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Acting Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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February 28, 2011

To: Supervisor Michael D. Antonovich, Mayor
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From: Antonia Jiménez
Acting Director

LOS ANGELES YOUTH NETWORK CONTRACT COMPLIANCE MONITORING REVIEW

In accordance with your Board's April 14, 2009 motion, we are informing your Board of the results of a group home compliance review.

Los Angeles Youth Network (LAYN) is located in the 3rd Supervisorial District and provides services to Los Angeles County Department of Children and Family Services' (DCFS) foster youth. According to the agency's program statement, its stated goal is "to help abused, neglected and homeless adolescents become self-sufficient." LAYN is licensed to serve a capacity of 12 children, ages 12 through 17.

The Out-of-Home Care Management Division (OHCMD) conducted a review of LAYN in November 2010, at which time the agency had one 12-bed site and six placed DCFS children. Three of the placed children were male and three were female. For the purpose of this review, five currently placed children were interviewed and their case files were reviewed. The sixth child was recently placed and there was limited applicable information available for review. This child was not interviewed and her case file was not reviewed. The placed children's average overall length of placement was ten months and their average age was 17. Five staff files were reviewed for compliance with Title 22 regulations and contract requirements.

None of the placed children were on psychotropic medication.

SCOPE OF REVIEW

The purpose of this review was to assess LAYN's compliance with the contract and State regulations. The visit included a review of LAYN's program statement, administrative internal policies and procedures, five placed children's case files and a

random sampling of personnel files. A visit was made to the facility to assess the quality of care and supervision provided to the children, and we conducted interviews with the children to assess the care and services they were receiving.

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

SUMMARY

Generally, LAYN was providing good quality care to DCFS placed children, and the services were provided as outlined in their program statement. The children interviewed stated that they receive educational support, opportunities to prepare for emancipation, and that the staff members treat them well.

At the time of the review, LAYN needed to develop comprehensive Needs and Services Plans (NSP) and allow all age-appropriate children to participate fully in the development of their NSP.

LAYN was receptive to implementing some systemic changes to improve its compliance with regulations and the Foster Care Agreement.

NOTABLE FINDINGS

The following are the notable findings of our review:

- Of the 22 NSPs reviewed, 19 were not comprehensive in that they did not complete all the required elements in accordance with the NSP template.

- One child stated that as he was only allowed to read the goals page of his NSP, he did not sign it. The LAYN Director of Residential and Shelter Services, Zachary Ginder, stated that the LAYN Clinical Director had instructed the case manager to review only the goals page of the NSP with the youth in lieu of the entire NSP. This recommendation was made based on the youth's apparent instability and potential to react in a negative manner to information found in other parts of the NSP that contained sensitive matters that the youth was not willing to address at that juncture in stabilization. Mr. Ginder said that LAYN would correct this issue and address it in their Corrective Action Plan (CAP), which is attached.

- One staff member did not have timely criminal fingerprint cards and Child Abuse Central Index (CACI) clearances on file; the approved criminal clearances that were on file were approximately 18 months past his date of hire. During the monitoring review, the LAYN Director of Administration stated that the initial criminal clearances for the one staff member were likely misplaced, as the Group Home has always been careful to have approved clearances in place prior to hiring a new staff member. The LAYN Director of Residential and Shelter Services stated that LAYN would correct this issue and address it in their CAP (see attached).

detailed report of our findings is attached.

EXIT CONFERENCE

The following are highlights from the exit conference held December 20, 2010.

In attendance:

Zachary Ginder, Director of Residential and Shelter Services, LAYN, and Scott Song, Monitor, DCFS OHCMD.

Highlights:

The Director of Residential and Shelter Services was in agreement with our findings and recommendations. He stated that all of the findings would be corrected and addressed in LAYN's CAP.

As agreed, LAYN provided a timely written CAP addressing each recommendation noted in this compliance report. The approved CAP is attached.

As noted in the monitoring protocol, a follow-up visit will be conducted to address the provider's approved CAP and assess for full implementation of recommendations.

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

AJ:LP:KR
EAH:BB:ss

Attachments

c: William T Fujioka, Chief Executive Officer
Wendy Watanabe, Auditor-Controller
Donald H. Blevins, Chief Probation Officer
Public Information Officer
Audit Committee
Sybil Brand Commission
Bob Ruchhoft, President, Board of Directors, Los Angeles Youth Network
Matt Kamin, Executive Director, Los Angeles Youth Network
Jean Chen, Regional Manager, Community Care Licensing
Lenora Scott, Regional Manager, Community Care Licensing

