



**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

September 19, 2005

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

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – THE
SYCAMORES, LAS FLORES, SIERRA MADRE AND TREE HOUSE
GROUP HOMES**

We have completed a review of Las Flores, Sierra Madre and Tree House Group Homes (Group Home or Agency) operated by The Sycamores, Incorporated. Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

The Las Flores, Sierra Madre, and Tree House Group Homes are six-bed facilities, which provide care for boys ages 12-17 years, who exhibit behavioral, social, and emotional difficulties.

At the time of the monitoring visit, Las Flores was providing services for four Los Angeles County DCFS children and one Los Angeles County Probation child. Sierra Madre was providing services for two Los Angeles County DCFS children, three Los Angeles County DMH children and one Los Angeles County Probation child. The Tree House Group Home was providing services for six Los Angeles County DCFS children.

The Las Flores, Sierra Madre, and Tree House Group Homes are located in the Fifth District.

“To Enrich Lives Through Effective and Caring Service”

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues, and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency, and to ensure adherence to the Foster Youth Bill of Rights.

Summary of Findings

Generally, the Agency was providing the services as outlined in their Program Statement. However, each Group Home has deficient areas that need to be addressed.

Las Flores Group Home needs to replace/repair the floor and chipped sink in children's bathroom; paint the walls in the master bedroom; repair or replace the damaged dresser in children's bedroom; clean the stained carpet in one of the children's bedrooms; repair the door in one of the bedrooms, and develop comprehensive Needs and Services Plans that are specific, measurable, attainable, time limited, and include long and short-term goals.

Sierra Madre Group Home needs to paint children's bathroom; repair or replace the dressers in children's bedrooms; repair the exterior of the kitchen cabinets; and provide children with current Needs and Services Plans.

Tree House Group Home needs to landscape the front yard with grass; paint the front entrance gate; clean and organize the garage; repair the living room floor; replace the worn sofa in the den; repair or replace the dresser in bedroom one; replace the missing window screen in bedroom one; provide rods in the clothes closet in bedroom two; provide children with age appropriate and accessible recreational equipment; and replace the seat on the weight bench.

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. 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 Mike Pirolo at (626) 293-1110.

JTM:MP:CC:cr

http://auditor.co.la.ca.us/group_home.asp

Attachments

c: David E. Janssen, Chief Administrative Officer
David Sanders, Ph.D., Director, DCFS
Paul Higa, Chief Probation Officer
Marvin J. Southard, D.S.W., Director, DMH
William P. Martone, Executive Director, The Sycamores Group Home
Public Information Office
Audit Committee

**The Sycamores
The Las Flores Group Home
570 East Las Flores Drive
Altadena, California 91001
Phone: (626) 395- 7100
License Number: 197600659
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

The Las Flores Group Home is located in a residential community. The exterior of the Group Home is well maintained. The back yard is clean, and adequately landscaped. However, the step railing in the back yard is loose and needs painting.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the bathroom floor is worn, and the bathroom sink is chipped.

The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, the walls of the master bedroom need painting. In bedroom three, the dresser is scratched, the carpet is stained, and the door is damaged.

The Group Home maintains age appropriate and accessible recreational equipment. There are board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

- 1. The Sycamores management:**
 - a. Repair and paint the back yard step railing.**
 - b. Replace the floor in the children's bathroom.**
 - c. Repair or replace the chipped sink in the children's bathroom.**
 - d. Paint the walls in the master bedroom.**

- e. **Repair or replace damaged dressers in bedroom three.**
- f. **Clean the stained carpet in bedroom three.**
- g. **Repair the door in bedroom three.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home’s population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. However, the NSPs are not comprehensive, and do not include long and short-term goals. Case files reflect adequate documentation to show that children are receiving treatment services as identified in their NSPs.

Recommendation

- 2. The Sycamore management develop comprehensive Needs and Services Plans that are specific, measurable, attainable, time limited, and include long and short-term goals.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home’s program includes the development of children’s daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Sample size for interviews: Two

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home’s policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum base allowance. Children are permitted to spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

Recommendations

There are no recommendations for this section.

