County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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

PHILIP L. BROWNING
Director

FESIA A. DAVENPORT
Chief Deputy Director

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

August 23, 2013

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

From: Philip L. Browning
Director

TRINITY YOUTH SERVICES 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 Trinity Youth Services Foster Family Agency (The FFA) in March 2013. The FFA has one licensed office located in the Fourth Supervisorial District, two licensed offices located in the Fifth Supervisorial District, and two licensed offices in San Bernardino County. All offices provide services to County of Los Angeles DCFS foster children and youth. According to the FFA's program statement, its mission is "to provide children with an appropriate family match and give the families support and training to ensure that placements will be beneficial in meeting the children's needs. We then provide casework services and specific treatment to each child as specified in the treatment plan."

At the time of the review, the FFA supervised 142 DCFS placed children in 60 certified foster homes. The placed children's average length of placement was nine months, and their average age was eight.

SUMMARY

During OHCMD's review, the interviewed children generally reported: feeling safe at the FFA; having been provided with good care and appropriate services; being comfortable in their environment; and treated with respect and dignity. The certified foster parents reported they were supported by the FFA staff in their efforts to provide care, supervision and service delivery to the children placed in their homes.

The FFA was in full compliance with 4 of 11 sections of our program compliance review: Maintenance of Required Documentation/Service Delivery; Health and Medical Needs; Personal Needs/Survival and Economic Well-Being and Discharged Children.

OHCMD noted deficiencies in the areas of Licensure/Contract Requirements, related to inappropriately filing Special Incident Reports (SIRs), maintenance of runaway procedures, and having been cited by Community Care Licensing; Certified Foster Homes, related to the FFA not requesting historical abuse information on a prospective foster parent; Facility and Environment, related to a home's interior common quarters and the children's bedroom not being well-maintained; Education and Workforce Readiness, related to children's educational goals not being met and the children's academic performance had not having increased; Psychotropic Medication, related to current court approved authorizations for the administration of psychotropic medication not having been on file; Personal Rights and Social Emotional Well-Being, related to children not being given the opportunity to participate in social activities in the community; and Personnel Records, related to two FFA Social Workers not having received CPR and First-aid training in a timely manner, and there was no written declaration for one part-time FFA Social Worker.

Attached are the details of our review.

REVIEW OF REPORT

On April 3, 2013, the DCFS OHCMD Monitor, Darío Villamarín, held an Exit Conference with the FFA representatives, Holly Brunton, Assistant Director of Foster Care/Adoption, Dionne Boyd, Office Director of the Long Beach office, and Laura Abujudeh-Kassam, Office Director of the Rancho Cucamonga office. The FFA's representatives: agreed with the review findings and recommendations; were receptive to implementing systemic changes to improve their compliance with regulatory standards; and agreed to address the noted deficiencies in a Corrective Action Plan (CAP).

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

The FFA submitted the requested CAP addressing the recommendations noted in this compliance report. OHCMD will confirm that these recommendations have been implemented during our next monitoring review.

If you have any questions, your staff may contact me or Aldo Marin, Board Relations Manager, at (213) 351-5530.

PLB:EM:KR
RDS:NF:dv

Attachments

c: William T Fujioka, Chief Executive Officer
Wendy Watanabe, Auditor-Controller
Public Information Office
Audit Committee
Holly Brunton, Assistant Director, Trinity Youth Services FFA
Angelica López, Acting Regional Manager, Community Care Licensing

TRINITY YOUTH SERVICES FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW
FISCAL YEAR 2012-2013

SCOPE OF REVIEW

The following report is based on a "point in time" monitoring visit. This compliance report addresses findings noted during the March 2013 monitoring review. The purpose of this review was to assess the Trinity Youth Services Foster Family Agency (The FFA's) compliance with the County contract and State regulations and included a review of the FFA's program statement, as well as administrative internal policies and procedures. The monitoring review covered the following 11 areas:

- Licensure/Contract Requirements,
- Certified Foster Homes,
- Facility and Environment,
- Maintenance of Required Documentation and Service Delivery,
- Educational and Workforce Readiness,
- Health and Medical Needs,
- Psychotropic Medication,
- Personal Rights and Social Emotional Well-Being,
- Personal Needs/Survival and Economic Well-Being,
- Discharged Children, and
- Personnel Records.