LOS ANGELES YOUTH NETWORK
CONTRACT COMPLIANCE MONITORING REVIEW - SUMMARY

2471 Beachwood Dr.
Los Angeles, CA 90068
License Number: 197603055
Rate Classification Level: 7

	Contract Compliance Monitoring Review	**Findings: November 2010**
I	**Licensure/Contract Requirements** (9 Elements) 1. Timely Notification for Child's Relocation 2. Stabilization to Prevent Removal of Child 3. Transportation 4. SIRs 5. Compliance with Licensed Capacity 6. Disaster Drills Conducted 7. Disaster Drill Logs Maintenance 8. Runaway Procedures 9. Allowance Logs	Full Compliance (ALL)
II	**Facility and Environment** (6 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	Full Compliance (ALL)
III	**Program Services** (8 Elements) 1. Child Population Consistent with Program Statement 2. DCFS CSW Authorization to Implement NSPs 3. Children's Participation in the Development of NSPs 4. NSPs Implemented and Discussed with Staff 5. Therapeutic Services Received 6. Recommended Assessments/Evaluations Implemented 7. DCFS CSWs Monthly Contacts Documented 8. Comprehensive NSPs	1. Full Compliance 2. Full Compliance 3. Improvement Needed 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Improvement Needed
IV	**Educational and Emancipation Services** (4 Elements) 1. Emancipation/Vocational Programs Provided 2. ILP Emancipation Planning 3. Current IEPs Maintained 4. Current Report Cards Maintained	Full Compliance (ALL)

V	**Recreation and Activities** (3 Elements) 1. Participation in Recreational Activity Planning 2. Participation in Recreational Activities 3. Participation in Extra-Curricular, Enrichment and Social Activities	Full Compliance (ALL)
VI	**Children's Health-Related Services (including Psychotropic Medications)** (9 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review 3. Medication Logs 4. Initial Medical Exams Conducted 5. Initial Medical Exams Timely 6. Follow-up Medical Exams Timely 7. Initial Dental Exams 8. Initial Dental Exams Timely 9. Follow-Up Dental Exams Timely	Full Compliance (ALL)
VII	**Personal Rights** (11 Elements) 1. Children Informed of Home's Policies and Procedures 2. Children Feel Safe 3. Satisfaction with Meals and Snacks 4. Staff Treatment of Children with Respect and Dignity 5. Appropriate Rewards and Discipline System 6. Children Free to Receive or Reject Voluntary Medical, Dental and Psychiatric Care 7. Children Allowed Private Visits, Calls and Correspondence 8. Children Free to Attend Religious Services/Activities 9. Reasonable Chores 10. Children Informed about Psychotropic Medication 11. Children Aware of Right to Refuse Psychotropic Medication	Full Compliance (ALL)
VIII	**Children's Clothing and Allowance** (8 Elements) 1. $50 Clothing Allowance 2. Adequate Quantity of Clothing Inventory 3. Adequate Quality of Clothing Inventory 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)

IX	**Personnel Records (including Staff Qualifications, Staffing Ratios, Criminal Clearances and Training)** (12 Elements) 1. Education/Experience Requirement 2. Criminal Fingerprint Cards Timely Submitted 3. CACIs Timely Submitted 4. Signed Criminal Background Statement Timely 5. Employee Health Screening Timely 6. Valid Driver's License 7. Initial Training Documentation 8. Signed Copies of GH Policies and Procedures 9. CPR Training Documentation 10. First Aid Training Documentation 11. On-going Training Documentation 12. Emergency Intervention Training Documentation	 1. Full Compliance 2. Improvement Needed 3. Improvement Needed 4. Full Compliance 5. Improvement Needed 6. Full Compliance 7. Improvement Needed 8. Full Compliance 9. Full Compliance 10. Full Compliance 11. Full Compliance 12. Full Compliance

LOS ANGELES YOUTH NETWORK PROGRAM
CONTRACT COMPLIANCE MONITORING REVIEW

Beachwood House
2471 Beachwood Dr.
Los Angeles, CA 90068
License Number: 197603055
Rate Classification Level: 7

The following report is based on a "point in time" monitoring visit and addresses findings noted during the November 2010 monitoring review.

CONTRACTUAL COMPLIANCE

Based on our review of five children's files and five staff files, Los Angeles Youth Network (LAYN) was in full compliance with seven of nine sections of our Contract Compliance review: Licensure/Contract Requirements; Facility and Environment; Educational and Emancipation Services; Recreation and Activities; Children's Health-Related Services, Including Psychotropic Medication; Personal Rights; and Clothing and Allowance. The following report details the results of our review.

PROGRAM SERVICES

Based on our review of five children's case files, LAYN fully complied with six of eight elements in the area of Program Services.

We noted that placed children met the Group Home's population criteria as outlined in its program statement. The Group Home obtained the DCFS Children's Services Workers' authorization to implement the Needs and Services Plan (NSP) and the NSPs were implemented and discussed with the Group Home staff. The children were receiving recommended treatment services based on their psychological assessments/evaluations. In addition, the Group Home documents that the children's CSWs are contacted monthly.

However, the Group Home's treatment team did not develop and implement the NSPs with input from one child. Specifically, one child stated that he was only allowed to read the goals page of his NSP; therefore he did not sign the NSP. The LAYN Director of Residential and Shelter Services, Zachary Ginder, stated that the LAYN Clinical Director had instructed the case manager to review only the goals page of the NSP with the youth in lieu of the entire NSP. This recommendation was made based on the youth's apparent instability and potential to react in a negative manner to information found in other parts of the NSP that contained sensitive matters that the youth was not willing to address at that juncture in stabilization. Mr. Ginder said that LAYN would correct this issue and address it in their CAP.

