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January 16, 2008

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

FROM: J. Tyler McCauley
Auditor-Controller

SUBJECT: **DEVELOPMENTAL DYNAMICS FOSTER FAMILY AGENCY CONTRACT REVIEW - A DEPARTMENT OF CHILDREN AND FAMILY SERVICES SERVICE PROVIDER**

We have completed a contract compliance review of Developmental Dynamics Foster Family Agency (Developmental or Agency), a Department of Children and Family Services (DCFS) Foster Family Agency service provider.

Background

DCFS contracts with Developmental, 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.

Developmental is required to hire qualified social workers to provide case management and act as a liaison between DCFS and foster parents. The Agency oversees a total of 15 certified foster homes in which 30 DCFS children were placed. Developmental is located in the Second District.

DCFS pays Developmental 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, Developmental receives between $1,589 and $1,865 per

month, per child. Out of these funds, the Agency pays the foster parents between $624 and $790 per month, per child. Developmental was paid approximately $675,000 during Fiscal Year 2006-07.

Purpose/Methodology

The purpose of the review was to determine whether Developmental was providing the services outlined in their Program Statement and the County contract. We reviewed certified foster parent files, children's case files, personnel files and interviewed Developmental's staff. We also visited a number of certified foster homes and interviewed several children and foster parents.

Results of Review

The foster parents stated that the services they received from Developmental generally met their expectations and the children stated that they enjoyed living with their foster parents. In addition, the staff working on the County contract possessed the required education and experience, and social workers' caseloads did not exceed the maximum established by CDSS Title 22 regulations.

Developmental needs to ensure that foster homes, case files and staff are in compliance with the County contract and CDSS Title 22 regulations. Specifically:

- None of the three homes visited practiced emergency procedures with the children.
- None of the three homes adequately secured medications, disinfectants, cleaning solutions and knives.
- Two of the three homes were not assessed by Developmental to determine the foster parents' ability to effectively care for more than two children prior to placing more than two children in the home.
- Three of four foster parents did not have a current CPR certificate on file.
- None of the five Needs and Services Plans (NSPs) reviewed contained the DCFS social workers' signatures indicating the social workers' approval of the NSPs.
- The majority of the children's goals in the five NSPs reviewed were not specific, measurable and time-limited.
- Three (60%) of the five children's case files reviewed did not contain documentation that the children's orientations covered all areas. For example, discussions of educational choices, vocational training and life skills training were not documented.

- Three (60%) of the five children's case files reviewed did not contain an updated clothing inventory for the child. The County contract requires the Agency to update children's clothing inventories every six months.

- Three (60%) of five children's case files did not contain documentation that the children were seen weekly by the Agency's social workers during the first three months of placement. The three children were missing a total of twelve visits during their first three months of placement.

- Six (86%) of the seven children taking psychotropic medication did not have a current court authorization for the administration of the medication.

- None of the seven case files of children taking psychotropic medication contained documentation that the children were being seen monthly by the prescribing physician.

- Developmental did not obtain a signed criminal declaration and criminal/child abuse clearances for one social worker prior to the staff beginning work on the County contract.

- Developmental did not obtain initial health screenings for two social workers within the timeframes specified in the County contract and CDSS Title 22 regulations.

- Developmental did not ensure that employees receive annual performance evaluations and attend twenty hours of annual on-going training.

Prior to the issuance of this report, the three homes visited were decertified by the Agency and the children were placed in other foster homes.

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

Review of Report

On November 13, 2007, we discussed our report with Developmental who generally agreed with the findings. In their attached response, Developmental's management indicates the actions the Agency has taken to implement the recommendations. We also notified DCFS of the results of our review.

We thank Developmental 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: William T Fujioka, Chief Executive Officer
Patricia S. Ploehn, Director, Department of Children and Family Services
Susan Kerr, Chief Deputy Director, Department of Children and Family Services
Stephanie Carter, Administrator, Developmental Dynamics Foster Family Agency
Jean Chen, Community Care Licensing
Public Information Office
Audit Committee

FOSTER FAMILY AGENCY PROGRAM
DEVELOPMENTAL DYNAMICS FOSTER FAMILY AGENCY
FISCAL YEAR 2006-2007

BILLED SERVICES

Objective

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

Verification

We visited three of the 15 Los Angeles County certified foster homes that Developmental billed the Department of Children and Family Services (DCFS) in October and November 2006 and interviewed four foster parents and four of the nine children placed in the three homes. We also reviewed the case files for four foster parents and five children. In addition, we reviewed the Agency's monitoring activity.

