County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

PHILIP L. BROWNING
Director

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

June 19, 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

ST. ANNE'S MATERNITY GROUP HOME CONTRACT COMPLIANCE MONITORING REVIEW

The Department of Children and Family Services (DCFS) Out-of-Home Care Management Division (OHCMD) conducted a review of St. Anne's Maternity Group Home (St. Anne's) in August 2011, at which time St. Anne's had one 32-bed site and 28 DCFS female placed children.

St. Anne's is located in the First Supervisorial District and provides services to DCFS foster youth, as well as Los Angeles County Probation Department youth. According to St. Anne's program statement, its stated goal is "to provide services to at risk and pregnant or parenting young mothers and their children up to 3 years of age." St. Anne's is licensed to serve a capacity of 32 children, ages 11 through 17.

For the purpose of this review, a sample of seven currently placed children were selected, their case files were reviewed, and the children were interviewed. The placed children's average overall length of placement was five months, and their average age was 17. The files of three discharged children were reviewed to determine if the destination of placement was per their permanency plan and if the children were meeting their Needs and Services Plan (NSP) goals at the time of discharge. Ten staff files were reviewed for compliance with Title 22 Regulations and County contract requirements.

One child was prescribed psychotropic medication. We reviewed her case file 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 St. Anne's compliance with its County contract and State Regulations. The visit included a review of St. Anne's program statement, administrative internal policies and procedures, seven DCFS placed children's case files, three discharged children's case files and a random sampling of personnel files. A visit was made to the facility to assess the quality of care and supervision provided to children, and we conducted interviews with the 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

Overall, the children interviewed indicated that they were provided with good care and appropriate services, were comfortable in their environments and were treated with respect and dignity. The direct care staff stated that they had open communication with the placed children and did their very best to address the children's needs in a timely manner.

There were deficiencies noted during the monitoring review. St. Anne's needed to develop timely and comprehensive NSPs to include all required information in accordance with the contract. St. Anne's also needed to ensure placed children attended school as required and made progress toward their academic performance. Additionally, St. Anne's needed to obtain, or document efforts to obtain, the DCFS Children Social Workers' (CSWs) authorization to implement the NSPs, ensure that placed children receive timely initial dental examinations and develop a plan to ensure children make progress toward and attain their NSP's goals prior to discharge from placement. Overall, however, St. Anne's is providing good care and services to placed children.

In conclusion, St. Anne's administration was receptive to implementing some systemic changes to improve compliance with regulations and the contract. The Executive Director of Treatment and his management staff agreed to address noted deficiencies in a Corrective Action Plan (CAP).

NOTABLE FINDINGS

The following are the notable findings of our review:

- Thirteen of 21 reviewed NSPs did not contain the CSWs' signatures to implement the NSPs and/or there was no documentation to show that efforts were made by St. Anne's staff to obtain the DCFS CSWs' authorizations. The Quality Assurance Director stated that all NSPs would be sent to the placement worker for approval in

a timely manner. In the event that the approved NSP was not received from the CSW, there would be appropriate documentation demonstrating efforts to obtain timely approval.

- Three of seven sampled children were not making progress toward meeting the NSPs case goals. The Quality Assurance Director stated that every effort would be made for all residents to make progress toward meeting NSP goals. When creating treatment goals to ensure that all goals were Specific, Measurable, Attainable, Realistic and Tangible (S.M.A.R.T.), the treatment team would break down goals in small tasks and utilize the S.M.A.R.T. technique.

- Fourteen of 21 required NSPs were not completed timely. The Quality Assurance Director stated that the Education Case Liaison (ECL) would track NSP due dates on a Daily Meeting template, which would be reviewed daily by the treatment team to ensure that NSPs were completed timely.

- None of the 21 required NSPs were comprehensive in that they did not include all the required elements in accordance with the NSP template. The NSPs did not include specific and measureable treatment goals related to permanency, life skills and visitation. Some quarterly updates did not include permanency goals or address progress regarding family visits toward reunification and/or transitional housing. Additionally, some quarterly updates did not include progress regarding children's physical, dental and/or psychological health over the previous three months and lacked detail regarding the type of contact St. Anne's staff had with the CSWs regarding progress.

  The Quality Assurance Director stated that they attended the DCFS NSP training on January 20, 2012. As of March 28, 2012, St. Anne's staff have been trained to ensure all NSPs are comprehensive with all of the required information included.

- Three of seven children did not attend school as required. Although the reviewed NSPs documented the children having truancy issues or refusing to attend school, there was no documentation supporting the efforts made by St. Anne's to ensure the children attended school regularly as required. The Quality Assurance Director agreed that every effort would be made to ensure that all residents are attending school as required, that efforts made would be documented in resident's case file and residents would receive a school stipend to motivate them to maintain regular school attendance. Additionally, Treatment Team Meetings would be scheduled by ECLs and held for specific teens that have difficulty attending school, in order to promote increased school attendance.

- One child's initial dental examination was conducted 30 days late. The Quality Assurance Director stated that effective immediately, Health Services Manager would schedule all necessary dental appointments for new residents within seven days of placement. If there was no availability for the appointment, an alternative dental provider would be used in order to ensure that all necessary dental appoints are completed within 30 days of placement.

- One sampled staff did not receive the required initial training and did not have a valid First-Aid certificate on file. The Quality Assurance Director stated that the staff was no longer employed with St. Anne's. In the future, all staff will receive required initial training within 90 days of employment and have a valid First-Aid certificate on file.

A detailed report of our findings is attached.

EXIT CONFERENCE

The following are highlights from the Exit Conference held October 7, 2011.

In attendance:

Carlos Tobar, Director of Quality Assurance; Laurie Collier, Senior Director of Residential Programs and Support Services; Veronica Garcia, Residential Services Director; Maryam Sesay, St. Anne's Maternity Group Home; and Monitor Jui-Ling Ho, DCFS, OHCMD.

Highlights:

St. Anne's Administration was in agreement with our findings and recommendations. The Director of Quality Assurance indicated that the review was helpful for St. Anne's. The review provided them the opportunity to improve their documentation in the NSPs, as well as encourage their staff to ensure that the NSPs are comprehensive and include detail regarding the Group Home contacts with the DCFS CSWs.

St. Anne's provided an approved written CAP addressing each recommendation noted in this compliance report. The approved CAP is attached.

We will assess for full implementation of 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:PBG:jlh

Attachment

c: William T Fujioka, Chief Executive Officer
Wendy Watanabe, Auditor-Controller
Jerry E. Powers, Chief Probation Officer
Public Information Office
Audit Committee
Sybil Brand Commission
Tony Dana Walker, Executive Director, St. Anne's Maternity Group Home
Leonora Scott, Regional Manager, Community Care Licensing
Jean Chen, Regional Manager, Community Care Licensing

ST ANNE'S MATERNITY GROUP HOME
CONTRACT COMPLIANCE MONITORING REVIEW-SUMMARY

155 N. Occidental Blvd.
Los Angeles, CA 90026
License Number 191802087
Rate Classification Level 12

	Contract Compliance Monitoring Review	Findings: August 2011
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 & Log Maintained 6. Runaway Procedures 7. Allowance Logs 8. CCL Citations/OHCMD Investigation Reports on Safety and Plant Deficiencies 9. Sign In/ Out Logs	Full Compliance (ALL)
II	**Facility and Environment** (6 Elements) 1. Exterior Well Maintained 2. Common Areas Maintained 3. Children's Bedrooms/Interior Maintained 4. Sufficient Recreational Equipment 5. Sufficient Educational Resources 6. Adequate Perishable and Non Perishable Food	Full Compliance (ALL)

III	**Maintenance of Required Documentation and Service Delivery** (13 Elements)	
	1. Child Population Consistent with Program Statement.	1. Full Compliance
	2. DCFS CSW Authorization to Implement NSPs	2. Needs Improvement
	3. Children's Participation in the Development of NSPs	3. Full Compliance
	4. NSPs Implemented and Discussed with Staff	4. Full Compliance
	5. Progressing Toward Meeting the NSP Case Goals	5. Needs Improvement
	6. Timely Initial NSPs	6. Needs Improvement
	7. Comprehensive Initial NSPs	7. Needs Improvement
	8. Therapeutic Services Received	8. Full Compliance
	9. Recommended Assessments/Evaluations Implemented	9. Full Compliance
	10. DCFS CSWs Monthly Contacts Documented	10. Full Compliance
	11. Maintaining Important Relationships	11. Full Compliance
	12. Timely Updated NSPs	12. Needs Improvement
	13. Comprehensive Updated NSPs	13. Needs Improvement
IV	**Educational and Emancipation Services** (8 Elements)	
	1. Timely Enrollment	1. Needs Improvement
	2. Attend School As Required	2. Needs Improvement
	3. Facilitate Educational Goals	3. Full Compliance
	4. Academic Performance and/or Attendance Increased	4. Needs Improvement
	5. Current IEPs Maintained	5. Full Compliance
	6. Current Report Cards Maintained	6. Full Compliance
	7. Emancipation/Vocational Programs Provided	7. Full Compliance
	8. Facilitate ILP Emancipation Planning	8. Full Compliance
V	**Health and Medical Needs** (6 Elements)	
	1. Initial Medical Exams Conducted	1. Full Compliance
	2. Initial Medical Exams Timely	2. Full Compliance
	3. Follow-up Medical Exams Timely	3. Full Compliance
	4. Initial Dental Exams Conducted	4. Full Compliance
	5. Initial Dental Exams Timely	5. Needs Improvement
	6. Follow-Up Dental Exams Timely	6. Full Compliance

