COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242
(562) 940-2501

DONALD H. BLEVINS
Chief Probation Officer

August 1, 2011

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TO: Each Supervisor

FROM: Donald H. Blevins
Chief Probation Officer

SUBJECT: **TOUCH A LIFE FOUNDATION GROUP HOME CONTRACT COMPLIANCE MONITORING REVIEW**

We have completed a review of Touch a Life Foundation Group Home, operated by Touch a Life Foundation. The Group Home contracts with the Los Angeles County Probation Department.

Touch a Life Foundation Group Homes consists of two (2) six-bed facilities, which provides care for boys ages 12-17 years who exhibit behavioral, social, emotional, and psychological difficulties. At the time of the monitoring review, Touch a Life Foundation Group Home was providing services for 11 Probation children.

Touch a Life Foundation's Los Angeles Home is located in the Second District of Los Angeles County and the Pomona Home is located in the First District of Los Angeles County.

SCOPE OF REVIEW

The purpose of our review is to determine whether the Agency is providing the services as outlined in their Program Statement. In addition, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

SUMMARY

Based on child interviews and the contents of the Needs and Service Plans (NSPs) reviewed, the Agency is providing the services as outlined in their Program Statement. However, the Agency needs to address deficient areas in the "Notable Findings" section that requires a corrective action plan. There are numerous deficiencies regarding the Group Home's physical facilities and environment, which require immediate attention, as well as areas under "Licensure/Contract Compliance", "Program Services", "Clothing and Allowance," and "Personnel Records" requiring corrective action.

NOTABLE FINDINGS

The following are the notable findings of our review:

- Clothing allowance logs do not provide the amount of children's balances.
- The Needs and Services Plan (NSP) were missing parent and DPO signatures.
- Physical facility deficiencies such as tightening loose cabinet hinges, repairing broken dresser tracks, cleaning around the toilets, removing garden weeds from the exterior of the home, removing graffiti on the VCR, replace missing electrical outlet cover and replacing damaged exterior window screens.
- Television placed on top of dresser cabinet in bedroom #2 at the Los Angeles Home needs to be properly secured down in the event of an earthquake.
- Children at both sites were not receiving life books/photo albums.
- Staff's personnel files were not updated to include a copy of valid/current driver's license, CPR cards, DOJ/Fingerprint clearances, and first initial training documents.

EXIT CONFERENCE

In attendance:

Charles Wade, Executive Director
Ottie Wade, Administrator
Leng Lim, Los Angeles County Probation Department Monitor

Highlights:

The Exit Conference was conducted on May 16, 2011. The deficiencies were addressed at the time of the exit conference. The representatives present were in agreement with the findings of the review. Administrator Wade understood the importance of compliance with the Master Agreement Contract for Group Home Foster Care Services and agreed to make all necessary corrections in the areas of compliance, and repairs or replacements. A written Corrective Action Plan was submitted on June 13, 2011, and has been approved. A follow-up visit was conducted on June 14, 2011, to ensure that all deficiencies have been corrected. The results for the follow-up visit can be found on the final page of the "Compliance Monitoring Review" section.

If you need any additional information or have any questions or concerns, please contact Director, Lisa Campbell-Motton, Placement Permanency and Quality Assurance at (323) 240-2435.

DHB:REB:LCM:ed

Attachments

c: William T Fujioka, Chief Executive Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Brence Culp, Chief Deputy Chief Executive Officer
Wendy Watanabe, Auditor-Controller
Public Information Office
Audit Committee
Jean Chen, Community Care Licensing
Charles Wade, Executive Director, Touch A Life Foundation
Jacqueline A. White, Deputy Chief Executive Officer
Brence Culp, Chief Deputy, Chief Executive Officer
Chief Deputies
Justice Deputies

