County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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April 25, 2013

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

From: Philip L. Browning
Director

CONCEPT 7 FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The Department of Children and Family Services (DCFS) Out-of-Home Care Management Division (OHCMD) conducted a review of Concept 7 Foster Family Agency (The FFA) in October 2012. The FFA has one licensed office in the First Supervisorial District, one in San Bernardino County; and one in Orange County. All three offices provide services to Los Angeles County DCFS foster children and youth. According to the FFA's program statement, its mission is "to provide foster homes for children in need of out-of-home care by training and certifying acceptable foster parents in the counties of Los Angeles, Orange, Riverside, San Bernardino and San Diego; to provide social work services and on-going education and training to foster parents. Also, to design a treatment program for each foster child that focuses on family reunification. When family reunification is not possible, the FFA works with the County authorities to develop an alternative treatment/placement program."

At the time of the review, the FFA supervised 186 DCFS placed children in 127 certified foster homes. The placed children's average length of placement was seven months, and their average age was 10.

SUMMARY

During our review, the interviewed children generally reported feeling safe at the FFA; having been provided with good care and appropriate services; being comfortable in their environment and 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. In fact, the certified foster parents spoke

highly of the FFA's social workers saying that they are very supportive, involved in the children's lives and care about their needs.

The FFA was in full compliance with three of 11 sections of our program compliance review: Health and Medical Needs; Psychotropic Medication; and Discharged Children.

We noted deficiencies in the area of Licensure/Contract Requirements. Although the assessments of certified foster parents prior to placing more than two children were on file, they were standardized and they did not indicate how the certified foster parents will meet the needs of additional foster children.

We also noted findings in the area of Certified Foster Homes related to the FFA's compliance with the certification and re-certification process.

There were findings in the area of Facility and Environment related to minor physical plant deficiencies.

In the area of Maintenance of Required Documentation/Service Delivery, we noted a finding regarding the Needs and Services Plans (NSPs).

Additionally, we noted deficiencies in the area of Education and Workforce Readiness related to current report cards not being on file.

There were deficiencies in the Personal Rights and Social Emotional Well-Being area related to a child taken to religious services. In the area of Personal Needs/Survival and Economic Well-Being there was a finding related to placed children not having a life book.

Lastly, in the area of Personnel Records, the CPR and First-Aid training were untimely.

Attached are the details of our review.

REVIEW OF REPORT

On November 21, 2012, the DCFS OHCMD Monitor, Darío Villamarín, held an Exit Conference with the FFA representative, John Peel, Executive Director and Jackie Jakob, Regional Administrator. The FFA's representatives agreed with the review findings and recommendations; were receptive to implementing systemic changes to improve their compliance with regulatory standards; and agreed to address the noted deficiencies in a Corrective Action Plan (CAP).

A copy of this compliance report has been sent to the A-C and Community Care Licensing (CCL).

The FFA provided a CAP addressing the recommendations noted in this compliance report.

We will confirm that these recommendations have been implemented during our next monitoring review.

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

PLB:CMM:KR
EAH:NF:dv

Attachments

c: William T Fujioka, Chief Executive Officer
Wendy Watanabe, Auditor-Controller
Public Information Office
Audit Committee
John Peel, Executive Director, Concept 7 FFA
Rosalie Gutiérrez, Regional Manager, Community Care Licensing

CONCEPT 7 FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW
FISCAL YEAR 2012-2013

SCOPE OF REVIEW

The following report is based on a "point in time" monitoring visit. This compliance report addresses findings noted during the October 2012 review. The purpose of this review was to assess the FFA's compliance with the County contract and State regulations and included a review of the FFA's program statement, as well as administrative internal 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 purposes of this review, 12 children were selected for the sample. OHCMD interviewed ten children, one was non-verbal and one's speech was not clear. We 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, 13 placed children were prescribed psychotropic medication. We reviewed 10 case files to assess for timeliness of Psychotropic Medication Authorizations (PMAs) and to confirm the required documentation of psychiatric monitoring.