VI	**Psychotropic Medications** (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** (15 Elements) 1. Children Informed of Home's Policies and Procedures 2. Children Feel Safe 3. Satisfaction with Meals and Snacks 4. Staff Treatment of Children with Respect and Dignity 5. Appropriate Rewards and Discipline System 6. Consequences Fair 7. Children Allowed Private Visits, Calls and Correspondence 8. Children Free to Attend Religious Services /Activities 9. Reasonable Chores 10. Children Informed about Psychotropic Medication 11. Children Aware of Right to Refuse Psychotropic Medication 12. Children Free to Receive or Reject Voluntary Medical, Dental and Psychiatric Care 13. Participation in Recreational Activity Planning 14. Participation in Recreational Activities 15. Participation in Extra-Curricular, Enrichment and Social Activities	1. Full Compliance 2. Full Compliance 3. Needs Improvement 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Full Compliance 11. Full Compliance 12. Full Compliance 13. Full Compliance 14. Full Compliance 15. Full Compliance
VIII	**Personal Needs/Survival and Economic well-Being** (8 Elements) 1. $50 Clothing Allowance 2. Adequate Quantity of Clothing Inventory 3. Adequate Quality of 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	**Discharged Children** (3 Elements) 1. Discharge According to Permanency Plan 2. Make Progress Toward Meeting NSP goals 3. Stabilize Placement Prior the Removal	 1. Full Compliance 2. Needs Improvement 3. Full Compliance
X	**Personnel Records (including Staff Qualifications, Staffing Ratios, Criminal Clearances and Training)** (14 Elements) 1. DOJ Timely Submitted 2. FBI Timely Submitted 3. CACIs Timely Submitted 4. Signed Criminal Background Statement Timely 5. Education/Experience Requirement 6. Employee Health Screening Timely 7. Valid Driver's License 8. Signed Copies of GH Policies and Procedures 9. Initial Training Documentation 10. Child Abuse Training 11. CPR Training Documentation 12. First-Aid Training Documentation 13. On-going Training Documentation 14. Emergency Intervention Training Documentation	 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. Needs Improvement 10. Full Compliance 11. Full Compliance 12. Needs Improvement 13. Not Applicable 14. Full Compliance

ST ANNE'S MATERNITY GROUP HOME
CONTRACT COMPLIANCE MONITORING REVIEW-SUMMARY

155 N. Occidental Blvd.
Los Angeles, CA 90026
License Number 191802087
Rate Classification Level 12

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

CONTRACTUAL COMPLIANCE

Based on our review, St. Anne's Maternity Group Home (St. Anne's) was in full compliance with five of 10 sections of our contract compliance review: Licensure/Contract Requirements; Facility and Environment; Psychotropic Medication; Personal Rights and Social/Emotional Well-Being; and Personal Needs/Survival and Economic Well-Being. The following report details the results of our review.

MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE DELIVERY

Based on our review of seven children's files and/or documentation from the provider, St. Anne's fully complied with seven of 13 elements reviewed in the area of Maintenance of Required Documentation and Service Delivery.

We noted that 13 of 21 reviewed Needs and Services Plan (NSP) did not contain the CSWs' signatures to implement the NSPs and/or there was no documentation to demonstrate efforts were made by St. Anne's staff to obtain the CSWs' authorizations. Additionally, 14 of 21 NSPs were not timely, and none of the 21 NSPs were comprehensive in that they did not include all the required elements in accordance with the NSP template.

The NSPs did not include specific and measureable treatment goals related to permanency, life skills and visitation. Some quarterly updates did not include permanency goals or address progress regarding family visits toward reunification and/or transitional housing. Also, some quarterly updates did not include progress regarding children's physical, dental and/or psychological health over the previous three months and lacked details regarding the type of contact St. Anne's staff had with the CSWs regarding progress. Further, three of seven sampled children were not making progressing toward meeting the NSPs case goals.

The Quality Assurance Director stated that all NSPs would be sent to the placement worker for approval in a timely manner. In the event that the approved NSP was not received from the CSW, there would be appropriate documentation demonstrating efforts to obtain timely approval. He also stated that the Education Case Liaison (ECL)

would track NSP due dates on a Daily Meeting template, which would be reviewed daily by the treatment team to ensure that NSPs were completed timely. St. Anne's representatives also attended NSP training on January 20, 2012 to ensure NSPs are comprehensive. St. Anne's agreed that every effort would be made for all residents to make progress toward meeting NSP goals.

Recommendations:

St. Anne's management shall ensure:

1. Documentation of the staff efforts is maintained as verification that DCFS CSWs approved implementation of NSPs.

2. NSPs are developed timely.

3. NSPs are comprehensive and include required information.

4. Children are progressing towards meeting their NSP goals.

EDUCATION AND WORKFORCE READINESS

Based on our review of seven children's files and/or documentation from the provider, St. Anne's fully complied with five of eight elements reviewed in the area of Education and Workforce Readiness. One child's file was not applicable to this review because she had completed high school this past summer, and she was on maternity leave.

We found that three of seven children did not attend school as required and did not make progress toward their academic performance and/or attendance. Additionally, one child was not enrolled in school timely. The Quality Assurance Director agreed that every effort would be made to ensure that all residents are enrolled in and are attending school as required. All efforts made would be documented in residents' case files. Residents would receive a school stipend to motivate them to maintain regular school attendance. Additionally, Treatment Team Meetings would be scheduled by Education Case Liaisons and held for children that have difficulty attending school, in order to promote increased school attendance.

Recommendations:

St. Anne's management shall ensure:

5. All children attend school as required.

6. The treatment team works with both public and non-public schools to increase children's academic performance.

7. All children are enrolled in school timely.

HEALTH AND MEDICAL NEEDS

Based on our review of seven children's files and/or documentation from the provider, St. Anne's fully complied with five of six elements reviewed in the area of Health and Medical Needs.

We noted that one child's initial dental examination was conducted 30 days late. The Quality Assurance Director stated that effectively immediately, Health Services Manager would schedule all necessary dental appointments for new residents within seven days of placement. If there was no availability for the appointment, an alternative dental provider would be used in order to ensure that all necessary dental appoints are completed within 30 days of placement.

Recommendation:

St. Anne's management shall ensure that:

8. All children's initial dental examinations are completed timely.

PERSONAL RIGHTS AND SOCIAL/EMOTIONAL WELL-BEING

Based on our review of seven children's files and/or documentation from the provider, St. Anne's fully complied with 14 of 15 elements reviewed in the area of Personal Rights and Social/Emotional Well-Being.

During our review, five children stated that the food served at St. Anne's did not taste good. Most of the time lunch consisted of sandwiches with salads, only. Residents like to be provided with hot breakfast and lunch options on a daily basis. The Quality Assurance Director stated that residents would be provided with higher quality meals and would be encouraged to provide their input regarding food quality. St. Anne's agreed to provide hot meal options and a variety of foods on a daily basis.

Recommendation:

St. Anne's management shall ensure:

9. The children report satisfaction with their meals and snacks.

DISCHARGED CHILDREN

Based on our review of three discharged children's files and/or documentation from the provider, St. Anne's fully complied with two of three elements reviewed in the area of Discharged Children.

We found that none of the discharged children were successfully meeting all of their NSP goals prior to their discharge. The Quality Assurance Director stated that beginning immediately, ECLs would create goals that are attainable within the NSP updated period to ensure that residents are making progress toward, and achieving NSP goals.

Recommendation:

St. Anne's management shall ensure:

10. The children are assisted with making progress toward meeting their NSP goals prior to their discharge.

PERSONNEL RECORDS

Based on our review of five staff personnel files and/or documentation from the provider, St. Anne's fully complied with 11 of 13 elements reviewed in the area of Personnel Records. One element was not applicable because none of the reviewed staff were due for annual ongoing training.

A review of the personnel records revealed that one staff did not receive 24 hours of initial training within 90 days of hire, as required. This staff also did not have a valid First-Aid certificate on file. The Quality Assurance Director stated the staff was no longer employed with St. Anne's, but in the future, all staff will receive required initial training within 90 days of employment and have a valid First-Aid certificate on file.

Recommendations:

St. Anne's management shall ensure:

11. All staff members receive the required initial training timely.

12. All staff members have a valid First-Aid certificate on file.

FOLLOW-UP FROM OHCMD'S PRIOR MONITORING REVIEW

Objective

Determine the status of the recommendations reported in the prior monitoring review.

Verification

We verified whether the outstanding recommendations from our prior review were implemented. The report was issued December 13, 2010.

Results

The OHCMD's prior monitoring report contained three outstanding recommendations. Specifically, St. Anne's was to ensure common quarters were well maintained and in good repair at all times; children's bedrooms were well maintained; and that NSPs were comprehensive, including all required elements in accordance with the NSP template.

Based on our follow-up of these recommendations, St. Anne's fully implemented two of three recommendations. St. Anne's did not implement the recommendation by the Auditor-Controller (A-C) and the OHCMD regarding development of comprehensive NSPs with all required elements. Corrective action was requested of St. Anne's to further address the recommendation that was not implemented.

Recommendation:

St. Anne's management shall ensure:

13. Full implementation of the outstanding recommendation from OHCMD's prior monitoring report, which is noted in this report as Recommendation 3.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

A fiscal review of St. Anne's has not been posted by the A-C.

BOARD CHAIR
Lynne M. Hook, Esq.

CO-VICE CHAIR
Marina Corbett
PricewaterhouseCoopers LLP

CO-VICE CHAIR
Patrick Pascal
Chelsea Management Company

SECRETARY
Allison B. Simpson
California Institute of Technology

TREASURER
Javier Quintana, CPA
J.H. Cohn LLP

Andrew E. Bogen, Retired
Gibbons, Oliver & Gruther LLP

Vincent Hooper

Linda J. Brown
Sisters of St. Joseph Parish

Scott Campbell
Best, Best & Krieger LLP

Keith Charles

Patrick Cogan
Charles Dunn Real Estate Services, Inc.

Vito Costanzo
Holland & Knight LLP

Joyce K. Diner
R.H. Diner Investment Counsel, Inc.

Janet M. Feeley, MFT

Michael Scott Feeley
Latham & Watkins LLP

David A. Fuhrman
Willis Insurance Services

George Gibbs, II

Katherine K. Hughes

Sister Norma Janssen, OSF
A Touch of Life

Robert D. Keislair
Marshall & Stevens, Inc.

