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DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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March 7, 2016

To: Supervisor Hilda L. Solis, Chair
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From: Philip L. Browning
Director

CHILDREN'S WAY FOSTER FAMILY AGENCY QUALITY ASSURANCE REVIEW

The Department of Children and Family Services (DCFS) Out-of-Home Care Management Division (OHCMD) conducted a Quality Assurance Review (QAR) of Children's Way Foster Family Agency (the FFA) in June 2015. The FFA has two licensed offices, one in the Second Supervisorial District and one in the Fourth Supervisorial District, and provides services to the County of Los Angeles DCFS foster children and youth. According to the FFA's program statement, its mission is "to ensure these children are provided with a continuum of care."

The QAR looked at the status of the placed children's safety, permanency and well-being during the most recent 30 days and the FFA's practices and services over the most recent 90 days. The FFA scored at or above the minimum acceptable score in 8 of 9 focus areas: Permanency, Placement Stability, Visitation, Engagement, Service Needs, Assessment & Linkages, Teamwork and Tracking & Adjustment. OHCMD noted opportunities for improved performance in the focus area of Safety.

The FFA provided the attached Quality Improvement Plan addressing the recommendations noted in the report. In January 2016, OHCMD Quality Assurance Reviewer met with FFA to discuss results of the QAR and to provide the FFA with technical support to address methods for improvement in the area of Safety.

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

PLB:EM:KR:rds

Attachments

c: Sachi A. Hamai, Chief Executive Officer
John Naimo, Auditor-Controller
Public Information Office
Audit Committee
Colleen Anderson, Executive Director, Children's Way Foster Family Agency
Lajuannah Hills, Regional Manager, Community Care Licensing Division
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CHILDREN'S WAY FOSTER FAMILY AGENCY
QUALITY ASSURANCE REVIEW (QAR)
FISCAL YEAR 2014-2015

SCOPE REVIEW

The Out-of-Home Care Management Division (OHCMD) conducted a Quality Assurance Review (QAR) of Children's Way Foster Family Agency (the FFA) in June 2015. The purpose of the QAR is to assess the FFA's service delivery and to ensure that the FFA is providing children with quality care and services in a safe environment, which includes physical care, social and emotional support, education and workforce readiness, and other services to protect and enhance their growth and development.

The QAR is an in-depth case review and interview process designed to assess how children and their families are benefiting from services received and how well the services are working. The QAR utilizes a six-point rating scale as a *yardstick* for measuring the situation observed in specific focus areas. The QAR assessed the following focus areas:

Status Indicators:

- Safety
- Permanency
- Placement Stability
- Visitation

Practice Indicators:

- Engagement
- Service Needs
- Assessment & Linkages
- Teamwork
- Tracking & Adjustment

For Status Indicators, the reviewer focuses on the child's functioning during the most recent 30 day period and for Practice Indicators, the reviewer focuses on the FFA's service delivery during the most recent 90 day period.

For the purpose of this QAR, interviews were conducted with three focus children, three Department of Children and Family Services (DCFS) Children's Social Workers (CSWs), one FFA administrator, three FFA social workers and three certified foster parents.

At the time of the QAR, the focus children's average number of placements was three, their overall average length of placement was 24 months and their average age was eight. The focus children were randomly selected. None of the focus children were included as part of the sample for the 2014-2015 Contract Compliance Review.

QAR SCORING

The FFA received a score for each focus area based on information gathered from on-site visits, agency file reviews, DCFS court reports and updated case plans, and interviews with the FFA staff, DCFS CSWs, service providers and the children. The minimum acceptable score is 6 in the area of Safety and 5 in all remaining areas.

