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May 27, 2008

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

FROM: Wendy L. Watanabe *Wendy Watanabe*
Acting Auditor-Controller FOR

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – TRINITY YOUTH SERVICES, INC. – TRINITY-APPLE VALLEY, TRINITY-EL MONTE AND TRINITY-WHITewater GROUP HOMES**

We have completed a review of Trinity-Apple Valley, Trinity-El Monte, and Trinity-Whitewater Group Homes (Group Home or Agency) operated by Trinity Youth Services, Inc. Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Trinity-Apple Valley Group Home is a 44-bed facility, which provides care for boys ages 8-15 years who exhibit behavioral, social and emotional difficulties. At the time of the monitoring visit, Trinity-Apple Valley Group Home was providing services for four DCFS children, twenty-nine Probation children, five San Bernardino County children, two Tulare County children and one Riverside County child.

Trinity-El Monte Group Home is a 53-bed facility, which provides care for boys ages 11-17 years who exhibit behavioral, social and emotional difficulties. At the time of the monitoring visit, Trinity-El Monte Group Home was providing services for 50 Probation children.

Trinity-Whitewater Group Home is a 96-bed facility, which provides care for boys ages 12-17 years who exhibit behavioral, social and emotional difficulties. At the time of the monitoring visit, Trinity-Whitewater Group Home was providing services for 60 Probation children, ten Alameda County children, two San Diego County children, two

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Sonoma County children, one Imperial County child, one Sacramento County child, one San Luis Obispo County child, one San Mateo County child and one Santa Barbara County child.

Trinity-El Monte Group Home is located in the First District. Trinity-Apple Valley Group Home is located in San Bernardino County. Trinity-Whitewater Group Home is located in Riverside County.

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, facility inspections and interviews with children placed in each 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 except for several deficient areas noted below.

Trinity-Apple Valley and Trinity-Whitewater Group Homes need to provide children with access to computers and with additional educational support and resources. Both Group Homes also need to maintain current court authorizations for all children taking psychotropic medications.

Trinity-Apple Valley Group Home needs to provide all children with a sufficient amount of food.

Trinity-El Monte Group Home needs to develop comprehensive Needs and Services Plans.

Trinity-Whitewater Group Home needs to address the following deficiencies:

- Clean and repair floors and carpeting throughout the group home.
- Repair the vent cover in the bathroom.
- Provide children with opportunities to participate in emancipation programs, in planning recreational activities and in extra-curricular activities in which they have an interest.
- Allow children to make and receive personal telephone calls and send and receive unopened mail.
- Provide children with opportunities to make meal suggestions.

- Provide children with the required \$50 monthly clothing allowance and with a sufficient quantity of clothes.
- Maintain appropriate documentation of children's monthly clothing allowances.
- Provide children with opportunities to shop for clothes in the community.
- Allow children to spend their weekly allowances as they choose.
- Encourage and assist all children in creating and 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.

If you have any questions, please contact me or have your staff contact Don Chadwick at (626) 293-1102.

WLW:DC:CC:dl

Attachments

c: William T Fujioka, Chief Executive Officer
Patricia S. Ploehn, Director, DCFS
Susan Kerr, Senior Deputy Director, DCFS
Robert B. Taylor, Chief Probation Officer
Jim Speros, Chairman, Board of Directors, Trinity Youth Services, Inc.
John Neuber, Executive Director, Trinity Youth Services, Inc.
Public Information Office
Audit Committee

**Trinity Youth Services
Trinity-Apple Valley Group Home
Apple Valley, California 92308
License Number: 366401747
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Trinity-Apple Valley Group Home is located in a residential community. The exterior of the Group Home is well maintained. The grounds are clean and adequately landscaped.

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.

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 are also available. However, children do not have on-site computers available for their use.

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

Recommendation

- 1. Trinity Youth Services management provide children with on-site access to computers with a variety of programs.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Six

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 short and long term goals.

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

Recommendation

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Six

Comments:

Children are attending school. Five children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. However, one child is not progressing satisfactorily in school and the child indicated that he is not encouraged to complete his school work.

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

- 2. Trinity Youth Services management provide all children with sufficient educational support and resources to meet their educational needs.**

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Six

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Documentation confirms that children taking psychotropic medications are routinely seen by the prescribing psychiatrist. However, three children do not have current court authorizations for the psychotropic medications that they are taking.

Children are informed about their psychotropic medications and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

3. Trinity Youth Services management maintain current court authorizations for all children taking psychotropic medications.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Six

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 the 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 make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children 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.

Five children report satisfaction with meals and snacks. However, one child reports that he is seldom able to receive a second serving of food.

Children receive voluntary medical, dental and psychiatric care.

Recommendation

- 4. Trinity Youth Services management provide all children with sufficient quantities of food.**

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Six

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

Recommendation

There are no recommendations for this section.

