



**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

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April 12, 2021

To: Supervisor Hilda L. Solis, Chair
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Supervisor Kathryn Barger

From: Bobby D. Cagle
Director

Cynthia May Miller for

**THE VIRTUOUS WOMAN
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 virtual Contract Compliance Review of The Virtuous Woman Short-Term Residential Therapeutic Program (STRTP) (the Contractor) in September 2020. The Contractor has an office located in the Second Supervisorial District. The site provides services to the County of Los Angeles DCFS placed children, Probation foster youth, children placed by other counties, and Non-Minor Dependents.

Key Outcomes

NUMBER OF PRIORITY FINDINGS
PRIORITY 1 21
PRIORITY 2 1
PRIORITY 3 3

CAD conducted a virtual 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

"To Enrich Lives Through Effective and Caring Service"

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: General Contract Requirements and Facility and Environment.

For the purpose of this review, five DCFS placed children were selected for the sample. CAD reviewed the files of the five selected children and telephonically interviewed three children to assess the level of care and services they received, two children were terminated from the program during this review. An additional three discharged children 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. CAD also conducted telephonic interviews with staff. To assess the quality of care and supervision provided to the placed children and foster youth, DCFS also conducted virtual site visits.

CAD noted findings in the areas of:

Priority 1

- Engagement and Teamwork
 - Child Family Team (CFT) meeting participants were not identified;
 - CFT meetings and collaboration were not documented and maintained; and
 - The CFT notes did not document each participant's role in assisting children with Needs and Services Plan goals.
- Needs and Services Plans (NSP)
 - The NSPs were not completed accurately and on time;
 - Support services and core services were not provided to assist the child in making progress towards their NSP goals;
 - NSPs were not signed by the age appropriate and developmentally appropriate child/youth, child/youth's parents, Children's Social Worker/Deputy Probation Officer; and
 - For Commercially Sexually Exploited Children or children with a history of running away, the STRTP and CFT did not develop an individualized services plan to address this need.
- Permanency and Transition Services
 - The NSP Permanency Section did not document the child's case plan goals;
 - Placement transition services were not identified;
 - Aftercare support services and linkages were not provided to the child and family by the STRTP;
 - The STRTP did not provide post permanency support services; and
 - The STRTP did not discharge the child in accordance with the NSP permanency plan or to a lower level of care.

- Education and Independent Living Program Services
 - Efforts to maintain children at school of origin were not documented;
 - The children's report cards/progress reports and if applicable, current copies of Individualized Education Programs were not maintained in their files; Collaborative efforts with the educational rights holder to enroll the child in appropriate classes were not documented;
 - Collaborative efforts with the educational rights holder and the school district to provide the child with educational needs and support services were not documented; and
 - Efforts to engage children participation in Youth Development Services/Daily Living Skills or vocational training programs and/or barriers to resolve issues, were not documented.
- Health and Medical Needs
 - Initial medical examinations were not conducted timely;
 - Initial dental examinations were not conducted timely;
 - Required follow-up medical examinations were not conducted timely;
 - Required follow-up dental examinations were not conducted timely; and
 - The STRTP did not provide eligible children with medical services related to sexual and reproductive health care, if required or requested.

Priority 2

- Personnel Files
 - Personnel did not receive initial training and orientation.

Priority 3

- Personal Rights and Social/Emotional Well-Being
 - Children reported that they were not informed about their right to obtain information for safe sex and reproductive health information; and
 - Children were not informed about their right to have contraceptives and a container to lock them in.
- Personal Needs/Survival and Economic Well-Being
 - Children reported that they were not encouraged and supported by the provider in keeping a life book.

On December 9, 2020, the DCFS CAD Children Services Administrators I and II and the Out-of-Home Care Management Division Quality Assurance Specialist, held an exit conference with the Contractor's representative.

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

Each Supervisor
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The Contractor provided the attached approved Corrective Action Plan addressing the noted deficiencies 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:KDR
LTI:tc

c: Fesia Davenport, Chief Executive Officer
Arlene Barrera, Auditor-Controller
Adolfo Gonzalez, Chief Probation Officer
Brandon Nichols, Chief Deputy Probation Officer
Public Information Office
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Deborah K. Manns, Executive Director, The Virtuous Woman
Kellee Coleman, Regional Manager, Community Care Licensing Division
Monique Marshall-Turner, Regional Manager, Community Care Licensing Division



The Virtuous Woman Inc., Project Destiny Home of Hope
Short-term Residential Therapeutic Program (STRTP)

January 19, 2021

To: Tony Curry, Monitor
Department of Children and Family Services
Administrative Support Bureau
Contracts Administration Division
Contract Compliance Section
3530 Wilshire Blvd. 4th Floor
Los Angeles, CA 90010

**THE VIRTUOUS WOMAN, INC., PROJECT DESTINY HOME OF HOPE
CORRECTIVE ACTION PLAN**

The following is The Virtuous Woman Inc., Project Destiny Home of Hope Short-Term Residential Therapeutic Program (STRTP) Corrective Action Plan (CAP) in response to the Contract Compliance Review commencing September 9, 2020 and conducted by DCFS Contracts Administration Division (CAD) – Contracts Compliance Section. This CAP addresses the findings and recommendations identified during the Exit Conference on December 10, 2020. The Agency Executive Director is responsible for ensuring CAP implementation and compliance. The Virtuous Woman Inc., Project Destiny Home of Hope STRTP Corrective Action Plan will be completely executed by March 15, 2021.

III. ENGAGEMENT & TEAMWORK

Element #13: The child's CFT team members are identified and documented in the NSPs.

