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March 24, 2014

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

From: Philip L. Browning
Director

HATHAWAY-SYCAMORES FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The Department of Children and Family Services (DCFS) Out-of-Home Care Management Division (OHCMD) conducted a review of Hathaway-Sycamores Foster Family Agency (the FFA) in September 2013. The FFA has one licensed office located in the Fifth Supervisorial District and provides services to County of Los Angeles DCFS foster children and youth. According to the FFA's program statement, its mission is "Cultivating hope and resilience to enrich the well-being of children, adults, families, and communities."

At the time of the review, the FFA supervised 31 DCFS placed children in 16 certified foster homes. The placed children's average length of placement was 14 months, and their average age was 10.

SUMMARY

During our review, the interviewed children generally reported: feeling safe at the FFA; having been provided with good care and appropriate services; being comfortable in their environment and treated with respect and dignity. The certified foster parents reported they were supported by the FFA staff in their efforts to provide care, supervision and service delivery to the children placed in their homes.

The FFA was in full compliance with 5 of 11 sections of our program compliance review: Facility and Environment; Psychotropic Medications; Personal Rights and Social/Emotional Well-being; Discharged Children; and Personnel Records.

OHCMD noted deficiencies in the areas of Licensure/Contract Requirements, related to Community Care Licensing (CCL) having cited the FFA, as a result deficiencies and findings during the investigation of a CCL complaint and the FFA failed to follow procedure of conducting

assessments of certified foster parents prior to placing more than two children in a certified foster home; Certified Foster Homes, related to the FFA's failure to contact OHCMD for historical information prior to certification, ensuring a criminal background statement was completed in a timely manner and completion of timely TB tests prior to certification; Maintenance of Required Documentation and Service Delivery, related to the FFA failing to obtain DCFS Children's Social Workers signature authorizing implementation of a child's Needs and Services Plan (NSP) and Initial and Updated NSPs were not comprehensive as they did not include all of the elements in accordance with the NSP template; Education and Workforce Readiness, related to children's files not containing Report Cards/Progress Reports; Health and Medical Needs, related to an untimely dental examination; and Personal Needs/Survival and Economic Well-Being, related to one child not being encouraged and assisted with updating her Life Book/Photo Album.

Attached are the details of our review.

REVIEW OF REPORT

On October 25, 2013, the DCFS OHCMD Monitor, Gladys Hidayat, held an Exit Conference with the FFA representative, Jorge Razo, FFA Program Director. The FFA's representative: agreed with the review findings and recommendations; was receptive to implementing systemic changes to improve their compliance with regulatory standards; and agreed to address the noted deficiencies in a Corrective Action Plan (CAP).

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

The FFA provided the attached approved CAP addressing the recommendations noted in this compliance report. OHCMD will verify that these recommendations have been implemented and provide technical assistance during our next visit to the FFA in April, 2014. An addendum to the report will be submitted 30 days after completion of the review to address CAP implementation.

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

PLB:EM:KR
RDS:gh

Attachments

c: William T Fujioka, Chief Executive Officer
Wendy L. Watanabe, Auditor-Controller
Public Information Office
Audit Committee
Joe Ford, Executive Director, Hathaway-Sycamores FFA
Jorge Razo, FFA Program Director, Hathaway-Sycamores FFA
Angelica Lopez, Acting Regional Manager, Community Care Licensing