**Trinity Youth Services
Trinity-El Monte Group Home
El Monte, California 91731
License Number: 191604301
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Trinity-El Monte 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.

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.

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

There are no recommendations for this section.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Seven

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. However, five of the NSPs are not comprehensive and do not include short term goals.

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

Recommendation

- 1. Trinity Youth Services management develop comprehensive Needs and Services Plans that include short term goals.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Seven

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.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Seven

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

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 medications and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

There are no recommendations for this section.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Seven

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 the 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 make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children 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 also receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Seven

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

Recommendation

There are no recommendations for this section.

**Trinity Youth Services
Trinity-Whitewater Group Home
Whitewater, California 92282
License Number: 330900909
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Trinity-Whitewater Group Home is located in a residential community. The exterior of the Group Home is well maintained. The grounds 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 common quarters provide a home-like environment. However, the floors in several of the bathrooms are dirty and have mildew and the flooring at the base of the tub in two of the bathrooms is missing caulk. A shim under the toilet in one of the bathrooms is stained and extends beyond the base of the toilet and the ceiling vent cover in another bathroom is not properly attached.

Generally, 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. However, the carpet in many of the bedrooms is split and damaged. 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. However, the Group Home does not have a sufficient amount of educational resources and casual reading material. Children do not have access to on-site computers with a variety of programs.

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

Recommendations

1. Trinity Youth Services management:

- a. Clean the bathroom floors.**
- b. Properly caulk the bathroom areas in rooms 123 and 223.**

- c. Repair the shim under the toilet in the bathroom in room 216.
- d. Re-attach the ceiling vent cover in the bathroom in room 222.
- e. Repair or replace the carpet in the bedrooms as needed.
- f. Maintain a sufficient supply of age-appropriate educational supplies and reading material.
- g. Provide children with access to on-site computers with a variety of programs.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Nine

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 short and long term goals.

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

Recommendation

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Nine

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 vocational programs as appropriate. Six children have participated in emancipation programs. However, three children report that they have not been offered opportunities to participate in emancipation programs and services.

Recommendation

- 2. Trinity Youth Services management provide all age-appropriate children with opportunities to participate in emancipation programs and services.**

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Nine

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. However, two children report that they are not able to participate in planning activities. One child reports that he has not been provided with opportunities to participate in extra-curricular, enrichment and social activities in which he has an interest.

The Group Home provides transportation to and from the activities.

Recommendations

- 3. Trinity Youth Services management:**
 - a. Provide all children with opportunities to participate in planning activities.**
 - b. Provide all children with opportunities to participate in extra-curricular activities in which they have an interest.**

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Documentation confirms that children taking psychotropic medications are routinely seen by the prescribing psychiatrist. However, two children do not have current court authorizations for the psychotropic medications that they are taking.

Children are informed about their psychotropic medications and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

- 4. Trinity Youth Services management maintain current court authorizations for all children taking psychotropic medication.**

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Nine

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 the 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. However, one child reports that he is not allowed to telephone his family members as needed and two children report that the mail is read by the staff before it is sent or received. Children 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.

Overall, children report satisfaction with meals and snacks. However, one child reports dissatisfaction with the taste of the food served.

Children receive voluntary medical, dental and psychiatric care.

Recommendations

5. Trinity Youth Services management:

- a. Allow all children to contact family members as needed according to their case plan.**
- b. Allow all children to send and receive unopened mail according to their case plan.**

- c. Provide children with opportunities to make meal suggestions.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Nine

Comments:

The Group Home provides appropriate clothing and items of necessity to children. Clothing provided to children is of good quality. However, not all children receive the required \$50 monthly clothing allowance. Most of the children report that they are not provided with opportunities to shop in the community and two children report that they are not allowed to select their own clothes. Four children do not have sufficient quantities of clothes and are in need of pants, shirts, undershirts and sweaters.

The Group Home provides children with the required minimum weekly allowance. Most children spend their allowances as they choose. However, one child reports that he is not allowed to spend his allowance as he chooses.

The Group Home provides children with adequate personal care items. Children are provided with photo albums/life books. However, two children report that they are not encouraged or assisted in maintaining their photo albums/life books.

Recommendations

6. Trinity Youth Services management:

- a. Provide all children with the required \$50 monthly clothing allowance and maintain appropriate documentation.
- b. Provide all children with opportunities to shop in the community.
- c. Provide all children with opportunities to select their own clothes.
- d. Provide all children with additional clothing items as needed.
- e. Allow all children to spend their allowances as they choose.
- f. Encourage and assist all children in maintaining photo albums/life books.