Lino Kitaos
CBL Strategy

Christine Larson
Citi National Bank

Richard M. Ludenia
Marsh Risk & Insurance Services

Brian W. Matthews
Davies & Rigel

Lynne T. Nerwick
Northern Trust Bank of California

Dale Peck
Hahn & Hahn LLP

Ricardo Preciado

Brian L. Rosative
Office of Supervisor Zev Yaroslavsky

Frederick J. Ruopp
Chelsea Management Company

Sister Nancy Roberts Schrimm, OSF

Elizabeth Tauber

Tom Zimmerman, Retired
Motion Picture Industry
Pension & Health Plans

Gary Walker, MA
St. Anne's Residential
Chief Executive Officer

St. ANNE'S

Building Brighter Futures

November 11, 2011

Dorothy Channel, Manager, CSA II
County of Los Angeles
Department of Children and Family Services
Out of Home Care Management Division
9320 Telstar Avenue, #216
El Monte, CA 91731

RE: Corrective Action Plan for Group Home Monitoring Review
Site Visit Date: August 23, 2011
CAP Due Date: November 13, 2011

Dear Ms. Channel:

The St. Anne's Residential Treatment Program is dedicated to providing the best services available to our residents. Your collaboration and input is helpful in making this possible for our residents. The following items were recommended and will be rectified through the plans related below.

I. LICENSURE/CONTRACT REQUIREMENT
No findings noted in this area during this review.

II. FACILITY AND ENVIRONMENT
No findings noted in this area during this review.

III. MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE DELIVERY

Element #17
Finding:
Authorization to implement the NSPs—Of the 21 required initial and updated NSPs, only 8 NSPs were approved by the CSWs. Although some of the NSPs were noted being faxed to
CSW for approval; no documentations could be found.

Corrective Action Plan:
All Needs and Service Plans (NSPs) will be sent to the placement worker for approval in a timely manner. In the event that the approved NSP is not received from the placement worker, there will be appropriate documentation outlining efforts to obtain approval in a timely manner.

a) The Assistant Director who oversees the Education Case Liaison (ECL) will review with the ECL all NSP due dates, and track these due dates weekly in supervision. (Please see Attachment 1.)
b) The Assistant Director will bring the attached supervision form to weekly supervision meetings with the Residential Treatment Program Director, to ensure that all NSPs are completed in a timely manner.

155 North Occidental Boulevard, Los Angeles, California 90026-4641 · Tel: 213/381-2931 · Fax: 213/381-7804
E-mail: stannes@stannes.org · Website: www.stannes.org
Sponsored by the Franciscan Sisters of the Sacred Heart

c) The ECL will fax the completed NSP to the placement worker for approval, utilizing the attached Fax Cover Sheet to document efforts to obtain approval from the placement worker. (Please see Attachment 2.)
d) If the there is no response from the placement worker by the fourth attempt to obtain approval, the Assistant Director will contact the placement worker supervisor.

Implementation Date: 11/13/2011 and Ongoing
Person Responsible: [redacted] & [redacted], Education Case Liaisons
[redacted] & [redacted], Assistant Directors
[redacted], Residential Treatment Program Director
Quality Assurance: [redacted], Quality Assurance Director

Element #21 and 27
Finding:
NSPs Timely---14 out of 21 required NSPs were not done timely. (Four initial and ten updated)

Corrective Action Plan:
All NSPs will be completed in a timely manner.
a) The Assistant Director who oversees the ECL will review with the ECL all NSP due dates, and track these due dates weekly in supervision. (Please see Attachment 1.)
b) The Assistant Director will bring the attached supervision form to weekly supervision meetings with the Residential Treatment Program Director, to ensure that all NSPs are completed in a timely manner.
c) The ECL will also track NSP due dates on a Daily Meeting template, which is reviewed daily by the treatment team to ensure that NSPs are completed in a timely manner. (Please see Attachment 3.)

Implementation Date: 11/13/2011 and Ongoing
Person Responsible: [redacted] & [redacted], Education Case Liaisons
[redacted] & [redacted], Assistant Directors
[redacted] Residential Treatment Program Director
Quality Assurance: [redacted], Quality Assurance Director

Element #22 and 28
Finding:
NSP Comprehensive---None of the 21 required NSPs were comprehensive due to the following reasons:

- Some quarterly sections lacked detail information regarding the progress toward the identified treatment goals or did not update the child's last status.
- The quarterly section for Permanency Case Plan Goal needs to include the detail information regarding how the Agency worked with the placed child to pursue the permanency case goals and what the efforts were made during the past three months regarding the feasibility of the child's return to his home, placement in another facility or move into independent Living.
- No detail visitation plan was set up for all residents.
- Not all treatment goals were reasonable and reachable.
- Not all NSPs were signed by CSWs or faxed to CSWs for approval.

- No psychological or counseling information were documented in health section for residents.
- Not all identified issues or needs have treatment goals been made.
- The identified treatment goals need to be broke down for small tasks in order to be accurately implemented and assessable for the future evaluation.

Corrective Action Plan:

All NSPs will be comprehensive with all of the required information included. All quarterly updates will provide detailed information regarding progress towards treatment goals. The quarterly updates will include detailed information regarding how St. Anne's has worked with the placed child to pursue the permanency case goals and what efforts were made during the past three months regarding feasibility of the child's return to her home, placement in another facility, or move to Independent Living. The quarterly updates will include a detailed visitation plan. NSPs will include goals that are reasonable and reachable. NSPs will be approved by the placement worker, or include sufficient documentation to outline efforts to obtain approval. Psychological or counseling information will be documented in the health section of the NSPs. Treatment goals will be made for all identified issues or needs. Treatment goals will be broken down in small tasks in order to accurately implemented and assessable for future evaluation.

a) The Residential Program Director, [redacted], and Quality Assurance Specialist, [redacted], met with Group Home Monitor, [redacted], on 10.13.11 to obtain clarification on the above mentioned NSP requirements.
b) Residential Program Director, [redacted], and Quality Assurance Specialist, [redacted] will conduct a training for the Assistant Directors and ECLs to ensure that the NSP documents are comprehensive and inclusive of the information listed above. This training is scheduled for 11.30.11
c) Residential Program Director, [redacted], and Quality Assurance Specialist, [redacted] will attend a formal training on NSP requirements as soon as such training becomes available.
d) The Residential Program Director, [redacted], and Quality Assurance Specialist, [redacted], will utilize the resource of the Group Home Monitor, in order to receive any clarifying information regarding the NSP requirements.
e) Quality Assurance Specialist, [redacted] and Residential Program Director, [redacted], will conduct monthly chart reviews to ensure that all NSP documents are meeting the requirements listed above.
f) The Assistant Director who oversees the ECL will review each completed NSP to ensure that the document is comprehensive and includes all the information listed above.
g) The Residential Program Director will review with NSP document with the Assistant Director to ensure that the document is comprehensive and includes all the required information.
h) The Assistant Director who oversees the ECL will review with the ECL all NSP due dates, and track these due dates weekly in supervision to ensure that NSPs are completed in a timely manner. (Please see Attachment 1.)
i) The Assistant Director will bring the attached supervision form to weekly supervision meetings with the Residential Treatment Program Director, to ensure that all NSPs are completed in a timely manner.
j) The ECL will also track NSP due dates on a Daily Meeting template, which is reviewed daily by the treatment team to ensure that NSPs are completed in a timely manner. (Please see Attachment 3.)

k) ECLs will break down goals in small tasks and utilize the S.M.A.R.T. technique when creating treatment goals to ensure that all goals are reasonable, reachable, and assessable. (Please See Attachment 4)
l) ECLs will document psychological or counseling information on the NSPs as well as attach a copy of the Client Care Coordination Plan, which outlines specific Mental Health Services that the resident is receiving and also documents mental health goals that the youth is working on with her therapist. (Please see Attachment 5)

Implementation Date: Item (b) 11/30/11, other items 11/13/2011 and Ongoing
Person Responsible: [redacted], Education Case Liaisons
[redacted] & [redacted], Assistant Directors
[redacted]idential Treatment Program Director
Quality Assurance: [redacted] Quality Assurance Specialist
[redacted], Quality Assurance Director

Element #20
Finding:
Child not progressing toward meeting the NSPs goals--- Three of the seven sampled children were not progressing toward meeting their NSPs' goals; while this is in compliance with the Group Home Contract, Statement of Work, which states that at least 62% of the placed children successfully meet the NSP goals. It must be noted that DCFS wants all the children to make progress towards meeting their NSP goals.

[redacted] (poor attendance; failing all her classes; AWOL issues); [redacted] (AWOL issues, behavioral issues, refusing school); [redacted] (AWOL issues, behavioral issues, refusing school).

Corrective Action Plan:
Every effort will be made for all residents to make progress toward meeting NSP goals.
a) ECLs will break down goals in small tasks and utilize the S.M.A.R.T. technique when creating treatment goals to ensure that all goals are reasonable, reachable, and assessable. (Please See Attachment 4)
b) ECLs will create goals that are reachable within the NSP update period to ensure that residents are making progress toward, and achieving NSP goals.
c) The Assistant Director who oversees the ECL will review each completed NSP to ensure that the treatment goals are reasonable and reachable within the NSP update period.
d) The Residential Program Director will review with NSP document with the Assistant Director to ensure that the treatment goals are reasonable and reachable within the NSP update period.

Implementation Date: 11/13/2011 and Ongoing
Person Responsible: [redacted] & [redacted], Education Case Liaisons
[redacted] & [redacted], Assistant Directors
[redacted], Residential Treatment Program Director
Quality Assurance: [redacted], Quality Assurance Director

IV. EDUCATION AND WORKFORCE READINESS
Element #29
Finding:

Within 3 days school enrollment—[redacted] was enrolled more than three days. No information was documented on her NSP. (M Baldwin remained at the same school. [redacted] and [redacted] efforts made by the Agency.)

Corrective Action Plan:

All residents will be enrolled in school within 3 days of placement.

a) At intake the ECL will obtain all necessary information to determine the appropriate school placement for the resident.
b) The ECL will schedule a Treatment Team Meeting within 24 hours of the resident being placed at St. Anne's.
c) At this Treatment Team Meeting, the resident will complete the school enrollment application and be enrolled in school within 3 days of placement.
d) This procedure will be closely monitored at the Daily Meeting to ensure that residents are enrolled within 3 days of placement (See Attachment3.)

Implementation Date: 11/13/2011 and Ongoing
Person Responsible: [redacted] & [redacted], Education Case Liaisons
[redacted] & [redacted], Assistant Directors
[redacted], Residential Treatment Program Director
Quality Assurance: [redacted], Quality Assurance Director

Element #30
Finding:
School attendance—[redacted], [redacted] and [redacted] were not attending school as required. ([redacted] graduated from high school this summer and is currently on maternity leave. She will enroll college next spring.)

