County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

PHILIP L. BROWNING
Director

Board of Supervisors
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First District
MARK RIDLEY-THOMAS
Second District
SHEILA KUEHL
Third District
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Fifth District

July 13, 2015

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

From: Philip L. Browning
Director

THE VILLAGE FAMILY SERVICES FOSTER FAMILY AGENCY FISCAL ASSESSMENT AND CONTRACT COMPLIANCE REVIEW

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a review of The Village Family Services Foster Family Agency (the FFA) in May 2014 and June 2014. The FFA has two licensed offices located in the First Supervisorial District and in the Third Supervisorial District. Both offices provide services to County of Los Angeles DCFS foster children and youth. According to the FFA's program statement, its stated mission is, "to protect children from abuse, preserve families, and build a stronger and safer community for all."

At the time of review, the FFA supervised 244 DCFS placed children in 97 certified foster homes. The placed children's overall average length of placement was 13 months, and their average age was nine.

SUMMARY

CAD conducted a Fiscal Assessment, which included an on-site review of the FFA's financial records, such as financial statements, bank statements, check register, and personnel files to determine the FFA's compliance with the terms, conditions, and requirements of the FFA Contract, the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook) and other applicable federal, State, and County regulations and guidelines.

The FFA was in full compliance with 3 out of the 5 areas of the Fiscal Assessment: Financial Overview; Cash/Expenditures; and Payroll and Personnel.

CAD identified deficiencies in the areas of: Loans, Advances and Investments, related to investment of County funds in Non-Federal Deposit Insurance Corporation (FDIC) insured accounts; and Board of Directors and Business Influence, related to Board meeting minutes not being certified by the Board Secretary.

During CAD's Contract Compliance 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 that 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 8 out of the 11 sections of our Contract Compliance Review: Certified Foster Home; Facility and Environment; Education and Workforce Readiness; Health and Medical Needs; Psychotropic Medication; Personal Rights and Social/Emotional Well-Being; Discharged Children; and Personnel Records.

CAD noted deficiencies in the areas of: Licensure/Contract Requirements, related to Community Care Licensing (CCL) citations; Maintenance of Required Documentation and Service Delivery, related to the FFA not obtaining the County's Children's Social Worker's authorization to implement Needs and Services Plans; and Personal Needs/Survival and Economic Well-Being, related to one child that reported not having more freedom to choose their own clothing, one child reported not receiving allowance weekly, and two children reported not having a life book/photo album.

Attached are the details of our review.

REVIEW OF REPORT

On June 26, 2014, CAD's Anthony Curry held an Exit Conference with FFA staff: Hugo Villa, Chief Executive Officer; Irma Seilicovich, Chief Operations Officer; Ivonne Wolovich, Vice President of Finance; Krisha Brown, Vice President of Administration; Kelly Bijer, Director of Quality Assurance; Diana Redeemer, Director of FFA Adoptions Intensive Treatment Foster Care; Elizabeth Rosas, Assistant Director of FFA; Adik Parsekhian, Assistant Director of Quality Assurance; and Madalena Cooper, Social Worker. DCFS staff included: Helga Kiaian, Financial Specialist IV; Kristine Ovsepyan, Administrative Services Manager II; Sherman Mikle, Children's Services Administrator II; Dario Villamarin, Aiyana Rios and Elizabeth Villalobos, DCFS Out-of-Home Care Management Division (OHCMD) Reviewers. The FFA representatives were in agreement with the review findings and recommendations, were receptive to implementing systemic changes to improve compliance with regulatory standards, and to address the noted deficiencies in Corrective Action Plans (CAPs) and a Quality Improvement Plan (QIP) addressing the recommendations noted in this report.

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

The FFA provided the attached approved Fiscal and Contract Compliance CAPs and a Quality Improvement Plan (QIP) addressing the recommendations noted in this compliance report. CAD conducted follow-up visits to the FFA on October 22, 23, and 24, 2014, and verified implementation of the CAP. OHCMD provided technical assistance to the FFA on August 6, 2014, to assist the FFA with implementing their CAP.

