COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

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June 9, 2014

TO: Each Supervisor

FROM: Jerry E. Powers J.P.
Chief Probation Officer

SUBJECT: **RANCHO SAN ANTONIO BOYS HOME, INC GROUP HOME CONTRACT COMPLIANCE MONITORING REVIEW**

The Department of Probation, Placement Permanency & Quality Assurance (PPQA), Group Home Monitoring (GHM), conducted a review of Rancho San Antonio Boys Home in June 2013. Rancho San Antonio Boys Home is located in the Fifth District of Los Angeles County and provides services to Los Angeles County Probation Department children. According to Rancho San Antonio Boys Home program statement, its purpose is to provide a caring and therapeutic environment where young men can successfully develop the skills, values, and personal responsibility necessary to reunify with their family and the community. Rancho San Antonio Boys Home has a bed capacity of one hundred six (106) and is a home that provides care for boy's, ages 13 - 17 years of age. At the time of the review, Rancho San Antonio Boys Home was providing care for ninety-six (96) Probation youth. The randomly selected interview sample size was seven (7) Probation children. At the time of the review, two (2) placed child were prescribed psychotropic medication, and these cases were assessed for timeliness of Psychotropic Medication Authorizations and sufficient documentation of psychiatric monitoring. Additionally, three (3) discharged children's files were reviewed to assess compliance with permanency efforts, and five (5) staff files were reviewed for compliance with Title 22 Regulations and County Contract Requirements.

SUMMARY

During the PPQA/GHM review, the interviewed children reported feeling safe at Rancho San Antonio Boys Home and that they were provided with good care and appropriate services, were comfortable in their environment and treated with respect and dignity. Rancho San Antonio Boys Home was in compliance with nine (9) of the 10 areas of the Contract Compliance Review: Licensure/Contract Requirements; 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; Discharged Children and Personnel Records.

However, deficiencies were noted in the areas of Facility and Environment. Rancho San Antonio Boys Home had minor repair issues and agreed to correct the deficiencies noted at the site.

REVIEW OF REPORT

On June 28, 2013, Probation PPQA Monitor Raymond Ro held an Exit Conference with Rancho San Antonio Boys Home representative Sharon Covington, Administrator. Rancho San Antonio Boys Home representative agreed with the review findings and recommendations and was receptive to implementing systemic changes to improve their compliance with regulatory standards, as well as 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.

Rancho San Antonio Boys Home provided the attached approved CAP addressing the recommendations noted in this compliance report. Assessment for implementation of recommendations will be conducted during the next monitoring review.

If additional information is needed or any questions or concerns arise, please contact Director Lisa Campbell-Motton, Placement Permanency and Quality Assurance, at (323) 240-2435.

JEP:REB:LCM:ed

Attachments (3)

c: William T Fujioka, Chief Executive Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Brence Culp, Chief Deputy, Chief Executive Office
Wendy Watanabe, Auditor-Controller
Phillip L. Browning, Director, Department of Children and Family Services
Latasha Howard, Probation Contracts
Rhonda David-Shirley, Out-of-Home-Care Management, DCFS
Diana Flaggs, DCFS Contracts
Audit Committee
Sybil Brand Commission
Community Care Licensing
Sharon Covington, Clinical Director, Rancho San Antonio Boys Home
Georgia Mattera, Public Safety, Chief Executive Office
Chief Deputies
Justice Deputies

RANCHO SAN ANTONIO PROGRAM CONTRACT COMPLIANCE MONITORING REVIEW- SUMMARY

	Contract Compliance Monitoring Review	Findings: June. 2013
I	**Licensure/Contract Requirements** (9 Elements) 1. Timely Notification for Child's Relocation 2. Transportation 3. SIRs 4. Compliance with Licensed Capacity 5. Disaster Drills Conducted/Logs Maintained 6. Runaway Procedures 7. Allowance Logs 8. CCL citations for safety/plant deficiencies 9. Detailed sign in/out log for children	Full Compliance (All)
II	**Facility and Environment** (6 Elements) 1. Exterior Well Maintained 2. Common Quarters Maintained 3. Children's Bedrooms/Interior Maintained 4. Sufficient Recreational Equipment 5. Sufficient Educational Resources 6. Adequate Perishable and Non Perishable Food	1. Needs Improvement 2. Needs Improvement 3. Needs Improvement 4. Full Compliance 5. Full Compliance 6. Full Compliance
III	**Maintenance of Required Documentation and Service Delivery** (13 Elements) 1. Child Population Consistent with Program Statement 2. Probation Caseworker Authorization to Implement NSPs 3. Children's Participation in the Development of NSPs 4. NSPs Implemented and Discussed with Staff/Parents 5. Sampled children progressing towards meeting the NSP case goals 6. Treatment team developed timely **initial** NSP with the child 7. Treatment team develop comprehensive **initial** NSP with the child 8. Therapeutic Services Received (individual, group, substance abuse, etc.) 9. Recommendation Assessments/Evaluations Implemented (psychological, psychiatric, medical evaluations/assessments) 10. Probation Caseworkers Monthly Contact Verified 11. Agency assist the child in maintaining important relationships 12. Treatment team develop timely **updated** NSP with the child	Full Compliance (All)

