County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

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Director

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September 21, 2012

To: Supervisor Zev Yaroslavsky, Chairman
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Supervisor Michael D. Antonovich

From: Philip L. Browning
Director

DANGERFIELD INSTITUTE FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The Out-of-Home Care Management Division (OHCMD) conducted a review of Dangerfield Institute Foster Family Agency (Dangerfield FFA) in March 2012, at which time they had 17 Department of Children and Family Services (DCFS) placed children in 11 homes. The placed children's overall average length of placement was eight months and the average age was nine.

Dangerfield FFA is located in the Second Supervisorial District and provides services to Los Angeles County DCFS foster youth. According to Dangerfield FFA's program statement, its goal is "to provide these children with continuity of care, nurturance and services, which will meet their individualized needs, and those of your families." Dangerfield FFA is licensed to serve children ranging from birth through 17.

For the purpose of this review, six children were selected for the review. Five children were interviewed, as one was non-verbal. All six sampled children's case files were reviewed. Two certified foster parents' files were reviewed; four discharged children's files were reviewed; and five staff files were reviewed for compliance with the Title 22 Regulations and the County contract requirements.

Five placed children were prescribed psychotropic medication. We reviewed their case files to assess timeliness of Psychotropic Medication Authorizations (PMAs) and to confirm that documentation of psychiatric monitoring was maintained as required.

SCOPE OF REVIEW

The purpose of this review was to assess Dangerfield 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, two foster parents' files and five personnel files. Two certified foster homes were visited, where foster parents were interviewed to assess the quality of care and supervision provided to the children and five placed children were interviewed 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

Generally, the five children interviewed reported feeling safe; having been provided with good care and appropriate services, and being comfortable in their environment.

The deficiencies noted during the monitoring review were in the areas of Licensure/Contract Requirements documentation; Certified Foster Homes documentation issues; several physical plant deficiencies; documentation issues in the area of Needs and Services Plans (NSPs); and Education and Workforce Readiness. Also noted, one child did not receive the required minimum weekly allowance. Further, children were not encouraged and assisted in creating and maintaining Life Books/Photo Albums.

Based on our review, the aforementioned deficiencies revealed the need for more thorough documentation. Additionally, routine monitoring of the files by supervisory staff would appear to eliminate the documentation issues identified.

In conclusion, Dangerfield FFA was receptive to implementing some systemic changes to improve their compliance with regulations and the contract terms. The Assistant Executive Director agreed to address the noted deficiencies in a Corrective Action Plan (CAP).

NOTABLE FINDINGS

The following were notable findings of our review:

- Of the five placed children interviewed, one child reported that on one prior occasion, he stayed out all night and did not return until the next day. The certified foster parent stated that she forgot to report the child's absence to the Agency. The Assistant Executive Director reported that the certified foster parent would be re-trained on the SIR procedures. Dangerfield representatives also attended SIR training jointly conducted by DCFS and CCL in September 2011.

- The FFA was not in compliance with the requirement to contact OHCMD for historical information pertaining to prospective certified foster parents. OHCMD requested a CAP from the Agency which was received and approved. The Assistant Executive Director stated that a form would be created to document that the OHCMD had been contacted for historical information prior to certification. OHCMD completed a background check of the certified foster parent. Nothing was found in the certified foster parent's background, which would preclude her from being a resource to DCFS placed children.

- In one home, there was a large amount of debris in the backyard and the bathtub was dirty. In bedroom #1, there was no closet; too much furniture in the bedroom; one bed was not on a bed frame; and the curtains were torn. In bedroom #2, a blanket and sheet were being used as window coverings; and in bedroom #3, there was no air vent cover. In the second home, there was large amount of debris in the backyard and the stove was very dirty. Subsquent to the review, the FFA provided documentation that corrections had been made in the certified foster homes. The Assistant Executive Director stated that the Administrator would now make quarterly walk throughs of the certified homes.

- Also noted, there was no documentation that one certified foster parent had completed MAPP training. The Assistant Executive Director stated that the Agency would ensure that MAPP training would be provided in-house as two of the FFA social workers have been certified to provide the training. Subsequent to the review, the Agency provided OHCMD with a copy of the MAPP certificate.

