



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

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J. TYLER McCAULEY  
AUDITOR-CONTROLLER

February 8, 2007

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

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – BOURNE  
INCORPORATED- SANKOFA GROUP HOME**

We have completed a review of Sankofa Group Home (Group Home or Agency) operated by Bourne Incorporated. The Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Sankofa Group Home is a six-bed facility, which provides care for boys ages 13-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Sankofa Group Home was providing services for four DCFS children.

Sankofa Group Home is located in the Fifth District.

**Scope of Review**

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. 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.

*"To Enrich Lives Through Effective and Caring Service"*

### **Summary of Findings**

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

Sankofa Group Home needs to repair the kitchen floor; replace missing tiles on the dining room wall; clean the bathroom; repair the window screen in bedroom one; clean the carpet in bedrooms two, and three; include the treatment team and the child in the development and implementation of the Needs and Services Plans, and develop comprehensive Needs and Services Plans that include short and long term goals; and provide children with opportunities to participate in emancipation and vocational programs.

Attached is a detailed report of the review.

### **Review of Report**

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

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

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[http://auditor.co.la.ca.us/group\\_home.asp](http://auditor.co.la.ca.us/group_home.asp)

### **Attachments**

c: David E. Janssen, Chief Administrative Officer  
Patricia S. Ploehn, Director, DCFS  
Robert B. Taylor, Chief Probation Officer  
Tim Bourne, Executive Director, Bourne Incorporated  
Public Information Office  
Audit Committee

**Bourne Incorporated  
Sankofa Group Home  
3656 Monterosa Drive  
Altadena, California 91001  
Phone: (626) 794-5832  
License Number: 198204767  
Rate Classification Level: 10**

## **I. Facility and Environment**

### **Method of assessment – Observation**

#### **Comments:**

Sankofa 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. There is adequate furniture and lighting in the group home. The Group Home provides a home-like environment. However, the kitchen floor is damaged and some of the mirrored wall tiles are missing in the dining room. The bathroom shower and toilet are dirty.

Overall, children's bedrooms are well maintained. The rooms are orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings are in good repair. However, in bedroom one, the window screen is torn and in bedrooms two and three the carpet is dirty. 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. Bourne Group Home management:**
  - a. Repair the kitchen floor.**
  - b. Replace tiles on the dining room wall.**
  - c. Clean the bathroom.**

- d. Replace the window screen in bedroom one.
- e. Clean the carpet in bedrooms two and three.

## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

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

The Needs and Services Plans (NSPs) are current; however, the treatment team and input from the child are not included in the development or implementation of the NSPs. The NSPs are not comprehensive and do not include short and long term goals.

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

### **Recommendations**

#### **2. Bourne Group Home management:**

- a. Include the treatment team and input from the child in the development and implementation of the Needs and Services Plans.
- b. Develop comprehensive Needs and Services Plans that are specific, attainable, realistic, time limited, and include short and long term goals.

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school.

The Group Home's program includes the development of children's daily living, self-help, and survival skills. However, age appropriate children are not provided with

opportunities to participate in emancipation and vocational programs.

**Recommendation**

3. Bourne Group Home management provide age appropriate children with opportunities to participate in emancipation and vocational programs.

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

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

Children 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:**

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

Children are aware of their right to refuse medication.

**Recommendations**

**There are no recommendations for this section.**

**VI. Personal Rights**

**Method of assessment – Interviews with children**

**Sample size: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children expressed 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 able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. 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: Two**

**Comments:**

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

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

The Group Home provides children with adequate personal care items.

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

**Recommendations**

**There are no recommendations for this section.**

Bourne Inc Group Home Services  
3369 Monterosa Ave. Altadena Ca 91001 626-797-9196  
fax 626 345-9970

August 22, 2006

To: County of Los Angeles Department of Auditor- controller  
Attn: Candace Rhue, Group Home Audit Supervisor  
Department of auditor-controller, Kenneth Hahn hall of administration  
500 W. Temple, room515-a, Los Angeles CA 90012

To Group Home supervisor,

This letter is intended to complete the group home auditing process. Base on the results of the group home audit located at BOURNE INC Sankofa Facility 3656 dr Altadena 91001,

The corrective action plan of each recommendation is as follows:

### **A. Facility and Environment**

- The kitchen floor tile has been replaced (implemented)
- The tiles in the dining room wall have been replaced. (Implemented)
- The shower floor and toilet will remain clean at all times. (Implemented)
- The window screen in room one has been replaced. (Implemented)
- The carpet in room one, two, and three has been replaced (implemented)

### **B. program services**

Within the initial 30 day intake process a member of the treatment team will speak with the child to include the minor in the development and implementation of the need and service plans and implement the child's opinion on the NSP.

Needs and service plans will become more comprehensive that they are specific as possible ,realistic, time limited, and will also include long and short term goals. Upon each treatment team all current nsp and quarterlies will be reviewed for verification that the information that is requested is included in reports

### **C. educational and emancipation services**

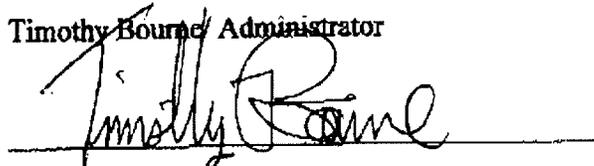
Bourne Inc will make every attempt provide children with opportunities for vocational services and emancipation programs within the first 12 months of the placement when age apprioate a minor will be enrolled in a vocational or emancipation program.

To ensure that these deficiencies will not occur again and remain implemented Facility Managers will be responsible for monitoring the facility and its programs. Facility managers will report to the group home administrator

To ensure that all corrective actions will remain implemented, Bourne Inc administrator Timothy Bourne will receive all reports from facility manager during a weekly administrative staff meeting and respond to the report accordingly. Administrator will also provide quality assurance to insure that facility is maintain by the regulations according to title 22

Thank You,

Timothy Bourne Administrator

A handwritten signature in black ink, appearing to read "Timothy Bourne", is written over a horizontal line. The signature is stylized and cursive.