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

BOBBY D. CAGLE
Director

GINGER PRYOR
Chief Deputy Director

July 9, 2020

To: Supervisor Kathryn Barger, Chair
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Janice Hahn

From: Bobby D. Cagle
Director

VICTOR TREATMENT CENTERS
SHORT-TERM RESIDENTIAL THERAPEUTIC PROGRAM
CONTRACT COMPLIANCE REVIEW

REVIEW OF REPORT

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a Contract Compliance Review of the Victor Treatment Centers Short-Term Residential Therapeutic Program (the Contractor) in September 2019. The Contractor has five offices located in the Fifth Supervisorial District and multiple offices located throughout the state of California. All offices provide services to the County of Los Angeles DCFS placed children, Probation foster youth, children placed by other counties and Non-Minor Dependents (NMDs).

Key Outcomes

NUMBER OF PRIORITY FINDINGS
PRIORITY 1 2
PRIORITY 2 20
PRIORITY 3 1

CAD conducted an on-site Contract Compliance Assessment review, of the Contractor's compliance within the following applicable areas: General Contract Requirements; Facility and Environment; Engagement and Teamwork; Needs and Services Plans; Permanency and Transition Services; Education and Independent Living Program Services; Health and Medical Needs; Personal Rights and Social/Emotional Well-Being; Personal Needs/Survival and Economic Well-Being; and Personnel Files.

The Contractor was in full compliance with 2 of 10 applicable areas of CAD's Contract Compliance Review: Engagement and Teamwork; and Health and Medical Needs.

For the purpose of this review, four DCFS placed children and three Probation foster youth were selected for the sample. CAD reviewed the seven children's files and interviewed the children to assess the level of care and services they received. Additionally, three discharged children's files were reviewed to assess the Contractor's compliance with permanency efforts.

CAD reviewed five staff files for compliance with Title 22 Regulations and County contract requirements. To assess the quality of care and supervision provided to the placed children and foster youth, DCFS conducted site visits at the Contractor's location.

CAD noted findings in the areas of:

Priority 1

- Facility and Environment
  - Common quarters were not well maintained.

- Personnel Files
  - Criminal clearances were not received prior to hire date.

Priority 2

- General Contract Requirements
  - Disaster drills were not conducted every six months and documented.
  - Sign in/out logs were not properly maintained.
  - Special Incident Reports were not timely submitted or appropriately cross-reported.

- Facility and Environment
  - Vehicles used to transport children were not well maintained and in good repair.
  - Required notices and postings were not posted or visible.
  - Adequate nutritious perishable and non-perishable food were not maintained.
  - Children's bedrooms were not safe and well maintained.

- Needs and Services Plans (NSPs)
  - NSPs were not comprehensive or accurate.

- Permanency and Transition Services
  - NSPs Permanency Section did not document the child's case plan goal.
  - NSPs were not consistent with Transitional Independent Living Plan for NMDs.

- Education and Independent Living Program
  - Child was not enrolled in school immediately.
  - Efforts to maintain children at school of origin were not documented.

- Personal Rights and Social/Emotional Well-Being
  - Children reported not being respected by staff.
  - Children reported being discriminated against.
  - Children reported not being given opportunities to participate in extracurricular or community activities.
  - Children reported not being informed of their contraceptive rights.

- Personal Needs/Survival and Economic Well-Being
  - Children reported not being provided with Youth Development Services.
  - Children reported not being provided with a sufficient supply of personal hygiene items that meet their needs.
  - Children reported not receiving their basic weekly allowance.
  - Children reported not receiving their basic monthly clothing allowance.

Priority 3

- Facility and Environment
  - Window screens were not intact.

On October 22, 2019, DCFS CAD Children Services Administrator I and Out-of-Home Care Management Division Quality Assurance Specialist held an exit conference with the Contractor's representatives.

The Contractor's representatives agreed with the review findings and recommendations, and were receptive to implementing systemic changes to improve the Contractor's compliance with regulatory standards.

The Contractor provided the attached approved Corrective Action Plan addressing the noted findings in this compliance report.

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

BDC:KR
LTI:nw

Attachments

c: Sachi Hamai, Chief Executive Officer
Arlene Barrera, Auditor-Controller
Raymond Leyva, Interim Chief Probation Officer
Sheila Mitchell, Chief Deputy Probation Officer, Juvenile Services
Public Information Office
Audit Committee
Sybil Brand Commission
Tonya Nowakowski, LCSW, Regional Director, Victor Treatment Centers
Kellee Coleman, Regional Manager, Community Care Licensing Division
Monique Marshall-Turner, Regional Manager, Community Care Licensing Division

Victor
Helping Others Soar

Victor Treatment Centers

Victor Community Support Services

Administration
1360 East Lassen Avenue
Chico, CA 95973
530.893.0758
Fax 530.893.0502
www.victor.org

December 6, 2019 (revised 1/31/2020 & 2/12/20)

Nicole Whaley, LCSW, LPCC
Children Services Administrator I
DCFS Contracts Administration Division
Contract Compliance Section
3530 Wilshire Blvd., 4th Floor, Cubicle #107
Los Angeles, CA 90010

Re: Corrective Action Plan (CAP) 2019 STRTP Monitoring Review

This document details the Corrective Action Plan being put in place in response to Victor Treatment Centers Annual STRTP Monitoring Review. This plan will identify the systems and corrections that are being implemented to address the identified areas of needed improvement.

The attachments section will include documents for your review. Plan elements are identified below:

I. **General Contract Requirements:**

2. Disaster Drills conducted every 6 months:
One of our five homes did not have up to date drills due to the house being temporarily closed from April 2018 to May 2019.
The plan that will be set in place:
Upon hire, Residential Staff will be trained to the Disaster and Recovery Plan. A component of the plan is information on conducting routine disaster drills. The administrator of the home was also required to add "Disaster Drill documentation" to his Outlook calendar to remind him to complete the documentation after conducting a mock disaster drill.

4. Detailed sign in/out logs:
The sign in/out logs utilized prior to the review did not contain information on the youth's destination and anticipated time of return.
The plan that will be set in place:
A new sign in/out log was created and placed in each youth's file (attachment #1). The STRTP administrators were trained to the new form on 11/21/19 (agenda attachment #2).

5. SIRs properly documented:
Several SIRs were reported in itrack several months late due to the agency merger. When the merger took place, 11/1/18, a new vendor number was required in order to input itracks under Victor Treatment Centers. The Department of Children and Family Services was able to resolve the issue in mid-January 2019. At that point, all manual incident reports (November-January) were re-typed into the Itrack system therefore some itracks appear to be late. The other two findings of late itracks for Youth #4 and Youth #5 appear late due to an internal investigation and staff trying to gather information from the youth. Once the investigations were concluded, the Itracks were submitted.
The plan that will be set in place:
The On-Duty Office supervisor responsible for reviewing and submitting Itracks will no longer wait until internal investigations are concluded before submitting an Itrack. The supervisor will submit the itrack with the

information at hand and will add information in the addendum section of the itrack as more information is gathered. The supervisor submitting the itrack will also ensure cross reporting to CCL and OHC is listed on each applicable itrack.

