



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012-2766  
PHONE: (213) 974-8301 FAX: (213) 626-5427

J. TYLER McCAULEY  
AUDITOR-CONTROLLER

January 12, 2004

TO: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – MOORE'S  
COTTAGE**

We have completed a review of Moore's Cottage. Moore's Cottage contracts with the Department of Children and Family Services (DCFS) and Probation Department (Probation). Moore's Cottage is a six-bed facility, located in the Fifth Supervisorial District, that provides care for children ages 13-18 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Moore's Cottage was providing services for six Los Angeles County DCFS children.

**Scope of Review**

The purpose of the review was to verify that Moore's Cottage was providing the services outlined in its Program Statement. Additionally, the review covered basic child safety and licensing issues and included an evaluation of Moore's Cottage Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with two children placed with Moore's Cottage at the time of the monitoring visit. The interviews with the residents were designed to obtain their perspectives on the program services provided by Moore's Cottage and to ensure adherence to the Foster Youth Bill of Rights.

*"To Enrich Lives Through Effective and Caring Service"*

**Summary of Findings**

Generally, Moore's Cottage is providing the services outlined in its Program Statement. However, we noted that the agency needs to make several repairs to its facility; include each resident's placement worker in the development and modification of the Needs and Services Plan; and maintain current Needs and Services Plans and Quarterly Reports.

Attached is a detailed report of the review findings.

**Review of Report**

We discussed our report with the agency's management. The agency's management is required to provide DCFS with a written corrective action plan within fifteen days from the receipt of this report. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me, or have your staff contact Patrick McMahon at (213) 974-0729.

JTM:PM:CC

Attachment

- c: David E. Janssen, Chief Administrative Officer
- Violet Varona-Lukens, Executive Officer
- Public Information Office
- Audit Committee
- David Sanders, Ph.D., Director, DCFS
- Richard Shumsky, Chief Probation Officer
- Steven Smith, Executive Director, Moore's Cottage

**MOORE'S COTTAGE**  
**2353 Navarro Avenue**  
**Altadena, CA 91001**  
**626-398-1227**  
**License No.: 191290878**  
**Rate Classification Level: 9**

**I. FACILITY AND ENVIRONMENT**

*(Facility Based - No Sample)*

**Method of assessment – Observation and resident interviews**

**Sample size for resident interviews: Two**

**Comments:**

Moore's Cottage is a single-story house in a residential neighborhood and blends in with the other homes in the neighborhood. There were no safety hazards.

The interior of the home was nicely decorated, with spacious bedrooms personalized by the residents. However, some areas needed improvement.

The hardwood floors in the living and dining rooms were scratched and the window screens around the house were bent or hanging off the windows. (The administrator presented a receipt showing that new screens had been ordered.) In the resident bathroom, the bathtub needed cleaning and there were cracks in the tile floor and baseboards.

The walls in the resident bedrooms needed cleaning and, in bedrooms number two and three, the walls and/or ceilings were damaged and needed repair. In bedroom number one, the mattress pad was missing from one bed. In bedroom number two, one bed did not have a full complement of linen, and the night stand table had scratches on the finish. In bedroom number three, one bed did not have a mattress pad and the linen needed cleaning.

Moore's Cottage had age-appropriate play equipment including board games, computers, a basketball hoop, video tapes, books, a TV, and VCR.

There was an adequate amount of food properly stored.

**Recommendations**

**1. Moore's Cottage management:**

- a. Repair the hardwood floors in the dining and living rooms.**

- b. **Repair/Replace the tile floor and baseboards in the resident bathroom.**
- c. **Clean the walls in the residents' bedrooms.**
- d. **Repair the walls and ceilings in the residents' bedrooms as needed.**
- e. **Place a full complement of clean linens on each resident's bed.**
- f. **Repair the night stand in bedroom number two.**

## **II. PROGRAM SERVICES**

**Method of assessment – Review of relevant documents and resident interviews**

**Sample size for resident interviews: Two**

### **Comments:**

The residents met Moore's Cottage's population criteria as outlined in their program statement and received an initial diagnostic assessment.

