



PHILIP L. BROWNING
Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, CA 90020
(213) 351-5602

May 14, 2012

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

From: Philip L. Browning
Director

Board of Supervisors
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ETTIE LEE FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The Department of Children and Family Services (DCFS) Out-of-Home Care Management Division (OHCMD) conducted a review of Ettie Lee Foster Family Agency (FFA) in July 2011, at which time the FFA was supervising a total of 56 DCFS placed children in 25 homes. At the time of the review, the placed children's average length of placement was five months, and the average age was nine.

Ettie Lee Foster Family Agency is located in the 1st Supervisorial District and provides services to Los Angeles County DCFS foster youth. According to Ettie Lee FFA's program statement, its mission is "to serve the needs of foster children and families and to collaborate in the goal of permanent families for foster children; to keep sibling placements together whenever possible; to prepare children to accomplish the County's care plan; and to develop and maintain a collaborative relationship with County placement workers." Ettie Lee FFA is licensed to serve children ranging from birth through 18 years of age.

For the purpose of this review, ten children's files were reviewed and eight children were interviewed in three certified foster homes. Two children were not interviewed due to being pre-verbal. Three certified foster parent files, four discharged children's files

and three staff files were reviewed for compliance with Title 22 Regulations and contract requirements.

At the time of the review eight children were on psychotropic medication. We reviewed their case files to assess timeliness of psychotropic medication authorizations and to confirm that documentation of psychiatric monitoring was being maintained as required.

SCOPE OF REVIEW

The purpose of this review was to assess Ettie Lee FFA's compliance with the contract and State Regulations. The visit included a review of the Agency's program statement, administrative internal policies and procedures, ten placed children's case files, eight psychotropic files, three certified foster parent files, four discharged files and three personnel files. Face-to-face visits and interviews were conducted with three certified foster parents to assess the quality of care and supervision provided to children and we conducted interviews with the DCFS placed children to assess the care and services they were receiving.

A copy of this report has been sent to the Auditor-Controller (A-C) and Community Care Licensing (CCL).

SUMMARY

Overall, Ettie Lee FFA was providing good care and services to the children and support to the certified foster parents as outlined in its program statement and as evident in the relationships formed.

The deficiencies noted during the monitoring review included a foster parent not having the required hours of on-going training; three foster parent files were missing documentation noting that an evaluation was conducted prior to the foster parent's current certification; the children did not have a Life Book/Photo Album to document their experience in foster care; and one personnel file did not have documentation in noting proof of current CPR and First-Aid training.

Based on our review, the FFA needed more thorough documentation and increased oversight to include routine monitoring of the files by supervisory staff to decrease or eliminate documentation issues found in the files.

NOTABLE FINDINGS

The following are the notable findings of our review:

- One of the three certified foster parent files reviewed did not have the required 15 hours of on-going yearly training.

- Each of the three foster parent files reviewed did not contain an evaluation prior to the foster parents' re-certification.
- The Director indicated that Ettie Lee staff will provide resources for on-going training and foster parent evaluations will be completed prior to each re-certification.
- Each of the ten current children files reviewed did not have a Life Book/Photo Album to document their experience in foster care. The Administrator indicated that the Agency will ensure that each child has his/her personal Life Book/Photo Album as the Agency believes it is important for children to document their life while in foster care.
- One of the three personnel files reviewed did not have proof of current CPR and First-Aid training.

A detailed report of our findings is attached.

EXIT CONFERENCE

In attendance:

Karen Cash, Director of Foster Care & Adoptions, and Elaine Lane, Monitor, DCFS OHCMD.

Highlights:

During the Exit Conference, the Director was in agreement with our findings and recommendations. The Director indicated that the Agency would make corrections to the deficiencies discussed in the exit meeting and provide a plan of oversight to ensure on-going monitoring of the files.

Ettie Lee FFA provided the attached written approved Corrective Action Plan (CAP) to address each recommendation noted in this compliance report.

DCFS will assess for full implementation of the recommendations during our next monitoring review.

Each Supervisor
May 14, 2012
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If you have any questions, please call me or your staff may contact Aldo Marin, Board Relations Manager at (213) 351-5530.

PLB:RS:KR
EAH:Nf:el

Attachments

c: William T Fujioka, Chief Executive Officer
Wendy Watanabe, Auditor-Controller
Public Information Office
Audit Committee
Clayton Downey, Executive Director, Ettie Lee FFA
Jean Chen, Regional Manager, Community Care Licensing

**ETTIE LEE FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY**

**754 E. Arrow Highway
Covina, Ca 91722
License Number: 197804111**

	Contract Compliance Monitoring Review	Findings: July 2011
I	<p><u>Licensure/Contract Requirements</u> (6 Elements)</p> <ol style="list-style-type: none"> 1. Timely Notification for Child's Relocation 2. Special Incident Reports Documented and Cross-Reported 3. Runaway Procedures 4. Community Care Licensing Citations, Out-of-Home Care Management Division Reports on Safety and Physical Deficiencies 5. If Applicable, FFA Ensures Complete Required Whole Foster Family Home Training 6. FFA Pays Certified Foster Parents Whole Foster Family Home Payments 	<p align="center">Full Compliance (ALL)</p>
II	<p><u>Certified Foster Homes</u> (13 Elements)</p> <ol style="list-style-type: none"> 1. Home Study Prior to Certification 2. Contact with References/Including Check with OHCMD 3. Safety Inspection Prior to Certification 4. Timely DOJ, FBI, CACI 5. Health Screening Prior to Certification 6. MAPP or Equivalent Training Prior to Certification 7. Certificate of Approval on File Including Capacity 8. Home Inspection/Evaluations for Re-certification 9. Completed Training Hours for Re-certification 10. CPR/First-Aid/Water Safety Certificates 11. CDL/Auto Insurance 12. Other Adults: DOJ/FBI/CACI 13. Transportation 	<ol style="list-style-type: none"> 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Needs Improvement 9. Needs Improvement 10. Full Compliance 11. Full Compliance 12. Full Compliance 13. Full Compliance

III	<p><u>Facility and Environment</u> (8 Elements)</p> <ol style="list-style-type: none"> 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 7. Disaster Drills Conducted 8. Allowance Logs 	Full Compliance (ALL)
IV	<p><u>Maintenance of Required Documentation and Service Delivery</u> (11 Elements)</p> <ol style="list-style-type: none"> 1. DCFS CSW Authorization to Implement NSPs 2. Children's Participation in the Development of NSPs 3. NSPs Implemented and Discussed with Foster Parents 4. Children's Progress Towards Meeting Goals 5. Timely Developed Initial NSPs with Child 6. Timely Comprehensive Initial NSPs with Child 7. Therapeutic Services Received 8. Recommended Assessments/Evaluations Implemented 9. DCFS CSWs Monthly Contacts Documented 10. Timely Developed Updated NSPs with Child 11. Timely Comprehensive Updated NSPs with Child 	Full Compliance (ALL)
V	<p><u>Education and Workforce Readiness</u> (7 Elements)</p> <ol style="list-style-type: none"> 1. Child Enrolled in School Within Three Days 2. Child Attends School as Required 3. Agency Facilitates Child's Educational Goals 4. Child's Academic and/or Attendance Increase 5. Current IEPs Maintained 6. Current Report Cards Maintained 7. Agency Facilitates Children's Participation in YDS/Equivalent/Vocational Programs 	Full Compliance (ALL)

