COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

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J. TYLER McCAULEY
AUDITOR-CONTROLLER

March 3, 2006

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

FROM: J. Tyler McCauley
Auditor-Controller

SUBJECT: **GAY AND LESBIAN ADOLESCENT SOCIAL SERVICES FOSTER FAMILY AGENCY CONTRACT REVIEW**

We have completed a contract compliance review of the Gay and Lesbian Adolescent Social Services Foster Family Agency (GLASS or Agency), a Foster Family Agency service provider. The review was conducted by the Auditor-Controller's Countywide Contract Monitoring Division.

Background

The Department of Children and Family Services (DCFS) contracts with GLASS, a private, non-profit, community-based organization to recruit, train, and certify foster care parents for the supervision of children placed in foster care by DCFS. Once the Agency places a child, it is required to monitor the placement until the child is discharged from the program.

GLASS is required to hire qualified social workers to provide case management and act as a liaison between DCFS and foster parents. GLASS oversees a total of 31 certified foster homes in which 44 DCFS children were placed. GLASS' headquarters is located in West Hollywood and they have offices in Long Beach and Claremont. GLASS is located in the Third, Fourth and Fifth Districts.

DCFS pays GLASS a negotiated monthly rate, per child placement, established by the California Department of Social Services (CDSS) Funding and Rate Bureau. Based on the child's age, GLASS receives between $1,589 and $1,865 per month, per child. Out

of these amounts, the Agency pays the foster parents between $624 and $850 per month, per child. For Fiscal Year 2004-05, DCFS paid GLASS approximately $1,180,000.

Purpose/Methodology

The purpose of the review was to determine whether GLASS was providing the services outlined in their Program Statement and County contract. We also evaluated the Agency's ability to achieve planned staffing levels. Our monitoring visit included verifying whether GLASS received the appropriate reimbursement rate for each child and whether the certified foster parents received their portion of the reimbursement rate in a timely manner. We reviewed certified foster parent files, children's case files, personnel files, and interviewed the Agency's staff, the children and the foster parents. We also visited a sample of certified foster homes.

Results of Review

The foster parents stated that the services they received from the Agency met their expectations and the children indicated that they enjoyed living with their foster parents. In addition, GLASS maintained the appropriate staffing levels and their social worker caseloads did not exceed the maximum allowed by CDSS Title 22. GLASS also paid the foster parents their monthly payments in a timely manner.

GLASS did not appropriately assess all four foster homes prior to placing more than two children in the homes as required by the County contract. In addition, six (86%) of seven foster parents did not receive the required 15 hours of training to be recertified. The foster parents received an average of 12 hours of training annually. The Agency did not complete the children's Needs and Services Plans, Quarterly Reports and Termination Reports in accordance with the County contract or contact the children's DCFS social workers on a monthly basis, as required.

The details of our review, along with recommendations for corrective action, are attached.

Review of Report

On February 2, 2006, we discussed our report with GLASS who agreed with the findings. In their attached response, GLASS management indicates the actions the Agency has taken to implement the recommendations. We also notified DCFS of the results of our review.

We thank GLASS 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:MMO:DC

Attachment

c: David E. Janssen, Chief Administrative Officer
Dr. David Sanders, Director, Department of Children and Family Services
Catherine Stansell, Director, GLASS Foster Family Agency
Colleen Anderson, Community Care Licensing
Public Information Office
Audit Committee

COUNTYWIDE CONTRACT MONITORING DIVISION
FOSTER FAMILY AGENCY PROGRAM
FISCAL YEAR 2005-2006
GLASS FOSTER FAMILY AGENCY

PROGRAM SERVICES

Objective

Determine whether GLASS Foster Family Agency (GLASS or Agency) provided program services in accordance with their County contract and California Department of Social Services (CDSS) Title 22 Regulations.

Verification

We visited four of the 31 Los Angeles County certified foster homes that GLASS billed the Department of Children and Family Services (DCFS) for in March and April 2005 and interviewed five of the seven foster parents and six of the 17 children placed in the four homes. We also reviewed the case files for the seven foster parents and six children. In addition, we reviewed the Agency's monitoring activity.

Results

The foster parents stated the services they received from GLASS met their expectations and the children stated they enjoy living with their foster parents. GLASS also paid the foster parents their monthly payments in a timely manner.

The children's Needs and Services Plans, Quarterly Reports, and Termination Reports did not contain all the elements required by the County contract. In addition, the foster parents did not receive the required hours of training and homes were not always assessed by the Agency prior to placing more than two children in the home. We specifically noted the following:

Foster Home Visitations

- Two (50%) of four foster homes did not lock kitchen knives as required by the County contract.