Results

The foster parents stated that the services they received from Developmental generally met their expectations and the children stated that they enjoyed living with their foster parents.

Developmental needs to ensure foster homes are in compliance with the County contract and CDSS Title 22 regulations during their regularly scheduled visits to the homes. Developmental also needs to ensure that foster parents' certification files, children's Needs and Services Plans (NSPs), and children's case files contain all the required information. Specifically:

Foster Home Visitation

- None of the three foster homes visited adequately secured medications, disinfectants, cleaning solutions and knives.

- The backyards for two (67%) of the three foster homes visited were cluttered with building materials, loose bricks and building equipment. These items posed a potential safety hazard for the children who lived in the homes. The County contract and CDSS Title 22 regulations require that foster homes provide a home and yard that are safe and well-maintained.

- One (34%) of the three foster homes visited had a large hole in the home's external wall underneath the kitchen sink that needed to be repaired as it provided a potential

access point into the kitchen for small animals and insects. CDSS Title 22 regulations require that foster homes be clean, safe, and in good repair at all times for the safety and well-being of the children in the home.

- Two (66%) of the three homes visited were not assessed by Developmental to determine the foster parents' ability to effectively care for more than two children prior to placing more than two children in the home. One of the two homes had three children while the other home had four children at the time of our visit.

- Three children shared one bedroom in one (34%) of the three homes visited. CDSS Title 22 regulations require that no more than two children shall share a bedroom. Prior to the issuance of this report, the Agency received an exception from CDSS' Community Care Licensing Division that allowed the three children to share one bedroom.

- None of the three homes visited conducted emergency drills every six months with the children.

Prior to the issuance of this report, the three homes were decertified by the Agency and the children were placed in other foster homes.

Foster Parent Certification

- Two (50%) of the four foster parents' certification files reviewed did not contain the results of the foster parents' pre-certification health examinations. In addition, Developmental did not have a health screening on file for another foster parent's babysitter. Prior to the issuance of this report, this foster parent was decertified by the Agency.

- One (25%) of the four foster parents' certification file reviewed did not contain documentation of the results of the foster parents' pre-certification criminal/child abuse clearances. Subsequent to the conclusion of our review, the Agency obtained the required documentation.

- Three (75%) of the four foster parents' certification files reviewed contained expired CPR/first aid certificates. On average, the three foster parents' CPR/first aid certificates had expired five months prior to the start of our review. Prior to the issuance of this report, two of the foster parents obtained current CPR/first aid certificates. The third foster parent was decertified by the Agency.

- Three (75%) of the four foster parents' certification files reviewed contained incomplete references for the foster parents. There was no documentation that the Agency contacted the references. The County contract and CDSS Title 22 regulations require that foster parents' certification files contain documentation of contacts with references.

- The two foster parents who had a swimming pool at their home did not contain water safety certificates in their certification files. Prior to the issuance of this report, the foster home adopted the children and are no longer required to obtain a water safety certificate unless more children are placed in the home by Developmental.

NSPs and Children's Case Files

- None of the five NSPs reviewed contained the DCFS social workers' signatures indicating the social workers' approval of the NSPs.

- The majority of the children's goals in the five NSPs reviewed were not specific, measurable and time-limited.

- Three (60%) of the five children's case files reviewed did not contain documentation that the children's orientations covered all areas. For example, discussions of educational choices, vocational training and life skills training were not documented.

- Three (60%) of the five children's case files reviewed did not contain an updated clothing inventory for the child. The County contract requires the Agency to update children's clothing inventories every six months.

- Three (60%) of five children's case files did not contain documentation that the children were seen weekly by the Agency's social workers during the first three months of placement. The three children were missing a total of twelve visits during their first three months of placement. The foster parents for these children indicated that their social worker visited the children frequently, but could not verify that they were seen weekly during the first three months of placement.