VI	<p><u>Health and Medical Needs</u> (6 Elements)</p> <ol style="list-style-type: none"> 1. Initial Medical Examinations Conducted 2. Initial Medical Examinations Timely 3. Follow-up Medical Examinations Timely 4. Initial Dental Examinations Conducted 5. Initial Dental Examinations Timely 6. Follow-up Dental Examinations Timely 	Full Compliance (ALL)
VII	<p><u>Psychotropic Medications</u> (2 Elements)</p> <ol style="list-style-type: none"> 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review 	Full Compliance (ALL)
VIII	<p><u>Personal Rights and Social/Emotional Well-Being</u> (13 Elements)</p> <ol style="list-style-type: none"> 1. Children Informed of Home's Policies and Procedures 2. Children Feel Safe. 3. Satisfaction with Meals and Snacks 4. Foster Parents Treatment of Children with Respect and dignity 5. Appropriate Rewards and Discipline System 6. Children Allowed Private Visits, Calls, and Correspondence 7. Children Free to Attend Religious Services/Activities 8. Reasonable Chores 9. Children Informed About Psychotropic Medication 10. Children Aware of Right to Refuse Psychotropic Medication 11. Children Informed About Voluntary Refusal of Medical and Dental Care 12. Children Participation in At-Home, School Community Activities 13. Children Participation in Extra-Curricular Activities 	Full Compliance (ALL)

IX	<p><u>Personal Needs/Survival and Economic Well-Being</u> (8 Elements)</p> <ol style="list-style-type: none"> 1. Clothing Allowance 2. Ongoing Clothing Inventories of Adequate Quantity 3. Ongoing Clothing Inventories of Adequate Quality 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 	<ol style="list-style-type: none"> 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Needs Improvement
X	<p><u>Discharged Children</u> (3 Elements)</p> <ol style="list-style-type: none"> 1. Stabilization of Placement prior to Discharge 2. Discharge Summary Completed 3. Child Completed High School 	<ol style="list-style-type: none"> 1. Full Compliance 2. Full Compliance 3. Not Applicable
XI	<p><u>Personnel Records</u> (14 Elements)</p> <ol style="list-style-type: none"> 1. DOJ Timely Submitted 2. FBI Timely Submitted (After January 1, 2008) 3. CACIs Timely Submitted 4. Signed Criminal Background Statement Timely 5. Education/Experience Requirement 6. Employee Health-Screening Timely 7. Valid Driver's License 8. Signed Copies of FFA Policies and Procedures 9. Initial Training Documentation 10. One-hour Training of Child Abuse Reporting 11. CPR Training Documentation 12. First-Aid Training Documentation 13. On-going Training Documentation 14. Social Workers Appropriate Case Ratio 	<ol style="list-style-type: none"> 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Full Compliance 11. Needs Improvement 12. Needs Improvement 13. Full Compliance 14. Full Compliance

**ETTIE LEE FOSTER FAMILY AGENCY PROGRAM
CONTRACT COMPLIANCE MONITORING REVIEW**

**754 E. Arrow Highway
Covina, CA 91722
License Number: 197804111**

The following report is based on a "point in time" monitoring visit. This compliance report addresses findings noted during the July 2011 monitoring review.

CONTRACTUAL COMPLIANCE

Based on our review of ten children's files, three certified foster parent files, four discharge files and three staff files and/or documentation from the provider, Ettie Lee FFA was in full compliance with eight of the 11 sections of our Contract Compliance Review: Licensure/Contract Requirements; Facility and Environment; Maintenance of Required Documentation and Service Delivery; Education and Workforce Readiness; Health and Medical Needs; Psychotropic Medications; Personal Rights and Social/Emotional Well-Being; and Discharged Children. The following report details the results of our review.

CERTIFIED FOSTER HOMES

Based on a review of three certified foster home files and/or documentation from the provider, Ettie Lee FFA fully complied with 11 of the 13 elements reviewed.

We noted that one certified foster parent did not have the required 15 hours of yearly on-going training needed for re-certification, and none of the three certified foster parent files contained an evaluation of the foster parent prior to re-certification. The Director indicated that Ettie Lee staff will provide resources for on-going training and foster parent evaluations will be completed prior to each re-certification.

Recommendations:

Ettie Lee FFA's management shall ensure that:

1. Foster parents receive home inspection/evaluation prior to re-certification and that the FFA supervisory staff routinely monitor foster parent files to ensure on-going compliance.
2. Foster parents receive 15 hours of yearly on-going training prior to re-certification and that the FFA supervisory staff routinely monitor foster parent files to ensure on-going compliance.

PERSONAL NEEDS/SURVIVAL AND ECONOMIC WELL-BEING

Based on our review of ten children's files and/or documentation from the provider, Ettie Lee FFA fully complied with seven of eight elements reviewed. We noted that none of the ten children had a personal Life Book/Photo Album. The Administrator indicated that the Agency will ensure that each child has his/her personal Life Book/Photo Album as the Agency believes it's important for children to document their life while in foster care.

Recommendation:

Ettie Lee FFA's management shall ensure that:

3. Staff will encourage and assist children in creating and updating a Life Book/Photo Album.

PERSONNEL RECORDS

Based on our review of three personnel files and/or documentation from the provider, Ettie Lee FFA fully complied with 12 of the 14 elements reviewed.

We noted one employee did not have up-to-date CPR and First-Aid training. The Agency Administrator indicated she would have supervisory staff to routinely monitor the staff files to ensure all required documentation and/or training of Agency employees was up-to-date.

Recommendation:

Ettie Lee FFA's management shall ensure that:

4. All employees have current CPR/First Aid training and that documentation is maintained in the personnel files.

PRIOR YEAR FOLLOW-UP FROM THE AUDITOR-CONTROLLER'S COMPLIANCE REPORT

The A-C last compliance review was issued on March 4, 2008.

Objective

Determine the status of the recommendations reported in the prior A-C's compliance review.

Verification

We verified whether the outstanding recommendations from the A-C's last compliance review dated March 4, 2008 were implemented.

Results

The prior compliance report contained two outstanding recommendations. Ettie Lee FFA's Management was to ensure that safety inspections of foster homes were conducted and documented prior to certification and/or re-certification of foster parents; Needs and Services Plans and Quarterly Reports were to contain all required information. Based on our follow-up, the recommendations were fully implemented.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

A fiscal review of Ettie Lee FFA has not been posted by the A-C.