Home Certifications

- Six (86%) of the seven foster parents did not receive the required 15 hours of training to be recertified. The foster parents completed an average of 12 hours of training annually. The County contract requires foster parents to receive 15 hours of training annually.

- The four (100%) foster parents living in the two homes that had a swimming pool or spa did not have water safety certificates in their files as required by the County contract. Subsequent to our review, the Agency was able to provide documentation that all four foster parents had completed or enrolled in a water safety class.

- For all four (100%) of the foster homes, GLASS did not conduct an assessment to evaluate the foster parents' ability to effectively care for more than two children prior to placing more than two children in the homes as required by the County contract. Each home had between three and six children in their home.

Needs and Services Plans

- All six (100%) of the children's Needs and Service Plans (Plans) did not contain all of the elements required by the contract. The Plans did not include comments related to the children's ability to manage money, personal care and grooming, and long-term and short-term goals addressing the children's permanency plans. In addition, the Plans did not contain documentation indicating that the child or the DCFS social worker was offered the opportunity to participate in the development or modification of the Plans as required by the County contract. All six Plans were also not approved by the DCFS social workers prior to their implementation.

Children's Records

- One (16%) child did not sign or initial the allowance log to acknowledge that she received her allowance. The allowance log for this child was unsigned for several weeks. The County contract requires the Agency to ensure that the foster parents properly maintain a weekly allowance log with the child's signature to document that the child received their allowance.

- All six (100%) of the children's case files did not contain documentation that the DCFS social workers were updated by telephone on a monthly basis concerning the children's progress as required by the County contract.

Reporting Requirements

- All six (100%) of the children's Quarterly Reports did not discuss progress toward short-term and long-term goals, including tasks performed to reach those goals. Also, there was little or no discussion regarding the reassessment of unmet needs and efforts made to meet those needs as required by the County contract.

- Two (33%) of the children's Quarterly Reports did not include a copy of their Emancipation Preparation Contract as required by the County contract for children fourteen years and older.

- All 11 (100%) of the Termination Reports did not contain complete summaries of the Agency's records relating to the placed children as required by the County contract.

GLASS needs to ensure that staff adequately monitor foster homes to ensure that foster homes are in compliance with the County contract and Title 22 regulations and that the parents receive the appropriate hours of training and certification. In addition, the Agency needs to conduct an assessment to evaluate a foster homes capability to provide quality care for more than two placements prior to placing more than two children in a home. GLASS also needs to ensure that the children's Needs and Services Plans, case files, Quarterly Reports, and Termination Reports contain all the information required by the County contract.

Recommendations

GLASS management:

1. **Ensure that staff adequately monitor foster homes to ensure the foster homes comply with the County contract and Title 22 Regulations.**

2. **Ensure that foster parents complete the required number of training hours specified in the County contract prior to annual recertification.**

3. **Ensure that foster parents maintain current water safety certificates if the foster home contains a swimming pool or spa.**

4. **Ensure that staff conduct an assessment to evaluate a foster home's capability to provide quality care for more than two children prior to placing more than two children in the home.**

5. **Ensure that Needs and Services Plans, children's records, Quarterly Reports and Termination Reports include all information required by the County contract.**

CLIENT VERIFICATION

Objective

To determine whether the program participants actually received the services that GLASS billed DCFS.

Verification

We interviewed six children and five foster parents living in four foster homes to confirm the services GLASS billed to DCFS.

Results

The program participants interviewed stated that the services they receive from GLASS generally met their expectations and their assigned social workers visited them regularly.

Recommendation

There are no recommendations for this section.

STAFFING/CASELOAD LEVELS

Objective

Determine whether GLASS' social workers' case loads did not exceed 15 placements and whether the supervising social worker did not supervise more than six social workers, as required by the County contract and CDSS Title 22 regulations.

Verification

We interviewed the director and reviewed case load statistics and payroll records for March and April 2005.

Results

The Agency's five social workers maintained an average of 13 cases. In addition, GLASS' director supervised two social workers and the supervising social worker supervised three social workers.

Recommendation

There are no recommendations for this section.

STAFFING QUALIFICATIONS

Objective

Determine whether GLASS' staff possessed the education and work experience qualifications required by their County contract and CDSS Title 22 regulations. In addition, determine whether the Agency conducted hiring clearances prior to hiring their staff and provided ongoing training and performance evaluations to staff.

Verification

We interviewed GLASS' director and reviewed each staff's personnel file for documentation to confirm their education and work experience qualifications, hiring clearances, ongoing training, and performance evaluations.

Results

GLASS' director, supervising social worker and social workers possessed the required education and work experience required by the County contract and Title 22 regulations. In addition, GLASS completed hiring clearances and provided ongoing training to staff assigned to the County contract. However, two employees did not have current performance evaluations in their files as required by the County contract. Subsequent to our review, the Agency completed the performance evaluations.