Focus Area	Minimum Acceptable Score	FFA QAR Score	FFA QAR Rating
Safety - The degree to which the FFA ensures that the child is free of abuse, neglect, and exploitation by others in his/her placement and other settings.	6	5	**Good Safety Status** - The focus children are generally and substantially avoiding behaviors that cause harm to self, others, or the community and are free from abuse, neglect, exploitation, and/or intimidation in placement.
Permanency - The degree to which the child is living with caregivers, who are likely to remain in this role until the child reaches adulthood, or the child is in the process of returning home or transitioning to a permanent home and the child, the FFA staff, caregivers and DCFS CSW, support the plan.	5	5	**Good Status** - The focus children have substantial permanence. The focus children live in a family setting that the children, the FFA staff, caregivers, caseworker, and team members have confidence will endure lifelong.
Placement Stability - The degree to which the FFA ensures that the child's daily living, learning, and work arrangements are stable and free from risk of disruptions, and known risks are being managed to achieve stability and reduce the probability of future disruption.	5	6	**Optimal Stability** - The focus children have optimal stability in their placement settings and enjoy positive and enduring relationships with primary caregivers, key adults and key adult supporters.
Visitation - The degree to which the FFA staff support important connections being maintained through appropriate visitation.	5	5	**Substantially Acceptable Maintenance of Visitation and Connections** - Fairly effective connections are being sought for all significant family/Non-Related Extended Family Members (NREFMs) through appropriate visits and other connecting strategies.

Focus Area	Minimum Acceptable Score	FFA QAR Score	FFA QAR Rating
Engagement - The degree to which the FFA staff working with the child, biological family, extended family and other team members for the purpose of building a genuine, trusting and collaborative working relationship with the ability to focus on the child's strengths and needs.	5	5	**Good Engagement Efforts** - To a strong degree, a rapport has been developed, such that the FFA staff, DCFS CSW, certified foster parents and the focus children feel heard and respected.
Service Needs - The degree to which the FFA staff involved with the child, work toward ensuring the child's needs are met and identified services are being implemented and supported and are specifically tailored to meet the child's unique needs.	5	5	**Good Supports & Services** - A good and substantial array of supports and services substantially matches intervention strategies identified in the case plan. The services are generally helping the focus children make progress toward planned outcomes. A usually dependable combination of informal and formal supports and services is available, appropriate, used, and seen as generally satisfactory. The array provides an appropriate range of options in the selection of providers.
Assessment & Linkages - The degree to which the FFA staff involved with the child and family understand the child's strengths, needs, preferences, and underlying issues and services are regularly assessed to ensure progress is being made toward case plan goals.	5	5	**Good Assessment and Understanding** - The focus children's functioning and support systems are generally understood. Information necessary to understand the focus children's strengths, needs, and preferences is frequently updated. Present strengths, risks, and underlying needs requiring intervention or supports are substantially recognized and well understood. Necessary conditions for improved functioning and increased overall well-being are generally understood and used to select promising change strategies.

Focus Area	Minimum Acceptable Score	FFA QAR Score	FFA QAR Rating
Teamwork - The degree to which the "right people" for the child and family, have formed a working team that meets, talks, and makes plans together.	5	5	**Good Teamwork** - The team contains most of the important supporters and decision makers in the focus children's lives, including informal supports. The team has formed a good, dependable working system that meets, talks, and plans together; face-to-face family team meetings are held periodically and at critical points to develop plans. The team has good and necessary skills, knowledge, and abilities to organize effective services with children of this complexity and cultural background.
Tracking & Adjustment - The degree to which the FFA staff who is involved with the child and family is carefully tracking the progress that the child is making, changing family circumstances, attainment of goals and planned outcomes.	5	5	**Good Tracking and Adjustment Process** - Intervention strategies, supports, and services being provided to the focus children are generally responsive to changing conditions. Frequent monitoring, tracking, and communication of the focus children's status and service results to the team are occurring. Generally successful adaptations are based on a basic knowledge of what things are working and not working for the focus children.