From: Karen Cash, LCSW

To: Marita lane

Subject: CAP for 2011 compliance review

I am sending this memo in response to the summary and findings of your 2011 exit summary review. Attached you will find documentation for the deficiencies stated in your letter.

- 1) Blanca Espadas is compliant in her training, and has completed 10 hours at this time. She has registered for a 7 hour training to be held at Ettie Lee on February 11, 2012. She is currently in the process of adopting the 3 foster children in her home.
- 2) I have attached both a copy of a sample of a Life Book for the Social Workers and Foster Parents to use as they work with their children. I also attach a sample of how to work with children on developing a rapport and what steps to take to work on a Life Book. On Feb 1, 2012, Ettie Lee Social Workers were trained on "The Importance of Life Books" and given a blank Life Book for each of their children.
- 3) Attached is a copy of Tiffany Plascik First Aid and CPR certificate.
- 4) Included in this package of information are copies of three different Agency Evaluations. One Evaluation is completed at the time of the Foster Parent Annual Re-Certification. One is used as a less formal way of knowing how our foster parents feel about Ettie Lee and their experience. And the 3rd is an evaluation to be used with the children on a random basis. These are the guidelines set forth by the Agency.

I hope that this explains the items included and attached to this Memo. Please do not hesitate to contact me with any questions or concerns regarding the CAP. Thank You for all that you do to make our Agency as good as we can be!

Gratefully,



Karen Cash, LCSW
Director of FFA/Adoptions Administrator

Karen Cash

From: Marita Lane [brownmd@dcfs.lacounty.gov]

Sent: Wednesday, January 04, 2012 3:14 PM

To: Karen Cash

Subject: CAP for 2011 Compliance Review

Hi Karen,

The Foster Family Agency Monitoring Review Exit Summary lists the deficiencies and is the CAP request.

I'll summarize:

Note: The initial training that Yolanda Carreon took with Serenity FFA is acceptable as proof of her initial training prior to being certified. I checked with CCL there is no requirement that a foster parent transferring from one FFA to another has to be retrained with the new FFA. As a result I cancelled the NO answer in Question #12 under Certified Foster Homes. However, the transferring foster parent has to keep current on their yearly training hours.

Deficiencies:

- 1) Blanca Espada had no on-going yearly training since 2008.
- 2) All ten children in the Review sample did not have a life book.
- 3) Employee Piascik did not have current CPR/First Aid training certificate.
- 4) All foster parents in the review, Yolanda Carreron, Blanca Espada, and Alice Mendez did not have re-evaluations completed at least every six months or per the Agencies approved time lines.

Ettie Lee's CAP will be due **February 6, 2012** to correct the above listed items that we talked about in the exit meeting. Thank you for your cooperation, it's a pleasure working with you and your staff. Elaine Lane, OHCMD, DCFS

ETTIE LEE YOUTH & SERVICES
 YEARLY FOSTER PARENT SELF EVALUATION
Foster Parent Annual Evaluation

I. Applicant's Information				
Name of Foster Family				
Address of Foster Family		Date of Review <small>(yyyy/mm/dd)</small>	Date of Last Review <small>(yyyy/mm/dd)</small>	Date of Initial Approval <small>(yyyy/mm/dd)</small>
Current Classification <i>(please check one)</i>				
<input type="checkbox"/> Level One		<input type="checkbox"/> Level Two		<input type="checkbox"/> Specialized
License Expiry Date <small>(yyyy/mm/dd)</small>		# of Children in Home		First Aid Expiry Date <small>(yyyy/mm/dd)</small>
Indicate most recent Foster Care placements and removals include current placements.				
Name	Date of Birth <small>(yyyy/mm/dd)</small>	Placement Date <small>(yyyy/mm/dd)</small>	Removal Date <small>(yyyy/mm/dd)</small>	Reason for Removal
Except for family members indicate all other people in your household, their ages, relationship to foster parent(s). Please include renters, boarders etc.				
Name	Age	Relationship to foster parent(s)		Role in relation to fostering
Have you or any member of your household been charged or convicted of a criminal offence since your last annual assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No Please provide details.				
If either foster parent is employed outside the home, indicate current employer and occupation, as well as usual hours of work.				
Name	Current Employer		Occupation	Usual Hours of Work
II. Family Dynamics				
Please comment on significant changes in the area of finances, health, education, relationships or family stresses since your last annual assessment.				
Describe the extent which you have been involved in working with natural families.				
What are the spiritual and cultural practices in your home?				
How have you assisted each child to develop his/her spiritual and cultural identity both within and outside your home?				
Please describe how you have worked effectively with a child who has some serious, moderate or mild behavioral difficulties.				
How do you encourage appropriate behavior?				
What are the discipline practices in your home? Please give specific examples for each child.				
III. Home and Community				
Please describe the sleeping arrangements of all foster children.				
Name	Sleeping Arrangement			

ETTIE LEE YOUTH & SERVICES
YEARLY FOSTER PARENT SELF EVALUATION

What types of recreation are your family and foster child involved in, with whom and how frequently? Please give specific examples for each child.

Please summarize what you consider are the strengths and challenges for your foster family.

Describe how you represent Foster Care professionally in the community. Some examples may be: providing training, board positions, committee involvement, recruitment, public speaking, writing articles, talking with neighbors or friends about the merits of fostering.

Describe any problems encountered in the community with regards to fostering. (e.g. school, neighbors, police, health professionals) and how you have resolved these issues.

IV. Evaluation of Classification

Indicate all training taken during the last year by each caregiver. Include the title and length of each course.

Describe the format, content and frequency of your recording practices, and where your records are stored. Please be prepared to share them with your Foster Care Caseworker.

Please use this space to comment on a particular skill or technique you have developed, or any unusual situation you have had to deal with and wish to share.

Review Learning Plan/Goals

Establish Goals for Upcoming Year

Foster Parent Signature

Date (yyyy/mm/dd)

Foster Parent Signature

Date (yyyy/mm/dd)

Foster Caseworker Signature

Date (yyyy/mm/dd)

Foster Care Agency Signature
(if applicable)

Date (yyyy/mm/dd)

**ETTIE LEE YOUTH & SERVICES
YEARLY FOSTER PARENT SELF EVALUATION**

FOSTER PARENT NAME: _____

DATE FIRST CERTIFIED: _____

NUMBER OF YEARS CERTIFIED: _____

Please answer the following questions. This evaluation will help the Ettie Lee Foster Care Program understand how you see your work as foster parents. Your evaluation will help us better serve and support our foster parents. This evaluation will be used for this purpose only.