- The initial and updated NSPs for three children were timely; however, they were not comprehensive, as the goals were not specific or time-limited and did not include DCFS Children's Social Workers (CSWs) monthly contacts. We did note that monthly contacts were documented in the Agency Social Workers' case notes. Additionally, Dangerfied FFA representatives attended NSP training conducted by OHCMD in January 2012, and it's anticipated that NSPs will be improved. The Assistant Executive Director stated that NSP training would be provided to the social work staff.

- Of the six placed children's files reviewed, two children's academic performance had not increased since placement. The Assistant Executive Director reported that the children were participating in an after-school program which included a half-hour tutorial and extracuricular activities of their choice.

- During the exit review, it was decided that the children needed a more structured tutorial program. The FFA has now enrolled the children in a structured bi-weekly tutorial program. The Assistant Executive Director stated that the Agency social workers and certified foster parents would work with the school, making face-to-face contacts with the teachers.

- Of the six placed children's files reviewed, one did not receive the required minimum weekly allowance. The Assistant Executive Director reported that the FFA would provide an allowance amount list to the certified foster parent.

- We also noted that children were not encouraged and assisted in creating and maintaining photo albums/life books. The Assistant Executive Director reported that the FFA would purchase Life Books/Photo Albums and distribute them to the certified foster parents.

A detailed report of our findings is attached.

EXIT CONFERENCE

The following are highlights from the Exit Conference held April 12, 2012.

In attendance:

Lorrie Irving, Assistant Executive Director, Delores Miguel, Administrator, and Wendy Suer, Dangerfield FFA and Greta Walters, Monitor, DCFS OHCMD.

Highlights:

The Assistant Executive Director was in agreement with our findings and recommendations.

Dangerfield FFA submitted an approved written CAP, which 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:RRS:KR
EAH:NF:gfw

Attachments

c: William T Fujioka, Chief Executive Officer
Wendy Watanabe, Auditor-Controller
Public Information Office
Audit Committee
Elouise Dangerfield, Executive Director, Dangerfield Institute FFA
Jean Chen, Regional Manager, Community Care Licensing

DANGERFIELD INSTITUTE FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY

4738 11th Avenue
Los Angeles, CA 90043
License Number: 197800209

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

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 Log	1. Needs Improvement 2. Needs Improvement 3. Needs Improvement 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance
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. Full Compliance 5. Full Compliance 6. Needs Improvement 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Full Compliance 11. Needs Improvement
V	**Education and Workforce Readiness** (7 Elements) 1. Child Enrolled in School Within Three Days 2. Child Attending 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 Child's Participation in YDS/ Equivalent/Vocational Programs	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Needs Improvement 5. Non Applicable 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	Full Compliance (ALL)
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 and School 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/Photo Album	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Needs Improvement 7. Full Compliance 8. Needs 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** (15 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	Full Compliance (ALL)

DANGERFIELD INSTITUTE FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW

4738 11th Avenue
Los Angeles, CA 90043
License Number: 197800209

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

CONTRACTUAL COMPLIANCE

Based on our review, Dangerfield FFA was in full compliance with five of the 11 sections of our contract compliance review: Health and Medical Needs; Psychotropic Medications; Personal Rights and Social/Emotional Well-Being; Discharged Children; and Personnel Records. The following report details the results of our review.

LICENSURE/CONTRACT REQUIREMENTS

Based on our review of six children's case files and/or documentation from the provider, Dangerfield FFA fully complied with five of six elements reviewed in the area.

We noted that the FFA was not in compliance with appropriately documenting and cross reporting Special Incident Reports (SIRs). One child reported that on one prior occasion, he stayed out all night and did not return until the next day. The certified foster parent stated that she forgot to report the child's absence to the Agency. The Assistant Executive Director reported that the certified foster parent would be re-trained on the SIR procedures.