II. Facility and Environment:

6. Vehicles used to transport children are maintained in good repair:
Auditor was not shown Vehicle #3's current registration and insurance. Vehicles #1 and 4 did not have current maintenance logs. Vehicle #4's headrest was missing. Vehicles #1-4 did not have first aid kits in the vehicle. Vehicles #3 and 4 had dirty interiors.

The plan that will be set in place:
Current registration and insurance information was sent to the auditor on 11/5/19. Both registration and insurance pre-dated the review.
On 11/4/19, maintenance logs (attachment #3) and receipts of service for vehicles #1 and 4 were sent to the auditor which indicates all dates of maintenance for both vehicles.
On 11/4/19, pictures showing that all vehicles had first aid kits located in locked boxes in the back of the vehicles were sent to the auditor.
The plan to ensure all items are given to the auditor on the day of the review, the maintenance worker will be called to meet with the auditor and show the auditor registration cards, insurance cards, first aid kits and the maintenance logs. The maintenance worker will also be present during the vehicle inspection. In addition, during initial new hire training, all staff are/will be made aware that vehicle ignition keys unlock the glove boxes of the vehicles; vehicle registration and insurance are kept in the glove box; and first aid kit lock boxes are unlocked using the key on the vehicle key ring.
On the day of the review, vehicle #4's headrest was taken off of the vehicle floor and placed back on the seat.
To address the dirty interiors of the vehicles, Victor will continue to have the vehicles washed and interiors cleaned on a monthly basis. In addition, the maintenance worker purchased seat covers for vehicles #3 and 4 (attachment #4)

7. The exterior and the grounds are well maintained:
Sites 1-4 had window screens that were not intact.

The plan that will be set in place:
The maintenance worker will drive to each location, every morning, to replace any window screens that have been punched out by the youth.

8. Common quarters are well maintained:
Site #2 did not have a working telephone due to a youth breaking the phone, the upstairs fire extinguisher had been moved into the staff office due to youth tampering with it, and only downstairs had a carbon monoxide detector.
Site #3 knives left unlocked and a bottle of 409 was not locked up.
Site #1 damage to the downstairs bathroom's cabinet door and light fixture caused by a youth, stalls 2 and 3 of the upstairs bathroom had doors that were not closing properly due to youth slamming the doors.

The plan that will be set in place:
On October 2, 2019 the maintenance worker placed the fire extinguisher back upstairs and replaced the carbon monoxide detector. In addition, all administrators were informed to train staff on completing incident reports pertaining to youth causing property damage (minor damage can be documented on internal incident reports). This documentation was not found for any of these issues therefore Victor did not have proof of the incident that caused the damage. In addition, Title 22 regulations will be a training topic on the Annual In-Service Training Calendar so that all residential staff are

aware of house regulations, which include proper storage of knives and household chemicals. The training dates for 2020 will be February 12th, 19th, and 20th, 2020.

Also, Victor will continue to follow the following procedures: administrators will be responsible for conducting monthly house checks of their assigned homes. During the house check, if any safety/physical plant deficiencies are noted, the Maintenance Worker will receive a maintenance request that will be filled within 24-72 hours. If the deficiency poses an immediate safety concern, the Office Services Manager will assess the concern within 24 hours and contact appropriate vendors to handle the issue. In addition to monthly house checks, Residential Counselors are responsible for conducting visual assessments of the home on a daily basis. If repairs are needed, the Residential Counselor will document the issue on a Maintenance Request. The maintenance department will prioritize all requests. A request that does not pose an immediate safety concern will be addressed within 72 hours.

9. All required notices and postings are posted and visible.
The reproductive rights posting was not located in 3 sites and the Ombudsman information was located inside of the office at one location instead of within the home.
The plan that will be set in place:
Every Victor home has an assigned STRTP Administrator who will be responsible for conducting monthly house checks. All required postings such as the Ombudsman information, and Reproductive Rights will be on the house check and the Administrator will ensure the postings are located outside of the staff office.

10. Children's bedrooms are safe and well maintained:
During the review, it was noted that site #1's common quarters and youths' bedrooms were not well maintained as evidenced by graffiti on the walls and broken furniture.
The plan that will be set in place:
Site #1's Residential Counselor II (equivalent to an assistant supervisor) will conduct weekly house checks and submit maintenance requests for items needing repair or replacement in order to maintain the common quarters and youths' bedrooms in acceptable condition. In addition, new hire training will include Title 22 standards.

12. Adequate nutritious foods maintained:
Site #2 contained expired food in the cabinets.
The plan that will be set in place:
Overnight Residential Counselors will be responsible for conducting refrigerator and kitchen cabinet checks once per shift. The checks will be documented on the agency communication log. This will ensure that two checks are completed on a weekly basis and the overnight counselors will be responsible for discarding any expired food.

III. Engagement and Teamwork:
No Corrective Action Plans Required

IV. Needs and Services Plans:
16. NSPs are completed accurately and on time:
All TILP goals were not located on the NSPs. Dates and signatures missing on some NSPs and CSW did not sign some NSPs despite documented attempts to gain signature.
The plan that will be set in place:
The youth's treatment team will discuss and review the youth's NSP with the youth prior to sending the NSP out to external stakeholders. The youth's assigned Facilitator will ensure that TILP goals created by the youth and CSW/DPO are reflected and incorporated in the youth's NSP as part of their INDEPENENT LIVING SKILLS goal. The

Facilitator is also responsible for obtaining the youth's signature and date. If the assigned Facilitator is unable to obtain the youth's signature, the Facilitator will indicate the reasons and dates attempted to review the NSP and capture the signature. The Facilitator will submit a youth's NSP to the appropriate clinical supervisor for final review of NSP prior to sending out to the external stakeholder but by the due date. The Clinical Supervisor will sign the NSP to indicate the NSP is ready for submission to CSW/DPO and includes all required signatures and dates from the youth and the Facilitator. The Facilitator will submit all NSPs to the assigned Office Support Staff, who will also review the NSP for signatures and dates prior to submitting to CSW/DPO. If the NSP is missing any signature or date the NSP will be given back to the Facilitator to obtain whatever is missing. Office Support Staff will submit the youth's NSP to the CSW/DPO via secure email and request CSW/DPO to review, sign, date and return the signature page in a timely manner. Office Support Staff will print out a confirmation email that the NSP was submitted in a timely manner and place it in each youth's residential file. Office Support Staff will follow DCFS's NSP signature procedure if the CSW does not return the signature page. Office Support Staff will record all attempts to get CSW/DPO's signature and place in each youth's file.