Corrective Action Plan:

Every effort will be made to ensure that all residents are attending school as required.

a) Residents will receive a school stipend to motivate them to maintain regular school attendance.
b) Community activities will be offered as an incentive for residents Monday – Friday, if they are compliant with attending school, and meeting other program requirements.
c) Residential Counselors and Lead Residential Counselors will begin waking up teens to prepare them for school at 6:30 am, in order to provide teens with enough time to eat breakfast, take their children to daycare, and get ready for school.
d) Residential Counselors and Lead Residential Counselors will continue to prompt residents to wake up for school throughout the morning shift.
e) Therapists will work with the residents in the morning to ensure that teens are attending school regularly.
f) Treatment Team Meetings will be scheduled by ECLs and held for specific teens who have difficulty attending school, in order to promote increased school attendance.
g) Specific residents who have difficulty attending school will be referred to Therapeutic Behavioral Services by their therapist, to assist them in increasing school attendance.
h) ECLs will include school attendance goals on NSPs for specific teens who have difficulty attending school.
i) The Residential Program Director and Assistant Director will meet with the Principle of New Village Charter High School, where the majority of our residents attend school, to discuss and create a plan to support residents who are struggling academically with attendance and/or performance.

Implementation Date: 11/13/2011 and Ongoing
Person Responsible: Residential Counselors
Lead Residential Counselors
Mental Health Therapists
[redacted] & [redacted], Education Case Liaisons
[redacted] & [redacted], Assistant Directors
[redacted], Residential Treatment Program Director
Quality Assurance: [redacted], Quality Assurance Director

Element #32
Finding:
Academic performance and/or attendance NOT increased---[redacted] received all F in her school studies. [redacted] refused attending school during the summer time. No credits received. [redacted] did not stabilize at her summer school and needed to change another school; however she refused to attend again. She then enrolled one health class at different school.

Corrective Action Plan:
Every effort will be made to ensure that all residents are increasing academic performance and/or attendance.

a) Residents will receive a school stipend to motivate them to maintain regular school attendance.
b) Community activities will be offered as an incentive for residents Monday – Friday, if they are compliant with attending school, and meeting other program requirements.
c) Residential Counselors and Lead Residential Counselors will begin waking up teens to prepare them for school at 6:30 am, in order to provide teens with enough time to eat breakfast, take their children to daycare, and get ready for school.
d) Residential Counselors and Lead Residential Counselors will continue to prompt residents to wake up for school throughout the AM shift.
e) Therapists will work with the residents in the morning to ensure that teens are attending school regularly.
f) Treatment Team Meetings will be scheduled by ECLs and held for specific teens who have difficulty attending school, in order to promote increased school attendance. Treatment Teem Meetings will also be held for specific teens who have poor academic performance, in order to assist residents in meeting their academic potential.
g) Specific residents who have difficulty attending school will be referred to Therapeutic Behavioral Services by their therapist, to assist them in increasing school attendance.
h) ECLs will include school attendance goals on NSPs for specific teens who have difficulty attending school.
i) Residential Counselors and Lead Residential Counselors will encourage residents to attend Study Hall, which is offered 5 days per week after school to assist them in increasing academic performance.
j) The Residential Program Director and Assistant Director will meet with the Principle of New Village Charter High School, where the majority of our residents attend school, to discuss and create a plan to support residents who are struggling academically with attendance and/or performance.

Implementation Date: 11/13/2011 and Ongoing
Person Responsible: Residential Counselors
Lead Residential Counselors
Mental Health Therapists
[redacted] & [redacted], Education Case Liaisons

[redacted] & [redacted], Assistant Directors
[redacted], Residential Treatment Program Director
Quality Assurance: [redacted], Quality Assurance Director

V. HEALTH AND MEDICAL NEEDS

Element #41
Finding:
Timely initial dental exam—[redacted] was late for 30 days on her initial dental exam (7-27-11).

Corrective Action Plan:
All residents will receive their initial dental exam within 30 days of placement.

a) Health Services Manager, [redacted], will schedule all necessary medical appointments for new residents within 7 days of placement.
b) If there is no availability for a necessary medical appointment within 30 days of the resident's placement, an alternative medical provider will be used in order to ensure that all necessary medical appointments are completed within 30 days of placement.
c) The Assistant Director who oversees the Health Services Manager, will review scheduled medical appointments with the Health Services Manager in weekly supervisions to ensure that all residents receive their necessary medical appointments within 30 days of placement.
d) All scheduled medical appointments will also be reviewed by the Residential Director and Assistant Directors at the Daily Meeting. (Please see Attachment 3.)

Implementation Date: 11/13/2011 and Ongoing
Person Responsible: [redacted], Health Services Manager
[redacted], Assistant Director
[redacted], Residential Treatment Program Director
Quality Assurance: [redacted], Quality Assurance Director

VI. PSYCHOTROPIC MEDICATION

No findings noted in this area during this review.

VII. PERSONAL RIGHTS AND SOCIAL/EMOTIONAL WELL-BEING

Element #49
Finding:
Food Quality—A total of five children expressed the lunch was eatable, but did not have a good taste. Most of time the lunch they were provided was sandwich with salads only. No other choice was available for them. None of the children interviewed expressed being hungry or being denied of food.

Corrective Action Plan:
Residents will be provided with higher quality meals.

a) Residents will be given hot breakfast options on a daily basis.
b) Residents will be given hot lunch options on a daily basis.
c) Residents will be given more variety of foods for breakfast and lunch throughout the week. (Please see attachment 6)

Implementation Date: 11/13/2011 and Ongoing
Person Responsible: [redacted], Food Services Manager
[redacted], Residential Treatment Program Director
Quality Assurance: [redacted], Quality Assurance Director

VIII. PERSONAL NEEDS/SURVIVAL AND ECONOMIC WELL-BEING

No findings noted in this area during this review.

IX. DISCHARGE CHILDREN

Element #71
Finding:
Successfully met NSP goals---Of the three children reviewed during the review period, none of them successfully meet all of their NSP goals. Therefore St. Anne's Maternity Home scored 0% in this area which is below the required 62%.

Corrective Action Plan:
Every effort will be made for all residents to meet their NSP goals.

a) ECLs will break down goals in small tasks and utilize the S.M.A.R.T. technique when creating treatment goals to ensure that all goals are reasonable, reachable, and assessable. (Please See Attachment 4)
b) ECLs will create goals that are reachable within the NSP update period to ensure that residents are making progress toward, and achieving NSP goals.
c) The Assistant Director who oversees the ECL will review each completed NSP to ensure that the treatment goals are reasonable and reachable within the NSP update period.
d) The Residential Program Director will review with NSP document with the Assistant Director to ensure that the treatment goals are reasonable and reachable within the NSP update period.

Implementation Date: 11/13/2011 and Ongoing
Person Responsible: [redacted] & [redacted] Education Case Liaisons
[redacted] & [redacted], Assistant Directors
[redacted], Residential Treatment Program Director
Quality Assurance: [redacted], Quality Assurance Director

X. PERSONNEL RECORDS

Element #81
Finding:
Received required initial training--- [redacted] did not complete 24 hours of initial training within 90 days requirement. She only had 14.5 hours.

Corrective Action Plan:
Staff [redacted] is no longer employed with St. Anne's, but in the future, all staff will receive required initial training within 90 days of employment.

a) All staff will attend St. Anne's New Hire Orientation, CPR/First Aid, Parenting Training, Youth in Crisis training, and Pro Act training within the first 2 weeks of employment. (Please see Attachment 7)

b) In addition, all staff will attend 2 weeks of training with the Residential Treatment Program, which included shadowing, following the aforementioned trainings.

Implementation Date: 11/13/2011 and Ongoing
Person Responsible: [redacted], Training Coordinator
Assistant Directors
[redacted], Residential Treatment Program Director
Quality Assurance: [redacted], Quality Assurance Director

Element #84
Finding:
Valid First-Aid certificate on file--- [redacted] did not have a valid First-Aid certificate on file

Corrective Action Plan:
Staff [redacted] is no longer employed with St. Anne's, but in the future, all staff will receive First-Aid training, and have a valid First Aid certificate on file.

a) All staff will attend St. Anne's New Hire Orientation, CPR/First Aid, Parenting Training, Youth in Crisis training, and Pro Act training within the first 2 weeks of employment. (Please see Attachment 7)
b) Training Coordinator, [redacted], will keep record of all staff certification requirements and renewal dates.
c) Training Coordinator, [redacted], will schedule trainings for all staff prior to the expiration of any necessary certifications, including First Aid certificates.
d) [redacted]z, Human Resource Coordinator, will maintain all personnel records and ensure that all necessary certifications are kept on file with personnel records.

Implementation Date: 11/13/2011 and Ongoing
Person Responsible: [redacted]n, Training Coordinator
[redacted]z, Human Resource Coordinator
Assistant Directors
[redacted], Residential Treatment Program Director
Quality Assurance: [redacted], Quality Assurance Director

If you have any questions, please don't hesitate to contact me directly at (213) 381-2931 ext. 264 or [redacted], Quality Assurance Director at ext. 500.

Sincerely,

Veronica A. Garcia, MSW, ASW, PPSC
Residential Treatment Program Director

CC: Jui-Ling Ho, Group Home Monitor, OHCMD
Tony Walker, President and Chief Executive Officer
Janice Kanellis, Chief Operating Officer
Lauri Collier, Senior Director of Residential Programs & Support Services
Carlos Tobar, Quality Assurance Director

Attachment 1

Case manager supervision

Key - Orange-1,4,7,10 Green-2,5,8,11 Yellow 3,6,9,12 Date Time Review for the week of:

NAME	DOB	DOF	Birth Cert Y/N	SS card Y/N	ID Y/N	Savings Bank Account Y/N	Age Waiver (b-day h due date) month 1 date	month 2 date	month 3 date	CCL Letter rec'd Y/N	6 Month FILP date	Comp Y/N	ILP Client Y/N	700/1500 initial date	Comp Y/N	700/1500 Annual date	Comp Y/N	ITP due date	Comp Y/N	3 month plan due	Comp Y/N	6 month plan due	Comp Y/N	9 month plan due	Comp Y/N

Discharges: Name:	Date	Email Sent		DS Comp		IC NEP due to Discharge		Stability Report Due: Completed Concerns:	Doc Collection Due: Completed Concerns:

Strengths:					PTO Request:		Call Outs:

Attachment 2 (cont.)

