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January 11, 2006

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 – WESTSIDE CHILDREN'S GROUP HOMES, INC. – WESTSIDE GROUP HOMES SITES 1, 2, 3, AND 4**

We have completed a review of Westside Group Homes Sites 1, 2, 3, and 4 (Group Home or Agency) operated by Westside Children's Group Homes, Inc. The Agency contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Westside Group Homes are each six-bed facilities which provide care for boys and girls ages 0-18 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Westside Group Homes Sites 1, 2 and 3 were each providing services for six Los Angeles County DCFS children, and Site 4 was providing services for five Los Angeles County DCFS children.

Westside Group Homes are located in the Fourth 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.

Summary of Findings

The review disclosed that all facilities were not complying with a number of contract requirements. Additionally, the Agency is not providing the treatment services as outlined in their Program Statement, and needs to address the following deficiencies:

All four Group Homes need to make numerous repairs to the interiors and exteriors of their facilities, and make numerous repairs to their furniture and fixtures. For example:

- All four homes need to clean/repair mildew and water damage in various rooms within the homes.
- Three of the four homes need to repair damaged, leaking roofs.
- Three of the four homes require interior and/or exterior patch and paint work.
- Three of the four homes need to remove debris, trash and/or discarded/broken equipment from the yard.
- Three of the four homes need to clean, repair or replace furniture in the house.
- Three of the four homes need to maintain appropriate landscaping in the front and/ or back yard.

In addition, all four Group Homes need to include the treatment team in the development and implementation of the Needs and Services Plans; develop Needs and Services Plans that are comprehensive, and include short and long-term goals; provide treatment services relevant to the needs cited in the treatment plans; provide all children with the required $50 per monthly clothing allowance; provide each child with individual hygiene and personal care products; and encourage and assist all children in creating and updating photo albums/life books.

Westside Group Home Site 2 needs to provide children with sufficient educational resources to meet their educational needs; provide children with additional indoor and outdoor recreational opportunities; maintain current court authorizations for all children receiving psychotropic medications; and provide children with the opportunity to receive requested dental care.

Westside Group Home Site 3 needs to maintain current court authorizations for the child receiving psychotropic medication.

Westside Group Home Site 4 needs to provide children with sufficient educational resources to meet their educational needs; provide children with appropriate outdoor

recreational activities; and provide children with regular opportunities to participate in planning activities.

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 also discussed our findings with DCFS management. DCFS management conducted a follow-up review, and determined that the agency has implemented many of our recommended improvements. Due to the significance of the findings, we will conduct another follow-up review within 45 days to ensure that all of the recommendations made in this report have been implemented.

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

JTM:MP:CC:jdh
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
Judy Mitchell, Executive Director, Westside Children's Group Homes
Public Information Office
Audit Committee

Westside Group Home
Site 1
7353 West 87th Place
Los Angeles, California 90045
Phone: (310) 670-0898
License Number: 191600105
Rate Classification Level: 8

I. Facility and Environment

Method of assessment – Observation

Comments:

Westside Group Home Site 1 is located in a residential community. The exterior of the Group Home is marginally maintained. The front yard is clean; however, the grass is overgrown. The roof is damaged and leaks. The back yard is poorly landscaped, and the grass is sparse.

There are several interior areas of the Group Home that require improvement. There is insufficient lighting in the hallway, the bathroom and in the living room/dining area. The hallway ceiling between bedrooms two and three is dusty and dirty. In the bathroom, the wall behind the toilet and the outer corners of the bathtub, have mold and mildew.

The children's bedrooms are clean and orderly, and have adequate furniture, lighting, and storage space. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, the bed coverings/comforters in the children's bedrooms are flat and faded. The window coverings are see-through and provide no privacy. The window screens are not properly fitted. The ceiling in bedroom number three is stained with mold and mildew due to roof damage.

The Group Home maintains age appropriate and accessible indoor recreational equipment; however, some of the outdoor play equipment is broken. There are also board games, a TV, and a VCR. 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. **Westside Group Home management:**

   a. **Cut the grass in the front yard.**

   b. **Make repairs to the roof.**

   c. **Provide grass and appropriate landscape in the backyard.**

   d. **Remove all broken play equipment from the backyard and maintain appropriate outdoor play equipment for the children.**

   e. **Provide additional lighting throughout the facility as needed.**

   f. **Clean and/or paint the hallway ceiling between bedrooms two and three, and the ceiling in bedroom three.**

   g. **Clean the bathroom wall areas that have mold and/or mildew.**

   h. **Replace the bed coverings that are faded and flat.**

   i. **Install window coverings that provide the children with privacy.**

   j. **Install window screens that properly fit the window openings.**

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.

There is a current Needs and Services Plan for each child; however, the NSPs are not developed or implemented by the treatment team. The NSPs are not comprehensive, and do not include short or long term goals.

Case files do not reflect documentation to show that children are receiving treatment services relevant to their needs.

Recommendations

2. **Westside Group Home management:**

   a. **Include the treatment team in the development and implementation of the Needs and Services Plans.**

   b. **Develop Needs and Services Plans that are comprehensive, and include short and long-term goals.**

   c. **Identify and provide treatment services relevant to each child's needs.**

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.

The children are too young to participate in emancipation and vocational programs.

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 for case files

Comments:

According to the Agency's management, there are currently no children receiving psychotropic medication. 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 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 the children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity. However, the Group Home does not supply children with the required $50 monthly clothing allowance.

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

The Group Home does not provide children with adequate personal care items to meet their individual needs.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendations

3. **Westside Group Home management:**

   a. **Provide all children with the required $50 per month clothing allowance.**

   b. **Provide each child with individual hygiene and personal care products.**

   c. **Encourage and assist all children in creating and updating photo albums/life books.**

Westside Group Home
Site 2
7344 West 87th Street
Los Angeles, California 90045
Phone: (310) 670-2556
License Number: 191600571
Rate Classification Level: 8

I. Facility and Environment

Method of assessment – Observation

Comments:

Westside Group Home Site 2 is located in a residential community. The exterior of the Group Home is poorly maintained. The roof is damaged and leaking. There is trash in the front of the house, a tree is overgrown, and the grass is sparse. Several of the front windows are dirty and stained. The window frames are deteriorating and are poorly patched with putty. The screens to the garage windows are strewn on the front lawn. The basketball goal is broken. The eaves along the front of the house, the front entryway, and the porch light fixture harbor dead and live insects, dust, dirt, spider webs and bird droppings. The outdoor carpet on the front entry way is deteriorated. The front entry security screen door does not fit properly.