V. Permanency and Transition Services:

20 & 23.The NSP Permanency section documented the child's case plan goals & TILP is consistent with NSP:

Some NSPs did not have a Concurrent Plan listed. One NSP did not have the TILP goal of substance abuse.

The plan that will be set in place:

Facilitators were trained on November 14, 2019 (attachment #5=agenda), regarding ensuring all youth have concurrent discharge plans and utilizing the TILP to inform NSP goals for all TILP eligible youth. The Executive Director informed Facilitators that during every youth's initial Child and Family Team Meeting, a concurrent plan should be created in case the primary discharge plan does not work out. Facilitators were informed of where to document the concurrent plan on the NSP. Facilitators were also trained to copy the TILP goals for use on the NSP in order to provide consistent treatment.

VI. Education and Independent Living Program Services:

26. Children are enrolled in school immediately upon placement:

One NSP did not list the date the youth was enrolled and one youth was presented at the Pasadena Triage meeting 9 days after placement due to the Pasadena School District being on Spring Break.

The plan that will be set in place:

The youth's assigned Administrator will be responsible for completing the school section of the NSP. Prior to the Facilitator submitting a youth's NSP to the appropriate clinical supervisor for final review of NSP, the Facilitator will review the NSP to ensure there is no missing information in the school section. The Clinical Supervisor will verify that the NSP is complete prior to signing the NSP.

27. Efforts to maintain children at school of origin are documented:

NSP's for two youth did not indicate why they were not enrolled in their school of origin.

The plan that will be set in place:

The youth's assigned Administrator will be responsible for contacting the youth's Ed Rights holder within 24 business hours of placement. The Administrator will discuss with the Ed Rights holder appropriate school placement and the youth will be enrolled where the Ed Rights holder decides. The reasons for the decision will be documented in the Education section of the NSP by the Administrator.

VII. Health and Medical Needs:
No Corrective Action Plans Required

VIII. Personal Rights and Social/Emotional Well-Being
43 & 44 & 54 & 59. Children report being treated with respect by personnel and do not feel harassed or discriminated against and are allowed to participate in extracurricular activities and are informed of their right to have contraceptives:
One youth alleges that a staff member called her a prostitute and there is favoritism in the home and that she was not allowed to participate in extracurricular activities. Another youth alleges she was not informed of her right to have contraceptives.
The plan that will be set in place:
During Initial Residential Counselor Orientation, Clients' Rights will be reviewed by the trainer. Client Rights will also be a training topic on the Annual In-Service Training Calendar to assist in reminding staff of the rights of the youth. Administrators will be responsible for holding staff accountable if staff are found to violate client rights or treat youth in a disrespectful manner. In addition, the Facilitator will document, in Child and Family Team minutes whether the CFT has agreed/not agreed to allow the youth to participate in extracurricular activities and the reasons for the decision. The Intake Clinician is responsible for reviewing Reproductive Rights with all new intakes. A brochure will be given to all youth and youth will sign a form verifying they were spoken to about their rights. The form will be kept in the client's file.

IX. Personal Needs/Survival and Economic Well-Being
63. Children are encouraged to maintain a life book.
One client claims she was not given a life book upon intake.
The plan that will be set in place:
Victor will continue to provide all new intakes that do not come in with a life book, a life book binder which contains several sheets for the youth to complete when they want. In addition, on the monthly recreation calendar, there is one activity a month that is designated for youth to work on their life books. Supplies are provided to the youth to assist them in decorating their book. To verify that each youth received a life book upon intake, the Intake Clinician will have the youth sign a form and the form will be placed in the client's file.

65. Children report being provided with YDS or daily living skills:
One youth claims she was not provided YDS services. This youth has a severe mental health history and multiple hospitalizations and her behavior has not been stable enough to allow her to be unsupervised in the community.
The plan that will be set in place:
The Facilitators have been trained to document on CFT minutes, reasons for youth not being allowed to be unsupervised in the community or obtain employment. For this particular youth, the original birth certificate was obtained on 3/18/19 and given to her CSW. This youth was also assigned an Independent Skills Transition Program Worker who was meeting with her to work on obtaining her social security card and resume. In addition, this youth was offered an opportunity to work at the South Pasadena Community/Teen Center and this youth declined the offer. This youth was transitioned out of the program on December 12, 2019.

68. Children report being provided with sufficient personal hygiene products
One youth stated that the $25 monthly allotment was not enough for her hair care needs. Victor Treatment Centers procedure for hygiene and hair care is as follows:

A monthly allotment is given to youth to purchase shampoo, conditioner, and feminine hygiene. This allotment is not for hair care such as haircuts or styling. Youth receive an additional amount, depending on need, upon request, for hair styling needs.

The plan that will be set in place:

Victor will implement a hair care policy that meets the needs for all ethnic backgrounds. Victor revised the Hair Care and Hygiene procedure. (Attachment #6).

71. Children report receiving the required basic weekly allowance amount.

Upon merger to Victor Treatment Centers, notifications were no longer being sent to the Executive Director and therefore the changes to the allowance were unknown until the Executive Director received an email from LaSonya Gibbs on September 13, 2019. The email contained the STRTP Change Notice which included the new rates for allowance.

The plan that will be set in place:

As of the week of 9/22/19, all youth began receiving the revised allowance rate. Victor Treatment Centers also paid the allowance differential from 1/1/19-9/22/19 (attachments #7-13 shows money owed to youth in sample). Attachments #14-17 are copies of the checks, sent certified mail, to the known address of the youth who have transitioned from the program. Attachments #18-19 identify the allowance differential that was placed in the internal savings accounts of the three youth who remain placed with Victor Treatment Centers. The three youth signed the form acknowledging the payment. In addition, the Executive Director requested to be placed on DCFS's distribution lists in order to stay abreast of all STRTP requirements and changes.

73. Children report receiving the required basic monthly clothing allowance.

Upon merger to Victor Treatment Centers, notifications were no longer being sent to the Executive Director and therefore the changes to the clothing allowance were unknown until the Executive Director received an email from LaSonya Gibbs on September 13, 2019. The email contained the STRTP Change Notice which included the new rates for clothing allowance.

The plan that will be set in place:

As of October 2019, all youth began receiving the updated monthly clothing allowance. In addition, the Executive Director requested to be placed on DCFSs distribution lists in order to stay abreast of all STRTP requirements and changes.

X. Personnel Files:

79. Personnel had background clearances prior to working with children:

Staff #4 began her training prior to her clearances but she did not have interaction with youth until her clearances were received.

The plan that will be set in place:

Orientation training checklists will be utilized by the supervising staff and will indicate the dates of when staff were trained on each topic. This will indicate how many hours of training the staff receive per day of training, which will in turn verify that staff did not interact with youth during the training time. In addition, supervising staff will be responsible for training staff within the administrative office where no youth are present and will also ensure no interaction occurs until clearances are obtained.

82 & 83. Personnel received initial training and orientation and annual on-going trainings.

Staff #4 did not have CSEC training on file due to not submitting her CSEC certificates to Human Resources.