HATHAWAY-SYCAMORES FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY

2933 M. El Nido Drive, Altadena, CA 91001
License Number: 197805715

	Contract Compliance Monitoring Review	Findings: September 2013
I	**Licensure/Contract Requirements** (7 Elements)	
	1. Timely Notification for Child's Relocation	1. Full Compliance
	2. Serious Incident Report Documentation and Cross Reporting	2. Full Compliance
	3. Runaway Procedures in Accordance with the Contract	3. Full Compliance
	4. Are there CCL Citations/OHCMD Safety Reports	4. Improvement Needed
	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
	7. FFA Conducts an Assessment of CFP Prior to Placement of Two (2) or More Children	7. Improvement Needed
II	**Certified Foster Homes (CFHs)** (12 Elements)	
	1. Home Study and Safety Inspection Prior to Certification	1. Full Compliance
	2. Agency's Inquiry with OHCMD for Historical Information Prior to Certification	2. Improvement Needed
	3. Timely Criminal Clearances (DOJ, FBI, CACI) Prior to Certification	3. Full Compliance
	4. Timely, Completed, Signed Criminal Background Statement Prior to Certification	4. Improvement Needed
	5. Health Screening & TB Test Prior to Certification	5. Improvement Needed
	6. All Required Training Prior to Certification	6. Full Compliance
	7. Certificate of Approval on File/Including Capacity	7. Full Compliance
	8. Safety Inspections Completed At Least Every Six Months or Per Approved Program Statement	8. Full Compliance
	9. Completed Annual Training Hours for Re-certification and Current CPR/First-Aid/Water Safety Certificates	9. Full Compliance
	10. Current CDL/Auto Insurance/Annual Vehicle Maintenance Documentation for CFPs and Designated Drivers, if Applicable Car Seat(s)	10. Full Compliance
	11. Criminal Clearances and Health Screening/CDL/CPR/DOJ/FBI/CACI/Auto Insurance for Other Adults in the Home	11. Full Compliance
	12. FFA Assists CFPs in Providing Transportation Needs	12. Full Compliance

III	**Facility and Environment** (7 Elements) 1. Exterior/Grounds Well Maintained 2. Common Areas/Interior Well Maintained 3. Children's Bedrooms/Interior Well Maintained 4. Sufficient and Appropriate Educational Resources 5. Adequate Perishable and Non-Perishable Food 6. CFP Conducted Disaster Drills and Documentation Maintained 7. Money and Clothing Allowance Logs Maintained	Full Compliance(All)
IV	**Maintenance of Required Documentation/Service Delivery** (10 Elements) 1. FFA Obtains or Documents Efforts to Obtain County Children's Social Worker's (CSW) Authorization to Implement NSPs 2. CFPs Participated in Development of the NSPs 3. Children Progressing Towards Meeting NSP Goals 4. FFA Social Workers Develop Timely, Comprehensive Initial NSP with Child's Participation 5. FFA Social Workers Develop Timely, Comprehensive Updated NSPs with Child's Participation 6. Therapeutic Services Received 7. Recommended Assessments/Evaluations Implemented 8. County Children Social Workers Monthly Contacts Documented in Child's Case File 9. FFA Social Workers Develop Timely, Comprehensive Quarterly Reports 10. FFA Social Workers Conduct Required Visits	1. Improvement Needed 2. Full Compliance 3. Full Compliance 4. Improvement Needed 5. Improvement Needed 6. Full Compliance 7. Full Compliance 8. Improvement Needed 9. Full Compliance 10. Full Compliance
V	**Education and Workforce Readiness** (5 Elements) 1. Children Enrolled in School Within Three School Days 2. Children Attend School as Required and FFA Facilitates in Meeting Children's Educational Goals 3. Current Children's Report Cards/Progress Reports Maintained 4. Children's Academic Performance and/or Attendance Increased 5. FFA Facilitates Child's Participation in YDS or Equivalent Services and Vocational Programs	1. Full Compliance 2. Full Compliance 3. Improvement Needed 4. Full Compliance 5. Full Compliance

VI	**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. Full Compliance 2. Full Compliance 3. Full Compliance 4. Improvement Needed
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** (10 Elements) 1. Children Informed of Agency's Policies and Procedures 2. Children Feel Safe in the CFP Home 3. CFPs' Efforts to Provide Nutritious Meals and Snacks 4. CFPs Treat Children with Respect and Dignity 5. Children Allowed Private Visits, Calls and to Receive Correspondence 6. Children Free to Attend or Not Attend Religious Services. 7. Children's Chores Reasonable 8. Children Informed About Their Medication and Right to Refuse Medication 9. Children Aware of Right to Refuse Medical, Dental and Psychiatric Care 10. Children Given Opportunities to Participate in Extra-Curricular Activities, Enrichment and Social Activities	 Full Compliance (ALL)
IX	**Personal Needs/Survival and Economic Well-Being** (7 Elements) 1. $50 Clothing Allowance Provided in Accordance with FFA Program Statement 2. Ongoing Clothing Inventories of Adequate Quantity and Quality 3. Children's Involvement in Selection of Their Clothing 4. Provision of Sufficient Supply of Clean Towels and Personal Care Items Meeting Ethnic Needs 5. Minimum Weekly Monetary Allowances 6. Management of Allowance/Earnings 7. Encouragement/Assistance with Life Book/Photo Album	 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Improvement Needed

