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May 6, 2009

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – CHILDREN ARE OUR FUTURE – CONSTANCE, HARVEY, HOWARD, KEZIOS, LEGG, SATICOY, TERRY AND WEST HILLS SITE GROUP HOMES**

We have completed a review of Constance, Harvey, Howard, Kezios, Legg, Saticoy, Terry and West Hills Site Group Homes (Group Homes or Agency) operated by Children Are Our Future, Incorporated. Each Group Home contracts with the Departments of Children and Family Services (DCFS) and Probation.

The Group Homes are each six-bed facilities, which provide care for boys ages 13-17 years (except for Saticoy, which provides care for girls), who exhibit behavioral, social and emotional difficulties. At the time of the monitoring visits, Constance and Saticoy were each providing services for five Probation children. Harvey was providing services for five Probation children and one Sacramento County child. Kezios was providing services for four Probation children. Legg was providing services for one DCFS child and five Probation children. Terry was providing services for one DCFS child and four Probation children. Howard and West Hills were each providing services for six Probation children.

Constance, Harvey, Howard, Legg, Saticoy, Terry and West Hills are located in the Fifth District. Kezios is located in the Third District.

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. In addition, 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 Homes 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 is providing the services as outlined in their Program Statement. However, the Agency needs to address several deficient areas. For example:

- All eight Group Homes need to repair and replace items throughout the facilities.
- Keizos, Legg, Saticoy, and West Hills Group Homes need to provide children with the required minimum weekly allowance.
- Harvey and West Hills Group Homes need to adequately secure items that pose a potential safety hazard.
- Howard, Legg, and Saticoy Group Homes need to develop comprehensive Needs and Services Plans that include short term goals.
- Howard and Terry Group Homes need to maintain current court authorizations for all children taking psychotropic medication and provide all children with additional clothing as needed.
- Terry Group Home needs to remove a tree stump from the back yard that poses a potential safety hazard. The Group Home also needs to provide age-appropriate children with opportunities to participate in emancipation and vocational programs and with opportunities to participate in the planning of activities. In addition, the Group Home needs to maintain medication logs with accurate and updated information and provide children with adequate personal care items.
- Constance Group Home needs to maintain current Individualized Education Plans to ensure children are provided with sufficient educational support.
- Saticoy Group Home needs to provide children with opportunities to select their own clothing, provide activities that are of interest to the children and opportunities for the children to participate in the planning of the activities.

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 Don Chadwick at (213) 253-0301.

WLW:MMO:DC:AA:dl

Attachments

c: William T Fujioka, Chief Executive Officer
Patricia S. Ploehn, Director, DCFS
Ted Myers, Chief Deputy Director, DCFS
Susan Kerr, Senior Deputy Director, DCFS
Robert B. Taylor, Chief Probation Officer
Peter McCarty, Board President, Children Are Our Future
Michael Linquata, Executive Director, Children Are Our Future
Public Information Office
Audit Committee

Children Are Our Future, Incorporated
Constance Site
Chatsworth, California 91311
License Number: 197606393
Rate Classification Level: 12

I. Facility and Environment

Method of assessment – Observation

Comments:

Constance Site Group Home is located in a residential community. Overall, the exterior of the Group Home is well maintained. The front and back yards are clean. However, several trees are overgrown and one is dead. In addition, the eaves of the house along the driveway are water damaged, and the wooden benches on the patio are weathered and missing a board.

Generally, 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 wooden railing in the dining area is damaged and missing sections and the exhaust fan in bathroom three is not working.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, 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.

The Group Home maintains age-appropriate and accessible recreational equipment. However, the portable basketball hoop is broken. There are also 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. Children Are Our Future management:**
 - a. Trim and remove trees as needed.**
 - b. Repair the roof eaves.**
 - c. Repair the benches in the patio area.**

- d. Repair the railing in the dining area.
- e. Repair the exhaust fan in bathroom three.
- f. Repair the basketball hoop.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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 short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

None.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Overall, children are provided with educational resources and support to meet their educational needs and are progressing satisfactorily in school. However, one child's Individualized Education Plan (IEP) is outdated and there is no documentation to show attempts to obtain a current IEP. 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.

Recommendation

2. Children Are Our Future management ensure current Individualized Education Plans are maintained for each child to ensure children are provided with sufficient educational support.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

None.