Recommendation:

Dangerfield FFA's management shall ensure that:

1. Children's absences and other incidents are appropriately documented and cross-reported in timely SIRs.

CERTIFIED FOSTER HOMES

Based on our review of two certified foster parents' case files and/or documentation from the provider, Dangerfield FFA complied with 11 of 13 elements reviewed in the area.

We noted that the FFA was not in compliance with contacting OHCMD for historical information pertaining to prospective certified foster parents. OHCMD requested a CAP from the Agency, which was received and approved. Also noted, there was no documentation that one certified foster parent had completed MAPP training. The Assistant Executive Director stated that a form would be created to document that the

OHCMD had been contacted for historical information prior to certification. She stated that the Agency would ensure that MAPP training would be provided in-house as two of the FFA social workers have been certified to provide the training. Subsequent to the review, the Agency provided OHCMD with a copy of the MAPP certificate.

OHCMD completed a background check of the certified foster parent. The check revealed nothing in the certified foster parent's background, which would preclude her from being a resource to DCFS placed children.

Recommendations:

Dangerfield FFA's management shall ensure that:

2. OHCMD is contacted for historical information regarding prospective certified foster parents prior to certification.

3. All required trainings are provided prior to certification.

FACILITY AND ENVIRONMENT

Based on our review of two certified foster parent files, visits to the certified foster homes and/or documentation from the provider, Dangerfield FFA fully complied with five of eight elements reviewed in the area of Facility and Environment.

We noted that in one home, there was a large amount of debris in the backyard and the bathtub was dirty. In bedroom #1, there was no closet; too much furniture in the bedroom, which made it difficult for the children to maneuver; one bed was not on a bed frame; and the curtains were torn. In bedroom #2, a blanket and sheet were being used as window covering and in bedroom #3, there was no air vent cover. In the second home, there was a large amount of debris in the backyard and the stove was very dirty. Subsequent to the review, the FFA provided documentation that corrections had been made in the certified foster homes. The Assistant Executive Director stated that the Administrator would now make quarterly walk-throughs of the certified foster homes.

Recommendations:

Dangerfield FFA's management shall ensure that:

4. The exteriors of the certified foster homes are maintained.

5. The common areas of the certified homes are maintained.

6. The children's bedrooms are maintained.

MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE

Based on our review of six children's case files and/or documentation from the provider, Dangerfield FFA fully complied with nine of 11 elements reviewed in the area of Maintenance of Required Documentation and Service.

We noted that the intial and updated NSPs for three children were timely; however, they were not comprehensive, as the goals were not specific or time-limited and did not include DCFS CSWs monthly contacts. We did note that monthly contacts were documented in the Agency Social Workers' case notes. Additionally, Dangerfied FFA representatives attended NSP training conducted by OHCMD in January 2012 and it's anticipated that NSPs will be improved. The Assistant Executive Director stated that NSP training would be provided to the social work staff.

Recommendations:

Dangerfield FFA management shall ensure that:

7. Initial NSPs are comprehensive, including specific and time-limited goals.

8. Updated NSPs are comprehensive, including specific and time-limited goals.

EDUCATION AND WORKFORCE READINESS

Based on our review of six children's case files and/or documentation from the provider, Dangerfield FFA was in full compliance with six of seven elements reviewed in the area of Education and Workforce Readiness.

We noted that the academic performance of two children had not increased since their placement to the FFA homes. The Assistant Executive Director reported that the children were participating in an after-school program which included a half-hour tutorial and extracuricular activities of their choice. During the exit review, it was decided that the children needed a more structured tutorial program. The FFA has now enrolled the children in a structured bi-weekly tutorial program. The Assistant Executive Director stated that the agency social workers and certified foster parents would work with school making face-to-face contact with the teachers.

Recommendation:

Dangerfield FFA's management shall ensure that:

9. Documented efforts are maintained in assisting children to increase academic performance.

PERSONAL NEEDS/SURVIVAL AND ECONOMIC WELL-BEING

Based on our review of six children's case files and/or documentation from the provider, Dangerfield FFA was in full compliance with six of eight elements reviewed in the area of Personal Needs/Survival and Economic Well-Being.