The plan that will be set in place:

Staff #4 attended CSEC training on November 1, 2018 and January 31, 2019 through the County of Los Angeles Department of Mental Health. Both certificates were emailed to the auditor on November 4, 2019.
CSEC training will continue to be a running topic on the Annual In-Service Training Calendar. In addition, Victor will utilize its community partners and external stakeholders and send staff when this topic is scheduled for training. Victor has also sent two supervising staff to the CSEC train-the-trainer, on December 5 & 6, 2019 and they will facilitate ongoing CSEC training for the agency.

Victor Treatment Centers is committed to the delivery of high quality treatment services in full accordance with agency and county standards. We want to be experienced as a positive service option in the support of the youth under our care. Please contact me at 626-844-3033x205 if any questions pertaining to the CAP arise.

Sincerely,

Tracy Alvarez

Tracy Alvarez
Executive Director
Victor Treatment Centers-Pasadena

Cc: Tonya Nowakowski, LCSW
Regional Director
Victor Treatment Centers

Attachment #1

Visitation/Pass Sign-In/Out

Name: _____

Date & Time Out	Destination	Anticipated Return Date/Time	Person Responsible	Telephone #	Date & Time In	Staff Initials
						Out: ____ In: ____
						Out: ____ In: ____
						Out: ____ In: ____
						Out: ____ In: ____
						Out: ____ In: ____
						Out: ____ In: ____
						Out: ____ In: ____
						Out: ____ In: ____
						Out: ____ In: ____
						Out: ____ In: ____
						Out: ____ In: ____
						Out: ____ In: ____

Column#1: The date and time client is departing the premises
Column #2: The whereabouts of client during this pass (i.e. Paseo Mall, Huntington Library, etc)
Column#3: The date and time client is expected to return from this pass
Column #4: The person responsible for client while on pass (i.e if going on CP write "self")
Column #5: The telephone/cell phone number client can be reached at during this pass
Column #6: The actual date and time client returned from this pass
Column #7: The staff on shift during client's departure (out)/return time (in)

Attachment #2

Treatment Centers

Residential Team Meeting
Date: November 21, 2019
Time: 10:00am-12:00pm
Location: Tandberg Room
Presented by: Tracy Alvarez (Executive Director)

1. Case Updates
    a. Breyah B—returned from runaway last night; Facilitator Jorge has been in contact with client's youth advocate and is expected to visit today. Staff attempting to keep client engaged. Facilitator Jorge to keep detailed documentation of contacts, attempts, etc related to this case and ensure it is reported on Needs and Service Plan
    b. Sharina M—STRTP Meeting recently to address client behavior/Intent to Discharge and safety concern, client expected to have CSEC Advocate assignment by Friday and days and times of 1:1 need has been submitted to DCFS
2. Community Care Licensing 9020 Form (attached)
    a. Form should list all clients residing at each of the homes
    b. Form must be updated with each new intake/discharge
3. 2019 Census of Juveniles in Residential Placement
    a. Surveys distributed
    b. RSS can mail or email upon completion
    c. ED to obtain assistance from Regional Director—will forward info to the team
4. New Visitor Log Sign-In/Out Sheet (attachment)
    a. Form will be kept for each individual client at the group home
    b. Form will be created by OSS Nanci and distribute to the team
    c. Saved—G:Residential→VisitationPass Sign InOut
5. RSS CAP Assignments
    a. RSS to refer to copy of Review Exit Summary for CAP assignment
    b. RSS to reference the finding they are addressing (i.e. General Contract Requirements)
    c. Use codes on Review Exit Summary and current policy and procedures to assist with writing CAP
    d. Address all components within each section
    e. Must send to ED by 5pm Monday (11/25)
6. Food Labeling Procedure/Food Storage
    a. Any leftover cooked meals must be placed in a sealed container or ziplog bag along with a label clearly stating expiration date within 3 days
    b. Any opened foods that already come with an expiration date, should have that date transferred onto the new label and bagged or placed in container after opening prior to storing (i.e. block of cheese)
    c. Homes should ALWAYS maintain 3 days worth of perishable goods (eggs, cheese, bread, fruit, vegetables) and 7 days worth of non-perishable foods (canned/dry)
7. ED Out of the Office
    a. AED Diana can be contacted with any issues tomorrow through weekend

Attachment #3

ROSEMARY CHILDREN'S SERVICES

Vehicle Maintenance log

Service and Maintenance	Recommended	Vince vehicle #4	Shawn	Vince	Vince vehicle #2	Shawn vehicle #3	Shawn	Shawn	Shawn	Shawn
		Romb 1	Cottage 2	Green 3	Cottage 4	500 5	Cottage 6	Cottage 7	Green 8	Cottage 10
		2008 Red Toyota Sienna 7WUJ047	2014 grey ford flex 7kcm486	2011 White Toyota Sienna 6nmp806	2014 Blue ford flex 7EIM084	2006 Gold Toyota Sienna 5vvd948	2007 Blue Toyota Sienna 6aff768	2006 Gray Toyota Sienna 5xhf985	2011 Black Ford Flex 6pvk116	2012 Silver Ford Flex 6ump624
Check engine air filter	When serviced for Oil Change	4-May	5/16/2019	2/23/2019	4/14/2019	7/3/2019	3/10/2019	3/5/2019	8/26/2019	6/27/2019
Lube, oil and filter	3 K miles, or 7-10 k Synthetic	4-May	5/16/2019	2/23/2019	4/14/2019	7/3/2019	3/10/2019	3/5/2019	8/26/2019	6/27/2019
Check all fluids	When serviced for Oil Change	5/4/2019	5/16/2019	2/23/2019	4/14/2019	7/3/2019	3/10/2019	3/5/2019	8/26/2019	6/27/2019
Check Belts	When serviced for Oil Change	5/4/2019	5/16/2019	2/23/2019	4/14/2019	7/3/2019	3/10/2019	3/5/2019	8/26/2019	6/27/2019
Check Hoses	When serviced for Oil Change	5/4/2019	5/16/2019	2/23/2019	4/14/2019	7/3/2019	3/10/2019	3/5/2019	8/26/2019	6/27/2019
Check Battery and Cables	When serviced for Oil Change	5/4/2019	5/16/2019	2/23/2019	4/14/2019	7/3/2019	3/10/2019	3/5/2019	8/26/2019	new battery9-13-17
Check Brakes/rotors or new Brakes	When serviced for Oil Change	5/4/2019	New rear brakes and	new brakes 9-12-18	New brakes and rotors 7-	7/3/2019	New 1-25-18	new 6-13-17	7/25/2017 new	6/27/2019
Check tires	When serviced for Oil Change	5/4/2019	5/16/2019	2/23/2019	10/30/2018	7/3/2019	3/10/2019	3/5/2019	2 new tires 1-30-18	4 new tires 1-30-18
Winshield Wipers	As Needed	2/13/2018		2/23/2019	5/25/2016		11/29/2016	3/6/2017	8/26/2019	9/13/2017
Tire Allignment	25 K or as needed		3/20/2017		5/25/2016		7/25/2016	3/6/2017	11/21/2018	1/30/2018
Change Fuel Filte/as neededr	25 K or as needed									
Change Transmission Fluid/as needed	25 K or as needed									2/8/2016
Use Fuel injector clenner/as needed	30 K					2/18/2016				
Replace spark Plugs/as needed	30 K					10/11/2016	2/3/2016			
Tune up/as needed	30 K					10/11/2016	2/3/2016			
Replace Spark Plug Wires/as needed	30 K						2/3/2016			
Change Transmission Filter/as needed	75 K					2/18/2016				
Timing or Serpentine Belt/as needed	105 K					4/27/2016				
Distributor Cap and Rotor/as needed	60 K or when bad									
Change Tires	oil Change, as needed	4 tires 8-22-17	4 new tire 3-20-17	2 tires 9-12-18	4 tire's 5-25-16	2-new tires 5-18-18	4 tire's 7-25-16	4 tires 3-6-17	2 new 11-8-17	4 new tires 1-30-18
Car Battery	oil Change, as needed		4/18/2017		10/19/2015	8/11/2016	11/29/2016	1/9/2017	1/4/2016	new terminals 5-4-16
Mechanic	Vinces Auto or dealer	Vince's	Vince's	Vince's	Vince's	Vince's	Vince's	Vince's	Vince's	Vince's

