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March 31, 2016

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

ROSEMARY CHILDREN'S SERVICES FOSTER FAMILY AGENCY CONTRACT COMPLIANCE REVIEW

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a Contract Compliance Review of Rosemary Children's Services Foster Family Agency (the FFA) in February 2015. The FFA has two licensed offices, one located in the Fifth Supervisorial District and one office in Riverside County. Both offices provide services to the County of Los Angeles DCFS placed children and children from other counties. According to the FFA's Program Statement, its stated mission is "to recruit, train, and monitor Foster Family Agency, Intensive Treatment Foster Care (ITFC), and Whole Foster Family Home (WFFH) foster parents who can offer nurturing, supportive treatment environments to children ages birth to 17 and also to Non-Minor Dependents (NMDs)."

At the time of the review, the FFA supervised 84 DCFS placed children in 36 Certified Foster Homes (CFHs). The children's overall average length of placement was 14 months and their average age was seven.

SUMMARY

During CAD's Contract Compliance Review, the interviewed children generally reported: feeling safe at the FFA CFHs, being provided with good care and appropriate services, being comfortable in their environment and treated with respect and dignity. The Certified Foster Parents (CFPs) 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 7 of 11 areas of CAD's Contract Compliance Review: Certified Foster Home; 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.

CAD noted deficiencies in the following areas: Licensure/Contract Requirements, related to Community Care Licensing (CCL) citation; Facility and Environment, related to insufficient quantity and quality of reading materials and inadequate nutritious perishable and non-perishable foods; Maintenance of Required Documentation and Service Delivery, related to the FFA not implementing a recommended assessment; and Education and Workforce Readiness, related to the FFA not facilitating age-appropriate children's participation in Youth Development Services.

Attached are the details of CAD's review.

REVIEW OF REPORT

On April 22, 2015 Maria Rosas, DCFS CAD, held an exit conference with the FFA's representatives: Jana Trew, Regional Director, and Erin Ellis, FFA Program Director. The FFA's representatives agreed with the review findings and recommendations, were receptive to implementing systemic changes to improve compliance with regulatory standards and to addressing the noted deficiencies in a Corrective Action Plan (CAP).

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

The FFA provided the attached approved CAP addressing the recommendations noted in this report. CAD conducted a follow-up visit to the FFA on June 3, 2015, to verify implementation of the CAP.

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

PLB:EM:LTI:mr

Attachments

c: Sachi A. Hamai, Chief Executive Officer
John Naimo, Auditor-Controller
Calvin Remington, Interim Chief Probation Officer
Public Information Office
Audit Committee
Sybil Brand Commission
Jana Trew, Regional Director, Rosemary Children's Services
Lajuannah Hills, Regional Manager, Community Care Licensing
Lenora Scott, Regional Manager, Community Care Licensing

ROSEMARY CHILDREN'S SERVICES FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE REVIEW SUMMARY

677 Cliffside Drive
San Dimas, CA 91773
License Number: 197806415

2002 Iowa Ave., Ste D-107
Riverside, CA92507
License Number: 336409997

	Contract Compliance Review	**Findings: February 2015**
I	**Licensure/Contract Requirements** (7 Elements)	
	1. Timely Notification for Child's Relocation	1. Full Compliance
	2. Timely, Cross-Reported SIRs	2. Full Compliance
	3. Runaway Procedures in Accordance with the Contract	3. Full Compliance
	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 (CFP) Whole Foster Family Home Payments	6. Not Applicable
	7. FFA Conducts an Assessment of CFP Prior to Placement of Two or More Children	7. Full Compliance
II	**Certified Foster Homes (CFHs)** (12 Elements)	
	1. Home Study and Safety Inspection Conducted Prior to Certification	Full Compliance (All)
	2. Agency's Inquiry with CAD for Historical Information Prior to Certification	
	3. Timely Criminal Clearances (FBI, DOJ, CACI) Prior to Certification	
	4. Timely, Completed, Signed Criminal Background Statement	
	5. Health Screening & TB Test Prior to Certification	
	6. All Required Training Prior to Certification	
	7. Certificate of Approval on File/Including Capacity	
	8. Safety Inspections Completed at Least Every Six Months or Per Approved Program Statement	
	9. Completed Annual Training Hours for Re-certification and Current CPR/FirstAid/Water Safety Certificates	
	10. Current CDL/Auto Insurance Annual Vehicle Maintenance Documentation for CFPs and Designated Drivers, if Applicable Car Seat(s)	
	11. Criminal Clearances and Health Screening/CDL/CPR/FBI/DOJ/CACI/Auto	

