



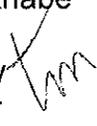
J. TYLER McCAULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
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December 29, 2005

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: GROUP HOME PROGRAM MONITORING REPORT – PROJECT SIX –
THE HELP GROUP, ARMINTA, BURBANK II, AND HACKEL I GROUP
HOMES**

We have completed a review of Arminta, Burbank II, and Hackel I Group Homes (Group Home or Agency) operated by Project Six, The Help Group (Project Six). Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Arminta Group Home is a six-bed facility, which provides care for girls ages 12-17 years who exhibit behavioral, social, and emotional difficulties. Burbank II and Hackel I Group Homes are six-bed facilities, and each provides care for boys ages 12-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Arminta Group Home was providing services for three Los Angeles County DCFS children, and two privately placed children. Burbank II Group Home was providing services for three Los Angeles County DCFS children, and three privately placed children. Hackel I Group Home was providing services for five Los Angeles County DCFS children.

Arminta, Burbank II, and Hackel I Group Homes are located in the Third District.

"To Enrich Lives Through Effective and Caring Service"

Scope of Review

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

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement. However, the Agency needs to address several deficient areas.

All three Group Homes need to maintain documentation to support that the required \$50 monthly clothing allowance is being provided to children, and allow children to select their own clothes.

Arminta Group Home needs to repair carpeting; complete initial assessments for all children within thirty days of placement; and provide children with additional educational support and resources.

Burbank II Group Home needs to repair the driveway and paved areas; repair a bathroom faucet; replace a damaged cabinet knob; and encourage and assist children in maintaining photo albums/life books.

Hackel I Group Home needs to repair the driveway and paved areas; repair an interior wall, countertop, and nightstand; maintain current psychiatric medication evaluations; meet DCFS clothing standards for quantity; and encourage and assist children in maintaining photo albums/life books.

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

Board of Supervisors
December 29, 2005
Page 3

If you have any questions, please contact me, or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:dl

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

Attachments

c: David E. Janssen, Chief Administrative Officer
David Sanders, Ph.D., Director, DCFS
Paul Higa, Chief Probation Officer
Barbara Firestone, Executive Director, Project Six
Public Information Office
Audit Committee

**Project Six
Arminta Group Home
18635 Arminta Street
Reseda, California 91335
Phone: (818) 781-0360
License Number: 191290828
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Arminta Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

Overall, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the carpeting in the den area and the entrance to the office is torn and separated.

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

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

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

Recommendation

- 1. Project Six Management repair the carpeting in the den and office.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. One child was assessed for needed services within thirty days of placement. However, there is no documentation of an initial assessment for the other child.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include long and short-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services as identified in their NSPs.

Recommendation

- 2. Project Six Management complete initial assessments for all children within 30 days of placement.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with some educational support and resources; however, neither child is progressing satisfactorily in school.

The Group Home's program includes the development of children's daily living, self-help, and survival skills.

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

Recommendation

- 3. Project Six Management provide children with additional educational support and resources to help ensure satisfactory progress in school.**

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

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

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

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

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

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

Medication distribution logs are properly maintained.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

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

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

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

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing and items of necessity to children. Clothing provided to children is of good quality and of sufficient quantity. However, there is no documentation to show that children are receiving the required \$50 monthly clothing allowance. Also, children are not given sufficient opportunities to select their own clothing.

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

The Group Home provides children with adequate personal care items.

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

Recommendations

4. Project Six Management:

- a. **Maintain documentation to show the children are receiving the required \$50 monthly clothing allowance.**
- b. **Provide children with sufficient opportunities to select their own clothes.**

**Project Six
Burbank II Group Home
13116 Burbank Boulevard
Van Nuys, California 91401
Phone: (818) 781-0360
License Number: 197600260
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Burbank II Group Home is located on the first floor of a converted apartment building in a suburban neighborhood. The front yard is clean and adequately landscaped. However, the asphalt driveway and paved areas are uneven.

The common quarters in the interior of the Group Home are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the faucet in bathroom four is leaking water from both handles. The knob on the cleaning cabinet door is bent.

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

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

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

Recommendations

1. Project Six Management:

- a. Repair the driveway and paved areas.**
- b. Repair the faucet in bathroom four.**
- c. Replace the knob on the cleaning supply cabinet door.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

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

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include long and short-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services as identified in their NSPs.