STATUS INDICATORS

(Measured over last 30 days)

Permanency (5 Good Status)

Permanency Overview: The FFA is providing substantial permanence for the focus children. The FFA provides services that correspond with each of the focus children's permanency plan goals and demonstrates efforts to reach the permanency plan recommended by DCFS. During monthly home visits, the FFA social worker holds team meetings with the certified foster parents, and the focus children to discuss the progress of the focus children and their families are making toward permanency. The FFA social workers also make efforts to coordinate their home visits with the DCFS CSWs' monthly visits to the certified foster homes, to discuss the focus children's permanency plans as well as any other relevant issues.

The FFA demonstrates efforts to support the focus children in achieving their permanency goals. The FFA follows all court orders and any recommendations made by the DCFS CSWs. The FFA makes efforts to ensure the FFA social workers and certified foster parents follow the focus children's visitation plans and support a successful reunification for the focus children and their families.

The permanency plan for the first focus child is Family Reunification with her father. The concurrent case plan goal is Adoption and it is recommended that the focus child remain with her certified foster mother if family reunification services are not successful. The focus child has plans to graduate from high school, participate in the Transitional Living Program and eventually become independent. She is in the process of seeking part-time employment and is also waiting to begin participating in the County's Independent Living Program. Her certified foster mother stated that she will continue to support the focus child and assist her in the process of transitioning from foster care. Her DCFS CSW stated that the focus child has done well in her certified foster home, and she is confident that the focus child will continue residing with the certified foster mother until she transitions from foster care.

The second focus child's permanency plan is Family Reunification and the concurrent plan is Family Finding Effort. Her brother is also placed in the certified foster home. The focus child reported that she is happy in the certified foster home and would like to remain in the care of her certified foster mother until she is able to reunify with her mother. The FFA and the certified foster mother are working collaboratively to ensure the focus child achieves permanency. The FFA and her certified foster mother are supportive of the reunification plan; they are providing the services to support the family's reunification efforts. The certified foster mother transports the focus child to therapy and supports the maintenance of family ties by transporting the focus child to her visits to ensure the focus child and her brother are able to maintain contact with their family members.

The third focus child's permanency plan is Family Reunification, and the concurrent plan is Adoption with Family Finding Effort. The focus child shared that, although she enjoys living with her certified foster mother and her certified foster mother is taking good care of her, she wishes to be reunified with her mother. The focus child also shared that she knows her certified foster mother and her FFA social worker work together to ensure she visits with her mother. The FFA social worker and her certified foster mother support the focus child's permanency plan, follow the DCFS CSW's recommendations, and are supportive of reunification services, as they ensure the focus child is visiting and has regular telephone contact with her family members.

Placement Stability (6 Optimal Status)

Placement Stability Overview: The FFA is ensuring optimal stability for the focus children. The FFA social workers and certified foster parents appear genuinely concerned about the focus children's well-being and demonstrate being committed to the focus children. The FFA takes responsibility in ensuring the focus children receive services and treatment needed for healthy development and for them to remain stable in all areas of functioning. The focus children are doing well in school, in their certified foster homes, and in the community. None of the focus children has experienced, or is at-risk of placement disruption. The FFA also provides the certified foster parents with support and training, to assist them in providing for the focus children's needs.

The three focus children reported that they feel comfortable, secure and stable with their certified foster parents. Each of the focus children indicated that they wanted to remain living with their certified foster parents if they were not able to return to their families. The DCFS CSWs were pleased with the focus children's stability and the care the certified foster parents have provided.

The first focus child has been placed in her current certified foster home for four years. The focus child reported that she has a close relationship with her certified foster mother, who is caring and

meets her needs. The focus child shared that she is comfortable in her certified foster home, and that she has made progress in many areas, especially school, because of her certified foster mother's support. The focus child would like to remain in her certified foster home until she transitions from foster care. Her DCFS CSW stated that the focus child is stable, and she did not express any concerns.

