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August 17, 2015

To: Supervisor Michael D. Antonovich, Mayor
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Supervisor Don Knabe

From: Philip L. Browning
Director

THE DANGERFIELD INSTITUTE OF URBAN PROBLEMS FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a contract compliance review of the Dangerfield Institute of Urban Problems Foster Family Agency (the FFA) in March 2014. The FFA has one licensed office in the Second Supervisorial District and provides services to DCFS foster children. According to the FFA's program statement, its mission is "to provide these children with continuity of care, nurturance and services, which will meet their individualized needs and those of their families."

At the time of the review, the FFA supervised 29 DCFS placed children in 18 Certified Foster Homes. The placed children's average length of placement was 14 months, and their average age was 9.

SUMMARY

During CAD's review, the interviewed children generally reported: feeling safe in the FFA's Certified Foster Homes; having been provided with good care and appropriate services; being comfortable in their environment and treated with respect and dignity. The Certified Foster Parents (CFPs) reported they were supported by the FFA staff in their efforts to provide care, supervision and service delivery to the children placed in their homes.

The FFA was in full compliance with 7 of 11 areas of our contract compliance review: Licensure/Contract Requirements; Education and Workforce Readiness; Health and Medical Needs; Psychotropic Medication; Personal Rights and Social/Emotional Well-Being; Discharged Children; and Personnel Records.

CAD noted deficiencies in the areas of: Certified Foster Homes, related to the FFA not conducting a home study and safety inspection prior to certification and not maintaining the auto insurance for one CFP's designated driver; Facility and Environment, related to not maintaining the common

areas, not maintaining disaster drill documentation and not maintaining clothing allowance logs; Maintenance of Required Documentation and Service Delivery, related to not obtaining the County Children's Social Workers' authorization to implement the children's Needs and Services Plans (NSPs), not engaging the participation of the CFPs in the development of NSPs, not developing initial or updated NSPs with the child's participation, and not developing timely, comprehensive quarterly reports; Personal Rights and Survival/Economic Well-Being, related to one CFP that did not encourage or assist the placed children to maintain Life Books/Photo Albums.

Attached are the details of our review.

REVIEW OF REPORT

On April 30, 2014, DCFS CAD staff, Chinelo Maduike, Maria Rosas, Leticia Foster, and Sherman Mikle held an Exit Conference with FFA representatives: Lorrie Irving, Assistant Executive Director, Wendy Suer, Administrator, and Sumaiya Morris and Joddi Hundessa, agency social workers. The FFA representatives agreed with the review findings and recommendations; were receptive to implementing systemic changes to improve their compliance with regulatory standards; and agreed to address the noted deficiencies in a Corrective Action Plan (CAP).

A copy of this compliance report has been sent to the Auditor-Controller and Community Care Licensing.

The FFA provided the attached approved CAP addressing the recommendations noted in this compliance report. CAD conducted a follow-up visit to the FFA on April 3, 2015, to verify implementation of the CAP.

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

PLB:EM
LTI:cm

Attachments

c: Sachi A. Hamai, Interim Chief Executive Officer
John Naimo, Auditor-Controller
Public Information Office
Audit Committee
Elouise Dangerfield, Chief Executive Officer, The Dangerfield Institute of Urban Problems
Lajuannah Hills, Regional Manager, Community Care Licensing Division
Lenora Scott, Regional Manager, Community Care Licensing Division