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

PLB:EM
LTI:DF:ar

Attachments

c: Sachi A. Hamai, Interim Chief Executive Officer
John Naimo, Auditor-Controller
Jerry E. Powers, Chief Probation Officer
Public Information Office
Audit Committee
Hugo Villa, Chief Executive Officer, The Village Family Services
Lenora Scott, Regional Manager, Community Care Licensing Division
Lajuannah Hills, Regional Manager, Community Care Licensing Division

THE VILLAGE FAMILY SERVICES
FISCAL ASSESSMENT REVIEW
JULY 2013 – JUNE 2014

SCOPE OF REVIEW

The Fiscal Assessment included review of the Village Family Services Foster Family Agency (the FFA) financial records, such as financial statements, bank statements, check register, and personnel files to determine the FFA's compliance with the terms, conditions, and requirements of the FFA Contract, the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook) and other applicable federal, State, and County regulations and guidelines, for the review period of July 1, 2012 through June 30, 2014.

The on-site Fiscal Assessment reviews focused on five key areas of internal controls:

- Financial Overview,
- Loans, Advances and Investments,
- Board of Directors and Business Influence,
- Cash/Expenditures, and
- Payroll and Personnel.

The FFA was in full compliance with 3 out of the 5 areas of the Fiscal Assessment: Financial Overview; Cash/Expenditures; and Payroll and Personnel.

FISCAL COMPLIANCE

CAD found the following areas out of compliance:

Loans, Advances and Investments

- The FFA has $592,214 of Mutual Fund Investments in Non-Federal Deposit Insurance Corporation [FDIC] insured accounts, including unspent grant and contract funds.

The FFA identified the County paid portion of these funds to be $22,861.50 and submitted documentation that this amount will be removed from the invested funds. DCFS Fiscal will request supporting documentation during the next on site Fiscal Compliance Assessment Tool (FCAT) administration to ensure this has been completed.

Recommendation:

The FFA's management shall ensure that:

1. County funds are not invested in Non- FDIC insured accounts.

Board of Directors and Business Influence

- The Board of Director's meeting minutes for three quarterly meetings were not certified by the Board Secretary.

Recommendation:

The FFA's management shall ensure that:

2. Board meeting minutes are certified by the Board Secretary.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

A current fiscal review of the FFA has not been posted by the Auditor-Controller.

NEXT FISCAL ASSESSMENT

The next Fiscal Assessment of the FFA will be conducted in County Fiscal Year 2015-16.

THE VILLAGE FAMILY SERVICES
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY

6736 Laurel Canyon Blvd., Suite 200
North Hollywood, CA 91406
License Number: 197805014

2677 Zoe Avenue
Huntington Beach, CA 90255
License Number: 197806197

	Contract Compliance Monitoring Review	**Findings: May 2014**
I	**Licensure/Contract Requirements** (7 Elements) 1. Timely Notification for Child's Relocation 2. Timely, Cross-Reported SIRs 3. Runaway Procedures in Accordance with the Contract 4. Are there CCL Citations/OHCMD Safety Reports 5. If Applicable, FFA Ensures Complete Required Whole Foster Family Home Training 6. FFA Pays Certified Foster Parents (CFP) Whole Foster Family Home Payments 7. FFA Conducts an Assessment of CFP Prior to Placement of Two (2) or More Children	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Improvement Needed 5. Not Applicable 6. Not Applicable 7. Full Compliance
II	**Certified Foster Homes (CFHs)** (12 elements) 1. Home Study and Safety Inspection prior to Certification 2. Contact with References/Including Check with OHCMD 3. Timely Criminal Clearance (DOJ, FBI, CACI) prior to certification 4. Timely, Completed, Signed Criminal Background Statement 5. Health Screening & TB Test Prior to Certification 6. Required Training Prior to Certification 7. Certificate of Approval on File/Including Capacity 8. Safety Inspection Every Six Months or Per Approved Program Statement 9. Completed Training Hours for Re-certification and Current CPR/First-Aid/Water Safety Certificates 10. Current CDL/Auto Insurance/Annual Vehicle Maintenance Documentation for CFPs and Designated Drivers 11. Criminal Clearance and Health Screening/CDL/CPR/DOJ/FBI/CACI/Auto Insurance for Other Adults in the Home 12. FFA Assists CFPs with Transportation Needs	Full Compliance (All)

