



**County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

PHILIP L. BROWNING  
Director

October 9, 2012

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

From: Philip L. Browning  
Director

Board of Supervisors  
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**ROSEMARY CHILDREN'S SERVICES FOSTER FAMILY AGENCY CONTRACT  
COMPLIANCE MONITORING REVIEW**

The Out-of-Home Care Management Division (OHCMD) conducted a review of Rosemary Children's Services Foster Family Agency (Rosemary FFA) in December 2011, at which time the agency had 85 Los Angeles County Department of Children and Family Services (DCFS) placed children in 45 homes. The placed children's overall average length of placement was 10 months and the average age was eight.

Rosemary FFA has two offices: one located in the Fifth Supervisorial District and another in Riverside County. Both offices provide services to DCFS foster youth. According to Rosemary FFA's program statement, its goal is "to provide education, support and treatment services that empower others, including the child when appropriate, to make positive life decisions surrounding the care and future of foster children." Rosemary FFA is licensed to serve children ranging from birth through 17.

For the purpose of this review, 10 children were selected for the review and all 10 children's case files were reviewed. Eight children were interviewed, as two were too young to make a meaningful statement. Four certified foster parents' files were reviewed; four discharged children's files were reviewed; and five staff files were reviewed for compliance with Title 22 Regulations and County contract requirements.

*"To Enrich Lives Through Effective and Caring Service"*

Five placed children were prescribed psychotropic medication. We reviewed their case files to assess timeliness of Psychotropic Medication Authorizations (PMAs) and to confirm that documentation of psychiatric monitoring was maintained as required.

### **SCOPE OF REVIEW**

The purpose of this review was to assess Rosemary FFA's compliance with the County contract and State regulations. The visit included a review of the agency's program statement; administrative internal policies and procedures; 10 placed children's case files; four certified foster parents' files and five personnel files. Four certified foster homes were visited and the foster parents were interviewed to assess the quality of care and supervision provided to children and we conducted interviews with eight placed 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**

During our review, the interviewed children reported feeling safe, provided with good care and appropriate services and were comfortable in their environment. However, of the eight children interviewed, one reported that his foster mother yelled at him.

The deficiencies noted during the monitoring review were in the areas of Licensure/Contract Requirements as it relates to Special Incident Reporting and citations from California Community Licensing (CCL). We also noted a deficiency in the area of the Maintenance of Required Documentation and Service Delivery, specifically in the area of Needs and Services Plans (NSPs) development and implementation. Additionally, deficiencies in the area of Personal Rights and Social/Emotional Well-Being as well as Personal Needs/Survival and Economic Well-Being were also noted.

Based on our review, the aforementioned deficiencies revealed the need for routine monitoring of the files by supervisory staff as this would appear to eliminate the issues identified.

In conclusion, Rosemary FFA was receptive to implementing some systemic changes to improve their compliance with regulations and the County contract terms. The Administrator agreed to address noted deficiencies in a Corrective Action Plan (CAP).

### **NOTABLE FINDINGS**

The following were the notable findings of our review:

- Rosemary FFA did not report all Special Incident Reports (SIRs) to OHCMD. Rosemary FFA's representatives attended the SIR training provided by OHCMD in October 2011. However, the FFA representative stated that the foster parents and agency social workers will be retrained on the SIR reporting protocol.
  - Rosemary FFA had one Community Care Licensing (CCL) citation for Personal Rights violation, whereby a foster child was sexually abused by her foster father. As a result, the home was decertified and CCL revoked the home's certification.
  - Of the ten children's files reviewed, one did not show progress toward meeting his NSP goals. The certified foster parent was concerned that the child was defiant at home and school refusing to complete his chores and school assignments. The DCFS monitor noted documentation of the child's defiant behaviors, foster parent's efforts to assist the child to meet his goals and the agency's efforts to develop realistic goals to meet his needs. However, the child continued to be defiant and refused to work on improving his behavior. The FFA representative stated that the foster mother would be provided with extra support and retrained on how to deal with difficult children.
  - Of the ten NSPs reviewed, three updated NSPs were not comprehensive as they were not specific, measurable and time limited. The FFA representative stated the agency has continually been working to improve the quality of the children's NSPs; that the agency supervisors will closely monitor all children's NSPs to ensure they are meeting the NSP requirements and agency social workers will receive an in-depth NSP training.
  - Of the four certified foster parents interviewed, two reported they did not have a copy of the placed children's NSPs although they stated that they had participated in the development of the NSPs. Additionally, one foster parent did not appear to understand her role of implementing NSP's. The FFA representative stated that agency social workers will be trained to provide all foster parents with in-home training on "Foster Parent's role in implementation NSPs" and ensure they receive copies of the placed children's NSPs. Further, the agency will also incorporate this information into the pre-certification training for prospective resource parents.
- It was also noted that Rosemary Children's Services FFA representative attended the NSP training conducted by OHCMD in January 2012.
- Of the eight children interviewed, one reported that his foster mother yelled at him. It was noted that the child was defiant at school and home, disregarded the house rules, refused to take his psychotropic medication and was disrespectful toward the foster parents and school authorities. The FFA representative stated that the child's foster parent had received training on how to deal with difficult children and that the agency social worker will provide extra support for the certified foster parent.

