



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

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July 17, 2009

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe
Auditor-Controller

**SUBJECT: GROUP HOME PROGRAM MONITORING REPORT – FIELDS
COMPREHENSIVE YOUTH SERVICES, INC. – EDDINGTON AND
NAPA GROUP HOMES**

We have completed a review of Eddington and Napa Group Homes (Group Home or Agency) operated by Fields Comprehensive Youth Services, Inc. The Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department.

Eddington and Napa Group Homes are each six-bed facilities, which provide care for boys ages 11-17 years who exhibit behavioral, social and emotional difficulties. At the time of the monitoring visit, Eddington Group Home was providing services for three DCFS children, one Probation child, one Riverside County child and one San Bernardino County child. Napa Group Home was providing services for three DCFS children, one Probation child, one Riverside County child and one San Bernardino County child.

Eddington and Napa Group Homes are located in San Bernardino County.

Scope of Review

The purpose of our review is to determine whether the Agency is providing the services as outlined in their Program Statement. In addition, 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, employee 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 a few deficient areas. For example:

- Both Group Homes need to repair and clean several areas throughout the Group Homes.
- Both Group Homes need to develop comprehensive Needs and Services Plans that include short and long term goals and encourage and assist children in creating and updating life books/photo albums.
- Eddington Group Home needs to maintain current court authorization for all children taking psychotropic medications.

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 (213) 253-0301.

WLW:MMO:JET:DC:AA

Attachments

c: William T Fujioka, Chief Executive Officer
Patricia S. Ploehn, Director, DCFS
Ted Myers, Chief Deputy Director, DCFS
Susan Kerr, Senior Deputy Director, DCFS
Robert B. Taylor, Chief Probation Officer
Steve Wysocki, Board President, Fields Comprehensive Youth Services, Inc.
Arby Fields, Executive Director, Fields Comprehensive Youth Services, Inc.
Public Information Office
Audit Committee

**Fields Comprehensive Youth Services, Inc.
Eddington Group Home
Upland, California 91786
License Number: 3366407035
Rate Classification Level: 10**

I. Facility and Environment

Method of assessment – Observation

Comments:

Eddington 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. However, the window blinds in the hallway are damaged and in bathrooms one and two, the caulking is corroded around the bathtubs.

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. Fields Comprehensive Youth Services management:**
 - a. Replace the damaged window blinds in the hallway.**
 - b. Re-caulk the area surrounding the bathtubs in bathrooms one and two.**

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 and the treatment team develops and implements the NSPs with input from the child. However, 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.

Recommendation

- 2. Fields Comprehensive Youth Services management develop comprehensive Needs and Services Plans that 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, are provided with educational support and resources to meet their educational needs and are progressing satisfactorily. 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

None.

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 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

None.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children are informed about their psychotropic medication, are aware of their right to refuse medication, and medication distribution logs are properly maintained. The children are routinely seen by the prescribing psychiatrist. However, children do not have current court authorizations for the psychotropic medications that they are taking.

Recommendation

- 3. Fields Comprehensive Youth Services management maintain current court authorizations for children taking psychotropic medications.**

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 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, have private visitors and 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

None.

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. However, children are not encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

- 4. Fields Comprehensive Youth Services management encourage and assist children in creating and maintaining photo albums/life books.**

VIII. Personnel Background Checks

Method of assessment – Review of relevant documents

Sample Size: Five

Comments:

The Group Home has obtained the required criminal and child abuse clearances for their employees.

Recommendation

None.

**Fields Comprehensive Youth Services, Inc.
Napa Group Home
Rancho Cucamonga, California 91701
License Number: 366402086
Rate Classification Level: 10**

I. Facility and Environment

Method of assessment – Observation

Comments:

Napa 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 adequately 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, there are burn marks on the kitchen stove's backsplash.

Children's bedrooms are adequately maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. The mattresses are comfortable, the beds all have a full complement of linens, and children's sleeping arrangements are appropriate. However, the carpet is ripped, the walls need painting, and the window blinds are damaged in all three bedrooms.

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. Fields Comprehensive Youth Services management:**
 - a. Replace the backsplash on the kitchen stove.**
 - b. Replace or repair the carpet in all three bedrooms.**
 - c. Paint the walls in all three bedrooms.**
 - d. Replace the damaged blinds in all three bedrooms.**

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 and the treatment team develops and implements the NSPs with input from the child. However, 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.

Recommendation

- 2. Fields Comprehensive Youth Services management maintain comprehensive Needs and Services Plans that 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, are provided with educational support and resources to meet their educational needs and are progressing satisfactorily. 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

None.

