COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

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JERRY E. POWERS
Chief Probation Officer

November 26, 2014

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: Jerry E. Powers
Chief Probation Officer

SUBJECT: **COMMUNITY YOUTH SPORTS & ARTS FOUNDATION (COMMUNITY YOUTH SPORTS AND ARTS) GROUP HOME CONTRACT COMPLIANCE MONITORING REVIEW**

The Department of Probation, Placement Permanency & Quality Assurance (PPQA), Group Home Monitor (GHM) conducted a review of Community Youth Sports and Art Foundation in May 2014. Community Youth Sports and Arts has one site located in the Second Supervisorial District and provides services to Los Angeles County Probation children only. According to the Community Youth Sports and Arts program statement, its purpose is to treat boys who have been physically, sexually and emotionally abused. The Group Home provides individual, group and family counseling; as well as, alcohol/drug education and substance abuse counseling.

Community Youth Sports and Arts Group Home is a six (6) bed home, which provides care for boy's 12 - 17 years of age. The Group Home's target population is boys who exhibit emotional and behavioral difficulties. At the time of the review, Community Youth Sports and Art was providing care for five (5) Probation children. The placed children's overall average length of placement was 4.3 months, and their average age was 16 years old.

Four (4) Probation children were randomly selected for the interview sample. There was one (1) child in the sample who was prescribed psychotropic medication. Additionally, three (3) discharged children's files were reviewed to assess compliance with permanency efforts, and five (5) staff files were also reviewed for compliance with Title 22 Regulations and County Contract Requirements.

SUMMARY

During the PPQA/GHM review, the interviewed children reported feeling safe at Community Youth Sports and Arts and that they were provided with good care and appropriate services, were comfortable in their environment and treated with respect and dignity. Community Youth Sports and Arts Foundation was in compliance with four (4) of the 10 areas of the Contract Compliance Review: Licensure/Contract Requirements; Psychotropic Medication; Discharged Children and Personnel Records.

However, deficiencies were noted in the areas of "Facility and Environment", in that there were minor repair issues such as graffiti and torn window and door screens; "Maintenance of Required Documentation and Service Delivery", in that comprehensive Needs and Services Plans need to be developed and proper signatures obtained; "Educational and Workforce Readiness", in that efforts to enroll placed children in school within three (3) school days of placement were not properly documented and current report cards not maintained; "Health and Medical Needs", in that initial medical examinations were not conducted in a timely manner; "Personal Rights and Social/Emotional Well-Being", in that children did not understand their right to refuse medication and "Personal Needs/Survival and Economic Well-Being", in that children are not encouraged in creating and updating a life book/photo album.

REVIEW OF REPORT

On April 17, 2014, Probation PPQA Monitor Raymond Ro held an Exit Conference with Assistant Director/Administrator Roland Freeman and Administrator Glenn Scott. Community Sports and Arts Foundation representatives agreed with the review findings and recommendations and were receptive to implementing systemic changes to improve their compliance with regulatory standards, as well as address the noted deficiencies in a Corrective Action Plan (CAP).

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

Community Youth Sports and Arts Foundation provided the attached approved CAP addressing the recommendations noted in this compliance report. A follow-up visit was conducted and all deficiencies cited in the CAP were corrected or systems were put in place to avoid future deficiencies. Assessment for continued implementation of recommendations will be conducted during the next monitoring review.

If additional information is needed or any questions or concerns arise, please contact Director Lisa Campbell-Motton, Placement Permanency and Quality Assurance, at (323) 240-2435.

