County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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June 13, 2016

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

From: Philip L. Browning
Director

BOYS TOWN CALIFORNIA GROUP HOME CONTRACT COMPLIANCE REVIEW

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a Contract Compliance Review of Boys Town California Group Home (the Group Home) in November 2015. The Group Home has one site located in Orange County and provides services to the County of Los Angeles DCFS placed children and Probation foster youth, as well as children from other counties. According to the Group Home's Program Statement, its stated purpose is to "help each child learn the skills and behaviors that are necessary for successful entry into adulthood."

The Group Home is licensed to serve a capacity of 28 male and female children, ages 8 through 17 and Non-Minor Dependents (NMDs) less than 21 years of age. At the time of the review, there were no DCFS placed children at the Group Home.

SUMMARY

The Group Home was in full compliance with all 4 applicable areas of CAD's Contract Compliance Review: Licensure/Contract Requirements; Facility and Environment; Discharged Children; and Personnel Records.

The following six areas were not applicable as the Group Home had no DCFS placed children at the time of the review: Maintenance of Required Documentation and Service Delivery; Education and Workforce Readiness; Health and Medical Needs; Psychotropic Medication; Personal Rights and Social/Emotional Well-Being; and Personal Needs/Survival and Economic Well-Being.

Attached are the details of CAD's review.

REVIEW OF REPORT

On December 30, 2015, Patricia Kirkpatrick, DCFS CAD, held an exit conference with the Group Home representative, Andrea Bach, Support Service Coordinator. The Group Home representative was informed that there were no review findings.

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

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

PLB:EM
LTI:pk

Attachments

c: Sachi A. Hamai, Chief Executive Officer
John Naimo, Auditor-Controller
Calvin C. Remington, Interim Chief Probation Officer
Public Information Office
Audit Committee
Sybil Brand Commission
Lawren Ramos, Executive Director, Boys Town California Group Home
Lenora Scott, Regional Manager, Community Care Licensing Division
Lajuannah Hills, Regional Manager, Community Care Licensing Division

BOYS TOWN CALIFORNIA GROUP HOME
CONTRACT COMPLIANCE REVIEW SUMMARY

License Number: 306002598
Rate Classification Level: 12

	Contract Compliance Review	Findings: November 2015
I	**Licensure/Contract Requirements** (9 Elements) 1. Timely Notification for Child's Relocation 2. Transportation Needs Met 3. Vehicle Maintained In Good Repair 4. Timely, Cross-Reported SIRs 5. Disaster Drills Conducted & Logs Maintained 6. Runaway Procedures 7. Comprehensive Monetary and Clothing Allowance Logs Maintained 8. Detailed Sign-In/Out Logs for Placed Children 9. CCL Complaints on Safety/Plant Deficiencies	Full Compliance (All)
II	**Facility and Environment** (5 Elements) 1. Exterior Well Maintained 2. Common Areas Well Maintained 3. Children's Bedrooms Well Maintained 4. Sufficient Recreational Equipment/Educational Resources 5. Adequate Perishable and Non-Perishable Foods	Full Compliance (All)
III	**Maintenance of Required Documentation and Service Delivery** (10 Elements) 1. Child Population Consistent with Capacity and Program Statement 2. DCFS Children's Social Worker's Authorization to Implement NSPs 3. NSPs Implemented and Discussed with Staff 4. Children Progressing Toward Meeting NSP Case Goals 5. Therapeutic Services Received 6. Recommended Assessment/Evaluations Implemented 7. DCFS Children's Social Worker's Monthly Contacts Documented 8. Children Assisted in Maintaining Important Relationships 9. Development of Timely, Comprehensive Initial NSPs with the Child's Participation	Not Applicable (All)