Psychotropic Medication

- Six (86%) of the seven children taking psychotropic medication did not have a current court authorization for the administration of the medication. Subsequent to the issuance of this report, the children were discharged from the Agency.

- None of the seven case files of children taking psychotropic medication contained documentation that the children were being seen monthly by the prescribing physician.

Recommendations

Developmental management ensure that:

1. **Staff adequately monitor foster homes to ensure they comply with the County contract and Title 22 regulations.**

2. Foster homes are safe, well maintained and in good repair at all times for the safety and well-being of the children.

3. Assessments are completed 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.

4. No more than two children share a bedroom unless an exception is granted from CDSS' Community Care Licensing Division.

5. The foster homes conduct and document emergency drills with placed children every six months.

6. Foster parents' certification files contain all the information required by the County contract and CDSS Title 22 regulations.

7. Foster parents receive and have documented pre-certification health examinations and that pre-certification criminal/child abuse clearances are conducted and documented.

8. Foster parents have current CPR/first aid certificates.

9. Foster parents' references are complete and document contact by the Agency with the references.

10. Foster homes with swimming pools or other bodies of water attend and have documented a water safety certification class.

11. Needs and Services Plans contain all the information required by the County contract and CDSS Title 22 regulations.

12. Children's case files contain all the information required by the County contract and that Developmental social workers visit the children weekly during the first ninety days of placement.

13. Children taking psychotropic medication have a current court authorization for the administration of the medication.

14. Children taking psychotropic medication are seen monthly by the prescribing physician.

CLIENT VERIFICATION

Objective

Determine whether the program participants received the services that Developmental billed to DCFS.

Verification

We interviewed four children and four foster parents to confirm the services Developmental billed to DCFS.

Results

The foster children indicated they enjoyed living with their foster parents and the foster parents stated that they were, in general, satisfied with the services that they received from the Agency.

Recommendation

There are no recommendations for this section.

STAFFING/CASELOAD LEVELS

Objective

Determine whether Developmental's social workers' caseloads do not exceed fifteen placements and whether the supervising social worker does not supervise more than six social workers, as required by the County contract and CDSS Title 22 regulations.

Verification

We interviewed Developmental's administrator and reviewed caseload statistics and payroll records for the Agency's social workers.

Results

Developmental's supervising social worker supervised three social workers and the Agency's social workers carried an average caseload of 11 cases.

Recommendation

There are no recommendations for this section.

STAFFING QUALIFICATIONS

Objective

Determine whether Developmental's staff possess 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 Developmental's administrator 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

Developmental's administrator, supervising social worker and three social workers possessed the education and work experience required by the County contract and CDSS Title 22 regulations.

Developmental did not obtain a signed criminal declaration and criminal/child abuse clearances for one social worker prior to the staff beginning work on the County contract. The social worker's signed criminal declaration was obtained by the Agency two months after the employee's hire date and the social worker's criminal clearance was not obtained until five months after the employee's hire date. The County contract requires that the Agency obtain signed criminal declarations and criminal/child abuse clearances for employees' prior to employment.

Developmental also did not obtain initial health screenings for two social workers within the timeframes specified in the County contract and CDSS Title 22 regulations. One social worker's initial health screening was conducted two months after the social worker's hire date. The second social worker did not have an initial health screening on file. The County contract and CDSS Title 22 regulations require Agency employees to have a health screening, including a test for tuberculosis, not more than one year prior to or seven days after employment. Prior to the issuance of this report, the Agency provided documentation that the second social worker had a health screening.

In addition, two employees, who had been with the Agency longer than a year, did not have current performance evaluations in their personnel files. We were also unable to verify if Developmental's social workers received 20 hours of annual training in the areas of child abuse identification, prevention and treatment as required.