**The Sycamores
Sierra Madre Group Home
540 North Sierra Madre Boulevard
Pasadena, California 91107
Phone: (626) 564-0807
License Number: 197602039
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

The Sierra Madre Group Home is located in a residential community. The exterior of the Group Home is well maintained. The back yard is clean, and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the exterior of the kitchen cabinets are peeling.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, the dressers in the children's bedrooms are scratched, and the children's bathroom needs painting.

The Group Home maintains age appropriate and accessible recreational equipment. There are board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. The Sycamores management:

- a. Paint the children's bathroom.**
- b. Repair or replace the dressers in the children's bedrooms.**
- c. Repair the exterior of the kitchen cabinets.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home’s population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. One NSP is current, comprehensive, and includes long and short-term goals. However, one child did not have a current Needs and Services Plan on file. Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

- 2. The Sycamores Sierra Madre management provide each child with a current Needs and Services Plan.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home’s program includes the development of children’s daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home’s policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given the opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum base allowance. Children are permitted to spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

Recommendations

There are no recommendations for this section.

**The Sycamores
Tree House
3944 Sycamore Avenue
Pasadena, California 91107
Phone: (626) 395-7100
License Number: 197803299
Rate Classification Level: 14**

I. Facility and Environment

Method of assessment – Observation

Comments:

Tree House Group Home is located in a residential community. The back yard is clean, and adequately landscaped. However, the front exterior of the Group is not well maintained, and the front yard is not adequately landscaped. There are large patches of dirt in the lawn, and the entrance gate needs painting.

The garage is used by the children for recreation; however, the garage area is cluttered and disorganized with broken equipment and other stored items.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate lighting in the Group Home. The Group Home provides a home-like environment. However, there is a sofa in the den that is worn, and the floor in the living room is scratched.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate lighting, and storage space. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, the dresser in bedroom one is scratched, and the closet in bedroom two needs hanging rods. Window coverings are in good repair; however, the window screen is missing in bedroom one.

There are board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available. However, the Group Home does not maintain age appropriate and accessible recreational equipment. In addition, the weight bench is torn and coming apart.

Children do not have school supplies.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. The Sycamores management:

- a. Landscape the front yard with grass.
- b. Paint the front entrance gate.
- c. Clean and organize the garage.
- d. Repair the living room floor.
- e. Replace the worn sofa in the den.
- f. Repair or replace the dresser in bedroom one.
- g. Replace the missing window screen in bedroom one.
- h. Provide hanging rods in the closet in bedroom two.
- i. Provide children with age appropriate and accessible recreational equipment.
- j. Replace the seat on the weight bench.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include long and short-term goals. Case files reflect adequate documentation to show that children are receiving treatment services as identified in their NSPs.

Recommendations

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home’s program includes the development of children’s daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

According to the Agency’s management, there are currently no children receiving psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home’s policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given the opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum base allowance. Children are permitted to spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

Recommendations

There are no recommendations for this section.



Ms. Carla Carr
Group Home Ombudsman
500 West Temple Street, Room 515-A
Los Angeles, California 90012-2766

July 5, 2005

Dear Ms. Carr,

This letter is written as a follow up to a visit and review of **The Sycamores Las Flores Group Home**, license # 197600659, conducted by auditor Candace Rhue. The visit took place on April 17, 2005. I received the final report on June 30, 2005. The report indicates that there are two areas that require corrective action. These areas include:

- 1) Facility and Environment
- 2) Program Services

Response and Corrective Action Plan to Group Home Monitoring Review:

I. Facility and Environment:

- a. Replace the floor in the children's bathroom.
The floor in the children's bathroom will be repaired or replaced by August 1, 2005.
- b. Repair or replace the chipped sink in the children's bathroom.
The sink in the children's bathroom will be repaired or replaced by August 1, 2005.
- c. Paint the walls in the master bedroom.
The walls in the master bedroom will be painted by August 1, 2005.
- d. Repair or replace damaged dressers in bedroom three.
Dressers in bedroom three will be repaired or replaced by August 1, 2005.

