



County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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February 29, 2024

To: Supervisor Lindsey P. Horvath, Chair
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From: 
Brandon T. Nichols
Director

FLORENCE CRITTENTON SERVICES OF ORANGE COUNTY DBA CRITTENTON SERVICES FOR CHILDREN AND FAMILIES FISCAL COMPLIANCE ASSESSMENT

REVIEW OF REPORT

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a virtual Fiscal Compliance Assessment of Florence Crittenton Services of Orange County dba Crittenton Services for Children and Families (the Contractor) in December 2023. This Contractor provides Family Preservation (FP), Foster Family Agency (FFA), Transitional Housing Placement Program for Non-Minor Dependents (THPP-NMD) and Transitional Housing Program – Plus (THP+) services. The Contractor is headquartered in Orange County and has an office located in the First Supervisorial District.

Key Outcomes

NUMBER OF PRIORITY FINDINGS
PRIORITY 1 1
PRIORITY 2 0
PRIORITY 3 0

"To Enrich Lives Through Effective and Caring Service"

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CAD conducted a virtual Fiscal Compliance Assessment review of the Contractor's financial records, which consisted of the following: financial statements; bank statements; check register(s); and personnel files. The review focused on five key areas of internal controls to determine their compliance with FP, FFA, THPP-NMD and THP+ contracts: Financial Overview (financial records and bank statements); Loans, Advances and Investments; Board of Directors and Business Influence; Cash/Expenditures; and Payroll and Personnel.

CAD identified a potential internal control weakness in the following area:

Priority 1

- Cash/Expenditures (1 finding)

Monthly income and saving logs were missing the distribution of bus passes or notes for operable automobiles for the months of September 2023, October 2023, and November 2023. Monthly income and savings logs were not provided for September 2023 and October 2023.

On January 10, 2024, DCFS CAD Financial Specialist IV held an exit conference with the Contractor's Chief Financial Officer and new Team representatives. The Contractor's representatives agreed with the review findings and recommendations, and were receptive to implementing systemic changes to improve compliance with regulatory standards. The Contractor agreed to address the noted potential internal control weakness in a Fiscal Corrective Action Plan (FCAP).

The Contractor provided the attached approved FCAP addressing the recommendations noted in this report.

If you have any questions, your staff may contact me or Aldo Marin, Board Relations Manager, at (213) 371-6052.

BTN:CMM
LTI:zr

Attachments

c: Fesia Davenport, Chief Executive Officer
Oscar Valdez, Auditor-Controller
Guillermo Viera Rosa, Chief Probation Officer
Public Information Office
Audit Committee

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Silvio Orlando, Chief Executive Officer, Florence Crittenton Services of Orange County dba Crittenton Services for Children and Families
Danilo P Cruz Jr., Chief Financial Officer, Florence Crittenton Services of Orange County dba Crittenton Services for Children and Families
Celeste M. Fitchett, Bureau Chief, Performance and Fiscal Audits, California Department of Social Services



THP CORRECTIVE ACTION PLAN

PREPARED BY

DATE

Cesar Salgado/Elizabeth Arellano/Danilo Cruz Jr

01/30/24

PROBLEM STATEMENTS	ACTION STEPS	STATUS	DUE DATES	GOALS (Desired Outcome)
<p>14.3.1.1 CONTRACTOR shall maintain an accurate, complete, and up-to date THP-Plus Participant's record Folder for each THP-Plus Participant as required by this Exhibit A, Statement of Work.</p> <p>14.3.1.2 All records shall be in sufficient detail to permit the COUNTY to conduct an evaluation of the services provided and shall be available for review by the COUNTY at all times.</p> <p>Paragraph 13.3.1 Supplies and Services, 13.3.1.4 Participant Monthly</p>	<p>All Case Managers will be re-trained on how to complete the Monthly Income & Savings Log.</p> <p>All Case Managers will submit the completed Monthly Income & Savings Log to the THP Program Director. The THP Director will ensure that the forms are completed in its entirety. If there are sections that are not completed, the Case Manager will be given a deadline to complete. During chart audits, the THP Program Director and VP of Community Services will ensure that the forms are complete.</p>	<p>Case Managers will be trained on 02/14/24 during staff meeting.</p> <p>This will be on-going</p>	<p>02/14/24</p> <p>Ongoing</p>	<p>Ensure that Clients receive their gas card or monthly bus pass.</p> <p>Ensure that charts are accurate, complete and up-to-date.</p>

Transportation Allowance:
"CONTRACTOR shall provide each THP-Plus Participant with a monthly bus pass." Per 13.3.1.4.1: "CONTRACTOR shall provide monthly transportation allowance or gas gift card in an equal amount to a bus pass, if the THP-Plus Participant(s) has an operable automobile."

Print Name: Danilo Cruz Jr., Title: CFD

Signature: 