Recommendations

Developmental management:

15. **Ensure that signed criminal declarations and criminal/child abuse declarations are obtained for employees working on the County contract prior to their employment.**

16. **Ensure that initial health screenings are obtained for employees within the guidelines specified in the County contract and CDSS Title 22 regulations.**

17. **Ensure that employees receive annual performance evaluations and attend twenty hours of annual on-going training.**

Developmental Dynamics
Foster Family Agency

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December 17, 2007

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

FROM: Stephanie L. Carter
Administrator
Developmental Dynamics Foster Family Agency

SUBJECT: DEVELOPMENTAL DYNAMICS FOSTER FAMILY AGENCY
CONTRACT REVIEW – RESPONSE TO RECOMMENDATIONS

Below is a description of the Los Angeles County Auditor's Review Recommendations and Findings for. This review covers the year of 2006 in which Developmental Dynamics Foster Family Agency provided foster care services to minor's in Los Angeles County as a contractor with the Los Angeles County Department of Children and Family Services. After each finding, please find the agency's response which identifies the corrective action taken to address and the plan to prevent future findings.

AUDITOR'S REVIEW RECOMMENDATIONS AND FINDINGS 2006:

Developmental Management Recommendations:

1. **Ensure that staff adequately monitors foster homes to ensure they comply with the County contract and Title 22 regulations.**
REVIEW FINDING: None of the three foster homes visited practiced emergency procedures with the children upon placement and every six months thereafter; None of the three homes adequately secured medications, disinfectants, cleaning solutions, and knives as required; and Two of the three homes were not assessed by Developmental to determine the foster parent's ability to effectively care for more than two children prior to placing more than two children in the home as required.
CORRECTIVE ACTION TAKEN: *Emergency Procedures,* Please see #5 for description of corrective action. *Caring for more than 2 children,* Please see #3 for a description of the corrective action. *Securing Medication, Cleaning Products, and Knives,* to immediately address this finding, the agency social worker assigned to the foster homes, met with the certified foster parent and assisted in making sure all medications, cleaning products, and knives were properly stored and out of the reach of the foster children.
To prevent future findings of this nature, the agency social worker assigned to the certified foster family home, will be responsible for ensuring that all medications are properly secured in the home, all cleaning products are stored appropriately, and all knives are

stored out of reach. This will be done a monthly basis. Documentation of this will be captured on the Monthly Home Inspection form completed by the agency social worker and will be kept in the foster parent's folder in the office. The agency social worker will be responsible for ensuring this action is carried out on a monthly basis and properly documented on the Monthly Home Inspection form. The agency administrator will be responsible for ensuring this action is maintained.

2. **Ensure that foster homes are safe, well maintained, and in good repair at all times for the safety and well-being of the children.**
REVIEW FINDING: The backyards for two of the three foster homes visited were cluttered with building materials, loose bricks, and equipment. One of the three foster homes visited had a large hole in the home's external wall underneath the kitchen sink that needed to be repaired.
CORRECTIVE ACTION TAKEN: To correct these findings the Developmental Dynamics agency social worker notified each certified foster parent that clutter needed to be removed and all repairs need to completed within 30 days. The foster home with the large hole in the external wall underneath the kitchen sink was repaired by the foster parent. The loose bricks and clutter was removed from the yard. Photographs were taken by agency social worker as proof of correction. The two other homes corrected the deficiencies by removing all debris and equipment. Prior to issuance of Auditors official report and this corrective action statement, the three homes in question corrected the deficiencies and were decertified. Children no longer reside in any of the three homes.
To prevent future findings of this nature, all certified foster homes, as part of the regular Monthly Home Inspection by the agency social worker, will be assessed for safety, maintenance, and good repair of the inside and outside of the home. The agency social worker responsible for conducting the Monthly Home Inspection will be responsible for documenting the condition of the home in the Monthly Home Inspection report. A copy of the report will be kept in the certified foster parent's file.

3. **Ensure that assessments are completed 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.**
REVIEW FINDING: Two of the three homes were not assessed by Developmental to determine the foster parent's ability to effectively care for more than two children prior to placing more than two children in the home as required.
CORRECTIVE ACTION TAKEN: To prevent future findings of this nature, the Intake Specialist responsible for placing children in certified homes will conduct an assessment of the foster parent's ability to provide care for more than 2 children based on the following assessment criteria: 1) Ability to provide quality care as measured by home capacity/space, needs of the child, history of caring for other foster children placed; 2) Has the ability to meet the needs of the children in the home as measured by trainings, experience, resources to meet specific needs, etc.; and/or 3) Has a minimum of 12 months experience caring for children. The assessment criteria for each question must be fulfilled entirely prior to placement. The assessment will be done every time there is a 3rd, 4th, 5th, or 6th child placed in the home. In the case of sibling groups, an exception to the 12 months experience criteria may be granted, however, the foster parent's ability to care for sibling groups will be assessed as well prior to placement. Documentation of the assessment will be kept in the foster parent's folder. The Intake Specialist will be responsible to ensuring this action is carried out. The agency administrator will be responsible for monitoring and ensuring this action is maintained.