DANGERFIELD INSTITUTE OF URBAN PROBLEMS FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY

4738 11th Avenue
Los Angeles, CA 90043
License Numbers: 197800209

	Contract Compliance Monitoring Review	Findings: March 2014
I	**Licensure/Contract Requirements** (7 Elements)	
	1. Timely Notification for Child's Relocation	1. Full Compliance
	2. Timely, Cross-Reported SIRs	2. Full Compliance
	3. Runaway Procedures in Accordance with the Contract	3. Full Compliance
	4. Are there CCL Citations/OHCMD Safety Reports	4. Full Compliance
	5. If Applicable, FFA Ensures Complete Required Whole Foster Family Home Training	5. Not Applicable
	6. FFA Pays Certified Foster Parents (CFP) Whole Foster Family Home Payments	6. Not Applicable
	7. FFA Conducts an Assessment of CFP Prior to Placement of Two (2) or More Children	7. Full Compliance
II	**Certified Foster Homes (CFHs)** (12 Elements)	
	1. Home Study and Safety Inspection Conducted Prior to Certification	1. Improvement Needed
	2. Agency's Inquiry with OHCMD for Historical Information Prior to Certification	2. Full Compliance
	3. Timely, Criminal Clearances (DOJ, FBI, CACI) Prior to Certification	3. Full Compliance
	4. Timely, Completed, Signed Criminal Background Statement	4. Full Compliance
	5. Health Screening & TB Test Prior to Certification	5. Full Compliance
	6. All Required Training Prior to Certification	6. Full Compliance
	7. Certificate of Approval on File/Including Capacity	7. Full Compliance
	8. Safety Inspection Completed At Least Every Six Months or Per Approved Program Statement	8. Full Compliance
	9. Completed Annual Training Hours for Re-certification and Current CPR/First-Aid/Water Safety Certificates	9. Full Compliance
	10. Current CDL/Auto Insurance/Annual Vehicle Maintenance Documentation for CFPs and Designated Drivers	10. Improvement Needed
	11. Criminal Clearances and Health Screening/CDL/CPR/ DOJ/FBI/CACI/Auto Insurance for Other Adults in the Home	11. Full Compliance

	12. FFA Assists CFPs in Providing Transportation Needs	12. Full Compliance
III	**Facility and Environment** (7 Elements) 1. Exterior/Grounds Well Maintained 2. Common Areas/Interior Well Maintained 3. Children's Bedrooms/Interior Well Maintained 4. Sufficient and Appropriate Educational Resources 5. Adequate Perishable and Non-Perishable Food 6. CFPs Conducted Disaster Drills and Documentation Maintained 7. Money and Clothing Allowance Logs Maintained	 1. Full Compliance 2. Improvement Needed 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Improvement Needed 7. Improvement Needed
IV	**Maintenance of Required Documentation/Service Delivery** (10 Elements) 1. FFA Obtains or Documents Efforts to Obtain County Children's Social Worker's (CSW) Authorization to Implement NSPs 2. CFPs Participated in Development of the NSPs 3. Children Progressing Towards Meeting NSP Goals 4. FFA Social Workers Develop Timely, Comprehensive Initial NSPs with Child's Participation 5. FFA Social Workers Develop Timely, Comprehensive Updated NSPs with Child's Participation 6. Therapeutic Services Received 7. Recommended Assessments/Evaluations Implemented 8. County CSWs' Monthly Contacts Documented in Child's Case File 9. FFA Social Workers Develop Timely, Comprehensive Quarterly Reports 10. FFA Social Workers Conduct Required Visits	 1. Improvement Needed 2. Improvement Needed 3. Full Compliance 4. Improvement Needed 5. Improvement Needed 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Improvement Needed 10. Full Compliance

V	**Education and Workforce Readiness** (5 Elements) 1. Children Enrolled in School Within Three School Days 2. Children Attend School as Required and FFA Facilitates in Meeting Children's Educational Goals 3. Current Children's Report Cards/Progress Reports Maintained 4. Children's Academic Performance and/or Attendance Increased 5. FFA Facilitates Child's Participation in YDS or Equivalent Services and Vocational Programs	Full Compliance (All)
VI	**Health and Medical Needs** (4 Elements) 1. Initial Medical Exams Conducted Timely 2. Follow-Up Medical Exams Conducted Timely 3. Initial Dental Exams Conducted Timely 4. Follow-Up Dental Exams Conducted Timely	Full Compliance (All)
VII	**Psychotropic Medication** (2 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review	Full Compliance (All)
VIII	**Personal Rights and Social Emotional Well-Being** (10 Elements) 1. Children Informed of Agency's Policies and Procedures 2. Children Feel Safe in the CFP Home 3. CFPs' Efforts to Provide Nutritious Meals and Snacks 4. CFPs Treat Children with Respect and Dignity 5. Children Allowed Private Visits, Calls and to Receive Correspondence 6. Children Free to Attend or Not Attend Religious Services/Activities of Their Choice 7. Children's Chores Reasonable 8. Children Informed About Their Medication and Right to Refuse Medication 9. Children Aware of Right to Refuse or Receive Medical, Dental and Psychiatric Care	Full Compliance (All)