The back yard is poorly landscaped. The shrubs and bushes are overgrown. The west-facing fence has fallen down. The back fence is missing pickets, needs to be painted, and the gate does not properly close.

The back door screen is torn. The stucco around the bathroom window needs to be refinished. The eaves along the back of the house are deteriorated, and the paint along the back of the house is chipped and peeling.

The interior of the Group Home requires improvement. There is insufficient lighting in the bathroom, hallway, living room, and dining/study area. The living room furniture is very worn, the sofa cushions are dirty and torn, and one of the sofa legs is broken. The desk is worn, and the surrounding area is disorganized and poorly lit. The grate over the heater in the living room is dirty and dusty, and requires cleaning and/or painting. The gate in front of the heater is loose and broken, and presents a safety hazard.

The dining table does not accommodate all the children, and there is no family style dining. The ceiling fan above the dining table is dusty and dirty. Carpet throughout the common areas, hallway, living room, and dining area is dirty. The kitchen table is unsanitary due to dirt and food crumbs, and is constructed of bare wood that needs to be refinished. The kitchen cabinets are dirty and

disorganized. Many of the pots and pans are in poor condition and present safety hazards due to the instability of the handles.

In the small bathroom there is mold and mildew in the shower, the paint on the ceiling of the shower is peeling, and the shower door does not close. The vanity drawers are missing knobs, and the toilet seat is worn and not securely installed on the toilet. In the larger bathroom, the lighting receptacle and the drawers in the vanity area are dirty.

The walls and ceilings throughout the house are dirty and dusty. The ceiling area in the service porch has visible mold and mildew as a result of water damage. The grate on the heater needs to be painted.

One of the children's bedrooms is clean and orderly. The furniture is adequate, and there is sufficient lighting and storage space. The bedroom is attractively decorated. However, there are numerous electrical cords connected to one outlet, which appears to be a safety hazard.

Two of the children's bedrooms are poorly maintained. One of the bedrooms is very small, and sleeping arrangements do not appropriately accommodate the children. The bedroom is cluttered, disorganized, and there is insufficient storage space. The beds are not made with a full complement of linens. The mattresses are slumped in the middle, and do not fit properly on the bed frame. The window coverings do not provide sufficient privacy.

The other bedroom has poor lighting. The shelves are cluttered and disorganized. The dresser drawers require cleaning and removal of graffiti. The window coverings and mini blinds are bent and are in overall poor condition.

The Group Home maintains age appropriate and accessible outdoor recreational equipment. There is a TV, VCR, and a computer with a variety of programs. However, the Group Home does not maintain games, books, educational resource materials, or indoor recreational activities for the children.

The Group Home maintains perishable and non perishable foods; however, food is not properly stored. The dry goods and staple items are stored in unsealed containers, where ants were found. Also, the food stored in the freezer is not properly wrapped, and some pesticide products are stored with food items. Additionally, medication is kept in an unlocked box that is accessible to children. All of these issues present safety hazards.

Recommendations

1. Westside Group Home management:

a. Place all trash inside trash receptacles.

b. Improve the appearance of the front yard by trimming the overgrown tree, and providing appropriate landscape.

c. Clean all windows.

d. Replace all deteriorated window frames.

e. Properly install window screens for all windows as needed.

f. Remove and/or replace broken basketball goal located on the garage.

g. Clean, repair, and paint the eaves along the front and back of the house.

h. Clean the front entryway including the light fixture.

i. Clean or replace the outdoor carpet in the entry way.

j. Re-install and adjust the security screen front door to ensure proper fit.

k. Make all necessary repairs to the roof.

l. Improve the backyard by trimming overgrown shrubs and bushes, and provide appropriate landscape.

m. Repair and paint backyard fence.

n. Replace the backdoor screen.

o. Paint and finish the stucco area around the bathroom window.

p. Provide additional lighting throughout the facility as needed.

q. Clean, repair, and/or replace the living room furniture as appropriate.

r. Organize the desk area.

s. Replace or clean and paint the heater grates located in the hallway and the living room.

t. Repair the gate that surrounds the living room heater.

u. Provide a dining table and chairs that comfortably accommodate all children.

v. Clean the ceiling fan.

w. Clean or replace carpet throughout the house.

x. Clean or replace the kitchen table.

y. Clean and organize all of the kitchen cabinets.

z. Replace all unsafe pots and pans.

aa. Clean, repair and paint the shower area in smaller bathroom.

bb. Clean the vanity and install drawer knobs in the smaller bathroom.

cc. Install and secure a new toilet seat in the smaller bathroom.

dd. Clean the lighting receptacle in the larger bathroom.

ee. Clean the vanity drawers in the larger bathroom.

ff. Clean and paint walls and ceilings throughout the house as needed.

gg. Repair the water-damaged ceiling and remove the mold and mildew from the ceiling in the service porch area.

hh. Remove the numerous electrical cords from the children's bedrooms.

ii. Develop appropriate sleeping arrangements that provide each child with reasonable personal space.

jj. Provide furnishings that permit each child the opportunity to organize and store their personal belongings.

kk. Ensure that all beds are made with a full complement of linens.

ll. Replace the slumped and worn mattresses.

mm. Install window coverings that provide privacy in children's bedrooms.

nn. Repair, clean, and remove the graffiti writing from the bedroom dresser drawers.

oo. Provide age appropriate indoor recreational activities, including educational resources and supplies.

pp. Properly store food in sealed clean containers.

qq. Maintain the refrigerator in a clean, sanitary, and organized manner.

rr. Separate and store pesticide products away from all food items and safely secured from children.

ss. Obtain regular extermination service to fully address the insect problem in the house.

tt. Establish and maintain a regular cleaning routine throughout the house including all cabinets and appliances.

uu. Replace or repair the garage refrigerator/freezer.

vv. Ensure children do not have access to stored medications.

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.

There is a current Needs and Services Plan for each child; however, the NSPs are not developed or implemented by the treatment team. The NSPs are not comprehensive, and do not include short or long term goals.

Case files do not reflect documentation to show that children are receiving treatment services relevant to their needs.

