County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, CA 90020
(213) 351-5602

PHILIP L. BROWNING
Director

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April 3, 2012

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

From: Philip L. Browning
Director

FIVE ACRES FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The Five Acres Foster Family Agency (FFA) is located in the 1st Supervisorial District and provides services to Los Angeles County Department of Children and Family Services' (DCFS) foster children. According to the Agency's program statement, its goal is "to provide a community-based foster care program for youth who are under the supervision of the Los Angeles County Department of Children and Family Services. The first priority of the program is to ensure the health, safety and welfare of the children served while meeting their unique and individual needs. The program supports the philosophy that a family setting with community therapeutic support services in the youth's own neighborhood is the most effective way to achieve positive results. The program focuses on preparing youth to return home. If family reunification is not possible, achieving the most legally and socially permanent status possible is the goal. The goal of the program is to place a child in the least restrictive environment and if the permanency plan is for out-of-home care, the program wraps the necessary services around the placed child to ensure placement success and to prevent replacement." Five Acres FFA is licensed to serve children ages zero through 18.

The Out-of-Home Care Management Division (OHCMD) conducted a review of the Five Acres FFA in May 2011, at which time they had 48 placed DCFS children in 24 homes. Twenty-five children were female, and 23 were male. For purposes of this review, six placed children were selected for the review, three of whom were interviewed as two children refused to be interviewed, and one child was non-verbal. The placed children's overall average length of placement was 14 months, and the average age was nine. All six sampled children's case files were reviewed along with four discharge files, three

certified foster parents' files and four staff files were reviewed for compliance with the Title 22 regulations and the contract requirements.

Two placed children were on psychotropic medication. We reviewed their case files to assess the timeliness of psychotropic medication authorizations and to confirm the timeliness on psychotropic medication authorizations.

SCOPE OF REVIEW

The purpose of this review was to assess Five Acres FFA's compliance with the 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, three certified foster parents' files, two children's case files on psychotropic medication and four personnel files. A visit was made to interview the three certified foster homes to assess the quality of care and supervision provided. Three 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

The Five Acres FFA was in substantial compliance with the contract, program statement, and regulatory standards review. Based on our review, the deficiencies revealed included the need for more thorough documentation. Routine monitoring of the files by supervisory staff would appear to decrease or eliminate the documentation issues found in the files. Overall, Five Acres 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.

Overall, the children interviewed indicated that they were provided with good care and appropriate services, were comfortable in their environment and were treated with respect and dignity.

The deficiencies noted during the compliance review indicated the FFA did not always contact the OHCMD to obtain historical abuse information prior to certifying a new foster home, a requirement stipulated in their contract. Also, the Five Acres FFA needed to ensure that adults residing in certified foster homes have health-screenings that are documented on file. Additionally, we noted that in one certified foster home visited, there was insufficient perishable and non-perishable food. There was no meat of any kind, no fresh vegetables, and the only fresh fruit was an orange and a basket of strawberries. Moreover, an Agency Social Worker needed to contact the DCFS Children's Social Worker (CSW) monthly as required by the contract. Finally, one Agency Social Worker did not have a First-Aid certificate on file, and the required annual training hours for two of the four staff files reviewed were not on file.

The Five Acres FFA was receptive to implementing some systemic changes to improve compliance with regulations and the contract. The Administrator agreed to address the noted deficiencies in a Corrective Action Plan (CAP).

NOTABLE FINDINGS

The following are the notable findings of our review:

- For one of three certified foster parents' files reviewed, the Agency had not contacted the OHCMD prior to certifying the foster home to obtain historical abuse information. The Agency's representatives agreed to the finding and stated that the Agency will correct the deficiency by having the Agency's Certification Coordinator file the response from the OHCMD in the foster parents' binder under the clearance tab.

- Of the three certified foster parents' files reviewed, one certified foster parents' adult daughter, who resides in the home, did not have a health-screening. Prior to the conclusion of our review, the Five Acres FFA provided the health-screening for the foster parents' adult daughter residing in the home. The Agency's representatives agreed to the finding and stated that they will ensure that adults residing in the home will have health-screenings conducted. To ensure that this deficiency does not happen again, this item has been included in the Five Acres Pre-Certifcation list.