III	**Facility and Environment** (7 Elements) 1. Exterior/Grounds Well Maintained 2. Common Areas Well Maintained 3. Children's Bedrooms/Interior Well Maintained 4. Sufficient Educational Resources 5. Adequate Perishable and Non-Perishable Food 6. Disaster Drills Conducted and Documentation Maintained 7. Allowance Logs Maintained	Full Compliance (All)
IV	**Maintenance of Required Documentation and Service Delivery** (10 Elements) 1. Department of Children and Family Services Children's Social Worker's (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. DCFS CSWs Monthly Contacts Documented in Child's Case File 9. Develop Timely, Comprehensive Quarterly Reports 10. FFA Social Workers Conduct Required Visits	1. Improvement Needed 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
V	**Educational 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	Full Compliance (All)

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 Medication** (2 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review	Full Compliance (All)
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	Full Compliance (All)
IX	**Personal Needs/Survival and Economic Well-Being** (7 Elements) 1. Clothing Allowance in Accordance with FFA Program Statement 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/Photo Album	1. Full Compliance 2. Full Compliance 3. Improvement Needed 4. Full Compliance 5. Improvement Needed 6. Full Compliance 7. Improvement Needed

X	**Discharged Children** (3 Elements) 1. Completed Discharge Summary 2. Attempts to Stabilize Children's Placement 3. Child Completed High School (if applicable)	Full Compliance (All)
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. FFA maintained Written Declarations for Part-Time FFA Social Workers Caseloads Not Exceed Total of 15 Children	Full Compliance (All)

THE VILLAGE FAMILY SERVICES FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW
FISCAL YEAR 2013-2014

SCOPE OF REVIEW

The following report is based on a "point in time" monitoring visit. This compliance report addressed findings noted during the May 2014 review. The purpose of this review was to assess The Village Family Services Foster Family Agency's (the FFA's) compliance with its County contract and State regulations and included a review of the FFA's program statement, as well as internal administrative 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 the purpose of this review, 12 placed children were selected for the sample. The Contracts Administration Division (CAD) interviewed 8 children; however, 4 children were not interviewed due to their young age. During the home visits, the children were observed to be comfortable in the Certified Foster Homes (CFHs) and the Certified Foster Parents (CFPs) were observed to be attuned to the needs of the children. CAD reviewed all 12 case files to assess the care and services they received. Additionally, 4 discharged children's files were reviewed to assess the FFA's compliance with permanency efforts. At the time of the review, 2 children currently placed were prescribed psychotropic medication. CAD reviewed their case files to assess for timeliness of Psychotropic Medication Authorizations and to confirm the required documentation of psychiatric monitoring.

CAD reviewed 5 certified foster parent files for compliance with Title 22 Regulations and County contract requirements. Interviews were conducted with the 5 certified foster parents to assess quality of care and supervision provided to the children.

The FFA was in full compliance with 8 out of the 11 sections of our Contract Compliance Review.

CONTRACTUAL COMPLIANCE

CAD found the following areas out of compliance.

Licensure/Contract Requirements

- The FFA received Community Care Licensing (CCL) citations.

On May 8, 2014, CCL cited the FFA as a result of deficiencies and findings. According to the report, CCL substantiated a complaint against a certified foster mother who failed to administer prescribed psychotropic medication to the foster child. During CCL's interview, the CFP admitted she did not give the medication to the child because she was fearful of how the child would react to the drug. On August 14, 2014, CCL requested a Plan of Correction (POC), which required the FFA to provide the CFP with re-training on administering psychotropic medication and personal rights. The FFA provided verification that the CFP received required training on August 26, 2014. The POC was cleared on August 28, 2014. The incident was not reported to the Child Protective Hotline.

