County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
425 Shatto Place, Los Angeles, California 90020
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June 16, 2014

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

From: Philip L. Browning
Director

ORANGE COUNTY CHILDREN'S FOUNDATION GROUP HOME CONTRACT COMPLIANCE MONITORING REVIEW

The Department of Children and Family Services' (DCFS) Out-of-Home Care Management Division (OHCMD) conducted a review of Orange County Children's Foundation Group Home (the Group Home) in September 2013. The Group Home has three sites, one located in the Second Supervisorial District, one located in the Forth Supervisorial District; and one located in Orange County and provides services to County of Los Angeles DCFS foster children and youth. According to the Group Home's program statement, its stated goal is, "to increase the likelihood that those residents who remain in the program until their 18th birthday will demonstrate a measurable increase in academic and social adaptive skills and decrease in maladaptive behaviors to enable them to adjust successfully as adults."

The Group Home has three, 6-bed group home sites, each licensed to serve a capacity of 18 boys, ages 13 through 18. At the time of review, the Group Home served 13 placed DCFS children. The placed children's overall average length of placement was 7 months, and their average age was 16.

SUMMARY

During the review, the OHCMD Monitor interviewed children generally reported: feeling safe at the Group Home; having been provided with good care and appropriate services; being comfortable in their environment and treated with respect and dignity.

The Group Home was in full compliance with 9 of 10 areas of our Contract compliance review: Licensure/Contract Requirements; Facility and Environment; Maintenance of Required Documentation and Service Delivery; Education and Workforce Readiness; Health and Medical

Needs; Psychotropic Medication; Personal Rights and Social/Emotional Well-Being; Personal Needs/Survival and Economic Well-Being; and Discharged Children.

OHCMD noted a deficiency in the area of Personnel Records, related to one staff that did not have a current First Aid and CPR certificate on file. OHCMD instructed the Group Home's supervisory staff to enhance monitoring in order to eliminate documentation issues and ensure compliance with service requirements and all regulatory standards.

Attached are the details of our review.

REVIEW OF REPORT

On July 27, 2013, the DCFS OHCMD Monitor Mary Espinoza held an Exit Conference with the Group representatives, Rachel Suit, Assistant Executive Director, Todd Cutchlow, Administrator, and Denita Troswell, Consultant. The Group Home representatives: agreed with the review findings and recommendations; and were receptive to implementing systemic changes to improve their compliance with regulatory standards and 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 Community Care Licensing.

The Group Home provided the attached approved CAP addressing the recommendation noted in this compliance report. OHCMD will verify implementation of the recommendation and will provide technical assistance during our next visit in July, 2014.

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

PLB:EM:KR
RDS:PBG:me

Attachments

c: William T Fujioka, Chief Executive Officer
John Naimo, Acting Auditor-Controller
Jerry E. Powers, Chief Probation Officer
Public Information Office
Audit Committee
Sybil Brand Commission
Rachel Suit, Assistant Executive Director, Orange County Children's Foundation
Angelica López, Acting Regional Manager, Community Care Licensing

ORANGE COUNTY CHILDREN'S FOUNDATION GROUP HOME
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY

118 Livingston Ave.	1691 Grammercy Avenue	24507 Marbella Avenue
Placentia, CA 92870	Torrance, CA 90501	Carson, CA 90745
License Number: 306004539	License 198205893	License Number: 198200917
Rate Classification: 11	Rate Classification: 11	Rate Classification: 11

	Contract Compliance Monitoring Review	Findings: September 2013
I	**Licensure/Contract Requirements** (9 Elements) 1. Timely Notification for Child's Relocation 2. Transportation Needs Met 3. Vehicle Maintained In Good Repair 4. Timely, Cross-Reported SIRs 5. Disaster Drills Conducted & Logs Maintained 6. Runaway Procedures 7. Comprehensive Monetary and Clothing Allowance Logs Maintained 8. Detailed Sign In/Out Logs for Placed Children 9. CCL Complaints on Safety/Plant Deficiencies	Full Compliance (ALL)
II	**Facility and Environment** (5 Elements) 1. Exterior Well Maintained 2. Common Areas Well Maintained 3. Children's Bedrooms Well Maintained 4. Sufficient Recreational Equipment/Educational Resources 5. Adequate Perishable and Non-Perishable Foods	Full Compliance (All)
III	**Maintenance of Required Documentation and Service Delivery** (10 Elements) 1. Child Population Consistent with Capacity and Program Statement 2. County Children's Social Worker's Authorization to Implement NSPs 3. NSPs Implemented and Discussed with Staff 4. Children's Progressing Toward Meeting NSP Case Goals 5. Therapeutic Services Received 6. Recommended Assessment/Evaluations Implemented 7. County Children's Social Workers Monthly Contacts Documented 8. Children Assisted in Maintaining Important	Full Compliance (ALL)