1. What do you enjoy about being a foster parent?

2. What do you find to be most challenging for you as a foster parent?

3. How do you feel that you have helped foster children?

4. How do you think you could have been more helpful to foster children?

5. Do you feel the children placed with you were appropriate for your home? [Yes] [No]

6. Why do you feel they were or were not appropriate for your home?

7. Do you feel that the in-service foster parenting training helped you become a more effective foster parent? [Yes] [No]

8. How would you evaluate the training you've received this year?

10. In what ways did you feel supported by the Ettie Lee foster care staff?

11. How can the Ettie Lee staff be more supportive in your work as foster parents?

12. Are you planning on being re-certified for another year? [Yes] [No]

13. Why are you either planning or not planning on re-certifying?

14. What additional comments do you wish to share with the agency regarding foster parenting?

Foster Parent: _____

Signature

_____ Date

9. What additional training World you like to receive?

Ettie Lee Youth & Family Services
Foster Child Satisfaction Survey

We care about your experience here at Ettie Lee and are asking for your assistance in helping us to improve. Please put one "X" for each statement in the column that best reflects your opinion.

Thanks for your help!

	Poor 	Satisfactory 	Good 	Outstanding 	Don't Know 
I feel at home where I live.					
The place where I live is comfortable and meets my needs.					
Being here is helping me to improve my life.					
I get to participate in decisions that affect me.					
My relationships with the foster parents are good.					
I am able to see my family as often as I want to.					

What is your gender? _____ Where do you live? _____

How long have you lived there? _____

How old are you? _____ What is your race? _____

How many other kids are living with you? _____

Is there anything you'd like to tell us?

CERTIFICATE of COMPLETION

This is to certify that:

Tiffany Piascik
has attended

Course Title - Standard First Aid with CPR - Adult, Child and Infant
and has successfully completed the following elements

Adult CPR : valid 2 Years

Child CPR : valid 2 Years

First Aid : valid 2 Years

Infant CPR : valid 2 Years

Conducted by Ettie Lee Youth & Family Services

Instructor: Carol Tula

on

10/04/2011

The American Red Cross is an authorized provider of IACET this course may be eligible for CEUs.

Contact your local chapter for details.

**American
Red Cross**



Ettie Lee Youth & Family Services Training Class Audit

Class Number: 000084
Training Date: 11/17/11

Class Title: Self-Harming
Instructor: Citrus College

Class Hours: 3.00
Training Type: Agency

<u>Attendee</u>	<u>Type</u>	<u>Office</u>	<u>Account No.</u>	<u>Attended?</u>
Blanca Espadas	FP	MAIN	100000031	Y

Total Attended: 1

**Ettie Lee Youth & Family Services
Training Class Audit**

Class Number: 000085
Training Date: 11/22/11

Class Title: Inhalants Teens Use
Instructor: Citrus College

Class Hours: 3.00
Training Type: Agency

<u>Attendee</u>	<u>Type</u>	<u>Office</u>	<u>Account No.</u>	<u>Attended?</u>
Blanca Espadas	FP	MAIN	100000031	Y

Total Attended: 1

Ettie Lee Youth & Family Services Training Class Audit

Class Number: 000087
Training Date: 09/17/11

Class Title: Managing Anger: Both
Instructor: Deborah Reese

Class Hours: 3.00
Training Type: Agency

<u>Attendee</u>	<u>Type</u>	<u>Office</u>	<u>Account No.</u>	<u>Attended?</u>
Blanca Espadas	FP	MAIN	100000031	Y

Total Attended: 1

~~Ettle Lee Youth & Family Services~~
Training Class Audit

Class Number: 000078
Training Date: 11/15/11

Class Title: Proof Of Correction
Instructor: Jennifer Cordero

Class Hours: 1.00
Training Type: Agency

<u>Attendee</u>	<u>Type</u>	<u>Office</u>	<u>Account No.</u>	<u>Attended?</u>
Blanca Espadas	FP	MAIN	100000031	Y

Total Attended: 1

Ettie Lee Youth & Family Services
Training History

by Foster Parent
 09/24/10 to 09/24/11

Name: Espadas, Blanca
 Cert. Date: 09/13/10
 Foster Home: Espadas

Training Period: 09/13/11
 09/13/12

<u>Class Number</u>	<u>Training Date</u>	<u>Training Type</u>	<u>Class Title</u>	<u>Instructor</u>	<u>Class Hours</u>
000025	10/16/10	Agency	Setting Limits And Boundaries	Patricia Gieselman	3.00
000069	08/13/11	Agency	Adolescent Development	Mabel Vasquez, MA Ph	4.00
000070	08/23/11	Agency	Bully Prev. 4 Year And 4 Family	Mabel Vasquez, MA Ph	3.00
Total Hours:					10.00
Report Totals:					10.00

Handwritten signature

Ettie Lee Youth & Family Services Training Class Audit

Class Number: 000086
Training Date: 08/13/11

Class Title: Normal Childhood Dev
Instructor: Deborah Rees

Class Hours: 3.00
Training Type: Agency

<u>Attendee</u>	<u>Type</u>	<u>Office</u>	<u>Account No.</u>	<u>Attended?</u>
Blanca Espadas	FP	MAIN	10000031	Y

Total Attended:

The Next Step for ME

Date _____

An important decision has been made about my future.

I will be ...

returning to live with my birth parent/s (or a relative)

staying where I am with _____

moving to _____

adopted

Here is how I feel about this plan for me:

I Liked Living Here



When I was _____, I moved to _____
and lived with _____ (city/state) _____ I moved there because _____