	13. Treatment team develop comprehensive **updated** NSP with the child	
IV	**Education and Workforce Readiness** (8 Elements) 1. Child enrolled in school within three (3) days after placement or efforts documented 2. Child attends school as required 3. Agency facilitates in meeting the child's educational goals (IEP conference, tutoring, parent/teacher conference, homework, etc.) 4. Based on services provided, has the child's academic performance and/or attendance increased (improved grades, test scores, promotion to the next level, High School graduated, IEP goals?) 5. Current IEPs maintained 6. Current copies of the child's report cards or progress cards maintained 7. Group Home provides children with opportunities to participate in age appropriate youth development services (YDS) and vocational training programs 8. Group Home encourages children's participation in YDS or equivalent programs.	Full Compliance (All)
V	**Health and Medical Needs** (6 Elements) 1. Initial medical examinations conducted 2. Initial medical examinations timely 3. Required follow-up medical examinations conducted timely 4. Initial dental examinations conducted 5. Initial dental examinations timely 6. Required follow-up dental examinations conducted timely	Full Compliance (All)
VI	**Psychotropic Medications** (2 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication or document effort to obtain 2. Current Psychiatric Evaluation/Review for each child on psychotropic medication	Full Compliance (All)
VII	**Personal Rights and Social/Emotional Well-Being** (17 Elements) 1. Children informed of Group Home's policies and procedures 2. Children feel safe at Group Home 3. Children supervised by staff	Full Compliance (All)

	4. Group Home provides appropriate staffing and supervision 5. Children report satisfaction with meals and snacks 6. Staff treats children with respect and dignity 7. Appropriate rewards and discipline system in place 8. Consequences fair 9. Children allowed private visits, make and receive telephone calls and to send and receive unopened correspondence/mail 10. Children free to attend religious services and activities of their choice 11. Children's chores easy or hard (reasonable) 12. Children informed about their medication 13. Children aware of their right to refuse medication 14. Children free to received or reject voluntary medical, dental and psychiatric care 15. Children given opportunities to participate in planning activities 16. Children participate in activities, including at the Group Home, in the community or school 17. Children given opportunities to participate age-appropriate extra-curricular, enrichment and social activities in which they have an interest	
VIII	**Personal Needs/Survival and Economic Well-Being** (8 Elements) 1. $50.00 Clothing Allowance 2. Adequate Quantity Clothing Inventory 3. Adequate Quality 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	**Discharge Plan** (3 Elements) 1. Children placed at least 30 days, was the child discharged according to the permanency plan 2. Children placed at least 30 days, did the child make progress toward meeting their NSP goals 3. Group Home using available resources to attempt to stabilize the placement prior to requesting the removal of the child	Full Compliance (All)
X	**Personnel Records** (14 Elements) 1. DOJ submitted timely 2. If applicable, FBI submitted timely 3. Child Abuse Clearance Index (CACI) submitted timely	Full Compliance (All)

	4. Appropriate employees sign a criminal background statement timely 5. Group Home staff who have direct contact with children meet the educational/experience requirements 6. Employees received timely health screenings 7. Required employees have a valid CA drivers license 8. Appropriate Group Home employees signed copies of the Group Home policies and procedures 9. Appropriate employees received the required initial training 10. Appropriate employees received minimum one-hour training in the area of child abuse identification and reporting 11. Appropriate employees received CPR training 12. Appropriate employees received First-Aid training 13. Appropriate employees received the required annual on-going training 14. Appropriate employees received emergency intervention training per the Group Home's program statement	

RANCHO SAN ANTONIO BOYS HOME, INC
CONTRACT COMPLIANCE MONITORING REVIEW
FISCAL YEAR 2012-2013

SCOPE OF REVIEW

The purpose of this review was to assess Rancho San Antonio Boys Home compliance with the County contract and State regulations and include 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
- Personnel Records

For the purpose of this review, seven (7) placed children were selected for the sample. Placement Permanency & Quality Assurance (PPQA), Group Home Monitoring (GHM) interviewed each child and reviewed their case files to assess the care and services they received. Additionally, three (3) discharged children's files were reviewed to assess Rancho San Antonio Boys Home compliance with permanency efforts. At the time of the review, there were two (2) placed children who were prescribed psychotropic medication. PPQA/GHM reviewed the case files to assess for timeliness of Psychotropic Medication Authorizations (PMAs) and to confirm the required documentation of psychiatric monitoring.