4. **Ensure that no more than two children share a bedroom unless exception is granted from CDSS' Community Care Licensing Division.**
   REVIEW FINDING: Three children shared one bedroom in one of the three homes visited.
   CORRECTIVE ACTION TAKEN: To correct this finding, Developmental Dynamics social worker assigned to this home obtained a letter from the DCFS CSW expressing her approval to allow the 3 siblings to share a room. Developmental sent this letter along with an exception request to the CCL Licensing Analyst. An exception was granted by the CCL Licensing Analyst to allow the three siblings to share on bedroom. Following the exception by CCL and prior to the issuance of the Auditor's report, one of the siblings was moved to another foster home and the certified foster parent was decertified from Developmental Dynamics foster family agency.
   To prevent future findings of this nature, prior to placing a child in a new foster home, the Intake Specialist will be responsible for ensuring that the certified foster parent has the appropriate room capacity. In special cases where the an exception is needed to allow more than two children to share a bedroom (sibling groups), the agency social worker and Intake Specialist will be responsible for obtaining the written request from the placement agency submitting the request to CCL for approval. Documentation of all written requests and response will be maintained in the minor's folder. The agency administrator will be responsible for ensuring this action is carried out and maintained.

5. **Ensure that the foster homes conduct and document emergency drills with placed children every six months.**
   REVIEW FINDING: None of the three homes visited conducted emergency drills every six months with the children.
   CORRECTIVE ACTION TAKEN: Following notification of this finding, emergency drill procedures were discussed with each certified foster family home and all age appropriate minors placed in the home by the agency social worker.
   To prevent future findings of this nature, agency social workers are now required to make sure each certified foster family home on their case loads, conducts emergency drills with the foster children in the home every six months as required and at the initial time of placement for age appropriate minors. Documentation of such will be kept in the certified foster parents folder kept in the home and will be kept in the foster parent's folder in the office. A new form will be developed by the agency to document the emergency drills. Each certified foster family home will use and post the LIC 610B - **EMERGENCY PLAN FOR FOSTER FAMILY HOMES,** in their home. As part of the Monthly Home Inspection, the agency social worker will ensure the plan is posted, an emergency drill is conducted with age-appropriate foster youth at the initial time of placement, and emergency drills are conducted every six months thereafter. The agency social worker assigned to the foster home will be responsible for ensuring this action is carried out by each certified foster parent. The agency administrator will be responsible for ensuring this action is maintained.

6. **Ensure that foster parents' certification files that contain all the information required by the County contract and CDSS Title 22 regulations.**
   REVIEW FINDING: *Please reference #s 7, 8, 9, and 10 for an explanation of the review finding and a description of the corrective action taken to address.*

7. **Ensure that foster parents receive and have documented pre-certification health examinations and that pre-certification criminal/child abuse clearances are conducted and documented.**
   REVIEW FINDING: One of the four foster parents certification file reviewed did not contain documentation of the results of the foster parent's pre-certification criminal/child abuse clearances; Two of the four foster parent's certification files reviewed did not contain the results of the foster parents' health examination as required.
   CORRECTIVE ACTION TAKEN: Subsequent to the conclusion of the auditor's review, documentation of the criminal/child abuse clearance was provided and appropriately placed in the foster parent's folder. Subsequent to the conclusion of the auditor's report, the two foster parents who did not have the results of the health examination, were decertified. However, to prevent future findings of this nature, a pre-certification checklist has been developed and a section in the foster parent's folder has been dedicated to filing all pre-certification documents as required, including the criminal/child abuse clearance and health examination documentation. The checklist and new filing system will make it easier to locate all documents and will ensure all required documents have been received prior to certification.
   The Training Coordinator will be responsible for ensuring all pre-certification documents are received prior to certification. The Training Coordinator will use the pre-certification checklist to ensure all required documents are submitted. The agency administrator will be responsible for ensuring this action is implemented and maintained. The agency administrator will review and sign off on the completed checklist prior to certification of any new foster parents.