NOTES (Continue on reverse if necessary): #3 vehicles, replaced front axles, 2-3-17. #7 vehicle replaced rackanpinion, 2-10-17.

catalyc conv-6-25-19

Vince Shawn Shawn vehicle #1

Bonnie 11	500 House 12	Romb 13	Bonnie
2017 Light Blue Toyota Sienna 7yws002	2017 Beige Toyota Sienna 7yws007	2017 Pearl white Toyota Sienna 7yww313	2015 Grey Honda Odyssey 7kjy671
9/26/2019	8/16/2019	7-4-19	5/2/2019
9/26/2019	8/16/2019	7/4/2019	5/2/2019
9/26/2019	8/16/2019	7/4/2019	5/2/2019
9/26/2019	8/16/2019	7/4/2019	5/2/2019
9/26/2019	8/16/2019	7/4/2019	5/2/2019
9/26/2019	8/16/2019	7/4/2019	5/2/2019
9/26/2019	8/16/2019	7/4/2019	5/2/2019
9/26/2019	4 new tires 1-8-19	2 new tires 10-1-18	New tires 9-14-18
3/6/2018	1/8/2019		
Vinc'es Auto	Vinc'es Auto	Vinc'es Auto	Vince's auto

Attachment #4

Pep Boys

Pep Boys #607 1135
EAST COLORADO B
PASADENA, CA 91105
(626)793-8181
www.pepboys.com

12/04/2019 9:02:01 AM PST
Trans.: 580194 Store: 0607
Reg.: 101 Till:101
Cashier: 451449

SALE

0607101580194201912 04

DICKIES 3PC SET		54.99 T
3003323LD	1 @ 54.99	
DICKIES 1PC SC BLK		25.99 T
3001109	1 @ 25.99	
DICKIES 1PC SC BLK		25.99 T
3001109	1 @ 25.99	
Sub-Total		106.97
Tax		10.95
Total		117.92
Master Card (D)		117.92
Account: XXXXXXXXXXXX8864		
Auth: 00479J (A)		
Total Tender		117.92
Change Due		0.00

Pep Boys

Pep Boys #607 1135
EAST COLORADO B
PASADENA, CA 91105
(626)793-8181
www.pepboys.com

12/05/2019 10:04:43 AM PST
Trans.: 580290 Store: 0607
Reg.: 101 Till:101
Cashier: 470824

SALE

0607101580290201912 05

DICKIES 1PC SC BLK		25.99 T
3001109	1 @ 25.99	
DICKIES 1PC SC BLK		25.99 T
3001109	1 @ 25.99	
DICKIES 3PC SET		54.99 T
3003323LD	1 @ 54.99	
Sub-Total		106.97
Tax		10.95
Total		117.92
Master Card (D)		117.92
Account: XXXXXXXXXXXX8864		
Auth: 00525J (A)		
Total Tender		117.92
Change Due		0.00

#5

Residential Team Meeting
Date: November 14, 2019
Time: 10:00am-12:00pm
Location: Tandberg Room
Presented by: Tracy Alvarez (Executive Director)

1. Review of Exit Interview Findings
   a. Needs and Service Plans
      i. Must have client, facilitator and supervisor signature upon submittion, including copy of achieved goals attached.
      ii. Education piece should include the date RSS initiated enrollement process by contacting PUSD, triage date, and client's first day of school—include any particular reason a delay occurred (If any—i.e. spring break, summer break, etc)
   b. Staff Trainings
      i. Staff required to complete 8hr ICWA training as part of Orientation
      ii. RSS to update and obtain ED approval for any staff stating they will not available for any staff training
      iii. RSS Priscilla will be sent to Train-the-Trainer CSEC Training
   c. Reproductive Rights
      i. Acknowledgment sheet will be created by Intake Crystal for clients to sign they have been provided their reproductive rights
   d. Life Book
      i. Crystal will be creating an acknowledgement sheet to review with all new intakes after providing a copy of their Life Book
   e. Vitals
      i. A copy of all vitals to be kept in client file
   f. Peer Council
      i. Meetings scheduled every firs Monday of the month; team to start reviewing during Supervisor Meeting in order to have updates for next month's Peer Council Meeting
   g. Maintenance
      i. RSS to review maintenance findings at their homes and ensure submit MORs have been submitted to Shawn for needed items
      ii. RSS to ensure RCs are writing MORs and focusing on cleanliness of the home
   h. Allowance Sheets
      i. New requirement to have an allowance tracking sheet for each client in order to provide privacy
      ii. Rene will create new sheet and can begin using Sunday
      iii. New sheet with include name of client, amount earned, amount requested, date requested, date given, client and staff signature, and note section
   i. Review of findings continued 11/15/19; meeting time to be sent out by ED

2. CAP Writing
    a. CAP should include the following:
        i. Deficiency
        ii. Explanation on how it will be addressed
        iii. What the agency will do differently to deter and prevent from reoccurring
        iv. Person responsible (i.e. RSS, Executive Director) for implementing this plan
    b. Facilitator CAP assignments
        i. Janice assisting with #20 Permanency & Transition Services (Concurrent Plan)
        ii. Jorge assisting with #16 Needs and Service Plans
3. Runaways/Safety Discussion
    a. Teams to provide clients with as much support as possible when returning from runaway, by way of medical attnetions, food, shower, clean clothes

Attachment #6

Hair Care and Hygiene

Hair Care Outings

Requires that all youth demonstrate the ability to remain safe in the community when accessing any type of services and support; specifically, a youth is required to be free from high risk behaviors (AWOL/ Suicidal or Homicidal ideation/Physical aggression towards others) for the 72 hours prior to a scheduled outing.