- Of the eight children interviewed, three reported they were not encouraged or helped in updating a Life Book/Photo Album. The FFA representative stated that at the time of placement, all foster children were given a Life Book/Photo Album. The FFA representative stated that FFA social workers will be trained to encourage the children to work on their Life Books/Photo Albums, review them monthly and utilize a new contact note template whereby "Life Book update" section has been added.

### **EXIT CONFERENCE**

The following are highlights from the Exit Conference held March 9, 2012.

#### **In attendance:**

Greg Wessels, Executive Director; Erin Ellis, FFA Director Rosemary FFA and Gladys Hidayat, Monitor, DCFS OHCMD.

#### **Highlights:**

Rosemary FFA's representatives agreed with the findings and would make the corrections to improve its compliance with regulations and the County contract.

Rosemary FFA submitted a timely approved written CAP, which addressed each recommendation noted in this compliance report. The approved CAP is attached.

We will assess for full implementation of the recommendations during our next monitoring review.

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

PLB:RRS:KR:

EAH:Nf:gh

#### **Attachments**

- c: William T Fujioka, Chief Executive Officer  
Wendy Watanabe, Auditor-Controller  
Public Information Office  
Audit Committee  
Greg Wessels, Executive Director, Rosemary Children's Services FFA  
Jean Chen, Regional Manager, Community Care Licensing

**ROSEMARY CHILDREN'S AND FAMILY SERVICES FOSTER FAMILY AGENCY  
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY**

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Pasadena, CA 91107  
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	<b>Contract Compliance Monitoring Review</b>	<b>Findings: December 2011</b>
I	<p><b><u>Licensure/Contract Requirements</u></b> (6 Elements)</p> <ol style="list-style-type: none"> <li>1. Timely Notification for Child's Relocation</li> <li>2. SIRs Documented and Cross-Reported</li> <li>3. Runaway Procedures</li> <li>4. Community Care Licensing Citations, Out-of-Home Care Management Division(OHCMD) Reports on Safety and Physical Deficiencies</li> <li>5. If Applicable, FFA Ensures Complete Required Whole Foster Family Home Training</li> <li>6. FFA Pays Certified Foster Parents Whole Foster Family Home Payments</li> </ol>	<ol style="list-style-type: none"> <li>1. Full Compliance</li> <li>2. Need Improvement</li> <li>3. Full Compliance</li> <li>4. Need Improvement</li> <li>5. Not Applicable</li> <li>6. Not Applicable</li> </ol>
II	<p><b><u>Certified Foster Homes</u></b> (13 Elements)</p> <ol style="list-style-type: none"> <li>1. Home Study Prior to Certification</li> <li>2. Contact with References/Including Check with OHCMD</li> <li>3. Safety Inspection Prior to Certification</li> <li>4. Timely DOJ, FBI, CACI</li> <li>5. Health Screening Prior to Certification</li> <li>6. Required Training Prior to Certification</li> <li>7. Current Certificate of Approval on File Including Capacity</li> <li>8. Home Inspection/Evaluations for Re-certification</li> <li>9. Completed Training Hours for Re-certification</li> <li>10. CPR/First-Aid/Water Safety Certificates</li> <li>11. CDL/Auto Insurance</li> <li>12. Other Adults: DOJ/FBI/CACI/Other Required Docs</li> <li>13. Transportation</li> </ol>	<p align="center">Full Compliance (ALL)</p>

