



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

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

J. TYLER McCAULEY
AUDITOR-CONTROLLER

September 21, 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 – CHILDREN ARE OUR FUTURE: HOWARD HOUSE, LEGG HOUSE, SATICOY HOUSE, TOM BROWNING HOUSE, AND WEST HILLS HOUSE GROUP HOMES**

We have completed a review of Howard House, Legg House, Saticoy House, Tom Browning House, and West Hills House (Group Home or Agency) operated by Children Are Our Future. The Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Children Are Our Future Group Homes are each six-bed facilities, which provide care for boys ages 12-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Howard House was providing services for two DCFS children and three Probation children. Legg House was providing services for one DCFS child and five Probation children. Saticoy House was providing services for three DCFS children and two Probation children. Tom Browning House was providing services for two DCFS children and two Probation children. West Hills House was providing services for three DCFS children, one Probation child, and one child from Stanislaus County.

The Group Homes are located in the Fifth District.

"To Enrich Lives Through Effective and Caring Service"

Scope of Review

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

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement. However, each Group Home has the same or similar deficient areas as noted in our October 5, 2004 Group Home Program Monitoring Report.

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

Three of the homes need to maintain appropriate landscaping in the front or back yards; repair or replace floor coverings; complete repairs in the bathrooms; repair or replace windows and screens; patch and paint interior and exterior walls; provide sufficient lighting to exterior and interior areas; and repair appliances.

Howard House needs to secure a vacated office area; repair the concrete driveway; repair electrical outlets; organize and provide safe access and conditions in the game room; and provide all age-appropriate children with emancipation and vocational programs.

Legg House needs to remove graffiti from a back yard wall and replace a basketball rim.

Tom Browning House needs to replace fascia boards; remove graffiti from patio pillars; replace a damaged exterior door; and repair smoke detectors.

West Hills House needs to replace a gate post and repair a brick planter box.

Additionally, all five Group Homes need to make corrections regarding Needs and Services Plans, educational services, and life books. For example:

All of the Group Homes need to include the children's placement workers and input from the child in the development and update of the Needs and Services Plans. Three of the homes need to complete initial assessments in a timely manner; provide additional

resources and support for children to meet their educational needs; and assist children in maintaining life books.

Attached is a detailed report of the review.

Review of Report

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

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

JTM:MP:CC:dl

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

Attachments

c: David E. Janssen, Chief Administrative Officer
Patricia S. Ploehn, Director, DCFS
Robert B. Taylor, Chief Probation Officer
Michael Linqata, Executive Director, Children Are Our Future
Public Information Office
Audit Committee

**Children Are Our Future
Howard House
669 West Calaveras Street
Altadena, California 91001
Phone: (818) 709-3808
License No.: 191221569
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Howard House Group Home is located in a residential community. The front and back yards are clean; however, the grass is sparse and the trees are overgrown. There is an open vacant office behind the garage, with old discarded items that could pose as a possible safety hazard to children. The concrete driveway is cracked and uneven.

There is adequate furniture and lighting in the Group Home. However, the interior of the Group Home is not well maintained. The electrical outlets in the office, den, and laundry room are damaged. The flooring is worn and spotted in the kitchen, hallway, and office. The doorsill between the den and hallway is damaged, and there is a hole in the hallway wall. In the dining room, the wall is dirty, and a chair is damaged. The game room is cluttered, unorganized, and missing a window pane.

Children's bedrooms have age-appropriate personalized decorations. There is adequate lighting and storage space. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. Window screens are in good repair. However, the blinds in bedroom two are damaged. In bedroom three, the dressers are damaged and the walls are dirty.

The Group Home maintains age-appropriate recreational equipment. There are also board games, a TV, and a VCR 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. Children Are Our Future management:

- a. Provide appropriate landscape in the front and back yards.**
- b. Remove the discarded items and lock the office behind the garage.**

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- c. Repair the driveway.
- d. Repair the damaged electrical outlets.
- e. Repair or replace the flooring in the kitchen, hallway and office.
- f. Replace the hallway doorsill.
- g. Repair the damaged hallway wall.
- h. Paint the dining room wall.
- i. Reupholster or replace the dining room chair.
- j. Organize and properly maintain the game room.
- k. Replace the missing window pane in the game room.
- l. Replace the damaged window blinds in bedroom two.
- m. Repair the dressers in bedroom three.
- n. Paint the walls 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. One child was assessed for needed services within thirty days of placement. However, the other child's assessment was not completed in a timely manner.