CAD FINDINGS:

No: Documentation not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP recognizes the importance of the NSPs to capture, identify, and document the child's CFT team members. The V.W.I./P.D.H.H STRTP will ensure to adhere to the guidelines specified in the Statement of Work and will document that the child, and his/her authorized representative(s), and the child and family team were offered the opportunity to participate in the development of the needs and services plan. The V.W.I./P.D.H.H STRTP CFT Facilitator will maintain all documentation related to the CFT Meeting and will ensure documentation is kept in the child files. The CFT Facilitator will provide The V.W.I./P.D.H.H. agency Social Worker with the CFT notes which include the child's CFT team members, to include in the NSPs. The V.W.I./P.D.H.H. CFT Facilitator and agency Social Worker will complete training to review the policy and procedures regarding

CFTs and documentation of CFT information in the NSPs. The training will be completed by March 15, 2021.

Element #14: The child's CFT meetings & collaboration are documented and maintained.

CAD FINDINGS:

No: Documentation not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP recognizes the importance of maintaining and documenting the child's CFT meetings & collaboration efforts. The V.W.I./P.D.H.H STRTP, unless restricted by the case plan adopted by the court or other court order, will facilitate connections between the child and the child's family and non-relative extended family members. The V.W.I./P.D.H.H STRTP CFT Facilitator will document CFT meeting members utilizing a sign-in sheet. The V.W.I./P.D.H.H STRTP CFT Facilitator will document CFT meeting minute notes utilizing a CFT Matrix Form, which includes a series of categories to review at the CFT Meeting, such as; Education, Medical, Permanency Plan, Treatment Plan, Action Plan, Goals, and any other topics in need of discussion. The V.W.I./P.D.H.H STRTP CFT Facilitator will maintain all documentation related to the CFT Meeting and will ensure documentation is kept in the child files. The V.W.I./P.D.H.H. CFT Facilitator will complete training to review the policy and procedures regarding CFTs and documentation of CFTs. The training will be completed by March 15, 2021.

Element #15: The CFT notes documented each adult participant's role in assisting children with each NSP goal.

CAD FINDINGS:

No: Documentation not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP recognizes the importance of documenting CFT notes thoroughly and in compliance with STRTP licensing standards. The V.W.I./P.D.H.H STRTP will document CFT meeting members utilizing a sign-in sheet. The V.W.I./P.D.H.H STRTP will document CFT meeting minutes utilizing a CFT Matrix Form, which includes a series of categories to review at the CFT Meeting, such as; Education, Medical, Permanency Plan, Treatment Plan, Action Plan, Goals, and any other topics in need of discussion. The V.W.I./P.D.H.H STRTP will ensure to document and identify in the CFT Matrix Form each adult participant who assisted the child with each NSP goal. The CFT Notes Matrix Form will identify and document the adult and their role in assisting the child with each NSP goal. In the CAD findings, documentation was not in the child's file, the CFT Facilitator of The V.W.I./P.D.H.H. STRTP will be assigned to document the CFT Notes and ensure necessary information is noted and ensure the documentation is present in the child's file. The CFT Facilitator will provide The V.W.I./P.D.H.H. agency Social Worker with the

CFT notes to include in the NSPs. The V.W.I./P.D.H.H. CFT Facilitator and agency Social Worker will complete training to review the policy and procedures regarding CFTs and documentation of CFT information in the NSPs. The training will be completed by March 15, 2021.

IV. NEEDS AND SERVICES PLAN

Element #16: The NSPs were completed accurately and on time (6 categories).

Element #16.1: NSPs were developed timely.

CAD FINDINGS:

No: NSPs not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP recognizes the importance of the NSPs to be developed and completed accurately and timely. The V.W.I./P.D.H.H STRTP confirms to adhere to the guidelines specified in the Statement of Work and shall develop an individual needs and services plan, within 30 days of placement. The NSP will be updated every 30 calendar days from date of placement thereafter. The NSPs will be trauma informed, culturally relevant, and age and developmentally appropriate and will identify the child's needs in the following areas: reason for placement; education; training that supports transition age youth in achieving success in adulthood; personal care and grooming; ability to manage his/her own money; visitation; other specified necessary services. In the CAD findings NSPs were not in the files for Child 3 & 4, The V.W.I./P.D.H.H. STRTP will ensure NSPs are completed and maintained by our agency Social Worker. The agency Social Worker will maintain the NSPs and will be required to develop and complete NSPs timely, and will ensure NSPs will be kept in files. The V.W.I./P.D.H.H. Social Worker will complete training to review the policy and procedures regarding NSPs. The training will be completed by March 15, 2021.

Element #16.2: NSPs were comprehensive & accurate

CAD FINDINGS:

No: NSPs not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP recognizes the importance of the NSPs to be comprehensive and accurate. The V.W.I./P.D.H.H. STRTP will ensure the NSPs are comprehensive & accurate by following the STRTP licensing standards and include required information. The NSPs will be trauma informed, culturally relevant, and age and developmentally appropriate and will identify the child's needs in the following areas: reason for placement; education;

training that supports transition age youth in achieving success in adulthood; personal care and grooming; ability to manage his/her own money; visitation; other specified necessary services. In the CAD findings NSPs were not in the files for Child 3 & 4, The V.W.I./P.D.H.H. STRTP will ensure NSPs are completed and maintained by our agency Social Worker. The agency Social Worker will maintain the NSPs and will be required to develop and complete NSPs comprehensively, accurately and will ensure NSPs will be kept in files. The V.W.I./P.D.H.H. Social Worker will complete training to review the policy and procedures regarding NSPs. The training will be completed by March 15, 2021.

Element #16.3: The child/NMD signed the NSPs.