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.

Recommendation

None.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: 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 the 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 make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children 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 also receive voluntary medical, dental and psychiatric care.

Recommendation

None.

VII. Clothing and Allowance**Method of assessment – Review of relevant documents and interviews**

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with 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 weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

None.

**Children Are Our Future, Incorporated
Harvey Site
Northridge, California 91324
License Number: 197601838
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Harvey Site Group Home is located in a residential community. Overall, the exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped. However, the exterior door and frame are weathered and chipped.

Generally, the interior of the Group Home is well maintained. The common quarters are neat and there is adequate furniture in the Group Home. The Group Home provides a home-like environment. However, the freezer and oven are dirty and the lights in the den and living room are not operating. In addition, a disposable razor was found in the bathroom posing a potential safety hazard. The staff confiscated the razor at the time of the review.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and children's sleeping arrangements are appropriate. However, one dresser in bedroom two has a broken drawer and the other dresser is missing a knob.

The Group Home maintains age-appropriate and accessible recreational equipment. However, the weight bench is missing the bar rests. There are also 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. Children Are Our Future management:**
 - a. Repair the exterior door and frame.**
 - b. Clean the freezer and the oven.**
 - c. Repair the lighting in the den and living room.**

- d. Ensure the Group Home is free of safety hazards at all times.
- e. Repair the dressers.
- f. Repair the weight bench.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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 short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

None.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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.

Recommendation

None.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

None.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

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

Children are aware of their right to refuse medication.

Recommendation

None.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: 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 the 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 make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children 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 also receive voluntary medical, dental and psychiatric care.

Recommendation

None.

VII. Clothing and Allowance**Method of assessment – Review of relevant documents and interviews**

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes and clothing provided to children is of good quality. However, one child does not have a sufficient quantity of undershirts.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

- 1. Children Are Our Future management ensure all children are provided with additional clothing items as needed.**

Children Are Our Future, Incorporated
Howard Site
Chatsworth, California 91311
License Number: 197606680
Rate Classification Level: 12

I. Facility and Environment

Method of assessment – Observation

Comments:

Howard Site Group Home is located in a residential community. Overall, the exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped. However, blocks are missing from the backyard wall.

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 light fixture in bathroom two does not work.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, 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.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also 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. Children Are Our Future management:

- a. Repair the block wall.**
- b. Repair the light fixture in bathroom two.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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 Needs and Services Plans (NSPs) are current and the treatment team develops and implements the NSPs with input from the child. However, the NSPs are not comprehensive and do not include short term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

2. Children Are Our Future management develop comprehensive Needs and Services Plans that include short term goals.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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.

Recommendation

None.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

None.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Documentation confirms that children are routinely seen by the prescribing psychiatrist. Children are also informed about their psychotropic medication and are aware of their right to refuse medication. In addition, medication distribution logs are properly maintained. However, children do not have current court authorizations for the psychotropic medications that they are taking.

Recommendation

3. Children Are Our Future management maintain current court authorizations for children taking psychotropic medication.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: 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 the 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 make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children 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 also receive voluntary medical, dental and psychiatric care.

Recommendation

None.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with 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 weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

None.

Children Are Our Future, Incorporated
Kezios Site
Winnetka, California 91306
License Number: 197602059
Rate Classification Level: 12

I. Facility and Environment

Method of assessment – Observation

Comments:

Kezios Site Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped. However, the rear wooden gate is missing boards and is not properly secured.

The interior of the Group Home is well maintained. The common quarters are neat and clean and there is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the control knob on the stove is damaged.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and children's sleeping arrangements are appropriate. However, there is excess TV cable on the floor in bedroom three that interferes with safe passage through the room.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also 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. Children Are Our Future management:**
 - a. Repair and properly secure the rear gate.**
 - b. Replace the control knob on the stove.**
 - c. Appropriately secure the TV cable in bedroom three.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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 short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

None.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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.

Recommendation

None.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

None.

V. Psychotropic Medication**Method of assessment – Review of relevant documents****Comments:**

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

Children are aware of their right to refuse medication.

Recommendation

None.

VI. Personal Rights**Method of assessment – Interviews with children****Sample size: 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 the 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 make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children 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 also receive voluntary medical, dental and psychiatric care.