Recommendations

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

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

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

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

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

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

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

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

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

Medication distribution logs are properly maintained.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

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

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

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

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing and items of necessity to children. Clothing provided to children is of good quality and of sufficient quantity. However, there is no documentation to show that children are receiving the required \$50 monthly clothing allowance. Also, children are not given sufficient opportunities to select their own clothing.

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

The Group Home provides children with adequate personal care items.

One child reports he is encouraged and assisted in creating and maintaining a photo album/life book. The other child has a life book; however, he reports that he has not been encouraged or assisted in maintaining the life book.

Recommendations

2. Project Six Management:

- a. Maintain documentation to show the children are receiving the required \$50 monthly clothing allowance.
- b. Provide children with sufficient opportunities to select their own clothes.
- c. Encourage and assist each child in creating and maintaining a life book.

**Project Six
Hackel I Group Home
13110 Burbank Boulevard
Van Nuys, California 91401
Phone: (818) 781-0360
License Number: 197600205
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Hackel I Group Home is located in a suburban neighborhood. The front yard is clean and adequately landscaped. However, the asphalt driveway and paved areas are uneven.

The common quarters in the interior of the Group Home are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, a wall in bathroom two has a hole. In bathroom three, a section of the tile countertop is missing.

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

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

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

Recommendations

1. Project Six Management:

- a. **Repair the driveway and paved areas.**
- b. **Repair the wall in bathroom two.**
- c. **Repair the countertop in bathroom three.**

- d. Repair the damaged nightstand in bedroom three.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

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

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include long and short-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services as identified in their NSPs.

Recommendations

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

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

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

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

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

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

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that most children are routinely seen by the prescribing psychiatrist. However, one child's case file does not have a current psychiatric review.

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

Medication distribution logs are properly maintained.

Recommendation

- 2. Project Six Management maintain current psychiatric reviews for all children receiving psychotropic medication.**

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they are provided with appropriate staff supervision. One child reports he is upset about being removed from his father's home, and does not feel safe in any placement, other than his father's home. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

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

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

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing and items of necessity to children. Clothing provided to children is of good quality. However, there is no documentation to show that children are receiving the required \$50 monthly clothing allowance. Also, children are not given sufficient opportunities to select their own clothing. One child reports he has never been shopping for clothes since being placed. Neither child has sufficient clothing to meet DCFS standards. Both children need additional socks. One

child also has an insufficient amount of underwear and needs an additional sweater or sweatshirt.

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

The Group Home provides children with adequate personal care items.

One child reports he is encouraged and assisted in creating and maintaining a photo album/life book. However, the other child reports that he has never been provided with a life book.

Recommendations

3. Project Six Management:

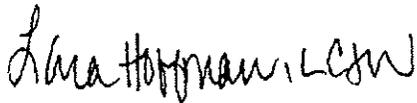
- a. Maintain documentation to show the children are receiving the required \$50 monthly clothing allowance.**
- b. Provide children with sufficient opportunities to select their own clothes.**
- c. Provide each child with sufficient clothes to meet DCFS clothing standards for quantity.**
- d. Encourage and assist each child in creating and maintaining a life book.**

July 19, 2005
Ms. Rhue
500 West Temple Street, Room 515-A
Los Angeles, CA 90012

Dear Ms. Rhue,

Please find enclosed the Corrective Action Plan for Project Six, The Help Group.
If you have any questions, please feel free to contact me at (818) 267-2641.

Sincerely yours,



Lara Hoffman, LCSW
Project Six Clinical Director

PROJECT SIX
Corrective Action Plan
DCFS Audit of Arminta Group Home
July 19, 2005

Project Six has reviewed the findings from the audit report dated June 8, 2005 for the Arminta Group home located at 18635 Arminta Street, Reseda CA 91335. This corrective action plan addresses all areas identified.

A. FACILITY AND ENVIRONMENT

DCFS Recommendations:

A1. Project Six-The Help Group Management repair the carpeting in the den and office entry.

Corrective Action:

The following actions were completed within one week of the facility inspection on June 8, 2005.

To ensure that the group home is continually well maintained, staff submit maintenance requests as needed. The Program Director and Program Manager will conduct thorough on-site inspections, at least once monthly, to ensure that identified maintenance issues have been addressed and remedied.

A1. Arminta facility is closing and the girls are moving to a new location the first week in July. New location has brand new carpeting.

B. PROGRAM SERVICES

DCFS Recommendations:

A1. Project Six-The Help Group Management complete initial assessments for all children within 30 days of placement.