<p>III</p>	<p><b><u>Facility and Environment</u></b> (8 Elements)</p> <ol style="list-style-type: none"> <li>1. Exterior Well Maintained</li> <li>2. Common Areas Maintained</li> <li>3. Children's Bedrooms/Interior Maintained</li> <li>4. Sufficient Recreational Equipment</li> <li>5. Sufficient Educational Resources</li> <li>6. Adequate Perishable and Non Perishable Food</li> <li>7. Disaster Drills Conducted</li> <li>8. Allowance Logs</li> </ol>	<p>Full Compliance (ALL)</p>
<p>IV</p>	<p><b><u>Maintenance of Required Documentation and Service Delivery</u></b> (11 Elements)</p> <ol style="list-style-type: none"> <li>1. DCFS CSW Authorization to Implement NSPs</li> <li>2. Children's Participation in the Development of NSPs</li> <li>3. NSPs Implemented and Discussed with Foster Parents</li> <li>4. Children's Progress Towards Meeting Goals</li> <li>5. Timely Developed Initial NSPs with Child</li> <li>6. Timely Comprehensive Initial NSPs with Child</li> <li>7. Therapeutic Services Received</li> <li>8. Recommended Assessments/Evaluations Implemented</li> <li>9. DCFS CSWs Monthly Contacts Documented</li> <li>10. Timely Developed Updated NSPs with Child</li> <li>11. Timely Comprehensive Updated NSPs with Child</li> </ol>	<ol style="list-style-type: none"> <li>1. Full Compliance</li> <li>2. Full Compliance</li> <li>3. Full Compliance</li> <li>4. Need Improvement</li> <li>5. Full Compliance</li> <li>6. Full Compliance</li> <li>7. Full Compliance</li> <li>8. Full Compliance</li> <li>9. Full Compliance</li> <li>10. Full Compliance</li> <li>11. Need Improvement</li> </ol>
<p>V</p>	<p><b><u>Education and Workforce Readiness</u></b> (7 Elements)</p> <ol style="list-style-type: none"> <li>1. Children Enrolled in School Within Three Days</li> <li>2. Children Attended School as Required</li> <li>3. Agency Facilitates Child's Educational Goals</li> <li>4. Child's Academic and/or Attendance Increase</li> <li>5. Current IEPs Maintained</li> <li>6. Current Report Cards Maintained</li> <li>7. Agency Facilitates Children's Participation in YDS/Equivalent/Vocational Programs</li> </ol>	<p>Full Compliance (ALL)</p>

VI	<p><b><u>Health and Medical Needs</u></b> (6 Elements)</p> <ol style="list-style-type: none"> <li>1. Initial Medical Examinations Conducted</li> <li>2. Initial Medical Examinations Timely</li> <li>3. Follow-up Medical Examinations Timely</li> <li>4. Initial Dental Examinations Conducted</li> <li>5. Initial Dental Examinations Timely</li> <li>6. Follow-up Dental Examinations Timely</li> </ol>	Full Compliance (ALL)
VII	<p><b><u>Psychotropic Medications</u></b> (2 Elements)</p> <ol style="list-style-type: none"> <li>1. Current Court Authorization for Administration of Psychotropic Medication</li> <li>2. Current Psychiatric Evaluation Review</li> </ol>	Full Compliance (ALL)
VIII	<p><b><u>Personal Rights and Social Emotional Well-being</u></b> (13 Elements)</p> <ol style="list-style-type: none"> <li>1. Children Informed of Foster Home's Policies and Procedures</li> <li>2. Children Feel Safe</li> <li>3. Satisfaction with Meals and Snacks</li> <li>4. Foster Parents Treatment of Children with Respect and Dignity</li> <li>5. Appropriate Rewards and Discipline System</li> <li>6. Children Allowed Private Visits, Calls, and Correspondence</li> <li>7. Children Free to Attend Religious Services/Activities</li> <li>8. Reasonable Chores</li> <li>9. Children Informed About Psychotropic Medication</li> <li>10. Children Aware of Right to Refuse Psychotropic Medication</li> <li>11. Children Informed About Voluntary Refusal of Medical and Dental Care</li> <li>12. Children Participation in At-Home, School, Community Activities</li> <li>13. Children Participation in Extra-Curricular Activities</li> </ol>	<ol style="list-style-type: none"> <li>1. Full Compliance</li> <li>2. Full Compliance</li> <li>3. Full Compliance</li> <li>4. Need Improvement</li> <li>5. Full Compliance</li> <li>6. Full Compliance</li> <li>7. Full Compliance</li> <li>8. Full Compliance</li> <li>9. Full Compliance</li> <li>10. Full Compliance</li> <li>11. Full Compliance</li> <li>12. Full Compliance</li> <li>13. Full Compliance</li> </ol>