Recommendation

None.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

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

Children spend their allowances as they choose. However, children are not provided with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

- 2. Children Are Our Future management provide children with the required minimum weekly allowance.**

Children Are Our Future, Incorporated
Legg Site
Northridge, California 91326
License Number: 197600298
Rate Classification Level: 12

I. Facility and Environment

Method of assessment – Observation

Comments:

Legg Site Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are 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 and the Group Home provides a home-like environment. However, the paint is worn and peeling on the wooden deck.

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

The Group Home maintains age-appropriate and accessible recreational equipment. There are also 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. Children Are Our Future management:**
 - a. Refinish the wooden deck.**
 - b. Provide sufficient lighting in bedrooms two and three.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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 Needs and Services Plans (NSPs) are current and the treatment team develops and implements the NSPs with input from the child. However, the NSPs are not comprehensive and do not include short term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

- 2. Children Are Our Future management develop comprehensive Needs and Services Plans that include short term goals.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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.

Recommendation

None.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

None.

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.

Recommendation

None.

VI. Personal Rights**Method of assessment – Interviews with children****Sample size: 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 the 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 make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children 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 also receive voluntary medical, dental and psychiatric care.

Recommendation

None.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

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

Children spend their allowances as they choose. However, children are not provided with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

- 3. Children Are Our Future management ensure children are provided with the required minimum weekly allowance.**

Children Are Our Future, Incorporated
Saticoy Site
Northridge, California 91325
License Number: 197605332
Rate Classification Level: 12

I. Facility and Environment

Method of assessment – Observation

Comments:

Saticoy Site Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped. However, the backyard lawn is worn and sparse.

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.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and children's sleeping arrangements are appropriate. However, the dresser drawers in bedroom three are missing the knobs.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also 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. Children Are Our Future management:

- a. **Maintain an appropriate lawn in the backyard.**
- b. **Replace the dresser knobs in bedroom three.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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 Needs and Services Plans (NSPs) are current and the treatment team develops and implements the NSPs with input from the child. However, the NSPs are not comprehensive and do not include short term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

2. Children Are Our Future management develop comprehensive Needs and Services Plans that include short term goals.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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.

Recommendation

None.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are provided with opportunities to participate in extra-curricular, enrichment and social activities in which they have an interest. However, children report that the

recreational activities provided by the Group Home are not of interest to them, and they are not provided with opportunities to participate in the planning of activities. The Group Home provides transportation to and from the activities.

Recommendations

3. Children Are Our Future management:

- a. Provide activities that are of interest to the children.
- b. Provide children with opportunities to participate in the planning of the activities.

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.

Recommendation

None.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: 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 the 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 make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children 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 also receive voluntary medical, dental and psychiatric care.

Recommendation

None.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Clothing provided to children is of good quality and of sufficient quantity. However, children are not provided with opportunities to select their own clothing.

Children spend their allowances as they choose. However, children are not provided with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendations

4. Children Are Our Future management:

- a. Provide children with opportunities to select their own clothing.**
- b. Provide children with the required minimum weekly allowance.**

Children Are Our Future, Incorporated
Terry Site
Northridge, California 91324
License Number: 197601442
Rate Classification Level: 12

I. Facility and Environment

Method of assessment – Observation

Comments:

Terry Site Group Home is located in a residential community. Overall, the exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped. However, the patio cover supports are bent, an outside light fixture is damaged and a tree stump is protruding in the backyard posing a potential safety hazard.

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.

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

The Group Home maintains age-appropriate and accessible recreational equipment. There are also 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. Children Are Our Future management:**
 - a. Replace the patio cover supports.**
 - b. Repair the outdoor light fixture.**
 - c. Remove the tree stump from the backyard.**
 - d. Provide dressers for bedroom two.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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 short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

None.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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 not provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

- 2. Children Are Our Future management provide age-appropriate children with opportunities to participate in emancipation and vocational programs.**

III. Recreation and Activities

Method of assessment – Review of relevant documents and interviews**Sample size: Two****Comments:**

Children are provided with opportunities to participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides children with sufficient recreational activities and leisure time. However, children are not provided with opportunities to participate in the planning of activities. The Group Home provides transportation to and from the activities.

