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

PHILIP L. BROWNING
Director

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July 24, 2015

To: Supervisor Michael D. Antonovich, Mayor
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

From: Philip L. Browning
Director

OPTIMIST BOYS' HOME AND RANCH, INC. FOSTER FAMILY AGENCY FISCAL ASSESSMENT AND CONTRACT COMPLIANCE REVIEW

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a review of Optimist Boys' Home and Ranch, Inc., Foster Family Agency, (the FFA) in May 2014 and June 2014. The FFA has a licensed office located in Fifth Supervisorial District and provides services to DCFS foster children and youth, as well as children and youth from other counties. According to the FFA's Program Statement, its mission is "to provide culturally sensitive, comprehensive treatment, specialized education, and support services to abused, neglected, or at-risk children, youth, and their families, to establish stability within families and communities."

At the time of the review, the FFA supervised 32 DCFS placed children in 20 certified foster homes. The FFA also serves non-minor dependents (NMDs) ages 18 to 21. The placed children and youth's average length of placement was 14 months and their average age was 10.

SUMMARY

CAD conducted a Fiscal Compliance Assessment, which included an on-site review of the FFA's financial records, such as financial statements, bank statements, check register, and personnel files to determine the FFA's compliance with the terms, conditions, and requirements of the Contract, the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook) and other applicable federal, State, and County regulations and guidelines.

The FFA was in full compliance with 4 of 5 areas of the Fiscal Compliance Assessment: Financial Overview; Loans, Advances and Investments; Board of Directors and Business Influence; and Payroll and Personnel.

CAD noted a deficiency in the area of Cash/Expenditures, related to outstanding checks over six months old not being reconciled.

During CAD's Contract Compliance review, the interviewed children generally reported feeling safe in the FFA's certified foster homes, having been provided with good care and appropriate services, being comfortable in their environment and being 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 areas of our Contract Compliance Review: Licensure and Contract Requirements; Health and Medical Needs; Psychotropic Medications; Personal Rights and Social/Emotional Well-Being; and Personnel Records.

CAD noted deficiencies in the following areas: Certified Foster Homes, related to a home study not being conducted prior to certification; Facility and Environment, related to not maintaining sufficient recreational equipment/educational resources, having expired food, and not maintaining money and clothing allowance logs; Maintenance of Required Documentation and Service Delivery, related to not obtaining the County Children Social Worker's authorization to implement Needs and Services Plans (NSPs), one child not progressing towards NSP goals, and updated NSPs not being timely or comprehensive; Educational and Workforce Readiness, related to one child not being enrolled in school within three days of placement, not having current report card/progress report on file, and children not making academic progress; Personal Needs/Survival and Economic Well-Being, related to age-appropriate children not being involved in the selection of their clothing and children not being encouraged or assisted in the development of Life Books/Photo Albums; and Discharged Children, related to one youth not completing high school prior to being discharged.

Attached are the details of our review.

REVIEW OF REPORT

On May 20, 2014, CAD's Viktoria Penchuk, held an Exit Conference with the FFA's representatives: Sil Orlando, Chief Executive Officer; Crystal Brackin, Assistant Executive Director; Nancy Ramos, AV Regional Director; Maria Bhattachan, Director of Quality Improvement; Doug Buttrick, Chief Financial Officer; Danilo Cruz, Controller; and Gloria Jones, Payroll Manager. CAD's staff included Molly Sun and Kristine Ovsepyan and Out-of-Home Care Management Division (OHCMD) staff included Kong Ng, Gladys Hidayat, and Greta Walters. The FFA representatives were in agreement with the review findings and recommendations, receptive to implementing systemic changes to improve compliance with regulatory standards, and agreed to address the noted deficiencies in Corrective Action Plans (CAPs).

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

The FFA provided the attached approved Fiscal and Compliance CAPs addressing the recommendations noted in this compliance report. On June 9, 2014, OHCMD provided the FFA with technical assistance to assist the FFA in implementing recommendations noted in this report. CAD conducted a follow-up visit to the FFA on March 23, 2015, to verify implementation of the CAP.