X	**Discharged Children** (3 Elements) 1. Completed Discharge Summary 2. Attempts to Stabilize Children's Placement 3. Child Completed High School (if applicable)	Full Compliance (ALL)
XI	**Personnel Records** (9 Elements) 1. Criminal Clearances (DOJ, FBI, CACI) Signed and Submitted Timely 2. Timely, Completed, Signed Criminal Background Statement 3. FFA Social Workers Met Education/Experience Requirements 4. Timely Employee Health Screening/TB Clearances 5. Valid CDL and Auto Insurance 6. FFA Employees Signed Copies of FFA Policies and Procedures 7. FFA Employees Completed All Required Training and Documentation Maintained 8. FFA Social Workers Have Appropriate Caseload Ratio 9. FFA Maintained Written Declarations for Part-Time Contracted FFA Social Workers Caseloads Not Exceed Total of 15 Children	Full Compliance (ALL)

HATHAWAY-SYCAMORES FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW
FISCAL YEAR 2013-2014

SCOPE OF REVIEW

The following report is based on a "point in time" monitoring visit. The compliance report addresses findings noted during the September 2013 review. The purpose of this review was to assess Hathaway-Sycamores Foster Family Agency (the FFA's) compliance with the County contract and State regulations and included a review of the FFA's program statement, as well as administrative internal policies and procedures. The monitoring review covered the following 11 areas:

- Licensure/Contract Requirements,
- Certified Foster Homes,
- 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, and
- Personnel Records.

For purposes of this review, six children were selected for the sample. Out-of-Home Care Management Division (OHCMD) reviewed their files and interviewed five children to assess the care and services they received. One child was not interviewed due to the child's young age. The child was observed to be well cared for in a nurturing home environment. Additionally, five discharged children's files were reviewed to assess the FFA's compliance with permanency efforts. At the time of the review, four placed children were prescribed psychotropic medications. We reviewed their case files to assess for timeliness of Psychotropic Medication Authorizations and to confirm the required documentation of psychiatric monitoring.

OHCMD reviewed three certified foster parent files and five staff files for compliance with Title 22 Regulations and County contract requirements. Interviews were conducted with five certified foster parents to assess the quality of care and supervision provided to children.

CONTRACTUAL COMPLIANCE

OHCMD found the following six areas to be out of compliance.

Licensure/Contract Requirements

- Community Care Licensing's (CCL) cited the FFA as a result of deficiencies during the investigation of a CCL compliant. According to a CCL Complaint Investigation Report dated June 19, 2013, CCL substantiated Physical Abuse/Corporal Punishment when it was

discovered that a certified foster parent spanked the placed children. This referral was investigated by Department of Children and Family Services (DCFS) Emergency Response (ER) Children's Social Worker (CSW) and the Out-of-Home Care Investigation Section. The allegations of Physical Abuse were substantiated, which resulted in the children being removed from the home. The certified foster home was placed on "Indefinite Hold" and will no longer be used as a placement resource for DCFS children and youth. Since the FFA decertified the home, no Plan of Correction (POC) was required by CCL.

- The FFA failed to follow procedure by placing more than two children in a certified foster home prior to conducting an assessment to determine the certified foster parent's ability to provide quality care and meet the needs of additional placed children. The FFA's representative stated that the FFA will ensure they conduct the required assessment prior to placement of two or more children, as required by the County contract.

Recommendation

The FFA's management shall ensure that:

1. The FFA is in full compliance with Title 22 Regulations and free of CCL citations.

2. An assessment of the certified foster parent's ability to provide quality care for more than two children is conducted prior to placing additional children in a certified foster home.

Certified Foster Homes

- In one certified foster home, the FFA did not contact OHCMD for historical abuse/neglect background information prior to certifying the home. Further, no request for historical information was requested from the OHCMD when an adult daughter moved into the home in 2011. During the review period, a request for the historical background was submitted to OHCMD. No records were found that would prevent the home from being used as a placement resource.

