COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242
(562) 940-2501

DONALD H. BLEVINS
Chief Probation Officer

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September 6, 2011

TO: Each Supervisor

FROM: Donald H. Blevins
Chief Probation Officer

SUBJECT: **COMMUNITY YOUTH SPORTS AND ARTS FOUNDATION CONTRACT COMPLIANCE MONITORING REVIEW**

We have completed a review of Community Youth Sports and Arts Foundation, operated by Community Youth Sports and Arts Foundation. The Group Home contracts with the Los Angeles County Probation Department.

Community Youth Sports and Arts Foundation Group home is a six (6) bed home, which provides care for boy's ages 14-17 years of age who exhibit social, emotional and behavioral difficulties. At the time of the review, Community Youth Sports and Arts Foundation was providing care for six (6) Probation children.

Community Youth Sports and Arts Foundation is located in the Second district of Los Angeles County.

SCOPE OF REVIEW

The purpose of our review is to determine whether the Agency is providing the services as outlined in their Program Statement. In addition, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, 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. In addition, a review of the most current Auditor Controller Fiscal Review was conducted.

SUMMARY

Based on youth interviews and the contents of the Needs and Service Plans (NSPs), the Agency is providing the services as outlined in their Program Statement and is adhering to the County contract and State and Federal regulations. However, the agency had one area that needed to be addressed as detailed under "notable findings" below. Community Youth Sports and Arts Foundation underwent a complete renovation prior to the monitoring review. The

renovations began in July of 2010 and ended June 30, 2011. Some of the renovations included; new laundry equipment, new kitchen appliances, a huge ceiling fan installed in the living room, new laminate flooring was installed, replacement of some windows throughout the home and both restrooms were remodeled. There are other various improvements noted throughout this report.

NOTABLE FINDINGS

The following are the notable findings of our review:

- The front door knob to the facility needs to be repaired

EXIT CONFERENCE

In attendance:

Glen Scott, Executive Director, Community Youth Sports and Arts Foundation
Roland Freeman, Assistant Director, Community Youth Sports and Arts Foundation

Highlights:

The exit conference was held on December 06, 2010. Both administrators present were in agreement with the findings of the review and agreed to have the cited physical deficiency corrected in a timely manner. A follow up visit was conducted on July 1, 2011, to ensure the deficiency had been corrected, and the "Follow Up" section at the end of the "Compliance Monitoring Review" provides details of the correction.

If you need any additional information or have any questions or concerns, please contact Director, Lisa Campbell-Motton, Placement Permanency and Quality Assurance at (323) 240-2435.

DHB:REB:LCM:ed

Attachments

c: William T Fujioka, Chief Executive Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Brence Culp, Chief Deputy Chief Executive Officer
Wendy Watanabe, Auditor-Controller
Public Information Office
Audit Committee
Jean Chen, Community Care Licensing
Glen Scott, Community Youth Sports and Arts Foundation Administrator
Sheila Williams, Acting Deputy Chief Executive Officer
Chief Deputies
Justice Deputies

COMMUNITY YOUTH SPORTS AND ARTS FOUNDATION
PROGRAM CONTRACT COMPLIANCE MONITORING REVIEW- SUMMARY

	Contract Compliance Monitoring Review	Findings: November/2010
I	**Licensure/Contract Requirements** (9 Elements) 1. Timely Notification for Child's Relocation 2. Stabilization to Prevent Removal of Child 3. Transportation 4. SIRs 5. Compliance with Licensed Capacity 6. Disaster Drills Conducted 7. Disaster Drill Logs Maintenance 8. Runaway Procedures 9. Allowance Logs	Full Compliance (All)
II	**Program Services** (7 Elements) 1. Child Population Consistent with Program Statement 2. Probation Caseworker Authorization to Implement NSPs 3. Children's Participation in the Development of NSPs 4. NSPs Implemented and Discussed with Staff/Parents 5. Therapeutic Services Received 6. Recommendation Assessments/Evaluations Implemented 7. Probation Caseworkers Monthly Contact Verified	Full Compliance (All)
III	**Facility and Environment** (6 Elements) 1. Exterior Well Maintained 2. Common Areas Maintained 3. Children's Bedrooms/Interior Maintained 4. Sufficient Recreational Equipment 5. Sufficient Educational Resources 6. Adequate Perishable and Non Perishable Food	1. Needs Improvement 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance
IV	**Educational and Emancipation Services** (4 Elements) 1. Emancipation/Vocational Programs Provided 2. ILP and Emancipation Planning 3. Current IEPs Maintained 4. Current Report Cards Maintained	Full Compliance (All)