The Needs and Services Plans (NSPs) are current, comprehensive, and include long and short-term goals. However, the placement workers are not included in the development and implementation of the NSPs.

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

Recommendations

2. Children Are Our Future management:

- a. Complete initial assessments within thirty days of placement for all children.
- b. Include placement workers in the development and implementation of the NSPs.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. One child is provided with educational support and resources to meet his educational needs, and is progressing satisfactorily in school. However, the other child is not progressing satisfactorily in school.

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

One child is provided with opportunities to participate in emancipation and vocational programs as appropriate. The other child is not involved in emancipation or vocational programs or services.

Recommendations

3. Children Are Our Future management:

- a. Provide educational resources and support including tutoring services to ensure all children are progressing satisfactorily in school.
- b. Provide all age-appropriate children with opportunities to participate in emancipation and vocational programs.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

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

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

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

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

Children are aware of their right to refuse medication.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size 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 able to make and receive personal telephone calls, send and

receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

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

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

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

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

The Group Home provides children with adequate personal care items.

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

Recommendations

There are no recommendations for this section.

**Children Are Our Future
Legg House
19110 Merion Drive
Northridge, California 91326
Phone: (818) 709-3808
License No.: 197600298
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Legg House Group Home is located in a residential community. The exterior of the Group Home is marginally maintained. The front and back yards are clean, and adequately landscaped. However, there is graffiti on a wall in the pool area, and there are several damaged and missing window screens.

The interior of the Group Home is neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the window shutters in the den and dining room have several broken and missing slats. The shower enclosure in bathroom two is broken, the wall outside the shower enclosure has water damage, and the towel bar is missing. In the master bathroom, the sinks do not have running water, and one of the fixtures is corroded.

Children's bedrooms are clean and orderly, and have age-appropriate personalized decorations. There is sufficient lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, the dresser in bedroom one is broken, and the dresser top in bedroom two is marked with graffiti.

The Group Home maintains age appropriate and accessible recreational equipment. However, the basketball rim is bent. There are 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. Children Are Our Future management:

- a. Remove the graffiti from the backyard wall.**
- b. Replace missing and damaged window screens.**
- c. Repair the damaged window coverings in the den and dining room.**
- d. Repair the damaged shower enclosure.**
- e. Repair the water damaged wall.**
- f. Replace the missing towel holder.**
- g. Repair the fixtures and restore water to the sinks.**
- h. Repair the dressers in bedrooms one and two.**
- i. Repair or replace the bent basketball rim.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

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

The Needs and Services Plans (NSPs) are current, comprehensive, and include long and short-term goals. However, the placement workers are not included in the development and implementation of the NSPs.

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

Recommendation

- 2. Children Are Our Future management include the placement workers in the development and implementation of the NSPs.**

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 provided with opportunities to participate in planning activities.

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

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

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

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

Medication distribution logs are properly maintained.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

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

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

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

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate 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. However, children do not meet DCFS clothing standards for quantity. One child is in need of additional outfits, an additional pair of shoes, and a bathrobe. The other child is in need of slippers and a bathrobe.

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

The Group Home provides children with adequate personal care items.

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

Recommendations

3. Children Are Our Future management:

- a. Provide all children with additional clothing as needed to meet DCFS clothing standards for quantity.**
- b. Encourage and assist all children in creating and maintaining photo albums/life books.**

**Children Are Our Future
Saticoy House
17622 Lemarsh Avenue
Northridge, California 91325
Phone: (818) 708-3808
License No.: 197605332
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Saticoy House Group Home is located in a residential community. The front yard of the Group Home is well maintained. The back yard is landscaped; however, the lawn is worn and sparse. An antenna cable is hanging from the roof, and a lens is missing from a security light.

Generally, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate lighting in the Group Home. The Group Home provides a home-like environment. However, the den chairs are damaged; a stove burner does not light; and a light fixture is broken in bathroom two.

