



# COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242

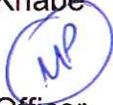
(562) 940-2501



**JERRY E. POWERS**  
Chief Probation Officer

December 18, 2014

TO: Supervisor Michael D. Antonovich, Mayor  
Supervisor Hilda L. Solis  
Supervisor Mark Ridley-Thomas  
Supervisor Sheila Kuehl  
Supervisor Don Knabe

FROM: Jerry E. Powers   
Chief Probation Officer

SUBJECT: **MOTION BY SUPERVISOR GLORIA MOLINA: AMENDMENT TO ITEMS 61, 62, AND 63 OF NOVEMBER 12, 2014 BOARD AGENDA**

On November 12, 2014, a motion was passed by your Board requiring that the Chief Executive Office work with the Chief Probation Officer to ensure that every agency receiving Juvenile Justice Crime Prevention Act (JJCPA) Funds be required to identify a quality assurance and tracking mechanism for each individual receiving services. Said services and tracking information will be maintained in a file and be made available for review by Probation staff who perform case management services.

This response was prepared in collaboration with the Chief Executive Office.

Probation currently and has historically provided specific Quality Control and Quality Assurance plans in all JJCPA contracts.

Examples of current contract language are as follows:

The Quality Control Plan includes requirements that contractors "shall establish and maintain a control plan to assure that the requirements of the contract be met; that the original plan and any future amendments are subject to COUNTY review and approval and shall include, but not be limited to...a system inspection system, methods for identifying and preventing deficiencies, a fill of all inspections conducted, methods for ensuring uninterrupted services, methods for maintaining confidentiality of records and, methods for maintaining security and preventing loss or destruction of data."

The Quality Assurance Plan requires that the COUNTY "evaluate the CONTRACTOR'S performance on not less than an annual basis and will include the CONTRACTOR's compliance with all Contract terms and performance standards" to include "appropriate corrective action for deficiencies." Further, Contracts include a clause for Performance Evaluation meetings, regularly scheduled performance evaluation meetings to be held monthly, and notify the Contractor whenever a contract discrepancy is identified.

Probation will continue to ensure all aspects of Quality Control and Quality Assurance are followed and, when necessary enhance the level and frequency of efforts in these areas.

Please contact me if you have any questions or need additional information, or your staff may contact Deputy Chief Reaver Bingham, at (562) 940-2513.

JEP:MEP:REB:yb

c: Sachi A. Hamai, Interim Chief Executive Officer  
Brence Culp, Chief Deputy, Chief Executive Office  
Mark J. Saladino, County Counsel  
Georgia Mattera, Public Safety, Chief Executive Office  
Justice Deputies