TRINITY-APPLE VALLEY

Re: CORRECTIVE ACTION PLAN
Date: 12-5-07

I. Facility and Environment

Recommendation. Trinity Youth Services management provide the children with on-site access to computers with a variety of programs.

In October 2007, upon request of the Campus Director, one desktop computer was installed in the living area of each of the four units. They all have Microsoft Word, which allows the residents to do word processing, play some games like Solitaire and Minesweeper and paint pictures. The programs are compatible with the computers at the school so they can complete homework assignments and other school projects. Each of the four Unit Supervisors are responsible for making certain all residents are scheduled to use the computers as requested. It is also their responsibility to report to the Campus Director, in writing, any problems with the operation of any computer so that she can arrange to have the computer serviced or replaced, if necessary.

III. Education and Emancipation Services

Recommendation. Trinity Youth Service management provide all children with sufficient education support and resources to meet their educational needs.

The Principal of our off-grounds SED school in Hesperia and the Campus Director have regular weekly conferences, which may include our treatment staff and teachers, to make certain that the children are provided with sufficient educational support and resources to meet their educational needs. The Campus Director has already implemented this corrective action plan and will also be the quality assurance person to make certain that weekly meetings as well as regular telephone contacts with the Unit Supervisors and the school staff are addressing ways to best provide maximum support and resources to enrich their educational experience of the children.

V. Psychotropic Medication

Recommendation. Trinity Youth Services management maintain current court authorizations for all children taking medication.

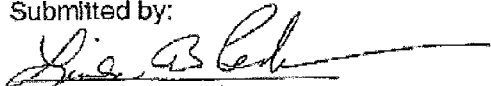
In the future, the Supervising Officer of the Day, who is also responsible for keeping the medical records and requesting court authorizations for use of psychotropic medication, will make certain

that court authorizations are obtained as soon as possible whenever any psychotropic medication is prescribed by the psychiatrist. The Campus Director, who is the immediate supervisor of the SOD, will be closely monitoring this area to make certain that court authorizations are requested and obtained in a timely manner.

VI. **Personal Rights**
Recommendation. Trinity youth Services management provide all children with sufficient quantities of food.

The Supervising Cook, working closely with the TYS Director of Food Services and their Consulting Nutritionist, is responsible for making certain that all of the children receive sufficient portions of food at each meal, with afternoon and evening snacks also provided daily. This has already been implemented. The Campus Director, who is the immediate supervisor of the Supervising cook, will closely monitor meals being served to ensure that all of the cooks provide a sufficient amount of food for each child at each and every meal, including seconds and even thirds, whenever possible. Additional snack food is available upon request of unit staff, as needed.

Submitted by:



Linda B. Peck, MA
Campus Director



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TRINITY EL MONTE

December 4, 2007

Please find our responses to the recommendations listed in the audit report addressing the Department of Auditor-Controller visit to Trinity El Monte on September 12, 2007:

Recommendation 1- Trinity Youth Services management develop comprehensive Needs and Services Plans that include short term goals for all children.

We addressed this recommendation with a short term fix as well as a plan for long term correction of the documents as follows:

- In the short term, the issue was discussed with the Admin team where we covered information dealing with what was missing from the Needs and Services as well as what is expected in them regarding measurable and observable goals. This was considered short term as we were still dealing with the "old" needs and services forms as well as quarterly reporting forms.
- The current and "long term" plan which was again addressed in our 12/3/07 Admin meeting, will be to convert to the new LA County Needs and Services document in the next two weeks. Copies of the document have been created and are being distributed. A formal training will take place within the next two weeks to cover the document itself as well as to review in detail the method for writing a measurable and observable goal, as we will expect in the new document.

We recently hired a new Social Worker, Esmeralda Amaya, who is receiving training in this area to monitor the corrections and ensure compliance. Her supervisor, Adrine Bazikyan will further monitor this process to ensure that there are appropriate short term goals for the clients.

If you have any further questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "James R. Adams".

Jim Adams
Trinity El Monte Director

Empowering Children and Families for Over Forty Years
Trinity Residential Services is a division of Trinity Youth Services

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Corrective Action Plan for 2007 L.A. County Audit of Trinity-Whitewater

Date Faxed: 12/04/07 (213) 346-9020

The L.A. County Auditor identified the following:

Recommendations

I. Facility and Environment

1. Trinity Youth Services management:

a. Clean the bathroom floors.

The bathroom floors identified in the exit summary, rooms 123, 215 and 223 as having wax buildup, the buildup was removed on November 15, 2007, by Martin Caliano of maintenance.

b. Properly caulk the bathroom areas in room 123 and 223.

These items were repaired on November 15, 2007, by Martin Caliano of maintenance.

c. Repair the shim under the toilet in the bathroom in room 216.

This item was repaired on October 04, 2007, by Martin Caliano of maintenance.

d. Reattach the ceiling vent cover in the bathroom in room 222.