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. Children Are Our Future management:

- a. Provide and maintain an appropriate lawn in the back yard**
- b. Remove the antenna cable.**
- c. Replace the missing light lens.**

- d. Replace the damaged chairs in the den.
- e. Repair the burner on the stove.
- f. Repair the lighting in bathroom two.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews:

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, comprehensive, and include long and short-term goals. However, the placement workers are not included in the development and implementation of the NSPs.

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

Recommendation

2. Children Are Our Future management include placement workers in the development and implementation of the NSPs.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. One child is provided with educational support and resources to meet his educational needs, and is progressing satisfactorily in school. However, the other child is not progressing satisfactorily in school.

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

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

Recommendation

3. Children Are Our Future management provide additional educational resources, support, and incentives, including tutoring services 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 Group Home provides children with sufficient recreational activities, and leisure time. Children are provided with opportunities to participate in planning activities.

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

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

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

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

Medication distribution logs are properly maintained.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

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

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

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

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

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

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

The Group Home provides children with adequate personal care items.

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

Recommendations

There are no recommendations for this section.

**Children Are Our Future
Tom Browning House
19252 Ballinger Street
Northridge, California 91324
Phone: (818) 709-3808
License No.: 197600081
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Tom Browning House is located in a residential community. The exterior of the Group Home is marginally maintained. The fascia boards are damaged, and the exterior stucco is chipped and weathered. The patio pillars are marked with graffiti and the exterior door from bedroom three is damaged. The front and back yards are clean; however, the yards are not adequately landscaped.

The interior of the Group Home is neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, there are several areas that require improvement. The smoke detectors are not properly working. The flooring in the laundry and dining rooms is damaged. A refrigerator shelf and light are missing, and the freezer is dirty. The clothes dryer and dishwasher do not work.

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

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. Children Are Our Future management:

- a. Repair the exterior stucco walls.
- b. Repair and finish the fascia boards.
- c. Provide appropriate landscape in the front and back yards.
- d. Remove graffiti from patio pillars.
- e. Replace the damaged exterior door from bedroom three.
- f. Repair the smoke detectors.
- g. Replace the damaged flooring in the laundry and dining rooms.
- h. Repair and maintain the refrigerator.
- i. Repair the clothes dryer and dishwasher.
- j. Provide sufficient lighting in all bedrooms.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. One child was assessed for needed services within thirty days of placement. However, the other child's assessment was not completed timely.

The Needs and Services Plans (NSPs) are current, comprehensive, and include long and short-term goals. However, the placement workers and input from children are not included in the development and implementation of the NSPs.

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

Recommendations

2. Children Are Our Future management:

- a. Complete initial assessments within thirty days of placement for all children.**
- b. Include placement workers and input from children in the development and implementation of the NSPs.**

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 provided with opportunities to participate in planning activities.

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

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

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

Children are aware of their right to refuse medication.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size 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 able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

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

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: 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. However, children do not meet DCFS clothing standards for quantity. One child is in need of undershirts, and the other child is in need of slippers.

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

The Group Home provides children with adequate personal care items.

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

Recommendations

3. Children Are Our Future management:

- a. **Provide all children with additional clothing as needed to meet DCFS clothing standards for quantity.**
- b. **Encourage and assist all children in creating and updating photo albums/life books.**

**Children Are Our Future
West Hills House
8569 Faust Avenue
West Hills, California 91304
Phone (818) 709-3808
License No.: 191222605
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

West Hills House Group Home is located in a residential community. The front and back yards are clean, and adequately landscaped. However, the north side gate has a broken post, and several bricks are missing from a patio planter.

The interior of the Group Home is neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, there are several areas that require improvement. The carpeting is torn in the game room. The rear burners on the kitchen stove do not light, and the front burners are dirty. There is insufficient lighting in the kitchen and the light fixture lens is cracked. The mirror in bathroom three is damaged, the shower drain cap is unattached, and the bathroom has insufficient lighting.

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

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. Children Are Our Future management:

- a. Replace the side gate post in the back yard.**

- b. Repair the brick patio planter.
- c. Replace the torn carpeting.
- d. Repair and clean the kitchen stove burners.
- e. Provide sufficient lighting in the kitchen.
- f. Replace the damaged kitchen light fixture lens.
- g. Repair the damaged bathroom mirror.
- h. Repair the shower drain cap.
- i. Provide sufficient lighting in bathroom three.
- j. Provide sufficient lighting in all bedrooms.
- k. Replace the missing screens 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. One child was assessed for needed services within thirty days of placement. However, the other child's assessment was not completed timely.

