor's subsequent denial of the life book in the minor's client file.

XI. Personnel Records

OHCMD FINDINGS

- **#83- 2 out of 5 employees reviewed did not have timely health screenings.**

Both employees initial health screenings were from 2004, one of the employees was a volunteer and at the time the requirements were not the same. However, CWFFA now requires all initial health screenings prior to becoming employed by the agency per our

Employee handbook, page 13 section 24: Health Examination, which reads as follows: "After an offer of employment is extended, the organization shall require a physical examination of any applicants who will be working under contract in which a physical examination is required. Employment will be conditioned on a determination that the applicant is able to perform the job offered with or without reasonable accommodation.

Prepared by: Colleen Anderson Date: 5-31-12

Colleen Anderson,
Administrator/ Executive Director

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ADDENDUM 1:CORRECTIVE ACTION PLAN

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Addendum 1 June 12, 2012

Per your request regarding updates on [redacted]s Training information on Emergency Intervention Training for CWFFA. Therefore we would like to update you that [redacted] will be trained on June 27, 2012 for Emergency Intervention. Please see attached documents that outlines the training material that will be covered on June 27, 2012.

Also, I would like to change the final date of implementation for the CAP for CWFFA to July 30, 2012 instead of June 26, 2012, to ensure that all the training has been implemented and executed.

Prepared by: Colleen Anderson Date: 6-12-12

Colleen Anderson,
Administrator/ Executive Director