Recommendation

6. **GLASS management ensure that staff receive annual performance evaluations**

February 10, 2006

PRESIDENTS EMERITUS

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Stan W. Ziegler, Ph.D. - 1989-1994
(1950-1995)
Richard L. Wulfsberg, M.D. - 1995-1996

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

FROM: Lillian Machin

SUBJECT: Gay and Lesbian Adolescent Social Services (GLASS) Foster Family Agency Review

The following is GLASS Foster Family Agency's response to each recommendation as outlined in the Auditor Controller's draft report received on January 25th, 2006. It refers to the audit whose exit interview took place on July 18, 2005.

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1. **Auditor Recommendation**: Ensure that staff adequately monitors foster homes to ensure the foster homes comply with the County contract and Title 22 regulations.

GLASS Response: GLASS management will provide staff with additional training regarding Title 22 regulations and will ensure staff uses the Regulation & Safety Checklist at least annually and more frequently if needed (see attached). GLASS quality assurance department will ensure FFA staff implements the above via random monthly chart and foster home reviews of 10% of cases (see attached chart review instrument).

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2. **Auditor Recommendation**: Ensure that foster parents complete the required number of training hours specified in the County contract prior to annual recertification.

GLASS Response: Designated FFA staff will audit the foster parent files quarterly and provide management with a report. Management will monitor that Foster Care Social Workers ensure that the foster parents receive the 15 hours training needed. The tracking system consists of an annual count of training hours done by the FCSW as reflected in the Regulation & Compliance Checklist. GLASS quality assurance

GLASS

department will ensure FFA staff implements the above via random monthly chart and foster home reviews of 10% of cases.

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3. **Auditor Recommendations**: Ensure that foster parent maintain current water safety certificates if the foster home contains a swimming pool or spa.

GLASS response: Subsequent to the review the agency was able to provide documentation that all four foster parents had completed or enrolled in a water safety class. Staff will ensure that FP's with a pool or spa obtain their water safety certificate prior to certification and/or recertification. GLASS quality assurance department will ensure FFA staff implements the above via random monthly chart and foster home reviews of 10% of cases.

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4. **Auditor Recommendation:** Ensure that staff conducts an assessment to evaluate a foster home's capabilities to provide quality care for more than two children prior to placing more than two children in the home.

GLASS Response: Management will ensure that a Beyond Two Assessment is conducted by staff prior to placing more than two children in a home (see attached) The assessment will be appended to current home study. Management will also ensure that more than two children are placed in a home certified for less than twelve months unless prior County approval is obtained and a Beyond Two Assessment is completed.

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5. **Auditor Recommendation**: Ensure that Needs and Service Plans, Children's Records, Quarterly Reports and Termination Reports include all information required by the County contract.

GLASS Response:

Needs and Service Plan: Needs and Service plan will be revised to include: children's ability to manage money, personal care and grooming, and short and long-term goals addressing the children's permanency plans. The Plan will also include documentation indicating the foster child (if age-appropriate) and the CSW was given the opportunity to participate in the development or modification of the Plan. Lastly approval by the CSW will be obtained prior to its implementation. If CSW or SCSW signature is not obtained after several attempts, the efforts made to obtain their approval will be documented and DCFS higher management will be notified.

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GLASS

Children's Records: FCSWs will ensure that weekly allowance logs are maintained by the foster parents with the child's signature. FCSWs will ensure that contact records with CSWs are completed each month.

Quarterly & Termination Reports: Quarterly Reports will discuss progress toward short-term and long-term goals, including tasks performed to reach those goals. Quarterly will include a copy of their Emancipation Preparation Contract for foster children age fourteen and older. Termination Reports will contain complete summaries of the Agency's records relating to the placed children.

GLASS quality assurance department will ensure FFA staff implements the above via random monthly chart and foster home reviews of 10% of cases.

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6. **Auditor Recommendation:** GLASS management ensures that staff receives annual performance evaluations.

GLASS Response: Subsequent to the review, GLASS completed the necessary performance evaluations. Management will team with the GLASS Human Resources department to monitor that the required performance evaluations take place.

Thank you for taking the time to come and evaluate our current program. Your audit has provided us with valuable feedback. Please call if you have any additional questions or suggestions.

Respectfully submitted by,

Machin 2/13/06

Lillian Machin, MSW — Date
Interim FFA Program Director

Reviewed by,

2/13/06

Khush Cooper, MSW — Date
Director of Research and Quality

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Regulation and Compliance Checklist

Foster Parent_____ Inspection Date_____

Address_____ Phone_____

☐ Prospective	☐ Update	☐ Renewal	☐ Investigation

Certified family homes shall conform to the regulations for "General Licensing Requirements," Chapter 1, commencing with Section 80000; and "Small Family Homes," Chapter 4, commencing with Section 83000, excluding Sections 83032, 83068.1, 83064.2 and 83068.3 (cf. "Foster Family Agencies," Chapter 8.8, CCR Section 88030 (e).