We reviewed five certified foster parent files and five staff files were reviewed for compliance with Title 22 Regulations and County contract requirements. Interviews were conducted with seven certified foster parents to assess the quality of care and supervision provided to children.

CONTRACTUAL COMPLIANCE

We found the following eight areas to be out of compliance.

Licensure/Contract Requirements

- Most of the assessments when placing more than two children in a certified foster home by the Agency's supervising social workers are standardized and they do not specifically indicate how the certified foster parents are able to meet the needs of additional foster children. During the Exit Conference, the FFA representatives did not make a statement. However, they took notes and agreed with the findings by addressing this issue in the Corrective Action Plan (CAP).

Recommendation

The FFA's management shall ensure that:

1. Specific, individualized assessments are developed when placing more than two children in a certified foster home.

Certified Foster Homes

- For one certified foster home, the home study was not dated; therefore we could not determine its timeliness. During the Exit Conference, the FFA representatives stated that the agency's supervising social workers will make sure that the home studies are dated. They also stated that the home study in question was over 16 years old.

- For one certified foster home, the home inspection for re-certification was conducted late. During the Exit Conference, the FFA representatives did not make a statement. However, they took notes and agreed with the finding by addressing this issue in the CAP.

- For one certified foster home, the FFA did not contact OHCMD regarding historical abuse information on the prospective foster parent prior to certification. During the Exit Conference, the FFA representatives did not make a statement. However, they took notes and agreed with the finding by addressing this issue in the CAP. During the monitoring review, the foster mother who was certified without checking her historical abuse information was searched and there were no records of abuse/neglect. OHCMD notified the FFA of the result of the search for abuse/neglect records.

Recommendations

The FFA's management shall ensure that:

2. Home studies are dated to determine their timeliness.

3. Home inspections are conducted prior to re-certification.

4. OHCMD is contacted for historical abuse information regarding prospective certified foster parents prior to certification.

Facility and Environment

For one certified foster home, one of the children's bedrooms did not have a light fixture or a lamp to light the room. The certified foster mother stated that the room had been without lights for over a month due to a broken switch. She also stated that the certified foster father will take care of this issue. During the monitoring review, the monitor talked to the FFA social worker assigned to this certified foster home and made her aware of the lack of light in one of the children's bedroom. The FFA social worker stated that she was aware of the deficiency, had addressed it with the certified foster parent before the monitor's visit, but she did not make sure that the foster parents had taken care of the recommendation. During the Exit Conference, the FFA representatives did not make a statement. However, prior to the Exit Conference, the FFA Regional Administrator sent an email to the monitor

stating that the FFA social worker reported that the foster parents have operational light fixtures in all bedrooms.

Recommendations

The FFA's management shall ensure that:

5. All certified foster homes have lights in the children's bedrooms.

6. The FFA social workers make sure that when a recommendation on a deficiency is made or brought up to the attention of the certified foster parents, the recommendation is implemented.

Maintenance of Required Documentation/Service Delivery

- One of seven certified foster parents interviewed stated not being familiar with the NSPs. Although NSPs on file were signed, the certified foster father interviewed stated that he was not familiar with the NSP, and he said that the certified foster mother is the one who cares for the foster children and that he has little interaction with the children. However, this is a home certified for over 10 years and the foster father's name is in the Certificate of Approval. Therefore, he is held to the same standards as the foster mother. During the Exit Conference, the FFA's representatives stated that a meeting was already scheduled with the foster parents to address this and other issues noted during the compliance review and the certified foster parents will be presented with a CAP.

Recommendation

The FFA's management shall ensure that:

7. All certified foster parents are familiar with the NSPs.

Education and Workforce Readiness

- We did not find a copy of the foster child's report card in her file. As this issue was brought to the attention of the FFA, the Agency's Regional Administrator eventually provided the OHCMD with a copy of the child's report card. During the Exit Conference, the FFA representatives did not make a statement. However, they took notes and agreed with the finding by addressing this issue in the CAP.