Corrective Action:

To ensure timely and proper documentation of assessments, and other paperwork, timelines and deadlines will be tracked and flagged for therapist (and supervisor) notification. In addition, the Program Director and Program Manager will conduct periodic chart reviews and provide on-going supervision of therapist's documentation.

A1. Initial assessment was obtained from previous employed therapist within one day of June 8, 2005 facility inspection.

C. EDUCATIONAL AND EMANCIPATION SERVICES

DCFS recommendations:

A1. Project Six-The Help Group Management provide children with additional educational support and resources to ensure satisfactory progress in school.

Corrective Action:

A1. To ensure that client's educational needs will be met, Project Six will continue to offer LAUSD tutoring (in house) twice weekly. Project Six staff will also collaborate with teachers, provide academic support and implement an incentive program for the clients to achieve good grades.

D. RECREATION AND ACTIVITIES

There were no deficiencies to report.

E. PSYCHOTROPIC MEDICATION

There were no deficiencies to report.

F. PERSONAL RIGHTS

There were no deficiencies to report.

G. CLOTHING AND ALLOWANCE

DCFS recommendations:

A1. Provide children with the required \$50 monthly clothing allowance.

A2. Allow children to select their own clothes on a regular basis.

Corrective Action:

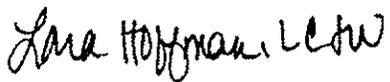
A1. Addressing client needs is, and has always been, the most important part of our residential treatment program. It is the policy of Project Six to protect and honor the human rights of every resident. In addition to 8 hours of pre-service training required by Community Care Licensing regulations, each new Project Six staff receives 21 hours of New Staff Training. Many of the topics covered in the New Staff Training are related to clients' rights, staff responsibilities, policies and procedures, documentation, and providing for residents' needs and have the opportunity to choose their own appropriate clothing.

Project Six has allotted \$50 a month, for fulfilling resident clothing needs, for many years. Residential staff have always driven residents to appropriate stores and assisted them with appropriate shopping. In order to increase resident awareness of what they are entitled to, as well as provide improved documentation, a new tracking system and form was developed, which includes resident signatures. In addition, monthly shopping excursions will be programmed into the residential schedules to ensure that everyone has the opportunity to fulfill their clothing needs.

Project Six staff receives a minimum of 1.25 hours of in-service training each week on a range of relevant topics. Of the topics covered over the training year, many are relevant to the above recommendation. Following the audit on June 7, 2005, the above recommendation was specifically addressed with all Project Six direct care staff and house therapists through an in-service training on June 8, 2005. Additionally, a monthly clothing order tracking form was implemented in which each client will sign off to acknowledge whether they decided to spend their monthly \$50 allotment or to carry the money over into the next month. Project Six staff and therapists were trained on the new form.

Thank you very much for your valuable feedback regarding our residential program. Please feel free to contact me with further questions at (818) 267-2641.

Sincerely,



Lara Hoffman, LCSW
Residential Director

PROJECT SIX
Corrective Action Plan
DCFS Audit of Burbank Group Home
July 19, 2005

Project Six has reviewed the findings from the audit report dated June 2, 2005 for the Hackel Group home located at 13110 Burbank Boulevard, Sherman Oaks, CA 91401. This corrective action plan addresses all areas identified.

A. FACILITY AND ENVIRONMENT

DCFS Recommendations:

- A1. Provide a secure barrier on the driveway and walkways of the complex to protect children from street traffic.
- A2. Repair the driveway and paved areas.
- A3. Repair the sink faucet in bathroom four.
- A4. Replace the knob on the cleaning supply cabinet door.

Corrective Action:

The following actions were completed within one week of the facility inspection on June 1, 2005. To ensure that the group home is continually well maintained, staff will submit maintenance requests as needed, and program director and program manager will conduct thorough on-site inspections at least once monthly.

A1 & A2. Agency maintenance department was notified of DCFS' recommendation and is seeking appropriate remedies to meet DCFS standards and the health and safety of the residents.

A3 & A4. The sink faucet was repaired and the knob on cleaning supply cabinet was replaced by the next week (6/6/05).

B. PROGRAM SERVICES

There were no deficiencies to report.

C. EDUCATIONAL AND EMANCIPATION SERVICES

There were no deficiencies to report.

D. RECREATION AND ACTIVITIES

There were no deficiencies to report.

E. PSYCHOTROPIC MEDICATION

There were no deficiencies to report.

F. PERSONAL RIGHTS

There were no deficiencies to report.