A. Buildings & Grounds	A	N/I	D	N/A
1. The facility shall be clean, safe, sanitary and in good repair at all times for the safety and well-being of clients [80087 (a)].				
2. There shall be non-slip material, padding or devices used which prevents rugs from slipping [80087 (b) (1)].				
3. All outdoor and indoor passageways, stairways, ramps, inclines, open porches and other areas of potential hazard shall be kept free of obstruction [80087 (c)].				
4. All licensees serving children or serving clients who have physical handicaps, mental disorders, or developmental disabilities shall ensure the inaccessibility of pools, including swimming pools (in-ground or above-ground), fixed-in-place wading pools, hot tubs, spas, fish ponds, or similar bodies of water through a pool cover or by surrounding the pool with a fence [80087 (f)].				
5. Fences (as specified in (4) above) shall be at least five feet high and shall be constructed so that the fence does not obscure the pool from view, have gates that swing away from the pool, self-close and have a self-latching device located no more than six inches from the top of the gate. Pool covers (as specified in (4 above) shall be strong enough to completely support the weight of an adult and shall be placed on the pool and locked while the pool is not in use [80087 (f)(1)].				
6. Where an above-ground pool structure is used as the fence or where the fence is mounted on top of the structure, the pool shall be made inaccessible when not in use by removing or making the ladder inaccessible or erecting a barricade to prevent access to decking. If a barricade is used, the barricade shall meet the requirements of 80087 (f) (2) [80087 (f) (2)].				
7. A current Swimming Pool/Water Safety Agreement exists.				
8. Where natural or man-made hazards such as canals, cliffs, condemned buildings, creeks, ditches, lakes, ocean fronts, mines, power lines, quarries, rivers, ravines, swamps, watercourses, and areas subject to flooding lie on or adjacent to the facility premises, the outdoor activity space shall be inaccessible to such hazards [83087.2 (a) (4)].				
9. No more than two children shall share a bedroom (including members of the licensee's family) [83087 (b) (1)].				
10. Children of the opposite sex shall not share a bedroom unless each child is under five years of age [83087 (b) (1)].				
11. No room commonly used for other purposes shall be used as a bedroom unless an exception has been obtained from the licensing agency pursuant to 80024 [83087 (b) (3)]. Such rooms shall include, but not be limited to: halls, stairways, unfinished attics or basements, garages, storage areas and sheds or similar detached buildings [83087 (b) (3) (A)].				

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A. Buildings & Grounds (cont'd)	A	N/I	D	N/A
12. No bedroom shall be used as a public or general passageway to another room [83087 (b) (4)].				
13. Except for infants (any child under the age of two), children shall not share a bedroom with an adult [83087 (b) (5)]. In bedrooms shared by adults and infants, no more than one infant and no more than two adults shall share the room [83087 (b) (5) (A)]. If two children have been sharing a bedroom and one of them turns 18, they may continue to share the bedroom as long as they remain compatible and the licensing agency has granted an exception, pursuant to CCR 80024 [83087 (b) (5) (B)].				
14. Sections 83087 (b) (1), (2), (3), (4) and (5) apply to all bedrooms used by all children residing in the facility, including children who are members of the licensee's family, guardianship children, and children in placement [83087 (b) (6)].				
15. Sections 83087 (b) (3) and (4) apply to all bedrooms used by the licensee(s) and all other adults residing in the facility [83087 (b) (7)].				
16. The licensee shall provide outdoor activity space which is free from hazards to life and health [83087.2 (a)]. The outdoor activity space shall include, but not be limited to, activity centers and public parks where the licensee resides in an apartment, condominium or similar housing arrangement which does not have separate yard space [83087.2 (a) (1)].				
17. Where a fence or wall is used to make the outdoor activity space inaccessible, the requirements of Section 80087 (f) (1) shall be met [83087.2 (a) (4) (A)].				
B. FIXTURES, FURNITURE & EQUIPMENT	**A**	**N/I**	**D**	**N/A**
1. Room temperature in rooms that clients occupy shall be maintained between 68 degrees F (20 degrees C) and 85 degrees F (30 degrees C) [80088 (a) (1)]. In areas of extreme heat, the maximum temperature shall be 30 degrees less than the outside temperature [80088 (a) (1) (A)].				
2. All window screens shall be in good repair and be free of insects, dirt and other debris [80088 (b)].				
3. Fireplaces and open-faced heaters shall be made inaccessible to clients to ensure protection of clients' safety [80088 (c) (1)].				
4. The licensee shall provide lamps or lights as necessary in all rooms and other areas to ensure the comfort and safety of all persons in the facility [80088 (d)].				
5. Hot water temperature shall be maintained to regulate the hot water temperature delivered at faucets between 105 degrees F (40.5 C) and 120 degrees F (48.8 C) [80088 (e) (1)].				
6. The licensee shall maintain at least one toilet, sink and tub or shower in the home [83088 (b)]. All toilets, hand washing and bathing facilities shall be maintained in safe and sanitary operating condition. Additional equipment, aids, and/or conveniences shall be provided in facilities accommodating physically handicapped clients who need such items [80088 (e) (3)].				
7. The licensee shall provide each child with an individual bed which is equipped with a clean, comfortable mattress, clean linens, blankets, and pillows, as needed, all in good repair [83088 (c)]. No home shall have more beds for children's use than required for the maximum capacity approved by the licensing agency [83088 (c) (1)]. This requirement shall not apply to the beds made available for illness in an isolation room [83088 (c) (1) (A)].				
8. Linen shall be changed at least once per week or more often when necessary to ensure that clean linen is in use by children at all times [83088 (c) (2)].				
9. Beds shall be arranged to allow easy passage between beds (i.e., approximately three feet of space between beds) and easy entrance into the room [83088 (c) (3)].				