The Needs and Services Plans (NSPs) are current, comprehensive, and include long and short-term goals. However, the placement workers and input from children are not included in the development and implementation of the NSPs.

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

Recommendations

2. Children Are Our Future management:

- a. Complete initial assessments within thirty days of placement for all children.

- b. Include placement workers and input from children in the development and implementation of the NSPs.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. One child is provided with educational support and resources to meet his educational needs, and is progressing satisfactorily in school. However, the other child is not progressing satisfactorily in school.

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

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

Recommendation

- 3. Children Are Our Future management provide additional educational resources, support, and incentives, including tutoring services 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 Group Home provides children with sufficient recreational activities, and leisure time. Children are provided with opportunities to participate in planning activities.

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

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

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

Children are aware of their right to refuse medication.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size 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 able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

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

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: 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.

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

Recommendation

- 4. Children Are Our Future management encourage and assist all children in creating and maintaining photo albums/life books.**



Candace Rhue, Group Home Audit Supervisor
Department of Audit-Controller
Kenneth Hahn Hall of Administration
500 West Los Temple St. Room 515-A
Los Angeles, CA. 90012

Re: Corrective Action Plan

Dear Ms Rhue,

Enclose are the Corrective Action Plans for the following sites, that were viewed by Don Luther.

1. Howard House
2. Tom Browning House
3. Saticoy House
4. Legg House
5. West Hills House

If there are any question, please do not hesitate to call.

Thank you,

Michael B. Linquata
Executive Director
Children Are Our Future, Inc



19725 Sheman Way, Suite 285 • Canoga Park, California 91306
(818) 709-3808 • (818) 709-3906

A Non-Profit-Non-Sectarian Residential and Educational Group Home Network



March 8, 2006

Candace Rhue, Group Home Audit Supervisor
Department of Auditor-Controller
Kenneth Hahn Hall of Administration
500 West Temple St, Room 515-A
Los Angeles, CA 90012

Re: Corrective Action Plan/Howard

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated March 6, 2006, and will specifically address the following:

**SECTION I
FACILITY AND ENVIRONMENT**

- 1. CAOF Management
 - a. Maintain the front and back yard:
 - b. Secure the office behind the garage:
 - c. Repair the driveway:
 - d. Repair the damaged electrical outlets
 - e. Repair/replace the flooring
 - f. Replace the hallway threshold
 - g. Repair the damaged hallway wall
 - h. Paint the dining room wall
 - i. Reupholster the seat on the dining room chair
 - j. Organize and properly maintain the game room
 - k. Replace the missing window pane in the game room
 - l. Replace the damaged window blinds in bedroom two
 - m. Repair the dressers in bedroom three
 - n. Paint the walls in bedroom three
- (C.A.O.F will be vacating this property due to the lease will renewed and we will be relocating to 20463 Mayall street Chatsworth Ca 91311 on or before April 15, 2006. The new lease has been signed and been approved by city fire marshal. As indicated in the other plans of correction all repairs that are required under ccl or are safety issues will be corrected on or before April 30, 2006)*

**SECTION II
PROGRAM SERVICES**

- 2. CAOF Management
 - a. Complete initial assessments within thirty days of placement
 - i. Case Managers will provide a biweekly report to the case management supervisor listing completed reports for the period and reports due in the next 30 days for each client on their caseloads. Reports will monitor reporting tasks and insure continuity when transferring cases from one case manager to another and maintain a schedule of reports for the case manager receiving the transfer.