CAD FINDINGS:

No: NSPs not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP is aware and acknowledges the NSP report shall be signed by the child/NMD, the placement agency, and the Administrator or Social Work staff. The W.W.I./P.D.H.H. STRTP is committed to ensure the NSPs will be signed by the child/NMD in a timely manner. In the CAD findings NSPs were not in the files, The V.W.I./P.D.H.H. STRTP will ensure NSPs are completed and the child/NMD signs the NSP and are provided a copy of the NSP. The agency Social Worker will maintain the NSPs and will obtain all required signatures of the child/NMD and make all necessary efforts to obtain signature. The V.W.I./P.D.H.H. Social Worker will ensure NSPs will be kept in files. The V.W.I./P.D.H.H. Social Worker will complete training to review the policy and procedures regarding NSPs. The training will be completed by March 15, 2021.

Element #16.4: If applicable, the child's parent(s) signed the NSP.

CAD FINDINGS:

No: Parental signatures not on any NSPs.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP is aware and acknowledges the NSP report, if applicable, shall be signed by the child's parent(s) along with the child, the placement agency, and the Administrator or Social Work staff. The W.W.I./P.D.H.H. STRTP is committed to ensure the NSPs will be signed, if applicable, by the child's parent(s) in a timely manner. In the CAD findings NSPs did not include parental signatures, The V.W.I./P.D.H.H. STRTP will ensure our agency Social Worker obtain parental signatures, if applicable, for the NSPs. The agency Social Worker will make all necessary means of contact to obtain the necessary parental signature, including contact by phone, email and in person. The V.W.I./P.D.H.H. Social

Worker will obtain all necessary signatures for the NSP reports, including the child's parent(s), the child/NMD, the placement agency, and the Administrator or Social Work staff. The V.W.I./P.D.H.H. Social Worker will complete training to review the policy and procedures regarding NSPs. The training will be completed by March 15, 2021.

Element #16.5: The CSW/DPO signed the NSPs.

CAD FINDINGS:

No: CSW/DPO signatures not on NSPs for Child 1, 3, & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP is aware and acknowledges the NSP report shall be signed by the CSW/DPO within 30 calendar days of placement and each 30 day update thereafter. The V.W.I./P.D.H.H. STRTP will adhere to the STRTP licensing guidelines and will obtain the CSW/DPO signature for any modifications to the NSP. The V.W.I./P.D.H.H. STRTP shall provide a copy of the NSP to the CSW/DPO. In the CAD findings NSPs did not include CSW/DPO signatures. The V.W.I./P.D.H.H. STRTP will ensure our agency Social Worker will obtain CSW/DPO signatures for the NSPs. The agency Social Worker will make all necessary means of contact to obtain the necessary signature, including contact by phone, email or fax. The V.W.I./P.D.H.H. Social Worker will obtain all necessary signatures for the NSP reports, including the child's parent(s), the child/NMD, the placement agency, and the Administrator of Social Work staff. The V.W.I./P.D.H.H. Social Worker will complete training to review the policy and procedures regarding NSPs. The training will be completed by March 15, 2021.

Element #16.6: The required staff signed the NSPs.

CAD FINDINGS:

No: NSPs not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP is aware and acknowledges the NSP report shall be signed by the required staff within 30 calendar days of placement and each 30 day update thereafter. The V.W.I./P.D.H.H. STRTP will adhere to the STRTP licensing guidelines and will also obtain the required staff signature for any modifications to the NSP. In the CAD findings NSPs were not in the file for Child 3 & 4. The V.W.I./P.D.H.H. STRTP will ensure our agency Social Worker will obtain the required staff signatures for the NSPs and maintain records by keeping a copy in the child files. The V.W.I./P.D.H.H. Social Worker will complete training to review the policy and procedures regarding NSPs. The training will be completed by March 15, 2021.

Element #17: Support services and core services were provided to assist the child in making progress towards his/her NSP goals (trauma informed & culturally sensitive)

CAD FINDINGS:

No: NSPs not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP recognizes the importance of providing support services and core services to the children we serve, assisting the children in making progress towards his/her NSP goals (trauma informed & culturally sensitive). The V.W.I./P.D.H.H. STRTP adheres to the STRTP licensing guidelines and NSPs developed shall include information regarding the services necessary to meet the child's needs and goals, consistent with the case plan prepared by the placing agency. The V.W.I./P.D.H.H. STRTP Social Worker will capture provided services in the NSP, such as core services and support services appropriate or necessary that are trauma informed, culturally relevant, age and developmentally appropriate, as described in Short-Term Residential Therapeutic Program Interim Licensing Standards 87078.1. The V.W.I./P.D.H.H. STRTP Social Worker will also capture provided support services in the NSP, such as identified services and supports to heal from trauma, reduce the risk of re-traumatization, and foster well-being and resiliency, as described in Short-Term Residential Therapeutic Program Interim Licensing Standards 87078.2. In the CAD findings NSPs were not in the file for Child 3 & 4. The V.W.I./P.D.H.H. STRTP will ensure agency Social Worker develops and captures core and support services provided in the NSPs and maintain records by keeping a copy in the child files. The V.W.I./P.D.H.H. Social Worker will complete training to review the policy and procedures regarding NSPs. The training will be completed by March 15, 2021.

Element #19: If child is CSEC or has a history of running away, the STRTP & CFT developed an individualized plan for services to address this need.

CAD FINDINGS:

No: NSPs not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP is aware of the importance of ensuring the safety of all children placed in our care. The V.W.I./P.D.H.H. STRTP recognizes the importance of developing an individualized plan for children identified as CSEC or has a history of running away. The V.W.I./P.D.H.H. STRTP will collaborate with Child Welfare, Probation, County Mental Health, Child and Family Teams, and outside partners when developing an individualized safety plan for the child. The individualized safety plan will include strategies for healing and safety.