For purposes of this review, 12 children were selected for the sample. Out-of-Home Care Management Division (OHCMD) interviewed nine children and we reviewed all 12 case files to assess the care and services they received. One child was not interviewed due her young age. OHCMD observed the child interacting with the certified foster parents and the other children placed in the home. One child did not want to be interviewed; and one youth is a member of the robotic club at her school and did not want to miss her extra curricular activities for the interview. During the home visits, the children were observed to be comfortable in the certified foster home and the certified parents were observed to be attuned to the needs of the children. Additionally, four discharged children's files were reviewed to assess the FFA's compliance with permanency efforts. At the time of the review, eight placed children were prescribed psychotropic medication. OHCMD reviewed their case files to assess for timeliness of Psychotropic Medication Authorizations and to confirm the required documentation of psychiatric monitoring.

OHCMD reviewed five certified foster parent files and five staff files were reviewed for compliance with Title 22 Regulations and County contract requirements. Interviews were conducted with five certified foster parents to assess the quality of care and supervision provided to children.

CONTRACTUAL COMPLIANCE

OHCMD found the following seven areas to be out of compliance.

Licensure/Contract Requirements

- Community Care Licensing (CCL) received a complaint indicating that an infant was taken to urgent care for a case of severe diaper rash. It was determined that the certified foster parent failed to report the incident to the FFA. CCL did not request a Plan of Correction. However, the FFA representatives stated that all certified foster parents would be retrained on Serious Incident Report (SIR) reporting guidelines and that this issue would be addressed in their Corrective Action Plan. During the Exit Conference, the FFA provided verification to OHCMD that all certified foster parents were retrained in the area of SIR reporting guidelines.

- An SIR submitted via I-Track regarding a child who was displaying defiant behavior at the after school program, contained information that the child had displayed this type of behavior in the past, including hitting their head and shoulders against a wall. However, the FFA failed to file SIRs for these prior incidents in accordance with County contract. OHCMD provided the FFA with a SIR Power Point presentation that was provided to all FFAs in the past. During the Exit Conference, the FFA representatives presented signed logs as proof of the retraining of the FFA staff regarding SIR reporting guidelines.

- The FFA did not maintain runaway procedures in accordance with County contract. A youth who was not permitted by the certified foster parent to spend a weekend with a friend refused to return. Although the certified foster parent contacted law enforcement she failed to contact the Child Protection Hotline. Additionally, the FFA did not submit a SIR via I-Track and cross-report the incident to all required parties. During the Exit Conference, the FFA's representative stated that this issue would be addressed with all certified foster parents in the SIR training that will be provided.

Recommendations

The FFA's management shall ensure that:

1. Certified foster parents appropriately report special incidents to the FFA.

2. Run away procedures are in accordance with the County contract.

3. The FFA is free of CCL's complaint reports on safety issues.

Certified Foster Homes

- For one certified foster home, the FFA did not contact OHCMD regarding historical abuse/neglect information on the prospective foster parent prior to certification. During the monitoring review, the foster mother's historical background information was searched and there were no records of abuse/neglect. OHCMD notified the FFA of the result.

Recommendation

The FFA's management shall ensure that:

4. OHCMD is contacted for historical abuse/neglect information regarding prospective certified foster parents prior to certification.

Facility and Environment

- In one certified foster home, the upstairs hardwood floor was stained with paint and the children's bedroom doors were in need of painting. During the Exit Conference, the FFA presented to OHCMD the FFA Social Worker's case notes indicating that area rugs had been placed on the upstairs floors. The FFA's representatives also reported that the certified foster parent was working on painting the bedroom doors.

- In the same certified foster home, the lighting in the children's bedrooms was not sufficient. During the Exit Conference, the FFA presented the FFA Social Worker's case notes indicating that additional lighting had been added to the children's bedrooms.

Recommendations

The FFA's management shall ensure that:

5. Common areas are well maintained.

6. Children's bedrooms are well maintained to include sufficient lighting.

Education and Workforce Readiness

- A certified foster parent was not facilitating the educational goals for one child. Although the child was provided with tutoring, the certified foster parent stated that the issue with the child's academic performance had to do with the child not completing homework. When asked if the child's homework is checked, the certified foster parent stated no. Therefore, the child's educational goals and academic performance have not increased. During the Exit Conference, the FFA

representatives stated that the FFA Social Worker would assist the certified foster parent in developing a plan to ensure the child's homework is checked everyday.

Recommendations

The FFA's management shall ensure that:

7. They facilitate in meeting educational goals of each child.

8. Services are provided to increase children's academic performance.

Psychotropic Medication

- The Psychotropic Medication Authorization for two children on psychotropic medication were on file but they did not have the Court approved stamp. During the Exit Conference, the FFA representative provided copies of the Court approved authorizations and stated that this issue would be addressed in the CAP.