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A Non-Profit-Non-Sectarian Residential and Educational Group Home Network

- b. **Include placement workers as part of the treatment team in the development and implementation of the NSPs.**
 - i. *Each client's authorized representative will be invited to participate in a Panel Meeting just prior to the drafting of the Needs and Services Plans.*
 - ii. *A form letter inviting the placement worker to a scheduled panel will be faxed upon admission concerning the initial needs and services plan.
A letter will be faxed inviting participation in for each quarterly NSP.*
 - iii. *Clients have been and will continue to be involved in panel meetings concerning their programs. Panel meetings will be identified as such when they are convened for Needs and Services Plans and placed in the client's in house file.*
 - iv. *Treatment planning issues and Needs and Services Plans are reviewed in weekly treatment teams and weekly case management supervision meetings*
 - 1. *Form is attached*

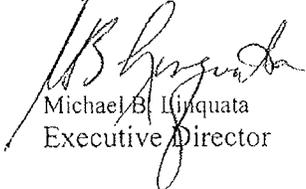
**SECTION III
EDUCATION AND EMANCIPATION SERVICES**

3. CAOF Management

- a. **Provide educational resources, and support to ensure children progress satisfactorily in school**
 - i. *Children placed are enrolled in a community school within the first few days of placement.*
 - ii. *Tutoring is provided at each licensed facility twice weekly by accredited teachers through Title IVE tutors from LAUSD.*
 - iii. *If educational documents have been provided at the time of placement nonpublic, continuation, court schools and other education venues are sought and used as indicated in the educational records*
 - iv. *If educational documents are not immediately available the case manager, working with the Board of Education Foster Care Liaison will try to locate the most current educational records.*
 - v. *When a child's school performance suggests a need for more educational services the case manager will request that an IEP meeting be scheduled.*
 - vi. *Client's educational needs are reviewed weekly in treatment teams and weekly case management supervision meetings.*
- b. **Provide all age-appropriate children the opportunity to participate in emancipation and vocational services training programs.**
 - i. *Case managers are instructed to develop an emancipation plan with each client sixteen or older.*
 - ii. *Independent Living Skills classes are scheduled with authorized ILP providers for each child sixteen or older.*
 - iii. *Children over sixteen-and-a-half are encouraged to explore vocational education opportunities usually at Mission Hills or West Valley Occupational Centers.*
 - iv. *Clients needs for vocational services and resources are reviewed in weekly case management supervision meeting.*

If you have any further questions, please do not hesitate to call.

Respectfully Submitted,


Michael B. Iijunquata
Executive Director



March 8, 2006

Candace Rhue, Group Home Audit Supervisor
Department of Auditor-Controller
Kenneth Hahn Hall of Administration
500 West Temple St, Room 515-A
Los Angeles, CA 90012

Re: Corrective Action Plan/Saticoy

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated March 6, 2005 will specifically address the following:

**SECTION I
FACILITY AND ENVIRONMENT**

1. CAOF Management:
 - a. Plant and maintain the back yard lawn
 - b. Remove the antenna cable
 - c. Replace the missing light lens : *owner will be responsible for this item*
 - d. Replace the damaged chairs in the den: *chairs were removed immediately*
 - e. Repair the burner on the stove: *owner will be responsible for this item*
 - f. Repair the lighting in bathroom two

P.O.C.: All the above items will be repaired or replaced on or before 4/30/06.

**SECTION II
PROGRAM SERVICES**

2. CAOF Management
 - a. **Include placement workers as part of the treatment team in the development and implementation of the NSPs**
 - i. *Each client's authorized representative will be invited to participate in a Panel Meeting just prior to the drafting of the Needs and Services Plans.*
 - ii. *A form letter inviting the placement worker to a scheduled panel will be faxed upon admission concerning the initial needs and services plan. A letter will be faxed inviting participation in for each quarterly NSP.*
 - iii. *Clients have been and will continue to be involved in panel meetings concerning their programs. Panel meetings will be identified as such when they are convened for Needs and Services Plans and placed in the client's in house file*
 - iv. *Treatment planning issues and Needs and Services Plans are reviewed in weekly treatment teams and weekly case management supervision meetings.*
 1. *Form is attached*



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**SECTION III
EDUCATIONAL AND EMANCIPATION SERVICES**

3. CAOF Management

- a. Provide additional educational resources, support, and incentives to help ensure children progress satisfactorily in school.**
- i. Children placed are enrolled in a community school within the first few days of placement.*
 - ii. Tutoring is provided at each licensed facility twice weekly by accredited teachers through Title IVE tutors from LAUSD.*
 - iii. If educational documents have been provided at the time of placement nonpublic, continuation, court schools and other education venues are sought and used as indicated in the educational records*
 - iv. If educational documents are not immediately available the case manager, working with the Board of Education Foster Care Liaison will try to locate the most current educational records.*
 - v. When a child's school performance suggests a need for more educational services the case manager will request that an IEP meeting be scheduled.*
 - vi. Client's educational needs are reviewed weekly in treatment teams and weekly case management supervision meetings*

If you have any further questions, please do not hesitate to call.