I lived there for _____

(snapshot)	What I liked best:
------------	--------------------

I left there because _____

Social Worker/Staff	Schools	Friends
---------------------	---------	---------

MAP OF MY JOURNEY



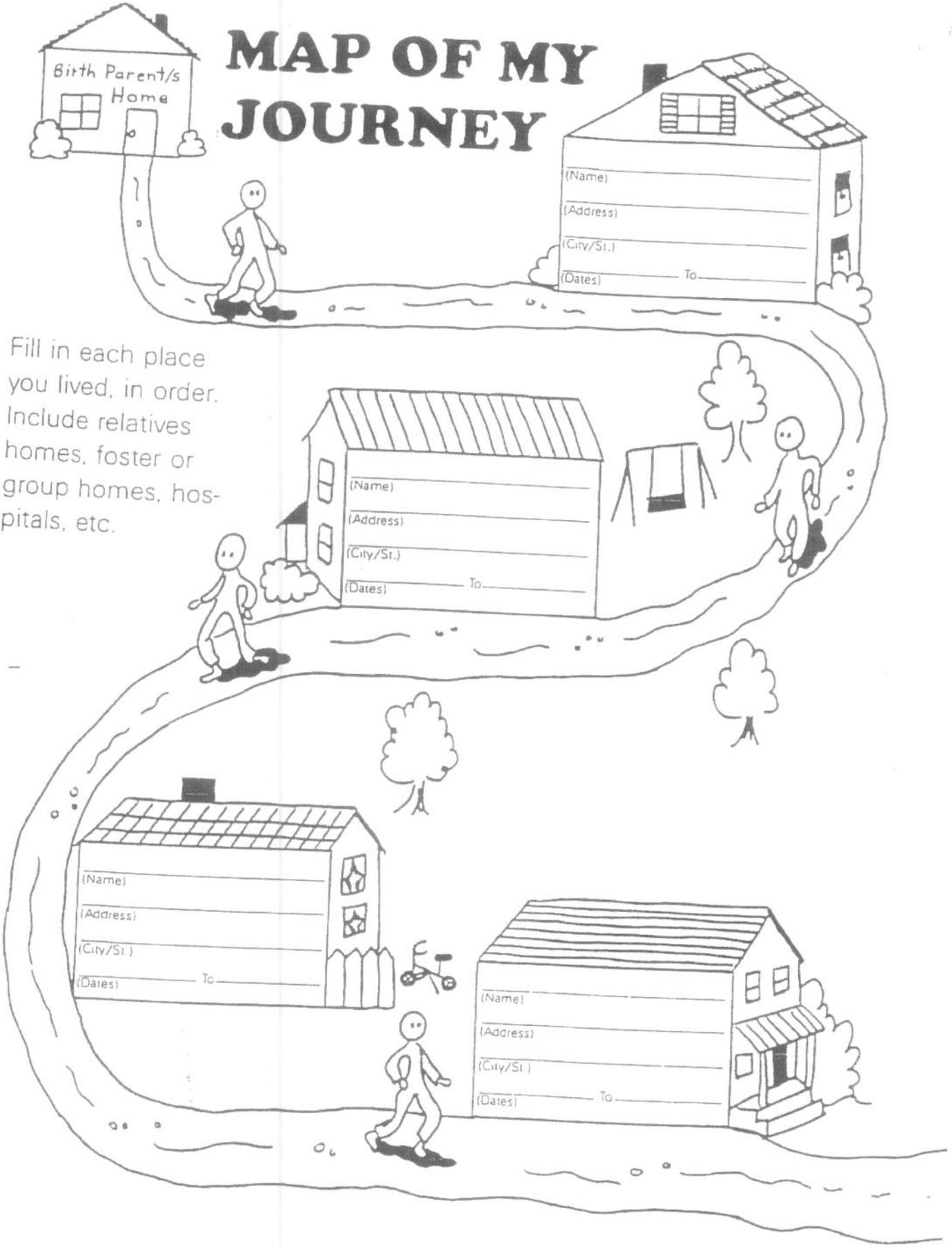
(Name) _____
(Address) _____
(City/St.) _____
(Dates) _____ To _____

Fill in each place you lived, in order. Include relatives homes, foster or group homes, hospitals, etc.

(Name) _____
(Address) _____
(City/St.) _____
(Dates) _____ To _____

(Name) _____
(Address) _____
(City/St.) _____
(Dates) _____ To _____

(Name) _____
(Address) _____
(City/St.) _____
(Dates) _____ To _____



My Birth Mother

My birth mother's name is _____ She was born on _____ Her birthplace was _____ and her nationality is _____. She has _____ sisters and _____ brothers. When I was born, she was _____ years old. I was her _____ child.

What she looked like:

Eye color _____

Hair color _____

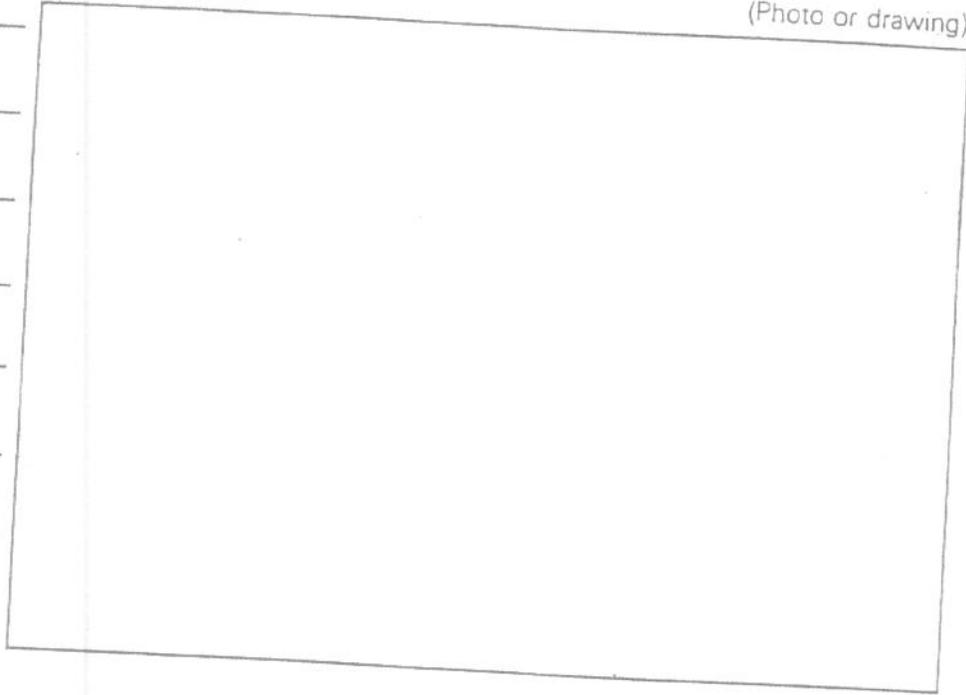
Skin color _____

Height _____

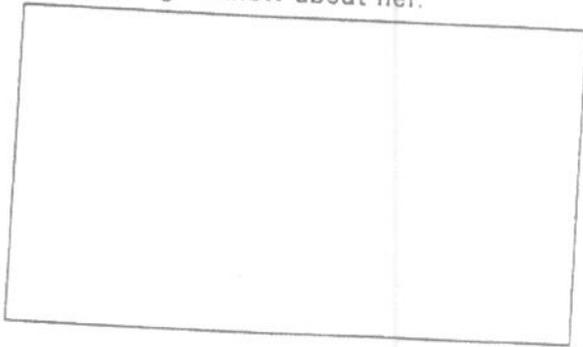
Weight _____

Other features _____

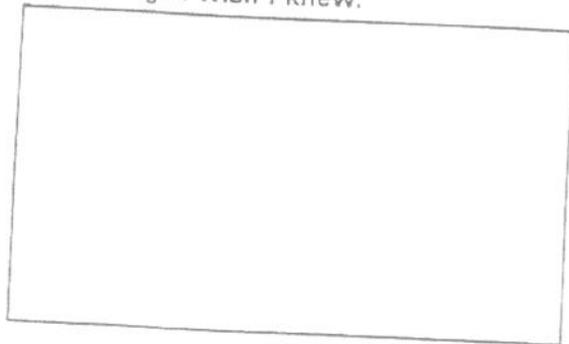
(Photo or drawing)



Other things I know about her:



Some things I wish I knew:



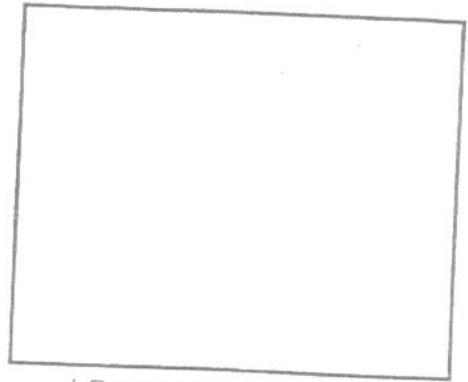
I don't live with her because _____

When I think about her, I feel _____

Sometimes I Feel ANGRY!