The individualized safety plan will be documented in the child's NSP plan by The V.W.I./P.D.H.H. STRTP Social Worker. In the CAD findings NSPs were not in the file for Child 3 & 4. The V.W.I./P.D.H.H. STRTP will ensure agency Social Worker develops and captures the child's individualized safety plan in the NSPs and maintain records by keeping a copy in the child file. The V.W.I./P.D.H.H. Social Worker will complete training to review the policy and procedures regarding NSPs. The training will be completed by March 15, 2021.

V. PERMANENCY & TRANSITION SERVICES

Element #20: The NSP Permanency section documented the child's case plan goals (i.e. concurrent plan, progress made, barriers).

CAD FINDINGS

No: NSPs not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges the NSP Permanency section must address the child's case plan goals (i.e. concurrent plan, progress made, barriers). In adherence to the STRTP licensing standards, the NSP shall include information regarding services necessary to meet the child's needs, consistent with the case plan prepared by the placing agency, if provided; types of services necessary, including core services, support services, physical and mental health, substance abuse services, permanency and transition services. The V.W.I./P.D.H.H. STRTP Social Worker when developing the NSP, shall include the child's case plan goals, and relative information in describing the child's progress towards the case plan goals. In the CAD findings NSPs were not in the file for Child 3 & 4. The V.W.I./P.D.H.H. STRTP will ensure agency Social Worker maintain records by completing the NSPs and keeping a copy in the child file. The V.W.I./P.D.H.H. Social Worker will complete training to review the policy and procedures regarding NSPs. The training will be completed by March 15, 2021.

Element #21: Placement transition services are being identified.

CAD FINDINGS

No: NSPs not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges the NSP must identify placement transition services. In adherence to the STRTP licensing standards, the NSP shall include information regarding services necessary to meet the child's needs, consistent with the case plan prepared by the placing

agency, if provided; types of services necessary, including core services, support services, physical and mental health, substance abuse services, permanency and transition services. The V.W.I./P.D.H.H. STRTP Social Worker when developing the NSP, shall identify placement transition services for the child. In the CAD findings NSPs were not in the file for Child 3 & 4. The V.W.I./P.D.H.H. STRTP will ensure agency Social Worker maintain records by completing the NSPs and keeping a copy in the child file. The V.W.I./P.D.H.H. Social Worker will complete training to review the policy and procedures regarding NSPs. The training will be completed by March 15, 2021.

Element #24: Aftercare support services and linkages were provided to the child & family post-discharge by the STRTP.

CAD FINDINGS

No: Documentation not in file for Child 1, 2, & 3.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges the responsibility to provide aftercare support services and linkages to the child and family post-discharge. The V.W.I./P.D.H.H. STRTP will provide after care services for every child & to the family, that leaves the STRTP. After care services include Mental Health services, such as Therapy. The V.W.I./P.D.H.H. STRTP will ensure after care services are provided, or linkages occur for each child. For a child that transitions to another STRTP, support services will continue to at the new STRTP. The aftercare services will be documented through a discharge summary, or progress note. In the CAD findings documentation was not in the file for Child 1, 2, & 3. The V.W.I./P.D.H.H. STRTP will ensure aftercare support services and linkages are provided and documented, and all documentation will be placed in the child's file. The V.W.I./P.D.H.H. staff will complete training to review the policy and procedures regarding providing aftercare support services and linkages to the child & family post-discharge. The training will be completed by March 15, 2021.

Element #25: The STRTP provided post permanency support services.

CAD FINDINGS

No: Documentation not in file for Child 1, 2, & 3.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges the responsibility to provide post permanency support services. The V.W.I./P.D.H.H. STRTP will provide post permanency support services for every child that leaves the STRTP. The V.W.I./P.D.H.H. STRTP shall provide post permanency support services, and formulate methods to provide services which encourages the child to return to their family. If returning to family is not possible for the child, alternative permanence methods like adoption, guardianship, or independent living, depending upon the age, strengths and needs of the child shall be provided. In the CAD findings documentation was not in the file for Child 1, 2, & 3. The V.W.I./P.D.H.H. STRTP will ensure post permanency support services are provided and documented, and all documentation will be placed in the child's file. The V.W.I./P.D.H.H. staff will complete training to review the policy and procedures regarding providing post permanency support services. The training will be completed by March 15, 2021.

Element #26: The STRTP discharged the child in accordance with the NSP permanency plan, or to a lower level of care.

CAD FINDINGS

No: Child 1, 2, & 3 were Runaway.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges and recognizes the child shall be discharged in accordance with the NSP permanency plan, or to a lower level of care. In adherence to the STRTP licensing standards, the NSP shall include a permanency plan for each child. The V.W.I./P.D.H.H. STRTP shall provide support services to assist the child in transitioning to a lower level of care, or the plan outlined in their permanency plan. In the CAD findings Child 1, 2, & 3 were Runaway. The V.W.I./P.D.H.H. STRTP will ensure to document when a child is on runaway and ensure a termination report is completed for youth who discharge due to their Runaway status. The V.W.I./P.D.H.H. STRTP Social Worker will ensure the termination report is completed. The V.W.I./P.D.H.H. Social Worker will complete training to review policy and procedures regarding discharges/terminations. The training will be completed by March 15, 2021.

VI. EDUCATION AND INDEPENDENT LIVING PROGRAM SERVICES

Element #28: Efforts to maintain children at school of origin are documented.