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10. Rubber or plastic sheeting or bed coverings should be provided when needed [83088 (c) (4)].				
11. Bunk beds of more than two tiers shall not be used [83088 (e)]. Bunk beds shall have railings on the upper tier to prevent falling [83088 (e) (1)]. Children under 5 years of age or those who are unable to climb into or out of the upper tier unassisted shall not be permitted to use the upper tier [83088 (e) (2)].				
12. The licensee shall provide toys, games, books and recreational and educational materials for the children, based upon their ages, and mental and physical development [83088 (f)].				
13. Each bedroom shall have portable or permanent closets and drawer space to accommodate the child's clothing and personal belongings [83088 (g)].				
14. Certified family homes shall have telephone service on the premises [cf. 80073].				
15. Freezers, unused refrigerators are locked.				
16. A first aid kit is present containing at minimum: sterile first aid dressings; bandages; adhesive tape; scissors; tweezers; thermometer; antiseptic solution. In addition, there is a first aid manual approved by the American Red Cross, the American Medical Association or a state or federal health agency [cf. 80075 (e) (1) (A) – (H)].				
The home has approved and operating smoke alarms in bedrooms and hallways leading to bedrooms and a fire extinguisher in the kitchen. Number of Smoke Alarms _____ Number of Fire Extinguishers_____ Date Tested _____ Date(s) of Last Refill _____				
C. INFANT/TODDLER SAFETY	**A**	**N/I**	**D**	**N/A**
1. The licensee shall provide each infant with a safe and sturdy bassinet or crib, appropriate to the child's age and size [83088 (d)].				
2. Electrical outlets have safety covers.				
3. Crib and playpen bars are 2 3/8' or less apart.				
4. There are no toys an infant/toddler can choke on.				
5. Baby gates at top and bottom of stairs are safe.				
6. There are decals ~~on glass doors at~~ child's eye level.				
7. High chairs are sturdy and have a safety belt.				
8. Toy chests, walkers, strollers meet safety standards.				
9. Any poisonous plants have been identified and made inaccessible.				
D. STORAGE	**A**	**N/I**	**D**	**N/A**
1. Disinfectants, cleaning solutions, poisons, firearms and other items which could pose a danger if readily available to clients shall be stored where inaccessible to clients [80087 (h)].				
2. There is a current Weapons Safety Agreement.				
3. Storage areas for poisons, firearms and other dangerous weapons shall be locked [80087 (h) (1)].				
4. In lieu of locked storage of firearms, the licensee shall use trigger locks or remove the firing pin from firearms [80087 (h) (2) (A)]. Ammunition shall be stored and locked separately from firearms [90087 (h) (3)].				
5. Pesticides and other similar toxic substances shall ~~not be stored in~~ food storerooms, kitchen areas, food preparation areas, or areas where kitchen equipment or utensils are stored [80076 (a) (15)].				
6. Soaps, detergents, cleaning compounds or similar substances shall be stored in areas separate from food supplies [80076 (a) (16)].				
7. All food shall be protected against contamination. Contaminated food shall be discarded immediately [80076 (a) (18)]. Food in damaged containers shall not				