	Insurance for Other Adults in the Home 12. FFA Assists CFPs in Providing Transportation Needs	
III	**Facility and Environment** (7 Elements) 1. Exterior/Grounds Well Maintained 2. Common Areas/Interior Well Maintained 3. Children's Bedrooms Interior Well Maintained 4. Sufficient and Appropriate Educational Resources 5. Adequate Perishable and Non-Perishable Food 6. CFP Conducted Disaster Drills and Documentation Maintained 7. Money and Clothing Allowance Logs Maintained	 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Improvement Needed 5. Improvement Needed 6. Full Compliance 7. Full Compliance
	Maintenance of Required Documentation/Service Delivery (10 Elements) 1. FFA Obtains or Documents Efforts to Obtain County Children's Social Worker's (CSW's) Authorization to Implement NSPs 2. CFPs Participated in Development of the NSPs 3. Children Progressing Towards Meeting NSP Goals 4. FFA Social Workers Develop Timely, Comprehensive Initial NSPs with Child's Participation 5. FFA Social Workers Develop Timely, Comprehensive Updated NSPs with Child's Participation 6. Therapeutic Services Received 7. Recommended Assessments Evaluations Implemented 8. County Children Social Workers Monthly Contacts Documented in Child's Case File 9. FFA Social Workers Develop Timely, Comprehensive Quarterly Reports 10. FFA Social Workers Conduct Required Visits	 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. Full Compliance 10. Full Compliance
	Education and Workforce Readiness (5 Elements) 1. Children Enrolled in School Within Three School Days 2. Children Attend School as Required and FFA	 1. Full Compliance 2. Full Compliance

	Facilitates in Meeting Children's Educational Goals 3. Current Children's Report Cards/Progress Reports Maintained 4. Children's Academic Performance and/or Attendance Increased 5. FFA Facilitates Child's Participation in YDS or Equivalent Services and Vocational Programs	3. Full Compliance 4. Full Compliance 5. Improvement Needed
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 in the CFP Home 3. CFP's Efforts to Provide Nutritious 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 of Their Choice 7. Children's Chores Reasonable 8. Children Informed About Their Medication and Right to Refuse Medication 9. Children Aware of Right to Refuse or Receive 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 Provided in Accordance with FFA Program Statement 2. Ongoing Clothing Inventories of Adequate Quantity and Quality 3. Children's Involvement in Selecting Their Clothing 4. Provision of Sufficient Supply of Clean Towels and Personal Care Items Meeting Ethnic Needs 5. Minimum Weekly Monetary Allowances 6. Management of Allowance/Earnings 7. Encouragement/Assistance with Life Book/Photo Album	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)	Full Compliance (All)
XI	**Personnel Records** (9 Elements) 1. Criminal Clearances (FBI, DOJ, CACI) Signed and Submitted Timely 2. Timely, Completed, Signed Criminal Background Statement 3. FFA Social Workers Met Education/Experience Requirements 4. Timely Employee Health Screening/TB Clearances 5. Valid CDL and Auto Insurance 6. FFA Employees Signed Copies of FFA Policies and Procedures 7. FFA Employees Completed All Required Training and Documentation Maintained 8. FFA Social Workers Have Appropriate Caseload Ratio 9. FFA Maintained Written Declarations for Part-Time Contracted FFA Social Workers that Caseloads Not Exceed a Total of 15 Children	Full Compliance (All)

ROSEMARY CHILDREN'S SERVICES FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE REVIEW
FISCAL YEAR 2014-2015

SCOPE OF REVIEW

The following report is based on a "point in time" visit. This compliance report addresses findings noted during the February 2015 review. The purpose of this review was to assess Rosemary Children's Services Foster Family Agency's (the FFA's) compliance with the County contract and State regulations and included a review of the FFA's Program Statement as well as internal administrative policies and procedures. The compliance review covered the following 11 areas:

- Licensure/Contract Requirements,
- Certified Foster Homes,
- Facility and Environment,
- Maintenance of Required Documentation and Service Delivery,
- Education 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, 11 placed children were selected for the sample. The Contracts Administration Division (CAD) interviewed four children. Seven children were not interviewed as they were either pre-verbal or too young. Additionally, during the home visit, the children were observed to be comfortable and well cared for in the Certified Foster Homes (CFHs) and their Certified Foster Parents (CFPs) were observed to be attuned to the needs of the children. CAD reviewed the case files to assess the care and services received. Five discharged children's files were reviewed to assess the FFA's compliance with permanency efforts. At the time of the review, two children were prescribed psychotropic medication. The case files were reviewed to assess for timeliness of Psychotropic Medication Authorizations and to confirm the required documentation of psychotropic monitoring.

