County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
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April 11, 2014

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

From: Philip L. Browning
Director

TRINITY YOUTH SERVICES FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The Department of Children and Family Services (DCFS) Out-of-Home Care Management Division (OHCMD) conducted a review of Trinity Youth Services Foster Family Agency (the FFA) in October 2013. The FFA has five licensed offices; one is located in the First Supervisorial District; one in the Fourth Supervisorial District; one in the Fifth Supervisorial District; and two located in San Bernardino County and provide services to County of Los Angeles DCFS foster children and youth. According to the FFA's program statement, its mission is "to provide children with an appropriate family match and give the families support and training to ensure that placements will be beneficial in meeting the children's needs. We then provide case work services and specific treatment to each child as specified in the treatment plan."

At the time of the review, the FFA supervised 131 DCFS placed children in 88 certified foster homes. The placed children's average length of placement was ten months, and their average age was six.

SUMMARY

During OHCMD's review, the interviewed children generally reported: feeling safe at the FFA; having been provided with good care and appropriate services; being comfortable in their environment and treated with respect and dignity. The certified foster parents reported they were supported by the FFA staff in their efforts to provide care, supervision and service delivery to the children placed in their homes.

The FFA was in full compliance with 6 of 11 sections of our Contract compliance review: Certified Foster Homes; Facility and Environment; Education and Workforce Readiness; Health and Medical Needs; Psychotropic Medication; and Discharged Children.

OHCMD noted deficiencies in the areas of Licensure/Contract Requirements, related to the FFA's failure to follow procedures by placing more than two children in a certified foster home prior to 12 months of certification; Maintenance of Required Documentation and Service Delivery, related to Initial Needs and Services Plans (NSP) not being signed in a timely manner, certified foster parents not being familiar with Needs and Services Plans (NSPs), and Initial NSPs not being comprehensive; Personal Rights and Social/Emotional Well-Being, related to children being transported without car seats; Personal Needs/Survival and Economic Well-Being, related to children not having life books or photo albums; and Personnel Records, related to one FFA social worker's CPR and First-Aid certificates being expired.

Attached are the details of our review.

REVIEW OF REPORT

On December 2, 2013, the DCFS OHCMD Monitor, Darío Villamarín, held an Exit Conference with the FFA representatives, Jackie Jakob, Assistant Director Foster Care/Adoption, Laura Abujudeh-Kassam, Office Director of the Rancho Cucamonga and Victorville offices, and Dionne Boyd, Office Director of the Long Beach and Lancaster offices. The FFA's representatives: agreed with the review findings and recommendations; were receptive to implementing systemic changes to improve their compliance with regulatory standards; and agreed to address the noted deficiencies in a Corrective Action Plan (CAP).

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

The FFA provided the attached approved CAP addressing the recommendations noted in this compliance report. OHCMD will verify that these recommendations have been implemented and provide technical assistance during our next visit to the FFA in April 2014.

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

PLB:EM:KR
RDS:dv

Attachments

c: William T Fujioka, Chief Executive Officer
John Naimo, Acting Auditor-Controller
Public Information Office
Audit Committee
John Neiuber, Executive Director, Trinity Youth Services FFA
Angelica López, Acting Regional Manager, Community Care Licensing