We noted that one reviewed child did not receive the required minimum weekly allowance. The Assistant Executive Director reported that the FFA would provide a list of allowance amounts that would be provided to the certified foster parent. We also noted that children were not encouraged and assisted in creating and maintaining photo albums/life books. The Assistant Executive Director reported that the FFA would purchase photo albums and distribute them to the certified foster parents.

Recommendations:

Dangerfield FFA management shall ensure that:

10. Children receive the required weekly allowance.

11. Children are encouraged and assisted in creating and maintaining photo albums/life books.

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

We verified whether the outstanding recommendations from the last Auditor-Controller's (A-C) contract review report issued March 11, 2011 were implemented.

Results

The A-C's prior monitoring report contained 12 outstanding recommendations. The A-C completed their review during April 2009. The report indicated that the Agency did not always ensure that staff adequately monitored foster homes for compliance with the County contract and Title 22 Regulations; foster parents adequately secured knives, cleaning solutions and other items that posed a safety hazard to children; had operable smoke detectors; had written disaster plans and adequate means of escape from the second story home in case of an emergency; and that foster homes were well-maintained with acceptable housekeeping. Further, Dangerfield FFA management was to ensure that that the foster homes were maintained at a comfortable temperature for

children, assessments were completed for homes where more than two children were placed; NSPs were completed timely and approved by the DCFS social worker; children and foster parents were offered the opportunity to participate in the development of NSPs; NSPs contained all required information including goals that were individualized to the children and measurable and that children and DCFS social workers received a comprehensive overview of the Agency's policies and procedures. Based on our follow-up of these recommendations, Dangerfield FFA fully implemented eight of 12 outstanding recommendations from the A-C's contract review of March 11, 2011 report. Further corrective action was requested to address the remaining recommendations.

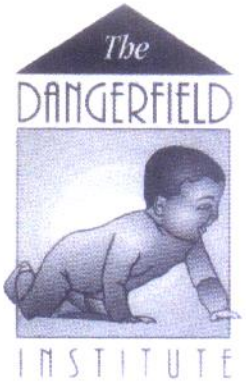
Recommendation:

Dangerfield FFA's management shall ensure that:

13. They fully implement the four outstanding recommendations from the A-C's March 11, 2011 monitoring report, which are also noted as Recommendations 5, 6,7 and 8 in this report.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

A fiscal review of Dangerfield FFA has not been posted by the A-C.



The DANGERFIELD INSTITUTE

"Finding a Safe Harbor"

NON PROFIT ORGANIZATION
IRS#95-4167526

4738 11TH AVENUE
LOS ANGELES, CA 90043
323/290-5058
323/299-7160 FAX

June 20, 2012

To: Nestor Figueroa, CSA II, DCFS MANAGER

OUT – OF – HOME CARE MANAGEMENT DIVISION

Via Fax # 626-572-2368

From: LORRIE IRVING, Assistant Executive Director Lorrie Irving

DOLORES MIGUEL, LCSW ADMINISTRATOR Dolores Miguel

Dangerfield Institute of Urban Problems Foster Family Agency

Re: **CORRECTIVE ACTION PLAN**

The following information is the Corrective Action Plan for Dangerfield Institute for Urban Problems Foster Family Agency for the "Compliance Monitoring Review Evaluation" conducted on 4/24/2012.

License/Contract Requirements

(2) Are special incident reports (SIRs) appropriately documented and cross - reported.

Plan: To ensure compliance with special incident reporting, Dangerfield Foster Family Agency will hold a mandatory training by August 2012 for all foster parents and FFA social workers to include which incidents are reported, and to clarify timelines to report incidents.

In addition to the above mentioned training, Dangerfield Foster Family Agency will implement a new special incident protocol. During business hours, Foster parents will be required to contact their respective FFA Social Worker as it relates to any and all special incidents for minor(s) in their care.

After hour special incidents must be called in to the new duty phone number (Foster parents will receive this number at the above mentioned training and in a mailed memorandum). The duty phone will be carried by FFA Social Workers on a rotating monthly basis. This new agency protocol will ensure Foster parents have 24 hour access to an FFA Social Worker to report special incidents. Duty FFA Social Workers will document and cross report via I – Track to appropriate parties (taking into account the nature of incidents and proper timelines).