The second focus child has been placed in her current certified foster home for approximately one year. The focus child shared that she feels safe and comfortable with her certified foster mother, and that her certified foster mother is providing all of her needs. Her certified foster mother shared that the focus child is doing well in her home. Her certified foster mother is supportive and is involved in ensuring the child attends school and is doing well academically. The certified foster mother is also respectful of the child's heritage, and she works with her DCFS CSW to ensure the focus child's needs are met.

The third focus child was placed in her certified foster home approximately one year. The focus child has adjusted well. Her certified foster mother shared that the focus child is a pleasure to have in her home. Her certified foster mother did not have any concerns about the focus child. The focus child shared that she enjoys spending time with her certified foster mother. The focus child expressed that she is happy and that she enjoys when her certified foster mother treats her to McDonald's.

The DCFS CSWs for the focus children all expressed that they see the commitment and dedication in each of the certified foster parents and the FFA social workers. The DCFS CSWs reported the certified foster parents are involved in ensuring the focus children's needs are met and that they are stable in school. The DCFS CSWs had no concerns, and they reported that each of the focus children is in a stable placement.

Visitation (5 Substantially Acceptable Maintenance of Visitation & Connections)

Visitation Overview: The FFA has demonstrated being supportive and assisting in maintaining effective family connections for the focus children. Each of the focus children is visiting with appropriate family members. The FFA follows court visitation recommendations and also complies with DCFS and the FFA's visitation requirements. The certified foster parents encourage the focus children to maintain regular contact with their families. The certified foster parents provide transportation for visits and also assist in the monitoring of visits or telephone communication between the focus children and their family members, when necessary. The FFA social workers, certified foster parents and DCFS CSWs have demonstrated working collaboratively to ensure visits are successful.

The first focus child has weekly visits with her maternal grandmother. The focus child also has weekly monitored visits with her father and her half siblings; the focus child's maternal grandmother monitors visits at a neutral location. The focus child also maintains regular telephone contact with her family members. Her certified foster mother provides transportation for the visits. Her certified foster mother and the FFA social worker maintain contact with the DCFS CSW to make visitation arrangements and provide updates on the status of the visits. Her DCFS CSW reported that the FFA follows visitation orders, and she has no concerns regarding visitation, as the focus child enjoys the visits, and the visits appear to be going well.

The second focus child has weekend overnight visits with her mother, stepfather and siblings. While on her visits, she also visits with her maternal grandparents and aunt. The focus child enjoys going home for visits and being with her family and extended family members. Her DCFS CSW, the FFA social worker and the certified foster mother work collaboratively with the focus child's family to ensure the visits occur, as scheduled. Her certified foster mother provides transportation for the visits. The certified foster mother reported that the visits are going well.

The third focus child has unmonitored visits with her parents and her siblings. The visits with her mother and father occur separately. The focus child visits with her siblings during visits with her mother. The visits with her family are consistent. The focus child stated that she is happy visiting with her family. Her certified foster mother is supportive of the visitation arrangements. She provides transportation for the focus child's visits with her family members. Her certified foster mother also maintains communication with the focus child's parents when they call to speak with the focus child or to check on her well-being. The FFA social worker monitors the progress of the visits and provides updates to her DCFS CSW. There have been no reported concerns regarding visitation.

What's Not Working Now and Why (Score/Narrative of Opportunities for Improvement)

Safety (5 Fair Safety Status)

Safety Overview: The safety status of the focus children is fair. All of the focus children reported that they feel safe in their certified foster homes. The focus children reported that there is adult supervision and that their certified foster parents provide them with a safe environment. The focus children also stated that they can always share their concerns with their certified foster parents and the FFA social worker. The FFA social worker takes responsibility for the focus children's well-being. The DCFS CSWs for the focus children had no concerns regarding the children's safety. The FFA social workers and the DCFS CSWs make regular home visits to the certified foster homes to ensure that the children are safe.

The first focus child stated that she feels safe because her certified foster mother is always home with her, there are rules at the certified foster home, and her certified foster mother transports her to school. The second focus child shared that she likes her certified foster mother; she feels safe in her home and that no one has hurt her in her current foster home. The third focus child reported that she feels safe because her certified foster mother provides good care and there is always adult supervision.