- Of the three certified foster parents' homes visited, one home had insufficient perishable and non-perishable food to last seven days. The Agency's representatives agreed to this finding and stated that the Agency's Social Workers will ensure that this standard is met by checking the foster parents' refrigerator and pantries and documenting it in their home visit logs.

- One Five Acres FFA Social Worker did not contact the DCFS CSWs monthly to update the placed children's progress per the contract. The Agency's representatives agreed to the finding and stated that the Agency's Supervising Social Worker reviewed the requirements with its Social Workers, including the requirement to document in their Home Visit-notes and the Needs and Services Plans (NSP) that monthly contacts were conducted with the DCFS CSWs assigned to the cases.

- Two of the four Social Workers' case files reviewed did not have documentation of the required annual training hours on file. Prior to the conclusion of our review, the Five Acres FFA representative provided documentation of the required annual training. The Agency representatives agreed to the finding and stated that the Agency's Social Workers will provide the Supervising Social Worker with proof of their training hours, and documentation will be filed in their Training binder.

The detailed report of our findings is attached.

EXIT CONFERENCE

The following are highlights from the Exit Conference held June 22, 2011.

In attendance:

Vida Khavar, Program Director and Gagan Sandhu, Supervising Social Worker of Five Acres FFA and Darío Villamarín, Monitor, DCFS OHCMD.

Highlights:

The Program Director was in agreement with our findings and recommendations. She indicated the Agency would make corrections to improve its compliance with regulations and the contract.

The Five Acres FFA submitted a timely 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:RS:KR:
EAH:NF:dv

Attachments

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

FIVE ACRES FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW - SUMMARY

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

	Contract Compliance Monitoring Review	Findings: May 2011
I	**Licensure/Contract Requirements** (6 Elements) 1. Timely Notification for Child's Relocation 2. Special Incident Reports 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	Full Compliance (ALL)
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 13. Transportation	1. Full Compliance 2. Needs Improvement 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Needs Improvement 10. Needs Improvement 11. Full Compliance 12. Needs Improvement 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 Logs	 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Needs Improvement 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. Full Compliance 7. Full Compliance 8. Full Compliance 9. Needs Improvement 10. Full Compliance 11. Full Compliance
V	**Education and Workforce Readiness** (7 Elements) 1. Child Enroll in School Within Three Days 2. Child Attends School as Required 3. Agency Facilitates Child's Educational Goals 4. Child's Academic and/or Attendance Increase 5. Current Individual Education Plans Maintained 6. Current Report Cards Maintained 7. Agency Facilitates Child's Participation in YDS/Equivalent/Vocational Program	 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Not Applicable

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 Examination 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 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, Dental Care and Psychiatric Care 12. Children Participation in At-Home, School, Community Activities 13. Children Participation in Extra-Curricular Activities	Full Compliance (ALL)
IX	**Personal Needs/Survival and Economic Well-being** (8 Elements) 1. $50 Clothing Allowance 2. Ongoing Clothing Inventories of Adequate Quantity 3. Ongoing 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	Full Compliance (ALL)

X	**Discharge Children** (3 Elements) 1. Stabilization of Placement prior to Discharge 2. Discharge Summary Completed 3. Child Completed High School	 1. Full Compliance 2. Full Compliance 3. Not Applicable
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. Ongoing Training Documentation 14. Social Workers Appropriate Case Ratio	 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. Full Compliance 11. Full Compliance 12. Full Compliance 13. Needs Improvement 14. Full Compliance

FIVE ACRES FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW

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

The following report is based on a "point in time" monitoring visit. This compliance report addresses findings noted during the May 2011 monitoring review.

CONTRACTUAL COMPLIANCE

During our review of the Five Acres FFA, we reviewed six current children's files, four discharge children's files, three certified foster parents' files, four staff files, and/or documentation from the provider. The Five Acres FFA was in full compliance with seven of 11 sections of our Contract Review: Licensure/Contract Requirements; Education and Workforce Readiness; Health and Medical Needs; Psychotropic Medications; Personal Rights and Emotional Well-Being; Personal Needs/Survival and Economic Well-Being; and Discharge Children. The following report details the results of our review.