Recommendation

The FFA's management shall ensure that:

8. Report cards are in all children's files.

Personal Rights and Social/Emotional Well-Being

- In the certified foster home where the foster father was not familiar with NSPs, one child interviewed stated that he does not like to go to church and the foster parents make him go. He stated that they go to church twice on Sundays. He also indicated that the last Friday of every month, the foster parents take him and the other children to church until midnight. When the certified foster parent was asked about this issue, he was evasive and said that being the case, he would not go to church and would stay at the certified foster home with the children. However, the child interviewed stated that he is not given options. While the monitor was discussing this issue with the certified foster father, he became angry, called the child a liar and stated that he was going to get rid of him [ask for the child to be replaced]. During the Exit Conference, the FFA's representatives stated being concerned about this certified foster home and that a meeting with them will take place to address the issues in this home that arose during the monitoring review. As a result of the concerns shared with the FFA regarding this certified foster home, an office meeting was held with the certified foster parents, the FFA Supervising Social Worker, and the Agency's Administrator. The certified foster parents were retrained regarding the several issues identified in this certified foster home. This issue is addressed in the CAP.

Recommendation

The FFA's management shall ensure that:

9. Foster children are free to attend religious services and/or that an alternative plan is in place if children choose not to attend services.

Personal Needs/Survival and Economic Well-Being

- Two of seven certified foster parents interviewed and the children placed in these homes stated that they did not have life books or photo albums. During the Exit Conference, the FFA representatives did not make a statement. However, they took notes and agreed with the finding by addressing this issue in the CAP.

Recommendation

The FFA's management shall ensure that:

10. All children have a life book or photo albums.

Personnel Records

- In two of five personnel records reviewed, the CPR and First-Aid certificates for a newly hired social worker were four months late, and for another social worker, the certificates were renewed two months late. During the Exit Conference, the FFA representatives did not make a statement. However, they took notes and agreed with the finding by addressing this issue in the CAP.

Recommendation

The FFA's management shall ensure that:

11. CPR and First-Aid certificates are timely.

PRIOR YEAR FOLLOW-UP FROM DCFS OHCMD's FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The OHCMD's last compliance report dated April 10, 2012, identified seven recommendations.

Results

Based on our follow-up, the FFA fully implemented all seven previous recommendations for they were to ensure that:

- Dining sets have sufficient seating to accommodate all people in the certified foster home.
- NSPs are signed by the DCFS CSWs authorizing implementation of the Plans.
- Age-appropriate children participate in the development of the initial NSPs.
- Updated NSPs are signed by the certified foster parents and/or document the Agency's efforts to demonstrate certified foster parents participation in developing NSPs.
- Social Workers conduct monthly contact with the DCFS CSWs to update the children's progress as per the contract.
- NSPs are comprehensive.
- Children are enrolled in school within three days of placement and documentation is appropriately maintained.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

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

CONCEPT 7 FOSTER FAMILY AGENCY
CONTRACT PROGRAM COMPLIANCE MONITORING REVIEW-SUMMARY

5675 Telegraph Road, Suite 260,
Commerce, CA, 90040
License Number: 197805297

2990 Inland Empire, Suite 100
Ontario, CA, 91764
License Number: 336412280

625 N. Main Street
Orange, CA, 92868
License Number: 306004156

	Contract Compliance Monitoring Review	**Findings: October 2012**
I.	**Licensure/Contract Requirements** (7 Elements)	
	1. Timely Notification for Child's Relocation	1. Full Compliance
	2. Serious Incident Report Documentation and Cross Reporting	2. Full Compliance
	3. Runaway Procedures	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 Training	5. Not Applicable
	6. FFA Pays Certified Foster Parents Whole Foster Family Home Payments	6. Not Applicable
	7. Assessment of Certified Foster Parent (CFP) Prior to Placement of Two (2) or More Children	7. Improvement Needed
II	**Certified Foster Homes (CFHs)** (12 Elements)	
	1. Home Study and Safety Inspection Prior to Certification	1. Improvement Needed
	2. Contact with References/Including Check with OHCMD	2. Improvement Needed
	3. Timely DOJ, FBI, CACI,	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. Required Training Prior to Certification	6. Full Compliance
	7. Certificate of Approval on File/Including Capacity	7. Full Compliance
	8. Safety Inspection Every Six Months or Per Approved Program Statement	8. Full Compliance
	9. Completed Training Hours for Re-certification and Current CPR/First-Aid/Water Safety Certificates	9. Full Compliance
	10. Current CDL/Auto Insurance/Annual Vehicle Maintenance Documentation for CFPs and Designated Drivers	10. Full Compliance
	11. Other Adults In The Home: Health Screening/CDL/CPR DOJ/FBI/CACI/Auto Insurance	11. Full Compliance
	12. FFA Assists CFPs with Transportation Needs	12. Full Compliance