CAD FINDINGS

No: Documentation not in file for Child 1, 3, & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP recognizes the importance of documenting efforts to maintain children at school of origin. The V.W.I./P.D.H.H. STRTP will collaborate with the education rights holder, placing agency, and family, in efforts to maintain the child at their school of origin. The V.W.I./P.D.H.H. STRTP will document efforts and reasons why the child could or could not remain at their school of origin. Reasons they may not remain at their school of origin could be transportation, or expulsion. The V.W.I./P.D.H.H. STRTP will ensure to document efforts through education enrollment notes and ensure documentation is placed in the child's file. The V.W.I./P.D.H.H. STRTP staff will ensure efforts be made to maintain children at school of origin and maintain documentation. The V.W.I./P.D.H.H. STRTP staff will be trained at time of hire of documenting education information. The V.W.I./P.D.H.H. STRTP staff will also review education documenting at STRTP orientation training. The V.W.I./P.D.H.H. staff will complete training to review policy and procedures regarding education by March 15, 2021.

Element #29: The children's report cards/progress reports, and if applicable, current copies of IEPs are maintained in their files.

CAD FINDINGS

No: Documentation not in file for Child 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP recognizes the importance of maintaining current copies of the children's report cards/progress reports, and if applicable, IEPs. The V.W.I./P.D.H.H. STRTP staff are responsible for maintaining the children's education records, and will ensure report cards/progress notes, and if applicable, IEPs are kept in the children's files. The V.W.I./P.D.H.H. STRTP staff will communicate with the child's school, school counselors, school faculty to access or request education records. The V.W.I./P.D.H.H. STRTP staff will be trained at time of hire of documenting education information. The V.W.I./P.D.H.H. STRTP staff will also review education documenting at STRTP orientation training. The V.W.I./P.D.H.H. staff will complete training to review policy and procedures regarding education by March 15, 2021.

Element #30: Collaborative efforts with the educational rights holder to enroll the child in appropriate classes are documented.

CAD FINDINGS

No: Documentation not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP recognizes the importance of documenting collaborative efforts with the education rights holder to enroll the child in appropriate classes. The V.W.I./P.D.H.H. STRTP will collaborate with the education rights holder, ensuring the child's educational needs are met through appropriate class enrollment. The V.W.I./P.D.H.H. STRTP will document collaborative efforts, communication, and any updates with the educational rights holder and the school, through an education enrollment notes form. In the CAD findings documentation was not in the file for Child 3 & 4. The V.W.I./P.D.H.H. STRTP will ensure education enrollment notes are maintained and placed in the child's file by staff, including documentation of collaborative efforts with the education rights holder of the child. The V.W.I./P.D.H.H. STRTP staff will be trained at time of hire, of documenting education information. The V.W.I./P.D.H.H. STRTP staff will also review education documenting at STRTP orientation training. The V.W.I./P.D.H.H. staff will complete training to review policy and procedures regarding education by March 15, 2021.

Element #31: Collaborative efforts with the educational rights holder & the school district to provide the child with educational needs & support services are documented.

CAD FINDINGS

No: Documentation not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP recognizes the importance of documenting collaborative efforts with the educational rights holder & the school district to provide the child with educational needs & support services. The V.W.I./P.D.H.H. STRTP will collaborate with the education rights holder & school district, ensuring the child's educational needs are met by providing the child with educational needs and

support services. The V.W.I./P.D.H.H. STRTP will document collaborative efforts, communication, needs, support services, and any updates with the educational rights holder and the school district, through an education notes form. In the CAD findings documentation was not in the file for Child 3 & 4. The V.W.I./P.D.H.H. STRTP will ensure education notes are maintained and placed in the child's file by staff, including documentation of collaborative efforts with the education rights holder of the school district. The V.W.I./P.D.H.H. STRTP staff will be trained at time of hire, of documenting education information. The V.W.I./P.D.H.H. STRTP staff will also review education documenting at STRTP orientation training. The V.W.I./P.D.H.H. staff will complete training to review policy and procedures regarding education by March 15, 2021.

Element #32: Efforts to engage children's participation in Youth Development Services (YDS)/Daily Living Skills, or vocational training programs, and/or barriers to resolve issues are documented.

CAD FINDINGS

No: Documentation not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP recognizes the importance of documenting efforts to engage children's participating in Youth Development Services (YDS)/Daily Living Skills, or vocational training programs, and/or barriers to resolve issues. The V.W.I./P.D.H.H. STRTP will collaborate with community resources which provide Youth Development Services/Daily Living Skills such as, Job Corps and The Brotherhood Crusade. The V.W.I./P.D.H.H. STRTP will make efforts to engage the children in Youth Development Services/Daily Living Skills by promoting incentives for the children for their participation. The V.W.I./P.D.H.H. STRTP staff will document engagement and participation of the child and relate the information to the agency Social Worker for the NSP; and keep documentation in the child's file. If the child refuses to participate in Youth Development Services/Daily Living Skills, or vocational training programs offered, The V.W.I./P.D.H.H. STRTP staff will document reasons for refusal and relay it to the agency Social Worker for the NSP, and keep documentation in the child's file. In the CAD findings documentation was not in the file for Child 3 & 4. The V.W.I./P.D.H.H. STRTP will ensure efforts to engage children's participation in Youth Development Services/Daily Living Skills are documented and kept in the child's file by The V.W.I./P.D.H.H. STRTP staff. The V.W.I./P.D.H.H. STRTP staff will be trained at time of hire, efforts to engage children's participation in Youth Development Services/Daily Living Skills. The V.W.I./P.D.H.H. staff will complete training to review policy and procedures regarding children's participation in Youth Development services/Daily Living Skills by March 15, 2021.

VII. HEALTH AND MEDICAL NEEDS

Element #33: Initial medical examinations are conducted timely.