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

PLB:EM
LTI:ms

Attachments

c: Sachi A. Hamai, Interim Chief Executive Officer
John Naimo, Auditor-Controller
Jerry E. Powers, Chief Probation Officer
Public Information Office
Audit Committee
Sil Orlando, Chief Executive Officer, Optimist
Crystal Brackin, Assistant Executive Director, Optimist
Lenora Scott, Regional Manager, Community Care Licensing Division
Lajuannah Hills, Regional Manager, Community Care Licensing Division

OPTIMIST BOYS' HOME AND RANCH, INC.
FISCAL ASSESSMENT REVIEW
FISCAL YEAR 2013-2014

SCOPE OF REVIEW

The Fiscal Assessment included a review of the Optimist Boys' Home and Ranch, Inc. (the FFA) financial records, such as financial statements, bank statements, check register, and personnel files to determine the FFA's compliance with the terms, conditions, and requirements of the FFA Contract, the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook) and other applicable federal, State, and County regulations and guidelines, for the review period of July 1, 2012 through June 30, 2014.

The on-site Fiscal Assessment review focused on five key areas of internal controls:

- Financial Overview,
- Loans, Advances and Investments,
- Board of Directors and Business Influence,
- Cash/Expenditures, and
- Payroll and Personnel.

The FFA was in full compliance with 4 out of the 5 areas of the Fiscal Assessment: Financial Overview; Loans, Advances and Investments; Board of Directors and Business Influence; and Payroll and Personnel.

FISCAL COMPLIANCE

CAD found the following area out of compliance:

Cash/Expenditures

- Outstanding checks over six months old are not reconciled.

Recommendation:

The FFA management shall ensure that:

1. Outstanding checks are reconciled within six months.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

A current fiscal review of the FFA has not been posted by the Auditor-Controller.

NEXT FISCAL ASSESSMENT

CAD is scheduled to begin the next Fiscal Assessment of the FFA in July, 2015, for County Fiscal Year 2015-2016.

OPTIMIST BOYS' HOME AND RANCH, INC.
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY

520 W. Palmdale Blvd., Suite H
Palmdale, CA 93551
661-575-8395
License Number: 197601246

	Contract Compliance Monitoring Review	**Findings: May 2014**
I	**Licensure/Contract Requirements** (7 Elements)	
	1. Timely Notification for Child's Relocation	1. Not Applicable
	2. Timely, Cross-Reported SIRs	2. Full Compliance
	3. Runaway Procedures in Accordance with the Contract	3. Full Compliance
	4. Are there CCL Citations/OHCMD Safety Reports	4. Full Compliance
	5. If applicable, FFA ensures Complete Required Whole Foster Family Home (WFFH) Training	5. Not Applicable
	6. FFA Pays Certified Foster Parents (CFP) 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. Full Compliance
II	**Certified Foster Homes** (12 Elements)	
	1. Home Study and Safety Inspection Conducted Prior to Certification	1. Improvement Needed
	2. The FFA's Inquiry with OHCMD for Historical Information Prior to Certification	2. Full Compliance
	3. Timely Criminal Clearances (DOJ, FBI, CACI) prior to Certification	3. Full Compliance
	4. Timely, Completed, Signed Criminal Background Statement	4. Full Compliance
	5. Health Screening & TB test Prior to Certification	5. Full Compliance
	6. All Required Training Prior to Certification	6. Full Compliance
	7. Certificate of Approval on File/Including Capacity	7. Full Compliance
	8. Safety Inspection Completed At Least Every Six Months or Pre-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. Other Adults in the Home: Health Screening/CDL/CPR DOJ/FBI/CACI/Auto Insurance	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 Well Maintained 3. Children's Bedrooms/Interior Well Maintained 4. Sufficient and Appropriate Educational Resources 5. Adequate Perishable and Non-Perishable Foods 6. CFPs Conducted Disaster Drills and Documentation Maintained 7. Money and Clothing Allowance Logs Maintained	 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Improvement Needed 5. Improvement Needed 6. Full Compliance 7. Improvement Needed
IV	**Maintenance of Required Documentation and 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 Toward Meeting NSP Goals 4. FFA Social Workers Develop Timely, Comprehensive Initial NSP with Child's Participation 5. FFA Social Workers Develop Timely, Comprehensive Updated NSP with Child's Participation 6. Therapeutic Services Received 7. Recommended Assessment/Evaluations Implemented 8. County Children's 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. Improvement Needed 4. Full Compliance 5. Improvement Needed 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Full Compliance
V	**Educational and Workforce Readiness** (5 Elements) 1. Children Enrolled in School Within Three School Days 2. Children Attend School as Required and FFA	 1. Improvement Needed 2. Full Compliance