8. **Ensure that foster parents' have current CPR/First Aid certificates.**
   REVIEW FINDING: Three of the four foster parents' certification files reviewed contained expired CPR/First Aid certificates.
   CORRECTIVE ACTION TAKEN: Prior to issuance of the auditor's report, two of the foster parents provided documentation of current CPR/First Aid certificates. The current certificates were placed in their folders. The other foster parent was decertified by the agency. To prevent future findings of this nature, the Intake Specialist in charge of making sure all renewable documents are kept current, will use a Renewable Documents log. The log will identify the name of the foster parent, type of document needing renewal, and current expiration date. A notice will be mailed to each foster parent 30 days before a document is due to expire as a reminder and request to submit the current document before the expiration date. All written attempts to obtain renewable documents will be kept in the foster parent's folder. The Intake Specialist will be responsible for implementing and maintaining this action. The agency administrator will be responsible for ensuring this action is carried out and maintained.

9. **Ensure that foster parents' references are complete and document contact by the Agency with the references.**
REVIEW FINDING: Three of the four foster parents' certification files reviewed contained incomplete references; The questionnaire section of these references had not been completed and there was no documentation that the Agency contacted the references.
CORRECTIVE ACTION TAKEN: Prior to the issuance of the auditor's report, a new Training Coordinator was hired who developed a new foster parent certification system and checklist. The position was created to ensure all pre-certification documents are complete and submitted prior to certification of any new foster parent. This process has enabled to agency to ensure that all potential foster parents' paperwork is complete, including personal references. Documentation of all checked references is now kept in each new foster parent's folder. To prevent future findings of this nature, a pre-certification checklist has been developed and a section in the foster parent's folder has been dedicated to filing all pre-certification documents as required, including personal references. The checklist and new filing system will make it easier to locate all documents and will ensure all required documents have been received prior to certification.
The Training Coordinator will be responsible for ensuring all pre-certification documents are received prior to certification. The Training Coordinator will use the pre-certification checklist to ensure all required documents are submitted. The agency administrator will be responsible for ensuring this action is implemented and maintained. The agency administrator will review and sign off on the completed checklist prior to certification of any new foster parents.

10. **Ensure that foster homes with swimming pools or other bodies of water attend and have documented a water safety certification class.**
REVIEW FINDING: Two foster homes visited had a swimming pool. Two foster parents' certification files did not contain water safety certificates.
CORRECTIVE ACTION TAKEN: Prior to issuance of this report, one of the certified foster homes was decertified. The other certified foster home with a pool, obtained the necessary water safety certificate. Documentation of the water safety certificate has been placed in the foster parent's folder.
To prevent future findings of this nature, as part of the certification process, each prospective foster parent with a pool, will be required to obtain a water safety certificate prior to certification and before placing any foster children in the home. Prospective foster parents, who do not obtain the certificate, will not be certified. Documentation of the water safety certificate will be placed in the foster parent's folder. The Training Coordinator and Intake Specialist will be responsible for ensuring that prospective foster parents with a pool obtain a water safety certificate prior to certification by the foster family agency. The agency administrator will be responsible for ensuring this action is carried out and maintained for all new foster parents who have a swimming pool at their residence.

11. **Ensure that NSPs contain all the information required by the County contract and CDSS Title 22 regulations.**
REVIEW FINDING: None of the five NSPs reviewed contained the signature of the children's DCFS CSW indicating the CSW's approval of the NSP; The majority of the children's goals in the five NSPs reviewed were not specific, measurable, and time-limited.
CORRECTIVE ACTION TAKEN: Measurable Goals & Objectives: To prevent future findings of this nature, each social worker will receive training conducted by the agency

administrator on how to write measurable goals and objectives that are relevant to the minor. Each social worker will be required to attend the training. All NSP and quarterly reports will be reviewed by the agency administrator to ensure the inclusion of correctly stated goals and objectives. Proof of the training will be documented in the agency social worker training log.