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 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

None.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

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

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

Recommendation

None.

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 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, have private visitors and 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

None.

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. However, children are not encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

- 3. Fields Comprehensive Youth Services management encourage and assist children in creating and maintaining photo albums/life books.**

VIII. Personnel Background Checks

Method of assessment - Review of relevant documents

Sample Size: Five

Comments:

The Group Home has obtained the required criminal and child abuse clearances for their employees.

Recommendation

None.

**Fields Comprehensive Youth Services, Inc
Eddington Group Home
Corrective Action Plans
1215 Eddington Street
Upland, California 91786
License Number #366407025
Rate Classification Level: 10**

April 24, 2009

1. Facility and Environment

Recommendation 1.a. Replace the damaged window blinds in the hallway

Status:

Eddington Facility (Implemented) the window damaged blinds in the hallway were replaced

Plan to prevent reoccurrence: The Facility Manager will ensure that repair request are listed in the Daily Maintenance Log and Maintenance staff will ensure that repairs are completed in a timely manner.

Person responsible for implementing corrective action: Executive Director

Person responsible for monitoring to ensure corrective action remains implemented:
The staff member assigned to Quality Assurance for Building and Safety

Recommendation 1.b. Re caulk the area surrounding the bathtubs in bathrooms one and two.

Status:

Eddington Facility (Implemented) the area surrounding the bathtubs in bathrooms one and two were re caulked.

Plan to prevent reoccurrence: The Facility Manager will ensure that repair request are listed in the Daily Maintenance Log and Maintenance staff will ensure that repairs are completed in a timely manner.

Person responsible for implementing corrective action: Executive Director

Person responsible for monitoring to ensure corrective action remains implemented:
The staff member assigned to Quality Assurance for Building and Safety

II. Program Services

Recommendation 2. a. Develop Comprehensive Needs and Services Plans for all clients that include short and long term goals.

Status: (Implemented) Fields Comprehensive Youth Services is using the Needs and Services Plans template as required by the DCFS/Probation contract. Fields Group Homes Facility Managers and Assistant Director met with therapist Tina Rodriguez on April 8, 2009 and reviewed recommendations on improving Needs and Service Plans given by the auditors upon the completion of their audit. It was agreed upon to simplify the short and long term goals using child friendly language so that the minors are clear on their goals. It was also agreed to ensure each minor has a copy of their short term goals to post on their wall bulletin boards so they can physically see them daily and check the goals they successfully reach. This implementation will begin with upcoming and future Needs and Service Plans

Plan to prevent reoccurrence: Fields Comprehensive Group Home will continue to ensure that all minors placed will be directly involved in the development of their Needs and Services Plan. Also that their short and long term goals are clear and easy to understand.

Person responsible for implementing corrective action: Executive Director

Person responsible for monitoring to ensure corrective action remains implemented: Fields Comprehensive Youth Services' Facility Managers

III. Educational and Emancipation Services

Recommendations

There are no recommendations for this section

IV. Recreation and Activities

There are no recommendations for this section

V. Psychotropic Medication

Recommendation 3. Fields Comprehensive Youth Services management maintain current court authorizations for all children taking psychotropic medications

Status: (Implemented) All currently placed minors taking psychotropic medication have current court authorization for the medication.

Plan to prevent reoccurrence: Fields Comprehensive Youth Services' Facility Managers will ensure that a court authorization form is completed for all minors

prescribed psychotropic medication and that their authorizations are renewed every 6 (six) months. The staff assigned to Quality Assurance Medication will audit medication records weekly to ensure that court authorizations are being completed timely as required.

Person responsible for implementing corrective action: Executive Director

Person responsible for monitoring to ensure corrective action remains implemented :
Fields Comprehensive Youth Services' Facility Managers

VI. Personal Rights

Recommendations

There are no recommendations for this section

VII. Clothing and Allowance

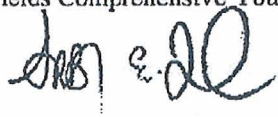
Recommendation 4. Fields Comprehensive Youth Services Management will encourage and assist minors in creating and maintaining photo albums/life books.

Status: (Not Implemented) Photo albums/life books will be purchased and distributed to all minors currently placed and at intake for any incoming minors. These books will serve as their ongoing life books, which they can utilize for maintaining memories and special occasions during their treatment at Fields Comprehensive Youth Series. Staff will be briefed on assisting minors in creating and maintaining photo albums/life books during treatment team training on May 6, 2009. This plan will be implemented on or before May 13, 2009.