CERTIFIED FOSTER HOMES

Based on our review of three certified foster parents' case files and/or documentation from the provider, the Five Acres FFA was in full compliance with nine of 13 elements reviewed in the area of Certified Foster Homes.

We noted that for one foster parent certified after November 1, 2009, the Five Acres FFA did not contact the OHCMD to obtain historical abuse information prior to certifying the home. The Agency's representatives agreed to the finding and stated that the Agency will correct the deficiency by having the Agency's Certification Coordinator file the response from the OHCMD in the foster parents' binder under the Clearance tab.

We also noted that in one certified foster home, the certified foster parents' adult daughter who resides in the home, did not have a health-screening. Prior to the conclusion of our review, Five Acres FFA provided the health-screening for the foster parents' adult daughter residing in the home. The Agency's representatives agreed to the finding and stated that they will ensure adults residing in the home will have health-screenings conducted. To ensure that this deficiency does not happen again, this item has been included in the Five Acres FFA Pre-Certification list.

Recommendations:

Five Acres FFA's management shall ensure that:

1. Prior to certifying a new foster home, the OHCMD is contacted to obtain historical abuse information.

2. Adults residing in certified foster homes have a health-screening and documentation is on file.

FACILITY AND ENVIRONMENT

Based on our review of three certified foster parents' case files and/or documentation from the provider, the Five Acres FFA was in full compliance with seven of eight elements reviewed in the area of Facility and Environment.

We noted that in one home there was an insufficient supply of perishable and non-perishable food. The Five Acres Program Statement states that "resource parents are required to keep perishable food to last three days and non-perishable food to last seven days in the house at all times." However, there was no meat of any kind, no fresh vegetables, and the only fresh fruit was an orange and a basket of strawberries. The Agency's representatives agreed to the finding and stated that the Agency's Social Workers will ensure that this standard is met by checking the foster parents' refrigerator and pantries and documentng findings in their Home Visit-logs.

Recommendation:

The Five Acres FFA's management shall ensure that:

3. There is sufficient perishable and non-perishable food to last seven days in the house at all times.

MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE DELIVERY

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

We noted that a Five Acres FFA Social Worker did not contact the DCFS CSW monthly to update the placed children's progress as per the contract. The Agency's Supervising Social Worker reviewed the requirements with the Social Worker. The Agency's representatives agreed to the finding and stated that the Agency's Supervising Social Worker will ensure that the requirements to document contacts made with CSWs, minimally once a month, are documented in the Home Visit-notes and the NSPs are reviewed with the Social Workers.

Recommendation:

The Five Acres FFA's management shall ensure that:

4. Social Workers have monthly contact with the DCFS CSWs to update the children's progress per the contract.

PERSONNEL RECORDS

Based on our review of four staff case files and/or documentation from the provider, the Five Acres FFA was in full compliance with 13 of 14 elements reviewed in the area of Personnel Records.

We noted that there was no documentation on file of the required annual training hours for two staff files reviewed. The Agency's representatives agreed to the finding and stated that the Agency's Social Workers will provide the Five Acres FFA's Supervising Social Worker with proof of their training hours, and documentation filed in their Training binder.

Recommendations:

The Five Acres FFA's management shall ensure that:

5. Documentation of Social Workers' required annual training hours are maintained in their personnel file.

PRIOR YEAR FOLLOW-UP FROM THE AUDITOR-CONTROLLER'S (A-C) CONTRACT REVIEW REPORT

Objective

Determine the status of the recommendations reported in the A-C's last monitoring review.

Verification

We verified whether the outstanding recommendations from the last A-C's report issued May 12, 2011 were implemented.