II. Program Services:

- a. Develop comprehensive Needs and Services Plans that are specific, measurable, attainable, time limited and include long and short term goals.
During the course of the audit, Ms. Rhue was very helpful in giving suggestions and examples of how The Sycamores could improve the content of their Needs and Services Plans. Right after the audit, The Sycamores' Clinical and

Residential Departments modified the agency's Quarterly Progress Report form to enhance and provide additional data and information to meet the criteria as identified by Ms. Rhue and the statement of work. The revisions will ensure that the child's progress, functioning and milestones are clearly identified and reflected. In addition, the clinical staff members, who are responsible for completing the needs and services plans, were reminded about the agency's requirements and the necessity for their documentation to reflect specific, measurable, attainable, time limited, long and short term goals.

On April 26, 2005, Ms. Rhue conducted two additional group home audits at The Sycamores Tree House Group Home and The Sycamores Sierra Madre Group Home. The Needs and Services Plans and Quarterly Process Reports that were reviewed by Ms Rhue, met the standards that she previously identified. The Sycamores will continue to ensure that the data in the reports is comprehensive and complete.

It is our policy and practice to make sure that we are in compliance with our contract, DCFS, Probation, and Title 22 requirements. We will continue to monitor ourselves to ensure that we are in compliance.

The people responsible to ensure that we are in compliance with our contract at The Sycamores within the residential living units are the individual Program Supervisors. It is their responsibility to do weekly inspections to ensure that the cottages are maintained appropriately, and in compliance.

The leadership of the Clinical Department is responsible for ensuring that all clinical documentation meets the required standards as identified by DCFS in the Group Home Statement of Work.

Maintenance issues are brought to the attention of the Director of Plant Operations. It is then his responsibility to ensure that the issues are addressed.

It is the role of our Quality Assurance Committee, our Safety Committee and the Residential Assistant Director to ensure that there is follow-up and completion of any corrective action plan.

Thank you for your time and consideration.

Sincerely,



Shelly Knowles
Assistant Director of Residential Services



Ms. Carla Carr
Group Home Ombudsman
500 West Temple Street, Room 515-A
Los Angeles, California 90012-2766

July 5, 2005

Dear Ms. Carr,

This letter is written as a follow up to a visit and review of **The Sycamores Sierra Madre Group Home**, license # 197602039, conducted by auditor Candace Rhue. The visit took place on April 26, 2005. I received the final report on June 30, 2005. The report indicates that there are two areas that require corrective action. These areas include:

- 1) Facility and Environment
- 2) Program Services

Response and Corrective Action Plan to Group Home Monitoring Review:

I. Facility and Environment:

- a. Paint the children's bathroom.
The children's bathroom will be painted by July 15, 2005.
- b. Repair or replace the dressers in the children's bedrooms.
The dressers in the children's bedrooms will be replaced by July 15, 2005.
- c. Repair the exterior condition of the kitchen cabinets.
The exterior of the kitchen cabinets will be repaired by August 5, 2005.

II. Program Services:

- a. Provide each child with a current Needs and Services Plan.
Needs and Services Plans are developed and reviewed on a regular basis. Individualized services and support planning occurs at a minimum of once every six months. Progress towards identified goals is reviewed and changes are made as appropriate. Clinicians are responsible for completing the needs and services plan and are required to turn in the document. The Sycamores' Charts and Records manager sends out a documentation schedule on the 16th of each month. The documentation schedule informs the clinicians and all relevant parties of what is due for the scheduled time period. Needs and Services Plans are then turned in to the Clinical Director by the 9th day of the following month. After a thorough review, The Needs and Services Plans are turned in to the records department by the 10th of the month. The records department then files the document in the Child's clinical chart. The Charts and Records Manager is responsible for informing the appropriate supervisor if the Needs and Services Plan was not turned in as scheduled. The supervisor follows up as appropriate.