IX	<p><b><u>Personal Needs/Survival and Economic Well-being</u></b> (8 Elements)</p> <ol style="list-style-type: none"> <li>1. Clothing Allowance</li> <li>2. On-going Clothing Inventories of Adequate Quantity</li> <li>3. On-going Clothing Inventories of Adequate Quality</li> <li>4. Involvement in Selection of Clothing</li> <li>5. Provision of Personal Care Items</li> <li>6. Minimum Monetary Allowances</li> <li>7. Management of Allowance</li> <li>8. Encouragement and Assistance with Life Book</li> </ol>	<ol style="list-style-type: none"> <li>1. Full Compliance</li> <li>2. Full Compliance</li> <li>3. Full Compliance</li> <li>4. Full Compliance</li> <li>5. Full Compliance</li> <li>6. Full Compliance</li> <li>7. Full Compliance</li> <li>8. Need Improvement</li> </ol>
X	<p><b><u>Discharged Children</u></b> (3 Elements)</p> <ol style="list-style-type: none"> <li>1. Stabilization of Placement Prior to Discharge</li> <li>2. Discharge Summary Completed</li> <li>3. Child Completed High School</li> </ol>	<p>Full Compliance (ALL)</p>
XI	<p><b><u>Personnel Records</u></b> (14 Elements)</p> <ol style="list-style-type: none"> <li>1. DOJ Timely Submitted</li> <li>2. FBI Timely Submitted (After January 1, 2008)</li> <li>3. CACIs Timely Submitted</li> <li>4. Signed Criminal Background Statement Timely</li> <li>5. Education/Experience Requirement</li> <li>6. Employee Health-Screening Timely</li> <li>7. Valid Driver's License</li> <li>8. Signed Copies of FFA Policies and Procedures</li> <li>9. Initial Training Documentation</li> <li>10. One-Hour Training of Child Abuse Reporting</li> <li>11. CPR Training Documentation</li> <li>12. First-Aid Training Documentation</li> <li>13. On-going Training Documentation</li> <li>14. Social Workers Appropriate Case Ratio</li> </ol>	<p>Full Compliance (ALL)</p>

**ROSEMARY CHILDREN'S AND FAMILY SERVICES FOSTER FAMILY AGENCY  
CONTRACT COMPLIANCE MONITORING REVIEW**

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The following report is based on a "point in time" monitoring visit. This compliance report addresses findings noted during the December 2011 monitoring review.

**CONTRACTUAL COMPLIANCE**

Based on the results of the compliance review, Rosemary FFA was in full compliance with seven of 11 sections of our contract compliance review: Certified Foster Homes; Facility and Environment, Educational and Workforce Readiness; Health and Medical Needs; Psychotropic Medications; Discharged Children; Personnel Records. The following report details the results of our review:

**LICENSURE/CONTRACT REQUIREMENTS**

Based on our review, Rosemary FFA was in full compliance with two of six elements reviewed in the area of Licensure/Contract Requirements. Two elements were not applicable.

During the review, it was noted that Rosemary FFA did not report all Special Incident Reports (SIRs) to OHCMD. The FFA representative stated that in one incident, the initial injury did not warrant generation of a SIR and that as time progressed and the injury required further treatment, the FFA generated a SIR as requested. Further, the FFA representative stated that all FFA staff received SIR training during their initial staff training and that all potential foster parents were trained on incident reporting requirements. However, the foster parents do not always report incidents to the FFA timely. The FFA had submitted a CAP stating that the foster parents and agency social workers will be retrained on SIR reporting protocol.