CAD FINDINGS

No: Documentation not in file for Child 3 & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges an initial medical examination shall be conducted timely. The V.W.I./P.D.H.H. STRTP is committed to ensuring the health and safety of the children in the facility and will adhere to STRTP licensing standards by completing an initial medical examination within 30 days of placement for the child. Initial medical examinations shall be documented utilizing the Los Angeles County Medical Examination Form 561(a). The Medical Examination form 561(a) will include the physician's office name, address, phone number and signature. A copy of the Medical Examination form 561(a) will be provided to the placing agency, or county Social Worker. The initial medical examination information will also be provided to The V.W.I./P.D.H.H. Social Worker to include in the children's NSPs. If a child refuses their initial medical examination or is unable to complete their initial medical examination for reasons such as the child is runaway, documentation of the refusal or reason why initial medical examination was not completed shall be recorded and kept in the child's file. In the CAD findings documentation was not in the file for Child 3 & 4. The V.W.I./P.D.H.H. STRTP will ensure initial medical examinations or refusals are documented, maintained and placed in the child's file by staff. The V.W.I./P.D.H.H. STRTP staff will be trained at time of hire, of policies regarding initial medical examinations. The V.W.I./P.D.H.H. STRTP staff will also review procedures pertaining to initial medical examinations at STRTP orientation training. The V.W.I./P.D.H.H. staff will complete training to review policy and procedures regarding medical exams, by March 15, 2021.

Element #34: Initial dental examinations are conducted timely.

CAD FINDINGS

No: Documentation not in file for Child 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges an initial dental examination shall be conducted timely. The V.W.I./P.D.H.H. STRTP is committed to ensuring the health and safety of the children in the facility and will adhere to STRTP licensing standards by completing an initial dental examination within 30 days of placement for the child. Initial dental examinations shall be documented utilizing the Los Angeles County Dental Examination Form 561(b). The Dental Examination form 561(b) will include the dentist's office name, address, phone number and signature. A copy of the Dental Examination form 561(b) will be provided to the placing agency, or county Social Worker. The initial dental examination information will also be provided to The V.W.I./P.D.H.H. Social Worker to include in the children's NSPs. If a child refuses their initial dental examination or is unable to complete their initial dental examination for reasons such as the child is runaway, documentation of the refusal or reason why initial dental examination was not completed shall be recorded and kept in the child's file. In the CAD findings documentation was not in the file for Child 4. The V.W.I./P.D.H.H. STRTP will ensure initial dental examinations or refusals are documented, maintained and placed in the child's file by staff. The V.W.I./P.D.H.H. STRTP staff will be trained at time of hire, of policies regarding initial dental examinations. The V.W.I./P.D.H.H. STRTP staff will also review procedures pertaining to initial dental examinations at STRTP orientation training. The V.W.I./P.D.H.H. staff will complete training to review policy and procedures regarding dental exams, by March 15, 2021.

Element #35: Required follow-up medical examinations are conducted timely.

CAD FINDINGS

No: Documentation not in file for Child 1, 3, & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges required follow-up medical examinations shall be conducted timely. The V.W.I./P.D.H.H. STRTP is committed to ensuring the health and safety of the children in the facility and will adhere to STRTP licensing standards by completing required follow-up medical examinations. The V.W.I./P.D.H.H. STRTP will complete required follow-up medical examinations recommended by the physician to ensure the child's health needs are being met. Required follow-up medical examinations, including annual medical exams, will be conducted timely and documented. Follow-up medical examinations will be documented utilizing the Los Angeles County Medical Examination form 561(a). A copy of the Medical Examination form 561(a) will be provided to the placing agency, or county Social Worker. The follow-up medical examination information will also be provided to The V.W.I./P.D.H.H. Social Worker to include in the children's NSPs. If a child refuses their required follow-up medical examination or is unable to complete the required medical examination for reasons such as the child is runaway, documentation of the refusal or reason why the follow-up medical examination was not completed shall be recorded and kept in the child's file. In the CAD findings documentation was not in the file for Child 1, 3 & 4. The V.W.I./P.D.H.H. STRTP will ensure follow-up medical examinations or refusals are documented, maintained and placed in the child's file by staff. The V.W.I./P.D.H.H. STRTP staff will be trained at time of hire, of policies regarding follow-up medical examinations. The V.W.I./P.D.H.H. STRTP staff will also review procedures pertaining to follow-up medical examinations at STRTP orientation training. The V.W.I./P.D.H.H. staff will complete training to review policy and procedures regarding follow-up medical exams, by March 15, 2021.

Element #36: Required follow-up dental examinations are conducted timely.

CAD FINDINGS

No: Documentation not in file for Child 1, 2, 3, & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges required follow-up dental examinations shall be conducted timely. The V.W.I./P.D.H.H. STRTP is committed to ensuring the health and safety of the children in the facility and will adhere to STRTP licensing standards by completing required follow-up dental examinations. The V.W.I./P.D.H.H. STRTP will complete required follow-up dental examinations recommended by the dentist to ensure the child's health needs are being met. Required follow-up dental examinations, including 6-month checkups, follow up treatment for fillings etc., will be conducted timely and documented. Follow-up medical examinations will be documented utilizing the Los Angeles County Dental Examination form 561(b). A copy of the Dental Examination form 561(b) will be provided to the placing agency, or county Social Worker. The follow-up Dental examination information will also be provided to The V.W.I./P.D.H.H. Social Worker to include in the children's NSPs. If a child refuses their required follow-up dental examination or is unable to complete the required dental examination for reasons such as the child is runaway, documentation of the refusal or reason why the follow-up dental examination was not completed shall be recorded and kept in the child's file. In the CAD findings documentation was not in the file for Child 1, 2, 3, & 4. The V.W.I./P.D.H.H. STRTP will ensure

follow-up dental examinations or refusals are documented, maintained and placed in the child's file by staff. The V.W.I/P.D.H.H. STRTP staff will be trained at time of hire, of policies regarding follow-up dental examinations. The V.W.I/P.D.H.H. STRTP staff will also review procedures pertaining to follow-up dental examinations at STRTP orientation training. The V.W.I/P.D.H.H. staff will complete training to review policy and procedures regarding follow-up dental exams, by March 15, 2021.