Recommendation

The FFA's management shall ensure that:

9. Psychotropic Medication Authorizations on file for all children on psychotropic medication have Court approval.

Personal Rights and Social/Emotional Well-Being

- Two children stated that they are not provided with activities out in the community. During the Exit Conference, the FFA's representatives stated that this issue would be addressed in the CAP.

Recommendation

The FFA's management shall ensure that:

10. All children are provided with activities out in the community.

Personnel Records

- For two FFA Social Workers, although their CPR and First-Aid certificates are current, their certificates indicated CPR and First-aid training was not received until six months after the date of hire. During the Exit Conference, the FFA's representatives stated that they would provide OHCMD with the certificates showing their timeliness, however, the documentation provided was the same as what was obtained during the review.

- For one FFA Social Worker, the file did not have the written declaration that as a part-time employee the caseload will not exceed a total of 15 children. During the Exit Conference, the FFA representatives stated that this issue would be addressed in the CAP.

Recommendations

The FFA's management shall ensure that:

11. Social Workers have their CPR and First-Aid issued in a timely manner.

12. Part-time Social Workers have a written declaration of part-time employment on file

PRIOR YEAR FOLLOW-UP FROM DCFS OHCMD's FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The OHCMD's last compliance report dated August 12, 2012, identified three recommendations.

Results

Based on OHCMD follow-up, the FFA fully implemented all three previous recommendations for which they were to ensure that:

- Children have timely initial medical examinations.
- Children have timely initial dental examinations.
- Each placed child has a coat.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER (A-C)

A fiscal review of the FFA was posted on June 5, 2013. The A-C identified $499,722 in unallowable costs, including $315,890 in interest and penalties on loans and credit cards; $91,313 in interest and penalties on delinquent payroll taxes; and $86,752 in non-sufficient funds and bank overdraft charges. The A-C also identified $38,756 in unsupportable/inadequately supported costs. Additionally, the A-C noted that the FFA's audited financial statements for the Fiscal Years (FYs) ending June 30, 2008 through June 30, 2010 included on-going concern that the FFA may have problems continuing to operate because of substantial operating losses and significant liabilities for delinquent payroll taxes. The FFA owed approximately $2.4 million in delinquent federal and State payroll taxes, penalties, and interest. The FFA borrowed more that $3.6 million from various banks, and used County foster care funds to pay $315,106 in interest on those loans in FY 2008-09. Paying interest with foster care funds is not allowed. The A-C recommended that DCFS resolve the questioned costs, and collect

any disallowed amounts. Also noted was that DCFS is to ensure that the FFA management take the appropriate corrective action to address the recommendations in the A-C's report and monitor to ensure that the actions result in permanent changes, and ensure that the FFA's financial issues do not affect the quality of care to County-placed children. On July 15, 2013, OHCMD contacted DCFS Fiscal Monitoring Section and was informed that a Fiscal Corrective Action Plan was requested from the FFA. The FFA has requested a formal hearing to dispute the audit report. The hearing date is pending. The appeal process must conclude before any corrective action can be requested from the FFA. The OHCMD will be conducting another review of the FFA in October, 2013.