Recommendation

3. Children Are Our Future management provide children with opportunities to participate in the planning of activities.

V. Psychotropic Medication**Method of assessment – Review of relevant documents****Comments:**

Documentation confirms that children are routinely seen by the prescribing psychiatrist. However, children do not have current court authorizations for the psychotropic medications that they are taking.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are not properly maintained, as they include outdated information.

Recommendations

4. Children Are Our Future management:
 - a. Maintain current court authorizations for children taking psychotropic medications.
 - b. Properly maintain medication logs with accurate and updated information.

VI. Personal Rights**Method of assessment – Interviews with children****Sample size: 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 the 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 make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children 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 also receive voluntary medical, dental and psychiatric care.

Recommendation

None.

VII. Clothing and Allowance**Method of assessment – Review of relevant documents and interviews****Sample size: Two****Comments:**

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes and the clothing provided to children is of good quality. However, one child does not have an adequate amount of clothing.

The Group Home provides children with the required minimum weekly allowance and children spend their allowances as they choose. However, children are not provided with adequate personal care items.

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

Recommendations

5. Children Are Our Future management:

- a. Provide children with an adequate amount of clothing.
- b. Provide children with adequate personal care items.

Children Are Our Future, Incorporated
West Hills Site
West Hills, California 91304
License Number: 191222605
Rate Classification Level: 12

I. Facility and Environment

Method of assessment – Observation

Comments:

West Hills Site Group Home is located in a residential community. Overall, the exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped. However, the side gate and the latch are broken, window screens are missing and damaged, and planter boxes in the front and backyards are damaged and missing bricks.

Generally, 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 threshold plate is broken and the hot water faucet does not work in bathroom one. In addition, disposable razors and an electric clipper were found in the bathrooms posing potential safety hazards. The staff confiscated the razors and clipper at the time of the review.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and children's sleeping arrangements are appropriate. However, the beds do not have mattress pads

The Group Home maintains age-appropriate and accessible recreational equipment. There are also 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. Children Are Our Future management:

- a. Repair the backyard side gate.**
- b. Replace window screens.**
- c. Repair the brick planters.**

- d. Replace the threshold plate in bathroom one.
- e. Restore hot water to the sink.
- f. Ensure the Group Home is free of safety hazards at all times.
- g. Provide mattress pads on the beds.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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 short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

None.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: 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.

Recommendation

None.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

None.

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.

Recommendation

None.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: 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 the 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 make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children 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 also receive voluntary medical, dental and psychiatric care.

Recommendation

None.

VII. Clothing and Allowance**Method of assessment – Review of relevant documents and interviews**

Sample size: Two

Comments:

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

Children spend their allowances as they choose. However, children are not provided with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

- 2. Children Are Our Future management provide children with the required minimum weekly allowance.**



FAX TRANSMITTAL

DATE: ~~September 24, 2008~~
REVISED October 9, 2008

TO: Dept. of Auditor Controller - 213.346.9020

ATTENTION: Candace Rhue, Group Home Audit Supervisor

FROM: Sandra Harris, Office Manager

Re: CAOF CAP REQUEST-REVISED 10-9-08

The following will address the Corrective Action Plan for the Group Home Monitoring visit and your draft report dated 7-2-08.

CONSTANCE SITE
Chatsworth, CA
#197606393

FACILITY AND ENVIRONMENT

1. **CAOF Management**
 - a. **Provide Appropriate Maintenance of the Trees**
Area around the trees with dead branches was cleared by our contracted gardener.
 - b. **Repair the damaged roof eaves**
Eaves were originally repaired just after January but wind damage caused further disrepair. The eaves will be repaired on or before October 15, 2008.
 - c. **Repair the Benches in the Patio Area**
The benches will be repaired on or before 10-15-08.
 - d. **Repair the Railings in the Dining Area**
The railings were repaired.
 - e. **Repair the Exhaust Fan in the Bathroom #3.**
This item is on our repair list and should be repaired on or before 10-15-08.
 - f. **Repair Basketball Goal**
The Basketball Goal was replaced.

The site is overseen by a Program Coordinator to ensure that the site remains well maintained. The Program Coordinator meets with the Executive and/or Program Director three times per week to review site and employee issues.