Rosemary FFA's representatives attended the SIR training provided by OHCMD in October 2011.

Rosemary FFA was cited by CCL for Personal Rights violation of a child in one of the certified homes as a child was sexually abused by her foster father. Subsequently, CCL revoked the home's certification. The FFA has decertified the home.

**Recommendations:**

Rosemary FFA's management shall ensure:

1. All SIRs are reported to OHCMD and all appropriate parties timely.
2. Compliance with CCL regulations concerning child safety.

### **MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE DELIVERY**

Based on our review of 10 children's case files and/or documentation from the provider, Rosemary FFA was in full compliance with nine of 11 elements reviewed in the area of Maintenance of Required Documentation and Service Delivery.

We noted that of the 10 children, one child did not show progress toward meeting his NSP goals. The certified foster parent was concerned that the child was defiant at home and school and refused to complete his chores and school assignments. The DCFS monitor noted documentation of the child's defiant behaviors, foster parent's efforts to assist the child in meeting his NSP goals and the agency's efforts to develop realistic goals to meet his needs. However, the child continued to be defiant and refused to work on improving his behavior.

Based on our review of the children's reports, it was noted that the FFA provided needed services to the placed children. However, three children's Updated NSPs were not comprehensive as their goals were not specific, measurable and time limited. In addition, two foster parents did not have a copy of the placed children's NSPs and one foster parent did not appear to understand her role in implementing the NSPs although both stated that they participated in their development.

The FFA representative stated that agency social workers will be trained on goals addressing all pertinent issues for an individual child. Agency supervisors will closely monitor all children's NSPs and all submitted children's NSPs will be closely reviewed to ensure they are meeting the NSP requirements and updated accordingly. Additionally, on April 24, 2012, the agency social workers received an in-depth NSP/Quarterly Report training, which included an overview of the quarterly report with a focus on improving NSPs goals; ensuring foster parents receive a copy of the placed children's NSPs. Further, the FFA will require agency social workers to provide in-home training on "Foster Parent's Role in the Implementation of NSP's." Lastly, the agency will also incorporate this training into their pre-certification for prospective resource parents.

### **Recommendations:**

Rosemary FFA's management shall:

3. Ensure children are progressing toward meeting the NSPs goals.
4. Ensure children's NSPs are specific, measurable, attainable and time limited.
5. Provide training and explanation to foster parents regarding their roles in the development and implementation of the placed children's NSPs.

### **PERSONAL RIGHTS AND SOCIAL/EMOTIONAL WELL-BEING**

Based on our interview of 10 children, one child reported that his foster mother yelled at him. It was noted that the child was defiant at school and home, disregarded the house rules, refused to take his psychotropic medication and was disrespectful toward the foster parents and school authorities. The FFA representative stated that the foster parent had received training on how to deal with difficult children and that the agency social worker will provide extra support for the certified foster parent as the child in question had been defiant and uncooperative.

#### **Recommendation:**

Rosemary FFA's management shall:

6. Ensure placed children were treated with respect and dignity.

### **PERSONAL NEEDS/SURVIVAL AND ECONOMIC WELL-BEING**

Based on our review of 10 children's files and/or documentation from the provider, Rosemary Children Services FFA fully complied with eight of nine elements reviewed in the area of Personal Needs/Survival and Economic Well-Being.

Of the eight children interviewed, three reported they were not encouraged or helped in updating a Life Book/Photo Album. The FFA Administrator stated that at the time of placement, all children were given a Life Book/Photo Album. However, the agency social worker will be trained on encouraging placed children to update their Life Books/Photo Albums and reviewing them at least monthly.

#### **Recommendation:**

Rosemary FFA's management shall ensure that:

7. All children are encouraged and assisted in creating and updating Live Books/Photo Albums.

### **PRIOR YEAR FOLLOW-UP FROM THE AUDITOR-CONTROLLER'S (A-C) COMPLIANCE REPORT**

#### **Objective**

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

**Verification**

We verified whether the outstanding recommendations from the A-C's last compliance review dated September 11, 2008 were implemented.