TRINITY YOUTH SERVICES FOSTER FAMILY AGENCY
CONTRACT PROGRAM COMPLIANCE MONITORING REVIEW-SUMMARY

1520 West Cameron Ave., Suite 151
West Covina, CA 91790
License Number: 197805193

4201 Long Beach Blvd., Suite 421
Long Beach, CA 90807
License Number: 197805095

4225 North 10th Street West
Lancaster, CA 93534
License Number: 197805093

9600 Center Avenue, Suite 100
Rancho Cucamonga, CA 91730
License Number: 366405738

15500 Sand Street
Victorville, CA 92392
License Number: 3664204024

	Contract Compliance Monitoring Review	**Findings: March 2013**
I	**Licensure/Contract Requirements** (7 Elements)	
	1. Timely Notification for Child's Relocation	1. Full Compliance
	2. Serious Incident Report Documentation and Cross Reporting	2. Improvement Needed
	3. Runaway Procedures	3. Improvement Needed
	4. Are there CCL Citations/OHCMD Safety Reports	4. Improvement Needed
	5. If Applicable, FFA Ensures Complete Required Whole Foster Family Home Training	5. Not Applicable
	6. FFA Pays Certified Foster Parents Whole Foster Family Home Payments	6. Not Applicable
	7. Assessment of Certified Foster Parent (CFP) Prior to Placement of Two (2) or More Children	7. Full Compliance
II	**Certified Foster Homes (CFHs)** (12 Elements)	
	1. Home Study and Safety Inspection Prior to Certification	1. Full Compliance
	2. Contact with References/Including Check with OHCMD	2. Improvement Needed
	3. Timely DOJ, FBI, CACI	3. Full Compliance
	4. Timely, Completed, Signed Criminal Background Statement	4. Full Compliance
	5. Health Screening & TB Test Prior to Certification	5. Full Compliance
	6. Required Training Prior to Certification	6. Full Compliance
	7. Certificate of Approval on File/Including Capacity	7. Full Compliance
	8. Safety Inspection Every Six Months or Per Approved Program Statement	8. Full Compliance
	9. Completed Training Hours for Re-certification and Current CPR/First-Aid/Water Safety Certificates	9. Full Compliance
	10. Current CDL/Auto Insurance/Annual Vehicle Maintenance Documentation for CFPs and Designated Drivers	10. Full Compliance

	11. Other Adults in the Home: Health Screening/CDL/CPR DOJ/FBI/CACI/Auto Insurance 12. FFA Assists CFPs with Transportation Needs	11. Full Compliance 12. Full Compliance
III	**Facility and Environment** (7 Elements) 1. Exterior/Grounds Well Maintained 2. Common Areas Maintained 3. Children's Bedrooms/Interior Maintained 4. Sufficient Educational Resources 5. Adequate Perishable and Non-Perishable Food 6. Disaster Drills Conducted and Documentation Maintained 7. Allowance Logs Maintained	1. Full Compliance 2. Improvement Needed 3. Improvement Needed 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance
IV	**Maintenance of Required Documentation/Service Delivery** (10 Elements) 1. Department of Children and Family Services (DCFS) Children's Social Worker (CSW) Authorization to Implement NSPs 2. NSPs Implemented and Discussed with CFPs 3. Children Progressing Towards Meeting NSP Goals 4. Develop Timely, Comprehensive Initial NSP with Child's Participation 5. Develop Timely, Comprehensive Updated NSPs with Child's Participation 6. Therapeutic Services Received 7. Recommended Assessments/Evaluations Implemented 8. County Workers Monthly Contacts Documented in Child's Case File 9. Develop Timely, Comprehensive Quarterly Reports 10. FFA Social Workers Conduct Required Visits	Full Compliance (ALL)
V	**Education and Workforce Readiness** (5 Elements) 1. Children Enrolled in School within Three School Days 2. Children Attend School as Required and FFA Facilitates Children's Educational Goals Met 3. Children's Academic Performance and/or Attendance Increased 4. Current Report Cards Maintained 5. FFA Facilitates Child's Participation in YDS/Equivalent/Vocational Programs	1. Full Compliance 2. Improvement Needed 3. Full Compliance 4. Full Compliance 5. Full Compliance

VI	**Health and Medical Needs** (4 Elements) 1. Initial Medical Exams Conducted Timely 2. Follow-up Medical Exams Conducted Timely 3. Initial Dental Exams Conducted Timely 4. Follow-Up Dental Exams Conducted Timely	Full Compliance (ALL)
VII	**Psychotropic Medications** (2 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review	1. Improvement Needed 2. Full Compliance
VIII	**Personal Rights and Social Emotional Well-Being** (10 Elements) 1. Children Informed of Agency's Policies and Procedures 2. Children Feel Safe 3. CFPs' Efforts to Provide Meals and Snacks 4. CFPs Treat Children with Respect and Dignity 5. Children Allowed Private Visits, Calls and to Receive Correspondence 6. Children Free to Attend or Not Attend Religious Services/Activities 7. Reasonable Chores 8. Children Informed About Their Medication and Right to Refuse Medication 9. Children Aware of Right to Refuse Medical, Dental and Psychiatric Care 10. Children Given Opportunities to Participate in Extra-Curricular Activities, Enrichment and Social Activities	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. Improvement Needed
IX	**Personal Needs/Survival and Economic Well-Being** (7 Elements) 1. Clothing Allowance in Accordance with FFA Program Statement ($50 Minimum if After November 1, 2012) 2. Ongoing Clothing Inventories of Adequate Quantity and Quality 3. Children's Involvement in Selection of Clothing 4. Provision of Sufficient Supply of Clean Towels and Personal Care Items Meeting Ethnic Needs 5. Minimum Monetary Allowances 6. Management of Allowance/Earnings 7. Encouragement/Assistance with Life Book	Full Compliance (ALL)