	10. Children Given Opportunities to Participate in Extra-Curricular Activities, Enrichment and Social Activities	
IX	**Personal Needs/Survival and Economic Well-Being** (7 Elements) 1. $50 Clothing Allowance Provided in Accordance with FFA Program Statement 2. On-going Clothing Inventories of Adequate Quantity and Quality 3. Children's Involvement in Selection of Their Clothing 4. Provision of Sufficient Supply of Clean Towels and Personal Care Items Meeting Ethnic Needs 5. Minimum Weekly Monetary Allowances 6. Management of Allowance/Earnings 7. Encouragement/Assistance with Life Book/Photo Album	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Improvement Needed
X	**Discharged Children** (3 Elements) 1. Completed Discharge Summary 2. Attempts to Stabilize Children's Placement 3. Child Completed High School (if applicable)	1. Full Compliance 2. Full Compliance 3. Not Applicable
XI	**Personnel Records** (9 Elements) 1. Criminal Clearances (DOJ, FBI, CACI) Signed and Submitted Timely 2. Timely, Completed, Signed Criminal Background Statement 3. FFA Social Workers Met Education/Experience Requirements 4. Timely Employee Health Screening/TB Clearances 5. Valid CDL and Auto Insurance 6. FFA Employees Signed Copies of FFA Policies and Procedures 7. FFA Employees Completed All Required Training and Documentation Maintained 8. FFA Social Workers Have Appropriate Caseload Ratio 9. FFA Maintained Written Declarations for Part-Time Contracted FFA Social Workers Caseloads Not to Exceed a Total of 15 Children	Full Compliance (All)

DANGERFIELD INSTITUTE OF URBAN PROBLEMS FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW
FISCAL YEAR 2013-2014

SCOPE OF REVIEW

The following report is based on a "point in time" monitoring visit. The compliance report addresses findings noted during the March 2014 review. The purpose of this review was to assess the Dangerfield Institute of Urban Problems Foster Family Agency's (the FFA's) compliance with the County contract and State regulations and included a review of the FFA's program statement, as well as internal administrative policies and procedures. The monitoring review covered the following 11 areas:

- Licensure/Contract Requirements,
- Certified Foster Homes,
- Facility and Environment,
- Maintenance of Required Documentation and Service Delivery,
- Educational and Workforce Readiness,
- Health and Medical Needs,
- Psychotropic Medication,
- Personal Rights and Social Emotional Well-Being,
- Personal Needs/Survival and Economic Well-Being,
- Discharged Children, and
- Personnel Records.

For the purpose of this review, eight Department of Children and Family Services (DCFS) placed children were selected for the sample. The Contracts Administration Division (CAD) interviewed each child and reviewed their case files to assess the care and services they received. Additionally, four discharged children's files were reviewed to assess the FFA's compliance with permanency efforts. At the time of the review, one placed child was prescribed psychotropic medication. CAD reviewed the case file to assess for timeliness of Psychotropic Medication Authorizations and to confirm the required documentation of psychiatric monitoring.

CAD reviewed three Certified Foster Parent (CFP) files and five staff files for compliance with Title 22 Regulations and County contract requirements. Interviews were conducted with three CFPs to assess the quality of care and supervision provided to the children.

CONTRACTUAL COMPLIANCE

CAD found the following areas to be out of compliance.

Certified Foster Homes

- Home study and safety inspection were not conducted prior to certification.

The FFA certified one home on May 1, 2012, but the FFA did not conduct the home study and safety inspection until June 15, 2012.

- Current auto insurance documentation for a CFP's designated driver was not maintained.

The FFA files did not have the current auto insurance for one CFP's designated driver. CAD immediately brought it to the attention of the FFA's representative, and the FFA representative subsequently provided CAD a copy of the designated driver's current insurance.

Recommendations:

The FFA's management shall ensure that:

1. Home studies and safety inspections are conducted prior to certification.

2. Current auto insurance is maintained for all CFPs and their designated drivers.

Facility and Environment

- Common areas/interior were not well maintained.

In Certified Foster Home (CFH) #1, cleaning and laundry supplies were stored in the kitchen, where they were accessible to the children, posing a safety hazard. This was immediately brought to the attention of the CFP who immediately moved the supplies to a locked cabinet.

- Certified Foster Parent did not conduct disaster drills and maintain documentation.

CFH #1 was missing documentation that disaster drills were conducted in compliance with Title 22 regulations. Although the CFP stated that she conducts disaster drills with the children placed in her home periodically and has a designated central area for them to meet in case of emergency, there was no documentation on file.

- Money and clothing allowance logs are not maintained.

CFH #1 did not maintain comprehensive monetary and clothing allowance logs. The records were sporadic and incomplete.

During the Exit Conference, the FFA representatives indicated that their CFPs will receive on-going training with regard to maintaining a safe environment in the home, conducting disaster drills and appropriate record keeping.