Respectfully Submitted,



Michael B. Linggata
Executive Director

March 8, 2006

Candace Rhue, Group Home Audit Supervisor
Department of Auditor-Controller
Kenneth Hahn Hall of Administration
500 West Temple St, Room 515-A
Los Angeles, CA 90012

Re: Corrective Action Plan/Legg

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated March 6, 2006 and will specifically address the following:

**SECTION I
FACILITY AND ENVIRONMENT**

- I. CAOF Management**
 - a. Remove the graffiti on the wall in the back yard
 - b. Replace missing and damaged window screens
 - c. Repair the damaged window coverings in the den and dining room
 - d. Repair the damaged shower enclosure
 - e. Repair the water damaged wall
 - f. Replace the missing towel holder
 - g. Repair the fixtures and restore water to the vanity sinks
 - h. Repair the dressers in bedrooms one and two
 - i. Replace the bent basketball rim

P.O.C.: *All the above items will be repaired or replaced on or before 4/30/06.*

**SECTION II
PROGRAM SERVICES:**

- 2. CAOF Management:**
 - a. **Include placement workers as part of the treatment team in the development and implementation of the NSPs.**
 - i. *Each client's authorized representative will be invited to participate in a Panel Meeting just prior to the drafting of the Needs and Services Plans.*
 - ii. *A form letter inviting the placement worker to a scheduled panel will be faxed upon admission concerning the initial needs and services plan. A letter will be faxed inviting participation in for each quarterly NSP.*
 - iii. *Clients have been and will continue to be involved in panel meetings concerning their programs. Panel meetings will be identified as such when they are convened for Needs and Services Plans and placed in the client's in house file.*
 - iv. *Treatment planning issues and Needs and Services Plans are reviewed in weekly treatment teams and weekly case management supervision meetings*

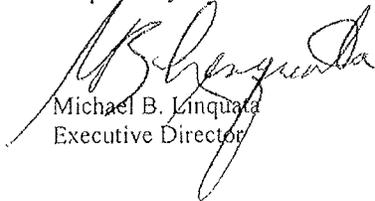
**SECTION VII
CLOTHING AND ALLOWANCE:**

3. CAOF Management

- a. Ensure that all children meet DCFS clothing standards for quantity
 - i. *Every child that enters CAOF receives an advanced clothing allotment if they need emergency clothing. Slippers and pajamas are provided to residents who request them; These are provided from a minimum supply kept on hand.*
 - ii. *CAOF follows the minimum clothing time line to be DCFS standards.*
 - iii. *Clothing inventories are completed monthly and monitored by Program Coordinators to insure that minimum standards are consistently met.*
- b. Encourage and assist all children in creating and updating photo albums/ lifebooks
 - i. *A life book folder is prepared for each resident and kept in the group home for the first thirty days until a studio portrait is done and a life book binder is presented to each resident.*
 - ii. *Case managers are instructed to conduct a life book group once a month and life book groups are reviewed weekly in treatment teams.*
 - iii. *Case managers are instructed to conduct a life book group once a month and life book groups are reviewed weekly in treatment teams and weekly case management supervision meetings.*

If you have any further questions, please do not hesitate to call.

Respectfully Submitted,



Michael B. Linquata
Executive Director



TO: _____
AGENCY: _____
PHONE/FAX: _____
FROM: _____
PHONE/FAX: _____
DATE: _____
SUBJECT: _____

Dear _____

The mission of Children Are Our Future is to provide children in critical need with quality programs and services, which nurture and enhance positive growth and productive adulthood.

In order to maintain continuous effort towards this, I would like to request your participation in a Panel meeting to be held for your client _____ here at our main office.

The date and time of the panel will be: _____

Our objective is to meet just prior to preparing the initial Needs and Services Plan and in the month before each quarterly Needs and Services is finalized. The purpose of each Panel meeting is to ensure that the issues that pertain to the minor's growth and success in our program are addressed and incorporated into the Needs and Service Plan.