This item was repaired on October 04, 2007, by Martin Caliano of maintenance.

e. Repair or replace the carpets in the bedrooms as needed.

Work requests were made on November 9 and November 28, 2007. (Copies of the orders included). Estimated date of completion is January 31, 2008.

f. Maintain a sufficient supply of age-appropriate educational supplies and reading material.

Currently, the facility and the school are in the process of procuring educational supplies and reading materials for inclusion into the developing campus library, which is scheduled for completion by February 01, 2008.

g. Provide children with access to on-site computers with a variety of programs.

Two stand alone computers with printers have been installed in the developing campus library, which is scheduled for completion by February 01, 2008.

III. Educational and Emancipation Services

2. Trinity Youth Services management provide all age-appropriate children the opportunity to participate in emancipation programs and services.

Within thirty days of the resident's placement, a career interest survey will be administered by the Recreation Department. Copies will then be forwarded to the unit supervisors for inclusion into the case planning for the resident. This survey and the Probation Officer's Transitional Independent Living Plan (T.I.L.P.) will help identify the career direction a resident can take. Information has been provided to each unit supervisor regarding the Independent Living Program classes provided through Riverside County.

IV. Recreation and Activities

3. Trinity Youth Services management:

a. Provide all children with opportunities to participate in planning activities.

A suggestion box has installed in the recreation department door (a common area to all residents). Residents are welcome to submit suggestions; the box will be checked daily by recreation staff and forwarded to the Recreation Coordinator for consideration. Suggestions may be made through a representative of the student council; the topic will then be discussed. The minutes from the meeting will be forwarded to the Campus Director for review (a copy of the minutes from the Student Council meeting conducted on November 9, 2007 included).

b. Provide all children with opportunities to participate in extra-curricular activities in which they have an interest.

Within thirty days of the resident's placement, an activity interest survey will be administered by the Recreation Department. Copies will then be forwarded to the unit supervisors for inclusion into the case planning for the resident.

V. Psychotropic Medication

4. Trinity Youth Services management maintain current court authorizations for all children taking psychotropic medication.

The authorizations for the two residents identified in the exit summary have been received fully approved by the court (copies provided).

VI. Personal Rights

5. Trinity Youth Services management:

a. Allow all children to contact approved family members as needed.

On November 15, 2007, a memorandum was issued by the facility director that reinforced this specific right (copy of memorandum included).

b. Allow children to send and receive unopened mail according to their case plan.

On November 15, 2007, a memorandum was issued by the facility director that reinforced this specific right (copy of memorandum included).

c. Provide children with opportunities to make meal suggestions.

There are two modalities that afford the children to make suggestions. One - a suggestion box has installed in the recreation department (a common area to all residents), this box will be checked daily by recreation staff and the suggestion will be forwarded to the Supervising Cook. Second - suggestions may be made through a representative of the student council; the topic will then be discussed, and then forwarded to the Supervising Cook.

VII. Clothing and Allowance

6. Trinity Youth Services management:

a. Provide all children with the required \$50 monthly clothing allowance and maintain appropriate documentation.

During the exit interview, the auditor identified a tracking program at another site that provided acceptable documentation of the above. This program has been implemented and will be administered by the clothing room staff.

b. Provide all children with opportunities to select their own clothes.

During a resident's orientation visit to the clothing room, a **Trinity Whitewater Clothing Information** sheet will be utilized (a blank copy included). This form is explained to the resident by the clothing room staff member. Each subject area of this form is initialed by the resident as being understood, which includes the opportunity to select their own clothes.

c. Allow children the choice to shop in the community or at the campus store.

Although Trinity Whitewater does not have a campus store, a resident will visit our clothing room during orientation and a **Trinity Whitewater Clothing Information** sheet will be utilized (a blank copy included). This form is explained to the resident by the clothing room staff member. Each subject of this form is initialed by the resident as being understood, which includes the opportunity to shop in the community or at the campus clothing room.

d. Provide all children with additional clothing items as needed.

When a resident is in need of additional clothing, this will be ascertained through a physical clothing inventory. If the need is legitimate the resident will be clothed, as per the clothing standard, issued by the auditor during the exit interview.

e. Allow all children to withdraw and spend their allowances as they choose.


On November 15, 2007, a memorandum was issued by the facility director that reinforced this specific issue (copy of memorandum included).

f. Encourage and assist all children in creating and maintaining photo albums/life books.

A monthly recreation activity has been placed into our schedule called "scrap booking" to reinforce the creation and maintenance of their life books. (a copy of the schedule provided).

If any further clarification is necessary, please feel free to contact me at (760) 325-1387 or (951) 258-6182 (cell).

Cordially,



Jeff Bierlein
Campus Director