NAME	DOB	DOP	12 month plan due	Comp Y/N	18 month plan due	Comp Y/N	19 month plan due	Comp Y/N	21 month plan due	Comp Y/N	24 month plan due	Comp Y/N	27 month plan due	Comp Y/N	30 month plan due	Comp Y/N	33 month plan due	Comp Y/N	36 month plan due	Comp Y/N	39 month plan due	Comp Y/N

Attachment 2

155 N. Occidental Blvd.
Los Angeles, CA 90026
213.381.2931 ext.____
Fax: 213.381.6633/213.381.9301

Fax Cover Sheet

To: Date:

From: Pages sent including cover:

Fax #:

Re:

COMMENTS:

Our Return Fax Number is 213.381.6633/213.381.9301

For St. Anne's Case Manager Use Only

Follow-up phone calls made to CSW/PO:

Phone Calls	DATE	TIME	Spoke with CSW/DPO	Left Message CSW/DPO Voicemail	Spoke with Clerk/OD
1st call on same day fax was sent-call CSW/PO					Clerk/OD's name:
2nd call on same day fax was sent-call CSW/PO					Clerk/OD's name:
3rd call on day after fax was sent-call CSW/PO					Clerk/OD's name:
4th call to CSW/PO supervisor on day after fax was sent					Clerk/OD's name:
5th call to CSWS/DPOS by Assist Director			Spoke With CSWS/DPOS ☐	Left Message with CSWS/ DPOS ☐	Clerk/OD's name:
6th call to CSWS/DPOS by Assist Director			Spoke With CSWS/DPOS ☐	Left Message with CSWS/ DPOS ☐	Clerk/OD's name:

This transmission may contain highly confidential and /or privileged information and is intended to be read by the recipient only. This information is provided to the recipient in accordance with state and federal including, but not limited to the welfare and Institutions Code, the Labor Code and HIPAA Privacy Standards. Duplication of this information for further disclosures is prohibited without the prior written consent of the holder of the privilege unless otherwise permitted by law. If you have reached this transmission in error, please contact the sender immediately.

Attachment 3

Residential Program Daily Meeting Date: M T TH

7:30am
10:00am
1:30pm
2:30pm
10:30pm

Total Census			Floor 2 Census		Floor 3 Census		# of Referrals:	# Interviewed:
Moms:	Babies:		Moms:	Babies:	Moms:	Babies:	DCFS: Probation:	DCFS: Probation:
Vacant Rm. #	Total M/B:	Total Teen	Total M/B:	Total Teen:	Total M/B:	Total Teen:	Week of # of Interviews:	Week of # of Clients Accepted:
Available Rm. #	Total M/B:	Total Teen:	Total M/B:	Total Teen:	Total M/B:	Total Teen:	Week of # of Interviews:	Week of # of Clients Accepted:

Discharged:

Room #	Resident Name	D.O.B	Child #1	D.O.B	Child #2	D.O.B	Date of Discharge	Date of Paperwork Due	Permanency Plan from Intake	Discharge Destination

To Be Completed Discharges:

Room #	Resident Name	Expected Delivery Date	Reason	Date/Day Issued	Date of Court Hearing	Date to be Completed	Child #1	D.O.B	Child #2	D.O.B

Pending/Forecasted Discharges

Room #	Resident Name	Pregnancy Due Date	Reason	Defended Discharge date	Updated 3/4 Date	Child #1	D.O.B	Child #2	D.O.B

Intakes:

Room #	Resident Name	D.O.B	Child #1	D.O.B	Child #2	D.O.B	Date of Interview	Date of Intake	Date of Site Planning Meeting	Date Cert. Letters Sealed	Reason of Actual Enrolled

Pending Intakes:

Name	D.O.B	Date of Referral	Date of Interview	Child #1 or Due Date	D.O.B	Child #2 or Due Date	D.O.B

ATTACHMENT 3 (CONT.)

Pending Intake History

Room #	Resident Name	Pregnancy Due Date or SP/SP	Child #1	D.O.B.	Child #2	D.O.B.

Social Worker/DPO: Telephone #:
Runaway HX:
School HX:
Mental Health HX:
Violence HX:
Goals:

Room #	Resident Name	Pregnancy Due Date or SP/SP	Child #1	D.O.B.	Child #2	D.O.B.

Social Worker/DPO: Telephone #:
Runaway HX:
School HX:
Mental Health HX:
Violence HX:
Goals:

Room #	Resident Name	Pregnancy Due Date or SP/SP	Child #1	D.O.B.	Child #2	D.O.B.

Social Worker/DPO: Telephone #:
Runaway HX:
School HX:
Mental Health HX:
Violence HX:
Goals:

Room #	Resident Name	Pregnancy Due Date or SP/SP	Child #1	D.O.B.	Child #2	D.O.B.

Social Worker/DPO: Telephone #:
Runaway HX:
School HX:
Mental Health HX:
Violence HX:
Goals:

Room #	Resident Name	Pregnancy Due Date or SP/SP	Child #1	D.O.B.	Child #2	D.O.B.

Social Worker/DPO: Telephone #:
Runaway HX:
School HX:
Mental Health HX:
Violence HX:
Goals:

Room #	Resident Name	Pregnancy Due Date or SP/SP	Child #1	D.O.B.	Child #2	D.O.B.

Social Worker/DPO: Telephone #:
Runaway HX:
School HX:
Mental Health HX:
Violence HX:
Goals:

Intake Paperwork Due- Day 1 -ECL

Days of Intake - PA

Room #	Resident Name	Res. Intake Assessment	Intake Follow-up Worksheet	Group Home Agreement	Medication Authorization	Authorization for Emergency Med. Care	Consent for Emergency Medication Treatment	Unsafe Items	Personal Rights	Complaint Procedures	Group Home Agreement	Statement of Dangerous Behaviors	Mobile phone Policy	Custody of Children	SIDS/Crib Safety	Bathroom Electrical Cord Policy	Activity Author.	Pass Author.	Phone Author.	Visitor Author.	Runaway Profile	Baby Safe	Shaken Baby	Universal Precautions	Release of Info	Informed Consent	Mentor Requests	Resident Manual	Personal Items Inventory	EP Contract	Intake E-Mail	Letter to Edu Rights Holder w/certified mail receipt	Letter to CSW/DPO w/certified mail receipt	Letter to Principal w/certified mail receipt

Continued Intake Paperwork Due- Day 3 -ECL

Room #	Resident Name																																	

Pregnancies ELC Issues MHS Issues FBS Issues Prop. Mgmt. Issues

Apt.	Name	Due Date	Maternity Leave Starts	Date of Contract to Start	Maternity Leave Ends				

Paperwork Due: 3 Months

Apt. #	Resident Name	Date Due			TTH Date	TTH Time	Monitor

Paperwork Due: 6 Months

Apt. #	Resident Name	Date Due				TTH Date	TTH Time	Monitor

Paperwork Due: 9 Months

Apt. #	Resident Name	Date Due			TTH Date	TTH Time	Monitor

Paperwork Due: 12 Months

Apt. #	Resident Name	Date Due							TTH Date	TTH Time	Monitor

Paperwork Due: 15 Months

Apt. #	Resident Name	Date Due			TTH Date	TTH Time	Monitor

Paperwork Due: 18 Months

Apt. #	Resident Name	Date Due				TTH Date	TTH Time	Monitor

Paperwork Due: 21 Months

Apt. #	Resident Name	Date Due			TTH Date	TTH Time	Monitor

Attachment 3 (cont.)

School Contracts:

Rm. #	Name	Ed Rights Holder Ltr Certified Mailed Y/N		Date Life Skill Attnd this month				

Other Contracts:

Rm. #	Resident Name	Pgm. Partici-pation	Sav-ings	No Harm	Sub-stance	Curfew	Home Safety	Pre-Sep

Attachment 3 (cont.)

Resident Name	Parenting/ Sexual Behavior				Psychological Issues-Hallucinations, Threats, Substance Use, Cutting, SI +, HI + or Physical Altercation										Health Issue			Theft/ Destruction of Property					AWOL		AWOL Return			Other			
	IR	SCAR	Hold	1*1	IR	SCAR	Hold	No Harm	Police	PET Team	Room Search	Safety Check	Med Appt	1*1	IR	Med Appt	Health Dept.	IR	Police	Restitution Contract	No Harm	1*1	IR	MP	IR	Pull MP	Hold	IR	Safety Hold	LOS	LSA

Attachment 4

Creating S.M.A.R.T. Goals

From Paul J. Meyer's "Attitude Is Everything."

Specific

Measurable

Attainable

Realistic

Tangible

Specific - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

*Who: Who is involved?
*What: What do I want to accomplish?
*Where: Identify a location.
*When: Establish a time frame.
*Which: Identify requirements and constraints.
*Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you

Attachment 4 (cont.)

stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....How much? How many? How will i know when it is accomplished?

Attainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Realistic - To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you

Attachment 4 (cont.)

ever accomplished actually seem easy simply because they were a labor of love.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

Tangible - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible, or when you tie an tangible goal to a intangible goal, you have a better chance of making it specific and measurable and thus attainable.

Intangible goals are your goals for the internal changes required to reach more tangible goals. They are the personality characteristics and the behavior patterns you must develop to pave the way to success in your career or for reaching some other long-term goal. Since intangible goals are vital for improving your effectiveness, give close attention to *tangible* ways for measuring them.

Attachment 4 (cont.)

Goal setting guidelines

An effective expression of the important goal setting guidelines is that you should set SMART goals. What the SMART goal setting guidelines actually mean is that your goals should be **Specific**, **Measurable**, **Attainable**, **Rewarding**, and **Timely**.

Neglect one of those guidelines and the odds that your goals are achieved drop many times. Why?

The key force that either drives you towards your goals or holds you back is your subconscious mind. Those goal setting guidelines are the necessary criteria for your subconscious mind to accept your goals and start working for you. Otherwise, it will work hard to keep you in the comfort zone of your present conditions and old habits.

With a **specific** goal you can clearly see what it is you want to achieve, and you have specific standards for that achievement. In making your goals specific it is important that you actually **write them**, which is crucial in all goal setting guidelines.