Element #37: The STRTP is providing children over the age of 12 with medical services related to sexual & reproductive health care if required or requested.

CAD FINDINGS

No: Documentation not in file for Child 1, 2, 3, & 4.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I/P.D.H.H) STRTP acknowledges it shall provide children over the age of 12 with medical services related to sexual & reproductive health care if required or requested. The V.W.I/P.D.H.H. will identify and support the medical needs of the children and assist in ensuring the children receive necessary medical services related to sexual & reproductive health care. The V.W.I/P.D.H.H. will collaborate with community resources, such as the LAC+USC Adolescent Care and Transition (ACT) Clinic. The ACT Clinic works directly with children in need of medical services related to sexual & reproductive health care and is committed to providing the necessary care for their needs and provides sexual & reproductive health care counseling. The V.W.I/P.D.H.H. will document provided medical services by utilizing the Medical Examination form 561(a), or by a progress note in the child's file. In the CAD findings documentation was not in the file for Child 1, 2, 3, & 4. The V.W.I/P.D.H.H. STRTP will ensure it provides children over the age of 12 with medical services related to sexual & reproductive health care and document provided services and keep in the children's files. The V.W.I/P.D.H.H. STRTP staff will be trained at time of hire, of policies regarding documenting provided medical services. The V.W.I/P.D.H.H. STRTP staff will also review procedures pertaining to providing medical services at STRTP orientation training. The V.W.I/P.D.H.H. staff will complete training to review policy and procedures regarding medical services by March 15, 2021.

VIII. PERSONAL RIGHTS AND SOCIAL/EMOTIONAL WELL-BEING

Element #59: Children report they were informed about their right to obtain information on safe sex and reproductive health information.

CAD FINDINGS

Child was discharged during this Review. Child was discharged during this Review.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I/P.D.H.H) STRTP recognizes the importance of informing children about their right to obtain information on safe sex and reproductive health information. The V.W.I/P.D.H.H. STRTP is committed to ensuring the health and safety of the children in the facility by informing the children about their right to obtain information on safe sex and reproductive health. Upon placement, The V.W.I/P.D.H.H. STRTP will complete intake admission paperwork with the children, reviewing a series of topics with the children, including agency policy procedures, personal rights, and their right to obtain

information on safe sex and reproductive health. The children placed with The V.W.I./P.D.H.H. will be made aware of where they could readily access information on safe sex and reproductive health. The V.W.I./P.D.H.H. STRTP staff will also be made aware of where information on safe sex and reproductive health will be kept in the facility. The V.W.I./P.D.H.H. staff will complete training to review policy and procedures regarding informing children of safe sex and reproductive health information, by March 15, 2021.

Element #60: Children were informed about their right to have contraceptives and a container to lock them in.

CAD FINDINGS

Child was discharged during this Review. Child was discharged during this Review.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges it shall inform children about their right to have contraceptives and a container to lock them in. The V.W.I./P.D.H.H. STRTP will adhere to California Code of Regulations, Title 22, and shall ensure the health and safety of all children in the facility and provide the children with a locked container in which to store their contraceptives. There shall be more than one key to the container, one key shall be given to the child and the other shall be kept by the STRTP staff. Upon placement, The V.W.I./P.D.H.H. STRTP will complete intake admission paperwork with the children, reviewing a series of topics with the children including agency policy procedures, personal rights, and their right to have contraceptives and a container to lock them in. The V.W.I./P.D.H.H. staff will complete training to review policy and procedures regarding informing children of their right to have contraceptives and a container to lock them in, by March 15, 2021.

IX. PERSONAL NEEDS/SURVIVAL AND ECONOMIC WELL-BEING

Element #64: Children report they are encouraged and supported by the provider in keeping a life book.

CAD FINDINGS

Child was discharged during this Review. Child was discharged during this Review.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges it shall encourage and support the children in keeping a life book. The V.W.I./P.D.H.H. understands the significant impact a life book may have to a child. The life book collection of pictures, stories, and drawings that tell about the life of the child, may be important when the child has moved from place to place and has lost significant people in their everyday lives. The life book could also be a therapeutic tool and a treasured keepsake. The V.W.I./P.D.H.H. is committed to encourage and support the children in keeping a life book. The V.W.I./P.D.H.H. will provide the children any necessary art supplies and developed/printed pictures to fill their life book. Upon placement, The V.W.I./P.D.H.H. STRTP will provide the children with a life book, and review with the children the purpose of the life book. The V.W.I./P.D.H.H. staff will complete training to review policy and procedures regarding life books by March 15, 2021.

X. PERSONNEL FILES

Element #83: Personnel received initial training & orientation (7 categories)

Element #83.1: Personnel received initial emergency intervention training (e.g. Pro-ACT)

CAD FINDINGS

No: Documentation not in file for Staff 1, 2, 4, & 5.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges facility personnel shall receive initial emergency intervention training. The V.W.I./P.D.H.H. STRTP will follow emergency intervention staff training guidelines set forth by the STRTP licensing standards in Section 87095.65. No staff shall use emergency intervention techniques on a child until they have obtained written certification from the training instructor for successfully completing the emergency intervention training required. All new and existing staff who use or participate in emergency interventions, as well as the facility administrator and the administrator's designee must complete the training. The V.W.I./P.D.H.H. STRTP acknowledges that it must maintain written record of the facility staff training and documentation of training must be maintained in the personnel record for each staff member and must include: Dates, hours, and description of the training completed. Name and training certificate of the instructor who provided the training. Certification from the instructor that the staff member has successfully completed the competency test. The V.W.I./P.D.H.H. STRTP acknowledges staff must receive on-going training and maintain certification. In the CAD findings documentation was not in the file for Staff 1, 2, 4 & 5. The V.W.I./P.D.H.H. STRTP will ensure all new and existing staff receive initial emergency intervention training. The V.W.I./P.D.H.H. will keep documentation of training in the staff personnel file and be made available for review by the Department upon request. The V.W.I./P.D.H.H. has collaborated with an individual who is a valid instructor to perform the initial emergency intervention training for Staff 1, 2, 4 & 5. The training will be completed by March 15, 2021.