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be used or retained [cf. 80076 (a) (7)].				
8. All foods or beverages capable of supporting rapid and progressive growth of microorganisms which can cause food infections or food intoxications shall be stored in covered containers at 45 degrees F (7.2 degrees C) or less [80076 (a) (14)] and freezers shall be maintained at a temperature of zero degrees F (-17.7 degrees C) or less.				
E. CARE, SUPERVISION & RESPONSIBILITIES	**A**	**N/I**	**D**	**N/A**
1. The licensee shall provide care and supervision as necessary to meet the client's needs [80078 (a)].				
2. The licensee shall not accept more than two infants, including infants in the licensee's family, without obtaining additional household help [83010 (b)].				
3. The licensee shall provide those services identified in the child's needs and services plan as necessary to meet the child's needs [83076 (a) (1)].				
4. The licensee is responsible for ensuring care and supervision of the child(ren) of any minor parent in placement [83078 (b)]. Direct care and supervision of the child(ren) of minor parent is to be provided during the hours that the minor parent is unavailable or unable to provide such care and supervision [83078 (b) (1)].				
5. If all children are involved in out-of-home programs such as school or day care, the licensee shall be permitted to be regularly absent during those hours [83064 (c) (1)].				
6. When the licensee is absent from the home while children are present, s/he shall provide for supervision of the children by a responsible adult unless otherwise agreed to in advance by the licensing agency [83064 (c) (2)].				
7. Foster parent(s) work well with birth parents and accept visiting.				
E. CARE, SUPERVISION & RESPONSIBILITIES	**A**	**N/I**	**D**	**N/A**
The licensee shall be responsible for the following [cf. 83064 (b)				
Participating with the child in activities				
o Ensuring the child is clean and providing the child with training in personal hygiene				
o Protecting the child from home accidents				
o Making provisions for the child to attend available community treatment programs or activities when identified in the child's treatment plans				
o Participating in activities which increase the licensee's own understanding of, and skill in, caring for children				
o Assisting and encouraging the child to achieve the goals and objectives which have been identified in the child's treatment plan				
9. The foster parent(s) participates in the child's academic program through communication with school personnel and assistance with school work, when needed.				
10. The foster parent(s) is aware of the foster family agency's Special Incident Reporting requirements and abides by them.				
11. The foster parent(s) maintains the documentation standards required by the foster family agency.				
F. FOOD SERVICE	**A**	**N/I**	**D**	**N/A**
1. Modified diets prescribed by a client's physician as a medical necessity shall be provided [80076 (a) (6)].				
2. If the licensee has been informed, or has observed, that the child has an allergy to any food, the licensee shall not serve such food to the child [98076 (e)]. If there is doubt about whether a child has an allergy, the licensee shall seek medical verification [83076 (e) (1)].				
3. Powdered milk shall not be used as a beverage but shall be allowed in cooking and baking. Raw milk, as defined in Division 15 of the California Food and Agricultural Code, shall not be used [80076 (a) (9)].				

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4. All home canned foods shall be processed in accordance with standards of the University of California Agricultural Extension Service. Home canned foods from outside sources shall not be used [80076 (a) (11)].				
5. There shall always be fresh perishable and nonperishable food in the home in a quantity to meet the needs of the next three meals and between meal snacks [83076 (b)].				
6. Food served to the child shall be of the same quality as that served to other family members [83076 (c)].				
7. Infants younger than seven months shall be held during bottle feeding [83076 (f)].				
8. Whenever children in placement eat at the home, it is expected that they will have their meals with family members [83076 (h)].				
G. HEALTH, SAFETY & EMERGENCIES	**A**	**N/I**	**D**	**N/A**
1. Each client receives necessary first aid and other needed medical or dental services. This shall include arrangement for an/or provision of transportation to the nearest available facility that can provide the needed medical or dental services [80075 (a) (1)].				
2. Persons responsible for providing direct care and supervision shall receive training in first aid and CPR from persons qualified by agencies including, but not limited to, the American Red Cross [cf. 80075 (d); 83075 (f)].				
3. Medication shall be kept in a safe and locked place (including a locked box for refrigerated medication) that is not accessible to persons other than adults responsible for the medication [cf. 80075 (i) (1)].				
4. When a child shows signs of serious illness or injury, the licensee shall have the nature of the illness or injury determined by a physician as quickly as possible [83075 (b)].				
5. Whenever a child is exposed to a serious communicable disease, or has any illness or injury which requires medical treatment or for which the cause is unknown, the licensee shall be responsible for ensuring that the child's immediate medical needs are met [83075 (c)].				
6. Adults who supervise while children are using a pool or other body of water shall have a valid water safety certificate [cf. 80065 (e) (2)].				
7. All homes shall have escape routes known to all.				
8. There is an approved and current, written emergency plan on file containing contingency plans for action during emergencies such as, but not limited to, the name and telephone numbers of all community emergency resources (i.e., fire, police, poison control center, paramedics, child's doctor, etc.); means of exiting; transportation; relocation sites; means of contacting local agencies; and arrange-ment for supervision during evacuation and relocation. Foster parent(s) shall instruct all clients (age and abilities permitting) and all members of house-hold in their duties and responsibilities under the plan. Emergency drills shall be con-ducted (and documented) at least every 6 months [cf. 80023 (a)-(d); 80075 (f)].				
H. MOTOR VEHICLES/TRANSPORTATION	**A**	**N/I**	**D**	**N/A**
1. All drivers transporting children shall have a valid drivers license and only operate vehicles they are licensed to drive [cf. 80074 (a)].				
2. The manufacturer's rated seating capacity of the vehicles shall not be exceeded [80074 (b)].				
3. Motor vehicles used to transport clients shall be maintained in a safe operating condition [80074 (c)].				
• Foster parent(s) has proof of current vehicle insurance as required by law. Company:_____ Policy #_____ Due Date_____				