On October 14, 2013, CCL substantiated a personal rights violation when it was determined that a certified foster father sexually abused a child. According to the report, the certified foster father inappropriately touched and kissed a child in a sexual manner, which was witnessed by another child placed in the home. This referral was investigated and cross reported to law enforcement by a Department of Children and Family Services (DCFS) Emergency Response (ER) Children Social Worker (CSW), who determined the allegations of Sexual Abuse and At Risk to be substantiated, which resulted in all of the children being removed from the home. The Out-of-Home Care Investigations Section (OHCIS) placed the home on an Indefinite Hold on March 11, 2014, and the home will no longer be used as a placement resource for DCFS children. CCL requested a POC, which included the decertification of the home. The FFA decertified the home on March 25, 2014 and the POC was cleared on April 18, 2014.

On February 26, 2013, CCL substantiated a complaint for a child not receiving services from the FFA. According to the CCL report, the FFA social work assigned to the CFP failed to meet the responsibilities of handling children's funds and allowances, as stated in the FFA Program Statement. CCL requested a POC, which included re-training the FFA social workers on Personal Rights, to provide services as stated in the FFA's Program Statement, and required the FFA to complete unannounced visits to the foster home. The FFA re-trained staff on July 31, 2013 and August 12, 2013. The POC was cleared on August 15, 2013.

Recommendation

The FFA's management shall ensure that:

1. The FFA is in full compliance with Title 22 Regulations, free of CCL citations.

Maintenance of Required Documentation and Service Delivery

- County Children's Social Worker (CSW) did not authorize implementation of the initial Needs and Services Plan (NSP).

Two NSPs reviewed did not have documentation of the FFAs efforts to obtain the County CSW's authorization to implement the initial NSP.

Recommendation

The FFA's management shall ensure that:

2. The FFA obtains or documents efforts to obtain the CSW's authorization to implement the NSPs

Personal Needs/Survival and Economic Well-Being

- One child was not involved in the selection of her clothing.

The child reported that the CFPs would select outfits that, in her opinion were unattractive. Thus, the child was reluctant to wear them at times.

- One child reported not receiving weekly monetary allowances.

The child reported that on occasion, the CFPs do not provide the weekly monetary allowance.

- Encouragement/Assistance to develop a Life Book or a Photo Album was not provided.

Two children reported not receiving encouragement and assistance to develop a Life Book/ Photo Album.

During CAD's follow-up to the FFA on October 22, 2014, the FFA provided verification that all placed children received and are being assisted with the development of a life book.

Recommendations

The FFA's management shall ensure that:

3. All age appropriate children are involved in the selection of their clothing.

4. All age appropriate children are provided with minimum monetary allowances.

5. All children are encouraged and assisted with the development a Life Book/photo album.

PRIOR YEAR FOLLOW-UP FROM DCFS OUT-OF-HOME CARE MANAGEMENT DIVISION'S (OHCMD) FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The OHCMD's last compliance report dated August 29, 2013, identified five recommendations.

Results

Based on CAD's follow-up, the FFA fully implemented the 3 of 5 previous recommendations for which they were to ensure that:

- Special Incident Reports (SIRs) are completed and are cross-reported to all required parties per SIR reporting guidelines.

- CFPs obtain health screenings/TB Clearances prior to certification or one week after certification and documentation is maintained in the certified foster parent files.

- All placed children prescribed and taking psychotropic medication are routinely seen by their prescribing psychiatrist. Also, that a back-up plan is devised by the FFA to ensure on-going medication management.

The FFA did not implement 2 out of the 5 recommendations for which they were to ensure that:

- The FFA is in full compliance with Title 22 regulations, free of CCL citations.

- The FFA obtains or documents efforts to obtain the CSWs' authorization to implement the NSP/Quarterly Reports in a timely manner and documentation is maintained in the children's files.

Recommendation

The FFA's management shall ensure that:

6. The outstanding recommendations from the 2012-2013 monitoring report, which are noted in this report as recommendations 1 and 2 are fully implemented.

At the Exit Conference, the FFA representatives expressed their desire to remain in compliance with all Title 22 Regulations and Contract requirements. The FFA is encouraging its social workers to invite CSWs to Child/Family Team meetings to discuss goals for the NSP. On October 22, 2014, during an on-site follow-up visit, CAD Compliance verified that the FFA provided NSP training to FFA staff responsible for developing and approving NSPs.