The more specific is your goal, the more realistic is your success, and the shorter is path to it.

When you work on making your goal specific, you program your subconscious mind to work for you. Then, your feelings and thoughts will lead you to your goal instead of pointing at the obstacles. To make your goals specific you also need to work out the other components of SMART goal setting guidelines below.

For a goal to be **measurable** you need a way to measure the progress and some specific criteria that will tell you when you can stop and the goal is achieved. Feeling the progress is very important for you to stay motivated and enjoy the process of achieving the goal.

An **attainable** goal is a goal for which you see a realistic path to achievement, and reasonable odds that you get there. This does not mean that the lower you aim the more likely you reach success. It is well known that goals that work best have a challenge in them. They are chosen as ambitious as possible, but still reachable. Then they will give you more motivation and sense of achievement.

A goal is **rewarding** when you have clear reasons why you want to reach that goal. This is one more place where it is important that the goal is really yours. Have your specific reasons and expected reward in writing. If possible, even with some visual pictures.

Imagine how you are going to feel when the goal is finally reached. This will ensure that the goal is really worth achieving. Then, every time you get stuck and don't feel motivated enough, read your reasons and look at the pictures. This is a known and very powerful practical technique of how to get through difficult moments and not quit.

Attachment 4 (cont.)

The final requirement of the SMART goal setting guidelines is that your goal should have a specific **time limit**. This is also very important for your subconscious mind. Besides, time is the price you pay for the reward from achieving a goal. Setting the deadline will protect you from paying higher price than the goal is worth. This is also your protection from procrastination and perfectionism.

Make goal setting theory your practice: Program Your Mind for Success in Record Time!
Don't stop at just knowing how to set goals. Make this knowledge useful by imprinting it into your habits. Here is a complete and simple formula that does just that, naturally and effectively. This ebook download is our highly recommended reading and practice.

Personal goal setting main page
A solid personal goal setting system is the key to effective time management and life planning. Setting personal goals wisely, you get a sense of achievement, sustain motivation, and reduce stress.

Personal time management and goal setting guide main page
Practical information and advice on various personal time management and goal setting topics.

Copyright 2002 by Time-Management-Guide.com.All rights reserved.

Attachment 5

MH 636
Revised 2/22/09

CLIENT CARE COORDINATION PLAN

Annual Cycle Month: (due prior to the 1st day of the Month)
☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun ☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec

Client Long Term Goals: (use client direct quote)

Short-term Goals / Objectives: (Must be SMART: Specific, Measurable, Attainable, Realistic and Time-bound. Must be linked to the client's functional impairment and mental health diagnosis as documented in the Assessment)

Objective #1 — Effective Date: _____

Clinical Interventions: (Must be linked to the objective and achievable within the time-frame of this Plan. Describe procedure, frequency and duration (specify if time frame is less than 1 yr))

Type of Services: ☐ MHS* ☐ TCM ☐ Med Sup ☐ Crisis Res ☐ Trans Res ☐ Long-Term Res ☐ CalWORKs ☐ TBS ☐ Other _____

Client Involvement:
Client agrees to participate by:

Family Involvement: ☐ Biological ☐ Foster (if other, please specify below)
Family is available ☐ Yes ☐ No
Client consents to family participation? ☐ Yes ☐ No ☐ N/A
Family agrees to participate? ☐ Yes ☐ No (if yes, please specify)

Outcomes: To be completed either when the objective is completed or prior to the quarterly or annual review, not every month. Identify the outcome, what was or was not met and adjust objective accordingly.

Initials: Date

Short-term Goals / Objectives:
Objective #2 — Effective Date: _____

Clinical Interventions:
Type of Services: ☐ MHS* ☐ TCM ☐ Med Sup ☐ Crisis Res ☐ Trans Res ☐ Long-Term Res ☐ Calworks ☐ TBS ☐ Other _____

Client Involvement:
Client agrees to participate by:

Family Involvement: ☐ Biological ☐ Foster (if other, please specify below)
Family is available ☐ Yes ☐ No
Client consents to family participation? ☐ Yes ☐ No ☐ N/A
Family agrees to participate? ☐ Yes ☐ No (if yes, please specify)

Outcomes:

Initials: Date:

Additional Client Contacts/Relationships: Refer to the MH 635 Contact Information form.
☐ DCFS ☐ Probation ☐ DPSS ☐ Health ☐ Outside Meds
☐ Regional Center ☐ Substance Abuse/12 Step ☐ Consumer Run/NAMI
☐ Education/AB 3632 ☐ Other

Interpretation
Prefer a language other than English: ☐ Yes ☐ No
This plan was interpreted: ☐ Yes ☐ No
Language: _____

*MHS includes therapy/rehab (individual, family or group), psychological testing, collateral and team conference/consultation services.

This confidential information is provided to you in accord with State and Federal laws and regulations including but not limited to applicable Welfare and Institutions Code, Civil Code and HIPAA Privacy Standards. Duplication of this information for further disclosure is prohibited without the prior written authorization of the patient/authorized representative to who it pertains unless otherwise permitted by law.

Name: ISN:

Agency: St. Anne's Maternity Home Provider #: 7538 A

Los Angeles County – Department of Mental Health

Client Care Page of the CLIENT CARE/COORDINATION PLAN

Created by vgarcia 8/12/09

Attachment F (cont.)

MH 636
Revised 2/22/09

CLIENT CARE COORDINATION PLAN

- Signature or Co-Signature [illegible]
- Signature must be obtained [illegible] Treatment Plan Objective Period.
- One signature block can be used for multiple objectives treating [illegible] if the objectives are within the scope of the signature.

Objective Number(s): X&Y		
	Unlicensed Staff/Title	User is does not hold one of the licenses or registrations below. Second signature required.
	PhD/PsyD, LCSW, MFT, RN, CNS	Required for all 636 objectives without MD/DO signature. Includes licensed or registered and waivered PhD/PsyD, licensed or registered/waivered LCSW, MFT, Licensed RN, Certified CNS.
	MD/DO, NP	MD/DO Required for Medicare Clients/Private Insurance. MD/DO or NP required for Medication Support Goals.
	Client*	Documentation reason for lack of signature below. Signature should be obtained as soon as possible with reclassification [illegible] Notes documented.
	Other*	Parent, Author of 26 Directive, Guardian, Conservator, or Personal Representative for treatment

Objective Number(s)			
	Unlicensed Staff/Title		Date:
	PhD/PsyD, LCSW, MFT, RN, CNS		Date:
	MD/DO, NP		Date:
	Client*		Date:
	Other*		Date:

Client was offered a copy of this objective: ☐ Accepted ☐ Declined Staff Initials: Date:

If the required Client/Other's signature is not above, please justify/explain the refusal or unavailability of the Client/Other and the plan for obtaining signature in the future.

Objective Number(s)			
	Unlicensed Staff/Title		Date:
	PhD/PsyD, LCSW, MFT, RN, CNS		Date:
	MD/DO, NP		Date:
	Client*		Date:
	Other*		Date:

Client was offered a copy of this objective: ☐ Accepted ☐ Declined Staff Initials: Date:

If the required Client/Other's signature is not above, please justify/explain the refusal or unavailability of the Client/Other and the plan for obtaining signature in the future.

Objective Number(s)			
	Unlicensed Staff/Title		Date:
	PhD/PsyD, LCSW, MFT, RN, CNS		Date:
	MD/DO, NP		Date:
	Client*		Date:
	Other*		Date:

Client was offered a copy of this objective: ☐ Accepted ☐ Declined Staff Initials: Date:

If the required Client/Other's signature is not above, please justify/explain the refusal or unavailability of the Client/Other and the plan for obtaining signature in the future.

*The signature of the individual signing the Consent for Services is required. If unavailable, the signature of the caregiver may be obtained instead.

This confidential information is provided to you in accord with State and Federal laws and regulations including but not limited to applicable Welfare and Institutions Code, Civil Code and HIPAA Privacy Standards. Duplication of this information for further disclosure is prohibited without the prior written authorization of the patient/authorized representative to who it pertains unless otherwise permitted by law.

Name: IS#:

Agency: St. Anne's Maternity Home Provider #: 7538 A

Los Angeles County – Department of Mental Health

Signature Page of the CLIENT CARE/COORDINATION PLAN

MH 636
Revised 2/22/09

CLIENT CARE COORDINATION PLAN

Attachment A (cont.)

Initial Assessment/Annual Assessment Update Completed on: ____

1 Week	30 Days	60 Days	3 Months	6 Months	Annual
☐ Crisis Residential	☐ Transitional Residential	☐ Long-Term Residential	☐ CalWORKs ☐ Day Treatment Intensive (DTI) ☐ TBS	☐ Day Rehab	☐ Mental health Services (MHS) ☐ Medication Support (MSS) ☐ Targeted Case Management (TCM)

Objectives must be reviewed, updated, and recorder on the Signature and Coordination Pages prior to the first day of the cycle month. DR and DTI goals do not have to be on the Client Care and Signature pages but must be listed on the Coordination Page.

Cycle Months:						
	☐ January	☐ February	☐ March	☐ April	☐ May	☐ June
	☐ July	☐ August	☐ September	☐ October	☐ November	☐ December

Single Fixed Point of Responsibility (SFPR) Contact Information	
SFPR:	Phone Number:
Provider/Agency:	Fax Number:

Provider Name / Number	Contact Person / Team	Type of Service	Start Date (Mo/Day/Yr)	End Date (Mo/Day/Yr)	Discharge or Transfer Date (Mo/Day/Yr)	SFPR's** Approval (Date & Initial)	Verbal Approval (Date & Initial)

* Services listed should include **MHS, TCM, Med Support, TBS, Day Treatment Intensive, or Day Rehab.**
** For DT and DR note the Authorization Unit's approval date.