I get so mad when _____



(Draw your angry face!)

Usually I stay mad . . .

- just a few minutes
- a few hours
- a few days

My anger gets me in trouble when I . . .

- | | | |
|---------------------------------------|---|--------------------------------|
| <input type="checkbox"/> yell | <input type="checkbox"/> swear | <input type="checkbox"/> _____ |
| <input type="checkbox"/> hit | <input type="checkbox"/> stomp | <input type="checkbox"/> _____ |
| <input type="checkbox"/> kick | <input type="checkbox"/> run away | <input type="checkbox"/> _____ |
| <input type="checkbox"/> throw things | <input type="checkbox"/> say, "I hate you!" | <input type="checkbox"/> _____ |

Ways to blow off my anger without getting into trouble _____

Anger is an important feeling that needs a place to go. Like a Fourth of July rocket, it must be controlled to land safely without hurting anyone.

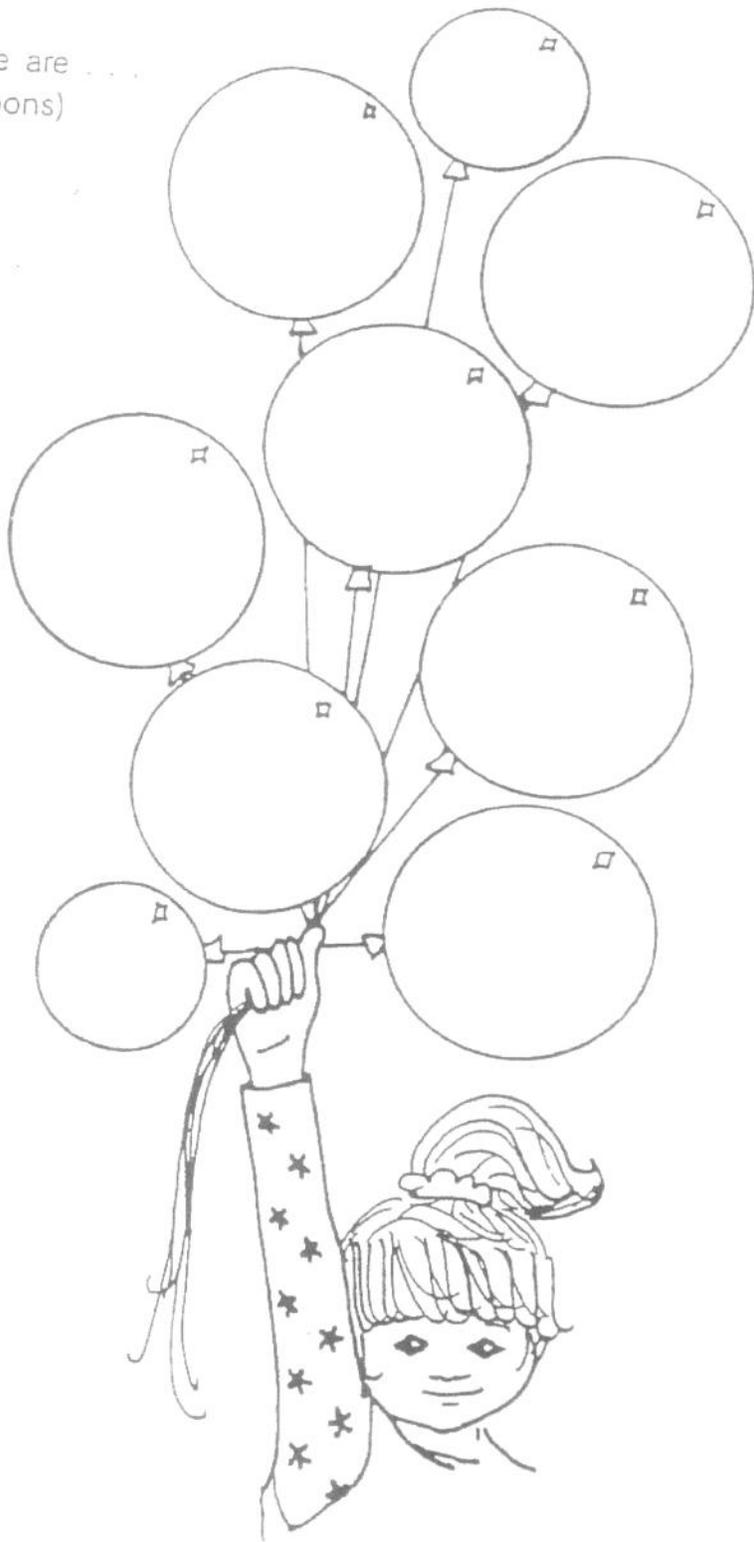
Write down
your angry feelings.



My Personality

Words that best describe me are
(write the words in the balloons)

- Friendly
- Silly
- Generous
- Out-going
- Athletic
- Musical
- Dependable
- Talkative
- Shy
- Sweet
- Nervous
- Excitable
- Inventive
- Loud
- Honest
- Quiet
- Funny
- Nice
- Creative
- Artistic
- Hyper
- Leader
- Aggressive
- Charming
- Good Student