On August 6, 2014, OHCMD provided the FFA with technical support related to findings indicated in the 2013-2014 Contract Compliance Review.

the village
family services

July 1, 2014

Helga Kiaian
Financial Specialist IV
County of Los Angeles
Department of Children and Family Services
Contracts Administration Division-Fiscal Compliance
3530 Wilshire Blvd, 5th Floor
Los Angeles, CA 90010

RE: Foster Care Fiscal Compliance Assessment

Dear Ms. Kiaian:

The Village Family Services (agency) has reviewed the recommendations on the above reference report.

TVFS appreciate the opportunity to receive feedback on its system and processes, and actively strives to implement improvements whenever possible.

Overall, we found the DCFS Fiscal Compliance Review to be invaluable in confirming that our existing processes and procedures are working as intended and comply with all applicable compliance requirements. The Exit Summary Report confirms in all of the following areas without any cited finding or recommendations:

1. Financial Overview
2. Cash/Expenditures
3. Payroll and Personnel

We concur and appreciate the feedback.

The Exit Summary Report cites:

Loans, Advances and Investments

6736 Laurel Canyon Boulevard, Suite 200
North Hollywood, California 91606
phone: 818/755-8786 · fax: 818/755-8789
email: villagefs@thevillagefs.org

The Exit Summary Report states that TVFS as June 30, 2013 has mutual fund investments of $592,214.

TVFS Management:

- Investments of funds in non FDIC insured accounts.

Response:

TFVS concurs and effective immediately is going to reduce the amount of mutual fund investments according with Equity Schedule Attached
TVFS will ensure DCFS- Foster Care Contract money is deposit on FDIC insured accounts

Board of Directors, and Business Influence

The Exit Summary Report states that TVFS Board meeting minutes dated August 14, 2013, December 2, 2013 and February 13, 2014 were not certified by the Board of Secretary.

TFVS Management:

- Board meeting minutes not certified by the Board Secretary.

Response:

TVFS concurs and effective immediately will implement a corrective action plan to ensure that board meeting minutes are certified by the Board Secretary

The Village Family Services, its Directors and management team appreciate the hard work of the Fiscal Compliance team. If you should have any questions, please do not hesitate to contact me at 818-755-8786 ext 1002

Respectfully,

Ivonne Wolovich
VP of Finance

	Net Asset Equity as of June 2012	FY12-13 Net Income	Adjustment	Net Asset Equity as of June 2013
WA Restricted (CY)	141,421.68	(16,624.72)		124,796.96
Cash Reserve Fund	30,000.00	-		30,000.00
Board Designated	122,020.00	-		122,020.00
Total Foster Care	1,092,520.92	343,712.66	(24,620.56)	1,411,613.02
Grants - Drop-in Center	-	175,771.17	24,620.56	200,391.73
Grants - Other	90,101.60	10,911.78		101,013.38
Other - Unrestricted	213,462.67	(97,535.28)		115,927.39
Total Net Asset Equity	1,689,526.87	416,235.61	-	2,105,762.48

	Net Asset Equity as of June 2013	
Non County Dollar	$ 569,352.50	
County Dollar	$ 1,536,409.98	
	$ 2,105,762.48	
Mutual Fund Investment	$ 592,214.00	Fund
	$ 120,019.00	Cash
	$ 712,233.00	
Mutual Fund Investment	$ 592,214.00	
Non County Dollar	$ 569,352.50	
	$ 22,861.50	To be move out of Funds

the village
family services

August 11, 2014

County of Los Angeles Dept. of Children & Family Services
Contract Compliance Section
3530 Wilshire Blvd., 4th Floor
Los Angeles, CA 90010
Attn: Tony Curry, Children's Services Administrator I

Dear Mr. Curry,

As a follow up to your e-mail from July 10, 2014 relative to The Village Family Services' 2013-2014 Compliance Review, please find the following corrective action:

1) **Licensure/Contract Requirements**
Question 4: Is the agency free of substantiated Community Care Licensing complaints' reports on safety and physical plant deficiencies since the last review? (SAFETY)

Response: Regarding the allegation dated 2/26/13, CCL found this allegation to be substantiated. A POC was completed and approved for the CCL citation given. (See approved POC attached). The allegation dated 10/2014 was also found to be substantiated and the home was therefore decertified (see proof of decertification attached).