This confidential information is provided to you in accord with State and Federal laws and regulations including but not limited to applicable Welfare and Institutions Code, Civil Code and HIPAA Privacy Standards. Duplication of this information for further disclosure is prohibited without the prior written authorization of the patient/authorized representative to who it pertains unless otherwise permitted by law.	Name: IS#: Agency: St. Anne's Maternity Home Provider #: 7538 A *Los Angeles County – Department of Mental Health*

Coordination Page of the CLIENT CARE/COORDINATION PLAN

Attachment 6

St. Anne's Menu (Monday to Friday)

Monday 11/14/2011	Tuesday 11/15/2011	Wednesday 11/16/2011	Thursday 11/17/2011	Friday 11/18/2011
Breakfast	*Breakfast*	*Breakfast*	*Breakfast*	*Breakfast*
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)
Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)
Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
White Bread	White Bread	White Bread	White Bread	White Bread
Wheat Bread	Wheat Bread	Wheat Bread	Wheat Bread	Wheat Bread
Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly
Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit
Yogurt (variety)	Yogurt (variety)	Yogurt (variety)	Yogurt (variety)	Yogurt (variety)
Cereal (variety)	Cereal (variety)	Cereal (variety)	Cereal (variety)	Cereal (variety)
Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)
Milk	Milk	Milk	Milk	Milk
* Pancakes / Egg Burrito	Waffles / Sausage Patty	Eggs / Toast	French toast / turkey link	Hard Boiled egg / Turkey Bacon
Lunch	*Lunch*	*Lunch*	*Lunch*	*Lunch*
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Ham	Ham	Ham	Ham	Ham
Tuna	Tuna	Tuna	Tuna	Tuna
Turkey	Turkey	Turkey	Turkey	Turkey
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
White Bread/ Toast	White Bread/ Toast	White Bread/ Toast	White Bread/ Toast	White Bread/ Toast
Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast
Croissant	Croissant	Croissant	Croissant	Croissant
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Lettuce	Lettuce	Lettuce	Lettuce	Lettuce
Tomato	Tomato	Tomato	Tomato	Tomato
Pickles	Pickles	Pickles	Pickles	Pickles
Onions	Onions	Onions	Onions	Onions
Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers
Banana Peppers	Banana Peppers	Banana Peppers	Banana Peppers	Banana Peppers
Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day
Fruit Salad	Fruit Salad	Fruit Salad	Fruit Salad	Fruit Salad
Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad
Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)
Milk	Milk	Milk	Milk	Milk
* Baked Chicken Nuggets	Chicken Tamales	Calzones	Grilled Chicken Breast	Turkey Corn Dogs
Dinner	*Dinner*	*Dinner*	*Dinner*	*Dinner*
Chicken Enchiladas	Chicken Gumbo	Pasta/Protein/Sauce	Chef's Choice Salad	Turkey n' Cheese
Soup: Broccoli Chowder	Soup: Vegetable	Soup: Minestrone	Soup: Chicken noodle	Soup: Clam Chowder
Beef Fajitas	Chicken Sausage Gumbo	*Choice of:*	Philly Cheese steak	Fish Sandwich
Chicken Enchiladas	Grilled Chicken 1/4's		Grilled Chicken Breast	Sourdough Grilled Turkey n Cheese w/ Spinach
		Wheat Penne		Baked Potatoes
Spanish Rice	(Fried Chicken Rea.	Wheat Spaghetti	Roasted Red Potatoes	Broccoli
Pinto Beans	Brown Rice	*Choice of:*	Mixed Vegetables	
Corn	Green Beans	Chicken		
	Wheat Rolls	Sausage		
		Choice of:		
		Marinara		
		Pesto		
		Alfredo		
		Breadsticks		
Desert:	*Desert:*	*Desert:*	*Desert:*	*Desert:*
Pumpkin Cookies	Strawberry Shortcake	Flan	Brownies	Chocolate Ice Cream

Attachment 6 (cont)

St. Anne's Menu (Monday to Friday)

Monday 11/21/2011	Tuesday 11/22/2011	Wednesday 11/23/2011	Thursday 11/24/2011	Friday 11/25/2011
Breakfast	**Breakfast**	**Breakfast**	**Breakfast**	**Breakfast**
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)
Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)
Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
White Bread	White Bread	White Bread	White Bread	White Bread
Wheat Bread	Wheat Bread	Wheat Bread	Wheat Bread	Wheat Bread
Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly
Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit
Yogurt (variety)	Yogurt (variety)	Yogurt (variety)	Yogurt (variety)	Yogurt (variety)
Cereal (variety)	Cereal (variety)	Cereal (variety)	Cereal (variety)	Cereal (variety)
Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)
Milk	Milk	Milk	Milk	Milk
English muffin / sausage patty	pancakes / turkey bacon	waffle / turkey link	eggs/ toast	hard boiled egg / french toast
Lunch	**Lunch**	**Lunch**	**Lunch**	**Lunch**
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Ham	Ham	Ham	Ham	Ham
Tuna	Tuna	Tuna	Tuna	Tuna
Turkey	Turkey	Turkey	Turkey	Turkey
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
White Bread/ Toast	White Bread/ Toast	White Bread/ Toast	White Bread/ Toast	White Bread/ Toast
Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast
Croissant	Croissant	Croissant	Croissant	Croissant
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Lettuce	Lettuce	Lettuce	Lettuce	Lettuce
Tomato	Tomato	Tomato	Tomato	Tomato
Pickles	Pickles	Pickles	Pickles	Pickles
Onions	Onions	Onions	Onions	Onions
Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers
Banana Peppers	Banana Peppers	Banana Peppers	Banana Peppers	Banana Peppers
Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day
Fruit Salad	Fruit Salad	Fruit Salad	Fruit Salad	Fruit Salad
Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad
Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)
Milk	Milk	Milk	Milk	Milk
turkey dogs	grilled turkey and cheese	mac n' cheese	spaghetti w/ meatballs	chicken burger
Dinner	**Dinner**	**Dinner**	**Dinner**	**Dinner**
Grilled Pork Chops	Greek Salad	Fish Tacos	Asian Chicken Salad	Shrimp Bowtie Pasta
Soup: Black Bean	Soup: Split Pea	Soup: Chipotle Corn Chowder	Soup: Hot n' Sour	Soup: Clam Chowder
Grilled Lemon Pork Chops	Turkey Koftar	Fish Tacos	Orange Chicken	Turkey Pot Pie
Chicken Colorado (Spicy Tomato Sauce)	Beef Gyros	Tostada Bowls	Kung Pao Beef	Shrimp Bowtie Pasta
Tomatillo Rice	Rice Pilaf	Rice	Jasmine Rice	Breadsticks
Mixed Vegetables	Hummus	Beans	Egg Rolls	Squash Medley
	Vegetable Blend	Corn on the Cob	Asian Blend Vegetables	
Dessert:	*Dessert:*	*Dessert:*	*Dessert:*	*Dessert:*
Fortune Cookies	brownies sundaes	Flan	Brownies	Chocolate Ice Cream

Attachment C (cont.)

St. Anne's Menu (Monday to Friday)

Monday 11/28/2011	Tuesday 11/29/2011	Wednesday 11/30/2011	Thursday 12/1/2011	Friday 12/2/2011
Breakfast	***Breakfast***	***Breakfast***	***Breakfast***	***Breakfast***
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)
Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)
Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
White Bread	White Bread	White Bread	White Bread	White Bread
Wheat Bread	Wheat Bread	Wheat Bread	Wheat Bread	Wheat Bread
Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly
Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit
Yogurt (variety)	Yogurt (variety)	Yogurt (variety)	Yogurt (variety)	Yogurt (variety)
Cereal (variety)	Cereal (variety)	Cereal (variety)	Cereal (variety)	Cereal (variety)
Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)
Milk	Milk	Milk	Milk	Milk
* Pancakes / Egg Burrito	Waffles / Sausage Patty	Eggs / Toast	French toast / turkey link	Hard Boiled egg / Turkey Bacon
Lunch	***Lunch***	***Lunch***	***Lunch***	***Lunch***
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Ham	Ham	Ham	Ham	Ham
Tuna	Tuna	Tuna	Tuna	Tuna
Turkey	Turkey	Turkey	Turkey	Turkey
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
White Bread/ Toast	White Bread/ Toast	White Bread/ Toast	White Bread/ Toast	White Bread/ Toast
Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast
Croissant	Croissant	Croissant	Croissant	Croissant
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Lettuce	Lettuce	Lettuce	Lettuce	Lettuce
Tomato	Tomato	Tomato	Tomato	Tomato
Pickles	Pickles	Pickles	Pickles	Pickles
Onions	Onions	Onions	Onions	Onions
Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers
Banana Peppers	Banana Peppers	Banana Peppers	Banana Peppers	Banana Peppers
Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day
Fruit Salad	Fruit Salad	Fruit Salad	Fruit Salad	Fruit Salad
Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad
Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)
Milk	Milk	Milk	Milk	Milk
* chicken pasta	grilled cheese	Baked chicken breast	baked taquitos	wheat pizza bagels
Dinner	***Dinner***	***Dinner***	***Dinner***	***Dinner***
Shrimp Ceviche	Stuffed Bell Peppers	Burger w/ Fries	Chicken Parmesan	Club Sandwich
Shrimp & Crab Ceviche	Soup: Chicken Vegetables	Soup: Turkey Noodle	Soup: Chicken Noodle	Soup: Clam Chowder
Chicken Fajitas	Stuffed Bell Peppers	Burger Bar:	*Choice of:*	Club Sandwich
Rice	*Choice of:*	*Choice of:*	Chicken Parmesan	Calzone
Black Beans	Turkey	Turkey	Eggplant Parmesan	French Fries
Corn	Vegetarian	Vegetarian	Side Pasta:	Macaroni Salad
Tortilla Chips			Wheat Spaghetti w/ Turkey	
	Chicken Cordon Bleu	Beef	Meat Sauce	Cauliflower
	Mashed Potatoes	French Fries	Garlic Bread	
	Green Beans	Sweet Potatoe Wedges	Squash, Zucchini & Mushrooms	
		Mixed Vegetables		
Desert:	*Desert:*	*Desert:*	*Desert:*	*Desert:*
Fortune Cookies	Strawberries Shortcake	Flan	Brownies	Chocolate Ice Cream

Attachment 6 (cont.)