V	**Recreation and Activities** (3 Elements) 1. Participation in Recreational Activity Planning 2. Participation in Recreational Activities 3. Participation in Extra-Curricular, Enrichment and Social Activities.	Full Compliance (All)
VI	**Children's Health-Related Services (including Psychotropic Medications)** (9 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation/Review 3. Medication Logs 4. Initial Medical Exams Conducted 5. Initial Medical Exams Timely 6. Follow-Up Medical Exams Timely 7. Initial Dental Exams 8. Initial Dental Exams Timely 9. Follow-Up Dental Exams Timely	Full Compliance (All)
VII	**Personal Rights** (11 Elements) 1. Children Informed of Home's Policies and Procedures 2. Children Feel Safe 3. Satisfaction with Meals and Snacks 4. Staff Treatment of Children with Respect and Dignity 5. Appropriate Rewards and Discipline System 6. Children Free to Received or Reject Voluntary Medical, Dental and Psychiatric Care 7. Children Allowed Private Visits, Calls and Correspondence. 8. Children Free to Attend Religious Services/Activities 9. Reasonable Chores 10. Children Informed about Psychotropic Medication 11. Children Aware of Right to Refuse Psychotropic Medication	Full Compliance (All)
VIII	**Children's Clothing and Allowance** (8 Elements) 1. $50.00 Clothing Allowance 2. Adequate Quantity Clothing Inventory 3. Adequate Quality Clothing Inventory 4. Involvement in Selection of Clothing 5. Provision of Personal Care Items 6. Minimum Monetary Allowances 7. Management of Allowance 8. Encouragement and Assistance with Life Book	Full Compliance (All)

IX	**Personal Records (including Staff Qualifications, Staffing Ratios, Criminal Clearances and Training)** (12 Elements) 1. Education/ Experience Requirement 2. Criminal Fingerprint Cards Timely Submitted 3. CAIs Timely Submitted 4. Signed Criminal Background Statement Timely 5. Employee Health Screening Timely 6. Valid Driver's Licenses 7. Signed Copies of GH Policies and Procedures 8. Initial Training Documentation 9. CPR Training Documentation 10. First Aid Training Documentation 11. On Going Training Documentation 12. Emergency Intervention Training Documentation	Full Compliance (All)

COMMUNITY YOUTH SPORTS AND ARTS FOUNDATION
PROGRAM CONTRACT COMPLIANCE MONITORING REVIEW

Community Youth Sports and Arts Foundation
4828 Crenshaw Blvd
Los Angeles, CA 90043
License Number: 191800533
Rate Classification Level: 9

LICENSURE/CONTRACTUAL COMPLIANCE

Based on our review of documents from the provider, Community Youth Sports and Arts Foundation was in full compliance with all nine (9) elements in the area of Licensure/Contract Requirements: The Group Home notifies all required agencies in a timely manner when a child is relocated. The Group Home takes all necessary steps to stabilize a child to prevent removal and provides the children with all their transportation needs. One strategy Community Youth Sports and Arts Foundation utilizes to stabilize a child when they enter the program is to orientate the youth into the program and inform them that the quickest way to get home is to successfully complete the program. Additionally, the Group Home implements positive reinforcement and encouragement to discourage the youth from running away. The Group Home completes, documents, and reports all Serious Incident Reports (SIRs) in a timely manner, complies with the licensing capacity, conducts disaster drills, maintains a disaster drill log and follows runaway procedures accordingly. The disaster log was reviewed, and it revealed that drills were conducted monthly. The last drill was conducted on Monday November 1, 2010. The Group Home maintains an allowance log that logs all allowances provided and spent by the children. The allowance was reviewed and children received their allowances every Friday.