CAD reviewed five CFP files and five staff files for compliance with Title 22 regulations and County contract requirements. Interviews were conducted with five CFPs to assess the quality of care and supervision provided to the children.

CONTRACTUAL COMPLIANCE

CAD found the following areas out of compliance:

Licensure/Contract Requirements

- Community Care Licensing (CCL) citations.

On May 6, 2014, CCL cited the FFA regarding an incident occurring on April 16, 2014 of a child hitting her head on a crib. It was determined that a child over the age of two was sleeping in a crib rather

than a bed as required. CCL substantiated allegations against the CFP for a violation of Buildings and Grounds regulations. CCL requested a Plan of Correction (POC), which included proof of provision of a toddler bed for the child. The POC was cleared on May 6, 2014.

On June 30, 2014, CCL cited the FFA for a complaint received on March 24, 2014. According to the report dated June 30, 2014 CCL substantiated allegations against the CFP related to a personal rights violation for allowing one child to restrain another child that was displaying aggressive behavior and making threats. The home was decertified on July 8, 2014 and the children were moved to new placements.

On July 30, 2014, CCL cited the FFA as a result of a complaint received on June 16, 2014. According to the report dated July 30, 2014, CCL substantiated allegations of neglect against the CFP for failing to check on the well-being of a child who was missing for several hours before the CFP became aware. The home was decertified on June 23, 2014 and the child was moved to a new placement.

On April 13, 2015, CCL cited the FFA as a result of a complaint received on April 21, 2014. According to the CCL report of April 13, 2015, allegations were substantiated against the CFPs due to a lack of care/supervision and cooperation/compliance, related to not monitoring or logging the weight of a child who was failing to thrive, not keeping a food diary as instructed by the Public Health Nurse (PHN) and one CFP providing false information regarding their qualifications and education to the FFA staff, the County CSW and the PHN. The FFA placed the CFH on hold on April 28, 2014 and the children were replaced into another home on May 7, 2014. The Department of Children and Family Services (DCFS) Emergency Response Children's Social Worker (ER CSW) substantiated allegations of General Neglect on May 29, 2014. Out-of-Home Care Investigations Section (OHCIS) determined that the CFH did not meet DCFS' standards of care and placed the CFH on an "Indefinite Hold" status on April 28, 2014. The CFH was decertified by the FFA on April 3, 2015.

Recommendation:

The FFA's management shall ensure that:

1. The FFA complies with Title 22 regulations and is free of CCL citations.

Facility and Environment

- CFH did not maintain a sufficient or appropriate selection of reading materials.

CFH #1 did not have a sufficient supply of reading materials or other age-appropriate educational resources for the two placed children.

During the exit conference, the FFA Program Director stated that the agency was able to provide a number of books to the CFH.

- CFH #1 did not have an adequate supply of nutritious perishable and non-perishable food and there were expired canned goods.

An inspection of the refrigerator found that there was an inadequate supply of fresh fruits and vegetables for the family of five. The dry goods and canned goods maintained in the cupboards were also inadequate, as the majority of the canned food was expired. CAD requested that the CFPs dispose of the expired food.

During the exit conference on April 22, 2015, the FFA Program Director stated that there were no prior problems noticed with the food supply when the FFA social worker conducted regular inspections of the home and the family indicated that they bought their fresh produce daily and had not been to the grocery store at the time the review was conducted. During a follow up visit to the FFA on June 3, 2015, the Program Director provided a revised home inspection checklist to be used by the FFA social workers during home visits, which included verification of sufficient age-appropriate books/educational resources and an adequate quantity and quality of food supplies for five days.

Recommendations:

The FFA's management shall ensure that:

2. Sufficient and adequate educational resources are maintained.

3. Adequate amount of nutritious perishable and non-perishable food are maintained product expiration dates are monitored.