III	**Facility and Environment** (7 Elements)	
	1. Exterior/Grounds Well Maintained	1. Full Compliance
	2. Common Areas Maintained	2. Full Compliance
	3. Children's Bedrooms/Interior Maintained	3. Improvement Needed
	4. Sufficient Educational Resources	4. Full Compliance
	5. Adequate Perishable and Non-Perishable Food	5. Full Compliance
	6. Disaster Drills Conducted and Documentation Maintained	6. Full Compliance
	7. Allowance Logs Maintained	7. Full Compliance
IV	**Maintenance of Required Documentation/Service Delivery** (10 Elements)	
	1. County Worker's Authorization to Implement NSPs	1. Full Compliance
	2. NSPs Implemented and Discussed with Foster Parents	2. Improvement Needed
	3. Children Progressing Towards Meeting NSP Goals	3. Full Compliance
	4. Develop Timely, Comprehensive Initial NSP With Child's Participation	4. Full Compliance
	5. Develop Timely, Comprehensive Updated NSPs With Child's Participation	5. Full Compliance
	6. Therapeutic Services Received	6. Full Compliance
	7. Recommended Assessments/Evaluations Implemented	7. Full Compliance
	8. County Workers Monthly Contacts Documented in Child's Case File	8. Full Compliance
	9. Develop Timely, Comprehensive Quarterly Reports	9. Full Compliance
	10. FFA Social Workers Conduct Required Visits	10. Full Compliance
V	**Education and Workforce Readiness** (5 Elements)	
	1. Children Enrolled in School Within Three School Days	1. Full Compliance
	2. Children Attend School as Required and FFA Facilitates Children's Educational Goals Met	2. Full Compliance
	3. Children's Academic Performance and/or Attendance Increased	3. Full Compliance
	4. Current Report Cards Maintained	4. Improvement Needed
	5. FFA Facilitates Child's Participation in YDS/Equivalent/Vocational Programs	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 Medications** (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 3. CFPs' Efforts to Provide 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 7. Reasonable Chores 8. Children Informed About Their Medication and Right to Refuse Medication 9. Children Aware of Right to Refuse Medical, Dental and Psychiatric Care 10. Children Given Opportunities to Participate in Extra-Curricular Activities, Enrichment and Social Activities	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Improvement Needed 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Full Compliance
IX	**Personal Needs/Survival and Economic Well-Being** (7 Elements) 1. Clothing Allowance in Accordance with FFA Program Statement ($50 Minimum If After November 1, 2012) 2. Ongoing Clothing Inventories of Adequate Quantity and Quality 3. Children's Involvement in Selection of Clothing 4. Provision of Sufficient Supply of Clean Towels and Personal Care Items Meeting Ethnic Needs 5. Minimum Monetary Allowances 6. Management of Allowance/Earnings 7. Encouragement/Assistance with Life Book	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Improvement Needed

X	**Discharged Children** (2 Elements) 1. Completed Discharge Summary 2. Child Completed High School (if applicable)	Full Compliance (ALL)
XI	**Personnel Records** (9 Elements) 1. DOJ, FBI, Child Abuse Criminal Index (CACI) Submitted Timely 2. Timely, Completed, Signed Criminal Background Statement 3. Education/Experience Requirements 4. Employee Health Screening/TB Timely 5. Valid CDL and Auto Insurance 6. Signed Copies of FFA Policies and Procedures 7. Staff Completed All Required Training and Documentation Maintained 8. FFA Social Workers Have Appropriate Caseload Ratio 9. Written Declarations For Contract FFA Social Workers That Caseloads Not Exceed Total of 15 Children	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Improvement Needed 8. Full Compliance 9. Not Applicable

Concept 7
Family Support & Treatment Centers

December 6, 2012

Dario Villamarin, CSA I
Out of Home Care Management Division
9320 Telstar Avenue, #216
El Monte, CA 91731

Dear Dario,

This letter is in response to the Draft Report Compliance Review Report dated 12/4/12.