My Favorite Activities



In the summer, I like to _____

_____ and in the winter, I enjoy _____

I'm taking lessons in _____

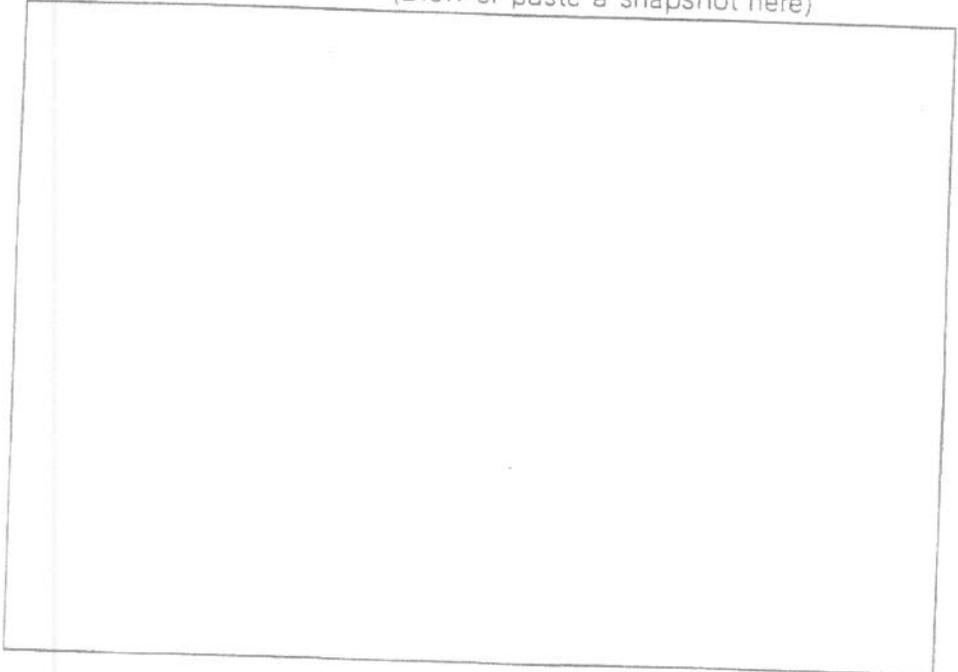
At school, I participate in _____

I really like it when Mom and I _____

I have fun with Dad when we _____

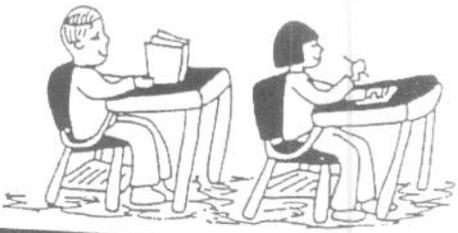
A family activity that I enjoy is _____

(Draw or paste a snapshot here)



Here I am doing something that I really enjoy!





My School Days

Grade	School	Favorite Teacher	Best Friend/s	Favorite Subject	Favorite Activity
Kindergarten					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

MY FAVORITE MOVIE IS _____

MY FAVORITE BOOK IS _____

MY FAVORITE THING TO WEAR IS _____

MY FAVORITE TV PROGRAM IS _____

MY FAVORITE PLACE TO GO IS _____

MY FAVORITE TIME IS WHEN _____

_____ HAPPENS.



IF I HAD 3 WISHES, I WOULD WISH FOR





Figure 4. Print cute clip art from your computer and let your kids color the images. They make great additions to your scrapbook pages. Supplies Clip art: D.J. Twinklers, D.J. Inkers; Font: D.J. Doodlers, Fantastic!, D.J. Inkers; Template for photo shapes: Fiskars; Pens: Micron Pigma, Sakura; Colored pencils: Zig Memory Pencils, EK Success.



Figure 5. If children are able, let them make up and write their own captions. If necessary, translate the captions on the back of the page. Or, as shown here, include the translation on the front, along with any other pertinent information. Supplies Clip art: Borders, D.J. Inkers; Font: D.J. Doodlers, Fantastic!, D.J. Inkers; Scissors: Viconan, Ripple and scallop edges, Fiskars; Pens: Brush, Sakura.

any other necessary supplies and let them "go for it." Figure 2 shows an example of a page made entirely by a seven year old, right down to cutting the pictures and writing the captions. Avoid the temptation to tell kids how to cut their photos and where to position them. Just let them do it themselves and see what they come up with!

2 Do only the work you think they can't handle, or help if they ask for help. Figure 3 shows a page made by my four year old. She wanted the top two pictures a certain way and wanted me to help, so I followed her instructions. The bottom picture she wanted to try herself, so I simply traced the template outline on the back and my daughter cut the picture out herself.

3 Clip art is a wonderful thing! If you have a computer, print cute pictures and let your kids color them. You can then add the pictures yourself as shown in Figure 4, or let your kids complete the page. I let my kids pore through the clip art books by D.J. Inkers, choosing the borders and pictures they want on their own pages.

4 Try letting your kids create the background for a page you do of them. Give them the paper and pens, then add the photos as you would any other scrapbook page. If they're old enough, you can even have them do the journaling too.

DOCUMENT, DOCUMENT, DOCUMENT, DOCUMENT!

I can't stress enough how important it is to document your pages. This can

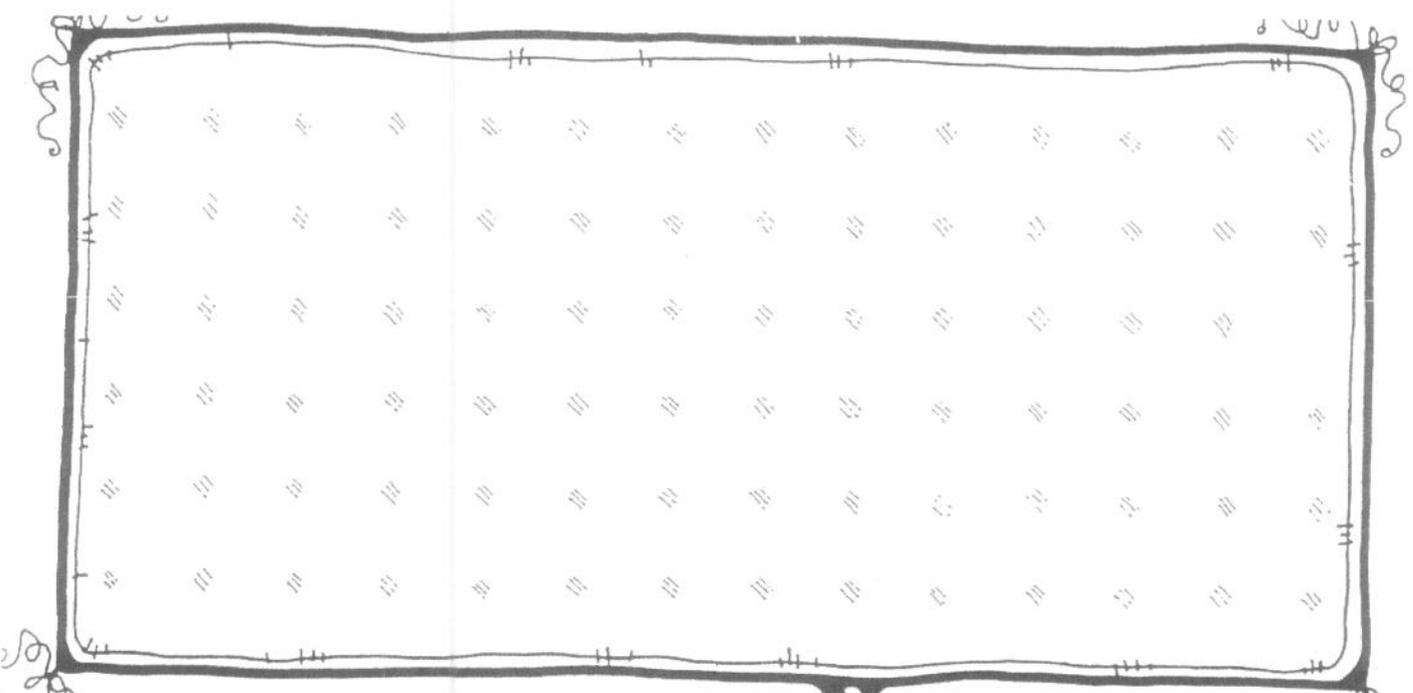
be done on the back of them. Be sure to include the date the page was created, as well as dates the photos were taken and anything else about the page you'll want to remember.