G. CLOTHING AND ALLOWANCE

DCFS recommendations:

- A1. Provide children with the required \$50 monthly clothing allowance.
- A2. Allow children to select their own clothing on a regular basis.
- A3. Encourage and assist each child in creating and maintaining a life book.

Corrective Action:

A1 & A2. Addressing client needs is, and has always been, the most important part of our residential treatment program. It is the policy of Project Six to protect and honor the human rights of every resident. In addition to 8 hours of pre-service training required by Community Care Licensing regulations, each new Project Six staff receives 21 hours of New Staff Training. Many of the topics covered in the New Staff Training are related to clients' rights, staff responsibilities, policies and procedures, documentation, and providing for residents' needs.

Project Six has allotted \$50 a month, for fulfilling resident clothing needs, for many years. Residential staff have always driven residents to appropriate stores and assisted them with appropriate shopping. In order to increase resident awareness of what they are entitled to, as well as provide improved documentation, a new tracking system and form was developed, which includes resident signatures. In addition, monthly shopping excursions will be programmed into the residential schedules to ensure that everyone has the opportunity to fulfill their clothing needs.

Project Six staff receives a minimum of 1.25 hours of in-service training each week on a range of relevant topics. Of the topics covered over the training year, many are relevant to the above recommendation. Following the audit on June 7, 2005, the above

recommendation was specifically addressed with all Project Six direct care staff and house therapists through an in-service training on June 8, 2005 led by the program director. Additionally, a monthly clothing order tracking form was implemented in which each client will sign off to acknowledge whether they decided to spend their monthly \$50 allotment or to carry the money over into the next month. Project Six staff and therapists were trained on the new form by the program director.

A monthly clothing order tracking form was implemented which each client will sign off to acknowledge their decision to spend their monthly \$50 allotment or to carry the money over into the next month. Project Six staff and therapists were trained on the new form. In addition, monthly shopping excursions will be programmed into the residential schedule to accommodate all residents shopping needs in which the residents are able to choose their own appropriate clothing.

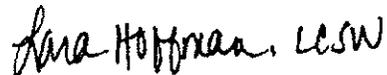
A3. The above recommendation was addressed directly with Project Six staff and house therapists during a regularly scheduled in-service training on June 8, 2005. Project Six staff and therapists were instructed to implement and facilitate a "life book" group within the next week to give residents the opportunity to create a life book. Project Six staff and therapists will provide ongoing opportunities to work on the life books during periodically scheduled groups and encourage the maintenance of the books during the resident's free time. Project Six staff and house therapists were directed that they should give residents who refuse to maintain or create a life book ongoing opportunities to maintain/begin one. Residents who refuse will document by their signature their refusal to maintain a life book at each of these opportunities.

Monitoring of sufficient opportunities to maintain a life book will continue via therapist supervision of the milieu, residential director's supervision of the milieu, and through periodic exploration of the resident's experience of staff's compliance with this issue.

Refresher in-service trainings on the importance of facilitation of life books will be provided at least annually.

Thank you very much for your valuable feedback regarding our residential program. Please feel free to contact me with further questions at (818) 267-2641.

Sincerely,



Lara Hoffman, LCSW
Residential Director

PROJECT SIX
Corrective Action Plan
DCFS Audit of Hackel Group Home
July 19, 2005

Project Six has reviewed the findings from the audit report dated June 2, 2005 for the Hackel Group home located at 13110 Burbank Boulevard, Sherman Oaks, CA 91401. This corrective action plan addresses all areas identified.

A. FACILITY AND ENVIRONMENT

DCFS Recommendations:

- A1. Provide a secure barrier on the driveway and walkways of the complex to protect children from the street traffic.
- A2. Repair the driveway and paved areas.
- A3. Repair the wall in bathroom two.
- A4. Repair the countertop in bathroom three.
- A5. Repair the damaged nightstand in bedroom three.

Corrective Action:

The following actions were completed within one week of the facility inspection on June 1, 2005. To ensure that the group home is continually well maintained, staff will submit maintenance requests as needed, and administration will conduct thorough on-site inspections at least once monthly.

A1 & A2. Agency maintenance department was notified of DCFS' recommendation and is seeking appropriate remedies to meet DCFS standards and the health and safety of the residents.

- A3. Tile was repaired by the following week (6/6/05).
- A4. Hole in wall was repaired by the following week (6/6/05).
- A5. Nightstand was fixed by the following week (6/6/05).

B. PROGRAM SERVICES

There were no deficiencies to report.

C. EDUCATIONAL AND EMANCIPATION SERVICES

There were no deficiencies to report.