Based on the interviews with the focus children's DCFS CSWs and the FFA staff, the children are happy with their certified foster parents. The certified foster parents and the FFA staff have always ensured that the focus children are safe and their needs are met.

The FFA submitted 10 Special Incidents Reports (SIRs) via the I-Track database in the past 30 days. None of the SIRs involved the focus children. The SIRs involved minor injuries to children, a child's refusal to take prescribed medication, hospitalization, sexual assault of a placed child while at school and police involvement. There was also a SIR involving assaultive behavior by a child who also alleged physical abuse and general neglect by the foster parent. This SIR was submitted late, as the FFA reported that the certified foster parent failed to notify the FFA timely. Although the FFA demonstrates efforts to provide for the safety of the focus children, the FFA scored below the

minimum acceptable score in the focus area of Safety, as the FFA did not follow SIR reporting guidelines as SIRs were submitted late and not cross-reported to all required parties.

The FFA acknowledges that its certified foster parents require additional training regarding the guidelines and protocols for reporting of special incidents to ensure the safety and well-being of placed children.

PRACTICE INDICATORS

(Measured over last 90 days)

What's Working Now /Narrative of Strengths for Focus Area)

Engagement (5 Good Engagement Efforts)

Engagement Overview: The FFA makes consistent good efforts to engage the focus children, the focus children's family members, the certified foster parents, the DCFS CSWs and key people in the decisions that are being made for the focus children. Each of these individuals is included in the team for the respective focus child. The FFA social workers visit the focus children and their certified foster parents at least twice a month. They communicate with their DCFS CSWs at least monthly and make efforts to meet their DCFS CSWs during the CSW's monthly visits to the certified foster parent's home. The FFA social workers and the certified foster parents include the focus children's parents and appropriate family members in discussions regarding visitation, school, and progress.

Communication between the DCFS CSWs, certified foster parents and the FFA social workers occurs regularly. The focus children are familiar with the FFA staff members and are confident in expressing their needs and expectations. The three focus children indicated that they feel comfortable with the certified foster parents and the FFA's staff. The focus children are encouraged to communicate with their FFA social workers, certified foster parents, DCFS CSWs and their family members.

Each of the focus children reported that they depend on their certified foster parents. The focus children reported that their certified foster families and the FFA staff treat them with respect, and they feel cared for. The focus children, along with the certified foster parents and FFA staff, reported that the DCFS CSWs engage with them and maintain open communication.

The DCFS CSWs reported that there is good communication between them, the certified foster parents and the FFA staff and that they have meaningful conversations regarding the children's well-being, progress toward their treatment plan goals and that they make an effort to communicate during home visits, via telephone and e-mail.

Service Needs (5 Good Supports and Services)

Service Needs Overview: The FFA provides a substantial array of supports and services matching the intervention strategies identified in the case plans of the focus children. The FFA social workers collaborate with the DCFS CSWs, the focus children, and the certified foster parents to develop the Needs and Services Plan (NSP) goals for the focus children. The FFA ensures the focus children receive appropriate services, such as medical and dental care, as well as tutoring and therapeutic services, as ordered by the Court and/or recommended by DCFS.

According to the FFA, the first focus child is doing well in her certified foster home. The focus child is cooperative and continues to make progress toward achieving her case plan and treatment goals. The focus child has successfully completed therapy. Her certified foster mother is involved in addressing the focus child's educational needs, as the focus child is deficient in school credits. Her certified foster mother takes an active role in encouraging the focus child to work on earning school credits, and she provides a learning environment at home. The focus child is receiving weekly in-home tutoring services, which is assisting her in improving in the subjects of Math and English. The focus child shared that she feels more positive about school, and she wants to do well. She also shared that she is focused on becoming independent. She recently obtained her Social Security card and California Identification card. She is excited about seeking part-time employment and starting the Independent Living Program.