Maintenance of Required Documentation and Service Delivery

- FFA did not implement a required assessment.

A required assessment for speech therapy was requested on August 22, 2014, but had not been implemented at the time of the review. The file did not maintain sufficient documentation of the reasons for the lengthy delay and of the efforts at following up on this issue.

During a follow-up visit on June 3, 2015, the agency verified that the assessment was conducted and services had been provided starting on May 12, 2015. The FFA Program Director also developed a new tracking chart to help identify any delays in assessments.

Recommendation:

The FFA's management shall ensure that:

3. Recommended assessments are implemented.

Education and Workforce Readiness

- FFA did not facilitate the age-appropriate children's participation in Youth Development Services (YDS) or equivalent services.

Two age-appropriate teens were not enrolled in Independent Living Program (ILP) classes due to a number of administrative obstacles and there was insufficient documentation of the FFA's efforts to resolve those issues preventing the enrollments.

During the Exit Conference on April 22, 2015, the FFA Program Director stated that their social worker was delayed due to the County CSW not submitting the required paperwork for transferring the ILP referrals from Los Angeles County to San Bernardino County. During the follow-up visit on June 3, 2015, the Program Director verified that one youth was now enrolled and another youth's ILP request would be escalated during the week if no progress was made with assistance from the Los Angeles County ILP Coordinator. Additionally, a tracking matrix was put in place to alert the FFA when placed children are approaching the appropriate age for referral and also to identify any delays.

Recommendation:

The FFA's management shall ensure that:

4. Age-appropriate children's participation in YDS or equivalent services is facilitated.

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

The OHCMD's last compliance report dated July 10, 2014, identified 15 recommendations.

Results:

Based on CAD's follow-up, the FFA fully implemented 14 of 15 previous recommendations for which they were to ensure that:

- An assessment of the CFP's ability to provide for more than two children is conducted prior to placing additional children in a CFH.
- Home studies and safety inspections are conducted prior to certification.
- All CFPs complete the minimum 15 hours of annual training.
- All CFP's annual vehicle maintenance safety check is timely.
- CSW's signatures authorizing implementation of the Needs and Services Plan (NSP) are obtained in a timely manner.
- Children are assisted in meeting their NSP goals and all efforts by the FFA are documented in the children's case files.
- Children's NSP are comprehensive and completed in accordance with the NSP template.

- County CSWs are contacted monthly and documentation is maintained in the children's case files.
- Children's report cards/progress reports are obtained timely and maintained in the children's case files.
- Children's educational needs are closely monitored and children are provided with necessary services to assist them in increasing academic performance.
- All CFHs have an alternative plan for the care and supervision of children when the CFP is not home.
- Children are being treated with respect and dignity.
- All CFHs provide children with nutritious meals and snacks.
- Children's clothing allowance is in accordance with the County contract requirements.

Based on CAD's follow-up, the FFA did not implement one prior recommendation for which they were to ensure that:

- The FFA complies with Title 22 regulations and is free of CCL citations.

Recommendation:

5. The outstanding recommendation from the prior report is noted in this report as recommendation 1 is fully implemented.

During the exit conference held on April 22, 2015, the FFA's Regional Director expressed a desire to make sustainable changes to remain in compliance with Title 22 regulations and contract requirements. During a follow-up visit on June 3, 2015, CAD verified implementation of the Corrective Action Plan and followed-up with a home visit at a later date to verify if there are adequate reading materials and food supplies at the CFH. CAD will continue to assess implementation of the recommendations during the next Contract Compliance Review. OHCMD will provide ongoing support and technical assistance prior to the next review.

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Learning Disabilities Association
United Way

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May 19, 2015
County of Los Angeles
Contracts Administration Division
3530 Wilshire Blvd. 4th Floor
Los Angeles, CA 90010
Attn: Diana Flaggs

JUL 29 '15 PM3:13

To: Ms. Diana Flaggs
From: Erin Ellis, Foster Care Director, Rosemary Children's Services
Subject: Corrective Action Plan for the Contracts Administration Division (CAD) Contract Compliance Monitoring Review of Rosemary Children's Services Foster Family Agency for 2014

Licensure/Contract Requirements

- **Rosemary Children's Services (RCS) FFA received 4 CCL citations during the rating period.**

RCS Response: One of the citations was a Substantiated neglect/lack of supervision allegation involving the foster parents not following agency protocol in regards to notifying the agency of a missing child. RCS had involuntarily decertified the home due to the incident prior to the findings being delivered.