Concept 7 is requesting that the following items be corrected. On the cover letter, it states "Latino Family Institute, Inc", this should be changed to "Concept 7, Inc".

On page 3 of the letter to the Board of Supervisors first paragraph the sentence "The foster parent who was certified without checking her historical abuse information was **research** and there were no records of abuse/neglect." Underlined word should be changed to "researched". On the same page under the Review of Report section it references "Five Acres FFA's". We are requesting this to be changed to "Concept 7".

On page 2 of the Scope of Review, Certified Foster Homes, we would like it to be noted on the first bullet point that "It was also noted by the Concept 7 representatives that the home study in question was over 16 years old."

On page 4 of the Scope of Review, Personal Rights and Social/Emotional Well-Being, we would like a grammatical error to be corrected. The sentence as in the letter states "When the certified foster parent was asked about this issue we was evasive and said that being the case, he would not go to church and **stayed** behind at the certified foster home with the children." We would like the underlined word to be replaced with "would stay".

On the Contract Program Compliance Monitoring Review-Summary page under the address for the Commerce site that License Number should read 197805297.

Thank you for your attention to this matter and if I can be of further assistance please do not hesitate to call me at (323) 838-9566.

Sincerely,

Jackie Jakob, MSW
FFA Director

5675 Telegraph Rd., Suite 260, Commerce, CA 90040
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December 11, 2012

Néstor Figueroa, MSW, Manager, CSA II
Out of Home Care Management Division
9320 Telstar Avenue, #216
El Monte, Ca 91731

Re: Corrective Action Plan (CAP) to Compliance Review Letter dated 12/4/12.

Dear Néstor,

Concept 7, Inc. is in receipt of the draft report created following the contract compliance review of our agency, which was conducted by Out of Home Management Division for fiscal year 2012-2013. We would like to thank the Out of Home Management Division Monitor Dario Villamarin and the MSW Intern for their professionalism and support during the program review of our Foster Care Program.

Concept 7 has reviewed the above reference report and submits the following CAP to address the recommendations noted.

Concept 7 FFA's Management shall ensure that:

1. Specific, individualized assessments are developed when placing more than two children in a certified foster home.

    - All Concept 7 Social Workers and Supervising Social Workers received training on conducting individualized assessments for certified foster homes, when placing more than two children in the home. Training for Supervising Social Workers was conducted on 11/28/12 by FFA Director. Training for Social Workers was conducted on 11/28/12, 12/4/12, and 12/5/12 by each office's Supervising Social Worker. (See attached training sheets.)
    - Supervising Social Worker and/or FFA Director will sign off on all certification exceptions.

2. Home studies are dated to determine their timeliness.

    - All Concept 7 Social Workers (11/28/12, 12/4/12,12/5/12), Supervising Social Workers (11/28/12), Adoption Social Workers, and Adoptions Director (12/5/12) were trained on ensuring that Home studies are dated to determine their timeliness.
    - Adoptions Director will ensure that all home studies are dated prior to date of certification.

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3. Home inspections are conducted prior to re-certification.

    - All Concept 7 Office Administrators, Office Administrator Assistants, Social Workers and Supervising Social Workers received training to ensure that home inspections are conducted prior to re-certification. Office Administrators/Assistance will develop a calendar and alert Social Workers of when the re-certification home inspection is due.
    - Supervising Social Worker will review and initial all home inspections. (See revised Home Inspection Form.)

4. OHCMD is contacted for historical abuse information regarding prospective certified foster parents prior to certification.