The second focus child is actively participating in weekly individual therapy, as well as conjoint counseling with her mother. The focus child shared that she is benefitting from therapy, as she is learning how to communicate better. According to her FFA social worker, the focus child's stepfather will also be included in the family sessions, when appropriate. In addition to the family, the focus child is also receiving support services through the American Indian Association. The focus child participates in weekly activities through the Boys and Girls Club. The certified foster mother provides the focus child with transportation to therapy, medical and dental appointments, and extracurricular activities.

The third focus child is six years old. The focus child is attending transitional Kindergarten, and she is doing well. The focus child is not presenting any behavioral problems. However, the FFA social worker, her certified foster mother and her DCFS CSW maintain open communication to assess her needs, discuss her progress in school and monitor her development. The team is working together to ensure consistency in her visits with her family members.

The FFA social workers reported that they maintain contact with the focus children's service providers, and they collaborate with the DCFS CSWs to develop the NSP goals for the focus children. The certified foster parents indicated that the FFA has a structured program to ensure the focus children receive the needed services and requires their certified foster parents to provide frequent updates regarding the focus children's progress.

The DCFS CSWs reported that the FFA follows through with the DCFS recommendations for therapeutic services as needed and that the certified foster parents ensure that the focus children attend school and receive the appropriate services, and that the focus children participate in extracurricular activities.

Assessment & Linkages (5 Good Assessment & Understanding)

Assessment & Linkages Overview: The FFA demonstrates a good understanding of the focus children's functioning, challenges, earlier life traumas and support systems. The FFA assesses the focus children's needs and makes sure the interventions and services provided are appropriate for the focus children to function effectively in daily settings. The FFA social workers visit with the focus children at least monthly to assess their progress and to evaluate their needs. NSPs are developed with input from the focus children, certified foster parents, service providers and the DCFS CSWs. The focus children's progress toward achieving their NSP and case plan goals is determined through observation and reports from certified foster parents, teachers, service providers and the DCFS

CSWs. The FFA social workers reported that they are continually evaluating the needs of the focus children and their families and providing services required to assist the focus children and supporting them to make their placement successful. The effectiveness of the services, interventions, and supports is demonstrated by how well the focus children are doing. The focus children are stable, happy, and continue to make progress.

Teamwork (5 Good Teamwork)

Teamwork Overview: The FFA involves most of the important supporters and decision makers in the focus children's lives. The team includes the FFA social workers, certified foster parents, DCFS CSWs, teachers, family members and service providers, such as the focus children's therapist. The team collaborates and maintains fluid communication. The FFA has formed a good dependable working system that meets the focus children's needs. There is constant sharing of information, and at least once a week, the FFA administration and the FFA social workers convene to discuss the needs of the focus children and their families, as well as supporting the certified foster parents. The certified foster parents keep the team informed of the focus children's daily progress. The FFA has held team meetings for each of the focus children. However, the FFA can benefit from having meetings, at least quarterly, in which all team members, including the focus children's family members, are present.

The DCFS CSWs for the focus children reported that they are kept apprised of the focus children's progress. The CSWs reported that the FFA social workers communicate with them via e-mail and telephone, and make efforts to meet with them during their visits to the focus children. The DCFS CSWs indicated that the FFA provides support for the certified foster parents and includes them as part of the team.

Tracking & Adjustment (5 Good Tracking & Adjustment Process)

Tracking & Adjustment Overview: The FFA's intervention strategies, supports, and services provided, generally reflect the focus children's needs. The FFA monitors the progress of the focus children and their families and assesses the appropriateness of the services being provided. The FFA social workers and the certified foster parents provide the DCFS CSWs with updates regarding the focus children's status on a monthly basis. The FFA social workers also maintain telephonic contact with the DCFS CSWs to discuss the focus children's status, visitation and well-being. The certified foster parents stated that they track the focus children's behavior at home and at school so that any issues identified are immediately addressed and adjustments can be made timely.