	Facilitates in Meeting Their 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	3. Improvement Needed 4. Improvement Needed 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	Full Compliance (All)
VII	**Psychotropic Medication** (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/Activities of Their Choices 7. Children's Chores Reasonable 8. Children Informed About Their Medication and Right to Refuse Medication 9. Children Aware of Right to Refuse or Receive Medical, Dental and Psychiatric Care 10. Children Given Opportunities to Participate in Extra-Curricular Activities, Enrichment and Social Activities (GH, School, Community).	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 and Assistance with Life Book or Photo Album	1. Full Compliance 2. Full Compliance 3. Improvement Needed 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)	1. Full Compliance 2. Full Compliance 3. Improvement Needed
XI	**Personnel Records** (9 Elements) 1. Criminal Clearances (DOJ, FBI, and 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)

OPTIMIST 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. This compliance report addressed findings noted during the May 2014 review. The purpose of this review was to assess Optimist Foster Family Agency (the FFA's) compliance with its County contract and State regulations and included a review of the FFA's program statement, as well as internal administrative 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 the purpose of this review, six placed children were selected for the sample. The Contracts Administration Division (CAD) interviewed each child and reviewed their case files to assess the care and services they received. Additionally, four discharged children's files were reviewed to assess the FFA's compliance with permanency efforts. At the time of the review, three placed children were prescribed psychotropic medication. Their case files were reviewed to assess for timeliness of Psychotropic Medication Authorizations and to confirm the required documentation of psychiatric monitoring.

CAD reviewed three Certified Foster Home (CFH) files and all staff files for compliance with Title 22 Regulations and County contract requirements. Interviews were conducted with four Certified Foster Parents (CFPs) to assess the quality of care and supervision provided to children.

CONTRACTUAL COMPLIANCE

CAD found the following areas out of compliance.

Certified Foster Homes

- Home Studies not being conducted prior to certification.

One CFH was certified 20 days prior to the completion of the Home Study. The CFH was certified on December 8, 2006, and the Home Study was completed on December 28, 2006.

During the Exit Conference, the FFA Regional Director responded that the noted deficiencies had occurred before her appointment as a Regional Director in 2011. The current practice is to check that all required inspections and studies are conducted and completed before a prospective home

is certified. The Regional Director is personally checking the FFA's compliance with this requirement prior to approving the home for the certification. On March 23, 2015, based on the sample selected, CAD confirmed that the FFA completed Adoption Home Studies prior to certification.

Recommendation

The FFA management shall ensure that:

1. Home Studies are completed prior to certification.

Facility and Environment

- One CFH did not maintain sufficient and appropriate recreational equipment/educational resources.

During the Exit Conference, the FFA representative stated all CFPs will be informed (via an FFA memo) of the need to maintain a sufficient and appropriate selection of reading materials and age-appropriate recreational equipment. This will also be included as part of the certification process. A copy of the memo sent to the CFPs dated June 16, 2014 was submitted to CAD on June 17, 2014.

- One CFH did not maintain adequate perishable and non-perishable foods.

During the Exit Conference, the FFA representatives stated that inspection of perishable foods, including expiration dates, will be incorporated in the checklist used by FFA social workers during their monthly visit. The FFA provided CAD with a copy of its updated checklist and on March 23, 2015, CAD confirmed that the FFA has implemented its new protocol.