- For one certified foster parent certified in May 2003, the criminal background statement was completed 20 days after certification.

- The TB tests for the certified foster parents listed above were obtained two months after certification. Additionally, a TB test was not obtained for the adult daughter when she moved into the home. The FFA provided OHCMD with verification that the TB test for the adult daughter was completed.

During the Exit Conference, the FFA's representative stated he will ensure that all necessary requirements are met prior to certifying a foster parent and that required documents are obtained timely.

Recommendation

The FFA's management shall ensure that:

3. The FFA contacts the OHCMD for historical information on all applicants prior to certification.

4. Certified Foster Parents criminal background statement is completed prior to certification.

5. All adults in the home, frequent visitors and/or designated care providers for placed children have timely health screenings, including TB tests.

Maintenance of Required Documentation and Service Delivery

- The FFA did not obtain or document efforts to obtain the DCFS CSW's signature authorizing implementation of the Initial Needs and Services Plan (NSP) in a timely manner. Documentation in the child's file indicated that the child was placed in March 2013. The Initial NSP was not sent to the CSW until July 2013.

- Three children's Initial NSPs goals and four children's Updated NSPs goals were not comprehensive, as they did not include all of the elements in accordance with the NSP template. It was noted that each child had only one goal. Further, one child whom reportedly had behavioral problems did not have a goal that addressed his behavior.

- For one child, there was no documentation in the case files indicating that the DCFS CSW was contacted monthly for six consecutive months. The FFA representative stated that there had been some staff changes and some documents could not be obtained; and therefore, it was unknown whether the DCFS CSW was contacted as required by the County contract.

During the Exit Conference, the FFA's representative stated that the matter has already been addressed with the FFA social worker and that he will ensure that all County contract requirements are being met, all necessary documents are completed and maintained in the children's case files and all NSP's are developed and completed in accordance with the NSP template.

It should be noted that the FFA's representative attended the OHCMD's NSP training for providers on August 1, 2013, and was made aware of the NSP requirements. The NSPs reviewed were developed prior to the training.

Recommendation

The FFA's management shall ensure that:

6. The FFA obtains or document efforts to obtain the CSW's authorization to implement the NSP in a timely manner and documentation is maintained in the children's files.

7. All placed children's Initial NSPs include all elements in accordance with the NSP template.

8. All placed children's Updated NSP's include all elements in accordance with the NSP template.

9. DCFS CSWs are contacted monthly and contacts are documented in the children's files.

Education and Workforce readiness

- Current Report Cards for three children were not maintained in their case files. During the review, the FFA provided OHCMD with copies of the Report Cards.

At the Exit Conference, the FFA's representative stated that the FFA will ensure that all children's Report Cards are obtained timely and filed in the children's case files.

Recommendation

The FFA's management shall ensure that:

10. FFA social workers routinely monitor all school-age children's educational progress and maintain the children's Report Cards in their case files.

Health and Medical Needs

- One child's follow-up dental examination was 11 days late and there was no documentation in the case file indicating the reason for the delay.

During the Exit Conference, the FFA's representative stated that the FFA will ensure that all children's medical and dental examinations are completed in a timely manner and the documentation of children's medical and dental treatment will be obtained and filed in the children's case files.

Recommendation

The FFA's management shall ensure that:

11. FFA Social Workers routinely monitor the children's medical needs and document it in their case files.

Personal Needs/Survival and Economic Well-Being

- One child reported she was not encouraged or assisted in maintaining a Life Book or Photo Album.

During the Exit Conference, the FFA's representative stated that at the time of placement, all children were given a Life Book and that the FFA Social Workers explained and informed the children of the importance of updating their Life Books. In November 2013, the FFA Social Worker and staff were retrained on the importance of Life Book/Photo Album and were instructed to monitor progress during their weekly visit.

Recommendation:

The FFA's management shall ensure that:

12. The certified foster parents encourage and assist all placed children in creating and updating photo albums/Life Books.

PRIOR YEAR FOLLOW-UP FROM DCFS OHCMD's FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The OHCMD's last compliance report dated November 16, 2012, identified 10 recommendations.