The second citation was a Substantiated allegation of a foster child being restrained. This allegation was originally determined to be Inconclusive in May 2014, but on June 30, 2014 after a CCL management review, the findings were changed to Substantiated. RCS had completed a Plan of Correction (POC) that had been approved and cleared involving retraining the Certified Foster Parent on Personal Rights and dealing with difficult children. RCS had also put the home on a hold for new placements at the time of the incident. Due to the allegations being Substantiated the children that were placed in the home were moved and the home was involuntarily decertified.

The third citation was for Substantiated allegations of neglect-caregiver did not follow medical advice and false claims-caregiver made false statements. RCS had put the home on hold for new placements at the time of the incident, which was in April 2014, pending the results of the investigation. RCS had also completed several trainings with the certified foster parents in regards to the incident at that time. RCS involuntarily decertified the home in April 2015 due to the allegations being substantiated by the Out of Home Care Investigations Unit. CCL did not close the investigation until April 2015, and at that time the home had already been involuntarily decertified. In all three of the above citations the certified foster parents were not adhering to agency expectations.

The last citation was a Type B Deficiency: Building and Grounds, regarding a child that had recently turned 2 still being in a crib as opposed to a toddler bed. The foster parents had immediately purchased and set up the toddler bed after CCL had visited their home. The proof of this was available in the file at the time of the Licensing Program Analyst's visit to RCS and thus the Plan of Correction was immediately approved and the citation was cleared by CCL.

RCS will continue to conduct bimonthly home inspections of the Certified Foster Homes and train the foster parents on Title 22 regulations in order to

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ensure that we make every effort to be free of physical plant deficiencies and substantiated investigations.

Certified Foster Homes:

- **One of the CFH had insufficient reading materials for children age 3 and very minimal resources for stimulation.**

RCS Response: RCS foster parents are responsible for providing age appropriate reading materials and toys/games to the children placed in their home. The Certified Foster Home (CFH) that was found to be out of compliance with this had a child placed that was aggressive and had been throwing the toys at the younger child placed there. Thus, for safety reasons the Certified Foster Parents (CFP) had put many of the toys away, such as building blocks, board games, etc. The Foster Care Social Worker (FCSW) assigned to the home took a large stack of age appropriate books to the foster home for the CFPs to use to read to the children to help stimulate their cognitive development. Additionally, the aggressive child was reunified with his family and the CFPs have taken the toys out so they are readily available to the child placed in the home at all times.

RCS FCSWs conduct thorough bimonthly home inspections of the CFHs. The form they use to conduct these inspections is called the, Home Evaluation Checklist. In order to ensure that all of our CFHs have a sufficient quantity and selection of quality age appropriate toys, reading materials and educational resources readily available this has been added to this checklist effective May 14, 2015(see attached). If a CFH is found to be deficient in this area the CFPs will be required to obtain the appropriate resources within 7 days. The proof of the completed Bi-Monthly Home Inspections are kept at each FFA office location.

The Foster Care Director provided and reviewed these materials with the FCSWs at the FFA Training on May 14, 2015 (see attached agenda and attachments).

- **One of the CFHs kitchen was inadequately stocked with food and several of the cans in the cabinet were expired. There was not sufficient food for three meals and snacks as required.**

RCS Response: RCS requires that CFPs maintain an adequate supply of fresh perishable and non-perishable food for three meals and snacks at their home to feed all the family members in the home per Title XXII regulations. Although the CFH was found to be out of compliance with this regulation at the time of the review, the FCSW assigned to the home has found it to be in compliance at each home visit since that time. The FCSW has been taking weekly pictures of the refrigerator and has found it to be well stocked. The proof of this has been submitted and is being kept in the CFP file at the FFA office.

In order to ensure that there is a sufficient supply of fresh perishable and non-perishable food, and that all expired food is disposed of timely the Home Evaluation Checklist has been revised as of May 14, 2015 to have these areas be more specific (see attached). In addition to the Bi-Monthly Home Inspection that the FCSWs complete, they also conduct mini-Weekly Home Inspections.

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The Weekly Home Inspection form has been revised as of May 14, 2015 to be more specific including stating that the home has "food for up to five days" and "no expired food" (see attached). The proof of the completed Bi-Monthly Home Inspections are kept at each FFA office location. The completed Weekly Home Inspections are kept in the CFP file at each FFA office.