CAD conducted a follow-up visit on April 3, 2015, and the FFA representatives provided copies of the CFP's training outline, topics addressed, and sign-in sheets as verification that the trainings were completed on April 12, 2014, August 20, 2014 and September 17, 2014.

Recommendations:

The FFA's management shall ensure that:

3. Common areas are well maintained.

4. Certified Foster Parents conduct disaster drills and maintain documentation.

5. Money and clothing allowance logs are maintained.

Maintenance of Required Documentation/Service Delivery

- County Children's Social Worker's (CSW's) authorization to implement the Needs and Services Plans (NSPs) was not obtained.

For three of seven NSPs reviewed, the FFA did not obtain, or document efforts to obtain, the County CSW's authorization to implement the NSPs.

- Certified Foster Parents did not participate in the development of the NSPs.

Three of seven initial NSPs reviewed were not signed by the CFP. These NSPs also had pre-typed dates that were inconsistent with the current NSP preparation dates.

- FFA social workers did not develop initial NSPs with the child's participation.

Three of seven initial NSPs reviewed were not signed by age appropriate children.

- FFA social workers did not develop timely, comprehensive updated NSPs with the child's participation.

Three of seven updated NSPs reviewed were not comprehensive, as they did not include all of the required elements in accordance with the NSP template. The goals were repeated from the previous NSP, including the same dates and information. Further, the NSPs were not timely and did not include participation of the age appropriate children.

- The FFA social worker did not complete timely, comprehensive, quarterly reports.

The quarterly reports reviewed were not completed timely, and were not comprehensive, as the goals were repeated from the previous quarterly report, including the same dates and information.

During the Exit Conference, the FFA's representatives indicated that the FFA will re-train their social workers on NSP requirements; that FFA social workers would increase efforts to obtain the CSW's signature on the NSP; and all efforts to obtain the authorization to implement the NSP would be documented. Additionally, the FFA will ensure that all CFPs and age appropriate children participate in the development of NSPs. FFA representatives attended an NSP refresher training presented by the DCFS Out-of-Home-Care Management Division (OHCMD) on July 11, 2014.

CAD conducted a follow-up visit on April 3, 2015, and the FFA representative submitted copies of FFA social workers' NSP training documentation and sign-in sheets as verification that additional trainings were completed on May 14, 2014 and June 10, 2014.

Recommendations:

The FFA's management shall ensure that:

6. The County CSW's authorization to implement NSPs is obtained.

7. CFPs participate in the development of the NSPs.

8. FFA social workers develop initial NSPs with the child's participation.

9. FFA Social Workers develop timely, comprehensive updated NSPs with the child's participation.

10. FFA social workers complete timely, comprehensive, quarterly reports.

Personal Rights and Survival/Economic Well-Being

- Encouragement and assistance in maintaining Life Books/Photo Albums were not provided.

One CFP did not assist three placed children to develop and maintain Life Books or Photo Albums.

During the Exit Conference, the FFA's representatives stated that the FFA would re-train their social workers to ensure that the CFPs understand the importance of creating and maintaining Life Books or Photo Albums; that all children are provided a Life Book or Photo Album; and are encouraged and assisted in updating them.

CAD conducted a follow-up visit on April 3, 2015, and the FFA submitted copies of the sign-in sheets verifying the FFA re-trained its social workers on how to ensure its CFPs work with placed children to complete Life Books/Photo Albums on May 14, 2014. The CFPs received Life Book training on August 20, 2014.

Recommendation:

The FFA's management shall ensure that:

11. All CFPs encourage and assist placed children to maintain a Life Book or Photo Album.

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

The OHCMD's last compliance report dated August 2, 2013, identified three recommendations.

Results

Based on the results of this review, the FFA had fully implemented one of three recommendations for which they were to ensure:

- FFA is in full compliance with Title 22 Regulations and free of Community Care Licensing (CCL) citations.

Based on the results of this review, the FFA did not fully implement two previous recommendations for which they were to ensure:

- The Needs and Services Plan (NSP) Quarterly Report goals are modified.
- All children are encouraged and assisted in updating a Life Book/Photo Albums.

Recommendation:

The FFA's management shall ensure that:

12. The outstanding recommendations from the August 2, 2013, monitoring report which are noted as Recommendations 10 and 11 in this report are fully implemented.

During the Exit Conference, the FFA's representatives expressed the desire to remain in compliance with all Title 22 Regulations and County contract requirements. They stated the FFA will re-train their social workers and CFPs on NSP requirements, and that their staff would attend NSP training provided by OHCMD.