TRINITY YOUTH SERVICES FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY

1520 West Cameron Avenue, Suite 151
West Covina, CA 91790
License Number: 197805193

4201 Long Beach Blvd., Suite 421
Long Beach, CA 90807
License Number: 197805095

4225 North 10th Street West
Lancaster, CA 93534
License Number: 197805093

9600 Center Avenue, Suite 100
Rancho Cucamonga, CA 91730
License Number: 366405738

15500 Sand Street
Victorville, CA 92392
License Number: 3664204024

	Contract Compliance Monitoring Review	Findings: October 2013
I	**Licensure/Contract Requirements** (7 Elements)	
	1. Timely Notification for Child's Relocation	1. Full Compliance
	2. Serious Incident Report Documentation and Cross Reporting	2. Full Compliance
	3. Runaway Procedures in Accordance with the Contract	3. Full Compliance
	4. Are there CCL Citations/OHCMD Safety Reports	4. Improvement Needed
	5. If Applicable, FFA Ensures Complete Required Whole Foster Family Homes (WFFH) Training	5. Not Applicable
	6. FFA Pays Certified Foster Parents (CFP) WFFH Required Payments	6. Not Applicable
	7. FFA Conducts an Assessment of CFP Prior to Placement of Two (2) or More Children	7. Improvement Needed
II	**Certified Foster Homes (CFHs)** (12 Elements)	
	1. Home Study and Safety Inspection Conducted Prior to Certification	Full Compliance (ALL)
	2. Agency's Inquiry with OHCMD for Historical Information Prior to Certification	
	3. Timely Criminal Clearances (DOJ, FBI, CACI) Prior to Certification	
	4. Timely, Completed, Signed Criminal Background Statement	
	5. Health Screening & TB Test Prior to Certification	
	6. All Required Training Prior to Certification	
	7. Certificate of Approval on File/Including Capacity	
	8. Safety Inspection Completed At Least Every Six Months or Per Approved Program Statement	
	9. Completed Annual Training Hours for Re-certification and Current CPR/First-Aid/Water Safety Certificates	
	10. Current CDL/Auto Insurance/Annual Vehicle Maintenance Documentation for CFPs and Designated Drivers, if Applicable Car Seat(s)	
	11. Criminal Clearances and Health Screening/CDL/CPR DOJ/FBI/CACI/Auto	

	Insurance for Other Adults in the Home 12. FFA Assists CFPs in Providing Transportation Needs	
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. CFP Conduct Disaster Drills and Documentation Maintained 7. Money and Clothing Allowance Logs Maintained	Full Compliance (ALL)
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 NSPs 3. Children Progressing Towards Meeting NSP Goals 4. FFA Social Workers Develop Timely, Comprehensive Initial NSP 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 Children's Social Workers 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. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Full Compliance 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 Medications** (2 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review	Full Compliance (ALL)
VIII	**Personal Rights and Social Emotional Well-Being** (10 Elements) 1. Children Informed of Agency's Policies and Procedures 2. Children Feel Safe 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 10. Children Given Opportunities to Participate in Extra-Curricular Activities, Enrichment and Social Activities	1. Full Compliance 2. Improvement Needed 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Full Compliance

IX	**Personal Needs/Survival and Economic Well-Being** (7 Elements) 1. $50 Clothing Allowance in Accordance with FFA Program Statement 2. Ongoing 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)	Full Compliance (ALL)
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 Exceed Total of 15 Children	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Improvement Needed 8. Full Compliance 9. Full Compliance

TRINITY YOUTH SERVICES 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. This compliance report addresses findings noted during the October 2013 monitoring review. The purpose of this review was to assess Trinity Youth Services Foster Family Agency (the FFA's) compliance with the County contract and State regulations and included a review of the FFA's program statement, as well as administrative internal policies and procedures. The monitoring review covered the following 11 areas:

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

For purposes of this review, 12 children were selected for the sample. Out-of-Home Care Management Division (OHCMD) interviewed ten children. Two children were not interviewed due to their young age. During the home visits, the children were observed to be comfortable in the certified foster homes and the certified parents were observed to be attuned to the needs of the children. OHCMD reviewed all 12 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, five placed children were prescribed psychotropic medication. We reviewed all five case files to assess for timeliness of Psychotropic Medication Authorizations and to confirm the required documentation of psychiatric monitoring.

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

CONTRACTUAL COMPLIANCE

OHCMD found the following five areas to be out of compliance.

Licensure/Contract Requirements

- The FFA failed to follow contractual requirements by not assessing a newly certified foster parent to determine if the certified foster parent was experienced and providing quality of care

prior to placing more than two children in the home. The FFA placed one child in the certified foster home the day of certification. The following day, two additional children were placed in the home, and two days later, a fourth child was placed in the home. The FFA's justification for placing more than two children was that the certified foster home had a room available for two additional children. Further, the certified foster parent files reviewed did not indicate how the certified foster parents would meet the needs of more than two placed children.

Recommendations

The FFA's management shall ensure that:

1. Prior to placing more than two children in a certified foster home, the certified foster parents must have at least 12 months experience as per the County contract. Additionally, the FFA staff is trained to make better assessments when placing two or more children in certified foster homes.