2) **Maintenance of Required Documentation 1 and Service Delivery**
Question 27: Did the FFA obtain or document efforts to obtain the County worker's authorization to implement the NSP? (WELL-BEING)

Response: On July 30, 2014, during an all-staff training, FFA social workers were trained on ensuring all efforts are made to receive CSW's authorization to implement NSPs and are documented in the minor's chart (See proof of training attached). Foster Care Social Workers were encouraged to invite CSWs to CFT meetings to discuss goals for NSP as well. FFA supervisors will also check and ensure all attempts are made to receive CSW authorization to implement the NSP in a timely manner.

3) **Personal Needs/Survival and Economic Well-Being**
Question 60: Are children, appropriate to their developmental level, involved in the selection of their clothing? (SELF-SUFFICIENCY)

Response: At the discretion of the FCSW and CSW, as children demonstrate age appropriate and developmentally sound judgment , a notation will be added to monthly clothing allowance form to address a child's interest and plan in selecting his/her clothes. (See revised clothing/allowance form attached).

6736 Laurel Canyon Blvd. Suite 200 North Hollywood, CA 91606
PH: (818) 755-8786 / FAX: (818) 755-8789
Email: villagefs@thevillagefs.org

Question 62: Are children always provided with weekly monetary allowances? (If after November 1, 2012, minimum base allowance per contract) (SELF-SUFFICIENCY)

Response: Monthly reports are collected for each client reflecting weekly allowance logs with minor's signature, if age appropriate, assuring the disbursement of allowance. Supervisors will review monthly reports and randomly complete home visits to interview children and ensure allowances are consistently distributed unless otherwise documented in the NSP.

4) **Question 64: Does the certified foster parent encourage and assist children to update a life book or a photo album? (PERMANENCY)**

Response: Life books will be included as a check off item on "Receipt of Foster Youth Bill of Rights form" to assure distribution to each client at time of placement. (See checklist attached). Foster parents and social workers will assist children with updating this life book regularly.

I thank you for your professionalism and appreciate your quality improvement feedback. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Diana L. Redeemer
Director of Foster Care, Adoptions, and ITFC
The Village Family Services
(818) 755-8786 Ext. 1052
dredeemer@thevillagefs.org

the village
family services

August 15, 2013

Attn: Cecilia Lee, Licensing Program Analyst
California Department of Social Services
Community Care Licensing Division
1000 Corporate Ctr. Dr. #200 A
Monterrey Park, CA 91754

Plan of Correction Control Number 32-CR-20130226093227 regarding:
Norma Tkaczuk.

Dear Ms. Lee,

- Attached please find training that was completed with FCSW and FFA staff regarding our agency's program statement with emphasis on section 13.

Should you have any questions, please feel free to contact me.

Sincerely,

Diana Fernandez-Redeemer, MA
Administrator or Foster Care, Adoptions, and ITFC
The Village Family Services
818-755-8786
dfernandez@thevillagefs.org

the village
family services

Training: Foster Care Administrator provided training to social worker Patrick Occhiato on the agency's program statement.

The Village Family Services Foster Care Administrator provided training with FFA social worker regarding the agency's program statement and specified on Section 13-Handling Children's Funds, Allowance, and Salaries.

Date of training:

Foster Care Administrator, Diana Redeemer provided the above training to FFA social worker Patrick Occhiato.

I attest that the above information is accurate. I have received the above training, have a clear understanding of the information, and will ensure compliance at all times.

FFA social worker Patrick Occhiato

8/12/13
Date

I attest that I have trained the above individual in the topics listed above.