- One CFH did not maintain clothing and monetary allowance logs.

In certified foster home #3, in one Non-Minor Dependent's file, there were no clothing logs/weekly monetary allowance logs found from December 2013 to May 2014. Per the CFP, since the youth is over 18, the CFP was instructed to give money directly to the youth and not to keep logs.

During the Exit Conference, the FFA representative stated it is the FFA's policy to have CFPs keep logs regardless of the child's age. Per FFA administration, all CFPs will be sent a memo and reminded of this policy. A copy of the memo sent to the CFPs dated June 16, 2014 was submitted to CAD on June 17, 2014.

Recommendation

The FFA management shall ensure that:

2. Sufficient and appropriate recreational equipment/educational resources are maintained.

3. Adequate perishable and non-perishable foods are maintained.

4. Money and clothing allowance logs are maintained.

Maintenance of Required Documentation and Service Delivery

- The FFA did not obtain or document efforts to obtain County Children's Social Worker's (CSW) authorization to implement Needs and Services Plan (NSP).

In one of six cases reviewed, the FFA did not obtain nor document efforts to obtain the County CSW's signature authorizing implementation of the Initial NSP.

- Child not progressing towards meeting her NSP goals.

One child was not progressing towards meeting her NSP goals. The child's NSPs for the year had the same goals for each quarterly update with no documentation of the FFA's efforts to assist the child in succeeding in meeting the set goals.

- The FFA Social Workers did not develop comprehensive updated NSPs with child's participation.

One updated NSP contained no dates on the signature page and for another NSP, the CFP signature and the DCFS CSW signature authorizing implementation on the NSP were not obtained timely. For one child, all of the NSPs reviewed were not comprehensive. Specifically, the child's case file reflected a possible need for Regional Center involvement, but this was not noted on the NSP.

During the exit conference, the FFA representative stated the FFA will re-train staff on the development of NSPs. On June 19, 2014, CAD was provided with a copy of the FFA's weekly meeting agenda and sign-in sheet from its June 17, 2014 meeting as verification that NSP refresher training was provided to the FFA staff.

Recommendation

The FFA management shall ensure that:

5. It obtains or documents efforts to obtain County CSW authorization to implement the NSPs.

6. Children are progressing toward meeting NSP goals.

7. Their Social Workers develop timely comprehensive updated NSPs with child's participation.

Educational and Workforce Readiness

- A child was not enrolled in school within three school days.

One child was not enrolled in school within three days of placement. Further, the effort to enroll the child within the required timeframe was not documented. The child was placed on January 31, 2013, and enrolled in school on February 7, 2013.

The FFA representatives responded that they will re-train staff during weekly staff meetings in regard to guidelines of timely enrollment of children in school. The FFA Social Workers will be reminded and required to assist CFPs in this process to ensure that the children are enrolled within the required timeframe. All efforts will be documented in the contact notes for the NSPs.

On June 19, 2014, CAD was provided with a copy of the FFA's weekly meeting agenda and sign-in sheet from its June 17, 2014 meeting as verification that refresher training of enrolling children in school within three days of placement was provided to the FFA staff.

- One child's current report card/progress report was not maintained.

One child receiving special education services did not have a current Individualized Education Plan (IEP) in her file. The last IEP for this child was dated 2012.

- Children's academic performance did not increase.

One child and one Non-Minor Dependent's academic performance did not increase. Both youths were not able to pass the California High School Exit Exam after a few attempts. The FFA's efforts to help the youths to succeed were not documented nor were any learning disabilities noted for the youths.

The FFA representatives stated that effective immediately, all progress reports will be attached to NSPs when turned in for review by a supervisor. The FFA Social Workers will also be required to discuss the child's academic progress during monthly visits and document all efforts to assist the child.

On March 24, 2015, the FFA provided CAD with verification that FFA Staff was re-trained on assisting children in improving their academic performance and documenting these efforts.