	Relationships 9. Development of Timely, Comprehensive Initial NSPs with Child's Participation 10. Development of Timely, Comprehensive, Updated NSPs with Child's Participation	
IV	**Educational and Workforce Readiness** (5 Elements) 1. Children Enrolled in School Within Three School Days 2. GH Ensured Children Attended School and Facilitated in Meeting Their Educational Goals 3. Current Report Cards Maintained 4. Children's Academic or Attendance Increased 5. GH Encouraged Children's Participation in YDS/ Vocational Programs	Full Compliance (ALL)
V	**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)
VI	**Psychotropic Medication** (2 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review	Full Compliance (ALL)
VII	**Personal Rights and Social/Emotional Well-Being** (13 Elements) 1. Children Informed of Group Home's Policies and Procedures 2. Children Feel Safe 3. Appropriate Staffing and Supervision 4. GH's Efforts to Provide Meals and Snacks 5. Staff Treat Children with Respect and Dignity 6. Appropriate Rewards and Discipline System 7. Children Allowed Private Visits, Calls and Correspondence 8. Children Free to Attend or Not Attend Religious Services/Activities 9. Reasonable Chores 10. Children Informed About Their Medication and Right to Refuse Medication 11. Children Free to Receive or Reject Voluntary Medical, Dental and Psychiatric Care	Full Compliance (ALL)

	12. Children Given Opportunities to Plan Activities in Extra-Curricular, Enrichment and Social Activities (GH, School, Community) 13. Children Given Opportunities to Participate in Extra-Curricular, Enrichment and Social Activities (GH, School, Community)	
VIII	**Personal Needs/Survival and Economic Well-Being** (7 Elements) 1. $50 Clothing Allowance 2. Adequate Quantity and Quality of Clothing Inventory 3. Children's Involved in Selection of Their Clothing 4. Provision of Clean Towels and Adequate Ethnic Personal Care Items 5. Minimum Monetary Allowances 6. Management of Allowance/Earnings 7. Encouragement and Assistance with Life Book/Photo Album	Full Compliance (ALL)
IX	**Discharged Children** (3 Elements) 1. Children Discharged According to Permanency Plan 2. Children Made Progress Toward NSP Goals 3. Attempts to Stabilize Children's Placement	Full Compliance (ALL)
X	**Personnel Records** (7 Elements) 1. DOJ, FBI, and CACIs Submitted Timely 2. Signed Criminal Background Statement Timely 3. Education/Experience Requirement 4. Employee Health Screening/TB Clearances Timely 5. Valid Driver's License 6. Signed Copies of Group Home Policies and Procedures 7. All Required Training	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Improvement Needed

ORANGE COUNTY CHILDREN'S FOUNDATION GROUP HOME
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 addresses findings noted during the September 2013 review.

The purpose of this review was to assess Orange County Children's Foundation Group Home's (the Group Home) compliance with its County contract and State regulations and included a review of the Group Home's program statement, as well as internal administrative policies and procedures. The monitoring review covered the following 10 areas:

- Licensure/Contract Requirements,
- 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, five placed children were selected for the sample. Out-of-Home Care Management Division (OHCMD) interviewed each child and reviewed their case files to assess the care and services they received. Additionally, three discharged children's files were reviewed to assess the Group Home's compliance with permanency efforts. At the time of the review, three placed children were prescribed psychotropic medication. OHCMD reviewed the children's case files to assess for timeliness of Psychotropic Medication Authorizations and to confirm the required documentation of psychiatric monitoring.

OHCMD reviewed five staff files for compliance with Title 22 Regulations and County contract requirements, and conducted site visits to assess the provision of quality of care and supervision.

CONTRACTUAL COMPLIANCE

OHCMD found the following area out of compliance.

PERSONNEL FILES

- One Group Home staff member did not complete the required training and the staff member's CPR and First Aid certificates were expired.

The matter was brought to the Group Home's attention. The staff member completed the CPR and First Aid training. A copy of the certificates was placed in the staff's personnel file and on October 15, 2013, OHCMD received verification that the training was completed.

Recommendation

The Group Home management shall ensure that:

1. All staff complete all required trainings in a timely manner.

PRIOR YEAR FOLLOW-UP FROM DCFS OHCMD's GROUP HOME CONTRACT COMPLIANCE MONITORING REVIEW

The OHCMD's last compliance report, dated March 15, 2013, identified two recommendations.

Results

Based on our follow-up, the Group Home fully implemented the two previous recommendations for which they were to ensure that:

- Comprehensive Initial NSPs are developed and include all of the elements in accordance with the NSP template.

- Comprehensive Updated NSPs are developed and include all of the elements in accordance with the NSP template.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

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

Orange County Children's Foundation, Inc.
Harbor City Children's Foundation, Inc.
Emancipation Institute

April 15th, 2014

Department of Children & Family Services
Out-of-Home Care Management Division
9320 Telstar #216,
El Monte, CA 91731
Attn: Mrs. Mary Espinoza, OHCMD Monitor

Dear Mrs. Espinoza:

Per your request today, here is Orange County Children's Fd. Inc. Corrective Action Plan (CAP) from the 2013 Out of Home Care Management Division Monitoring Review:

CORRECTIVE ACTION NEEDED:
At the time of the monitoring review, Child Care Counselor Terry Hall's CPR & First Aid Certification was expired by two days.

CORRECTIVE ACTION PLAN EXECUTED:
Prior to the completion of the OHCMD 2013 review, Child Care Counselor Terry Hall renewed his CPR / First Aid Certification and proof of completion was submitted to OHCMD Monitor Mrs. Mary Espinoza.

Group Home Facility Managers will be responsible for reviewing all employee files on a quarterly basis to ensure all staff remain current with their CPR & First Aid Certification.

Should you have questions or require additional information, please feel free to contact me at (714) 213-1429 or via email at: raesuit@sbcglobal.net.

Respectfully Submitted,

Rachel Suit
Asst. Executive Director/Administrator

Mailing Address: P.O. Box 6803 Fullerton, CA 92834 Telephone Numbers: Placentia (714) 986-9451 Carson (310) 834-1198 Torrance (310) 320-0195