TOUCH A LIFE FOUNDATION GROUP HOME PROGRAM
CONTRACT COMPLIANCE MONITORING REVIEW- SUMMARY

	Contract Compliance Monitoring Review	Findings: April and May/2011
I	**Licensure/Contract Requirements** (9 Elements) 1. Timely Notification for Child's Relocation 2. Stabilization to Prevent Removal of Child 3. Transportation 4. SIRs 5. Compliance with Licensed Capacity 6. Disaster Drills Conducted 7. Disaster Drill Logs Maintenance 8. Runaway Procedures 9. Allowance Logs	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Needs Improvement
II	**Program Services** (7 Elements) 1. Child Population Consistent with Program Statement 2. Probation Caseworker Authorization to Implement NSPs 3. Children's Participation in the Development of NSPs 4. NSPs Implemented and Discussed with Staff/Parents 5. Therapeutic Services Received 6. Recommendation Assessments/Evaluations Implemented 7. Probation Caseworkers Monthly Contact Verified	1. Full Compliance 2. Needs Improvement 3. Full Compliance 4. Needs Improvement 5. Full Compliance 6. Full Compliance 7. Full Compliance
III	**Facility and Environment** (6 Elements) 1. Exterior Well Maintained 2. Common Areas Maintained 3. Children's Bedrooms/Interior Maintained 4. Sufficient Recreational Equipment 5. Sufficient Educational Resources 6. Adequate Perishable and Non Perishable Food	1. Needs Improvement 2. Needs Improvement 3. Needs Improvement 4. Full Compliance 5. Full Compliance 6. Full Compliance
IV	**Educational and Emancipation Services** (4 Elements) 1. Emancipation/Vocational Programs Provided 2. ILP and Emancipation Planning 3. Current IEPs Maintained 4. Current Report Cards Maintained	(Full Compliance) ALL

V	**Recreation and Activities** (3 Elements) 1. Participation in Recreational Activity Planning 2. Participation in Recreational Activities 3. Participation in Extra-Curricular, Enrichment and Social Activities.	(Full Compliance) ALL
VI	**Children's Health-Related Services (including Psychotropic Medications)** (9 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation/Review 3. Medication Logs 4. Initial Medical Exams Conducted 5. Initial Medical Exams Timely 6. Follow-Up Medical Exams Timely 7. Initial Dental Exams 8. Initial Dental Exams Timely 9. Follow-Up Dental Exams Timely	(Full Compliance) ALL
VII	**Personal Rights** (11 Elements) 1. Children Informed of Home's Policies and Procedures 2. Children Feel Safe 3. Satisfaction with Meals and Snacks 4. Staff Treatment of Children with Respect and Dignity 5. Appropriate Rewards and Discipline System 6. Children Free to Received or Reject Voluntary Medical, Dental and Psychiatric Care 7. Children Allowed Private Visits, Calls and Correspondence. 8. Children Free to Attend Religious Services/Activities 9. Reasonable Chores 10. Children Informed about Psychotropic Medication 11. Children Aware of Right to Refuse Psychotropic Medication	(Full Compliance) ALL
VIII	**Children's Clothing and Allowance** (8 Elements) 1. $50.00 Clothing Allowance 2. Adequate Quantity Clothing Inventory 3. Adequate Quality Clothing Inventory 4. Involvement in Selection of Clothing 5. Provision of Personal Care Items 6. Minimum Monetary Allowances 7. Management of Allowance 8. Encouragement and Assistance with Life Book	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Needs Improvement

IX	**Personal Records (including Staff Qualifications, Staffing Ratios, Criminal Clearances and Training)** (12 Elements) 1. Education/ Experience Requirement 2. Criminal Fingerprint Cards Timely Submitted 3. CAIs Timely Submitted 4. Signed Criminal Background Statement Timely 5. Employee Health Screening Timely 6. Valid Driver's Licenses 7. Signed Copies of GH Policies and Procedures 8. Initial Training Documentation 9. CPR Training Documentation 10. First Aid Training Documentation 11. On Going Training Documentation 12. Emergency Intervention Training Documentation	1. Full Compliance 2. Needs Improvement 3. Needs Improvement 4. Full Compliance 5. Full Compliance 6. Needs Improvement 7. Full Compliance 8. Needs Improvement 9. Needs Improvement 10. Full Compliance 11. Full Compliance 12. Full Compliance

TOUCH A LIFE FOUNDATION GROUP HOME PROGRAM
CONTRACT COMPLIANCE MONITORING REVIEW

Los Angeles Group Home
3822 W. 59th Place
Los Angeles, CA 90043
License Number: 191803623
Rate Classification Level: 9

Pomona Group Home
1593 Densmore Street
Pomona, CA 91767
License Number: 191500237
Rate Classification Level: 9

