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December 29, 2021

To: Supervisor Holly J. Mitchell, Chair
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From: Bobby D. Cagle  for
Director

LATINO FAMILY INSTITUTE FOSTER FAMILY AGENCY 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 Latino Family Institute Foster Family Agency (the Contractor) in July 2021. The Contractor has one office in the First Supervisorial District. The office 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 3
PRIORITY 2 0
PRIORITY 3 0

CAD conducted a virtual Contract Compliance Assessment review of the Contractor's compliance within the following applicable areas: General Contract Requirements; Resource Family Home Requirements (RFH); Facility and Environment; Engagement and Teamwork; Needs and Services Plans; Permanency; Education and Independent Living

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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 8 of 11 applicable areas of CAD's Contract Compliance Review: Resource Family Home Requirements (RFH); Facility and Environment; Engagement and Teamwork; Permanency; Education and Independent Living Program Services; Personal Rights and Social/Emotional Well-Being; Personal Needs/Survival and Economic Well-Being; and Personnel Files.

For the purpose of this review, six DCFS placed children were selected for the sample. CAD reviewed the files of the six selected children and virtually interviewed six children to assess the level of care and services they received. An additional four discharged children files were also reviewed to assess the Contractor's compliance with permanency efforts.

CAD reviewed two RFH files and four staff files for compliance with Title 22 Regulations and County contract requirements. CAD also conducted telephonic interviews with staff and the Resource Family Parents (RFPs). To assess the quality of care and supervision provided to the placed children, DCFS also conducted virtual site visits at the Contractor's location and RFHs.

CAD noted findings in the areas of:

Priority 1

- General Contract Requirements
 - Disaster drills were not documented as occurring every 6 months at the RFHs.
- Needs and Services Plans (NSPs)
 - NSPs were not comprehensive and accurate.
- Health and Medical Needs
 - Initial dental examinations were not conducted on time.

On August 26, 2021, the Children Services Administrator teams from DCFS CAD and the Out-of-Home Care Management Division Quality Assurance and Investigations Section 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.

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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:KDR
LTI:slr

Attachments

c: Fesia Davenport, Chief Executive Officer
Arlene Barrera, Auditor-Controller
Dr. Adolfo Gonzales, Chief Probation Officer
Public Information Office
Audit Committee
Maria Quintanilla, Chief Executive Officer, Latino Family Institute
Kellee Coleman, Regional Manager, Community Care Licensing Division
Monique Marshall-Turner, Regional Manager, Community Care Licensing Division



LATINO FAMILY INSTITUTE

ADOPTION & FOSTER CARE

SEPTEMBER 24, 2021

Sherry L. Rolls, CSA I
Ali Bhatti, Supervisor

Department of Children and Family Services
Contracts Administration Division - Contracts Compliance Section
425 Shatto Place, 4th Floor
Los Angeles, California 90020

Dear Ms. Rolls and Mr. Bhatti

The following is Latino Family Institute (LFI)'s Corrective Action Plan (CAP) following our annual 2021 FFA Contract Compliance Review dated September 7, 2021.

Finding #1: The FFA will ensure that disaster drills are conducted in the RFP's case files, occurring a minimum of every six (6) months.

LFI has updated its Disaster Plan Form to indicate when the drills are performed which includes the names of those who participated in the drill, the date/time it occurred, and signatures. FFA MSW will remind Resource Parents of needing to complete disaster drills and document on this form every six months. See attached form. LFI will also be reminding all RPs of this requirement during its quarterly parent training on 9/25/2021 as well as other matters related to state and county regulations.

Finding #2 The NSPs were not comprehensive and accurate

LFI will ensure to use a clear copy of NSPs that do not show an "error" message be used to avoid "another child's name being included as part of the NSP". LFI will ensure to write a clear explanation "as to why the dates of the medical appointments were not included" if that is the case. FFA MSWs will ensure that the NSPs do not have format errors and detail all pertinent medical information related

to child's medical appointments. FFA Supervisor will ensure the accuracy of NSPs prior to submitting to county social workers (CSW).

Finding **#3** Initial dental exams were not conducted on time

LFI will request that CSW provide written documentation of dental exam if CSW is waiving the initial dental exam upon placement. This information can be documented on the child's 709 or Health Education Passport. FFA MSW will email CSW requesting date of dental exams for case documentation. If this information is not provided, FFA MSW will request that RP take child to obtain an initial dental exam within the first thirty days of placement.

In conclusion, LFI has addressed and resolved county's findings. Agency will continue to work closely with resource parents to support best practice in their care of children. LFI will continue to support FFA Social Workers to ensure compliance with all state and county regulations via training and supervision.

Please feel free to contact me if you have any further questions related to this matter.

Once again, we appreciate your support and guidance through this process and appreciate the many years of collaboration on behalf of the children and families of Los Angeles County.

Respectfully,



Maria L. Quintanilla, MSW LCSW
Founder & CEO

CA-CIFECMH Endorsed Infant-Family & Early Childhood Mental Health Specialist
Reflective Practice Facilitator II
Child Trauma Academy Fellow