Signature of the DCFS CSW: Currently, agency social workers fax or mail over a copy of the completed NSP or Quarterly report with a request to sign the back page and resend to agency. In some instances, the DCFS CSW does not return the signature page as documentation that the report was received, reviewed, and accepted. To prevent future findings, the agency social worker will keep a copy of the fax transmittal form and/or will document in the minor's folder, when the report was sent to the DCFS CSW. If the DCFS CSW does not return the signature page of the report within 10 business days, a second request will be sent. If the DCFS CSW does not return the signature page within 10 business days of the second request, a third request will be sent. If no reply is received within 10 business days after the third request, the DCFS CSW's supervisor will be contacted in writing. Documentation of all attempts will be maintained in the minor's folder. The agency social worker will be responsible for sending the reports and making all signature requests of the DCFS CSW. The agency administrator will be responsible for ensuring this action is carried out and maintained.

12. **Ensure that children's' case files contain all the information required by the County contract and that Developmental Dynamics social workers visit the children weekly during the first ninety days of placement.**

REVIEW FINDING: Three of the five children's case files reviewed did not contain documentation that the children's orientation covered all areas. Three of the five children's case files reviewed did not contain an updated clothing inventory for the child. Three of the five children's case files did not contain documentation that the children were seen weekly by the Agency social workers during the first three months of placement.

CORRECTIVE ACTION TAKEN: Orientation for Foster Children – To correct this action, each age appropriate minor, at the time of the first placement visit by the agency social worker, will provide an orientation to each foster child. For minor's who are judged inappropriate for an orientation due to age or developmental disability status, a statement will be issued to the DCFS CSW outlining. For age and developmentally appropriate minors, the orientation will cover: a review of the Foster Child Bill of Rights, allowance policy, house rules, emergency procedures, agency and legal representative contact protocols, and court ordered or non-court ordered visitation directives. The minor will be asked to sign as verification of participation. The verification of participation documentation will be kept in each minor's folder. The agency social worker will be responsible for conducting all orientations with minor's placed within 1 week of placement and placing the documentation in the minor's folder. The agency administrator will be responsible for ensuring this action is implemented and maintained.

Clothing Inventories – To correct this action, all social workers completed clothing inventories for all children in placement. Each clothing inventory form has been placed in the minor's folder. To prevent future findings of this nature, a master calendar has been developed and given to each agency social worker. The master calendar includes the due dates for the clothing inventories. The agency social workers will be completing clothing inventories for all children twice per year in the months of December and June. The completed clothing inventory forms will be filed in each minor's folder. The agency social worker will be responsible for ensuring the forms are completed, turned in, and filed. The agency administrator will be responsible for ensuring that the action is maintained.

Weekly/Bi-Weekly Social Worker Notes - The agency social worker who was responsible for visiting the three children, whose folders did not properly document the visits during the first 3 months of placement, was terminated from the agency due to poor work performance and lack of appropriate documentation. Per the contractual agreement, every foster child placed in a new certified foster home, is visiting weekly by the agency social worker during the first 90 days of placement. Thereafter, they are visited bi-weekly. Each visit is documented on the Weekly/Bi-Weekly Social Worker Notes form by the agency social worker assigned to the home. Prior to the issuance of the auditor's final report, the agency administrator randomly reviews the minor's folders on a monthly basis to ensure that agency social workers are documenting all visits on the required form and are filing the forms in the minors' folder. This activity is going.

13. **Ensure that children taking psychotropic medication have a current court authorization for the administration of the medication.**
REVIEW FINDING: Six of the seven children taking psychotropic medication did not have a current court authorization for the administration of the medication.
CORRECTIVE ACTION TAKEN: Prior to issuance of the auditor's report, the six children were discharged from the agency. Requests were made to all CSW's to send over the current court authorizations for all six minors. Documentation of the requests was placed in each child's folder. One of the six authorizations was received prior to discharge. To prevent future findings of this nature, for all children referred for intake who are taking prescribed psychotropic medication, the Intake Specialist will request from the placement agency (DCFS CSW), the current court authorization. If at the time of placement, the DCFS CSW has not provided the current court authorization, the agency social worker will request, in writing, the current court authorization from the CSW. If the DCFS CSW does not provide the current court authorization within 10 business days, a second request will be sent. If the DCFS CSW does not respond or provide the documentation within 10 business days of the second request, a third request will be sent. If no reply or documentation is received within 10 business days after the third request, the DCFS CSW's supervisor will be contacted in writing. Documentation of all attempts will be maintained in the minor's folder. The agency social worker will be responsible for making all requests to the DCFS CSW to send the current court authorization. The agency administrator will be responsible for ensuring this action is carried out and maintained.