One resident's file had a current Needs and Services Plan (NSP) that was realistic, measurable, and time specific. However, the resident's placement worker did not participate in the development and modification of the NSP. The other resident did not have a current NSP on file, and neither resident had a current Quarterly Report.

This was discussed during the exit conference with management who stated that the agency's therapist, responsible for completing NSPs and Quarterly Reports, had left the position a month ago. They have hired another therapist recently.

The residents were receiving individual and group therapy.

### **Recommendations**

#### **2. Moore's Cottage management:**

- a. **Include each resident's placement worker in the development and modification of the Needs and Services Plan.**
- b. **Maintain current Needs and Services Plans for each resident.**

- c. **Maintain current Quarterly Reports for each resident.**

### **III. EDUCATIONAL AND EMANCIPATION SERVICES**

**Method of assessment – Review of relevant documents and resident interviews**

**Sample size for resident interviews: Two**

**Comments:**

Both residents attended public school. One resident required, and had a current Individualized Education Plan. Both records contained report cards and/or progress reports. The residents reported that they were provided with assistance with their school work, and felt that staff was supportive of their academic progress.

The residents were taught daily living skills and offered emancipation services at the appropriate age. Both residents were able to manage their allowances without assistance from staff..

**Recommendations**

**There are no recommendations for this section.**

### **IV. RECREATION AND ACTIVITIES**

**Method of assessment – Review of relevant documents and resident interviews**

**Sample size for resident interviews: Two**

**Comments:**

Moore's Cottage followed a monthly activity schedule developed by the staff and residents.

Residents were encouraged to participate in activities that they desired and had the opportunity to watch television, play games, and read at free times during the day.

Transportation was provided to and from activities.

**Recommendations**

**There are no recommendations for this section.**

## V. PSYCHOTROPIC MEDICATION

### Method of assessment – Review of relevant documents

There were six residents placed in the agency at the time of the review. A review of case files was conducted for the two residents prescribed psychotropic medications.

### Comments:

Moore's Cottage maintains appropriate medication logs. There were current court authorizations for the residents receiving psychotropic medication. Documentation confirmed that the children were routinely seen by the psychiatrist for a review of their medication.

### Recommendations

There are no recommendations for this section.

## VI. PERSONAL RIGHTS

### Method of assessment – Resident interviews

### Sample size for resident interviews: Two

### Comments:

The residents were presented with the policies, rules, and regulations upon admission, and reported satisfaction with the home and staff. The residents reported that staff was "cool" and treated them with respect. Both stated that the rules were fair.

The residents reported that they felt safe in the home, and that there was a sufficient number of staff in the home when residents were present. The residents rated the physical facility as "good" to "fair."

Resident chores included the maintenance of their own rooms and common areas, which the residents reported were not too difficult.

Both residents were able to have telephone contact with their social worker and families as they wished, and reported that there was privacy during visits and telephone calls. Both residents indicated that they had religious freedom, their health care needs were being met, and that staff was culturally sensitive to each resident's background and ethnicity.

Both residents were aware of the right to refuse medication.

**Recommendations**

**There are no recommendations for this section.**

**VII. CLOTHING AND ALLOWANCE**

**Method of assessment – Review of relevant documents and resident interviews**

**Sample size for resident interviews: Two**

**Comments:**

Moore's Cottage provided appropriate clothing, items of necessity, and allowances to the residents. Moore's Cottage supplied its residents with the required monthly clothing allowance in the amount of fifty dollars, and the residents were given the opportunity to select their own clothes. Clothing provided to the residents was of good quality and sufficient quantity.

The residents received the required minimum weekly allowance, and were able to earn an increase based on the agency's behavioral system.

Moore's Cottage provided residents with adequate personal care items and sufficient, secure space to store their personal items.

Both residents had life books.

**Recommendations**

**There are no recommendations for this section.**