**Results**

The A-C's prior compliance report contained 10 outstanding recommendations. Specifically, Rosemary FFA was to ensure that foster parent pre-certification health screenings were conducted within the timeframe specified in the County contract and CDSS Title 22 Regulations. Further, Rosemary FFA was to ensure children prescribed psychotropic medication were seen monthly by their prescribing physician; tutoring services were arranged to improve children's basic skills when necessary; effort to implement children's permanency plans were made and documented, NSPs were individualized to the children and approved by the children's DCFS social workers and Quarterly Reports included assessments of the children's unmet needs and efforts made to meet those needs. In addition, Rosemary's management was to ensure social workers did not maintain more cases than allowed by CDSS Title 22 Regulations; children were assigned a permanent social worker; staff working on the County contract possessed the work experience required by CDSS Title 22 Regulations and outstanding recommendation from the prior monitoring report be implemented.

Based on our follow-up of these recommendations, Rosemary FFA fully implemented all outstanding recommendations from the A-C's September 11, 2008 report.

**Recommendation:**

N/A

**MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER**

A fiscal review of Rosemary FFA has not been posted by the A-C.



Rosemary Children's Services

CARING FOR THE CHILD

TEACHING THE TEEN

FOSTERING THE FAMILY

April 4, 2012  
County of Los Angeles  
Department of Children and Family Services  
Out of Home Care Management Division  
9320 Telstar Ave., Suite 216  
El Monte, CA 91731  
Attn: Nestor Figueroa

To: Mr. Nestor Figueroa  
From: Erin Ellis, Foster Care Director, Rosemary Children's Services  
Subject: Corrective Action Plan for the Performance Compliance Review of Rosemary Children's Services for 2011

**Maintenance of Required Documentation and Service Delivery**

**1) Some NSPs goals did not meet Title 22/DCFS Contract Guidelines. During the review, it was noted that: some goals were not specific, measurable and time limited; problem behavior was not incorporated in the child's NSP; and goals which did not seem reachable were not modified.**

**RCS Response:** RCS is continually working to improve the quality of the foster children's goals on their Needs and Services Plans (NSPs). The Foster Care Director, Erin Ellis, and the Supervising Foster Care and Adoptions Social Worker, [REDACTED] review all NSPs carefully to ensure that they are age appropriate, specific, measurable, attainable and time limited. In cases where a specific problem behavior that is discussed in the quarterly report is not incorporated into the NSP the Foster Care Social Worker (FCSW) will be requested to create a new goal to address the behavior. Also, if a goal has not been reached during the projected timeframe the FCSW will be asked to modify the plan in order to make the goal attainable, or the goal will be discontinued if necessary. An email has been sent out to all of the FCSWs regarding the foster children's NSP goals. Additionally, at the FFA All Staff meeting on April 24<sup>th</sup>, 2012 the RCS FFA Staff will receive an in-depth training on the NSP/Quarterly Report, by the Foster Care Director, [REDACTED]. The training will include an overview of the quarterly report, and will focus on improving the goals in the NSP. The staff will be retrained on SMART goals, incorporating problem behaviors into the NSP goals, and also on modification or discontinuation of goals that are not reached.

**2) Two foster parents did not have a copy of the placed children's NSPs. One foster parent reported she signed the children's NSPs however she did not appear to understand her role of implementing the NSPs.**

**RCS Response:** As soon as the RCS FCSW receives the CSW's signature on the NSP a copy is taken to the foster home. However, these signatures are not always received in a timely manner. In order to ensure that the foster parents and foster children have a copy of the NSP the FCSWs will provide a copy of the NSP to the foster home at the time a copy has been sent to the CSW, in order to allow them to begin working towards meeting the goals set forth. The FCSWs will be trained to begin doing this at the FFA All Staff meeting on April 24<sup>th</sup>, 2012. Additionally, in order to help the foster parents understand their role of implementing the NSPs all of our certified foster parents will receive an in-home training from their assigned FCSW on "Foster Parents Role

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**ACCREDITED BY**  
California Alliance of Child  
and Family Services

**MEMBER OF**  
Association of California  
Human Service Agencies

California Association  
of Private Specialized  
Education and Services

Child Welfare  
League of America

Foster Family-Based  
Treatment Association  
Learning Disabilities Association  
United Way

[www.rosemarychildren.org](http://www.rosemarychildren.org)



**Rosemary Children's Services**  
 CARING FOR THE CHILD  
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in the Implementation of NSPs". This training will be developed by the Foster Care Director and given to the FCSWs at the FFA All Staff meeting on April 24<sup>th</sup>, 2012. This training will also be incorporated into our pre-certification training for prospective resource parents.