JEP:MEP:REB
LCM:sy

Attachments (3)

c: William T Fujioka, Chief Executive Office
Sachi A. Hamai, Executive Officer, Board of Supervisors
Brence Culp, Chief Deputy, Chief Executive Officer
John Naimo, Auditor-Controller
Phillip L. Browning, Director, Department of Children and Family Services
Latasha Howard, Probation Contracts
Karen D. Richardson, Out-of-Home-Care Management, DCFS
Leticia Torres-Ibarra, DCFS Contracts
Audit Committee
Sybil Brand Commission
Community Care Licensing
Glen Scott, Administrator, Community Youth Sports and Arts Foundation
Georgia Mattera, Public Safety, Chief Executive Office
Chief Deputies
Justice Deputies

COMMUNITY YOUTH SPORTS AND ARTS FOUNDATION GROUP HOME
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY

4828 Crenshaw Blvd
Los Angeles, CA 90043
License # 191800533
Rate Classification Level: 12

	Contract Compliance Monitoring Review	Findings: May 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 Maintained 3. Children's Bedrooms 4. Sufficient Recreational Equipment/Educational Resources 5. Adequate Perishable and Non-Perishable Foods	1. Improvement Needed 2. Full Compliance 3. Improvement Needed 4. Full Compliance 5. Full Compliance
III	**Maintenance of Required Documentation and Service Delivery** (10 Elements) 1. Child Population Consistent with Capacity and Program Statement 2. County 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 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	1. Full Compliance 2. Improvement Needed 3. Improvement Needed 4. Full Compliance 5. Full Compliance 6. Improvement Needed 7. Improvement Needed 8. Full Compliance 9. Improvement Needed 10. Improvement Needed

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 or Attendance Increased 5. GH Encouraged Children's Participation in YDS/ Vocational Programs	1. Improvement Needed 2. Full Compliance 3. Improvement Needed 4. Full Compliance 5. Full Compliance
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	1. Improvement Needed 2. Full Compliance 3. Full Compliance 4. Full Compliance
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 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. Reasonable Chores 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)	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Improvement Needed 11. Full Compliance 12. Full Compliance 13. Full Compliance

VIII	**Personal Needs/Survival and Economic Well-Being** (7 Elements) 1. $50 Clothing Allowance 2. Adequate Quantity and Quality of Clothing Inventory 3. Children's Involved in 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	 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Improvement Needed
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	 Full Compliance (ALL)

COMMUNITY YOUTH SPORTS AND ARTS FOUNDATION
CONTRACT COMPLIANCE MONITORING REVIEW
FISCAL YEAR 2013-2014

SCOPE OF REVIEW

The purpose of this review was to assess Community Youth Sports and Arts Foundation's compliance with the County contract and State regulations and include a review of the Group Home's program statement, as well as internal administrative policies and procedures. The monitoring review covered the following 10 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
- Personnel Records

For the purpose of this review, four (4) placed children were randomly selected for the interview sample. Placement Permanency & Quality Assurance (PPQA), Group Home Monitoring (GHM) interviewed each child and reviewed their case files to assess the care and services they received. Additionally, three (3) discharged children's files were reviewed to assess Community Youth Sports and Arts Foundation's compliance with permanency efforts. At the time of the review, one (1) placed child was prescribed psychotropic medication, and this case file was reviewed to assess for timeliness of Psychotropic Medication Authorizations (PMAs) and to confirm the required documentation of psychiatric monitoring.

PPQA/GHM reviewed five (5) 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

PPQA/GHM found the following six (6) areas out of compliance.

Facility and Environment

During the facility inspection, there were five (5) deficiencies noted at the site. The Group Home's front screen door needed to be replaced. In bedroom #1, there was gang graffiti written on the glass mirror and inside the closet. The walls of the bedroom also needed to be painted. In bedroom #2, there was gang graffiti on the glass mirror, on the dresser drawer, inside the left side of the closet, and on the chair and desks. In bedroom #3, the window screen was old and ripped up.

Recommendation

1. Community Youth Sports and Arts Foundation shall ensure that the aforementioned deficiencies cited in both exterior and children's bedrooms will be corrected and repaired in a timely fashion.

Maintenance of Required Documentation and Service Delivery

Out of the four (4) cases reviewed, one (1) child was not at the Group Home long enough to require an updated Needs and Service Plan (NSP); therefore, only three (3) cases were reviewed for Updated NSPs.

Out of the four (4) cases reviewed, only one (1) Initial NSP was missing the Probation Officer's signature, and the Group Home could not provide PPQA/GHM with documented efforts to obtain the required signatures. The same child was also missing the signature date on the initial NSP, which failed to indicate if the treatment team met with the child in the allotted time frame because there were no Group Home staff signatures. This same child's initial NSP had no documented proof that the child had met with Group Home staff to jointly discuss in implementing the NSP.