FFA Administrator, Diana Redeemer

8/12/13
Date

6736 Laurel Canyon Blvd. Suite 200 North Hollywood, CA 91606
PH: (818) 755-8786 / FAX: (818) 755-8789
Email: villagefs@thevillagefs.org

the village family services

Foster Care Full Time Staff Meeting

Topic: Title 22 requirements in Inspection/Evaluation authority

2.0

July 31, 2013

Name	Signature
Elizabeth Rosas	
Juan Marquez	
Enrique Dominguez	
Yesenia Arias-Organista	
Dolores A Rivera	
Josefina Domweng	
Kelly Bigger	Kelly Bigger
Chris Niemas	
Sophia Lorente	
Jose Valle	
Patrick Occhiato	
[illegible]	
Xochitl Estrada	
Lizette Quintero	
Wendy Estrada	
Marcly Clark	
Iris Palma	
Diana Gonzalez	
Paola Jordan	
Patricia Mendoza	
Lorena Cortez-B	
Diana Chandez	
Carol Keene	Keene
Alicia Macias	Alicia Macias

the village family services

Foster Care Full Time Staff Meeting

Topic: Title 22 requirements in Inspection/Evaluation authority

2.0

July 31, 2013

Name	Signature
Laura Gonzalez	
Magdalena Cooper	
Sepi Mokhtarzadeh	S. Mokhtarzadeh
Leslie C. Ortega	
Cristina Bustamante	

the village
family services

6736 Laurel Canyon Blvd., Ste. #200
North Hollywood, CA 91606
Office: (818) 755-8786
Fax: (818) 755-8789

LETTER OF DECERTIFICATION

Foster Parent Name: **Carolina Tacanga**

Certified on: **July 17, 2008**
Address: **21241 Lassen St. Unit 4, Chatsworth, CA 91311**
Phone: **(818) 626-8605 Home (818) 438-7991cell**

Decertification: Voluntary **(X) Involuntary**
Effective Date of decertification: March 25, 2014

Dear **Carolina Tacanga,**

Our families have become aware that there are state and county regulations which they must abide at all times.

REASONS FOR DECERTIFICATION

(Check as many as apply)

	Relocated		Transferred		Family Changes
	Conflict with agency		Expired License		Financial
	Conflict with social worker		Job conflict		Personal
	Disillusionment		Adoption		Legal Guardian
	Physical Abuse		Lack of Supervision		Other:
	Sexual Abuse		No fingerprints of an adult babysitting	X	Agency standards have not been met.
X	Substantiated Allegation		Discipline		
	Emotional Abuse		Dishonesty		

SUMMARY OF THE REASONS FOR DECERTIFICATION

Due to a substantiated allegation for Sexual Abuse by Foster Father that resulted in the Department of Children Services decision to place your home in an Indefinite Hold on the CSW/CMS statewide system, we have decided to end your association and decertify your home effective March 25, 2014.

Sincerely,

Diana Redeemer
Director of Foster Care, ITFC & Adoptions

FOSTER FAMILY AGENCY CERTIFIED HOME

Monthly Log of Newly Certified and De-certified Homes

LOG FOR THE MONTH/YEAR:	FFA NAME	E-MAIL ADDRESS
MARCH/20014	THE VILLAGE FAMILY SERVICES	mclark@thevillagefs.org
FFA LICENSE NUMBER	FFA ADDRESS	
197805014	6736 LAUREL CYN, SUITE 200 NORTH HOLLYWOOS, CA 91606	