D. RECREATION AND ACTIVITIES

There were no deficiencies to report.

E. PSYCHOTROPIC MEDICATION

DCFS recommendations:

A1. Project Six The Help Group Management maintain current psychiatric reviews for each child on psychotropic medication.

Corrective Action:

A1. Project Six will ensure that all residents have current medication evaluations on file.

F. PERSONAL RIGHTS

There were no deficiencies to report.

G. CLOTHING AND ALLOWANCE

DCFS recommendations:

A1. Provide children with the required \$50 monthly clothing allowance.

A2. Allow children to select their own clothes on a regular basis.

A3. Provide each child with sufficient clothes to meet DCFS clothing standards for quantity.

A4. Encourage and assist each child in creating and maintaining a life book.

Corrective Action:

A1. Addressing client needs is, and has always been, the most important part of our residential treatment program. It is the policy of Project Six to protect and honor the human rights of every resident. In addition to 8 hours of pre-service training required by Community Care Licensing regulations, each new Project Six staff receives 21 hours of New Staff Training. Many of the topics covered in the New Staff Training are related to clients' rights, staff responsibilities, policies and procedures, documentation, and providing for residents' needs.

Project Six has allotted \$50 a month, for fulfilling resident clothing needs, for many years. Residential staff have always driven residents to appropriate stores and assisted them with appropriate shopping. In order to increase resident awareness of what they are entitled to, as well as provide improved documentation, a new tracking system and form was developed, which includes resident signatures. In addition, monthly shopping excursions will be programmed into the residential schedules to ensure that everyone has the opportunity to fulfill their clothing needs.

Project Six staff receives a minimum of 1.25 hours of in-service training each week on a range of relevant topics. Of the topics covered over the training year, many are relevant to the above recommendation. Following the audit on June 7, 2005, the above recommendation was specifically addressed with all Project Six direct care staff and house therapists through an in-service training on June 8, 2005. Additionally, a monthly clothing order tracking form was implemented in which each client will sign off to acknowledge whether they decided to spend their monthly \$50 allotment or to carry the money over into the next month. Project Six staff and therapists were trained on the new form.

A2. Project Six will ensure that all residents go clothing shopping within a timely manner, i.e. within the first 48 hours of residence. In addition, monthly shopping excursions will be programmed into the residential schedule to accommodate all residents shopping needs in which the residents are able to choose their own appropriate clothing.

A3. Project Six will ensure that all residents have the appropriate amount of clothing by conducting clothing inventories on a regular basis or as needed.

A4. The above recommendation was addressed directly with Project Six staff and house therapists during a regularly scheduled in-service training on June 8, 2005. Project Six staff and therapists were instructed to implement and facilitate a "life book" group within the next week to give residents the opportunity to create a life book. Project Six staff and therapists will provide ongoing opportunities to work on the life books during periodically scheduled groups and encourage the maintenance of the books during the resident's free time. Project Six staff and house therapists were directed that they should give residents who refuse to maintain or create a life book ongoing opportunities to maintain/begin one. Residents who refuse will document by their signature their refusal to maintain a life book at each of these opportunities.

Monitoring of sufficient opportunities to maintain a life book will continue via therapist supervision of the milieu, residential director's supervision of the milieu, and through periodic exploration of the resident's experience of staff's compliance with this issue.

Refresher in-service trainings on the importance of facilitation of life books will be provided at least annually.

Thank you very much for your valuable feedback regarding our residential program.
Please feel free to contact me with further questions at (818) 267-2641.

Sincerely,

Lara Hoffman, LCSW

Lara Hoffman, LCSW
Residential Director

August 25, 2005

Addendum to Corrective Action Plan for both Burbank II Group Home (13116 Burbank Blvd., Sherman Oaks, CA 91401) and Hackel Group Home (13110 Burbank Blvd., Sherman Oaks, CA 91401).

A. FACILITY AND ENVIRONMENT

DCFS Recommendations:

- A1. Provide a secure barrier on the driveway and walkways of the complex to protect children from street traffic.
- A2. Repair the driveway and paved areas.

Corrective Action:

- A1. Safety gate will be installed that faces Burbank Avenue by Monday August 29.
- A2. The driveway and paved areas will be resurfaced and completed on Tuesday August 30.

If you have any questions, please feel free to contact me at (818) 267-2641.

Thank you,

Lara Hoffman, LCSW

Lara Hoffman, LCSW

Residential Clinical Director-Project Six