In addition, only three of the 22 NSPs reviewed were comprehensive. The NSPs needed to include the quarterly section regarding the child's feasibility of transitioning to a less restrictive placement. The NSPs also needed to include a Concurrent Plan.

Recommendations:

LAYN management shall ensure that:

1. All age-appropriate children are allowed to participate fully in the development of their NSPs.

2. NSPs are complete and comprehensive including all required elements.

PERSONNEL RECORDS

Based on our review of five staff personnel files, LAYN fully complied with eight of 12 elements in the area of Personnel Records.

All five staff reviewed met the educational/experience requirements, signed criminal background statements in a timely manner and had valid driver's licenses. They also had signed copies of the Group Home policies and procedures and were current with their CPR and First-Aid certifications. Additionally, all five staff members received the required on-going and emergency intervention trainings per the Group Home's program statement.

However, one staff member did not have timely criminal fingerprint cards and Child Abuse Central Index (CACI) clearances on file; the approved criminal clearances on file were obtained approximately 18 months past his date of hire.

Additionally, three staff members did not receive their initial health screenings in a timely manner, and two staff members did not have the required initial training on file.

Recommendations:

LAYN management shall ensure that:

3. All new staff submit timely criminal fingerprint cards and CACI clearances.

4. All staff members receive timely initial health screenings.

5. All staff members receive the required initial training.

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

Objective

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

Verification

We verified whether the outstanding recommendations from the A-C's monitoring review report issued April 10, 2009 were implemented.

Results

The A-C's prior monitoring review report contained two outstanding recommendations. Specifically, LAYN was to ensure that the Group Home is maintained in good repair in accordance with Title 22 regulations, and that they provide the children with sufficient quantities of food, allowing for second portions.

Based on our follow-up of these recommendations, LAYN fully implemented both of the A-C's recommendations

Recommendation:

None.

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www.LAYN.org

12/21/10

Attention: Department of Children and Family Services

Out of Home Care Management

Re: CAP – Beachwood Group Home Compliance Review Field Exit Summary

The following is a proposed Corrective Action Plan in response to the "Group Home Contract Compliance Review Field Exit Summary" dated 12/21/10 for the Los Angeles Youth Network Beachwood Group Home.

Personnel Records

It was noted by the DCFS Group Home Monitor upon inspection of the Los Angeles Youth Network personnel records that multiple files reviewed were missing information/documentation. The areas noted that need attention are timely submission of criminal fingerprint cards and Child Abuse Index Clearance (CAIs), initial health screenings performed, and initial training hours completed within the first 90 days of employment.

The Los Angeles Youth Network will make every effort to complete all personnel record documentation in an accurate and timely manner. Mayra Camarillo, Director of Human Resources, will ensure that all staff's criminal fingerprint cards and Child Abuse Index Clearance is performed and filed prior to employment. In addition, Ms. Camarillo will ensure completion of the mandatory health screenings and have this documentation placed in the personnel record for every new hire. It is the Los Angeles Youth Network's goal to have all employees complete the required training hours mandated by the regulating agency within the first 90 days of employment. Ms. Camarillo will ensure that this is completed and will review personnel files monthly to ensure compliance with the regulatory guidelines.

Needs and Service Plans

It was observed by the DCFS Group Home Monitor that corrections needed to be made to the Needs and Service Plans (NSP) for the youth under the Los Angeles Youth Network's care at the Beachwood Group Home. Noted areas that needed improvement where the quarterly sections of the NSP regarding the youth's feasibility of transitioning to a less restrictive placement. These were found not completed in any updated NSPs. In addition, there were no concurrent plans noted in two youths NSPs. Lastly, one youth did not sign their NSP due to not being able to read the entire document.

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The Los Angeles Youth Network (LAYN) will continue to make every effort to complete all Needs and Service Plans in an accurate and timely manner per regulating requirements. Moving forward, all NSPs will include a concurrent plan. All updated NSPs will also include the youth's feasibility to transition to a less restrictive placement. In addition, the NSPs will be created in conjunction with the youth and reviewed in a manner so that the youth has the opportunity to read the plan in its entirety. The NSPs will also be comprehensive in nature.

These fore mentioned changes will be made effective immediately and will be implemented as the Needs and Service Plans are updated in compliance with the Department of Children and Family Services. All NSPs for LAYN Beachwood placed youth are and will continue to be created and updated by Ann McConville, MSW, Case Manager to meet the regulating agency's requirements. The completion and compliance of the fore mentioned points of improvement will be ensured by Ms. McConville, MSW and reviewed by Zachary Ginder, MSW, Director of Residential and Shelter Services on a monthly basis.

Sincerely,

Zachary Ginder, MSW

Director of Residential and Shelter Services

Los Angeles Youth Network

Beachwood Group Home

2471 N. Beachwood Dr.

Los Angeles, CA 90068