    - All Concept 7 Office Administrators, Office Administrator Assistants, Social Workers (11/28/12, 12/4/12,12/5/12), and Supervising Social Workers (11/28/12) received training to ensure that historical abuse information is requested prior to certification. Supervising Social Worker and/or FFA Director will sign off on response sheet from OHCMD indicating results of historical abuse inquiry.

5. All certified foster homes have lights in the children's bedrooms.

    - All Concept 7 Social Workers and Supervising Social Workers received training regarding conducting home inspections that include monitoring for light fixtures in each bedroom. Staff was trained to ensure that follow-up is conducted and documented regarding any CAP given to the certified foster parents regarding deficient items.
    - All certified foster parents were trained regarding having proper lighting in all bedrooms. Training began on 11/29/12 with foster parents. (See attached Training Checklist.)
    - Supervising Social Workers will follow-up on all CAPs given to FPs to ensure that any deficiencies are corrected.

6. Concept 7 FFA social workers make sure that when a recommendation on a deficiency is made or brought up to the attention of the certified foster parent, the recommendation is implemented.

    - All Concept 7 Social Workers and Supervising Social Workers were trained to ensure that follow-up is conducted and documented regarding any CAP given to the certified foster parents regarding deficient items.
    - All certified foster parents were trained regarding CAP procedures and follow-up by staff on deficient items in their home.
    - Supervising Social Workers will follow-up on all CAPs given to FPs to ensure that any deficiencies are corrected.

7. All certified foster parents are familiar with the NSPs.

    - All Concept 7 Social Workers and Supervising Social Workers were trained regarding ensuring that all certified foster parents are familiar with the NSPs.
    - All certified foster parents were trained regarding the NSPs. If there is more than one certified foster parent in a home, both will be trained regarding the NSPs. Both will be encouraged to participate in the development of NSP goals for the foster children in their homes.
    - Social Workers on a monthly basis will discuss NSP and goals with foster parents. This will be documented in child case notes.

8. Report cards are in all children's files.

    - All Concept 7 Social Workers and Supervising Social Workers were trained regarding obtaining report/progress cards on a regular basis from foster parents and filing them on a timely basis.
    - All certified foster parents were trained to submit report/progress cards to their assigned Social Workers in a timely manner.
    - Peer Review checklist will now include auditing for report cards. This review is conducted every other week amongst Social Workers and Social Worker Supervisors. (See attached Peer Review Form.)

9. Foster children are free to attend religious services and an alternative plan is in place if children choose not to attend services.

    - All Concept 7 Social Workers and Supervising Social Workers were trained regarding children's personal rights to be free to attend or not attend religious services. Concept 7 Social Workers and Supervising Social Workers were trained regarding having certified foster parents indentify alternative care for children if they do not want to attend religious services with their foster parents.
    - All certified foster parents were trained regarding children's person right to attend or not attend religious services. All certified foster parents were trained regarding identifying alternative care plan for children if they do not wish to attend religious services with them.
    - Social Workers will ask children once a month about religious activities in the home. Social Workers will document conversation in case notes.

10. All children have a life book or photo albums.

    - All Concept 7 Social Workers and Supervising Social Workers were trained regarding ensuring that all certified foster parents have a life book/photo album for all children in their care.
    - All certified foster parents were trained to maintain a life book/photo album for each child in their care.
    - Home Inspection forms were updated to include a check for Life Books. (See attached Home Inspection Form.)

11. CPR and First-Aid certificates are timely.

    - All Concept 7 Social Workers, Supervising Social Workers, and Human Resources Coordinator were trained regarding maintaining their CPR and First-Aid certificates current at all times. Human Resources Coordinator to notify Office Administrators 30 days in advance of when CPR and First-Aid will expire for staff at each given office. Human Resources Coordinator to ensure that new hires have completed CPR and First-Aid certification within 30 days of hire.

Thank you for taking the time to evaluate our Foster Care Program. Your compliance review has provided us with valuable feedback to improve our program. Please contact me if you have any questions or further suggestions.

Sincerely,

Jackie Jakob, MSW
FFA Director

Cc. Dario Villamarin, OHCMD Monitor
John Peel, CEO