Element #83.4: Personnel received CSEC training

CAD FINDINGS

No: Documentation not in file for Staff 3 & 5.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges facility personnel shall receive CSEC training. The V.W.I./P.D.H.H. STRTP acknowledges facility personnel must complete CSEC training annually and written record and documentation of training must be maintained in the personnel record for each staff member and must include: Dates, hours, and description of the training completed. Name and training certificate of the instructor who provided the training. Certification from the instructor that the staff member has successfully completed the training.

In the CAD findings documentation was not in the file for Staff 3 & 5. The V.W.I./P.D.H.H. STRTP will ensure Staff 3 & 5 receive CSEC training. The V.W.I./P.D.H.H. will keep documentation of training in the staff personnel file and be made available for review by the Department upon request. The V.W.I./P.D.H.H. has collaborated with an individual who is a

valid instructor to perform the CSEC training for Staff 3 & 5. The training will be completed by March 15, 2021.

Element #83.5: Personnel received LGBTQ training

CAD FINDINGS

No: Documentation not in file for Staff 2, 3, 4, & 5.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges facility personnel shall receive LGBTQ training. The V.W.I./P.D.H.H. STRTP acknowledges facility personnel must complete LGBTQ training annually and written record and documentation of training must be maintained in the personnel record for each staff member and must include: Dates, hours, and description of the training completed. Name and training certificate of the instructor who provided the training. Certification from the instructor that the staff member has successfully completed the training. In the CAD findings documentation was not in the file for Staff 2, 3, 4, & 5. The V.W.I./P.D.H.H. STRTP will ensure Staff 2, 3, 4, & 5 receive LGBTQ training. The V.W.I./P.D.H.H. will keep documentation of training in the staff personnel file and be made available for review by the Department upon request. The V.W.I./P.D.H.H. has collaborated with an individual who is a valid instructor to perform the LGBTQ training for Staff 2, 3, 4, & 5. The training will be completed by March 15, 2021.

Element #83.6: Personnel received 8 hours of reproductive and sexual health training.

CAD FINDINGS

No: Documentation not in file for Staff 1, 2, 3, 4, & 5.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges facility personnel shall receive 8 hours of reproductive and sexual health training. The V.W.I./P.D.H.H. STRTP acknowledges facility personnel must complete 8 hours of reproductive and sexual health training annually and written record and documentation of training must be maintained in the personnel record for each staff member and must include: Dates, hours, and description of the training completed. Name and training certificate of the instructor who provided the training. Certification from the instructor that the staff member has successfully completed the training. In the CAD findings documentation was not in the file for Staff 1, 2, 3, 4, & 5. The V.W.I./P.D.H.H. STRTP will ensure Staff 1, 2, 3, 4, & 5 receive 8 hours of reproductive and sexual health training. The V.W.I./P.D.H.H. will keep documentation of training in the staff personnel file and be made available for review by the Department upon request. The V.W.I./P.D.H.H. has collaborated with an individual who is a valid instructor to perform the 8 hours of reproductive and sexual health training for Staff 1, 2, 3, 4, & 5. The training will be completed by March 15, 2021.

Element #83.7: Personnel received 2 hours of developmentally disabled children training.

CAD FINDINGS

No: Documentation not in file for Staff 1, 2, 3, 4, & 5.

Element #83.7: Personnel received 2 hours of developmentally disabled children training.

CAD FINDINGS

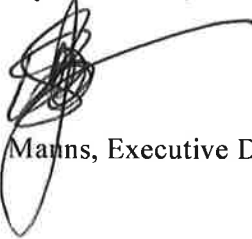
No: Documentation not in file for Staff 1, 2, 3, 4, & 5.

CORRECTIVE ACTION PLAN:

The Virtuous Woman, Project Destiny Home of Hope (The V.W.I./P.D.H.H) STRTP acknowledges facility personnel shall receive 2 hours of developmentally disabled children training. The V.W.I./P.D.H.H. STRTP acknowledges facility personnel must complete 2 hours of developmentally disabled children training annually and written record and documentation of training must be maintained in the personnel record for each staff member and must include: Dates, hours, and description of the training completed. Name and training certificate of the instructor who provided the training. Certification from the instructor that the staff member has successfully completed the training. In the CAD findings documentation was not in the file for Staff 1, 2, 3, 4, & 5. The V.W.I./P.D.H.H. STRTP will ensure Staff 1, 2, 3, 4, & 5 receive 2 hours of developmentally disabled children training. The V.W.I./P.D.H.H. will keep documentation of training in the staff personnel file and be made available for review by the Department upon request. The V.W.I./P.D.H.H. has collaborated with an individual who is a valid instructor to perform the 2 hours of developmentally disabled children training for Staff 1, 2, 3, 4, & 5. The training will be completed by March 15, 2021.

Please let me know if clarification or additional information is needed regarding this CAP.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Deborah Manns', with a long horizontal line extending to the right.

Deborah Manns, Executive Director