LICENSURE/CONTRACT COMPLIANCE

Based on our review of documents from the provider, Touch A Life Foundation Group Home complied with eight (8) out of the nine (9) elements in the area of Licensure/Contract Compliance: Timely Notification for Child's Relocation, Stabilization to Prevent Removal of Child, Special Incident Reports (SIRs), Compliance with Licensed Capacity, Disaster Drills Conducted, Disaster Drill Logs Maintenance and Runaway Procedures. The Group Home notifies all required agencies in a timely manner when a child is relocated. The Group Home takes all necessary steps to stabilize a child to prevent removal and provides the children with all their transportation needs. The Group Home completes, documents, and reports all SIRs in a timely manner, complies with licensing capacity, conducts disaster drills, maintains a disaster drill log, and follows runaway procedures accordingly. A review of the disaster drill log revealed that drills are conducted on a monthly basis and the last drill was conducted on April 13, 2011.

The Group Home is not in compliance with the element of Allowance Logs. Although they are compliant with logging all monthly allowances received, the agency needs to implement a new clothing allowance log that provides an accounting record to reflect the amount spent, carried over, and current balance.

Recommendations:

1. Touch A Life Foundation Group Home shall maintain a new clothing allowance log that consists of the following: amount received, amount spent, and the balance of allowance left.

PROGRAM SERVICES

Based on our review of documents and interviews with 11 Probation placed children, Touch A Life Foundation Group Home was in compliance with five (5) out of the seven (7) elements in the area of Program Services. Five (5) out of the 11 Needs and Service Plans (NSPs) reviewed did not have the child's Probation Caseworker's signatures and two (2) NSPs did not have the child's parents' signatures; therefore, the monitor was unable to determine if there was authorization from the child's Probation Caseworker to implement the NSP, also, if the NSP was discussed and implemented with the parent.

The remaining NSPs that were found in the child's file were carefully reviewed and revealed that the treatment team develops and implements NSPs with input from the child, the Probation caseworkers gave authorization to implement the NSPs and the NSPs are current, comprehensive and include short and long term goals.

The Group Home was able to provide documentation that Probation Caseworkers had monthly visits with the children, which was also verified through child interviews. The children all met the Group Home's population criteria as outlined in their Program Statement and are assessed for needed services within 30 days of placement. Case files reflect adequate documentation to show that children are receiving treatment services. All 11 children interviewed stated that they receive weekly therapy sessions that include individual, group and family sessions. The children stated that they were part of the NSP process and received a copy.

Recommendations:

1. Touch A Life Foundation Group Home shall make all necessary efforts to obtain the parent and Probation Caseworker's signatures for the 30-day reports and the NSPs.

FACILITY AND ENVIRONMENT

Based on our walk through inspection of Touch A Life Foundation Group Home and interviews with 11 Probation placed children, Touch A Life Foundation Group Home was out of compliance with three (3) of the six (6) elements in the area of Facility and Environment.

Touch A Life Foundation Group Homes, Pomona and Los Angeles are located in a residential community. The front exterior at both sites are well maintained and properly landscaped, with trimmed bushes, mowed lawns and the paint appeared clean. However, the surrounding exterior areas at both homes, which include the sides of the homes and the backyards, are deficient and in need of repair or replacement in the following areas:

Los Angeles Home, Exterior:

- Two (2) exterior window screens are damaged and torn

Pomona Home, Exterior:

- Loose telephone wire on the left side of the house needs to be secured back against the wall
- Garage door weather-stripping loose
- Left side of the house has numerous garden weeds that appear to have been growing for some time

Overall, the interior of the Group Home is satisfactory. The common quarters are also neat and clean, there is adequate furniture and lighting, and the Group Home provides a home-like environment. The window treatments and blinds are cleaned and free from dust. However, the interior common areas of the Group Homes are deficient and in need of repairs or replacements in the following areas:

Los Angeles Home, Interior:

- Gang writing written all over the VCR player in Living Room
- Area surrounding the toilet needs to be cleaned in Hallway Bathroom #1

- Area surrounding the toilet needs to be cleaned in Hallway Bathroom #2

Pomona Home, Interior:

- Loose right toilet paper handle in Hallway Bathroom #1
- Vanity cabinet knobs damaged in Hallway Bathroom #2

The children's bedrooms are well maintained. The rooms are clean, orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and the children's sleeping arrangements are appropriate. However, the interior areas of the children's bedrooms are in need of repairs or replacement in the following deficient areas:

Los Angeles Home, Bedrooms:

- Three (3) handles on the dresser drawers are loose in Bedroom #1
- Top hinges on the dresser/entertainment center broken in Bedroom #1
- Television placed on the top of the dresser needs to be properly secured down in the event of an earthquake in Bedroom #2
- Dresser is damaged and in poor condition in Bedroom #3

Pomona Home, Bedrooms:

- Small dresser knob loose in Bedroom #1
- First and third dresser drawers damaged and do not open or closed properly in Bedroom #1
- Dresser drawer missing one (1) knob, exposing screw in Bedroom #1
- Back support piece on the dresser is falling off in Bedroom #2
- Electrical outlet missing cover in Bedroom #2

The Group Home does maintain age-appropriate and accessible recreational equipment, such as, board games, a television, a computer, and a DVD player. Multiple books and resource materials are also available.

The Group Home maintains a sufficient supply of perishable and non-perishable foods; such as milk, juices, meats and vegetables. Fresh fruits, bread and snacks are readily available on the kitchen counters and pantry.

Recommendations:

1. Touch A Life Foundation Group Homes shall ensure that all aforementioned deficiencies cited will be corrected and repaired/replaced in a timely fashion in order to ensure the safety, security and well being of all children placed at the Group Home.

2. For the interior, the Group Home needs to remove the gang writing on the VCR player, clean around the toilet areas, repair all damaged knobs, handles, dresser drawer tracks, and hinges, and replace all damaged furniture.

3. For the exterior, the Group Home needs to replace the torn window screens, secure the telephone wire and garage door weather-stripping, and remove the weeds from the side of the house.

EDUCATIONAL AND EMANCIPATION SERVICES

Based on our review of documents and interviews with 11 Probation placed children, Touch A Life Foundation Group Home complied with all four (4) elements in the area of Education and Emancipation Services.

The children are attending school, are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in their perspective schools through documents from school records and report cards. The Group Home's program includes the development of children's daily living, self-help and survival skills to learn how to be self-sufficient. Touch A Life provides each child with household chores such as washing dishes, sweeping, mopping, taking out the trash, learning how to cook, and attention to grooming. Children are also provided with opportunities to participate in emancipation and vocational programs as appropriate. Of the 11 children interviewed, none of them were participating in ILP (Independent Living Services) due to the fact that they were under the age of 15 ½ at the time of this review. All 11 children were too young to receive services. However, the Group Home is providing life skills; such as, learning to save and manage money, teaching them to do their own laundry and obtaining important documents such as California Identification Cards and Social Security Cards to prepare the children for independent living.

Recommendations:

None

RECREATION AND ACTIVITIES

Based on our review of documents and interviews with 11 Probation placed children, Touch A Life Foundation Group Home complied with all three (3) elements in the area of Recreation and Activities.

The Group Home provides children with sufficient recreational activities and leisure time. The children are provided with opportunities to actively participate in planning activities of their choice. The Group Home provides several recreational, social, and educational activities for the residents to participate in, such as outings to the beaches, parks, fairs, swap meets, movie theaters, sporting events, libraries, and museums. The children also participate in extra-curricular, enrichment and social activities in which they have an interest. All 11 children stated that they recently helped plan future activities to the park, movies, swap meets, museums and sporting events. Four (4) children reported that they recently attended a carnival, a festival, and the park. All 11 children stated that they enjoy the recreation schedule provided by the Group Home. The Group Home provides all transportation to and from these activities.

Recommendations:

None

CHILDREN'S HEALTH RELATED-SERVICES, (INCLUDING PSYCHOTROPIC MEDICATION)

Based on our review of documents and interviews 11 Probation placed children, Touch A Life Foundation Group Home complied with all nine (9) elements in the area of Children's Health Related Services, Including Psychotropic Medication.

None of the children interviewed have current court authorizations for psychotropic medication.