Certified Foster Homes:

(8) Does the foster parent case record include contacts with references including check with OHCMD for historical information?

Plan: Dangerfield Foster Family Agency completed a CAP for this finding on 4/29/12 and submitted CAP to OHCEU monitor. Please see attached CAP and forms pertaining to trainings with Foster Family Agency Staff 4/29/12 and 6/5/12.

(12) Did prospective certified foster parents receive all the pre – certification and/or initial training received prior to being certified?

Plan: Dangerfield Foster Family Agency Administrator, Dolores Miguel will closely monitor that all precertification requirements (i.e., MAPP Training) are completed and the agency has received proper documentation prior to approving and providing the certificate of approval.

Facility and Environment:

(20) Are the exterior and the grounds of the certified Foster Home well maintained? (Front and back yards clean and adequately landscaped; conditions of home exterior, drives; walkways and fences; window screens).

(21) Are common quarters well – maintained? (Clean / sanitary; neat; adequate furniture and lighting; home – like environment, no safety hazards)(22) Are children's bedrooms well – maintained? (Clean / sanitary; neat; comfortable; adequate lighting, window coverings, and storage space; beds, mattresses, furniture, flooring; full complete set of linens on beds, age – appropriate decorations; and appropriate sleeping arrangements)

Plan: Dangerfield Foster Family Agency corrected deficiencies with the Foster Home in question. Photographs of the residence were forwarded to OHCEU monitor on 4/20/2012/

Assigned FFA Social Worker has been working with Foster parent on a weekly basis. Agency Administrator will be monitoring her home on a quarterly basis.

Administrator and FFA Social Workers will continue to closely monitor their Foster Homes and the environment to ensure compliance. Quarterly home inspections will continue to be completed to make sure Facilities / Foster Homes are meeting basic expectations and standards as it relates to the condition of the home environment.

Maintenance of required documentation and service delivery:

(33) Did the treatment develop comprehensive initial needs and Services Plans (NSP) with the child?

Plan: Bi – monthly treatment team meetings, which includes the Director, Administrator and Agency FFA/SW will occur no less than twice monthly> Dangerfield Foster Family Agency

Administrator will track and monitor the initial NSP's to ensure that the assigned FFA Social Worker works directly with the child to develop and implement a comprehensive initial NSP that will meet all of the targeted needs of the child.

(36) Are DCFS CSW's contacted monthly and are the contacts appropriately documented?

(38) Did the treatment team develop comprehensive updated needs and services plans with the child?

Plan: Effectively immediately, the assigned FFA Social Worker will develop a more detailed and comprehensive report by conferring with the CSW, previous caregivers, therapists, teachers, mentors, CASA, and others involved in the child's life. The FFA Social Worker will complete a thorough review of all chart documentation, report cards, visitation logs, SIR's on the child for the period being done. This will ensure that the FFA Social Worker is able to address all areas required in the NSP report.

Additionally, a QA form has been developed to include all necessary components needing to be documented (see attached). All reports will be reviewed by the Administrator who will utilize the QA form to ensure the reports are correctly written and all documentation is included. The QA form includes "DCFS CSW contact".

Education and Workforce Readiness

(42) Based on the services provided by the Facility, has the child's academic performance and/or attendance increased (e.g. improved grades, test scores, promotion to the next level, H.S grad, IEP goals)?

Plan: FFA Social Workers will monitor a child's academic performance and/or attendance to ensure the academic needs of the child are being met. FFA Social Workers will do so by conducting school visits once per month (documented on Home Visit Note). FFA Social Workers will maintain contact with a child's teacher to ascertain the academic needs of the child (i.e. tutoring). If it is determined a child is performing poorly at school, tutoring will be arranged for the child provided at school (if available), and/or in the community. FFA Social Workers will work in collaboration with a child's CSW to serve services for a child. Progress will be evident in a report cards and progress reports which will be maintained in the child's file.

IX. Personal needs/Survival and Economic Well – Being

(72) Are children always provided with the minimum monetary allowances?