2. Assessments will document how the certified foster parent is able to meet the needs of all the placed children when placing more than two children in a certified foster home.

Maintenance of Required Documentation and Service Delivery

- For one Initial Needs and Services Plan (NSP), the Department of Children and Family Services (DCFS) Children's Social Worker's (CSWs) signature authorizing implementation of the NSP, the FFA's Social Worker, the FFA's Supervising Social Worker and the certified foster parent signatures were obtained three months late.

- In one certified foster home with two teenage siblings who had been placed for over a year, the certified foster parent was not familiar with Needs and Services Plans (NSPs).

- For two children, the initial NSPs were not comprehensive as some fields/sections of the NSPs were not completed in accordance with the NSP template. Specifically, the medical/dental information, educational information, and visits with the placed children by the FFA's Social Worker were missing.

During the Exit Conference, the FFA representatives stated that the FFA's staff will be retrained on the development of NSPs. The FFA will ensure that signatures from DCFS CSWs, the FFA's social workers, the FFA's Supervising Social Workers, and the certified foster parents for NSPs are obtained timely. Lastly, certified foster parents will be retrained on their participation in the development of NSPs. It should be noted that the FFA representatives attended the OHCMD NSP Training for providers on January 27, 2012 and were made aware of the NSP requirements. The NSPs reviewed were developed subsequent to the NSP Training. No representative from the FFA attended the NSP refresher training provided by OHCMD on August 1, 2013.

Recommendations

The FFA's management shall ensure that:

3. Initial NSPs are signed timely by the DCFS Children's Social Worker, the FFA's Social Worker, the FFA Supervising Social Worker and the certified foster parent.

4. Certified foster parents participate in the development of NSPs.

5. FFA social workers develop comprehensive Initial NSPs and all the fields/sections are completed in accordance with the NSP template.

Personal Rights and Social/Emotional Well-Being

- In one of the certified foster homes selected for the sample, OHCMD noted that the foster parents were transporting two foster children under the age of eight years old without car seats. Per California Child Safety Law, children under the age of 8 or under 4'9" tall must be secured in a car seat or booster in the back seat. This issue was immediately addressed with the FFA's Social Worker, who was present during the home visit. Additionally, the OHCMD monitor reported this to the Child Protection Hotline (CPHL), as this issue rose to the level of general neglect. The following day, the FFA's Social Worker provided OHCMD with pictures as verification that the certified foster parents obtained car seats for the foster children.

The FFA Office Director informed OHCMD that the certified foster parents were placed on a 90 day Corrective Action Plan (CAP) which, included: limiting the number of placed children to two, completion of the 15 hours of annual training, and foster parent files are to be well maintained and include all required documentation. The certified foster parents are scheduled to be re-evaluated on March 19, 2014; if all of the CAP standards are met, the FFA may reinstate their capacity. Failure to adhere to the CAP will lead to further disciplinary action up to and not excluding, decertification. The referral is still under investigation by the DCFS Emergency Response Children's Social Worker and the Out-of-Home Care Investigation Section.

During the Exit Conference; the FFA's representatives stated they revised the monthly home inspection form to include checking for car seats. The updated form was provided to OHCMD. Further, at intake, the certified foster parents will be made aware of the California Child Safety Law and the FFA will ensure that the certified foster parents have a car seat prior to placing a child under the age of eight and/or height under 4'9."

Recommendation

The FFA's management shall ensure that:

6. All certified foster parents with children who require to be transported with car seats, use car seats and are familiar with the Child Safety California Law. The FFA Social Workers routinely inspect the foster homes to ensure ongoing compliance.

Personal Needs/Survival and Economic Well-Being

- In the same certified foster home mentioned above, the children were not provided with life books or photo albums.

During the Exit Conference; the FFA's stated that the certified foster parents would be retrained regarding assisting the children with creating and maintaining life books or photo albums.

Recommendation

The FFA's management shall ensure that:

7. All children have a life book or photo album.

Personnel Records

- For one FFA Social Worker, the CPR and First-Aid certificates expired three months previously. OHCMD was later provided with copies of current certificates prior to the Exit Conference.

During the Exit Conference; the FFA's representatives that the FFA's office Directors would track due dates of CPR and First-aid certificates and staff would be reminded of the due date.