Recommendations:

None

PROGRAM SERVICES

Based on our review of Community Youth Sports and Arts Foundation and interviews with two (2) Probation placed children, Community Youth Sports and Arts Foundation fully complied with all six (6) elements in the area of Program Services.

The Group Home was in compliance with documentation of the Probation Caseworker's contact, as verified through the Group Home Visitor Log. The children interviewed reported that they had monthly contact with their Probation Caseworker. The children meet the Group Home's population criteria as outlined in their Program Statement and are assessed for needed services within 30 days of placement. Case files reflect adequate documentation to show that children are receiving treatment services. The youth interviewed revealed that they attend substance abuse counseling three times a week and anger management once a week, if they want to participate. They also stated that they did see the doctor and the dentist regularly. One youth stated that he recently went to the dentist to have his routine check up.

Based on the Needs and Services Plans (NSPs) reviewed, it is clear that the treatment team develops and implements the (NSPs) with input from the child. The NSPs are current, comprehensive and include short and long term goals, and the Probation caseworkers gave authorization to implement the NSPs. Both youth informed that they were part of the development of their NSP and received a copy of it. They also revealed that the Group Home has made them feel comfortable and placed an emphasis on education.

Recommendations:

None

FACILITY AND ENVIRONMENT

Based on our walk through inspection and interviews with two (2) Probation placed children, Community Youth Sports and Arts Foundation was out of compliance in one (1) out of six (6) elements in the area of Facility and Environment.

Community Youth Sports and Arts Foundation is located in a residential community. The exterior of the Group Home is well maintained. The facility and surrounding areas are clean and adequately landscaped. The Group Home completed a renovation prior to our monitoring review. The exterior had fresh blue paint. There was new laminate flooring and carpet installed throughout the entire facility. An oversized ceiling fan was installed in the living room. Windows were replaced and new kitchen appliances were installed. The bathroom was also remodeled. The Group Home had a fresh appearance and was neat and clean. However, the interior was in need of a minor repair.

Interior

- Front door knob needs to be tightened

Aside from the aforementioned deficiency cited, the common quarters are neat and clean, there is adequate furniture and lighting, and the Group Home provides a home-like environment. The fire escape/evacuation routes were posted in visible areas in the dining room and the smoke detectors, and the fire extinguishers were fully operational and updated as indicated by the test that was conducted during the inspection. The smoke detector test switch was pressed during the inspection. The tag on the fire extinguisher was inspected visually as well and revealed a recent inspection date of July 8, 2010.

Children's bedrooms are clean, orderly and have age-appropriate personalized decorations such as, posters, personal pictures and sports memorabilia. There is adequate furniture, lighting and storage space. Window coverings are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and the children's sleeping arrangements are appropriate. All bedrooms have individual fans, and the dressers are in good repair and free from graffiti. The youth interviews revealed that they enjoy their rooms and feel at home in them.

The Group Home maintains age-appropriate and accessible recreational equipment. The living room has a working Television and a DVD player. There are books and resource materials as well as board games for the residents. The youth interviewed

stated that they enjoy the fact that, if they do extremely well at the group home, they can earn the bedroom that has a personal television.

There is a sufficient supply of perishable and non perishable foods as well as a fresh supply of fruit stored in the home that adequately meets the needs of the youths. There was a bowl full of apples and oranges on top of the refrigerator. The refrigerator was overflowing with food. There were gallons of milk, fruit juice, cheese, eggs and other products. The Group Home also had an abundance of frozen foods such as frozen hot pockets, frozen burritos, popsicles and frozen meats and vegetables.

Recommendations:

1. Community Youth Sports and Arts Foundation will ensure that the aforementioned deficiency is repaired in a timely manner to ensure the safety and security of the residents.

EDUCATIONAL AND EMANCIPATION SERVICES

Based on our review of documents and interviews with two (2) Probation placed children, Community Youth and Arts Foundation was in compliance with all four (4) elements in the area of Education and Emancipation Services.