Plan: Each child five years and over must receive an allowance. The foster parent must keep a record that includes date of allowance, amount, and the child's signature. Allowance amounts are based on age. Immediately, FFA Social Workers will speak directly to the child with respect to their allowance. When collecting allowance logs, FFA Social Worker will verify with child the

amount provided to them on a weekly basis to ensure he or she is receiving the correct amount. The information obtained from the child will be documented in home visit note.

DIUP – Q/A REVIEW FOR NSP/QUARTERLY

RESIDENT: _____ **DUE DATE:** _____

** REVIEWER TO INDICATE ANY PROBLEM AREAS INCLUDING PAGE # **

ANY BLANK SPACES: _____

YOUTH DEVELOPMENT FORM: _____

VISITATION & TRANSPORTATION PLAN: _____

PROGRESS AND QUALITY OF VISITS WITH FAMILY OR OTHER SIGNIFICANT PERSON(S) _____

RE-UNIFY/PERM PLAN: _____

"THOSE RESPONSIBLE PER GOAL": _____

WAS INITIAL PHYSICAL & DENTAL COMPLETED TIMELY? IF NOT WAS AN EXPLANATION DOCUMENTED? : _____

ARE ALL DOCTOR/DENTIST REQUEST FOR FOLLOW-UP VISITS DOCUMENTED? : _____

MENTOR NEEDED & IF SO WHEN REFERRED & TO WHERE: _____

GOALS QUANTIFIABLE AND MEASUREABLE – CHILD INCLUDED IN DEVELOPMENT OF NSP? : _____

SCHOOL ENROLEMENT DATE: _____

OF CREDITS/GPA/CAHSEE: _____

EDUCATION/ACADEMIC PERFORMANCE NEEDS (I.E., TUTORING, IEP, GRADES, TEST SCORES, BEHAVORIAL ISSUES, ATTENDANCE) : _____

ALL SIGNATURES DONE, INCLUDING CHILD AND CSW? : _____

DCFS CONTACT DOCUMENTED INCLUDING DATES OF THERAPEUTIC SERVICES? : _____

OTHER PROBLEMS – CONCERNS: _____

REVIEWER: _____ DATE #1: _____ #2: _____

REVIEWER: _____ DATE #1: _____ #2: _____

Dangerfield's Group Home

TRAINING ATTENDANCE FORM

DATE OF TRAINING: April 29, 2012

NAME OF TRAINER: Lorrie Irving QUALIFICATIONS:

TOPIC: Certified Foster Parent / Historian Information / Treatment team Meeting

(Attach outline of training and copies of any handout materials used)

START TIME: 8am STOP TIME: 10am NUMBER OF HOURS: 2

WERE THE TRAINEES PAID?

Review the compliance report

EMPLOYEE NAME	POSITION	SIGNATURE
Lorrie Irving	Asst. Executive Dir.	Lorrie Irving
[redacted]	[redacted]	[redacted]
Dolores Miguel	Administrator	Dolores Miguel
[redacted]	[redacted]	[redacted]

Signature of Trainer:

Total Class Hours of Training:

Total Number of Attendees:

Total Number of Training Hours:

Dangerfield Group Home.

TRAINING ATTENDANCE FORM

DATE OF TRAINING: June 5, 2012

NAME OF TRAINER: Lorrie Irving QUALIFICATIONS:

TOPIC: Certified Foster Parent / Historian Information

(Attach outline of training and copies of any handout materials used)

START TIME: 8am STOP TIME: 10am NUMBER OF HOURS: 2

WERE THE TRAINEES PAID?

EMPLOYEE NAME	POSITION	SIGNATURE
Lorrie Irving	Asst. Executive Dir.	Lorrie Irving
[redacted]		
Dolores Miguel	Administrative	Dolores [illegible]
[redacted]		

Signature of Trainer:

Total Class Hours of Training:

Total Number of Attendees:

Total Number of Training Hours:

12.2 CONTRACTOR shall ensure that contact is made with DCFS via fax to obtain historical information prior to certifying new foster parents to better assist CONTRACTOR in the certification process and ensure safer homes for placed children.