**SECTION III
EDUCATIONAL AND EMANCIPATION SERVICES**

2. **CAOF Management**
 - a. **Maintain Current Individual Education Plans and Provide Children with Educational Support**

IMPLEMENTED

The Case Manager ensured that all IEPs and Educational Support are individualized for each resident on their case load and is up to date and reviewed for accuracy per the resident(s) current Case Plan.

1. Case Manager is responsible for implementation of Educational Plans and Educational Support.
2. The Program Director and/or Intake Coordinator will monitor the Case Manager to ensure that the Education Plans and Support remain active and appropriate for each resident.

HARVEY SITE
Northridge, CA
#197601838

SECTION I
FACILITY AND ENVIRONMENT

1. CAOF Management

a. Refinish the Weathered Exterior Door and Frame

The door and frame were refinished.

b. Clean the Freezer and the Oven

The freezer and oven were cleaned immediately.

c. Repair the Track Lighting in the Den and Living Room Areas

The Track Lighting was replaced.

d. Ensure the Group Home is Free of Safety Hazards at all times

Facility Manager conducts daily inspections of the site which include all rooms and common areas. The Facility Manager reports directly to the Program Coordinator and reports any immediate damage and/or Safety Hazards. All items that pose an immediate safety hazard are immediately dealt with.

e. Repair the Damaged Dressers

The dresser was replaced.

f. Repair the Weight Bench

Unable to repair and was removed immediately.

The site is overseen by a Program Coordinator to ensure that the site remains well maintained. The Program Coordinator meets with the Executive and/or Program Director three times per week to review site and employee issues.

SECTION VII
CLOTHING AND ALLOWANCE

2. CAOF Management

a. Provide Children with Additional Clothing Items as Needed

The Facility Manager oversees that all Residents are supplied an adequate amount of clothing per State and County Regulations. Immediately after the Audit the inventory sheets for all sites were reviewed and any resident found to be under the minimum requirement were immediately issued a clothing order to supplement their clothing. The Clothing Inventory Sheet is reviewed by the Case Manager as well as the Program Coordinator during weekly Treatment Teams to ensure that residents are up to date on the required clothing allotments.

HOWARD SITE
CHATSWORTH, CA
#197606680

**SECTION I
FACILITY AND ENVIRONMENT**

1. **CAOF Management**
 - a. **Repair the Block Wall**
The block wall was repaired.
 - b. **Repair the Light Fixture in the Bathroom #2.**
The light fixture was repaired.

The site is overseen by a Program Coordinator to ensure that the site remains well maintained. The Program Coordinator meets with the Executive and/or Program Director three times per week to review site and employee issues.

**SECTION II
PROGRAM SERVICES**

2. **CAOF Management**
 - a. **Develop comprehensive Needs and Services Plans that Include short Term Goals**
CAOF has implemented the newly revised NSP form and the Case Managers have attended the training provided by the County and/or received training from the Program Director, Intake Coordinator and/or Office Manager on the proper use of the form and all needed items for the proper implementation of the Goals (short and long term). The NSP is reviewed by the in-house MFT (acting as interim Supervisor) in conjunction with the Program Director, prior to routing to the County Worker.

**SECTION V
PSYCHOTROPIC MEDICATION**

3. **CAOF Management**
 - a. **Maintain Current Court Authorizations for Children Taking Psychotropic Medication**
IMPLEMENTED
The Case Manager reviewed their case load and ensured that there was a current and accurate PMA on file for each resident on their case load. Any PMA that was outdated and/or missing was completed through the established process.
 1. The Case Manager is responsible to ensure the completed PMA is on file for each resident.
 2. The Program Director and/or Intake Coordinator will monitor the Case Manager to ensure that the PMAs are on file. This will be accomplished through monthly audits of the resident case file which is completed by the Administrative Assistant.

KEZIOS SITE
WINNETKA, CA
#197602059

SECTION I
FACILITY AND ENVIRONMENT

1. CAOF Management

a. Repair and Properly Secure the Rear Gate

The gate was repaired.

b. Appropriately Secure the Excess TV Cable

All excess cable was secured to prevent a hazard in the site.

c. Replace the Damaged Control Knob on the Stove

The knob remains on back order. Due to the age of the stove the knob is not easily ordered. It will be installed upon receipt of the item.

