COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242

(562) 940-2501

JERRY E. POWERS
Chief Probation Officer

November 26, 2014

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: Jerry E. Powers
Chief Probation Officer

SUBJECT: **RANCHO SAN ANTONIO BOYS HOME 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 2014. Rancho San Antonio Boys Home is located in the Fifth Supervisorial District of Los Angeles County. Rancho San Antonio Boys Home provides services to Los Angeles County Probation youth. 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 their skills, values, and personal responsibility needed to rejoin their family and the community. Rancho San Antonio Boys Home is a 106 bed home, which provides care for boy's 13 - 17 years of age. At the time of the review, Rancho San Antonio Boys Home was providing care for 94 Probation foster youth. The placed children's overall average length of placement was 8.1 months, and their average age was 16.7 years old.

Seven (7) Probation children were randomly selected for the interview sample. There were three (3) children in the sample who were prescribed psychotropic medication and those cases were reviewed for timeliness of Psychotropic Medication Authorizations and to confirm the required 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 eight (8) of the 10 areas of the Contract Compliance

Review: Licensure/Contract Requirements; 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 in that minor repairs and replacements are needed in the children's bedrooms and bathrooms; and Maintenance of Required Documentation and Service Delivery in that both Initial and Updated Needs and Service Plans were not comprehensive due to incorrect and missing dates.

REVIEW OF REPORT

On June 30, 2014, Probation PPQA Monitor Raymond Ro held an Exit Conference with Rancho San Antonio Boys Home representative Administrator Sharon Covington. 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. A follow-up visit was conducted and all deficiencies cited in the CAP were corrected or systems were put in place to avoid future deficiencies. Assessment for continued 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:MEP:REB
LCM:sy

Attachments (3)

c: William T Fujioka, Chief Executive Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Brence Culp, Chief Deputy, Chief Executive Office
John Naimo, Auditor-Controller
Phillip L. Browning, Director, Department of Children and Family Services
Latasha Howard, Probation Contracts
Karen D. Richardson, Out-of-Home-Care Management, DCFS
Leticia Torres-Ibarra, DCFS Contracts
Audit Committee
Sybil Brand Commission
Community Care Licensing
Sharon Covington, Administrator
Georgia Mattera, Public Safety, Chief Executive Office
Chief Deputies
Justice Deputies

RANCHO SAN ANTONIO BOYS HOME, INC
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY

21000 Plummer Street
Chatsworth, CA 91311
License # 191202023
Rate Classification Level: 12

	Contract Compliance Monitoring Review	**Findings: June 2014**
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 Maintained 3. Children's Bedrooms 4. Sufficient Recreational Equipment/Educational Resources 5. Adequate Perishable and Non-Perishable Foods	1. Full Compliance 2. Full Compliance 3. Improvement Needed 4. Full Compliance 5. Full Compliance
III	**Maintenance of Required Documentation and Service Delivery** (10 Elements) 1. Child Population Consistent with Capacity and Program Statement 2. County Worker's Authorization to Implement NSPs 3. NSPs Implemented and Discussed with Staff 4. Children Progressing Toward Meeting NSP Case Goals 5. Therapeutic Services Received 6. Recommended Assessment/Evaluations Implemented 7. County Workers Monthly Contacts Documented 8. Children Assisted in Maintaining Important Relationships 9. Development of Timely, Comprehensive Initial NSPs with Child's Participation 10. Development of Timely, Comprehensive, Updated NSPs with Child's Participation	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Improvement Needed 10. Improvement Needed

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 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)	Full Compliance (ALL)

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	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	Full Compliance (ALL)

RANCHO SAN ANTONIO BOYS HOME, INC
CONTRACT COMPLIANCE MONITORING REVIEW
FISCAL YEAR 2013-2014

SCOPE OF REVIEW

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

Five (5) staff files were also 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

The following two (2) areas were out of compliance.

Facility and Environment

During the facility inspection, there were several deficiencies noted at the site:

- Jose Antonio Dorm—a light cover needed to be placed in the shower ceiling and the side drapes were off track.
- Pedro Gabriel Dorm—the bathroom faucet on the first sink left side was loose, and there was tagging on the top inside of the left door of locker #9 on the Pedro side.
- Filippo Fernando Dorm—the drapes were off track on the Filippo side.

- Group Home bedroom #2—the outlet cover on right side was damaged.
- Group Home bedroom #4—there was graffiti inside the middle desk drawer.
- Group Home bedroom #6—there was graffiti above the left side of the bed.

Recommendation

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

Maintenance of Required Documentation and Service Delivery

Based on the review of Rancho San Antonio Boys Home and interviews conducted with seven (7) placed children, Rancho San Antonio Boys had Initial and Updated NSPs that were not developed in a comprehensive manner. Out of the seven (7) NSP's reviewed, two (2) had the wrong admission date and one (1) was missing the date of birth.

Recommendation

1. Rancho San Antonio Boys Home management shall ensure that all NSP's are comprehensive in that all documentation is correct and accurate, including correct date of birth and the correct admission dates.

PRIOR YEAR FOLLOW-UP FROM THE PROBATION PPQA/GHM GROUP HOME CONTRACT COMPLIANCE MONITORING REVIEW

PPQA/GHM's last compliance report dated June 9, 2013, identified one (1) recommendation in the areas of "Facility of Environment".

Results

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

- All aforementioned deficiencies cited will be corrected and repaired in a timely fashion, which was evidenced by the broken wall tile in the bathroom of Jose Antonio Dorm repaired, worn out floor mats in Filippo Fernando Dorm replaced, gang tagging inside of desk drawer in Group Home removed, window blind with broken slats in San Juan Cottage repaired and loose toilet paper holder in Santa Cruz Cottage has been replaced.

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 July 2014

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 7, 2014

We see audit reviews as a part of our ongoing quality assurance and appreciate the feedback. Thank you for your comments and mention of the excellence in organization of our client and personnel files.

Needs and Service Plans:

- Admit date corrected on the report cited
- DOB was added to the report cited

Facility Repair Items:

- Drapes that were off track in Jose Antonio and Filippo Fernando dorms were secured on 5/29/2014.
- Light cover was placed in shower ceiling in Jose Antonio.
- Faucet of sink on left in Pedro Gabriel was tightened.
- Tagging on inside left door on the Pedro side of Pedro Gabriel was repaired.
- Three items in the onsite Group Home were repaired. Outlet cover replaced, and room 4 and 6 graffiti cleaned.

Copies of completed work orders forwarded to auditor Raymond Ro.

Person responsible for implementing Facility Repair: Paul Key and Troy McNair
Person responsible for implementing corrections on Client Files: Sharon Covington

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

Randy McTague, COO
Rancho San Antonio