Recommendation

The FFA management shall ensure that:

8. All children are enrolled in school within three school days of placement.

9. Current report cards/progress reports are maintained in the children's files.

10. Children's academic performance increases.

Personal Needs/Survival and Economic Well-Being

- Two children were not involved in the selection of their clothing.

During personal interviews with the children, two children living in CFH #1 reported that they do not participate in the selection of their clothing.

The FFA representatives stated that CFPs will be reminded via a memo to include children in the selection of their clothing and indicated that it will contribute to children learning how to address their personal needs. This will include having younger children pick colors and have some input into what they like. A copy of the memo sent to the CFPs dated June 16, 2014, was submitted to CAD on June 17, 2014.

- Children were not provided encouragement/assistance with Life Books/Photo Albums.

CFH #1 did not encourage or assist children placed in the home for three months with the development of a Life Book/Photo Album.

At the Exit Conference, the FFA representatives stated CFPs will be reminded via memo to ensure that Life Books are kept and updated. Additionally, the FFA Social Workers will be checking Life Books during their monthly visits. A copy of the memo sent to the CFPs dated June 16, 2014, was submitted to CAD on June 17, 2014.

Recommendation

The FFA management shall ensure that:

11. Children are involved in the selection of their clothing.

12. Children are encouraged/assisted in maintaining a Life Book/Photo Album.

Discharged Children

- One child did not complete high school.

One discharged child did not graduate from high school prior to being discharged. During the review, the FFA representatives reported that this youth was placed in the FFA at age 18 and already had significant academic delays. However, the efforts to support the youth were not documented. The youth was discharged to his aunt at age 20, two months prior to his 21 birthday.

During the Exit Conference, the FFA representatives stated the FFA Social Workers will be re-trained on documenting children's progress, as well as the assistance provided and the barriers to completing high school. Further, this information will be also incorporated into Discharge

Summaries. The FFA provided CAD with a copy of its weekly meeting agenda and sign-in sheet from its June 17, 2014 meetings, where this training was provided.

Recommendation

The FFA management shall ensure that:

13. When applicable, children complete high school prior to being discharged.

PRIOR YEAR FOLLOW-UP FROM DCFS OUT-OF-HOME CARE MANAGMENT DIVISION'S (OCHMD) FFA CONTRACT COMPLIANCE MONITORING REVIEW

The OHCMD's last compliance report, dated November 2013, identified three recommendations:

- The FFA is in full compliance with Title 22 Regulations, free of CCL citations.
- Foster parents' case files include written verification of the FFA's inquiry with OHCMD prior to certifications of the home.
- All certified parents with swimming pools have completed a Water Safety Course and have a valid Water Safety Certificate on file with the FFA.

Based on CAD's follow-up, the FFA fully implemented all three previous recommendations.

At the Exit Conference, the FFA representatives expressed their desire to remain in compliance with all Title 22 Regulations and Contract requirements. Executive Director Sil Orlando stated that the FFA will implement procedures to strive towards greater compliance.

On June 9, 2014, the OHCMD provided the FFA with technical support to assist them in implementing the recommendations noted in this report.

A follow up visit was conducted on March 23, 2015, by CAD. The FFA had implemented 5 out of the 13 recommendations noted in this report. The FFA was advised to fully implement their documentation procedures. In response, the FFA conducted additional training on March 24, 2015, for staff and provided confirmation of the training to CAD on March 24, 2015. CAD will continue to assess implementation of the recommendations during our next monitoring review.

OPTIMIST BOYS' HOME and RANCH, INC.

Friend of Youth

Serving Youth Since 1906

Executive Director
SILVIO JOHN ORLANDO, A.C.S.W.

Chief Financial Officer
DOUG BUTTRICK

June 26, 2014

To: Department of Children and Family Services
Contract Administration Division - Contract Compliance
3530 Wilshire Blvd., 5th Floor
Los Angeles, CA 90010

To Whom It May Concern:

This letter is our response to the finding of the recently concluded audit about the stale dated outstanding checks: Starting June 1, 2014, the AP Technician together with the Controller will review and void all checks that were outstanding for more than 6 months every month. The AP Technician will also try to contact the Vendors/Payees to inform them that the checks that were issued to them are no longer valid and that the agency will issue new checks to replace those checks.