Recommendations

2. **Westside Group Home management:**

   a. **Include the treatment team in the development and implementation of the Needs and Services Plans.**

   b. **Develop Needs and Services Plans that are comprehensive, and include short and long-term goals.**

   c. **Identify and provide treatment services relevant to each child's needs.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. The Agency adequately monitors the children's attendance and the children have a tutor that visits the home regularly. However, the children are not progressing satisfactorily in school and there are no school supplies available at the Group Home. 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. **Westside Group Home management provide additional educational resources and support to help ensure children progress satisfactorily in school.**

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Agency provides children with sufficient leisure time. Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest. The Agency provides transportation to and from activities.

The Agency does not provide sufficient on-grounds or off-grounds recreational activities for children.

Recommendation

4. **Westside Group Home management provide children with additional on-grounds and off-grounds recreational activities.**

V. Psychotropic Medication

Method of assessment – Review of relevant documents for case files

Comments:

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

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

Medication distribution logs are properly maintained.

Recommendation

5. **Westside Group Home management maintain current court authorizations for all children receiving psychotropic medications.**

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 and psychiatric care. However, one child reports that he requested to be seen by an orthodontist, but an appointment has not yet been scheduled.

Recommendation

6. **Westside Group Home management provide children with the opportunity to receive requested dental care.**

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 the children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity. However, the Group Home does not supply children with the required $50 monthly clothing allowance.

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

The Group Home does not provide children with adequate personal care items to meet their individual needs.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendations

7. **Westside Group Home management:**

   a. **Provide all children with the required $50 per month clothing allowance.**

   b. **Provide each child with individual hygiene and personal care products.**

   c. **Encourage and assist all children in creating and updating photo albums/life books.**

Westside Group Home
Site 3
6041 Will Rogers Street
Los Angeles, California 90045
Phone: (310) 670-2556
License Number: 191600951
Rate Classification Level: 8

I. Facility and Environment

Method of assessment – Observation

Comments:

Westside Group Home Site 3 is located in a residential community. The front and back yards are clean, and adequately landscaped. However, the roof is damaged and in disrepair.

There is adequate furniture in the Group Home. However, light bulbs are missing in the bathroom, hallway, living room, and dining/study area. In the bathroom, there is mold and mildew around the entire bathtub area, and the floors have cracked tiles and there are open gaps between some tiles. One wall in the kitchen is worn and needs repair. The kitchen sink area is worn, and there is mold and mildew under the sink and on the countertop.

Children's mattresses are comfortable, and the beds all have a full complement of linens. Children's bedrooms have personalized decorations. The window coverings are sufficient and window screens fit properly. Children's sleeping arrangements are appropriate.

Bedrooms one and two are clean, orderly, have adequate furniture, lighting, and storage space. However, in bedroom three, the wall has mold and mildew. The television stand and the desk are worn. There is insufficient storage space for children's personal belongings.

The Group Home maintains age appropriate and accessible recreational equipment. There are board games, a TV, and a VCR. 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. **Westside Group Home management:**

   a. **Replace light bulbs in the light fixtures in the bathroom, hallway, living room, and dining/study area.**

   b. **Clean the mold and mildew in the bathroom.**

   c. **Repair the broken bathroom floor tiles, and eliminate the gaps in the floor.**

   d. **Repair the kitchen wall, and clean the mold and mildew in the sink area.**

   e. **Repair and/or replace the kitchen countertop.**

   f. **Clean the mold and mildew on the wall in bedroom three.**

   g. **Replace the worn television stand and desk in bedroom three.**

   h. **Provide appropriate storage 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.

There is a current Needs and Services Plan for each child; however, the NSPs are not developed or implemented by the treatment team. The NSPs are not comprehensive, and do not include short or long term goals.

Case files do not reflect documentation to show that children are receiving treatment services relevant to their needs.

Recommendations

2. **Westside Group Home management:**

   a. **Include the treatment team in the development and implementation of the Needs and Services Plans.**

   b. **Develop Needs and Services Plans that are comprehensive, and include short and long-term goals.**

   c. **Identify and provide treatment services relevant to each child's needs.**

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 documents for relevant case files

Comments:

One child is receiving psychotropic medication and documentation confirms that the child is routinely seen by the prescribing psychiatrist. However, the child does not have a current court authorization for psychotropic medication.

The child is informed about her psychotropic medication, and is aware of her right to refuse medication.

Medication distribution logs are properly maintained.

Recommendation

3. **Westside Group Home management maintain current court authorizations 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 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 the children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity. However, the Group Home does not supply children with the required $50 monthly clothing allowance.

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

The Group Home does not provide children with adequate personal care items to meet their individual needs.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendations

4. **Westside Group Home management:**

   a. **Provide all children with the required $50 per monthly clothing allowance.**

   b. **Provide each child with individual hygiene and personal care products.**

c. Encourage and assist all children in creating and updating photo albums/life books.

Westside Group Home
Site 4
7318 West 88th Street
Los Angeles, California 90045
Phone: (310) 670-2556
License Number: 191601405
Rate Classification Level: 8

I. Facility and Environment

Method of assessment – Observation

Comments:

Westside Group Home Site 4 is located in a residential community. The exterior of the Group Home is marginally maintained. The eaves have spider webs, dead insects, dirt and other debris , and the paint trim on the house is peeling. An inoperable car is being stored in the driveway. There is trash in the front yard and on the side of the house. The screen on the front bedroom window is missing. The back yard is poorly landscaped, the grass is sparse, and the yard is unkempt. The walkway in the backyard is cracked and uneven, and toys are strewn about. The door to the shed in the back yard, does not close properly.

There are several interior areas of the Group Home that require improvement. There is insufficient lighting in the hallway, the bathroom, the living room/dining area and the family room/den. The table, windowsills, walls, floor, and baseboards in the kitchen eating area are dirty. The kitchen cabinets are dirty, and have a greasy build-up. There is no hot water in the small bathroom. The washer and dryer area has a strong mildew smell, and there is a large opening in the ceiling that exposes pieces of insulation. The floor in the family room is dirty and cluttered. In the living room, there is dog fur on the carpet, and a large quantity of dust, particularly on the fireplace screen.

The children's bedrooms are orderly. The bedrooms have adequate furniture, lighting, and storage space. The mattresses are comfortable, and the beds all have a full complement of linens. The children's sleeping arrangements are appropriate. However, the bed coverings are worn, faded and flat. The window coverings are see-through and provide no privacy. A toy chest in bedroom two is dirty. There are dusty stuffed animals in the children's bedrooms and in the family room/den.

The Group Home maintains minimal outdoor recreational equipment. The Group Home does not maintain age appropriate and accessible books, resource materials, and games for the children.