Recommendation

The FFA's management shall ensure that:

8. FFA Social Workers have current CPR and First-aid at all times.

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

The OHCMD's last compliance report dated August 23, 2013, identified 12 recommendations.

Results

Based on OHCMD follow-up, the FFA fully implemented 11 of 12 previous recommendations for which they were to ensure that:

- Certified foster parents appropriately report special incident to the FFA.
- Run away procedures are in accordance with the County contract.
- The FFA is free of CCL's complaint/reports on safety issues.
- OHCMD is contacted for historical abuse/neglect information regarding prospective certified foster parents prior to certification.
- Common areas are well maintained.
- Children's bedrooms are well maintained to include sufficient lighting.

- The FFA facilitates in meeting educational goals of each child.
- Services are provided to increase children's academic performance.
- Psychotropic Medication Authorizations on file for all children on psychotropic medication have Court approval.
- All children are provided with activities in the community.
- Part-time Social Workers have written declaration of part-time employment on file.

Based on OHCMD follow-up, the FFA did not fully implement 1 of 12 previous recommendations for which they were to ensure that:

- FFA Social Workers have their CPR and First-Aid certificates issued in a timely manner.

Recommendations

The FFA administration shall ensure that:

9. The outstanding recommendations for the August 23, 2013 monitoring report which, are noted in this report as Recommendation 8 is fully implemented.

At the Exit Conference, the FFA Administration expressed their desire to remain in compliance with all Title 22 Regulations and Contract requirements. In an effort to ensure assessments prior to placing more than two children in a certified foster home, the FFA staff received training on how to conduct assessments. Also, in efforts to develop comprehensive Initial Updated NSPs, that DCFS CSWs, FFA CSWs and SCSWs sign the NSPs, the FFA re-trained their social work staff. Additionally, in certified foster homes where children need to be transported with car seats, the FFA re-trained its staff and the certified foster parents to ensure ongoing compliance. Certified foster parents were re-trained to ensure that children have life books and photo albums. Lastly, the FFA Human Resources Coordinator will notify the FFA's Director 30 days in advance, when CPR and First-aid certificates are due.

OHCMD will verify that these recommendations have been implemented and provide technical assistance during our next visit to the FFA in April 2014.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER (A-C)

The below information is taken from A-C report dated June 5, 2013:

A fiscal review of the FFA was posted on June 5, 2013. The A-C identified $499,722 in unallowable costs, including $315,890 in interest and penalties on loans and credit cards; $91,313 in interest and penalties on delinquent payroll taxes; and $86,752 in non-sufficient fund and bank overdraft charges. The A-C also identified $38,756 in unsupportedl/inadequately supported costs. Additionally, the A-C noted that the FFA's audited financial statements for the Fiscal Years (FYs) ending June 30, 2008 through June 30, 2010 included going-concern qualifications, indicating that

the FFA may have problems continuing to operate because of substantial operating losses and significant liabilities for delinquent payroll taxes. The A-C findings also revealed that the FFA owed approximately $2.4 million in delinquent federal and State payroll taxes, penalties, and interest. The A-C also reported that the FFA borrowed more that $3.6 million from various banks, and used County foster care funds to pay $315,106 in interest on those loans in FY 2008-09. Paying interest with foster care funds is not allowed.

After the A-C review, Trinity indicated they had contributed unrestricted donations to the FFA and GH programs and that the donations should be used to offset the questioned costs.

Trinity Youth Services and the Los Angeles County Office of the Auditor-Controller have mutually agreed that the final amount of $61,198.80 will be repaid to Los Angeles County DCFS. After the A-C review Trinity indicated that they have paid all of their delinquent payroll taxes.

On January 16, 2014, DCFS' OHCMD contacted its Fiscal Monitoring & Special Payments section and was informed that they are in the process of finalizing the FCAP and will be requesting that the FFA pay DCFS the amount of $61,198.80.

The FFA disputed the June 5, 2013 A-C report and the A-C issued a revised draft report dated November 19, 2013. The FFA submitted their FCAP and it is currently under review by County Counsel. The FFA has requested a formal hearing and County Counsel is in the process of resolving this issue. The A-C may remove the June 5th report and post the revised report on line after the formal hearing is resolved. DCFS will determine if any additional corrective action is warranted after the formal hearing process.