Results

Based on OHCMD follow-up, the FFA fully implemented 4 of 10 previous recommendations of which they are to ensure that:

- All placed children's Quarterly Report follows all County contract requirements.
- FFA's Social Workers conduct the required visits and maintain the visitation documentation in the children's case files
- All placed children are given opportunities to participate in extra-curricular activities, enrichment and social activities, as per County contract.
- All placed children's clothing allowance are recorded and maintained in their case files.

Six recommendations were not fully implemented:

- All FFA certified homes comply with CCL regulations regarding children's safety, physical plant and all other Licensure/Contract Requirements.
- FFA conducts an assessment of certified foster parents prior to placing more than two (2) children in the home.
- All other adults, such as frequent visitors and/or designated care providers for placed children have timely health screenings, including TB tests.
- All placed children's Initial NSPs include all elements in accordance with the NSP template.
- All placed children's Updated NSP's include all elements in accordance with the NSP template.
- Placed children's CSWs are contacted monthly and contacts are documented in the children's files.

Recommendation

The FFA's management shall ensure that the outstanding recommendations from the 2012-13 monitoring report dated July 31, 2013, which are noted in this report as Recommendations 1,2,5,7,8 and 9, are fully implemented.

At the Exit Conference, the FFA Administration expressed their desire to remain in compliance with all Title 22 regulations and Contract requirements. In an effort to ensure all agency compliance, the FFA would utilize the tracking system to ensure all required documents are obtained and placed in the case files. Further, on November 19, 2013, the FFA Supervisor and FFA Social Workers received training on NSP development. Additionally, the FFA Social Workers were retrained on the importance of updating children's Life Books/Photo Albums and will track progress during their weekly visits with placed children.

OHCMD will verify that the recommendations noted in this compliance report have been implemented and provide technical assistance during our next visit to the FFA in April 2014.

An addendum to the report will be submitted 30 days after completion of the review to address CAP implementation and provide information, if any related to the technical assistance provided.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER (A-C)

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

Hathaway-Sycamores
CHILD AND FAMILY SERVICES

November 22, 2013

Nestor Figueroa
FFA Program Manager
Department of Children and Family Services
Out of Home Care Management Division
9320 Telstar Ave., Suite 216
El Monte, Ca. 91731

Reference: Hathaway-Sycamores Child and Family Services, FFA
Performance Compliance Review
Corrective Action Plan

Dear Mr. Figueroa

Hathaway-Sycamores Foster Family Agency is submitting the following plan of correction for the findings of the September 18, 2013- December 7, 2012 monitoring review. The FFA Director will be the person who will be responsible for ensuring that the CAP will be fully implemented. This cap will include the following to each deficiencies cited;

- **Relevant Time Frames.**
- **The steps that will be utilize to prevent future violations.**

1. **Licensure/Contract Requirements:**
   (a) Hathaway-Sycamores FFA had one substantiated Community Care Licensing (CCL) complaint due to safety and physical deficiency one certified foster home:
   - The Resource Family was decertified on May 9, 2013. (See Exhibit:1A)

   (b) Hathaway-Sycamores FFA did not consistently conduct an assessment of certified foster parents prior to placing more than two children in the home.
   - **Hathaway-Sycamores FFASW will conduct an assessment of certified foster parents prior to placing more than two children in the home in accordance with our contract and FFA program statement. The FFASW will complete The Foster Parent Assessment Form and the Supervisor will review for final approval prior to placing more than two children in the certified home.** *(See Exhibit: 1B)-Hathaway-Sycamores Foster Family and Adoption Agency: Foster Parent Assessment Form.*

2. **Certified Foster Homes:**
   (a) In one Certified Foster Parent case file, there was no record indicating that the FFA contacted OHCMD for DCFS historical information prior to certification.
   - **Hathaway- Sycamores does contact OHCMD for DCFS historical information prior to certification.** Please See Exhibit:
     On 10-9-13 Hathaway-Sycamores submitted the historical information request to OHCMD. (Please see Exhibit: 2A)

   (b) One Certified Foster Parent did not sign criminal background statement in timely manner.