St. Anne's Menu (Monday to Friday)

Monday 12/5/2011	Tuesday 12/6/2011	Wednesday 12/7/2011	Thursday 12/8/2011	Friday 12/9/2011
Breakfast	**Breakfast**	**Breakfast**	**Breakfast**	**Breakfast**
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)
Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)
Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
White Bread	White Bread	White Bread	White Bread	White Bread
Wheat Bread	Wheat Bread	Wheat Bread	Wheat Bread	Wheat Bread
Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly
Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit
Yogurt (variety)	Yogurt (variety)	Yogurt (variety)	Yogurt (variety)	Yogurt (variety)
Cereal (variety)	Cereal (variety)	Cereal (variety)	Cereal (variety)	Cereal (variety)
Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)
Milk	Milk	Milk	Milk	Milk
* English muffin / sausage patty	pancakes / turkey bacon	waffle / turkey link	eggs/ toast	hard boiled egg / french toast
Lunch	**Lunch**	**Lunch**	**Lunch**	**Lunch**
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Ham	Ham	Ham	Ham	Ham
Tuna	Tuna	Tuna	Tuna	Tuna
Turkey	Turkey	Turkey	Turkey	Turkey
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
White Bread/ Toast	White Bread/ Toast	White Bread/ Toast	White Bread/ Toast	White Bread/ Toast
Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast
Croissant	Croissant	Croissant	Croissant	Croissant
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Lettuce	Lettuce	Lettuce	Lettuce	Lettuce
Tomato	Tomato	Tomato	Tomato	Tomato
Pickles	Pickles	Pickles	Pickles	Pickles
Onions	Onions	Onions	Onions	Onions
Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers
Banana Peppers	Banana Peppers	Banana Peppers	Banana Peppers	Banana Peppers
Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day
Fruit Salad	Fruit Salad	Fruit Salad	Fruit Salad	Fruit Salad
Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad
Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)
Milk	Milk	Milk	Milk	Milk
* Baked Chicken Nuggets	Chicken Tamales	Calzones	Grilled Chicken Breast	Turkey Corn Dogs
Dinner	**Dinner**	**Dinner**	**Dinner**	**Dinner**
Chicken Stir Fry	Summer Salad	Salad Bowl Option	Teriyaki Chicken Bowl	Lemon Pepper Fish
Soup: Barley	Soup: Tomato Pasta	Soup: Chicken Vegetables	Soup: Coconut Curry	Soup: Clam Chowder
Chicken Stir Fry	Blackened Fish Sandwich	Burrito Bar:	Teriyaki Chicken	Rigatoni w/ sausage
Beef Chow Mein	Chicken Veggie Wrap	*Choice of:*	Beef Broccoli	Cheese Toast
Jasmine Rice	Roasted Red Potatoes	Chicken	Jasmine Rice	Lemon Pepper Fish
Egg Rolls	Carrots	Beef	California Blend	Rice Pilaf
Asian Blend		White Rice		Squash Medley
Vegetables		Black Beans		
		Corn Blend		
Dessert:	*Dessert:*	*Dessert:*	*Dessert:*	*Dessert:*
Fortune Cookies	Strawberries Shortcake	Flan	Brownies	Chocolate Ice Cream

Attachment 6 (cont.)

St. Anne's Menu (Monday to Friday)

Monday 12/12/2011	Tuesday 12/13/2011	Wednesday 12/14/2011	Thursday 12/15/2011	Friday 12/16/2011
Breakfast	***Breakfast***	***Breakfast***	***Breakfast***	***Breakfast***
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)
Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)
Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
White Bread	White Bread	White Bread	White Bread	White Bread
Wheat Bread	Wheat Bread	Wheat Bread	Wheat Bread	Wheat Bread
Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly
Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit
Yogurt (variety)	Yogurt (variety)	Yogurt (variety)	Yogurt (variety)	Yogurt (variety)
Cereal (variety)	Cereal (variety)	Cereal (variety)	Cereal (variety)	Cereal (variety)
Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)
Milk	Milk	Milk	Milk	Milk
Pancakes / Egg Burrito	Waffles / Sausage Patty	Eggs / Toast	French toast / turkey link	Hard Boiled egg / Turkey Bacon
Lunch	***Lunch***	***Lunch***	***Lunch***	***Lunch***
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Ham	Ham	Ham	Ham	Ham
Tuna	Tuna	Tuna	Tuna	Tuna
Turkey	Turkey	Turkey	Turkey	Turkey
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
White Bread/ Toast	White Bread/ Toast	White Bread/ Toast	White Bread/ Toast	White Bread/ Toast
Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast
Croissant	Croissant	Croissant	Croissant	Croissant
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Lettuce	Lettuce	Lettuce	Lettuce	Lettuce
Tomato	Tomato	Tomato	Tomato	Tomato
Pickles	Pickles	Pickles	Pickles	Pickles
Onions	Onions	Onions	Onions	Onions
Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers
Banana Peppers	Banana Peppers	Banana Peppers	Banana Peppers	Banana Peppers
Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day
Fruit Salad	Fruit Salad	Fruit Salad	Fruit Salad	Fruit Salad
Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad
Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)
Milk	Milk	Milk	Milk	Milk
turkey dogs	grilled turkey and cheese	mac n' cheese	spaghetti w/ meatballs	chicken burger
Dinner	***Dinner***	***Dinner***	***Dinner***	***Dinner***
Stuffed Chicken Breast	Southwest Salad	Classic Ceasar Salad	Executive Chef Salad	Cheese Ravioli
Soup: Meatball Lasagna	Soup: Lemon Chicken w/ Orzo	Soup: Tomato Bisque	Soup: Vegetable	Soup: Clam Chowder
Choice of:	Ciabatta Turkey Sandwich	Chicken Focaccia Sandwich	Chicken Cacciatore	Chicken Strips
Beef	Grown up Grilled Cheese	Pan Seared Tilapia	Linguini Tuna Putanesca	Potato Wedges
Vegetarian	Sweet Potato Fries	Orzo Pilaf	Rice Pilaf	Cheese Ravioli
Stuffed Chicken Breast		Baked Bag Chips	Mushrooms/Spinach	Garlic Breadsticks
Couscous		Sautéed Spinach		Side Caesar Salad
Asparagus				Green Beans
Garlic Bread				
Dessert:	*Dessert:*	*Dessert:*	*Dessert:*	*Dessert:*
Fortune Cookies	Strawberries Shortcake	Flan	Brownies	Chocolate Ice Cream

Attachment 6 (cont.)

St. Anne's Menu (Monday to Friday)

Monday 12/19/2011	Tuesday 12/20/2011	Wednesday 12/21/2011	Thursday 12/22/2011	Friday 12/23/2011
Breakfast	***Breakfast***	***Breakfast***	***Breakfast***	***Breakfast***
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)	Plain Bagel (with Cream Cheese)
Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)	Cinnamon Bagel (with Cream Cheese)
Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)	Oatmeal (variety of flavors)
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
White Bread	White Bread	White Bread	White Bread	White Bread
Wheat Bread	Wheat Bread	Wheat Bread	Wheat Bread	Wheat Bread
Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly	Peanut Butter/Jelly
Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit	Variety of Fresh Fruit
Yogurt (variety)	Yogurt (variety)	Yogurt (variety)	Yogurt (variety)	Yogurt (variety)
Cereal (variety)	Cereal (variety)	Cereal (variety)	Cereal (variety)	Cereal (variety)
Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)	Juice (apple, orange, etc.)
Milk	Milk	Milk	Milk	Milk
English muffin / sausage patty	pancakes / turkey bacon	waffle / turkey link	eggs/ toast	hard boiled egg / french toast
Lunch	***Lunch***	***Lunch***	***Lunch***	***Lunch***
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Ham	Ham	Ham	Ham	Ham
Tuna	Tuna	Tuna	Tuna	Tuna
Turkey	Turkey	Turkey	Turkey	Turkey
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
White Bread/ Toast	White Bread/ Toast	White Bread/ Toast	White Bread/ Toast	White Bread/ Toast
Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast	Wheat Bread/ Toast
Croissant	Croissant	Croissant	Croissant	Croissant
Choice of:	*Choice of:*	*Choice of:*	*Choice of:*	*Choice of:*
Lettuce	Lettuce	Lettuce	Lettuce	Lettuce
Tomato	Tomato	Tomato	Tomato	Tomato
Pickles	Pickles	Pickles	Pickles	Pickles
Onions	Onions	Onions	Onions	Onions
Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers	Jalapeño Peppers
Bananna Peppers	Bananna Peppers	Bananna Peppers	Bananna Peppers	Bananna Peppers
Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day
Fruit Salad	Fruit Salad	Fruit Salad	Fruit Salad	Fruit Salad
Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad	Pasta Salad/Potato Salad
Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)	Juice (apple, orange, etc)
Milk	Milk	Milk	Milk	Milk
chicken pasta	grilled cheese	Baked chicken breast	baked taquitos	wheat pizza bagels
Dinner	***Dinner***	***Dinner***	***Dinner***	***Dinner***
2 Tacos w/ 2 Sides	Garlic Roasted 1/4's	Anti Pasto Salad	Fruit n' Walnut Salad	Chicken Burger
Soup: Chicken Tortilla	Soup: Summer Squash	Soup: Mushroom Bisque	Soup: Chicken Rice	Soup: Clam Chowder
Taco Bar	Ropa Vieja (Shredded Beef)	Pizza:	Pot Roast	Chicken Burger
Choice of:	Garlic Roasted Chicken 1/4's	*Choice of:*	Rstd. Turkey Breast	Bag Chips
Chicken	Steamed Rice	Pepperoni	Sage Dressing	Fried Catfish
Beef	Black Beans	Cheese	Mashed Potatoes	Dirty Rice
Spanish Rice	Plantains	Mixed Toppings	Carrots	Mixed Vegetables
Refried Beans	Mixed Vegetables	Hot and BBQ Wings		
Vegetable Medley		Broccoli &Cauliflower		
Desert:	*Desert:*	*Desert:*	*Desert:*	*Desert:*
Fortune Cookies	Strawberries Shortcake	Flan	Brownies	Chocolate Ice Cream

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	New Hire Orientation 9am-5pm	1 New Hire Orientation 9am-5pm	2 All-Staff In-Service	3 CPR/First Aid 8am-4pm 224	4 Parenting Training 8am-4pm ELC	5
6	7 Youth in Crisis 8am-4pm 224	8 Youth in Crisis 8am-4pm 224	9 ProAct 8am-4pm Classroom	10 ProAct 8am-4pm Classroom	11 ProAct 8am-12pm Classroom	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

St. Anne's Human Resources Department
Carmen Andreasen- Training Coordinator ext. 512

This month's In-Service will be presented by external trainer

Note: CPR/FA and ProAct trainings are the only trainings staff can dress casually for.

Attachment 7