X	**Discharged Children** (3 Elements) 1. Completed Discharge Summary 2. Attempts to Stabilize Children's Placement 3. Child Completed High School (if applicable)	 1. Full Compliance 2. Full Compliance 3. Not Applicable
XI	**Personnel Records** (9 Elements) 1. DOJ, FBI, CACI Submitted Timely 2. Timely, Completed, Signed Criminal Background Statement 3. Education/Experience Requirements 4. Employee Health Screening/TB Timely 5. Valid CDL and Auto Insurance 6. Signed Copies of FFA Policies and Procedures 7. Staff Completed All Required Training and Documentation Maintained 8. FFA Social Workers Have Appropriate Caseload Ratio 9. Written Declarations for Contract FFA Social Workers That Caseloads Not Exceed Total of 15 Children	 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Improvement Needed 8. Full Compliance 9. Improvement Needed

Foster Care

RANCHO CUCAMONGA

April 30, 2013

Dario Villamarin
Children's Services Administrator 1
Dept. of Children & Family Services
Out of Home Care Management Division
9320 Telstar Ave. # 216
El Monte, Calif. 91731

Dear Mr. Villamarin,

DCFS conducted an audit of Trinity Foster Care (Trinity) which began on March 5, 2013 and concluded with the Exit Meeting on April 3, 2013. Trinity received the FFA Evaluation Review Results Report from DCFS which contained the findings from the audit.

Findings will be addressed as follows:

1) SIR's - The finding was concerning "appropriately documented and cross reported" SIRs in a timely manner

- All agency staff were trained on the various types of incidents that require SIR reporting & on submitting such incident reports to the Office Director so they may be reviewed and submitted by I-Track in a timely manner. The trainings were completed by April 3, 2013 and FCSWs received the *Trinity Foster Care: Special Incident Reporting Guidelines* for future reference. A copy of the *Trinity Foster Care: Special Incident Reporting Guidelines* will be submitted to OHCMD by May 3, 2013.

- All agency foster parents were trained on the various incidents that must be reported to the agency immediately or the following day, etc. Foster parents received the *Foster Parent Incident Reporting Guidelines* and they signed a statement that they received the training and understand the information. This was completed for all homes on 4/12/13.

- A brightly colored copy of the *Foster Parent Incident Reporting Guidelines* will be posted in a prominent place in each foster home. The guidelines contain specific, detailed instructions regarding reporting foster youth unauthorized absences. This form will be posted in all homes by 5/10/13. A copy of the *Foster Parent Incident Reporting Guidelines* will be submitted to OHCMD by May 3, 2013.

- The Monthly Physical Plant Inspection will be updated to include the following "Is the *Foster Parent Incident Reporting Guidelines* posted prominently in the foster home?" The Monthly Physical Plant Inspections will be reviewed by the Office Director. A copy of the updated Monthly Physical Plant Inspection template will be submitted to OHCMD by May 3, 2013.

- Foster parents and FCSW's were trained in the Unauthorized Absences procedures. All were informed that if absences occur after business hours or on the weekend then the Police will be called to file a missing person report. In addition, the FCSW will call the Child Abuse Hotline to report the missing child/youth. An SIR will be submitted and a copy of the SIR placed in the child file. This training was completed for all by April 12, 2013.

2) One foster parent case record did not include " the agency's inquiry with OHCMD for historical information prior to certification" from Sept. 2009
   - As of October 27, 2011 Trinity began using CDSS form *ABCDM 228* in order to address this issue. This form was made part of our formal certification process. This form is listed on Trinity's Certification Checklist to ensure it is completed prior to approval. The Certification Specialist reviews files using this checklist prior to submitting it to the Office Director. The Office Director then reviews the file to also ensure all items are completed before a family can be certified. This is no longer an issue as the form was created on October 27, 2011 and put in place at that time. Prior to that date, the policy was in place, however, no formal document was utilized.

3) One foster parent home was inspected and did not have "adequate lighting" in the bedroom, had stains on the hard wood floor & had paint that was chipped on the door and frame.
   - All FCSW's will be trained on Title 22 Physical Plant regulations in staff meeting by the Office Director. These specific findings along with other physical plant compliance requirements will be discussed. Training sign-in sheet s will be provided to OHCMD by May 22, 2013. The training will also ensure FCSWs know how/where to access Title 22 regulations. Office copy will be located in an accessible area for all staff. The Office Directors will also review the Monthly Physical Plant Inspections once completed.