The youth is also not to attend off-campus activities for the 48 hours subsequent to a return from a hospitalization, unless otherwise authorized by a mental health staff member.

The two aforementioned safety issues being absent and financial planning process being completed (youth completing a hair care request form and staff obtaining an approved Purchase Order); youth will have access to the following:

- An allowance ranging from $30 to $75 for hair maintenance grooming services, not to exceed more than one allowance per month. The allowance can be used for Basic Hair Care Styling such as a wash, blow dry, haircut, or silk press.
- A choice of having services provided by a licensed beautician/barber; or to utilize the allowance for services rendered by a person within the facility or a volunteer.
- For youth who do not meet the above referenced safety standards, services can be rendered when the youth meets the standard or, if available, by a person within the facility or a volunteer.

In the event a youth's hair care needs supersedes safety standards, a CFTM will be attempted and the team will decide whether the youth should be allowed to go on a hair care outing. In the event the CFTM is unable to occur within 48 hours of the identified need, the decision will rest with the Executive Director or the Assistant Executive Director.

Specialized Hair Care Styling

It is important to understand the individual needs and ethnic diversity of our youth because some ethnic youths cannot straighten their hair to a matter that is both manageable and lasting, so at times our youth will prefer a type of protective braided style for ease and longevity. The protective braided style would consist of a braided ponytail, braided bun, French braids and/or corn rolls. Specialized Hair Care ranges from $75-150 therefore youth will be given the option to exclusively receive specialized hair care (braid extensions, extensions, corn rolls, etc.) on a bi-monthly basis provided that they chose to opt out of receiving basic hair care the prior month. Youth who wish to receive exclusively specialized hair care will utilize the hair care request form.

Purchasing of Hygiene Products:

On a monthly basis, each youth is allotted a $25 hygiene allowance. The hygiene allowance allows each youth to purchase hair care products (ex. Shampoo, conditioner, gel, wax) and personal hygiene products (ex. tampons, maxi-pads, deodorant). Each youth will have weekly access to purchasing hair

care/hygiene products appropriate for their needs; youths will have the option of attending off-campus hygiene trips specifically designated for this purpose if the aforementioned safety standards are met. In the event that the safety standards are not met; an appointed staff member will ensure that youth is provided the option to give a list of needs to be retrieved by staff attending the outing.

* The Reasonable and Prudent Parent Standard will be utilized with respect to all Hair Care and Hygiene needs and requests.

Brielle "Lucas" Wolfe	Allowance Week	DOA: 8/1/2018	Required Allowance	Earned Allowance	$ Needed to meet requirement	owed
	12/31- 1/5		18.7	17.25	1.45	1.45
	1/6- 1/12		18.7	19	-0.3	
	1/13- 1/19		18.7	20	-1.3	
	1/20- 1/26		18.7	18.75	-0.05	
	1/27- 2/2		18.7	18.25	0.45	0.45
	2/3 -2/9		18.7	16.75	1.95	1.95
	2/10- 2/16		18.7	16.25	2.45	2.45
	2/17 - 2/23		18.7	16.25	2.45	2.45
	2/24- 3/2		18.7	17.5	1.2	1.2
	3/3- 3/9		18.7	17.75	0.95	0.95
	3/10- 3/16		18.7	19	-0.3	
	3/17 -3/23		18.7	15.75	2.95	2.95
	3/24- 3/30		18.7	17	1.7	1.7
	3/31-4/06		18.7	20.25	-1.55	
	4/07- 4/13		18.7	18	0.7	0.7
	4/14- 4/20		18.7	18.75	-0.05	
	4/21- 4/27		18.7	18	0.7	0.7
	4/28-5/04		18.7	16	2.7	2.7
	5/5- 5/11		18.7	12.25	6.45	6.45
	5/12- 5/18		18.7	13.5	5.2	5.2
	5/19- 5/25		18.7	18.25	0.45	0.45
	5/26- 6/1		18.7	17.25	1.45	1.45
	6/2- 6/8		18.7	16.75	1.95	1.95
	6/9- 6/15		18.7	16	2.7	2.7
	6/16- 6/22		18.7	16.5	2.2	2.2
	6/23- 6/29		18.7	19.5	-0.8	
	6/30- 7/06		26	20.25	5.75	5.75
	7/07- 7/13		26	17.5	8.5	8.5
	7/14-7/20		26	17.75	8.25	8.25
	7/21-7/27		26	16.25	9.75	9.75
	7/28-8/03		26	17.75	8.25	8.25
	8/4/-8/10		26	19.75	6.25	6.25
	8/11/-8/17		26	16.75	9.25	9.25
	8/18/-8/24		26	16.75	9.25	9.25
	8/25-8/31		26	19.25	6.75	6.75
	9/01-9/07		26	19.25	6.75	6.75
	9/8/-9/14		26	16	10	10
	9/15-9/21		26	18	8	8
	9/22-9/28					
	Total		798.2	665.75		136.8

Attachment #7

Mykayla S.

Allowance Week	DOA: 3/18/2019	Required Allowance	Earned Allowance	$ Needed to meet requirement	owed
3/17 -3/23		18.7	18.75	-0.05	
3/24- 3/30		18.7	22	-3.3	
3/31-4/06		18.7	18.25	0.45	0.45
4/07- 4/13		18.7	20.5	-1.8	
4/14- 4/20		18.7	20.5	-1.8	
4/21- 4/27		18.7	10.25	8.45	8.45
4/28-5/04		18.7	21	-2.3	
5/5- 5/11		18.7	21	-2.3	
5/12- 5/18		18.7	20.75	-2.05	
5/19- 5/25		18.7	19.5	-0.8	
5/26- 6/1		18.7	21	-2.3	
6/2- 6/8		18.7	20.75	-2.05	
6/9- 6/15		18.7	20.25	-1.55	
6/16- 6/22		18.7	21.25	-2.55	
6/23- 6/29		18.7	21.75	-3.05	
6/30- 7/06		18.7	33.25	-14.55	
7/07- 7/13		18.7	21	-2.3	
7/14-7/20		18.7	20.5	-1.8	
7/21-7/27		18.7	20.75	-2.05	
7/28-8/03		18.7	21	-2.3	
8/4/-8/10		18.7	21	-2.3	
8/11/-8/17		18.7	22.25	-3.55	
8/18/-8/24		18.7	20	-1.3	
8/25-8/31		18.7	19.75	-1.05	
9/01-9/07		18.7	21	-2.3	
9/8/-9/14		18.7	23	-4.3	
9/15-9/21		18.7	20.75	-2.05	
9/22-9/28					
Total		504.9	561.75		8.9

Attachment # 8

Erianya Amie

Allowance Week	DOA: 8/15/2019	Required Allowance	Earned Allowance	$ needed to meet requirement	owed
8/11- 8/17		26	12.75	13.25	13.25
8/18- 8/24		26	19.5	6.5	6.5
8/25-8/31		26	20.5	5.5	5.5
9/01-9/07		26	21	5	5
9/8-9/14		26	21	5	5
9/15-9/21		26	20	6	6
9/22-9/28					
Total		156	114.75		41.25

Attachment # 9

Joy N.