If you are able to attend, please call me at (818) 709-3808.

Sincerely,

Case Manager, Children Are Our Future

and insure continuity when transferring cases from one case manager to another and maintain a schedule of reports for the case manager receiving the transfer.

- b. **Include placement workers and children as part of the treatment team in the development and implementation of the NSPs.**
 - i. *Each client's authorized representative will be invited to participate in a Panel Meeting just prior to the drafting of the Needs and Services Plans.*
 - ii. *A form letter inviting the placement worker to a scheduled panel will be faxed upon admission concerning the initial needs and services plan. A letter will be faxed inviting participation in for each quarterly NSP.*
 - iii. *Clients have been and will continue to be involved in panel meetings concerning their programs. Panel meetings will be identified as such when they are convened for Needs and Services Plans and placed in the client's in house file.*
 - iv. *Treatment planning issues and Needs and Services Plans are reviewed in weekly treatment teams and weekly case management supervision meetings.*
 1. *Form is attached*

SECTION III EDUCATIONAL AND EMANCIPATION SERVICES

3. CAOF Management

- a. **Provide additional educational resources, support, and incentives to help ensure children progress satisfactorily in school.**
 - i. *Children placed are enrolled in a community school within the first few days of placement.*
 - ii. *Tutoring is provided at each licensed facility twice weekly by accredited teachers through Title IVE tutors from LAUSD.*
 - iii. *If educational documents have been provided at the time of placement nonpublic, continuation, court schools and other education venues are sought and used as indicated in the educational records*
 - iv. *If educational documents are not immediately available the case manager, working with the Board of Education Foster Care Liaison will try to locate the most current educational records.*
 - v. *When a child's school performance suggests a need for more educational services the case manager will request that an IEP meeting be scheduled.*
 - vi. *Client's educational needs are reviewed weekly in treatment teams and weekly case management supervision meetings.*

SECTION VII CLOTHING AND ALLOWANCE

4. CAOF Management

- a. **Encourage and assist all children in creating and updating photo albums/Lifebooks.**
 - i. *A life book folder is prepared for each resident and kept in the group home for the first thirty days until a studio portrait is done and a life book binder is presented to each resident.*
 - ii. *Case managers are instructed to conduct a life book group once a month and life book groups are reviewed weekly in treatment teams and weekly case management supervision meetings.*

If you have any further questions, please do not hesitate to call.

Respectfully Submitted,



Michael B. Linguata
Executive Director

March 8, 2006

Candace Rhue, Group Home Audit Supervisor
Department of Auditor-Controller
Kenneth Hahn Hall of Administration
500 West Temple St, Room 515-A
Los Angeles, CA 90012

Re: Corrective Action Plan/Tom Browning

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated March 6, 2006 and will specifically address the following:

**SECTION I
FACILITY AND ENVIRONMENT**

The facility and environment is monitored daily by the Facility Manager. It is the responsibility of the Site Administrator to monitor the cleanliness and standard of living at the site. This is maintained through weekly visitations and use of the 'Group Home Administrative Assessment' form. This is also a standard agenda item during the weekly Site Administrator meeting with the Program Director. The Program Director meets weekly with the Site Administrators and Facility Managers to discuss site concerns. Facility Managers are instructed to list repair needs on a Maintenance Form with the following priorities.

- 1). Safety [These items are given priority and completed immediately]
- 2). Projects [These items are given a target completion date]
- 3). Special Requests [These items are completed as necessary]

1. CAOF Management

- a. Repair the exterior stucco walls : *owner will be responsible*
- b. Repair and finish the fascia boards: *owner will be responsible*
- c. Replant and maintain the front and rear lawns: *owner will be responsible*
- d. Replace the missing exterior light bulbs and lenses
- e. Remove graffiti from patio pillars
- f. Replace the damaged exterior door from bedroom three
- g. Repair the smoke detectors
- h. Replace the damaged linoleum flooring
- i. Repair and maintain the kitchen refrigerator : *replaced on 03/14/06*
- j. Repair the clothes dryer and dishwasher: *replaced on 03/14/06*
- k. Provide sufficient lighting in all bedrooms