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5. When transporting children in motor vehicles, the licensee shall ensure that all children are secured as specified:				
• A. Infants shall be secured in a car seat designed for infants [83074 (b) (1)].				
• B. All children between two and four years of age and all children who weigh less than 40 pounds, or who have disabilities which prevent them from sitting unassisted, shall be secured in a car seat or harness designed for such children [83074 (b) (2)].				
• C. Children over four years of age and who weigh over 40 pounds who are able to sit unassisted shall be secured in the vehicle's regular seat belt/harness [83074 (b) (3)].				
I. RECORD CLEARANCES	**A**	**N/I**	**D**	**N/A**
1. Prior to certification by the foster family agency, a criminal record clearance must be obtained for all certified family home applicants and all other adults residing in the home [88019 (a) (1)]. Subsequent to certification, any person subject to criminal record review pursuant to Health & Safety Code Section 1522 shall, prior to employment, residence or initial presence in the certified family home, be fingerprinted and sign a declaration regarding any prior criminal convictions [88019 (a) (3)].				
2. Prior to certification by the foster family agency, a Child Abuse Index Check (LIC 198) clearance, as required by Health & Safety Code Section 1522.1, shall be obtained for all certified family home applicants and all other adults residing in the home [88019.1 (a)]. Subsequent to certification, any person subject to Child Abuse Index Check clearance shall, prior to employment, residence or 8initial presence in the certified family home, complete the index check [88019.1 (c)].				

List below all persons subject to 88019 and 88019.1 and indicate whether or not criminal record clearances, finger print cards and Child Abuse Index Checks have been complied with.

Name	Compliance: Yes No	Indicate What Needs To Be Done
1.		
2.		
3.		

J. TRAINING	A	N/I	D	N/A
1. All certified parents shall receive a minimum of 15 hours of annual training [cf 88069.7 (c) (5)].				

List below the dates and number of hours of documented training received by each certified foster parent since the annual date of certification.

Name	Dates	Hours of Training
1.		
2.		
3.		
4.		
5.		
6.		
7.		

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REQUIRED DOCUMENTS CHECKLIST:

- ☐ Certificate of Approval
- ☐ Financial Update
- ☐ Current Auto Insurance
- ☐ First Aid need by: _____
- ☐ CPR need by: _____
- ☐ Re-Certification Evaluation form by Foster Care Social Worker
- ☐ Current D.M.V. Printout

I hereby acknowledge I have discussed with the Agency Representative any deficiencies that may have been identified; have had any questions I may have had answered regarding these deficiencies; and, understand what I have to do to correct these deficiencies or to comply with the attached Plan of Correction by the following date:_____.

_____

Agency Representative Certified Parent Date

FOSTER PARENT FILE AUDIT CHECKLIST (FFA)

Date: _____

FFA Office: _____

SECTION ONE:

- ☐ Child-In-Home Log (current):
  _____
  _____ Date Correction Needed: _____
- ☐ Certificate of Approval/Notices of Action:
  _____
  _____ Date Correction Needed: _____
- ☐ Home Study for Current Address:
  _____
  _____ Date Correction Needed: _____
- ☐ Criminal Record Statements for all cleared adults:
  _____
  _____ Date Correction Needed: _____
- ☐ Plan of Supervision:
  _____
  _____ Date Correction Needed: _____
- ☐ DOJ (Criminal) Clearance/s (FP & adult children):
  _____
  _____ Date Correction Needed: _____
- ☐ FBI Clearance/s (FP & adult children):
  _____
  _____ Date Correction Needed: _____
- ☐ Child Abuse Index (FP & Adult Children):
  _____
  _____ Date Correction Needed: _____
- ☐ DOJ (Criminal) Clearance/s (Babysitter/s):
  _____
  _____ Date Correction Needed: _____

☐ FBI Clearance/s (Babysitter/s):

_____ Date Correction Needed: _____

☐ Child Abuse Index (Babysitters):

_____ Date Correction Needed: _____

☐ First Aid/CPR Cards (front and back) for all applicable adults:

_____ Date Correction Needed: _____

☐ Initial Training Certificate:

_____ Date Correction Needed: _____

☐ Foster Parent Manual Receipt:

_____ Date Correction Needed: _____

☐ Discipline Policy Receipt:

_____ Date Correction Needed: _____

☐ House Rules/ Contraband List Reciept:

_____ Date Correction Needed: _____

☐ Grievance Policy Reciept:

_____ Date Correction Needed: _____

☐ Removal/Termination/Discharge Policy & Procedure Reciept:

_____ Date Correction Needed: _____

☐ Clothing Policy Reciept:

_____ Date Correction Needed: _____

☐ Personal Rights Form and Addemdum:

_____ Date Correction Needed: _____

☐ Legal Rights of FC Booklet Receipt:

_____ Date Correction Needed: _____

☐ Notification of Privacy Policy Reciept:

_____ Date Correction Needed: _____

☐ Adults in Home Form:

_____ Date Correction Needed: _____

☐ Disaster Plan:

_____ Date Correction Needed: _____

SECTION TWO:

☐ Completed Application:

_____ Date Correction Needed: _____

☐ Letters of Reference (3):

_____ Date Correction Needed: _____

☐ Personal History Form:

_____ Date Correction Needed: _____

☐ Copy of Current Driver's License/s (FPs and Babysitters):

_____ Date Correction Needed: _____

☐ Current DMV Printout (less than 12 mos. old):

_____ Date Correction Needed: _____

☐ Current Auto Insurance (FP & Babysitters) :

_____ Date Correction Needed: _____

☐ Annual Vehicle Inspection (less than 12 mos. old):

_____ Date Correction Needed: _____

☐ Annual Health Screening (less than 12 mos. old):

_____ Date Correction Needed: _____

☐ Pet Vaccines (if applicable):

_____ Date Correction Needed: _____

☐ Annual Financial Statement and Tax Return:

_____ Date Correction Needed: _____

☐ Direct Deposit Forms:

_____ Date Correction Needed: _____

☐ Mandated Child Abuse Reporter Statement:

_____ Date Correction Needed: _____

☐ Confidentiality Statement:

_____ Date Correction Needed: _____

☐ Weapons Safety Agreement:

_____ Date Correction Needed: _____

☐ Swimming Pool and Water Safety Agreement:

_____ Date Correction Needed: _____

☐ Visiting Agreement Receipt:

_____ Date Correction Needed: _____

SECTION THREE:

☐ Special Incident Reports:

_____ Date Correction Needed: _____

☐ Annual Regulation and Compliance Checklist:

_____ Date Correction Needed: _____

☐ Emergency Disaster Plan Form (Current Address):

_____ Date Correction Needed: _____

☐ Fire Drills (every 6 mos.)

_____ Date Correction Needed: _____

☐ Floor & Yard Plans (current address):

_____ Date Correction Needed: _____

SECTION FOUR:

☐ Progress Notes (recent on top):

_____ Date Correction Needed: _____

☐ Correspondence:

_____ Date Correction Needed: _____

☐ Training Logs/Sign-in Sheets (12 hours per year):

_____ Date Correction Needed: _____

Total Number of Check Marks: ☐ **of 48**

File/s Checked (First Name and Last Initial Only):

_____

_____

FACILITY REPRESENTATIVE COMMENTS (please initial):

_____

_____

_____ _____
GLASS Inspector Signature: Date

_____ _____
Program Director or Facility Representative Signature* Date

FOSTER HOME ASSESSMENT FOR PLACEMENT BEYOND 2

This form shall be completed prior to the placement of more than a total of two foster children in a certified foster home.

Date of this Assessment:_____

Certified Home:_____

Address:_____

City:_____Zip Code:_____Telephone:_____

Date of Initial Certification:_____12 Month Due Date:_____

Yes (x)	No (x)	Assessment Questionnaire
		Certified Foster Family is providing quality care for the current placed children.
		Certified Foster Family will be able to meet the needs of additional foster children and has the appropriate living space available as required by Title 22 Regulations.
		Certified Foster Family has at least 12 months if experience in caring for foster children.
		Certified Caregiver has met the 15 hours of continuing education requirement during this Initial 12 month period.
		An Evaluation of Special Incident Reports and/or Complaint Investigations during this period have been reviewed and assessed.
		Certified Home is consistently maintained and is in compliance with Title 22 Regulations.

Current Capacity:_____ Proposed Capacity:_____

How will the certified foster family plan for to provide supervision and services to children:

_____

_____

_____

_____

[ ] Increase in Capacity has been denied. [ ] Increase in Capacity has been approved.

_____ _____
Foster Care Social Worker Date

_____ _____
Supervisor Foster Care Social Worker Date