Allowance Week	DOA: 12/18/2018	Required Allowance	Earned Allowance	$ Needed to meet requirement	owed
12/31- 1/5		18.7	19.5	-0.8	
1/6- 1/12		18.7	17	1.7	1.7
1/13- 1/19		18.7	16	2.7	2.7
1/20- 1/26		18.7	16.5	2.2	2.2
1/27- 2/2		18.7	16.5	2.2	2.2
2/3 -2/9		18.7	15.75	2.95	2.95
2/10- 2/16		18.7	16.5	2.2	2.2
2/17 - 2/23		18.7	15.75	2.95	2.95
2/24- 3/2		18.7	16.75	1.95	1.95
3/3- 3/9		18.7	16.5	2.2	2.2
3/10- 3/16		18.7	16.5	2.2	2.2
3/17 -3/23		18.7	19	-0.3	
3/24- 3/30		18.7	15.25	3.45	3.45
3/31-4/06		18.7	16.5	2.2	2.2
4/07- 4/13		18.7	14.75	3.95	3.95
4/14- 4/20		18.7	17.25	1.45	1.45
4/21- 4/27		18.7	18.5	0.2	0.2
4/28-5/04		18.7	17.5	1.2	1.2
5/5- 5/11		18.7	16.25	2.45	2.45
5/12- 5/18		18.7	16.25	2.45	2.45
5/19- 5/25		18.7	23.75	-5.05	
5/26- 6/1		18.7	19.75	-1.05	
6/2- 6/8		18.7	16.25	2.45	2.45
6/9- 6/15		18.7	17.5	1.2	1.2
6/16- 6/22		18.7	17.25	1.45	1.45
6/23- 6/29		18.7	18.25	0.45	0.45
6/30- 7/06		18.7	15.75	2.95	2.95
7/07- 7/13		18.7	18.25	0.45	0.45
7/14-7/20		18.7	18.75	-0.05	
7/21-7/27		18.7	17	1.7	1.7
7/28-8/03		18.7	22.5	-3.8	
8/4/-8/10		18.7	20.5	-1.8	
8/11/-8/17		18.7	19.75	-1.05	
8/18/-8/24		18.7	19.75	-1.05	
8/25-8/31		18.7	17.5	1.2	1.2
9/01-9/07		18.7	18	0.7	0.7
9/8/-9/14		18.7	17.5	1.2	1.2
9/15-9/21		18.7	17.5	1.2	1.2
9/22-9/28					
Total		710.6	670		55.55

Attachment #10

Trinity W.

Allowance Week	DOA: 1/18/2019	Required Allowance	Earned Allowance	$ Needed to meet requirement	owed
1/13- 1/19		18.7	10	8.7	8.7
1/20- 1/26		18.7	17.25	1.45	1.45
1/27- 2/2		18.7	14.5	4.2	4.2
2/3 -2/9		18.7	19.25	-0.55	
2/10- 2/16		18.7	17.5	1.2	1.2
2/17 - 2/23		18.7	18.75	-0.05	
2/24- 3/2		18.7	20.25	-1.55	
3/3- 3/9		18.7	19.5	-0.8	
3/10- 3/16		18.7	19	-0.3	
3/17 -3/23		18.7	17	1.7	1.7
3/24- 3/30		18.7	15	3.7	3.7
3/31-4/06		18.7	16.75	1.95	1.95
4/07- 4/13		18.7	19.5	-0.8	
4/14- 4/20		18.7	19.75	-1.05	
4/21- 4/27		18.7	15.75	2.95	2.95
4/28-5/04		18.7	14.5	4.2	4.2
5/5- 5/11		18.7	13.25	5.45	5.45
5/12- 5/18		18.7	15.5	3.2	3.2
5/19- 5/25		18.7	13	5.7	5.7
5/26- 6/1		18.7	9.5	9.2	9.2
6/2- 6/8		18.7	13	5.7	5.7
6/9- 6/15		18.7	10.75	7.95	7.95
6/16- 6/22		18.7	11.75	6.95	6.95
6/23- 6/29		18.7	16	2.7	2.7
6/30- 7/06		18.7	15.25	3.45	3.45
7/07- 7/13		18.7	14	4.7	4.7
7/14-7/20		18.7	15.75	2.95	2.95
7/21-7/27		18.7	13.5	5.2	5.2
7/28-8/03		18.7	12.75	5.95	5.95
8/4/-8/10		18.7	12.5	6.2	6.2
8/11/-8/17		18.7	20.5	-1.8	
8/18/-8/24		18.7	16.25	2.45	2.45
8/25-8/31		18.7	17	1.7	1.7
9/01-9/07		18.7	18	0.7	0.7
9/8/-9/14		18.7	17	1.7	1.7
9/15-9/21		18.7	17	1.7	1.7
9/22-9/28					
Total		673.2	566.5		113.6

Attachment #11

Leah Jackson	Allowance Week	DOA: 7/19/2019	Required Allowance	Earned Allowance	$ Needed to meet requirement	owed
	7/14-7/20		18.7	10.75	7.95	7.95
	7/21-7/27		18.7	19.75	-1.05	
	7/28-8/03		18.7	20.75	-2.05	
	8/4/-8/10		18.7	21	-2.3	
	8/11/-8/17		18.7	20.75	-2.05	
	8/18/-8/24		18.7	19.75	-1.05	
	8/25-8/31		18.7	21.25	-2.55	
	9/01-9/07		18.7	20.25	-1.55	
	9/8/-9/14		18.7	19.25	-0.55	
	9/15-9/21		18.7	19.25	-0.55	
	9/22-9/28					
	Total		187	192.75		7.95

Attachment #12

Erick "Blue" H.	Allowance Week	DOA: 8/19/2019	Required Allowance	Earned Allowance	$ needed to meet requirement	owed
	8/18-8/24		26	19	7	7
	8/25-8/31		26	22.75	3.25	3.25
	9/01-9/07		26	21.5	4.5	4.5
	9/8-9/14		26	21	5	5
	9/15-9/21		26	21	5	5
	9/22-				0	
					0	
					0	
					0	
					0	
	Total		130	105.25		24.75

Attachment #13

Attachment #14

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND • PADLOCK ICON DISAPPEARS WITH HEAT • FLUORESCENT FIBERS AND OTHER SECURITY FEATURES

VICTOR TREATMENT CENTERS, INC.
PASADENA
36 S. KINNELOA AVE., SUITE 100
PASADENA, CA 91107
(626) 844-3033

WELLS FARGO BANK, N.A.