The Group Home maintains a sufficient supply of perishable and non-perishable foods. However, snacks are improperly stored in open containers in the cabinet.

Recommendations

1. **Westside Group Home management:**

   a. **Clean and paint the trim on the exterior of the house.**

   b. **Clean, repair and paint the eaves on the exterior of the house.**

   c. **Remove all loose trash, and store all trash in covered containers.**

   d. **Cut front yard lawn, provide additional landscape in the front yard, and maintain the front yard in a clean and attractive condition.**

   e. **Remove the inoperable car from the driveway.**

   f. **Replace or repair the cracked walkway in the backyard.**

   g. **Remove all broken play equipment from the back yard.**

   h. **Maintain appropriate landscape in the backyard.**

   i. **Repair and/or adjust the storage shed door.**

   j. **Replace the window screen on the front bedroom window.**

   k. **Clean carpets and dust all furniture in the family room and living room.**

   l. **Provide hot water in the small bathroom.**

   m. **Provide additional lighting in the bathrooms, hallway, bedrooms, family room/den and dining/study area.**

   n. **Clean the children's eating area.**

   o. **Clean the kitchen cabinets.**

   p. **Clean and sanitize the laundry area.**

   q. **Repair the ceiling near the washer and dryer.**

   r. **Provide age appropriate recreational equipment, books, resource materials, and games for children.**

s. **Remove and replace the worn, faded and flat coverings on the children's beds.**

t. **Install window coverings in the children's bedrooms that provide adequate privacy.**

u. **Clean or remove the dusty stuffed animals from the children's bedrooms and family room.**

v. **Clean or remove the toy chest in the middle bedroom.**

w. **Properly store all food in sealed clean containers.**

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.

There is a current Needs and Services Plan for each child; however, the NSPs are not developed or implemented by the treatment team. The NSPs are not comprehensive, and do not include short or long term goals.

Case files do not reflect documentation to show that children are receiving treatment services relevant to their needs.

Recommendations

2. **Westside Group Home management:**

   a. **Include the treatment team in the development and implementation of the Needs and Services Plans.**

   b. **Develop Needs and Services Plans that are comprehensive, and include short and long-term goals.**

   c. **Identify and provide treatment services relevant to each child's needs.**

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; however, they are not being provided with sufficient educational resources to meet their educational needs. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

The children are too young to participate in emancipation and vocational programs.

Recommendation

3. **Westside Group Home management provide children with sufficient educational resources to meet their educational needs.**

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 leisure time. Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

Children are not provided with sufficient outdoor recreational activities. Children are not given regular opportunities to participate in planning activities.

The Group Home does not routinely provide transportation to and from the activities.

Recommendations

4. **Westside Group Home management:**

   a. **Provide children with appropriate outdoor recreational activities.**

b. **Provide children regular opportunities to participate in planning activities.**

c. **Provide transportation to and from activities.**

V. Psychotropic Medication

Method of assessment – Review of relevant documents for case files

Comments:

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

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

Medication distribution logs are properly maintained.

Recommendation

5. **Westside Group Home management maintain current court authorizations for all children receiving psychotropic medications.**

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 receive voluntary medical, dental, and psychiatric care.

Children report dissatisfaction with the snack schedule and with the snacks provided.

Recommendation

6. **Westside Group Home management provide children with a variety of accessible healthy snacks, and work with children to improve the snack schedule.**

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 the children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity. However, the Group Home does not supply children with the required $50 monthly clothing allowance.

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

The Group Home does not provide children with adequate personal care items to meet their individual needs.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendations

7. **Westside Group Home management:**

   a. **Provide all children with the required $50 per month clothing allowance.**

   b. **Provide each child with individual hygiene and personal care products.**

c. Encourage and assist all children in creating and updating photo albums/life books.

WESTSIDE CHILDREN'S GROUP HOMES, INC.
CORRECTIVE ACTION PLAN

Ms. Jacqueline Hayes
Department of Auditor-Controller
Department of Children and Family Services
E-Mail: jdhayes8112@comcast.net

Re: **Corrective Action Plan for Westside Group Homes, Inc.**

Dear Ms. Hayes:

The following Corrective Action Plan is in response to your recommendations provided October 9, 2005.

CORRECTIVE ACTION PLAN

Site One 7353 West 87th Place, Los Angeles, California 90045

I. FACILITY AND ENVIRONMENT

Comments:

The front yard is clean; however, the grass is overgrown. There is damage to the roof, and a blue tarp on the roof to prevent water entry. The back yard is poorly landscaped, and the grass is sparse.

There are several interior areas of the Group Home that require improvement. There is insufficient lighting in the hallway, the bathroom and in the living room/dining area. The hallway ceiling between bedrooms two and three is dusty and dirty. In the bathroom, there is a leak, and the area behind the toilet and the outer corners of the bathtub have mold and mildew.

The bed coverings are see-through and provide no privacy. The window screens are not properly fitted. The ceiling in bedroom number three is stained with mold and mildew due to roof damage.

Recommendations:

a. Cut the grass in the front yard.
b. Make repairs to the roof and remove the blue tarp from the roof.
c. Provide grass and appropriate landscape in the backyard.
d. Remove all broken play equipment from the backyard and maintain appropriate outdoor play equipment for the children.
e. Provide light bulbs to the light fixtures in the bathroom, hallway, living room and dining/study area.
f. Clean an/or paint the hallway ceiling between bedrooms number two and three.
g. Repair the leak in the bathroom and clean the bathroom wall areas that have mold and/or mildew.
h. Replace the bed coverings/comforters that are faded and flat.
i. Install window coverings that provide the children with privacy.
j. Install window screens that properly fit the window openings.
k. Clean and paint the ceiling in bedroom number three.

RESPONSES TO CAP

As of 9/30/05 the following corrections have been made:

a. The grass has been cut and will be maintained on a monthly basis by contract maintenance staff.
b. The house has been re-roofed.
c. Grass seeds have been replanted and grass will be in full growth by February 2006.
d. The broken swing set has been removed and another swing/slide has been procured. Weekly, children are transported to the local park and playground to enjoy other gross motor activities. There is an abundance of outdoor toys for gross motor activities.
e. Light bulbs have been installed into each light fixture.
f. The hallway, along with other areas of the house have been repainted.
g. The leak in the bathroom has been repaired, and the mold and mildew have been removed and the walls thoroughly cleaned.
h. New bed covers have purchased and placed on each bed. When the new covers begin to show signs of wear or are damaged, facility staff are instructed to inform administrative staff to replace the worn covers with new ones.
i. New window coverings that provide privacy were purchased and installed. Any signs of wear or damage, facility staff are instructed to inform administrative staff for replacement and/or repair.

j. Window screens have been purchased and properly installed. Facility staff are instructed to monitor screens on a weekly basis for signs of disrepair.
k. The ceiling in the bedroom has been cleaned and painted.