	10. Development of Timely, Comprehensive, Updated NSPs with the Child's Participation	
IV	**Education and Workforce Readiness** (5 Elements) 1. Children Enrolled in School Within Three School Days 2. GH Ensured Children Attended School and Facilitated in Meeting Their Educational Goals 3. Current Report Cards/Progress Reports Maintained 4. Children's Academic Performance and/or Attendance Increased 5. GH Encouraged Children's Participation in YDS or Equivalent Services and Vocational Programs	Not Applicable (All)
V	**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	Not Applicable (All)
VI	**Psychotropic Medication** (2 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review	Not Applicable (All)
VII	**Personal Rights and Social/Emotional Well-Being** (13 Elements) 1. Children Informed of Group Home's Policies and Procedures 2. Children Feel Safe 3. Appropriate Staffing and Supervision 4. GH's Efforts to Provide Nutritious Meals and Snacks 5. Staff Treat Children with Respect and Dignity 6. Appropriate Rewards and Discipline System 7. Children Allowed Private Visits, Calls and Correspondence 8. Children Free to Attend or Not Attend Religious Services/Activities 9. Children's Chores Reasonable 10. Children Informed About Their Medication and Right to Refuse Medication 11. Children Free to Receive or Reject Voluntary Medical, Dental and Psychiatric Care 12. Children Given Opportunities to Plan Activities in	Not Applicable (All)

	Extracurricular, Enrichment and Social Activities (Group Home, School, Community) 13. Children Given Opportunities to Participate in Extracurricular, Enrichment and Social Activities (Group Home, School, Community)	
VIII	**Personal Needs/Survival and Economic Well-Being** (7 Elements) 1. $50 Clothing Allowance 2. Adequate Quantity and Quality of Clothing Inventory 3. Children Involved in the Selection of Their Clothing 4. Provision of Clean Towels and Adequate Ethnic Personal Care Items 5. Minimum Monetary Allowances 6. Management of Allowance/Earnings 7. Encouragement and Assistance with a Life Book or Photo Album	Not Applicable (All)
IX	**Discharged Children** (3 Elements) 1. Children Discharged According to Permanency Plan 2. Children Made Progress Toward NSP Goals 3. Attempts to Stabilize Children's Placement	Full Compliance (All)
X	**Personnel Records** (7 Elements) 1. DOJ, FBI and CACI Submitted Timely 2. Signed Criminal Background Statement Timely 3. Education/Experience Requirement 4. Employee Health Screening/TB Clearances Timely 5. Valid Driver's License 6. Signed Copies of Group Home Policies and Procedures 7. All Required Training	Full Compliance (All)

BOYS TOWN CALIFORNIA GROUP HOME
CONTRACT COMPLIANCE REVIEW
FISCAL YEAR 2015-2016

SCOPE OF REVIEW

The following report is based on a "point in time" review. The purpose of this review was to assess Boys Town California Group Home's (the Group Home's) compliance with its County contract and State regulations and included a review of the Group Home's Program Statement as well as internal administrative policies and procedures. There were no findings noted during the November 2015 review. The compliance review covered the following 10 areas:

- Licensure/Contract Requirements,
- 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.

At the time of this review, there were no Department of Children and Family Services (DCFS) placed children at the Group Home. The Contracts Administration Division (CAD) reviewed one discharged child's file to assess the Group Home's compliance with permanency efforts.

CAD reviewed five staff files for compliance with Title 22 Regulations and County contract requirements and conducted site visits to assess the quality of care and supervision provided.

CONTRACTUAL COMPLIANCE

CAD did not find any areas to be out of compliance.

PRIOR YEAR FOLLOW-UP FROM DCFS CAD'S GROUP HOME CONTRACT COMPLIANCE REVIEW

CAD's last compliance report dated October 9, 2015, identified six recommendations.

Results

Based on CAD's follow-up, the Group Home implemented 3 of 6 recommendations for which the Group Home was to ensure:

- The common areas are well maintained.
- The children's bedrooms are well maintained.
- The Group Home maintains adequate perishable and non-perishable food.

Since the Group Home had no DCFS placed children at the time of the review, CAD was unable to determine whether the Group Home implemented 3 of 6 recommendations for which they were to ensure that:

- SIRs are submitted timely and appropriately cross-reported.
- The DCFS CSW's authorization to implement Needs and Services Plans (NSPs) are obtained.
- Development of comprehensive Updated NSPs are obtained.

The Group Home representatives expressed their desire to remain in compliance with Title 22 Regulations and contract requirements. The Group Home will consult with the Out-of-Home Care Management Division for additional support and technical assistance and CAD will continue to assess implementation of the recommendations during the next review.