Mission Office
Foster Care • Residential Services

December 30, 2013

Darío Villamarín, CSA I
Out of Home Care Management Division
9320 Telstar Avenue, #216
El Monte, Ca 91731

Re: FFA Monitoring Review Field Exit Summary received 12/19/13.

Dear Darío,

Trinity Youth Services (TYS) is in receipt of the draft report created following the contract compliance review of our agency, which was conducted by Out of Home Management Division for 2013. We would like to thank you for your professionalism and support during the program review of our Foster Care Program.

TYS has reviewed the above reference report and submits the following Corrective Action Plan (CAP) to address the recommendations noted. TYS Staff were trained on 12/10/13, 12/12/13, 12/18/13, 12/20/13, and on 12/24/13. TYS foster parents were trained by their social workers after their training.

TYS's Directors shall ensure that:

1. Specific, individualized assessments are developed when placing more than two children in a certified foster home. Assessments will include how the foster parents will meet the needs of the children to be placed.
    - All TYS Directors, Intake Workers, and Social Workers received training on conducting individualized assessments for certified foster homes, when placing more than two children in the home.
    - Supervising Social Workers and/or Office Directors will sign off on all certification exceptions to ensure that they are completed accurately.
    - Staff was trained to complete the assessment in a narrative format instead of simply answering "yes" or "no".
2. TYS Social Workers shall obtain or document efforts to obtain CSW's authorization to implement the NSP.
    - All TYS Directors and Social Workers were trained regarding ensuring that they request CSW's signatures within the 10 day grace period after report is due. Efforts must be documented on the NSP. Social Workers will attach copy of cover letter sent to CSWs to the copy of NSP, when NSP is mailed. Social Workers will attach copy of fax confirmation to copy of NSP when NSP is faxed.

3. All certified foster parents are familiar and participate in the development of the NSPs.
    - All TYS Directors and Social Workers were trained regarding ensuring that all certified foster parents are familiar and participate in the development of the NSPs.
    - All certified foster parents were trained regarding the NSPs. If there is more than one certified foster parent in a home, both will be trained regarding the NSPs. Foster parents will participate in the development of NSP goals for the foster children in their homes. Foster parents were trained that they need to sign the completed NSP. Foster parents will receive a copy of the goals and maintain it in the foster child home file.
    - Social Workers, on a monthly basis, will discuss NSP and goals with foster parents and foster children. Any progress both positive and negative will be addressed with FPs and FC. This will be documented in child case notes.
    - At the time an NSP needs to be updated, Social Worker, FP, and FC will meet to discuss current goals and future goals. All will participate in the development of the new goals.

4. All TYS Social Workers shall develop timely, comprehensive, initial NSPs.
    - All TYS Directors and Social Workers were trained regarding ensuring that initial reports are comprehensive and completed in a timely manner.
    - Directors and Social Workers were trained on the proper completion of Initial, Quarterly, and NSP reports. All sections of the reports will be addressed and no section will be left blank.
    - Directors/Supervising Social Workers will review reports due report with their social worker during weekly supervision.

5. All certified foster parents encourage and assist children to update a life book or photo albums.
    - All TYS Directors and Social Workers were trained regarding ensuring that all certified foster parents have a life book/photo album for all children in their care.
    - All certified foster parents were trained to maintain a life book/photo album for each child in their care.
    - Life books are to include photographs of the children.

6. All TYS staff's CPR and First-Aid certificates are timely.
    - All TYS Directors, Social Workers, Human Resources were trained regarding maintaining their CPR and First-Aid certificates current at all times. Human Resources Coordinator to notify Directors 30 days in advance of when due.

7. All certified foster parents in homes where there are children who require to be transported with car seats use them and are familiar with the child safety California law. TYS staff to routinely inspect that the foster home to ensure ongoing compliance.
    - All TYS Directors, Intake Workers, Social Workers, and foster parents were trained regarding the 2012 California Safety Law.
    - TYS updated Intake Summary form to include asking foster parents for availability of child safety car seats and boosters for all children under 8 years old.
    - TYS updated its monthly physical plant inspection form to include checking for appropriate car seats and boosters.

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

Sincerely,

Jackie Jakob, MSW
Foster Care & Adoptions Director

Cc. John Neiuber, CEO