4) Meeting child's educational goal- One foster child had issues with turning in homework and when foster parent was interviewed, she stated she did not check homework on a regular basis; child's academic performance did not improve through agency services.
   - FCSW's will be required to ask foster parent and child at least once per month whether child is completing homework (more often as needed) and other school assignments and will also inquire how the foster parents encourage, monitor, and incorporate homework time into the foster home. This will be documented on the *Child Contact Record* when addressed. The form will be updated in a way that FCSWs will be reminded to ask this question. This will be effective the month of June 2013.

5) In two of 10 reviewed files, current PMA was not in file.
   - Office Directors will be notified via Memo that the Psychotropic Medication Authorization tracking log and all PMAs are to be maintained & updated during staff meetings. All children/youth on psychotropic medication will be reviewed at each staff meeting, listing PMA dates & upcoming due dates. FCSW will report what will be done weekly to obtain current PMA's on ones that are soon to expire. Children on Psychotropic meds will be reviewed at each staff meeting. Additionally, the Memo will explain a new procedure that the agency will implement to cross check the time-sensitive PMA approvals. Office Directors will now submit the tracking log for each child on psychotropic medications to the FFA Director on a monthly basis. This will allow the FFA Director to follow up with any questions such as how a delay is being handled and/or to provide an additional checkpoint/reminder that a new PMA is coming due, etc.

6) In two of 11 children interviewed, opportunity to participate in age appropriate extra-curricular activities was not indicated.
   - FCSW will be required to ask foster parent and child one time per month whether the child is involved in any extra curricular and/or family activities outside the home, as well

as how the foster parent encourages and incorporates this in the foster home. This will be documented on the *Child Contact Record* one time per month. The form will be updated in a way that FCSWs will be reminded to ask this question at least monthly. This will be effective the month of June 2013.

7) Two personnel files reviewed indicated CPR & 1st Aid was not complete prior to start of employment, however current CPR & 1st Aid was on file for the staff member files reviewed.

   - CPR and First Aid training will be completed within 30 days of hire date. Upon the start of employment, a training will be scheduled and completed for each staff resulting in proof of completion of the training and filed in the personnel file.

8) Written declaration for part time contract social workers collective caseload to not exceed 15 children

   - Contract Social Workers review and sign an extensive contract prior to beginning work with the agency. The contract states the following under part 4.1: Time Commitment – "*Contractor agrees to devote the number of hours required to perform the services and to meet the requirements of all applicable laws and regulations. Contractor may represent, perform services for and be employed by such additional clients, persons or companies at Contractor's sole discretion.* ***However, Contractor agrees not to assume responsibility for more than fifteen (15) foster children at one time from all sources.*** *Contractor agrees that he/she will not engage in any activity which is unprofessional or unethical, or which is determined by Trinity to bring, or which threatens to bring, discredit to the reputation of Trinity or its officers, directors, or other employees.*"

   - In addition to the above documentation, a separate written declaration stating the Contract Social Worker will not carry a collective caseload that exceeds 15 children will be filed in the personnel file

If there are any questions or more information is needed regarding Trinity's CAP, I can be contacted at (909) 980-4755.

Sincerely,

Laura Kassem, MS.

Laura Kassem
Trinity Foster Care
Rancho Cucamonga Director

MONTHLY HOME INSPECTION

This form is to be completed for all active certified homes each month unless 6-month or yearly inspections are done.

Foster Parent Name _____ Date: _____ Evaluator: _____

List all individuals living in the home:	Age/DOB	Indicate the relationship to the foster parent(s):

1. Is the *Foster Parent Incident Reporting Guidelines* posted prominently in the foster home? □ No □ Yes (list location of posting)

_____

SUPERVISION:

1. Have there been any changes to FP(s) employment status? □ No □ Yes (explain)

_____

2. Have there been any changes with childcare/back-up babysitter? □ No □ Yes (explain)

GENERAL LIVING AREAS / KITCHEN:

		MET	NOT MET	N/A
1.	All aspects of the general living areas / kitchen must be clean and in good repair. 80087(a) 89387(b) (carpets, floors, walls in good condition)			
2.	The Disaster Plan for Emergencies, The Foster home Disaster Drill and Trinity's On-Call Emergency Procedures must be up to date and posted near the main telephone 80075 (k) (1-3) Disaster drills must be conducted every 6 months and at each new			

	placement. 80023 (d) 89323(1)			
3.	Smoke detector(s) are mounted in appropriate areas and are in working condition. Detectors must be located near the kitchen, the bedrooms. 80087 (a) 89387(p)			
4.	Knives, cleaning solutions & other toxins must be inaccessible with a key or combination lock. 89387.2(b) 89376(d)(1)			
5.	All medications in the home (prescription and OTC medication) including refrigerated medicine and vitamins, must be made in accessible with a key or combination lock. This includes FP and other household members. 80075(i)(1) 89387.2(b)(2)			
6.	All faucets in the kitchen area are in working condition. 87088 (a) (2)			