☐ Newly Certified Home ☑ De-certified Home ☐ No Newly Certified or De-certified

CERTIFIED PARENT(S) NAME

FIRST	MIDDLE	LAST NAME	SSN
CAROLINA		TACANGA	621-83-7701
FIRST	MIDDLE	LAST NAME	SSN

CERTIFIED HOME

ADDRESS	PHONE NUMBER
21241 LASSEN ST., CHATSWORTH, CA 91311	(818) 626-8605

E-MAIL ADDRESS	DATE CERTIFIED/DE-CERTIFIED
	3/25/2014

REASON FOR DE-CERTIFICATION

REFER TO ATTACHED DECERTIFICATION LETTER

STATE AGENCY USE ONLY

FACILITY NUMBER	FACILITY TYPE	ASSIGNED LPA

☐ Newly Certified Home ☐ De-certified Home ☐ No Newly Certified or De-certified

CERTIFIED PARENT(S) NAME

FIRST	MIDDLE	LAST NAME	SSN
FIRST	MIDDLE	LAST NAME	SSN

CERTIFIED HOME

ADDRESS	PHONE NUMBER

E-MAIL ADDRESS	DATE CERTIFIED/DE-CERTIFIED

REASON FOR DE-CERTIFICATION

STATE AGENCY USE ONLY

FACILITY NUMBER	FACILITY TYPE	ASSIGNED LPA

☐ Newly Certified Home ☐ De-certified Home ☐ No Newly Certified or De-certified

CERTIFIED PARENT(S) NAME

FIRST	MIDDLE	LAST NAME	SSN
FIRST	MIDDLE	LAST NAME	SSN

CERTIFIED HOME

ADDRESS	PHONE NUMBER

E-MAIL ADDRESS	DATE CERTIFIED/DE-CERTIFIED

REASON FOR DE-CERTIFICATION

STATE AGENCY USE ONLY

FACILITY NUMBER	FACILITY TYPE	ASSIGNED LPA

the village family services

Foster Care Full Time Staff Meeting

Topic: Needs and Service Plan Requirements/Special Incident reporting

2.0 7/30/14

Name	Signature
Diana Redeemer	
Maraly Clark	
Yesenia Arias-Organista	
Cora Gonzalez	
Lisa Navarro	
Jose Valle	
Vanessa Ruiz	
Diana Orandez	
Carol Keener	
Dolores A. Rivera	
Lorena Cortéz	
Elizabeth Rosas	
Rebeca K-Grande	
Iris P[illegible]	
Nendy Estrada	
Adith Parsekhian	
Cristina Bostanian	
Geovani Fernandez	
Laura Gonzalez	
Patricia Mendoza	
Josefina Danwing	
Enrique Danwing	
Maria Cortez	

the village family services

Foster Care Full Time Staff Meeting

Topic: Needs and Service Plan Requirements/Special Incident reporting

2.0 **7/30/14**

Name	Signature
Monica Jimenez	
Patrick Occhiato	
Yochitl Estrada	
Alea Esquivel	

the village family services

Name and age/DOB:_____

Monthly Allowance Log

This Allowance Log shall be used for distributing of allowance to all foster children. Each Foster Child shall have his/her own allowance log. Allowance begins at the age of 5. Allowance is to be given on a weekly basis:

Age: 5-8	Age: 9-11	Age: 12-14	Age: 15-18
$5-8 per week	$9-11 per week	$12-14 per week	$15-18 per week

For example, if 7 years of age, then you receive $7 per week. If 10 years of age, then you receive $10 per week and so on.

Date Given	Amount	Child's Signature
	$	
	$	
	$	
	$	
	$	

Monthly Clothing Allowance Log

EACH CHILD SHOULD RECEIVE $50 WORTH OF CLOTHING PER MONTH. PLEASE ATTACH RECEIPT(S) TO THIS FORM.

Date	Amount Spend $	Balance $	Minor's Signature	Foster Parent Signature

☐ Minor was involved in selecting his/her clothes._____
Youth's Initials

The information provided in this report is true and accurate to the best of my knowledge:

_____

Foster Parent signature Date:

the village family services

Receipt of Foster Youth Bill of Rights

_____ A copy of "Foster Youth Bill of Rights" was given and explained to youth.

_____ A copy of "Legal Rights of Teens in Out-Of-Home care" was given to youth (**ages 11 and up**).

_____ A copy of "Welfare and Institutions code Section 16001.9" was given to youth.

_____ Life Book was given to youth.

_____ _____

Youth's signature (age appropriate) Date

_____ _____

FCSW signature Date

6736 Laurel Canyon Blvd. Suite 200 North Hollywood, CA 91606
PH: (818) 755-8786 / FAX: (818) 755-8789
Email: villagefs@thevillagefs.org