Plan to prevent reoccurrence: Fields Comprehensive Youth Service Facility Managers will be responsible for assigning staff to assist minors in maintaining life books.

Person responsible for implementing corrective action: Executive Director

Person responsible for monitoring to ensure corrective action remains implemented :
Fields Comprehensive Youth Services' Facility Managers



Arby Fields
Executive Director

4-24-09

Date

**Fields Comprehensive Youth Services, Inc
Napa Group Home
Corrective Action Plans
7062 Napa Avenue
Rancho Cucamonga, California 91701
License Number #366402086
Rate Classification Level: 10**

April 24, 2009

1. Facility and Environment

Recommendation 1.a. Replace the burned backsplash on the kitchen stove

Status:

Napa Facility (Implemented) the burned backsplash was repaired on the kitchen stove.

Plan to prevent reoccurrence: The Facility Manager will ensure that repair request are listed in the Daily Maintenance Log and Maintenance staff will ensure that repairs are completed in a timely manner.

Person responsible for implementing corrective action: Executive Director

Person responsible for monitoring to ensure corrective action remains implemented:
The staff member assigned to Quality Assurance for Building and Safety

Recommendation 1.b. Repair or replace the ripped carpet in all three bedrooms two.

Status:

Napa Facility (Implemented) the carpet in all three bedrooms were repaired.

Plan to prevent reoccurrence: The Facility Manager will ensure that repair request are listed in the Daily Maintenance Log and Maintenance staff will ensure that repairs are completed in a timely manner.

Person responsible for implementing corrective action: Executive Director

Person responsible for monitoring to ensure corrective action remains implemented:
The staff member assigned to Quality Assurance for Building and Safety

Recommendation 1. c. Paint the walls in all three bedrooms

Status

Napa Facility (Implemented) All three bedroom walls were painted

Plan to prevent reoccurrence: The Facility Manager will ensure that repair request are listed in the Daily Maintenance Log and Maintenance staff will ensure that repairs are completed in a timely manner.

Person responsible for implementing corrective action: Executive Director

Person responsible for monitoring to ensure corrective action remains implemented:
The staff member assigned to Quality Assurance for Building and Safety

Recommendation 1. d. Replace the damaged blinds in all three bedrooms

Status

Napa Facility (Implemented) All three bedrooms damaged blinds were removed and replaced with window curtains.

Plan to prevent reoccurrence: The Facility Manager will ensure that repair request are listed in the Daily Maintenance Log and Maintenance staff will ensure that repairs are completed in a timely manner.

Person responsible for implementing corrective action: Executive Director

Person responsible for monitoring to ensure corrective action remains implemented:
The staff member assigned to Quality Assurance for Building and Safety

II. Program Services

Recommendation 2. a. Develop Comprehensive Needs and Services Plans for all clients that include short and long term goals.

Status: (Implemented) Fields Comprehensive Youth Services is using the Needs and Services Plans template as required by the DCFS/Probation contract. Fields Group Homes Facility Managers and Assistant Director met with therapist Tina Rodriguez on April 8, 2009 and reviewed recommendations on improving Needs and Service Plans given by the auditors upon the completion of their audit. It was agreed upon to simplify the short and long term goals using child friendly language so that the minors are clear on their goals. It was also agreed to ensure each minor has a copy of their short term goals to post on their wall bulletin boards so they can physically see them daily and check the goals they successfully reach. This implementation will begin with upcoming and future Needs and Service Plans

Plan to prevent reoccurrence: Fields Comprehensive Group Home will continue to ensure that all minors placed will be directly involved in the development of their Needs and Services Plan. Also the minor's short and long-term goals are clear and easy to understand.

Person responsible for implementing corrective action: Executive Director

Person responsible for monitoring to ensure corrective action remains implemented:
Fields Comprehensive Youth Services' Facility Managers

III. Educational and Emancipation Services

Recommendations

There are no recommendations for this section

IV. Recreation and Activities

There are no recommendations for this section

V. Psychotropic Medication

Recommendation

There are no recommendations for this section

VI. Personal Rights

Recommendations

There are no recommendations for this section

VII. Clothing and Allowance

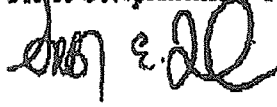
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Plan to prevent reoccurrence: Fields Comprehensive Youth Service Facility Managers will be responsible for assigning staff to assist minors in maintaining life books.

Person responsible for implementing corrective action: Executive Director

Person responsible for monitoring to ensure corrective action remains implemented:
Fields Comprehensive Youth Services Facility Managers



Arby Fields
Executive Director

4/27/09
Date