Sincerely,

Doug Buttrick
Chief Financial Officer

6957 North Figueroa Street • P. O. Box 41-1076 • Los Angeles, California 90041-1076 • Tel: (323) 443-3175 • Fax: (323) 443-3040

Serving Youth Since 1906

Today's Children Tomorrow's Promise

OPTIMIST COMMUNITY SERVICES

FOSTER FAMILY, ADOPTION & MENTAL HEALTH PROGRAMS

A division of Optimist Youth Homes & Family Services

Silvio John Orlando, ACSW
Executive Director

Crystal L. Brackin
Assistant Executive Director

Nancy Ramos, LCSW
Regional Director

Affiliations

ACCREDITED

Accredited by

California Alliance

A·C·H·S·A

Optimist International

June 17, 2014

Ms. Viktoria Penchuk
Dept. of Children & Family Services
9320 Telstar Avenue, Ste. 216
El Monte, CA. 91731

The following is the corrective action plan for Optimist Foster Family Agency 2014 Pilot Compliance Review.

Section II- Certified Foster Homes

1. (#8). Home studies and safety inspections were dated prior to the initial certification. The new director, as of 2011, has only been signing home studies and initial certifications after all documentation and the homes are in full compliance. This is the protocol for agency at this time.

Section III - Facility and Environment

2. (#23). Agency will ensure that foster homes have games prior to being certified and will assist families with games and materials that will be kept in the homes. Not all games and toys will be given to children directly as they take them when they leave the homes.

3. (#24). The agency will check for perishable foods and adhere to product "use by" dates on a monthly basis during the monthly inspections.

4. (#26) The agency will maintain allowance logs for all children and has created a monetary log for NMD that will be utilized in the monthly packets to track monies given to NMDs. A letter will be sent out to Foster parents and Non-minor dependents updating them that this is a requirement. The agency will also review this update at the parent support group and teen support group on June 19, 2014.

Section IV - Maintenance of required documentation and Service Delivery

5. (#27) Requirements for documenting efforts to obtain CSW authorization to implement the NSP has been reviewed with social workers. They fully understand the three attempts to obtain the signatures must be documented within a specific time frame. The first attempt will be before the due date, the second on the due date and the third will be three days after the due date.

6. (#29). The NMD was not progressing towards goals due to her refusal. The agency will document all efforts being made to assist foster children and NMD towards their goals more consistently. Documentation related to the delivery of services was reviewed with staff.

Palmdale Office: 520 West Palmdale Boulevard, Suites D & H • Palmdale, California 93551 • Tel: (661) 575-8395 / Fax:(661) 272-2784
Los Angeles Office: 6957 N. Figueroa Street • P. O. Box 41-1076 • Los Angles, California 90041 • Tel: (800) 454-5561 / Fax: (323) 257-6418

7. (#31). NSP's did not appear developed in a timely manner due to lack of dates on signature page. Social Workers were made aware that dates must be on documentation. It must be hand written and completed before the due dates. Documentation will be checked for dates prior to being signed by supervisor and mailed or filed by office assistants.

8. (#32). The need for mental health services was identified and the office was assisting the foster parent in trying to obtain services; social workers will show and document efforts to expedite the process by contacting agencies to follow up on referrals and documenting the outreach efforts.

Section V - Education and Workforce Readiness

98. (#37). Child was not enrolled in school within 3 days and explanation was not documented. Necessary documentation was reviewed with social workers. Social workers will document efforts, barriers and assistance given to foster parents in order to ensure that children are enrolled within the required timeframe or that the explanation and reason is well documented in the NSP and the contact notes. This will be reviewed at weekly staff meetings.

10. (#39). Progress reports will be attached to NSP's when turned in for review by supervisor. Progress reports for children of all ages will be reported on NSP. Social workers will be more involved in discussing child's academic progress during home visits.