II. PROGRAM SERVICES

Comments:

There is a current Needs and Services Plan for each child; however, the NSPs are not developed and/or not implemented by the treatment team. The NSPs are not comprehensive, do not include short or long-term goals, and do not identify treatment services relevant to the needs cited in the treatment plan.

Recommendations:

a. Include the treatment team in the development and implementation of the Needs and Services Plans.
b. Develop Needs and Services Plans that are comprehensive, and include short and long-term goals.
c. Identify and provide treatment services relevant to the needs cited in the treatment plan.

RESPONSE TO CAP

a. The Treatment Team at Westside Group Home consists of the clinical staff at the HELP GROUP, private consulting psychologists, in-house licensed clinical social worker and consulting nurse. These individuals will be included in the development and implementation of the treatment plans for children.
b. The Needs and Services Plan will be comprehensive and include short and long-term goals.
c. The Needs and Services Plan will identify each child's individual needs; determine, note and provide treatment services required to address the child's psychological, social, emotional and educational needs.

VII. CLOTHING AND ALLOWANCE

Comments:

Children are given the opportunity to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity. However, the Group Home does not supply children with the required $50 monthly clothing allowance.

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

The Group Home does not provide children with adequate personal care items.

Children are not encouraged and assisted in creating and maintaining photo albums/life books.

Recommendations

a. Provide all children with the required $50 per month clothing allowance.
b. Provide each child with individual hygiene and personal care products.
c. Encourage and assist all children in creating and updating photo albums/life books.

RESPONSE TO CAP

a. All children receive a $50 monthly clothing allowance. A log of each child's clothing allowance disbursement has been recorded by facility staff, and filed in the Administrative Office.
b. All of the residents have been provided with individual his/her personal hygiene and personal care products that are age appropriate and tailored to their individual needs. An individualized container with each child's personal care items has been provided for easy access.
c. All residents have received a photo album and staff assist children to collect photographs and items of personal interest from school and outings that memorialize their life while in residence and file the items in the photo album/life book.

Site Two 7344 West 87th Street, Los Angeles, California 90045

I. FACILITY AND ENVIRONMENT

Comments:

Westside Group Home Site Two is located in a residential community. The exterior of the Group Home is poorly maintained. There is trash in the front area of the house, a tree is overgrown and the grass is sparse. Several of the windows that face the front of the house are dirty and stained with bird droppings. The window frames are deteriorating and are patched with window putty. The screens to the garage windows are strewn on the front lawn. The basketball goal is broken. The eaves along the front of the house, the front entryway and the porch light fixture harbor dead and live insects, dust, dirt, spider webs and bird droppings. The indoor/outdoor carpet on the front entryway is deteriorated. The front entry security screen door is not properly installed, as it sits three or more inches above the floor.

There is roof damage, and a blue tarp on the roof to prevent water entry. The backyard is poorly landscaped. The shrubs and bushes, many of which have thorns, are overgrown. The west-facing fence has fallen down. The back fence is missing pickets, and the gate does not close properly. The entire fence needs to be painted and repaired.

The back door screen is torn. The bathroom window on the west side of the house was replaced; however, the stucco was left in an unfinished condition; the eaves along the back of the house are deteriorated, and the paint along the back of the house is chipped and peeling.

The interior of the Group Home requires improvement. There is insufficient lighting in the bathroom, hallway, living room, and dining/study area. The living room furniture is very worn, the sofa cushions are dirty and torn and one of the legs is broken off the sofa. The desk is worn, and the surrounding area is disorganized and poorly lit. The gate over the heater in the living room is dusty and dirty, and requires cleaning and/or painting. The wooden gate positioned in front of the heater is loose and broken. The gate is no longer functional and presents a safety hazard.

The dining table does not accommodate al the children, and there is no family style dining. The ceiling fan/light above the dining table is dusty and dirty. Carpet throughout the common areas, hallway, living room and dining area is dirty. The table in the kitchen is dirty and is constructed of unfinished wood that has numerous crevices that hold crumbs and other food fragments. The kitchen cabinets are disorganized, and food items

are stored with pots and pans. Many of the pots and pans are in poor condition, and present a safety hazard due o the instability of the handles.

There is mold and mildew in the shower in the small bathroom, located on the west side of the house, the paint on the ceiling of the shower is peeling and the shower door does not close. The vanity drawers are missing knobs, and the toilet seat is worn and not securely installed in the toilet. The larger bathroom, located on the east side of the house has debris deposited in the lighting receptacle in the vanity area. The vanity drawers re dirty and have debris.

The walls and ceilings throughout the house are dirty and dusty. The ceiling area in the service porch has visible mold and mildew because of water damage. The gate on the heater is also in need of paint.

One of the children's bedrooms located in the southeast area of the house is clean and orderly. The furniture is adequate, and there is sufficient lighting and storage space. The bedroom is attractively decorated. However, there are numerous electrical cords connected to one outlet, which appears to be a safety hazard.

Two of the children's bedrooms are in poor shape. One of the bedrooms located on the west side of the house is very small and does not appropriately accommodate the two teenage children, and sleeping arrangements do not appropriately accommodate the children. The bedroom is cluttered, disorganized; a there is insufficient storage space. The beds are not made with a full complement of linens. The mattresses are slumped in the middle, and do not fit properly on the bed frame. The window coverings do not provide sufficient privacy.

The other bedroom located in the northeast area of the house has extremely poor lighting. The shelves installed on the wall are cluttered and disorganized. The dresser drawer requires cleaning and removal of graffiti writing. The window coverings, mini blinds are bent and in overall poor condition.

The Group Home maintains are appropriate and accessible outdoor recreational equipment. There is a TV, VCR and a computer with a variety of programs. However, the Group Home does not maintain games, books, resource materials and indoor recreational activities for the children.

The Group Home maintains perishable and nonperishable foods; however, food is not properly stored. The dry goods and staple items are stored in unsealed containers, where live ants were found. There are cookies, cereal, and peanut butter stored in unsealed containers on the shelves located in the service porch area. Some pesticide products are also stored with food items, presenting a safety hazard.