Of the three (3) case files reviewed for Updated NSPs, only one (1) child's updated NSP was missing information about his past psychological medical history and recent psychiatrist assessment or visit, failing to implement a thorough assessment or evaluation. There was also no record to indicate monthly contact was made with the Probation Officer and documented in the updated NSP.

Out of the four (4) children files reviewed, three (3) Initial NSPs were developed in a timely manner. One (1) of the children did not have the initial NSP completed in a timely manner, in that it was completed five (5) days late. For the same child, the social worker did not check the "Therapeutic Services Received" check box.

Out of the three (3) children files reviewed for Updated NSP's, one (1) NSP lacked information about family reunification as there was no discussion with any family members indicated. This child's NSP was also missing the DPO's name. On the signature page, though the youth was placed at the Group Home on 1/16/14, the signature/date portion is incorrectly listed as 3/9/14, almost two months late.

Out of the three (3) children files reviewed for Updated NSP, two (2) children had missing information related to school enrollment and medical/dental/physical appointments. In addition, the same children had missing information on mental health clinic visits and the education section. There were no specific dates in the documents stating when the next updated NSP was due as those areas were left blank. The Concurrent Case Plan sections on both NSPs were left blank. On the visitation section, the same children's NSPs were lacking specific information as the current information was too generic in nature. On one (1) of these two (2) NSPs, the Life Skills section had incomplete information, in that it stated that the child received family reunification services, yet on the initial NSP, it stated the child wanted nothing to do with family or these services, and there was no clear documentation to explain the change.

On April 21, 2014, a thorough review of the NSP issues and required content was conducted by DPO Raymond Ro with Community Youth Sports and Art Foundation, Director Roland Freeman and Social Worker Miyoshi Taylor to improve the completeness, accuracy and overall quality of the NSP's. The review outlined and detailed each section of the NSP to process the current mistakes and emphasized methods to make improvements for the upcoming year.

Recommendation

1. Community Youth Sports and Arts Foundation management and therapist shall obtain and document efforts to obtain the County worker's authorization to implement the Needs and Services Plan.

2. Community Youth Sports and Arts Foundation management shall ensure that NSP's are implemented and discussed with the Group Home staff.

3. Community Youth Sports and Arts Foundation management shall ensure all recommendations on required assessments/evaluations (psychological, psychiatric, medical evaluations) are implemented.

4. Community Youth Sports and Arts Foundation management shall ensure that county workers are contacted monthly by the Group Home and each contact is documented appropriately in the case file.

5. Community Youth Sports and Arts Foundation management shall ensure that the treatment team (social worker) must develop timely, comprehensive, Initial Needs and Service Plans within the 30 day time allotted frame.

6. Community Youth and Arts Foundation management shall ensure that the treatment team (social worker) must develop timely and Updated Needs and Service Plans.

Education and Workforce Readiness

Of the four files reviewed, all current copies of report cards and progress reports were not maintained. None of the children in the sample size had any report cards placed in their files. Additionally, none of the children's files had documentation to clearly indicate when they were enrolled in school.

Recommendation

1. Community Youth Sports and Arts Foundation will ensure that all children are enrolled in school in a timely manner, and all efforts to do so are clearly documented

2. Community Youth Sports and Arts Foundation will ensure that current report cards are consistently maintained in each file

Health and Medical Records

Of the four (4) files reviewed, three (3) children had examinations conducted in a timely manner. Only one (1) of the children in the sample size did not have the initial medical examination conducted in a timely manner; the exam was conducted three (3) days late.

Recommendation

1. Community Youth Sports and Arts Foundation shall ensure that initial medical examinations for all children be conducted in a timely manner.

Personal Rights and Social/Emotional Well-Being

Of the four (4) youth interviewed, all stated that they felt safe, enjoyed the food and knew their rights. Only one (1) youth stated he was not informed about his medication right and his right to refuse medication.