14. **Ensure that children taking psychotropic medication are seen monthly by the prescribing physician.**
REVIEW FINDING: None of the seven case files of the children taking psychotropic medication contained documentation that the children were being seen monthly by the prescribing physician.
CORRECTIVE ACTION TAKEN: The seven children, at the time of the review, who were taking psychotropic medication, were being seen monthly by the prescribing physician, however, the certified foster parent did not properly document these visits on the appropriate form. Prior to issuance of the auditor's report, all seven minors were discharged from the agency. To prevent future findings of this nature, all prescribing physician's monthly doctor visits with minors taking psychotropic medications, will be documented on the DCFS 561(a) Medical Examination form. In the event the prescribing physician is unable to sign the form, the date of the visit and with whom, will be documented on the form. All forms will be kept in the minor's folder. The certified foster parent will be responsible for ensuring that the form is given to the prescribing physician

and turned in to the agency. The agency social worker assigned to the minor will be responsible for ensuring that all forms are received monthly and will be responsible for any follow up needed. The agency administrator will be responsible for ensuring this action is implemented and maintained for each minor taking psychotropic medication.

15. **Ensure that signed criminal declarations and criminal/child abuse declarations are obtained for employees working on the County contract prior to their employment.**
REVIEW FINDING: Developmental did not obtain a signed criminal declaration and criminal/child abuse clearance for one social worker in a timely manner.
CORRECTIVE ACTION TAKEN: Prior to the issuance of the Auditor's report, all employees who did not have a signed criminal/child abuse declaration completed the declaration. The completed declaration was placed in the employee's file.
To prevent future findings of this nature, all prospective agency social workers and staff will be required to complete the declaration prior to beginning employment (LIC 508). The completed declaration will be kept in the employee's file. The agency administrator will be responsible for ensuring this action is carried out and maintained.

16. **Ensure that initial health screenings are obtained for employees with the guidelines specified in the County contract and CDSS Title 22 regulations.**
REVIEW FINDING: Developmental did not obtain initial health screenings for two social workers within the timeframes specified.
CORRECTIVE ACTION TAKEN: Prior to the issuance of the Auditor's report, all agency social workers obtained the initial health screening and documentation was placed in the employee file. Documentation included the LIC 503 and proof of a negative TB test.
To prevent future findings of this nature, all prospective agency social workers and staff will be required to obtain the initial health screening and proof of a negative TB test and must provide documentation of such prior to beginning employment (LIC 503). The agency administrator will be responsible for ensuring this action is carried out and maintained. Documentation of initial health screenings and negative TB tests will be kept in all employees' files (LIC 503).

17. **Ensure that employees receive annual performance evaluations and attend twenty hours of annual on-going training.**
REVIEW FINDING: Two employees, who had been with the Agency longer than a year, did not have a current performance evaluation in their personnel files; We were unable to verify if Developmental's social workers were receiving twenty hours of on-going annual training in the areas of child abuse identification, prevention, and treatment as required.
CORRECTIVE ACTION TAKEN: Prior to the completion of the auditor's report, one employee who was employed for over one year, was terminated from the agency. The other employee was given an annual performance review as required. To prevent future findings of this nature, each employee hired will receive an annual performance review on the anniversary of their hire date, every year they are employed by the agency. Documentation of such will be kept in each employee's personnel file. To clearly document the required 20 hours of annual social worker training, all training documentation will be kept in a training log maintained by the agency's Training Coordinator. This log will document who participated in the training, the date the training was conducted, the topic, and the number of training hours completed. The agency administrator will be responsible for making sure this action is maintained.