The refrigerator is disorganized, cluttered and unsanitary. The door shelves of the refrigerator are broken. The storage refrigerator/freezer located in the garage is broken;

the freezer portion is not sealed, and there are deed gnats on the door shelf. However, there is food stored in the freezer that is not properly wrapped or dated.

Two of the children require regular prescribed medication, which must be refrigerated. Medication is kept in an unlocked box with the food, accessible to children.

Recommendations

a. Maintain front yard, driveway and walkway in a neat and clean manner. All trash must be placed inside trash receptacles.
b. Improve the appearance of the front yard by trimming the overgrown tree and providing appropriate landscape.
c. Clean all windows on the house.
d. Replace the deteriorated window frames located in the northeast bedroom and kitchen area.
e. Properly install window screens for all windows.
f. Remove and/or replace broken basketball goal located on the garage.
g. Clean, repair and paint the eaves along the front and back of the house.
h. Clean the front entryway including the light fixture.
i. Remove and/or replace the indoor-outdoor carpet.
j. Re-install and adjust the security screen front door to ensure proper fit with the opening.
k. Make all necessary repairs to the roof and remove the blue tarp from the roof.
l. Improve the backyard by trimming overgrown shrubs and bushes, and provide appropriate landscape.
m. Repair and paint backyard fence.
n. Replace the backdoor screen, located on the west side of the house
o. Paint and finish the stucco area where the bathroom window was replaced
p. Provide light bulbs to the light fixtures in the bathroom, hallway, living room and dining/study area.
q. Purchase lighting for the desk area.
r. Clean and repair the sofa and chair set.
s. Organize the desk area.
t. Replace or clean and paint the heater grates located in the hallway and the living room.
u. Remove or repair the wooden gate that surrounds the living room heater.
v. Provide a dining table and chairs that comfortably accommodate all the children.
w. Clean the ceiling fan.
x. Clean or replace carpet throughout the house.
y. Clean, replace or remove the kitchen table.
z. Clean and organize all the kitchen cabinets.
aa. Remove and replace all unsafe cooking tools, specifically pos and pans that have damaged and unstable handles.
bb. Clean, repair and paint the shower area in the west-facing bathroom.
cc. Clean the vanity and install drawer knobs in the west-facing bathroom
dd. Install and secure a new toilet seat in the west-facing bathroom.

ee. Clean the lighting receptacle located in the east-facing bathroom and maintain it in a clean condition.
ff. Clean the vanity drawers located in the east-facing bathroom.
gg. Clean and paint walls and ceilings throughout the house by October 30, 2005.
hh. Repair the water-damaged ceiling and remove the mild and mildew from the ceiling in the service porch area.
ii. Remove the numerous electrical cords from the children's bedrooms.
jj. Develop appropriate sleeping arrangements that provide each child with reasonable personal space and storage.
kk. Provide furnishings that permit each child the opportunity to organize and store their personal belongings.
ll. Ensure that all beds are made with a full complement of linens.
mm. Replace mattresses that are slumped and worn with comfortable mattresses.
nn. Provide window coverings that provide privacy.
oo. Repair, clean and remove the graffiti writing from the chest of drawers located in the northeast bedroom.
pp. Provide age appropriate indoor recreational activities, including educational resources and supplies.
qq. Properly store food in sealed clean containers.
rr. Maintain the refrigerator in a clean, sanitary and organized manner.
ss. Separate and store pesticide products away from all food items and safely secure from children.
tt. Obtain regular extermination service to fully address the insect problem in the house.
uu. Establish and maintain a regular cleaning routine throughout the house including all cabinets and appliances.
vv. Replace or repair the refrigerator/freezer that is in the garage.
ww. Store children's medication in a locked box

RESPONSES TO CAP

a. The front yard, driveway and walk ways, along with any trash on the premises from leaves or overgrown shrubs are clean daily and monitored by Facility Shift Managers to make sure that the property remains clean and safe.
b. Overgrown trees, flowers and other landscape maintenance are currently monitored on a monthly basis by contract maintenance staff.
c. All windows have been cleaned and are monitored monthly by Shift Mangers to make sure that the property remains clean and safe.
d. Windows have been repaired and are monitored by Shift Managers daily.

e. Window screens have been installed for proper fit and are monitored daily by Shift Managers.
f. The basketball hoop is secure and functions properly.
g. The eaves have been cleared of debris and painted. Shift Managers will monitor monthly and submit a request for debris removal by contract maintenance staff.
h. The entryways and light fixtures have been cleaned and will be monitored monthly by Shift Managers for proper upkeep.
i. The deteriorated indoor/outdoor carpet in the front entryway has been removed.
j. The security screen door has been adjusted to close properly.
k. The blue tarp has been removed and the house, re-roofed.
l. The shrubs and bushes have been trimmed and the yard, seeded.
m. The fence has been repaired and painted.
n. The backdoor screen has been replaced.
o. New stucco and paint have been applied to the area that borders the bathroom window.
p. Light bulbs have been installed and will be monitored, monthly.
q. A light fixture has been provided for the desk area.
r. A new sofa and chair have replaced the old furniture, and is cleaned on a bimonthly basis or as often as needed.
s. The desk area is cleaned, organized and maintained by the Shift Manager Staff.
t. The heater gates have been cleaned and painted.
u. The wooden gate has been removed.
v. New dining room table and chairs have been purchased to accommodate all of the children at the table.
w. The ceiling fan has been cleaned, and will be checked and cleaned monthly by Shift Managers.
x. The carpet has been removed and replaced with linoleum throughout the house.
y. The kitchen table is cleaned on a daily basis by staff and monitored by Shift Managers. A tablecloth has been installed to prevent foodstuff from being caught in the porous openings of the table.
z. All kitchen cabinets have been cleaned, painted and organized. They are checked by staff on a weekly basis as part of the routine kitchen/house preventive maintenance program.
aa. New cookware has been purchased and will be monitored by the facility staff. Ch
bb. The shower area has been cleaned, repaired and painted.
cc. The vanity has been cleaned and drawer knobs have been installed in the west-facing bathroom.
dd. The toilet seat has been installed and secured in the west-facing bathroom.
ee. The lighting receptacle located in the east-facing bathroom has been replaced and will be cleaned by staff and monitored by Shift Managers.
ff. The vanity drawers located in the east-facing bathroom have been cleaned and will be monitored by Shift Managers.
gg. All walls have been cleaned and painted except the hallway leading up to the office upstairs. This area will be completed by 11/30/05.
hh. The water-damaged ceiling has been cleaned and painted. They are free of mildew and mold, caused by the leaking roof.