Community Youth Sports and Arts Foundation has an on-grounds school that the children attend. They are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. In addition to the required schooling provided, the Group Homes also provides tutors and resources that are available to all residents as part of after school tutoring and supplemental learning. There were report cards present in the child files. The report cards reflect that the children are attending school and receiving passing grades, which is a credit to the Group Home's involvement with the youth. The children reported that they receive assistance with their school work from the staff or the tutors provided. The children did report that Group Home staff speaks with them about the importance of obtaining a high school diploma and continuing on to a college or a University.

Children were also provided with opportunities to participate in emancipation and vocational programs as appropriate. At the time of this review, there were no children eligible for Independent Living Services (ILP) services. The children were all under the age of 15 ½, and were therefore ineligible. The Group Home's program includes the development of children's daily living, self-help and survival skills; such as, daily hygiene, washing dishes, mopping the floor and how to sort and wash clothes. In addition to these skills, they are taught how to shave their face properly. Neither of the youth have a savings account since they spend their allowance every week upon receiving it. The youth interviewed stated that they have the goal of successfully completing the program.

Recommendations:

None

RECREATION AND ACTIVITIES

Based on our review of documents and interviews with two (2) Probation placed children, Community Youth Sports and Arts Foundation was in compliance with all three (3) elements in the area of Recreation and Activities.

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Both children reported that they participated in planning this month's calendar, and due to their input, the Group Home staff take their suggestions into consideration and, if appropriate, placed them on the activities calendar. Children also participate in extra-curricular, enrichment and social activities in which they have an interest, such as; sporting events and special events. For example, this month they went to the Shriner's circus. The children's favorite outing is going to the movies. They also provide off-grounds outings to the local park, movie theatre, and shopping mall. The Group Home provides transportation to and from these activities. The Group Home has a separate weight room that contains punching bags, free weights, a ping pong table and a pool table. The children also reported that they use the weight room as a way to relieve stress and anger. The activity schedule that was displayed in the Group Home had scheduled trips to the movies, parks and the beach.

Recommendations:

None

CHILDREN'S HEALTH RELATED-SERVICES, INCLUDING PSYCHOTROPIC MEDICATION

Based on our review of documents and interviews with two (2) Probation placed children, Community Youth Sports and Arts Foundation was in compliance with all nine (9) elements in the area of Children's Health Related Services, Including Psychotropic Medication.

Of the two (2) child interviews, there were no children taking psychotropic medication(s).

A review of the medication distribution log revealed that it is properly maintained by documenting dates, times and medications dispensed. In reviewing the charts, it was verified that the children have seen the doctor and dentist within 30 days of placement. Children are also aware of their right to refuse medication. Although the children interviewed were not on any psychotropic medication, they did report that there were aware that they could refuse medication without receiving a negative consequence. The children interviewed reported that they see the doctor and dentist regularly. They also reported that the Group Home ensures that they make all follow up appointments and take all over the counter medication as prescribed. One youth reported that he recently saw the dentist for a cavity.

Recommendations:

None

PERSONAL RIGHTS

Based on our review of documents and interviews with two (2) Probation placed children, Community Youth Sports and Arts Foundation was in compliance with all 11 elements in the area of Personal Rights.

Children are fully oriented upon arrival to the Group Home and are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Homes and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that overall, the facility staff treat them with dignity and respect. One youth stated that the staff treats him "good".

Children report that they are assigned chores that are reasonable and not too demanding. The youth interviewed reported that the chores they complete on a daily basis are washing dishes, keeping their rooms clean and preparing daily meals. Children are allowed to make and receive personal telephone calls, send and receive unopened mail, have private visitors and attend religious services of their choice. Children report that the discipline policies are consistently enforced and there are fair and appropriate consequences for inappropriate behavior. One youth reported that recently he was found with contraband and he was placed in time out and given an assignment of writing an essay and his Probation Officer was contacted.

Children report satisfaction with meals and snacks. Both youth interviewed revealed that the menu has variety, and they especially enjoy fried chicken. Children also receive voluntary medical, dental and psychiatric care. Children reported that overall they are satisfied with the group home. They reported that the staff is friendly and that all of their interactions are appropriate. The children reported that they felt comfortable speaking with a group home staff if they had a problem or issue.

