



**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

July 19, 2004

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

FROM: J. Tyler McCauley 
Auditor-Controller

**SUBJECT: ROWAN AVENUE ELEMENTARY SCHOOL AFTER-SCHOOL
ENRICHMENT PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Rowan Avenue Elementary School (Rowan), an elementary school site of the Los Angeles Unified School District (LAUSD), an After-School Enrichment Program (ASEP) service provider for the period of July 2003 through March 2004. The review was conducted as part of the Auditor-Controller's Centralized Contract Monitoring Pilot Project.

Background

The Department of Public Social Services (DPSS) contracts with LAUSD to provide an after-school enrichment program to eligible CalWORKs children who are enrolled in LAUSD. LAUSD administers ASEP, which incorporates educational, recreational and enrichment activities at 71 elementary school sites with a high enrollment of CalWORKs children. Rowan is one of the 71 school sites providing ASEP and is located in the First District.

Rowan is paid a monthly rate of \$279 per student. For Fiscal Year (FY) 2002-03, DPSS paid Rowan approximately \$132,000.

Purpose/Methodology

The purpose of the review was to determine whether Rowan provided the services outlined in the contract with DPSS. We also evaluated Rowan's ability to achieve planned service and staffing levels. Our monitoring visit included a review of LAUSD's invoices, Rowan's daily schedule, student attendance records, personnel and payroll records, and interviews with Rowan staff and students.

"To Enrich Lives Through Effective and Caring Service"

Results of Review

Overall, Rowan is providing the services outlined in its County contract. Rowan maintains documentation to support the services billed to DPSS and employs qualified staff to perform those services. The students interviewed stated that they enjoy the program and participate in various activities, including reading, writing, homework assistance, computer, music and recreation. In addition, Rowan achieved their planned service levels for the first nine months of FY 2003-04.

Attached is a detailed report of the monitoring review.

Review of Report

On July 16, 2004, we discussed our report with LAUSD, who agreed with the report's findings. In addition, we notified DPSS and LAUSD of the results of our review.

We thank Rowan for their cooperation and assistance during this review. Please call me if you have any questions, or your staff may contact Don Chadwick at (626) 293-1102.

JTM:DR:DC

Attachment

- c: David E. Janssen, Chief Administrative Officer
- Department of Public Social Services
- Bryce Yokomizo, Director
- Gail Dershewitz, Division Chief, Research, Evaluation and Quality Assurance Division
- Sheri Lewis, HSA III, Child Care Program Section
- Roy Romer, Superintendent, Los Angeles Unified School District
- Francisco Beltran, Principal, Rowan Avenue Elementary School
- Violet Varona-Lukens, Executive Officer
- Public Information Office
- Audit Committee

**CENTRALIZED CONTRACT MONITORING PILOT PROJECT
AFTER-SCHOOL ENRICHMENT PROGRAM
FISCAL YEAR 2003-04
ROWAN AVENUE ELEMENTARY SCHOOL**

BILLED SERVICES

Objective

Determine whether Rowan Avenue Elementary School (Rowan) billed the Department of Public Social Services (DPSS) for valid and authorized contract services.

Verification

We interviewed Rowan's Site Coordinator Assistant and reviewed student attendance records, daily activity schedules, and monthly lesson plans. We also observed students participating in homework assistance, reading and recreational activities during the After-School Enrichment Program (ASEP).

Results

No exceptions. We reconciled the names of the students that Rowan billed DPSS to Rowan's daily attendance records. We also confirmed that the type of activities and snacks provided meet the contract requirements.

Recommendations

There are no recommendations in this section.

PARTICIPANT VERIFICATION

Objectives

Determine whether Rowan provided ASEP services to only eligible students.

Verification

From the Los Angeles Unified School District's (LAUSD) March 2004 invoice, we interviewed eight students to confirm that they received a daily snack and participated in ASEP services shown in the daily activity schedule. We also verified the students' eligibility status on the GAIN Employment Activity and Reporting System and Single Index System (Single Index).

Results

The students interviewed stated that they enjoyed the program and participated in various activities, writing, homework assistance, computer, music and recreation.

However, one (13%) of eight students interviewed was not eligible to participate in ASEP according to Single Index. LAUSD based its billings on information reported on the Single Index Case Inquiry/Person screen which indicated that the student was eligible for service. However, the Single Index Case Summary screen reported that the student was not eligible. We referred this issue to DPSS management for further review.

Recommendations

There are no recommendations for this section.

STAFFING LEVELS

Objective

Determine whether Rowan's staff-to-students ratio does not exceed 1:20 as required by DPSS' contract with LAUSD.

Verification

We interviewed the Site Coordinator Assistant and reviewed timekeeping records. We also observed ASEP staff working with students.

Results

No exceptions. On May 18, 2004, we made an unannounced visit to Rowan and observed five staff working with 69 students. The staff-to-students ratio did not exceed the 1:20 ratio.

Recommendations

There are no recommendations in this section.

STAFFING QUALIFICATIONS

Objective

Determine whether Rowan's staff meet the qualifications as required by LAUSD's guideline. Per LAUSD's guideline, a Site Coordinator needs to be a credentialed teacher and other staff need to be a high school graduate. In addition, all staff working with students need to obtain a background clearance per DPSS' contract.

Verification

We selected one Site Coordinator and four program staff. We reviewed the California Department of Education's website to confirm the current teaching credentials of the

Site Coordinator. We interviewed the four program staff and reviewed their personnel files.

Results

No exceptions. Staff assigned to ASEP obtained background clearances prior to employment and possess the required education and certifications identified in DPSS' contract. In addition, the Site Coordinator possesses the appropriate credentials.

Recommendations

There are no recommendations in this section.

SERVICE LEVELS

Objectives

Determine whether Rowan met its planned service levels of 29 CalWORKs students per month.

Verification

We obtained the number of students serviced from LAUSD's invoices and compared the number against the planned service levels.

Results

No exceptions. During our review period, Rowan's actual service levels of 41 students per month exceeded their planned service levels of 29 students per month. According to LAUSD's Project Director, Rowan enrolled more students to the ASEP due to a high student attendance caused by the District's multi-track school systems.

Recommendations

There are no recommendations for this section.