Additionally, five (5) staff files were reviewed for compliance with Title 22 Regulations and County Contract Requirements, and a site visit was conducted to assess the provision of quality of care and supervision.

CONTRACTUAL COMPLIANCE

PPQA/GHM found the following one (1) area out of compliance.

Facility and Environment

During the facility inspection, there were several deficiencies noted in the areas of "Exterior Well Maintained", "Common Quarters Maintained" and "Children's Bedrooms/Interior Maintained". The Santa Cruz cottage had a loose toilet paper holder. The San Juan cottage window blind had broken slats. In the Group Home, there was gang tagging inside of desk drawer. In Jose Antonio dorm, there was broken wall tile in the bathroom. In the Felippo Fernando dorm, there was a worn out floor mat.

Recommendation

1. Rancho San Antonio Boys Home shall ensure that the aforementioned deficiencies cited will be corrected and repaired in a timely fashion.

PRIOR YEAR FOLLOW-UP FROM PROBATION's PPQA GHM's GROUP HOME CONTRACT COMPLIANCE MONITORING REVIEW

PPQA GHM's last compliance report dated May, 2012, identified three (3) of the following recommendations in the areas of "Facility of Environment"; "Maintenance of Required Documentation and Service Delivery"; and Personal Rights and Social/Emotional Well Being".

Results

Based on the follow-up, Rancho San Antonio fully implemented all previous recommendations in the area of "Facility of Environment", for they were to ensure that:

Dorm Francisco Rafael (FR):
- The fireplace tools were removed from the dorm.

Dorm Pedro Gabriel (PG):
- The fireplace tools were removed from the dorm.

Dorm Felippo Fernando (FF):
- The fireplace tools were removed from the dorm.
- The wire near the computer was secured.
- The cracked switch cover in bathroom was replaced.

Group Home:
- Touch up walls with paint in Rooms #1, #3, #4, #5, and #6 was all painted.
- Touch up wall in living room was completed/

San Juan Cottage:
- Graffiti in bedroom closets #3 and #4 was removed.

Santa Cruz:
- Graffiti in closet of bedrooms #1 and #2 were removed.
- Graffiti on pegboard of bedroom #3 was removed.

Based on the follow-up, Rancho San Antonio fully implemented previous recommendations in the area of "Maintenance of Required Documentation and Service Delivery", for they were to ensure that:

- Rancho San Antonio was able to obtain all Probation Caseworkers signature for each child's NSP's.

Based on the follow-up, Rancho San Antonio fully implemented the previous recommendations in the area of "Personal Rights and Social/Emotional Well-Being", for they were to ensure that:

- Rancho San Antonio provided the children the opportunity to participate in planning their own activities based on interviews. In addition, children were given the opportunity to participate in age-appropriate extra-curricular, enrichment and social activities of their interest.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

The most recent Fiscal Review for Rancho San Antonio Boys Home from the Department of Auditor-Controller is dated March 10, 2010, for the fiscal period of January 1, 2008, to December 31, 2008. The report dated March 10, 2010, indicated that Rancho San Antonio Boys Home had questioned/disallowed cost. Rancho San Antonio Boys Home submitted a timely, approved fiscal Corrective Action Plan, which is being monitored by the Department of Children and Family Services, Fiscal Monitoring Section.

RANCHO SAN ANTONIO BOYS HOME, Inc.

21000 Plummer Street
Chatsworth
California
91311

Telephone 818-882-6400
Fax 818-882-6404

Since 1933

Rancho San Antonio Corrective Action Plan: Probation Audit June 2013

To: Attention DPO Raymond Ro, Group Home Auditor
Los Angeles County Probation QA

From: RANCHO SAN ANTONIO
21000 Plummer Street
Chatsworth, CA 91311
818-882.6400 ext 120

Re: Corrective Action Plan

Date: July 19, 2013

Thank you for your comments and mention of the excellence in organization of our client and personnel files. The suggestion to have youth sign balances on their monthly financial statements was implemented. Thank you for the consultation.

We see audit reviews as a part of our ongoing quality assurance and appreciate the feedback.

Facility Repair Items:
1)S/C Cottage, loose toilet paper holder (Work order issued, repair completed day of audit)
2)S/J Cottage, Window blind has broken slats (Work order issued, repair completed)
3)G/H, gang tagging inside of desk drawer (Work order issued, repair completed)
4)J/A Dorm, broken wall tile in bathroom (Work order issued, repair completed)
5)F/F Dorm, Worn out floor matt (Work order issued, repair completed day of audit)
6)F/F Dorm, broken dispenser for toilet seat covers (Work order issued, repair completed)

Person responsible for implementing corrective action plan: Paul Key and Troy McNair

Person Responsible for monitoring to ensure corrective action plan: Randy McTague, COO

Randy McTague, COO
Rancho San Antonio