NEXT STEPS TO SUSTAIN SUCCESS AND OVERCOME CURRENT CHALLENGES

In June 2015, OHCMD provided the FFA with technical support related to findings indicated in the 2014-2015 Contract Compliance Review, which consisted of: ensuring SIRs are submitted in a timely manner; ensuring age-appropriate children complete Youth Development Services; including DCFS CSWs in the development of the Needs and Services Plans; and ensuring placed children are referred to conjoint counseling, when appropriate.

In January 2016, the OHCMD Quality Assurance Reviewer met with the FFA to discuss results of the QAR and to provide the FFA with technical support to address methods for improvement in the area of Safety. The FFA submitted the attached Quality Improvement Plan (QIP). OHCMD Quality Assurance staff will continue to provide ongoing technical support, training, and consultation to assist the FFA in implementing their QIP.

Children's Way Foster Family/Adoptions Agency

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February 05, 2016

Dear Ms. Gonzalez:

Patricia Bolanos-Gonzalez, CSA II
Department of Children & Family Services
FFA/GH Quality Assurance Section
9320 Telstar Ave., suite # 216
El Monte, CA 91731

Re: QUALITY IMPROVEMENT PLAN QUALITY ASSURANCE REVIEW 2014-2015

On January 27, 2016, Children's Way Foster Family Agency (CWFFA) met with the Quality Assurance Reviewer, Mary Espinoza with Department of Children and Family Services (DCFS) to discuss the results of the Quality Assurance Review (QAR). The results of the QAR concluded that the agency scored a 5 out of 6 in the area of Safety. In response to the QAR, CWFFA has composed a Quality Improvement Plan (QIP) that will specifically address the methods for improvement.

The QIP addresses safety, as in relates to Special Incident Reports (SIRs) not being in compliance with DCFS and Title 22 Regulations.

The areas that required improvement, were specifically identified in SIR's #412886, #410384 and #41200. The following areas of improvement were identified within those SIRs.

a). cross reporting
b). comprehensiveness
c). reporting in a timely manner.

CWFFA has provided the following SIR trainings:

a) CFP In-Service dated 01/19/16 (see attachment)
b) Foster Care Social Work Training dated 01/30/16 (see attachment)

During the bi monthly in Service that occurred on 1/19/16 the Certified Foster Parents (CFP) received training in the areas of; the type of incidents that occur, the reporting procedures as well as the timeliness of reporting. During the next CFP in Service scheduled on 3/21/16, Title 22 section 88061 will be covered.

During the annual Foster Care Social Work (FCSW) Training that occurred on 1/30/16 Title 22 section 88061 was covered. In addition, the FCSW's were trained on Special Incident Report (SIR) procedures as well as trained on the SIR overview provided by DCFS and Community Care Licensing (CCL) via PowerPoint presentation. In the next FCSW training scheduled on

3/30/16 there will be vignettes provided to assist with the understanding of how, when, who, where and how to report SIR's.

Children's Way will follow mandated reporting guidelines:

a) SIRs will be document in child contact notes
b) SIRs will be reviewed during weekly supervision or on an as needed basis to prevent repetitive incidents from occurring and to ensure compliance.
c) FCSWs will answer all SIR's questions as well as document thoroughly, accurately, clearly and ensure that they are grammatically correct.
d) FCSWs will notify all concerned entities (CCL, OWHCMD, and CSW) within the appropriate time frame.
e) Foster Care Social Worker Supervisor (SCFSW) will review and approve all SIRs, ensure that all incidents are documented thoroughly and submitted in a timely manner.
f) SIRs will be review during monthly staff meetings to ensure compliance,
g) All FCSW and CFP's will abide by CWFFA polices and procedures.

This QIP has be implemented on 01/30/16

Respectfully,

Carsha Brooks, MSW
Administrator