CONTRACTOR shall contact DCFS at the following:

DCFS, Out of Home Care Management Division
9320 Telstar Avenue, Room 216
El Monte, CA 91731
Attention: DCFS FFA Program Manager
(626) 569-6804 – telephone (Program Manager)
(626) 572-2363 – fax

12.3 The certification of the foster parent(s) by CONTRACTOR does not create a volunteer, subcontractor, employment, agency, partnership or joint-venture relationship between CONTRACTOR and the Certified Foster Parent. CONTRACTOR's role includes, but is not limited to, certifying the foster parent(s); making the placement match between COUNTY placing agency and the Certified Foster Parent(s); and signing a placement Contract with the Certified Foster Parent(s) for each Placed Child in the Certified Family Home. CONTRACTOR shall also provide support services to the Certified Foster Parents, the Placed Child and the Placed Child's family in accordance with CONTRACTOR's Program Statement (Exhibit B), and the child's Case Plan/Case Plan update.

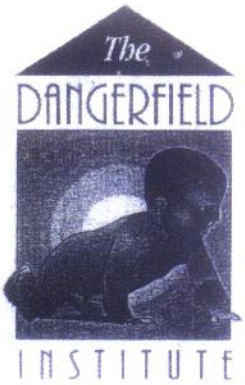
12.4 CONTRACTOR shall ensure that Certified Foster Parents reside at legal addresses and do not utilize P.O. Boxes for their mailing addresses.

12.5 COUNTY does not have any licensing or certification relationship with CONTRACTOR's Certified Family Home. A FFA foster parent home may not be certified by more than one FFA at any given time.

12.6 Sub-section 12.5 above shall not prohibit COUNTY or FFA staff from giving individuals, including certified/licensed foster parents, appropriate information about licensing, certification, legal guardianship and adoption upon request or in compliance with State adoption regulations.

12.7 Prior to certifying prospective foster parents, CONTRACTOR shall contact their assigned Out of Home Care Management monitor to inquire about any prospective certified foster home's prior history as a routine part of CONTRACTOR's certification process. The monitor will notify the CONTRACTOR if the prospective certified foster parent has any prior history of abuse and/or neglect, which has been investigated by DCFS.

12.8 CONTRACTOR shall notify COUNTY when a Certified Family Home



"Finding a Safe Harbor"

NON-PROFIT ORGANIZATION
IRS#95-4167526

4738 11TH AVENUE
LOS ANGELES, CA 90043
323/290-5058
323/299-7160 FAX

BACKGROUND CHECK

Perspective Foster Parent Name: _____

Address: _____

Department of Children & Family Services (DCFS)

OHCEU/OHCIS contacted: _____ **YES** _____ **NO** **DATE:** _____

Contact Person: _____ **Phone #:** _____

Outcome of Background Check:

_____

_____

Community Care Licensing (CCL)

CCL contacted: _____ **YES** _____ **NO** **DATE:** _____

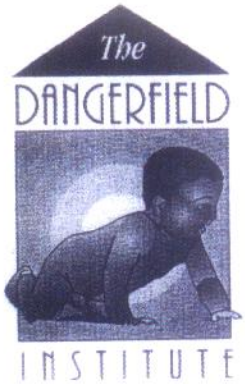
Contact Person: _____ **Phone #:** _____

Outcome of Background Check:

_____

_____

Signature: _____ **Date:** _____



"Finding a Safe Harbor"

NON-PROFIT ORGANIZATION
IRS#95-4167526

4738 11TH AVENUE
LOS ANGELES, CA 90043
323/290-5058
323/299-7160 FAX

Background Check

FINAL APPROVAL

Perspective Foster Parent Name: _____

Department of Children & Family Services

Out of Care Evaluation Unit

Documentation received: _____

Email/Fax/Phone Call: _____

Contact Person: _____ **Phone #:** _____

Community Care Licensing

Documentation received: _____

Email/Fax/Phone Call: _____

Contact Person: _____ **Phone #:** _____

Reviewed By FFA: _____ **Date:** _____

Approved BY: _____ **Date:** _____