CAD conducted a follow-up visit on February 20, 2015, and verified that the FFA had implemented 7 of 11 recommendations noted in this report. The FFA was advised to fully implement their documentation procedures related: to completion of the home studies prior to certification; maintaining common areas in the CFHs; maintaining the monetary and clothing allowance logs; and obtaining the County CSWs authorization to implement the NSP. CAD will continue to assess implementation of the recommendations during the next monitoring reviews. The OHCMD will provide on-going technical assistance prior to the next review.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

The most recent fiscal review of the FFA was posted by the Auditor-Controller on July 10, 2014. This report identified $73,114 in questioned costs. There is no balance due to DCFS for this report. The FFA owes $844 in Group Home overpayments, which is being disputed.

The DANGERFIELD INSTITUTE

"Finding a Safe Harbor"

NON PROFIT ORGANIZATION
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May 29, 2014

To: CHINELO MADUIKE, MSW
CHILDREN SERVICES ADMINISTRATOR I
CONTRACTS COMPLIANCE ADMINISTRATOR
Via Email – maduic@dcfs.lacounty.gov

From: LORRIE IRVING, ASSISTANT EXECUTIVE DIRECTOR
WENDY SUER, LCSW, ADMINISTRATOR
Dangerfield Institute of Urban Problems Foster Family Agency

Re: **CORRECTIVE ACTION PLAN**

The following information is the Corrective Action Plan for Dangerfield Institute of Urban Problems Foster Agency for the "Contract Compliance Review" conducted on March 24, 2014.

II. Certified Foster Homes

(17) Do the certified foster parents and/or designated drivers have a valid California Driver's License, auto insurance, annual documentation of vehicle maintenance, and if applicable, car seat(s)? **(SAFETY)**

PLAN: Dangerfield Foster Family Agency Management will ensure all certified foster parent(s) and their designated drivers provide valid copies of auto insurance on a quarterly basis. Agency Social Workers will regularly inquire as to their certified foster parents' designated drivers and verify auto insurance. In addition, Dangerfield Foster Family Management will conduct quarterly reviews of Certified Foster Parent's charts to make sure all documentation is current and maintained. In the event a copy of auto insurance for a designated driver is not on file at the agency, a formal request

for information and/or documentation will be forwarded to the certified foster parent and/or directly to the designated driver.

III. Facility and Environment

(21) Are common areas/interior well maintained? (Clean/sanitary; neat; adequate furniture and lighting; home-like environment, no safety hazards). **(SAFETY)**

PLAN: Certified foster parents will receive ongoing, in-service training on maintaining a healthy and safe environment for children in their care that includes ensuring all toxins and poisons are locked and inaccessible. Extensive quarterly home inspections will be conducted to assess for any safety hazards and to remedy any deficiencies. Additionally, Agency Social Workers will routinely evaluate the physical environment of certified foster homes during weekly home visits documenting the condition of the certified foster home on agency home visit notes.

(25) Has the Certified Foster Parent conducted disaster drills at least every 6 months and maintained completed disaster drill logs? **(SAFETY)**

PLAN: Certified foster parents are expected to conduct disaster drills every six months in the foster home with records of the drills available. At the time of quarterly home inspections, a certified foster parent quarterly checklist is utilized and compliance in the area of disaster drills is assessed. Agency Social Workers will periodically conduct disaster drills with certified foster parents and children as a means of practicing disaster drills and monitoring compliance in this area. As well, Agency Social Workers will request records of disasters drills every six months. Copies of the disaster drill logs will be maintained in the child's binder at the certified foster home as well as on record at Dangerfield Foster Family Agency.

(26) Are appropriate and comprehensive monetary and clothing allowance logs maintained? **(WELL-BEING)**

PLAN: Comprehensive monetary and clothing allowance logs are well maintained at the agency in every child's chart. However, certified foster parents need to also keep record of these logs in the certified foster home. Therefore, Dangerfield Foster Family Agency Management will hold an in-service training for all certified foster parents addressing proper record keeping and maintenance including, but not limited to, disaster drill logs, clothing inventories, and allowance logs. Certified foster parents will learn to accurately complete agency forms and develop organizational skills. In

an effort to assist certified foster parents in the maintenance of relevant children's documents, Dangerfield Foster Family Agency Management will provide to all certified foster parents binders with copies of pertinent forms (e.g., Agency Agreement, medical, dental and psychological forms, allowance logs, clothing inventories, initial Needs and Services Plans/Updated Needs and Services Plans and Quarterly Reports). During routine home visits, Agency Social Workers will regularly review children's binders and provide certified foster parent copies of updated forms and/or documents.