Recommendation

1. Community Youth Sports and Arts Foundation will provide in depth information during orientation to children about medication and their right to refuse medication.

Personal Needs/Survival and Economic Well-Being

Of the four (4) youth interviewed, all three (3) stated that they were encouraged and assisted by the Group Home in creating and updating a life book/photo album. Only one (1) youth indicated that he was not encouraged and assisted by the Group Home in creating and updating a life book/photo album.

Recommendation

1. Community Youth Sports and Arts Foundation shall encourage children in creating and updating a life book/photo album during their stay at the Group Home.

PRIOR YEAR FOLLOW-UP FROM THE PROBATION PPQA/GHM GROUP HOME CONTRACT COMPLIANCE MONITORING REVIEW

PPQA/GHM's last compliance report dated June 9, 2014, identified three (3) recommendations.

Results

Based on the follow-up, Community Youth Sports and Arts Foundation fully implemented two (2) of the three (3) previous recommendations for which they were to ensure that:

- Community Youth Sports and Arts Foundation repainted the floor paint chipping off by the back stairs. The back door screen at the back of the home was replaced. In bedroom #1, gang graffiti on both sides of the mirror was removed. The closet had light, and the screen covering was replaced. In bedroom #2, gang graffiti on the wall was removed. Although there were similar deficiencies noted in this year's review, it should be noted that the graffiti that was found was new graffiti in the same areas of bedroom #1. Therefore, the Group Home was in compliance with last year's recommendations.

- All staff have completed CPR and First Aid Training documentation in their files.

The following recommendation from the previous year was not implemented:

- All initial NSP's were not completed in a timely manner. Additionally, they were to make substantial efforts to ensure the dates of completion were accurate, and this was found to be in error again in this review.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

The most recent Fiscal Review for Community Youth Sports and Arts Foundation from the Department of Auditor-Controller is dated March 10, 2010, for the fiscal period of January 1, 2008, to December 31, 2008. The report dated March 10, 2010, indicated that Community Youth Sports and Art Foundation had questioned/disallowed cost. Community Youth Sports and Arts Foundation submitted a timely, approved fiscal Corrective Action Plan, which is being monitored by the Department of Children and Family Services, Fiscal Monitoring Section.

Community Youth Sports & Arts Foundation

Corrective Action Plan for Community Youth Sports and Arts Foundation

May 16.2014

On April 17, 2014, DPO Raymond Ro discussed and submitted to Community Youth Sports and Arts Foundation , the Department of Probation's Group Home Monitoring Review Field Exit Summary. Present were Raymond Ro, Roland Freeman, Assistant Director and Glenn Scott, Administrator.

Community Youth Sports and Arts Foundation in response to the deficiencies cited in the exit summary will institute the following CORRECTIVE ACTION PLAN, to correct the items cited in the exit summary and prevent any further violation.

Facility and Environment-

Bedroom #1 gang graffiti written on the glass mirror will be removed. Inside the closet gang graffiti will be removed. Wall will be repainted. In bedroom #2, gang graffiti on the glass mirror will be removed. Gang graffiti on the dresser drawer will be removed. Graffiti in the left side closet will be removed. Chair and desks graffiti will be removed. In bedroom #3, the screen covering will be replaced

Maintenance of Required Documentation and Service Delivery-

Community Youth Sports and Arts Foundation management and therapist shall ensure that all initial NSP's and Quarterly NSP's are documented with in a thorough and timely manner.

Education and Workforce Readiness

Community Youth Sports and Arts Foundation will provide documentation of report cards and documentation indicating when youth was enrolled in school.

Health and Medical Records

Community Youth Sports and Arts Foundation shall ensure that initial medical examination be conducted in a timely manner.

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Community Youth Sports & Arts Foundation

Personal Rights and Social/Emotional Well-Being

Community Youth Sports and Arts Foundation will provide in depth information during orientation to youth about his right to refuse medication.

Personal Needs/Survival and Economic Well-Being

Community Youth Sports and Arts Foundation to encourage youth in creating and updating a life book/photo album during their stay at the Group Home.

Roland Freeman, Administrator, May 16, 2014

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