02696

11-24
1210

Jan 21, 2020

Pay To The Order Of LEAH JACKSON $ $7.95

Seven Dollars and 95 Cents Dollars

LEAH JACKSON

Memo

Tracy Alvarez

⑈002696⑈ ⑆121000248⑆ 4528925845⑈

VICTOR TREATMENT CENTERS, INC. • PASADENA 02696

51JACKSONLEAI	LEAH JACKSON		01/21/2020	
ALLW DFRNTL-1/1-10/1	01/21/2020	ALLOW DFFRNTL-1/1-10/1/19	$7.95	$7.95

7016 1370 0000 9358 2257

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- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
$

Total Postage and Fees
$

Postmark Here

Sent To Leah Jackson / Gregory Jackson

Street and Apt. No., or PO Box No. 1167 E. Bellflo St.

City, State, ZIP+4® Comm. CA 91724

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

TOTALS:	$7.95	$7.95

Attachment #15

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VICTOR TREATMENT CENTERS, INC.
PASADENA
36 S. KINNELOA AVE., SUITE 100
PASADENA, CA 91107
(626) 844-3033

WELLS FARGO BANK, N.A.

02668

11-24
1210

Jan 14, 2020

Pay To The Order Of BRIELLE WOLFE $ $136.80

One Hundred Thirty Six Dollars and 80 Cents Dollars

BRIELLE WOLFE

Memo Tracy Alvarez

⑈002668⑈ ⑆121000248⑆ 4528925845⑈

VICTOR TREATMENT CENTERS, INC. • PASADENA 02668

51WOLFEBRIELI	BRIELLE WOLFE		01/14/2020	
ALLW DFRNTL-1/1-10/1	01/14/2020	ALLOW DFFRNTL-1/1-10/1/19	$136.80	$136.80

TOTALS: $136.80 $136.80

7016 1370 0000 9358 2226

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- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
$

Total Postage and Fees
$

Postmark Here

Lucas Wolfe Alvarez

Sent To Lucas Wolfe

Street and Apt. No., or PO Box No. 21642 E. Arrow Highway Apt #5

City, State, ZIP+4® Glendora, CA 91724

PS Form 3800, April 2015 PSN: 7530-02-000-9047 See Reverse for Instructions

Attachment #16

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND • PADLOCK ICON DISAPPEARS WITH HEAT • FLUORESCENT FIBERS AND OTHER SECURITY FEATURES

VICTOR TREATMENT CENTERS, INC.
PASADENA
36 S. KINNELOA AVE., SUITE 100
PASADENA, CA 91107
(626) 844-3033

WELLS FARGO BANK, N.A.

02667

11-24
1210

Jan 14, 2020

Pay To The Order Of ERICK HERNANDEZ $ $24.75

Twenty Four Dollars and 75 Cents Dollars

ERICK HERNANDEZ

Memo Tracy Alvarez

⑈002667⑈ ⑆121000248⑆ 4528925845⑈

VICTOR TREATMENT CENTERS, INC. • PASADENA 02667

51HERNANERIC	ERICK HERNANDEZ		01/14/2020	
ALLW DFRNTL-1/1-10/1	01/14/2020	ALLOW DFFRNTL-1/1-10/1/19	$24.75	$24.75

TOTALS: $24.75 $24.75

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- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
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Total Postage and Fees
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City, State, ZIP+4® Los Angeles, CA 90033

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7016 1370 0000 9358 2295

Attachment #17

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND • PADLOCK ICON DISAPPEARS WITH HEA... FLUORESCENT FIBERS AND OTHER SECURITY FEATURES

VICTOR TREATMENT CENTERS, INC.
PASADENA
36 S. KINNELOA AVE., SUITE 100
PASADENA, CA 91107
(626) 844-3033

WELLS FARGO BANK, N.A.

02669

11-24
1210

Jan 14, 2020

Pay To The Order Of TRINITY WILLIAMS $ $113.60

One Hundred Thirteen Dollars and 60 Cents Dollars

TRINITY WILLIAMS

Memo

Tracy Alvarez

⑈002669⑈ ⑆121000248⑆ 4528925845⑈

VICTOR TREATMENT CENTERS, INC. • PASADENA 02669

51WILLIAMSTRI	TRINITY WILLIAMS		01/14/2020	
ALLW DFRNTL-1/1-10/1	01/14/2020	ALLOW DFFRNTL-1/1-10/1/19	$113.60	$113.60

TOTALS: $113.60 $113.60

7016 1370 0000 9358 2288

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Postage
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Total Postage and Fees
$

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Sent To Trinity Williams DCFS CSW Lakeisha Lewis
Street and Apt. No., or PO Box No. 8300 S. Vermont Ave.
City, State, ZIP+4 Los Angeles, CA 90044

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

COTTAGE ALLOWANCES FOR: 01.26.20-02.01.20

Don't erase forumulas

	1	2 +	3 +	+	4 -	FORMULA =	6	7	FORMULA =	9	10	11 +	FORMULA =	
NAME	SAVINGS forwarded from prior week	ALLOW EARNED THIS WEEK	Allowance owed due to under-payment 2019	Compliance Allowance		BALANCE BANK SAVINGS	CHECK REQUEST	BED CLOSED	BANK SAVINGS MINUSCHECK REQUEST	CLIENT INITALS	DATE	Money Returned to Savings	BANK SAVINGS	Staff Signature
Cottage														
Joy Nelson	128.7	18.7	55.55	4.3		207.25	20		187.25	JN	2/1/20		187.25	[illegible]
Total	$128.70	$18.70	$55.55	$4.30	$0.00	$207.25	$20.00	$0.00	$187.25	$0.00	$0.00	$0.00	$187.25	
	493.90	check:				$207.25			$187.25			$0.00	187.25	
	365.20	s/b = 0				$0.00			$0.00				$0.00	

Attachment # 18

BONNIE & GREEN ALLOWANCES FOR: 01.26.20-02.01.20 0

Don't erase forumulas	1	2 +	3 +	+	4 -	FORMULA =	6	7	FORMULA =	9	10	11 +	FORMULA =	
NAME	SAVINGS Forwarded from prior week	ALLOWANCE EARNED FOR THIS WEEK	Allowance owed due to under-payment 2019	Compliance Allowance		BALANCE BANK SAVINGS	CHECK REQUEST	BED CLOSED	BANK SAVINGS-CHECK REQUEST	CLIENT INITALS	DATE	Money Returned to Savings	BANK SAVINGS	Staff Signature
Green														Staff Signature
Mykayla Sohn	2.6	18.7	8.9	5.6		35.8	0		35.8	MS			35.8	Mykayla Sohn / Ms. Hsg Tk
Bonnie														Staff Signature
Erianya Amie	240.7	28	41.25	0		307.95	266.7		41.26	EA			41.26	Ms. Hsg. TK

Attachment #19