If your child is too young to write, ask him or her to tell you about what they've done on the page. Record that on the back as well, especially if they've drawn pictures you can't immediately recognize. Once I made the mistake of telling my child what a great spider she'd drawn, only to find it was a picture of me!

If your child is just beginning to write, there may be words you don't recognize—and he or she won't recognize them eventually either. Translate what your children have written, either on the back of the page or the front. When my daughter did the page in Figure 5, I couldn't decipher half the words she'd written, including "Hasta La Vista, Baby." I had her tell me exactly what every caption said, then I typed the translations up and placed them on the finished page.

... AND DOCUMENT!

Scrapbooking with your children is actually quite easy, with a big payoff in the quantity of time spent together and the keepsakes that are created. Best of all, the scrapbook pages made by your children also help you document their lives. Through the pages they create over time, you'll see their styles change and their talents grow. You'll have a very special, permanent record that'll be a treasure and a delight in years to come. Isn't that what scrapbooking's all about? ♥



ALL
ABOUT
ME!

I HAVE LOTS OF FAVORITE THINGS.

MY FAVORITE COLOR IS _____.

MY FAVORITE FOOD IS _____.

MY FAVORITE DRINK IS _____.

MY FAVORITE TOY IS _____.

MY FAVORITE GAME IS _____.

MY FAVORITE THING TO WEAR IS _____.



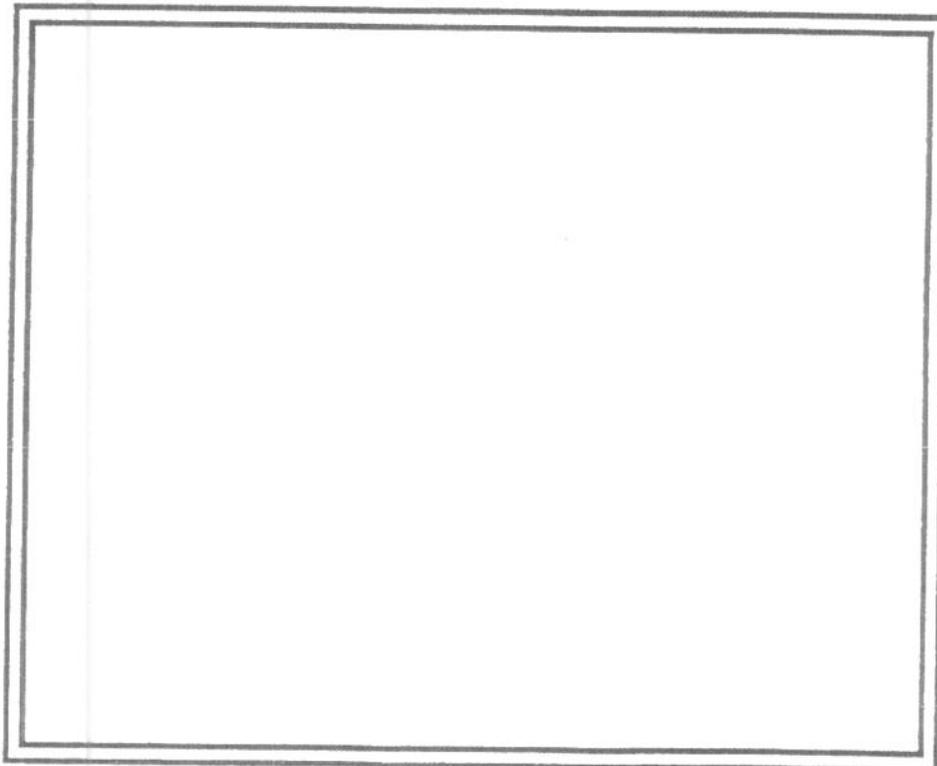
WHEN I GROW UP I WANT TO BE A



SOME OF THE THINGS I WILL DO
WHEN I GROW UP WILL BE



THIS IS WHAT I THINK I WILL LOOK LIKE
WHEN I GROW UP.



IF I HAD 3 WISHES, I WOULD WISH FOR



MY FAVORITE MOVIE IS _____.

MY FAVORITE BOOK IS _____.

MY FAVORITE THING TO WEAR IS _____.

MY FAVORITE TV PROGRAM IS _____.

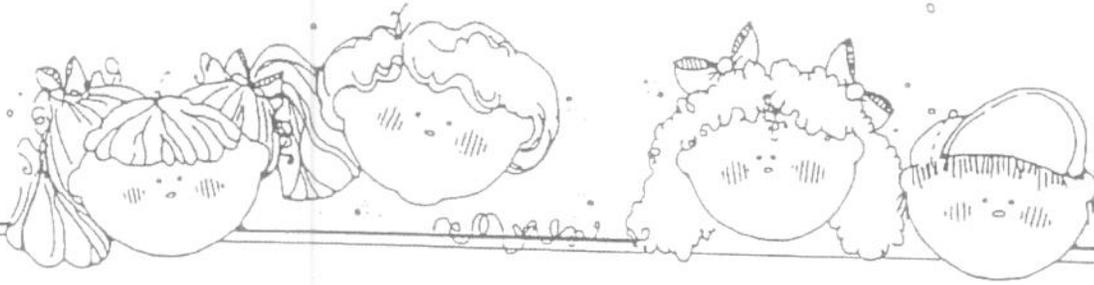
MY FAVORITE PLACE TO GO IS _____.

MY FAVORITE TIME IS WHEN _____

_____ HAPPENS.



..MY CLASSMATES..



MY SCHOOL PICTURES



My School Days

Grade	School	Favorite Teacher	Best Friend/s	Favorite Subject	Favorite Activity
Kindergarten					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Facts About Me

My name is _____ . I like to be called _____ .

I live at _____ . I'm in the _____ grade at

_____ school. My age is _____ .

My eyes are _____ and my hair is _____ . The color of my skin is a lovely shade of _____ . I am _____ inches tall

(and growing); my weight right now is _____ lbs. Also, I have _____

_____ .



What I like best when I look in the mirror is . . .

From top to bottom, you're O.K.





My Favorite Activities



In the summer, I like to _____

_____ and in the winter, I enjoy _____

I'm taking lessons in _____

At school, I participate in _____

I really like it when Mom and I _____

I have fun with Dad when we _____

A family activity that I enjoy is _____

(Draw or paste a snapshot here)

Here I am doing something that I really enjoy!



I Am

Likeable

What I like best about myself:

1.

2.

3.



What others like about me:

1.

4.

2.

5.

3.

6.

What I'd like to change about myself:



Many people think they would like to be someone else.
Remember . . . when you like yourself, others will like you,
too .