The site is overseen by a Program Coordinator to ensure that the site remains well maintained. The Program Coordinator meets with the Executive and/or Program Director three times per week to review site and employee issues

SECTION VII
CLOTHING AND ALLOWANCE

2. CAOF Management

a. Provide Children with the Required Minimum Weekly Allowance

All residents found to be under the minimum rate were reimbursed the balance of their allowance to bring them to the minimum of \$8.00 per week. If the resident was no longer in placement at our facility, we will review the allowance sheet and process the balance through the Placement Worker. All Facility Managers were retrained by the Program Director on the correct weekly amount. CAOF policy is that Facility Managers are to complete weekly allowance sheets with the residents with a minimum of \$8.00 per week base. The residents sign that they have received their allowance and the forms are submitted to the main office for review/filing in the accounting office.

LEGG SITE
NORTHRIDGE, CA
#197600298

SECTION I
FACILITY AND ENVIRONMENT

1. CAOF Management

a. Refinish the Wooden Deck Area Outside Bedroom One

The deck will be refinished on or before 10-15-08.

b. Provide Sufficient Lighting in Bedrooms Two and Tree

The lighting for the bedrooms was improved to provide more sufficient lighting for both rooms.

The site is overseen by a Program Coordinator to ensure that the site remains well maintained. The Program Coordinator meets with the Executive and/or Program Director three times per week to review site and employee issues

SECTION II
PROGRAM SERVICES

2. CAOF Management

a. Develop Comprehensive Needs and Services Plans that Include Short Term Goals

CAOF has implemented the newly revised NSP form and the Case Managers have attended the training provided by the County and/or received training from the Program Director, Intake Coordinator and/or Office Manager on the proper use of the form and all needed items for the proper implementation of the Goals (short and long term). The NSP is reviewed by the in-house MFT (acting as interim Supervisor) in conjunction with the Program Director, prior to routing to the County Worker.

SECTION VII

3. CAOF Management

a. Provide Children with the Required Minimum Weekly Allowance.

All residents found to be under the minimum rate were reimbursed the balance of their allowance to bring them to the minimum of \$8.00 per week. If the resident was no longer in placement at our facility, we will review the allowance sheet and process the balance through the Placement Worker. This Facility Manager was retrained by the Executive Director on the correct weekly amount. CAOF policy is that Facility Managers are to complete weekly allowance sheets with the residents with a minimum of \$8.00 per weekly base. The residents sign that they have received their allowance and the forms are submitted to the main office for filing in the accounting office. To ensure that this error does not happen in the future the accounting office will review the allowance sheets more closely rather than spot check it forms.

SATICOY SITE
NORTHRIDGE, CA
#197605332

SECTION I
FACILITY AND ENVIRONMENT

1. CAOF Management

a. Provide and Maintain an Appropriate Lawn in the Backyard

This area is not used by the residents and the tree roots in the area are causing the grass to die out so we are unable to maintain a healthy grass area. But, the area is fenced off and not used by residents.

b. Replace the Dresser Pull Knobs in Bedroom #3

The dresser pull knob was replaced.

The site is overseen by a Program Coordinator to ensure that the site remains well maintained. The Program Coordinator meets with the Executive and/or Program Director three times per week to review site and employee issues.

SECTION II
PROGRAM SERVICES

2. CAOF Management

a. Develop comprehensive Needs and Services Plans for all Children that Include Short Term Goals

CAOF has implemented the newly revised NSP form and the Case Managers have attended the training provided by the County and/or received training from the Program Director, Intake Coordinator and/or Office Manager on the proper use of the form and all needed items for the proper implementation of the Goals (short and long term). The NSP is reviewed by the in-house MFT (acting as interim Supervisor) in conjunction with the Program Director, prior to routing to the County Worker.

SECTION IV
RECREATION AND ACTIVITIES

3. CAOF Management

a. Provide Activities that are of Interest to the Children

IMPLEMENTED

The Recreational Coordinator was addressed on this item. During the first week of August 2008 she scheduled time with each site to meet with the residents to obtain their input on the upcoming activities and gather information on their likes and dislikes for future activities.

1. To ensure that the CAP remains in effect, the Recreational Coordinator is reporting weekly to the Director of Youth Enrichment Services regarding the input of the residents.
2. The Director of Youth Enrichment Services is reviewing the documentation on the activities to ensure that it meets with the Resident(s) needs and requests (if appropriate). The Director of Youth Enrichment Services reports weekly on activities and the Recreational Coordinators efforts weekly during the Department Head Meeting.