Recommendations:

None

CLOTHING AND ALLOWANCE

Based on our review of documents and interviews with two (2) Probation placed children, Community Youth Sports and Arts Foundation was in compliance with all eight (8) elements in the area of Clothing and Allowance.

The Group Home provides appropriate clothing, items of necessity and the required $50 monthly clothing allowance to children as required by the Master Agreement Contract for Group Home Foster Care Services. Children have the option to receive their clothing allowances on a monthly basis or accumulate their monthly clothing allowance on a quarterly basis for bigger purchases. If they choose to accumulate their clothing allowance and spend quarterly, they sign a waiver stating this option, which is made part of their file. Both children interviewed did not choose this option and chose to receive the $50.00 clothing voucher each month. Children are provided with opportunities to select their own clothes and the clothing provided is of good quality and of sufficient quantity. The attire worn by the children interviewed appeared in good condition and fit the children well. Community Youth Sports and Arts Foundation Group Home transports

Probation children to clothing stores, such as; the Slauson Swap Meet and other local discount clothing stores where residents can purchase appropriate attire at a reasonable price. Upon completion of these shopping trips, the receipts are signed by the children to verify that they did receive their clothing allowance and their new clothes. All receipts were readily available for verification and are kept in the Group Home's accounting office.

The Group Home provides children with the required minimum weekly allowance of $7, and the children spend their allowances as they choose or they may deposit their allowance into their personal bank account. Of the children interviewed, none have bank accounts. They chose to spend their weekly allowance. Children report that they receive their allowance weekly and are allowed to spend their money how they chose. The allowance log was reviewed and revealed that the children receive their allowance every Friday. The last time allowance was dispersed was Friday, November 12, 2010. The children interviewed reported that they spend their money on buying snacks while on their outings such as; "Flaming Hot Cheetos" and "Cool Ranch Doritos". Children report that they have adequate personal care items and sufficient storage for their placement.

Recommendations:

None

PERSONNEL RECORDS

Based on our review of documents and two (2) personnel files, Community Youth Sports and Arts Foundation was in compliance with all 12 elements in the area of Personnel Records.

A review of employee records was completed. All training and background checks were completed and current. All staff files reviewed had de-escalation and restraint training. All files reviewed had the required educational documentation, and criminal and child abuse clearances for their employees prior to being hired. All files reviewed had current CPR/First Aid certificates. The staff files reviewed also had current driver's licenses. The personnel files also contained verification of Pro-Act training.

Recommendations:

None

AUDITOR CONTROLLER FISCAL REVIEW

The most recent Fiscal Review for Community Youth Sports and Art Foundation from the Department of Auditor-Controller is dated December 10, 2007, for the fiscal period of January 1, 2004, to December 31, 2004. The report dated December 10, 2007, indicated that Community Youth Sports and Art Foundation had $48,550.00, in questioned/disallowed costs. Community Youth Sports and Art Foundation submitted a timely approved fiscal CAP, which is being monitored by DCFS' Fiscal Monitoring Section.

Recommendations:

N/A

FOLLOW-UP VISIT

A follow up visit was conducted on July 1, 2011 to ensure the aforementioned deficiency had been corrected.

- An inspection of the front door was completed and the door knob was repaired and is now secure.

Community Youth Sports & Arts Foundation

July 29, 2011

Community Youth Sports and Arts Foundation's Group Home has replaced the defective door knob the second week Dec. 2010.

Recently and within the last year, these are the improvements made in the group home: a new floor, carpet, curtains, and installed an oversize ceiling fan.

In addition to the above, we remodeled both bathrooms, replaced the kitchen appliances: stove, refrigerator, micro wave, and washing machine.

Sincerely,

Roland Freeman

Roland Freeman

Assistant Director

4828 Crenshaw Boulevard • Los Angeles, California 90043
(323) 294-8320 • FAX (323) 294-7440
e-mail: cysaf@pacbell.net