Results

The A-C's prior monitoring report contained seven outstanding findings. Specifically, Five Acres FFA was to ensure that foster homes adequately secured knives and prescription medicine, and had a first-aid manual; that foster parents were assessed to ensure they could care for more than two children; that medical and dental

examinations were conducted timely; and that DCFS CSWs were provided with monthly updates on the children's progress. Based on our follow-up of these recommendations, the Five Acres FFA fully implemented six of seven recommendations. Five Acres FFA did not fully implement the recommendation to contact DCFS CSWs monthly regarding children's progress. This is noted as recommendation four in this report.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

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

five acres THE BOYS' AND GIRLS' AID SOCIETY OF LOS ANGELES
760 W. MOUNTAIN VIEW ST., ALTADENA, CA 91001-4996 (626) 798-6793
FAX (626) 797-7722 ♦ TTY (626) 585-1683 ♦ www.5acres.org ♦ email: for5acres@earthlink.net

June 23, 2011

LA County DCFS OHCMD
9320 Telstar Avenue, Suite 216
El Monte, CA 91731
Office (626) 569-6827
Fax (626) 572-2367
Attention: Mr. Villamarin

Re: Corrective Action Plan (CAP)

Dear Mr. Villamarin:

Following is the Corrective Action Plan (CAP) for Five Acres audit in May and June 2011.

The DCFS review stated the following findings:

1. One of the three certified foster parents' records did not include contacts with references prior to certification. At the time of our review, one of the foster parents did not have the Historical report request reference in the file.
2. One of the adults residing in the home of a certified family did not have a medical exam prior to certification. At the time of our review, the 18 year old daughter of the foster parent did not have a medical exam prior to certification; however, had her medical exam on 6/3/11.
3. One of the three foster homes visited did not adequately maintain perishable and non-perishable foods.
4. One of the three foster homes visited did not maintain appropriate and comprehensive allowance logs.
5. Two of six case files reviewed did not contain proper documentation that the children's DCFS social workers were provided with monthly updates on the children's progress.
6. One of the four employees files reviewed did not have first- aid training documentation. Please see attached the first-aid card for the employee in which the training took place in January of 2009 and is current for three years.
7. Two of the four employees did not have required on-going training. At the time of our review the training documents were not in the HR file.

The following Corrective Action Plan was implemented immediately:

1. Five Acres Certification Coordinator will ensure that the Historical report request sent to Out of Home Care is received and then filed in the parent binder under the clearance tab. To ensure that the Historical report is filed in the parent binder, this has been included in the Five Acres pre-certification list (see attached).

2. Five Acres Certification Coordinator will ensure that for all families certified after June of 2011that all adult members will obtain a physical examination. To ensure that all adult members obtain a physical examination, this has been included in the Five Acres pre-certification list (see attached).

3. Foster Care Social Worker Supervisor Gagan Sandhu reviewed with the Foster Care Social Workers the requirements for all certified foster families to obtain a minimum of two day supply of perishable food and a one week supply of non- perishable food. Foster Care Social Workers will ensure that this standard is met by checking the foster parents refrigerator and pantries and document in their home visit logs.

4. Foster Care Social Workers will ensure that all logs must be filled out on a daily/weekly basis; psychotropic/ medication logs must be filled out every time a medication is dispensed. Foster Care Social Workers will check the logs with the foster parent on their home visits and document in their home visit notes.

5. Foster Care Social Worker Supervisor Gagan Sandhu reviewed with foster care social workers their requirement to document in their home visit notes and needs and services plans that they have made contact with the acting CSWs on their cases on a minimum once a month basis. The foster care social workers were instructed to document not only the date of contact but also the content of that contact. To ensure that appropriate documentation is maintained in the file, a new CSW contact form has been developed and the foster care social workers will be utilizing this form (see attached).

6. All employees will remain current on their First Aid training and provide Foster Care Social Worker Supervisor Gagan Sandhu and the HR department with a copy of their First- Aid card to file in the training binder.

7. Although all employees receive on-going training; we will ensure that on-going training is documented properly, foster care social workers will provide

Foster Care Social Worker Supervisor Gagan Sandhu proof of their training hours and it will be filed in the training binder.