FOSTER HOME BEDROOMS

		MET	NOT MET	N/A
1.	View each bedroom in the foster home to ensure the bedroom is clean, in good repair, appropriately decorated, and the floor is free of clutter. 80087(a) 89387(b)			
2.	Verify the bedroom space with members living in the household.			
3.	Confirm that every member living in the household has appropriate bedroom space.			

FOSTER CHILD (REN) BEDROOM

		MET	NOT MET	N/A
1.	Bedroom must be clean and in good repair, appropriately decorated, with beds made, and floor free of clutter. 83088(f)			
2.	Bunk beds not allowed unless all foster/natural children are 5+ years old; bunk beds must have railings on both sides of the upper tier. 89387(8)(A)			

BATHROOMS

		MET	NOT MET	N/A
1.	Toilets, sinks and floors must be cleaned; toilet and all faucets must be in working condition and toxins must be stored in a locked location. 89387.2(1)			
2.	Each child has personal hygiene / toiletries supplies are available and sufficient, i.e. toothpaste/brush, shampoo, etc. 89372(2)(B)			

YARD / SWIMMING POOLS

		MET	NOT MET	N/A
1.	Outside play area must be free from hazards, clutter and waste 83087.2(a) 89387(o)			
2.	Swimming pools and other bodies of water must be inaccessible through fencing at least 5 feet high with a self-close, self-latching device on the gate. Pool gates should have no gaps or foot/hand holes that would allow a child 5 years and older to climb. 80087(f)(1) 89387(1) (b-e)			

FIREARMS / WEAPONS

		MET	NOT MET	N/A
1.	Inspector verifies if family has brought any weapons in home since last inspection. 80087(h)(1-3) 89387.2(a) (1-3)			
2.	Firearms / Weapons must be stored and locked with ammunition stored and locked separately. Bow, arrows, darts, swords or other weapons must also be locked. 80087(h)(1-3) 89387.2(a) (1-3)			
3.	Firearms / ammunition, other weapons, and storage areas were viewed by inspector. 80087(h)(1-3) 89387.2(a) (1-3) Location of firearms:_____			

GARAGE

		MET	NOT MET	N/A
1.	Garage area is kept organized, clean and free from unreasonable clutter.80087(a)			
2.	Work tools, gas can, lighter fluid, paints, and other dangerous and/or toxic items, must be inaccessible and LOCKED at all times. 80087(h)(1) 89387.2(a)			

Areas to be fixed – Discrepancies

1. _____ Date Corrected: _____ Initials: _____
2. _____ Date Corrected: _____ Initials: _____
3. _____ Date Corrected: _____ Initials: _____
4. _____ Date Corrected: _____ Initials: _____

Notes:

APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION

(AGENCY OR INDIVIDUAL FROM WHOM INFORMATION IS REQUESTED)

To: [redacted], Out of Home Care Management, DCFS - Los Angeles County

WE _____ _____ _____

Residing at: _____, HEREBY AUTHORIZE YOU TO RELEASE TO THE

TRINITY FOSTER CARE/TRINITY YOUTH SERVICES _____ SPECIFIC
(NAME OF AGENCY, INSTITUTION, INDIVIDUAL PROVIDER)

INFORMATION REQUESTED BY THIS AGENCY WHICH I CANNOT PROVIDE CONSCERNING Any history of contacts with, referrals by, or investigations completed by Child Protective Services (CPS)

THIS INFORMATION IS NEEDED FOR THE FOLLOWING PURPOSE Foster Family Agencies (FFA's) are required to evaluate all contact potential Foster and Adoptive parents have had with Child Protective Services (CPS) or Department of Children and Family Services (DCFS)

THIS FORM WAS COMPLETED IN ITS ENTIRITY AND WAS READ BY ME (OR READ TO ME) PRIOR TO SIGNING

SIGNATURE OF APPLICANT		DATE
BIRTHPLACE	BIRTHDATE	MAIDEN NAME OF MOTHER
SIGNATURE OF APPLICANT		DATE
BIRTHPLACE	BIRTHDATE	MAIDEN NAME OF MOTHER

ABCDM 228 (ENG/SP) (6/99)

APPLICANT #1: S/S _____: CDL _____

APPLICANT #2 S/S _____ CDL _____

ADDRESS _____

SENT TO DCFS ON _____

ACKNOWLEDGEMENT OF TITLE 22 REGULATIONS.

