County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
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April 20, 2016

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

From: Philip L. Browning
Director

ST. ANNE'S MATERNITY HOME GROUP HOME FISCAL COMPLIANCE ASSESSMENT

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a Fiscal Compliance Assessment of St. Anne's Maternity Home (the Group Home) in December 2015. The Group Home has one site located in the First Supervisorial District and provides services to the County of Los Angeles DCFS placed children and Probation foster youth. According to the Group Home's Program Statement, its stated purpose is "to provide services to at-risk and pregnant or parenting young mothers and their children up to 3 years of age."

At the time of the review, the Group Home served 24 placed children. The placed children's average length of placement was 16 months and their average age was 16.

SUMMARY

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

The Group Home was in full compliance with all five areas of the Fiscal Compliance Assessment: Financial Overview; Loans, Advances and Investments; Board of Directors and Business Influence; Cash/Expenditures; and Payroll and Personnel.

Attached are the details of CAD's review.

REVIEW OF REPORT

On January 14, 2016, Luis Moreno, DCFS-CAD Fiscal, held an exit conference with the Group Home representative Kyla Lee, Chief Financial Officer. There were no findings.

A copy of this compliance report has been sent to the Auditor-Controller and the Community Care Licensing Division.

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

PLB:KR
LTI:lm

Attachments

c: Sachi A. Hamai, Chief Executive Officer
Calvin C. Remington, Interim Chief Probation Officer
John Naimo, Auditor-Controller
Public Information Office
Audit Committee
Sybil Brand Commission
Tony Walker, President and Chief Executive Officer, St. Anne's Maternity Home
Leonora Scott, Regional Manager, Community Care Licensing Division
Lajuannah Hills, Regional Manager, Community Care Licensing Division

ST. ANNE'S MATERNITY HOME
FISCAL COMPLIANCE ASSESSMENT REVIEW
FISCAL YEAR 2015 - 2016

SCOPE OF REVIEW

The Fiscal Compliance Assessment included a review of St. Anne's Maternity Home financial records for the period of January 1, 2014 through November 30, 2015. Contract Administration Division (CAD) reviewed the financial statements, bank statements, check register, and personnel files to determine St. Anne's Maternity Home's (the Group Home's) compliance with the terms, conditions, and requirements of the Group Home contracts, the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook), and other applicable federal, State, and County regulations and guidelines.

The on-site Fiscal Compliance Assessment review 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 Group Home was in full compliance with all five areas of the Fiscal Compliance Assessment.

PRIOR YEAR FISCAL COMPLIANCE ASSESSMENT FOLLOW-UP

CAD conducted a Fiscal Compliance Assessment of the Group Home in County Fiscal Year (FY) 2014-2015. The assessment resulted in one recommendation. CAD verified that the Group Home implemented the recommendation.

NEXT FISCAL COMPLIANCE ASSESSMENT

The next Fiscal Compliance Assessment of the Group Home will be conducted in FY 2016-2017.