**b. Provide Children with Opportunities to Participate in Planning Activities
IMPLEMENTED**

[Same as above]

The Recreational Coordinator was addressed on this item. During the first week of August 2008 she scheduled time with each site to meet with the residents to obtain their input on the upcoming activities and gather information on their likes and dislikes for future activities.

1. To ensure that the CAP remains in effect, the Recreational Coordinator is reporting weekly to the Director of Youth Enrichment Services regarding the input of the residents.
2. The Director of Youth Enrichment Services is reviewing the documentation on the activities to ensure that it meets with the Resident(s) needs and requests (if appropriate). The Director of Youth Enrichment Services reports weekly on activities and the Recreational Coordinators efforts weekly during the Department Head Meeting.

SECTION VII

CLOTHING AND ALLOWANCE

3. CAOF Management

**a. Provide the children with Opportunities to Select their Own Clothing
IMPLEMENTED**

During a weekly staff meeting held in August 2008, all Facility Managers were retrained on Section 20 of our Program Statement which gives the criteria that is to be used for residents to select their own clothing.

1. The Facility Manager is responsible to ensure that this CAP item is followed by all site assigned to their site.
2. The Program Director reviews with the Facility Manager the process during weekly staff meetings and/or trainings.

**b. Provide the Children with the Required Minimum Weekly Allowance
IMPLEMENTED**

All residents allowance sheets were reviewed and if found to be under the minimum rate were reimbursed the balance of their allowance to bring them to the minimum of \$8.00 per week. All Facility Managers were retrained on this item during a weekly staff meeting held in August 2008.

1. Facility Managers review the weekly allowance sheets during Treatment Team to ensure accuracy.
2. The Accounting Department reviews the allowance sheets monthly and report discrepancies to the Program Director

**TERRY SITE
NORTHRIDGE, CA
#197601442
SECTION I**

FACILITY AND ENVIRONMENT

1. CAOF Management

a. Replace the Damaged Patio Cover Supports

The supports are currently being worked on and should be complete on or before 10-15-08.

b. Repair the Damaged Outdoor Light Fixture

The light fixture was repaired immediately. The site is overseen by a Program Coordinator to ensure that the site remains well maintained.

c. Remove the Tree Stump from the Backyard

As this part of the property, CAOF is currently talking with owner to have the stump removed.

d. Provide Dressers for Bedroom #2

The dresser was replaced.

The site is overseen by a Program Coordinator to ensure that the site remains well maintained. The Program Coordinator meets with the Executive and/or Program Director three times per week to review site and employee issues.

SECTION III

EDUCATIONAL AND EMANCIPATION SERVICES

2. CAOF Management

a. Provide age-appropriate children with the opportunity to participate in Emancipation and Vocational Programs.

IMPLEMENTED

Resident case files were reviewed by the assigned Case Manager to ensure whether their resident(s) have been offered the opportunity to participate in Emancipation and/or Vocational Programs.

1. The Case Manager works directly with the Resident in conjunction with the Facility Manager. The Resident is reviewed upon Intake and during his/her stay regarding the need for Emancipation and/or Vocation Programs available in the area.

2. The Program Director and/or Intake Coordinator review the Case Notes to ensure that Residents are receiving services according to their Case Plan.

SECTION IV

RECREATION AND ACTIVITIES

3. CAOF Management

a. Provide Children with Opportunities to participate in Planning Activities

IMPLEMENTED

The Recreational Coordinator was addressed on this item. During the first week of August 2008 she scheduled time with each site to meet with the residents to obtain their input on the upcoming activities and gather information on their likes and dislikes for future activities.

4. To ensure that the CAP remains in effect, the Recreational Coordinator is reporting weekly to the Director of Youth Enrichment Services regarding the input of the residents.

5. The Director of Youth Enrichment Services is reviewing the documentation on the activities to ensure that it meets with the Resident(s) needs and requests (if appropriate). The Director of Youth Enrichment Services reports weekly on activities and the Recreational Coordinators efforts weekly during the Department Head Meeting.