11. (#40). Agency will document child's academic improvement on an ongoing basis in contact notes and overall improvement on NSP's. The agency will also document all efforts to assist the child's progress.

Section IX – Personal Needs/Survival and Economic Well-Being

12. (#60) Reviewed with foster parents that children should be allowed to assist with the selection of clothing for themselves. This process will contribute to them learning to address their personal needs and be self-sufficient.

13. (#64) Social workers will follow up on life books monthly to ensure that they are being updated. Foster parents will be encouraged to work on life books with children. Optimist does an annual training on life books at their parent Support Group. This requirement has been added to our monthly home inspection check list.

Section X – Discharged Children

14. (#67) NMD did not complete high school or GED but was on track towards graduation; child arrived at agency in H.S. and with significant academic delays: Agency will document barriers or situations leading to the delay in obtaining their degrees in NSP and discharge summary. As well as documenting the assistance given to help them move forward towards graduation.

Attached you will find the attendance sheet for the review of the above CAP with our FFA social workers. The agency has met twice with the social workers to clarify the changes and updates that need to be implemented. Follow up will be conducted at weekly staff meetings to ensure that the above corrections are ongoing and maintained.

A letter was sent to our CFP's informing them of what is expected of them. This information will also be reviewed at our foster parent support group on June 19, 2014. The social workers will review the letter at their home visits with foster parents and we will be placing this information in our next News Letter that goes out to all the foster parents. Documentation to substantiate the above CAP is attached.

Thank you for your assistance with the above CAP. If you have any questions, please feel free to contact me at (661)575-8395.

Cordially,

Nancy Ramos, LCSW
Regional Director

Today's Children Tomorrow's Promise

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Nancy Ramos, LCSW
Regional Director

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ASSOCIATION OF COMMUNITY HUMAN SERVICE AGENCIES

Optimist International

June 19, 2014

To: Optimist Certified Foster Parent & Non Minor Dependents

Re: Non Minor Dependents

Our non-minor dependent young adult continue to work toward becoming independent and are expected to begin to take care of their monetary funds. We have a mutual agreement with them in which we allow them a certain amount of funds monthly and we must continue to document that they are receiving the agreed upon amount.

We have been informed by DCFS that it must be documented to ensure that the money was given and received. We are requiring that all non-minor dependents sign for the funds they receive from the foster parents. This is in place to ensure that everyone is complying with their agreement.

Optimist will be collecting the form monthly and placing it in the non -minor dependents file. We will be using the monthly log enclosed/attached. The FFA social workers will be discussing the expenditure of these funds with the non-minor dependents in order to assist them with handling of this new responsibility.

We thank our foster parents and NMDs young adults for your cooperation. If you have any questions, please feel free to contact me at (661)575-8395.

Cordially,

Nancy Ramos, LCSW

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Optimist Foster Family and Adoption Services

Monetary Funds for NMD

Client Name:_____ **Month/Year:** _____

It is a DCFS requirement that NMD's in foster care receive funds each week. Foster parents need to give funds even if no chores are completed. You can give more funds if you would like, for example if special chores are done. If this is agreed upon please note amount below. Funds are important for NMD's to learn how to manage and save money.

NMD Funds Helpful Hints:

DO

- Give funds every week, even if no chores are completed.
- Have the NMD sign their name when you give the funds.
- Make sure the NMD can keep his or her money safe.
- Remember that foster parents are not allowed to hold more than $50 for children in their home.
- Open a bank account in the NMD's name to hold any amount over $50.

DON'T

- Don't require the NMD to use funds for personal items, such as shampoo, soap, or hair products.
- Don't withhold funds as a consequence for poor behavior, school difficulties, etc.

Agreed upon monetary amount outline in Mutual Agreement

Week	Funds Given	Amount saved	Items purchased – Amount	Balance	Client Signature
1					
2					
3					
4					
5					

_____ Optimist Social Worker Signature

_____ Foster Parent Signature

forms/A/allowance policy allowance log