It is our policy and practice to make sure that we are in compliance with our contract, DCFS, Probation, and Title 22 requirements. We will continue to monitor ourselves to ensure that we are in compliance.

The people responsible to ensure that we are in compliance with our contract at The Sycamores within the residential living units are the individual Program Supervisors. It is their responsibility to do weekly inspections to ensure that the cottages are maintained appropriately, and in compliance.


The leadership of the Clinical Department is responsible for ensuring that all clinical documentation is completed and turned in on the appropriate due date.

Maintenance issues are brought to the attention of the Director of Plant Operations. It is then his responsibility to ensure that the issues are addressed.

It is the role of our Quality Assurance Committee, our Safety Committee and the Residential Assistant Director to ensure that there is follow-up and completion of any corrective action plan.

Thank you for your time and consideration.

Sincerely,



Shelly Knowles
Assistant Director of Residential Services



Ms. Carla Carr
Group Home Orabudsman
500 West Temple Street, Room 515-A
Los Angeles, California 90012-2766

July 5, 2005

Dear Ms. Carr,

This letter is written as a follow up to a visit and review of **The Sycamores Tree House Group Home**, license # 197803299, conducted by auditor Candace Rhue. The visit took place on April 26, 2005. I received the final report on June 30, 2005. The report indicates that there is one area that requires corrective action. The area is:

1) Facility and Environment

Response and Corrective Action Plan to Group Home Monitoring Review:

I. Facility and Environment:

- a. Landscape the front yard with grass.
The front yard will be landscaped with grass by July 22, 2005.
- b. Paint the front entrance gate.
The front entrance gate will be painted by July 15, 2005.
- c. Clean and organize the garage.
The garage has been cleaned and organized.
- d. Repair the living room floor.
The living room floor will be repaired by July 15, 2005.
- e. Replace the worn sofa in the den.
The sofa in the den will be replaced by July 15, 2005.
- f. Repair or replace the dresser in bedroom one.
The dresser will be repaired by July 15, 2005.
- g. Replace the missing window screen in bedroom one.
The window screen will be replaced by July 15, 2005.
- h. Provide rods in the clothes closet in bedroom two.
The rods in the closet will be provided by July 15, 2005.

- i. Provide children with age appropriate and accessible recreational equipment.
The recreational equipment at The Tree House has been re-inventoried and evaluated for its appropriateness. The following items have been replaced or purchased:

- 1. Footballs*
- 2. Kick balls*
- 3. Tennis rackets and balls*
- 4. Basketball hoop*
- 5. Basket balls*

The following items will be purchased by July 22, 2005.

- 1. New cue rods for the pool table*
- 2. Volleyball net and volleyball*

As new residents are admitted to the program, they are routinely asked to identify their preference in recreational activities and equipment. In addition, the residents are expected to help plan and suggest recreational activities.

On a regular basis, every ten weeks, each resident is given the opportunity to participate in official recreational activities and groups through our therapeutic activity program (PACE). All recreational equipment is provided by The Sycamores.

- j. Replace the seat on the weight bench.
The weight bench will be replaced by July 22, 2005.

It is our policy and practice to make sure that we are in compliance with our contract, DCFS, Probation, and Title 22 requirements. We will continue to monitor ourselves to ensure that we are in compliance.

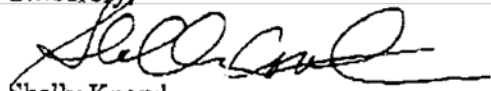
The people responsible to ensure that we are in compliance with our contract at The Sycamores are individual Unit Supervisors. It is their responsibility to do weekly inspections to ensure that the cottages are maintained appropriately, and in compliance.

Maintenance issues are brought to the attention of the Director of Plant Operations. It is then his responsibility to ensure that the issues are addressed.

It is the role of our Quality Assurance Committee, our Safety Committee and the Residential Assistant Director to ensure that there is follow-up and completion of any corrective action plan.

Thank you for your time and consideration.

Sincerely,


Shelly Knowles
Assistant Director of Residential Services