**Personal Rights and Social/Emotional Well-Being**

- 1) **During the review one child reported his foster mother frequently yelled at him.**

**RCS Response:** The foster child who stated that has been having behavioral issues since placement in the foster home. The foster mother has been certified for over 11 years, and has worked well with many difficult children during that time. The FCSW is giving the foster mother extra support and will retrain the foster mother on how to deal with difficult children. This training will be completed by April 12<sup>th</sup>, 2012.

**Personal Needs/Survival and Economic Well-Being**

- 1) **During the review it was noted that three of the ten children were not encouraged or assisted by their foster parent or FFA social worker in creating and maintaining their photo albums/life books.**

**RCS Response:** At the time of placement all of the foster children are given a Lifebook by the Foster Care Intake Coordinator. RCS feels that these are important tools in helping the foster children to document and remember their life experiences. To ensure that all of the foster children are encouraged to work on their lifebooks on a regular basis, a section that indicates if the Lifebook was reviewed or not, has been added to the Contact Note template that the FCSWs use for their weekly visits. (see attached form) At the FFA All Staff meeting on April 24<sup>th</sup>, 2012 the FCSWs will be trained that they need to begin using this new template, and that at a minimum of once per month they must review the foster child's Lifebook with them. This review will include encouraging the child and foster parent to add photos and information to the Lifebook.

The Foster Care Director, Erin Ellis, will be responsible for ensuring that this CAP is fully implemented. If you have any questions, please feel free to contact me at (626) 533-9802.

Sincerely,

Erin Ellis, MA  
 Foster Care Director

**CORPORATE OFFICES**  
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Rosemary Children's Services

CARING FOR THE CHILD

TEACHING THE TEEN

FOSTERING THE FAMILY

April 19, 2012  
County of Los Angeles  
Department of Children and Family Services  
Out of Home Care Management Division  
9320 Telstar Ave., Suite 216  
El Monte, CA 91731  
Attn: Nestor Figueroa

To: Mr. Nestor Figueroa  
From: Erin Ellis, Foster Care Director, Rosemary Children's Services  
Subject: Corrective Action Plan Addendum for the Performance Compliance Review of Rosemary Children's Services for 2011

Below you will find the CAP addendum that was requested on 4/18/2012:

**Licensure/Contract Requirements**

**1) Special Incident Reports were not all reported, and some were not submitted timely.**

**RCS Response:** In response to the referenced Special Incident Report (SIR) which was not submitted in a timely manner; the client did receive immediate treatment for their injury. The initial injury did not warrant generation of a SIR. As time progressed the injury required further treatment which the foster mother obtained. RCS then generated a SIR when requested.

Prior to certification we train all potential Foster Parents on the reporting requirements, including utilizing our after hours Duty-worker to ensure that all incidents are reported in a timely manner. However, the Foster Parents do not always report incidents to our staff immediately, resulting in the SIR being submitted late. All FFA staff receives training on the reporting protocol during their initial staff training. FFA Staff will be retrained by the Foster Care Director, [REDACTED] on Special Incident Reporting during the next FFA All Staff Meeting on April 24<sup>th</sup>, 2012. The training will include items that must be reported and their respective submittal timelines.

Additionally, all certified Foster Parents will receive an in-home training from their assigned FCSW on "Special Incident Reporting and Emergency Duty-worker Protocol". This training will be developed by the Foster Care Director and given to the FCSWs at the FFA All Staff meeting on April 24<sup>th</sup>, 2012.

The Foster Care Director, will ensure that this CAP Addendum is fully implemented. If you have any questions, please feel free to contact me at (626) 533-9802.

Sincerely,

Erin Ellis, MA  
Foster Care Director

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