**SECTION V
PSYCHOTROPIC MEDICATION**

4. CAOF Management

**a. Maintain Current Court Authorizations for Children Taking Psychotropic Medication
IMPLEMENTED**

The Case Manager reviewed their case load and ensured that there was a current and accurate PMA on file for each resident on their case load. Any PMA that was outdated and/or missing was completed through the established process.

1. The Case Manager is responsible to ensure the completed PMA is on file for each resident.
2. The Program Director and/or Intake Coordinator will monitor the Case Manager to ensure that the PMAs are on file. This will be accomplished through monthly audits of the resident case file which is completed by the Administrative Assistant.

**b. Properly Maintain Medication Logs for Children Prescribed Psychotropic Medication.
IMPLEMENTED**

The Case Manager reviewed their case load and reviewed the Prescription Medication Sheet as well as the weekly Medication Audit Sheet to review for accuracy and/or discrepancies in documentation.

1. The Case Manager reviews the Prescription Medication Sheet weekly during Treatment Team.
2. The Program Director and/or Intake Coordinator review monthly audits of resident files and/or Medication Audit Sheets to ensure accuracy in documentation.

SECTION VI

5. CAOF Management

a. Provide Children with Additional Clothing Items as Needed

The Facility Manager oversees that all Residents are supplied an adequate amount of clothing per State and County Regulations. Immediately after the Audit the inventory sheets for all sites were reviewed and any resident found to be under the minimum requirement were immediately issued a clothing order to supplement their clothing. The Clothing Inventory Sheet is reviewed by the Case Manager as well as the Program Coordinator during weekly Treatment Teams to ensure that residents are up to date on the required clothing allotments.

**b. Provide Children with Adequate Personal Care Items
IMPLEMENTED**

The Program Coordinator reviewed each site to review the inventory of personal hygiene items and to retrain Facility Managers on the process of keeping adequate inventory for new residents.

1. The Facility Manager reviews, logs and purchases personal hygiene items as needed.
2. The Program Coordinator reviews the purchase log and/or receipts monthly and conducts random inspections of the inventory.

WEST HILLS SITE
WEST HILLS, CA
#191222605

SECTION I
FACILITY AND ENVIRONMENT

1. CAOF Management

a. Repair the Backyard Side Gate
The repair has been completed.

b. Replace Missing and Damaged Window Screens
The window screens were replaced and/or repaired.

c. Repair Damaged Brick Planters
The brick planter was repaired.

d. Replace Damaged and Missing Threshold Plates
The threshold plate was replaced.

e. Restore Hot Water to the Sink
CAOF contracted a plumber to investigate the issue of the hot water problem. To date we have not resolved this issue but will be repaired on or before 10-15-08.

f. Ensure the Group Home is Free of Safety Hazards at All Times
IMPLEMENTED

The Program Director conducted a site inspection of all facilities for safety hazards.

1. The Facility Manager conducts daily inspections of the site which include all rooms and common areas.
2. The Program Coordinator conducts daily inspections and reports any immediate damage and/or Safety Hazards to the Program Director and/or Executive Director. All items that pose an immediate safety hazard are immediately dealt with.

g. Provide Mattress Pads on the Beds
All mattress pads will be purchased on or before 10-15-08.

The site is overseen by a Program Coordinator to ensure that the site remains well maintained. The Program Coordinator meets with the Executive and/or Program Director three times per week to review site and employee issues.

SECTION VII
CLOTHING AND ALLOWANCE

2. CAOF Management

a. Provide Children with the Required Minimum Weekly Allowance
IMPLEMENTED

All residents allowance sheets were reviewed and if found to be under the minimum rate were reimbursed the balance of their allowance to bring them to the minimum of \$8.00 per week. All Facility Managers were retrained on this item during a weekly staff meeting held in August 2008.


3. Facility Managers review the weekly allowance sheets during Treatment Team to ensure accuracy.

4. The Accounting Department reviews the allowance sheets monthly and report discrepancies to the Program Director

All CAPs are reviewed by the Executive Director and Program Director. The Program Director works with the Program Coordinators to ensure that all CAP items are completed, reviewed and maintained by reviewing items on a weekly basis with the Facility Managers until the CAP item(s) become part of the daily routine of the site. If training or re-training is needed, it is arranged by the Program Director.

If you have any further questions, please do not hesitate to call.

Respectfully Submitted,



Michael B. LiQuata
Executive Director