The Foster Care Director provided and reviewed these materials with the FCSWs at the FFA Training on May 14, 2015 (see attached agenda and attachments).

Maintenance of Required Documentation and Service Delivery

- **One of the Foster Children had not yet received an assessment for speech therapy since the initial request was made in August 2014. There appears to be a pattern of delay without sufficient documentation explaining the causes.**

RCS Response: As indicated in the Review Field Exit Summary Report the school district had been contacted by RCS staff and the referral had been made again and the foster child has since had the speech assessment on May 12, 2015. The results are pending and the FCSW and CFP are in communication with the school to ensure that appropriate services are begun in a timely manner.

RCS FCSWs are responsible for ensuring that all recommended assessments/evaluations are completed for the foster children on their caseload in a timely manner. This includes: speech evaluations, MAT Assessments, Regional Center referrals, educational assessments, SSTs, IEPs, Behavior 504 Plans, etc. The requests for these services are required to be well documented in the file, in both the contact notes and on the Quarterly/NSP reports. If there are any delays in obtaining these services/evaluations, the FCSWs are required to follow up with the appropriate parties in a timely manner. RCS FCSWs are also to ensure that all recommended follow ups regarding these assessments/evaluations are adhered to.

The RCS Education Director, Alicia Jennings, provided a training to the FFA Staff on May 6, 2015 regarding Foster Youth Educational Rights and Regulations, as well as on timelines for Educational Assessments (see attached agenda, powerpoint and handouts). The RCS Education Director has also begun to assist FFA staff with requesting assessments and with attending IEPs to help support and advocate for our foster children. She will be attending weekly FFA meetings to identify foster children that need her assistance with this.

Additionally, a new tracking form, the FFA Education Matrix (see attached) has been created to track requests for education assessments and timelines related to this and IEPs. The FCSWs have been instructed to send the Foster Care Director information for this matrix on current placements by May 21, 2015. This matrix will be updated monthly for all future placements starting in June 2015.

The expectations regarding FCSWs responsibilities in regards to Assessments/Evaluations and the new tracking form was reviewed by the

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FOSTERING THE FAMILY

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Foster Care Director, Erin Ellis, at the FFA Training on May 14, 2015 (see attached agenda and attachments).

Education and Workforce Readiness

Two of the Foster Youth that were over the age of 16 were not enrolled in ILP services at the time of the review, and there was not documentation in the files showing that efforts were made to overcome the obstacles to getting the services.

RCS Response: As indicated in the Review Field Exit Summary Report the two Foster Youth have been referred to ILP Services through San Bernardino County by the RCS FCSW. The RCS FCSW has also been in contact with the ILP Coordinator for Los Angeles County to obtain assistance with getting the paperwork completed by the County Social Workers, as they had not been responding to the FCSWs requests. The referral paperwork for one of the youth has now been submitted to the San Bernardino County worker by the Los Angeles County ILP Coordinator and the foster youth should begin attending classes soon. The FCSW will continue to follow up in regards to the other youth in order to get them enrolled in services as soon as possible, and she will also be following up with the San Bernardino County ILP worker to ensure they both begin classes as soon as possible.

In order to ensure that TILPs and ILP services are obtained in a timely manner, as of May 18, 2015 the Intensive Treatment Foster Care Supervisor, Bridgette Baca, and the Supervising Foster Care and Adoptions Social Worker Supervisor, Mary Ann Holmes, have added a section to their weekly reports that are submitted to the Foster Care Director, Erin Ellis, where they will be listing: all placements 15 ½ and older, the date TILP was requested, the date of current TILP, the date of referral to ILP services/classes and the date of ILP services/classes attended. This will allow the supervisors and the Foster Care Director to better track to ensure that the ILP services are obtained in a timely manner.

The expectations regarding FCSWs responsibilities in regards to obtaining current Transitional Independent Living Plans and ILP Services, and documenting this in the foster child's file and Quarterly/NSP report was reviewed by the Foster Care Director, Erin Ellis, at the FFA Training on May 14, 2015 (see attached agenda and attachments).

The Foster Care Director, Erin Ellis, will be responsible for ensuring that this CAP is fully implemented. If you have any questions, please feel free to contact me at (626) 533-9802.

Sincerely,

Erin Ellis, MA

Erin Ellis, MA
Foster Care Director