IV. Maintenance of Required Documentation and Service Delivery

(27) Did the FFA obtain or document efforts to obtain the County Worker's authorization to implement the NSP? **(WELL-BEING)**

PLAN: Dangerfield Foster Family Agency Social Workers will make every effort to work in collaboration with DCFS Children's Social Workers when developing and implementing a child's Needs and Services Plan. Agency social workers will document all efforts to contact DCFS Children's Social Workers for their feedback, evaluation and approval of the Needs and Services Plans and obtain their signature on or before the date of submission (deadline). Agency Social Workers will make minimally three attempts to contact DCFS Children's Social Workers on varying days of the week and document efforts. DCFS Supervising Children's Social Workers will also be utilized in the event there is no response from DCFS Children's Social Workers.

(28) Do Certified Foster Parents participate in the development of the Needs and Services Plans? **(WELL-BEING)**

PLAN: Dangerfield Foster Family Agency assumes a collaborative approach to the development and implementation of a child's Needs and Services Plan. Every effort will be made to continue ensuring the certified foster parent has an opportunity to provide input as it relates to setting short-term and long-term goals for a child in his/her care. Evidence of certified foster parent's participation in the development of the Needs and Services Plan is obtained by his/her signature. Agency Social Workers will ensure certified foster parents sign the Needs and Services Plans in a timely manner (seven days prior to the date of submission). Further, dates on the signature page of the Needs and Services Plan will no longer be typed but rather written.

(30) Did the FFA Social Worker develop timely, comprehensive, initial (NSP's) with the participation of the developmentally age-appropriate child? **(WELL-BEING)**

And

(31) Did the FFA Social Worker develop timely, comprehensive, updated (NSP's) with the participation of the developmentally age-appropriate child? **(WELL-BEING)**

PLAN: Dangerfield Foster Family Agency recognizes the importance of assuming a collaborative approach as it relates to the development and implementation of the child's Needs and Services Plan. Agency Social Workers will obtain signatures of children ten years and older when completing their initial Needs and Services Plans, and all subsequent plans thereafter (every three months). Agency Social Workers will obtain signatures in a timely manner (seven days prior to the date of submission). Children will be involved in the process of developing initial and modified goals and objectives, evaluating their own progress, and/or helping to identify barriers to goal attainment (the developmentally age-appropriate child).

(35) Does the FFA Social Worker complete timely, comprehensive, quarterly reports? (to County workers by the 10th business day following the end of each quarter from the date the child was placed). **(WELL-BEING)**

PLAN: Dangerfield Foster Family Agency Management will ensure Agency Social Workers develop and complete timely, comprehensive and detailed quarterly reports. This will be achieved by continuing to provide in-service training addressing all the required elements in accordance with the Needs and Services Plan/Quarterly Report template. In-service training will specifically focus on providing updated, detailed commentary on the child's status and progress toward meeting his/her identified treatment goals. Goals will be updated every quarter accurately reflecting the child's status, specific goals, detailing modifications, describing newly developed plans, services and methods for all modified goals. In addition to in-service training, Agency Social Workers will be required to attend OHCMD NSP Training on July 11, 2014.

IX. Personal Needs/Survival and Economic Well-Being

(64) Does the Certified Foster Parent encourage and assist children to update a Life Book or a photo album? **(PERMANENCY)**

PLAN: Dangerfield Foster Family Agency has provided extensive in-service training to certified foster parents as it relates to the development and maintenance of children's Life Books. To ensure Life Books are developed, certified foster parents will be provided binders/photo albums to assist them in the organizing of the Life Books. Agency Social Workers will encourage and assist certified foster parents and children in creating and updating Life Books. Further, Agency Social Workers will verify every quarter that children's Life Books are maintained and kept current as needed.

XI. Personnel Records

(74) Have appropriate employees received all the required training (initial training, minimum of one-hour training in the area of child abuse identification and reporting, CPR, First-Aid, and on-going training)? **(SAFETY)**

PLAN: Dangerfield Foster Family Agency Management ensures all employees receive all required trainings relevant to the agency work. In the case of employee #1, training was completed, however not properly documented. All employees will sign in-service training logs as proof of attendance. Quarterly reviews of employee's acquired training hours will be conducted to ensure proper documentation of training and compliance in this area.