Statement of Acknowledgement

I hereby acknowledge that I have access to a hardcopy of Title 22 at all times and have been made aware Title 22 regulations can be accessed by internet on the State of California Department of Social Services website http://www.dss.cahwnet.gov/ord/PG295.htm

_____ Employee Signature

_____ Date

_____ Print Name

Child Contact Record DRAFT 4-29-13

Date of Contact: _____ Contact # for the Month: 1 2 3 4 5

Child's Name: (one child per contact record) _____

Length of Contact: _____ am/pm to: _____ am/pm

Foster Parent(s): _____

Type of Contact: ☐ Foster Home ☐ School ☐ Daycare ☐ Out-of Home ☐ Unannounced

List all people present & indicate relationship to child/foster parent: _____

---

1) **Describe child's appearance:** ☐ **Well groomed** ☐ **Dressed appropriately for weather/activity** ☐ **Other:**

2) **Is the child currently taking medication** (prescription or over-the-counter)**?**

   ☐ **yes** (if yes check medication log & list medication) ☐ **no**

3) **Is NSP report due within the next three weeks?** ☐ **yes** ☐ **no** (If yes, include child ten and older and foster parents' participation in the development or modification of the NSP report and treatment plan goals in the narrative.)

4) **Was the child's culture, including family traditions, religious practices, and/or ethnicity, as well as how the foster parents encourage and incorporate this into the foster home, addressed?** (required one time per month, when discussed include in narrative) ☐ **yes** ☐ **no**

5) **Is child participating in extra curricular and/or family activities outside the foster home, as well as how the foster parents encourage and incorporate this into the foster home?** (required once per month, when discussed include in narrative)

   ☐ **yes** ☐ **no**

6) **Is child completing homework and other school assignments, as well as how the foster parents encourage and incorporate this into the foster home?** (required once per month, when discussed include in narrative)

   ☐ **yes** ☐ **no**

7) **Was individual face-to-face time spent with the child?** ☐ **yes** ☐ **no** (individual face-to-face time is required at each visit, include in narrative)

8) **Narrative: contact with child and foster parent(s)** (Include treatment goal addressed and progress, current problems/interventions, child's positive behaviors/successes, items discussed during individual time with child, support and training provided to foster parents.)

All items below must be checked MONTHLY.

1) **Medical/Dental Status:**

   1a. Medical/Dental appointments Dates / Reasons: _____

   1b. Date Monthly Medication Log collected and filed in child's office file. _____

   1c. Date Height/Weight Checked: _____ Height _____ Weight _____

2) **Life Book Date Checked:** _____

   Condition of Life Book: Good Fair Poor (circle one)

3) **Allowance & Clothing Purchase Record Checked/ Receipts Collected:** (form collected each month from foster home and filed in child's office file): _____

   Complete Incomplete (circle one)

   4a. Copy of Clothing Receipts collected: ☐ **yes** ☐ **no** (check one)

Completed by (Signature & degree required): _____

Date Contact Record Completed: _____

TO: DIRECTORS

FROM: HOLLY BRUNTON

SUBJECT: PSYCHOTROPIC MEDICATION AUTHORIZATIONS

DATE: APRIL 29, 2013

All Directors are to update and maintain a Psychotropic Medication Authorization Tracking Log Binder. The Psychotropic Medication Authorization Tracking Log form is to be kept in the front of the Psychotropic Medication log. All foster children/youth who are prescribed psychotropic medication(s) need to be listed on this log according to date.

The following items need to be filed in the log: Psychotropic Medication Information Form and all court authorizations. These items need to be filed in alphabetical order behind the Psychotropic Medication log.

This log is to be reviewed during staff meetings to ensure that all information is current and accurate. Be sure that six-month court evaluations are timely and properly requested. Upon receiving the foster child's first six-month renewal approval from the court, they will have to be re-entered into log.

Note: Directors must submit Psychotropic Medication Authorization Tracking Log to FFA Director monthly.

Thank You.

Written Declaration for Contract Social Workers

I, _____ understand that
Name of Contract Social Worker

by signing this declaration with Trinity Foster Care as a Contract Social Worker I am agreeing to not carry a collective caseload of more than 15 children at one time from any and all sources I contract with.

_____ _____
SIGNATURE DATE