ii. All electrical cords have been removed from the children's bedrooms.
jj. The bedrooms have been rearranged for optimum personal use and storage.
kk. New furniture has been purchase for children to store their personal belongings.
ll. Additional linens for each bed have been provided.
mm. New mattresses have been installed to replace the old ones.
nn. Window coverings that provide privacy have been installed throughout the house.
oo. Graffiti on furniture that was unable to be removed has been replaced by new furniture.
pp. New age appropriate games and educational supplies have been purchased for use by all of children in the facility.
qq. All food in the refrigerator and in cupboard shelves has been properly stored in containers with lids.
rr. The refrigerator is checked daily for cleanliness and freshness of food. The Shift Managers are responsible for the daily maintenance of the refrigerator and kitchen area.
ss. Pesticide products are now stored away in safe, locked areas away from food products.
tt. Pesticide products are locked in a closet away from and out of the reach of children.
uu. The exterminator service has been authorized to service the facility every two months as a preventive maintenance measure. However, the facility staff is authorized to call for services on an "as needed" basis.
vv. As a matter of routine, Staff Managers monitor the housekeeping assignments to staff on a daily and weekly basis to maintain the residence in a clean and orderly manner.
ww. A new refrigerator has been purchased and installed in the garage.
xx. The medication cabinet has been repaired and is kept locked, at all times. The nurse consultant about handling medication has trained all staff again and maintaining a locked medication cabinet at all times.

II.PROGRAM SERVICES

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.

There is a current Needs and Services Plan for each child; however, the NSPs are not developed and/or implemented by the treatment team. The NSPs are not comprehensive, do not include short or long-term goals, and do not identify treatment services relevant to the needs cited in the treatment plan.

Recommendations

a. Include the treatment team in the development and implementation of the Needs and Services Plans.
b. Develop Needs and Services Plans that are comprehensive, and include short and long-term goals.
c. Identify and provide treatment services relevant to the needs cited in the treatment plan.

RESPONSES TO CAP

a. Westside Treatment Team includes a consulting psychologist, licensed clinical social worker, CSW, nurse consultant and outside Mental Health Component from the HELP Group in Culver City.
b. Effective 9/30/05, all Needs and Service Plans contain long-term and short-term goals that are measurable, attainable and realistic.
c. The Needs and Services Plan will identify each child's individual needs; determine, note and provide treatment services required to address the child's psychological, social, emotional and educational needs.

III. EDUCATIONAL AND EMANCIPATION SERVICES

Children are attending school. The Agency maintains reasonable contact with the children's schools of attendance and the children have a tutor that visits the home regularly. However, the children are not progressing satisfactorily in school and there re no available school supplies at the Group Home. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with the opportunity to participate in emancipation and vocational program as appropriate.

Recommendations

a. Provide educational resources sufficient to assist and encourage children to progress in school.

RESPONSE TO CAP

a. Educational resources will be provided to accent and stimulate each client's progress in school. Some of the activities and resources include weekly trips to the local library, private tutors, after school tutorial programs offered at the local school campus.

IV. RECREATION AND ACTIVITIES

Comments:

The Agency provides children with sufficient leisure time. Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Agency does not provide sufficient on grounds or off-grounds recreational activities.

Recommendations

a. Westside Group Home management provide children with additional indoor and outdoor recreational opportunities.

RSPONSE TO CAP

a. Indoor games, TV games, puzzles, etc. have been purchased for children at all four facilities. Outdoor games for younger client have been purchase; however due to the limited area for the older children, they, along with the younger children receive offsite activities and outings to the local park, YMCA, Circus, Santa Monica Mountains for hiking, LA County and Orange County Fairs, visits to friends homes and frequent trips to the "Mall".

VI. PSYCHOTROPIC MEDICATION

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

Recommendations

a. Westside Group Home management maintain current court authorizations for all children receiving psychotropic medications

RSPONSE TO CAP

a. An Administrative Psychotropic Medication Authorization File has been developed and implemented to better monitor the client's psychotropic medication and to manage the biannual renewal dates of each medication.

VI. PERSONAL RIGHTS

Children receive voluntary medical and psychiatric care. However, one child reports that he requested to be seen by an orthodontist, but an appointment has not yet been scheduled.

Recommendation

a. Westside Group Home management provides children with the opportunity to receive requested dental care.

RESPONSE TO CAP

a. Administration and staff agree that children have the right to be seen by a medical or dental professional. The goal of the Westside Administration is to provide each child with the best medical and dental services available.

VII. CLOTHING AND ALLOWANCE

The Group Homes provides appropriate clothing, and items of necessity to the children. Children are given the opportunity to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity. However, the Group Home does not supply children with the required $50 monthly clothing allowance.

The group home provides children with the required minimum base allowance. Children are permitted to spend their allowance as they choose.

The Group Home does not provide children with adequate personal care items.

Children are not encouraged and assisted in creating and maintaining photo albums/life books.

Recommendations

a. Provide all children with the required $50 per month clothing allowance.
b. Provide each child with individual hygiene and personal care products.
c. Encourage and assist all children in creating and updating photo albums/life books.

RESPONSE TO CAP

a. All children currently are scheduled to receive their clothing allowance on a monthly basis. However, there are children in residence unable to purchase or comprehend their need due to their age/and or mental development and/or physical limitations. It is not uncommon for a Westside Facility Manager to purchase clothing and supplies, submit the bill to management for payment at the end of the month. Although the children's clothing may not be purchased every month, the total purchase can be averaged to satisfy the $50.00 per month clothing allowance. Clothing for each child is recorded in the their file at each facility and recorded in a master file at the office location.
b. All of the residents have been provided with individual his/her personal hygiene and personal care products that are age appropriate. An individual container with each child's personal care items has been provided.
c. All residents have received a photo album, staff assists children to collect photographs and items of personal interest from school, and offsite visits to incorporate into their life/photo albums.

Site Three 6041 Will Rogers Street, Los Angeles, California 90045

I. FACILITY AND ENVIRONMENT

Comments:

Westside Group Home Site Three is located in a residential community. The front and back yards are clean and adequately landscaped. However, the roof is damaged and in disrepair.