Please note that the above seven protocols were presented by Foster Care Social Worker Supervisor to the Foster Care Social Workers and Placement Worker during a staff meeting that took place on June 29, 2011 (Please see attached form). In addition, please note that during the Resource Parents meeting held in July of 2011, the home inspection policy and the allowance/ medical logs policy were reviewed with certified resource parents. For those resource parents who did not attend this meeting, the FCSWs assigned to their homes reviewed these policies with them on an individual basis.

If you have any questions or need further information, feel free to reach me at 626-246-1729.

Sincerely,

Gagan Sandhu, MA
Foster Care Social Worker Supervisor

cc: Vida Khavar, MA, LMFT, Assistant Director, Permanency Programs

American Red Cross

Together, we can save a life

This recognizes that

Ken Saenders

has completed the requirements for

Standard First Aid

conducted by

Pacific Clinics

Date completed 1/31/2009

The American Red Cross recognizes this certificate as valid for year(s) from completion date.

Chairman, American Red Cross

Instructor's Signature

Chapter

ARCADIA CHAPTER

Arcadia, California

Holder's Signature

Cert. 653999 (Rev.

five acres THE BOYS' AND GIRLS' AID SOCIETY OF LOS ANGELES
760 W. MOUNTAIN VIEW ST., ALTADENA, CA 91001-4996 (626) 798-6793
FAX (626) 797-7722 ♦ TTY (626) 585-1683 ♦ www.5acres.org ♦ email: for5acres@earthlink.net

PRE-CERTIFICATION CHECKLIST

Applicant(s) Name(s): _____

Orientation:

☐ Orientation date: _____

☐ Home inspection started

Applicants:

#1	#2	
☐	☐	1. Application
☐	☐	2. Consent for Release of Information (to contact references)

Home Study:

☐	☐	1. SAFE Q1
☐	☐	2. Home Study ***Interviewer:*** _____
☐	☐	3. References 1. ____ 2. ____ 3. ____
☐	☐	4. Home inspection completed
☐	☐	5. School Form N/A ☐
☐	☐	6. **Clearances (see below)**
☐	☐	1. Criminal Record Statement

Applicant 1:

Foster Care		Adoptions	
Clearance	**Date**	**Clearance**	**Date**
CAI		CAI	
FBI		FBI	
DOJ		DOJ	

Applicant 2:

Foster Care		Adoptions	
Clearance	**Date**	**Clearance**	**Date**
CAI		CAI	
FBI		FBI	
DOJ		DOJ	

Driving and Insurance

☐ ☐ 1. Driver Record Clearance (H6 printout from DMV)

☐ ☐ 2. Driver Record Disclosure Form

☐ ☐ 3. Copy of Driver`s License Expiration Date: _____

☐ ☐ 4. Copy of Auto Insurance Policy Expiration Date: _____

Health

(use our form when you take to the doctor)

☐ ☐ 1. Physical Examination

☐ ☐ 2. TB Results

CPR/First Aid

(contact the American Red Cross to schedule a class in the community)

☐ ☐ 1. First Aid Expiration Date: _____

☐ ☐ 2. CPR – Adult, Child, & Infant Expiration Date: _____

Training

☐ ☐ 1. Pre-Certification Training Attendance Sheets

☐ ☐ 2. PRIDE and/or ITFC Completion Certificate Date: _____
(Training: FC & Adoptions = 30hrs; ITFC = 60hrs)

Emergency Section

☐ ☐ 1. Property Floor Plan
(basic sketch of your floor plan, listing windows doors and utility shut offs)

☐ ☐ 2. Emergency Disaster Plan

☐ ☐ 3. Fire Drill

Financial

☐ ☐ 1. Financial Statement

Agency Policies Signed

Applicants:

#1 #2

☐ ☐ 1. Certified Foster Parent Acknowledgment and Confidentiality Agreement Form

☐ ☐ 2. Continuing Education Requirements

☐ ☐ 3. Acknowledgement of Child Abuse Reporting

☐ ☐ 4. Babysitter Clearance Policy

☐ ☐ 5. Clothing Allowance & Receipts Policy

☐ ☐ 6. Unannounced Visits

☐ ☐ 7. Auto Insurance Agreement Form

☐ ☐ 8. Biological Family Contact Policy

☐ ☐ 9. Decertification Procedures

☐ ☐ 10. Disciplinary Guidelines

☐ ☐ 11. Discipline Policy

☐ ☐ 12. Live-scan Clearance Policy

☐ ☐ 13. On Call Protocol

☐ ☐ 14. Protocol for Notice of Intent to Discharge

☐ ☐ 15. Reimbursement of Payment Policy

☐ ☐ 16. Resource Parent Grievance Procedure

☐ ☐ 17. Resource Parent Responsibilities

☐ ☐ 18. Respite Policy

☐ ☐ 19. Statement of Liability

☐ ☐ 20. Transportation Policy

☐ ☐ 21. Acknowledgement of Receipt of AB 458 Fact Sheet

Caregivers/ Adult living in home

Name:	Date of birth:	Caregiver	Adult living in home
1. _____	_____	☐	☐
2. _____	_____	☐	☐
3. _____	_____	☐	☐
4. _____	_____	☐	☐

Caregivers/ Adult living in home clearances:

1. ☐ DOJ ☐ FBI ☐ CAI
2. ☐ DOJ ☐ FBI ☐ CAI
3. ☐ DOJ ☐ FBI ☐ CAI
4. ☐ DOJ ☐ FBI ☐ CAI

Required Caregiver/Adult living in the home documentation

1.	N/A	2.	N/A	3.	N/A	4.	N/A	
☐	☐	☐	☐	☐	☐	☐	☐	Criminal Record Statement
☐	☐	☐	☐	☐	☐	☐	☐	Physical
☐	☐	☐	☐	☐	☐	☐	☐	First Aid/CPR (Adult, Child, & Infant)
☐	☐	☐	☐	☐	☐	☐	☐	TB Test
☐	☐	☐	☐	☐	☐	☐	☐	Copy of Driver's License
☐	☐	☐	☐	☐	☐	☐	☐	Copy of Auto Insurance
☐	☐	☐	☐	☐	☐	☐	☐	Copy of Day Care License

FOR OFFICE USE ONLY

☐ ☐ Historical request sent to Out-of-Home Care (Dario &/or Virginia)
Date completed: _____

☐ Filed in Parent Binder (under Clearance Tab)

☐ ☐ Sent CCL Request for Clearances Date: _____

☐ ☐ Certificate of Approval Date: _____

☐ ☐ Notification of Action Taken Date: _____

☐ ☐ Home Study Signature Page Date: _____

Recommend for Certification

Yes _____ No _____ If No, Why? _____

Five Acres Foster Care Program

CSW Contact Note

Foster Child: **Foster Home:**

FCSW: **CSW:**

Date	Time	Event
		TELEPHONE CONTACT:
		(ex. Phone Contact with CSW, Attorney, Resource Parent, School, ect.)
		(ex. Meeting with Teacher, Counselor, CSW, Resource Parent, ect.)
		Please delete the examples when you begin your contact note.

FCSW Team Meeting

June 29, 2011

Attendees: Gagan Sandhu, Niccole Sackett, Mary Gleason, Kem Saunders, Xochitl Estrada, Hilda Boulware, Ivon Favela, Tracy Thorne

Excused Absent: None

Unexcused Absent: None

Announcement/ Acknowledgment	Acknowledgment: Great work on preparing for the audit and ensuring files are maintained up to date. Please Remember: 1. Please ensure that all foster parents obtain a minimum of 2-day supply of perishable food and a one week supply of non-perishable food. Please be sure to look in the pantry/ refrigerator of the homes on your scheduled home visits and document in your home visit logs. 2. Please check all medication logs during your home visits to ensure that they are being filled out as the medication is being dispensed and document in your home visit logs. If a child is not on medication, please state so. 3. Please be sure to use the attached CSW contact note to document your monthly contact with the CSW. Please be sure to write the content of your conversation with the CSW in your contact log and to include these dates in the NSP. 4. Please be sure to provide me your training documentation and CPR/ First Aid cards along with HR. I will be keeping a binder in my office with all of your training information as well.
Discussions/ Concerns	Any Updates/Announcements?