Perspective parents are required to sign the criminal background statement prior to certification. **Prior to certification the agency will verify that all documents are properly completed in a timely manner.**
The agency will utilize the Foster Home Certification Checklist as a tracking tool. (Please see Exhibit: 2B)

(c) In one home, the Certified Foster Parents' Health Screenings/TB clearances were untimely.

- **Hathaway-Sycamores FFA requires their foster parents to submit their health screen and TB test prior to becoming certified. The agency will utilize the Foster Home Certification Checklist as a tracking tool.** (Please see exhibit: 2B)

(d) In one home, the Certified Foster Parents' adult daughter whom resides in the home did not have a timely TB test. Her TB test was completed during the current FFA review

- **On 8/24/13 certified foster parent's daughter obtained her TB test.** (Please *See Exhibit:2C)*

(e) One Certified Foster Parent completed 15 hours of on-going Annual Training. However, only nine hours of the training appeared to be related to the care of children.

- **The Certified Foster Family had the required hours of Annual Training. The foster parent provided us with the training certificate dated February 9th & February 16th 2013. Mrs. Nero completing a total of 22 hours and Mr. Nero completed a total of 17 hours.** (Please see Exhibit:2D)

3. **Maintenance of Required Documentation and Services Delivery:**

(a) For one child, there was no document indicting efforts to obtain the child's CSW's authorization to implement the NSP.

- **The agency will be faxing or emailing the "form to invite the CSW to participate in the development and authorization of the minor's NSP. If the CSW is not available, the CSW will receive a copy of the minor's NSP requesting her signature of approval. CSW will be responsible to send back the authorized NSP form to the FFASW.** (Please see Exhibit: 3A)

(b) Three children's Initial NSPs goals were not comprehensive.

- **On November 19, 2013 FFASWs received training on developing comprehensive goals.** (*See Exhibit: 3B) – FFA training November 19, 2013.*
- **The FFASWs supervisor will ensure that the Initial NSPs goals are comprehensive and obtainable by reviewing them.**

(c) Four children's Updated NSPs goals were not comprehensive.

- **On November 19, 2013 FFASWs received training on developing comprehensive goals.** (*See Exhibit:3B) – FFA training November 19, 2013.*

(d) The CSW of one child was not consistently contacted by their FFA social worker as per County contract.

- **CSW are contacted monthly and as needed. The contacts are documented on the Monthly CSW contact log along with the purpose of the call by the FFASW. Contacts are also documented on the contact log indicating the date and reason for CSW contact.** (*See Exhibit:3C)- **FFA Monthly CSW Contact & Weekly Contact Log*** (See Exhibit:3D)

(f) One child's file showed that she did not receive the required visit as per County Contract.

- **FFASW are required and expected to comply with child/family contacts as per county contract. Visitations/Contacts are documented on the Weekly Contact Log.** ***The contact logs are completed by the FFA Social Worker.*** *(See Exhibit 3D).*
- **A statistics contact form for each FFA Social Worker has been created to keep stats/track of visits/contacts.** (*See Exhibit:3E) Statistic Log.*
- **The child was visited by their FFA social worker as per County Contract.** (Please see attach Exhibit:3F)

4. **EDUCATION AND WORKFORCE READINESS**
   (a) Three children did not have their current Report cards in their files. (Copies were obtained at the time of the review).
   - **FFASW will assure that minor's current report cards are obtained and placed on the children's files. This will be documented on a master Tracking Log.** (Please see Exhibit: 3G)

5. **HEALTH AND MEDICAL NEEDS:**
   (a) One child's follow up dental examination was not conducted timely.
   - **Medical and Dental appointments will be check in the Tracking Log.** (Please see Exhibit: 3G)

6. **Personal Needs/Survival And Economic Well-Being**
   (a) One child's was not encouraged and assisted to update a life book or a photo album.
   - **Minors are encouraged and assisted by the FFASW and the Foster Parents.** (Please see Exhibit: 3D and Exhibit:6A)

If you have any questions regarding this corrective action plan, please contact me. Hathaway-Sycamores Child and Family Services wishes to comply with the results of our monitoring review.

Respectfully,

Jorge Razo
Hathaway-Sycamores Child and Family Services
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