P.O.C.: *All the above items will be repaired or replaced on or before 4/30/06.*

**SECTION II
PROGRAM SERVICES**

2. CAOF Management:

- a. **Complete initial assessments within thirty days of placement**
 - i. *Case Managers will provide a biweekly report to the case management supervisor listing completed reports for the period and reports due in the next 30 days for each client on their caseloads. Reports will monitor reporting tasks and insure continuity when transferring cases from one case manager to*

March 8, 2006

Candace Rhue, Group Home Audit Supervisor
Department of Auditor-Controller
Kenneth Hahn Hall of Administration
500 West Temple St, Room 515-A
Los Angeles, CA 90012

Re: Corrective Action Plan/West Hills

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated March 6, 2006 and will specifically address the following:

**SECTION I
FACILITY AND ENVIRONMENT**

The facility and environment is monitored daily by the Facility Manager. It is the responsibility of the Site Administrator to monitor the cleanliness and standard of living at the site. This is maintained through weekly visitations and use of the 'Group Home Administrative Assessment' form. This is also a standard agenda item during the weekly Site Administrator meeting with the Program Director. The Program Director meets weekly with the Site Administrators and Facility Managers to discuss site concerns. Facility Managers are instructed to list repair needs on a Maintenance Form with the following priorities.

- 1). Safety [These items are given priority and completed immediately]
- 2). Projects [These items are given a target completion date]
- 3). Special Requests [These items are completed as necessary]

1. **CAOF Management**
 - a. **Replace the side gate post in the back yard**
 - b. **Repair the brick patio planter**
 - c. **Replace the torn carpeting**
 - d. **Repair and maintain the kitchen stove : *owner will be responsible***
 - e. **Provide sufficient lighting in the kitchen**
 - f. **Replace the damaged kitchen light fixture lens**
 - g. **Repair the damaged bathroom mirror**
 - h. **Repair the shower drain cap**
 - i. **Provide sufficient lighting in the bathroom three**
 - j. **Provide sufficient lighting in all bedrooms**
 - k. **Replace the missing sliding door and window screen in bedroom three**

P.O.C.: *All the above items will be repaired or replaced on or before 4/30/06.*

**SECTION II
PROGRAM SERVICES**

2. **CAOF Management:**
 - a. **Complete initial assessments within thirty days of placement**
 - i. *Case Managers will provide a biweekly report to the case management supervisor listing completed reports for the period and reports due in the next 30 days for each client on their caseloads. Reports will monitor reporting tasks*

another and maintain a schedule of reports for the case manager receiving the transfer.

- b. **Include placement workers and children as part of the treatment team in the development and implementation of the NSPs.**
 - i. *Each client's authorized representative will be invited to participate in a Panel Meeting just prior to the drafting of the Needs and Services Plans.*
 - ii. *A form letter inviting the placement worker to a scheduled panel will be faxed upon admission concerning the initial needs and services plan. A letter will be faxed inviting participation in for each quarterly NSP.*
 - iii. *Clients have been and will continue to be involved in panel meetings concerning their programs. Panel meetings will be identified as such when they are convened for Needs and Services Plans and placed in the client's in house file.*
 - iv. *Treatment planning issues and Needs and Services Plans are reviewed in weekly treatment teams and weekly case management supervision meetings*
 - 1. *Form is attached*

**SECTION VII
CLOTHING AND ALLOWANCE**

3. CAOF Management

- a. **Ensure that all children meet DCFS clothing standards for quantity**
 - i. *Every child that enters CAOF receives an advanced clothing allotment if they need emergency clothing. Slippers and pajamas are provided to residents who request them; These are provided from a minimum supply kept on hand.*
 - ii. *CAOF follows the minimum clothing time line to be DCFS standards.*
 - iii. *Clothing inventories are completed monthly and monitored by Program Coordinators to insure that minimum standards are consistently met.*
- b. **Encourage and assist all children in creating and updating photo albums/lifebooks**
 - i. *A life book folder is prepared for each resident and kept in the group home for the first thirty days until a studio portrait is done and a life book binder is presented to each resident.*
 - ii. *Case managers are instructed to conduct a life book group once a month and life book groups are reviewed weekly in treatment teams and weekly case management supervision meetings.*

If you have any further questions, please do not hesitate to call.

Respectfully Submitted,



Michael B. Linquata
Executive Director