There is adequate furniture in the Group Home. However there are no light bulbs in the light fixtures in the bathroom, hallway, living room and dining/study area. In the bathroom, there is mold and mildew around the entire bathtub area, and the bathroom floors have cracked titles and extra gaps between some tiles improperly fitted. The north

wall in the kitchen area is deteriorated. The kitchen sink area is worn, and there is mold and mildew under the sink and on the countertop,

Two of the three children's bedrooms are clean, orderly, have adequate furniture, lighting, and storage space. Children's mattresses are comfortable, and the beds all have a full complement of linens. The children's bedrooms have personalized decorations. The window coverings are sufficient and window screens fit properly. Children's sleeping arrangements are appropriate.

However, in the northeast children's bedroom, the north wall has mold and mildew. The television stand and the desk are worn. There is insufficient storage space for personal belongings, including clothes and shoes.

The Group Home maintains age appropriate and accessible recreational equipment. There are board games, a TV, and a VCR. 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

a. Replace light bulbs in the light fixtures in the bathroom, hallway, living room and dining/study area.
b. Clean the mold and mildew in the bathroom.
c. Repair the broken bathroom floor tiles, and properly install bathroom floor tiles, and properly install bathroom floor tiles to eliminate gaps in the floor.
d. Repair the kitchen wall, and clean the mold and mildew in the sink area.
e. Repair and/or replace the kitchen countertop.
f. Clean the mold and mildew on the wall in the children's bedroom.
g. Replace the worn television stand and desk in the children's bedroom.
h. Provide appropriate storage in the children's bedroom.

RESPONSE TO CAP

a. Light bulbs have been replaced in the bathroom, hallway, living room, and dining/study area.
b. The mold and mildew in the bathroom has been cleaned and will be monitored by the facility management staff for any reoccurrence, which will be promptly be cleaned by staff.
c. The broken bath tiles have been replaced and the facility will be monitored for any disrepair on a weekly basis by facility management staff.
d. The sink and the entire wall that borders the sink have been removed and replaced with a new stainless sink, marble counters and new faucet hardware.

e. The kitchen countertop has been removed and replaced with a marble countertop.
f. The mold and mildew on the wall in the children's bedroom has been cleaned.
g. The television furniture in the children's bedroom is appropriate.
h. All of the children's bedrooms have appropriate closet, shelves, shoe compartments and hangers to accommodate their clothing.

II. PROGRAM SEVICE

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.

There is a current Needs and Services Plan for each child; however, the NSPs are not developed and/or implemented by the treatment team. The NSPs are not comprehensive, do not include short or long-term goals, and do not identify treatment services relevant to the needs cited in the treatment plan.

Recommendations

a. Include the treatment teams in the development and implementation of the Needs and Services Plans.
b. Develop Needs and Services Plans that are comprehensive, and include short and long-term goal.
c. Identify and provide treatment services relevant to the needs cited in the treatment plan.

RESPONSE TO CAP

a. Westside Treatment Team includes a consulting psychologist, licensed clinical social worker, CSW, nurse consultant and outside Mental Health Component from the HELP Group in Culver City.
b. Effective 11/30/05, all Needs and Service Plans contain long-term and short-term goals that are measurable, attainable and realistic.
c. The Needs and Services Plan will identify each child's individual needs; determine, note and provide treatment services required to address the child's psychological, social, emotional and educational needs.

V. PSYCHOTROPIC MEDICATION

Comments:

Documentation confirms that the prescribing psychiatrist routinely sees the child. However, the child does not have a current court authorization for psychotropic medication.

The child is informed about her psychotropic medication, and is aware of her right to refuse medication.

Medication distribution logs are properly maintained.

Recommendations

Westside Group Home management maintains current court authorizations for the child receiving psychotropic medication.

RESPONSE TO CAP

a. An Administrative Psychotropic Medication Authorization File has been developed and implemented to better monitor the client's psychotropic medication and to manage the biannual renewal dates of each medication.

VII. CLOTHING AND ALLOWANCE

Comments:

The Group Home provides appropriate clothing and items of necessity to the children. Children are given the opportunity to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity. However, the Group Home does not supply children with the required $50 monthly clothing allowance.

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

The Group Home does not provide children with adequate personal care items.

Children are not encouraged and assisted in creating and maintaining photo albums/life books.

Recommendations

a. Provide all children with the required $50 per month clothing allowance.
b. Provide each child with individual hygiene and personal care products.
c. Encourage and assist all children in creating and updating photo albums/life books.

RESPONSE TO CAP

a. All children receive a $50 monthly clothing allowance. A log of each child's clothing allowance disbursement has been recorded by facility staff, and filed in the Administration's Office.
b. All residents have been provided with individual his/her personal hygiene and personal care products that are age appropriate. Individual containers with each child's personal care items have been provided.
c. All residents have received a photo album, and staff assists children with assembly of the photo album/life book on a monthly basis.

Site Four 7318 West 88th Strreet, Los Angeles, California 90045

I. FACILITY AND ENVIRONMENT

Comments:

Westside Children's Group Home operates four group home facilities, one being the West 88th Street Site. This home is attractive and blends well with other homes in the neighborhood. The exterior of the home is well maintained with no observable safety hazards.

The interior of the home is very neat and clean. Walls have been freshly painted and the carpet is clean throughout the home. The décor gives a sense of a home-like atmosphere. The common rooms are nicely decorated and maintained. Bedrooms are spacious, comfortable and personalized to each child's desire with posters, pictures and toys.

The only problems noted with the facility are that the carpet appears badly stained and soiled in the living room and two of the bedrooms. Further, a water pipe protrudes through the middle of the floor in one of the children's bedroom, which presents as a safety hazard.

There is age-appropriate play equipment in the home, including table games, TV, VCR and art supplies. There is a computer with a variety of programs, books, movies and resource materials.

There is a sufficient supply of frozen foods, meat canned goods, bakery items and fresh fruit. The food is accessible, appropriately dated and properly stored.

Recommendations

a. Replace soiled carpet in the living room and bedrooms.
b. Remove water pipe from the middle of the floor in the resident bedroom.

RESPONSE TO CAP

a. The soiled carpet in the living room has been replaced with new carpet; the children's bedrooms have either been resurfaced with tile or the carpet has been cleaned and/or replaced.
b. The water pipe has been removed from the resident's bedroom.

Judy Mitchell
Executive Director

Patty Williams
Administrator