The medication distribution logs are properly maintained and children are aware of their right to refuse medication. The children's files contained the appropriate documentation for initial medical and dental exams as well as follow up appointments. All 11 children interviewed stated that they have received their medical and dental exams within 30 days of placement and follow-up with their doctors, if necessary.

Recommendations:

None

PERSONAL RIGHTS

Based on our review of documents and interviews with 11 Probation placed children, Touch A Life Foundation Group Home complied with all 11 elements in the area of Personal Rights.

Children are informed about the Group Home's policies and procedures upon being placed. The Group Home provided documentation with the children's signature on the orientation packet. The Group Home Administrator thoroughly reviews the policies and procedures of the Group Home with the child. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that, overall, the facility staff treats them with respect and dignity. Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail, have private visitors, and attend religious services of their choice.

Children report that the discipline policies are consistently enforced, and there are fair and appropriate consequences for inappropriate behavior such as drug use and assaultive behavior. One child reported that has loses daily points earned for smoking cigarettes.

Children report satisfaction with meals and snacks. Children report that they are aware that they can reject or receive voluntary medical, dental, and psychiatric care. Children stated that they are all informed about psychotropic medication and their right to refuse them.

Recommendations:

None

CLOTHING AND ALLOWANCE

Based on our review of documents and interviews with 11 Probation placed children, Touch A Life Foundation Group Home was in compliance with seven (7) out of the eight (8) elements in the area of Clothing and Allowance.

The Group Home provides appropriate clothing, items of necessity and the required $50 monthly clothing allowance as required by the Master Agreement Contract for Group Home Foster Care Services. Children have the option to receive their clothing allowances on a monthly basis or accumulate their monthly clothing allowances on a quarterly basis for bigger purchases. If they chose to accumulate their allowance, they signed a form verifying this request. These documents were reviewed, and of the 11 children, all had signed to have their clothing allowances deferred. Children are provided with opportunities to select their own clothes and the clothing provided is of good quality and of sufficient quantity. The Group Home conducts shopping outings on a monthly basis at appropriate clothing stores such as; JC Penny, Sears, Target, DD's, Foot Locker, Shoe Warehouse, Macy's, Burlington Coat Factory, Ross, and various Swap meets. Receipts were reviewed to verify the variety of clothing stores and options made available to the children.

The Group Home provides children with the required minimum weekly allowance of $7 and the children spend their allowances as they choose. Child interviews revealed that they spend their allowance on snacks at schools or items of their choice while on outings. The children have an option to earn additional allowances by completing additional tasks or chores around the house, such as cleaning the front or backyard.

The Group Home provides children with adequate personal care items. However, the Group Home does not participate or assist in creating and maintaining photo albums/life books as required by the Master Agreement Contract for Group Home Foster Care Services.

Recommendations:

1. Touch A Life Foundation Group Homes shall comply with the Master Agreement Contract for Group Home Foster Care Services, which states that the Group Home shall encourage and assist each placed child in creating and updating a life book/photo album of items that relate to childhood memories. Effective immediately, Touch A Life Foundation Group Homes shall provide and assist each child with a life book/photo album.

PERSONNEL RECORDS

Based on our review of documents in the employee's files at Touch A Life Foundation Group Homes, the Group Home was in compliance with seven (7) out of the 12 elements in the area of Personnel Records. The elements of non-compliance are Valid Driver License, CPR Training Documents, Initial Training Documents, and proof of Department of Justice (DOJ) and Child Abuse Index (CAI) clearances.

A review of 15 employee records was completed. All employees did not have a current CPR card, with the latest one expiring on 4/15/11, and Initial Training Documents in their files at the time of this review. Several staff did not have proof of the DOJ and CAI

clearances in their files at the time of this review. One staff's file did not have a copy of a Valid California Driver's License. All staff files reviewed had de-escalation and restraint training. All staff files reviewed had the required educational documentation prior to being hired, first aid cards, employee health screening, signed copies of Group Home policies and procedures, and 20 hours of on-going training.

Recommendations:

1. Touch A Life Foundation Group Homes shall immediately and routinely update and maintain current copies of the staff's driver's licenses, CPR trainings, initial training, criminal and child abuse clearances in their files. In addition, all required documents shall be readily accessible upon request.

AUDITOR CONTROLLER FISCAL REVIEW

The most recent Fiscal Review for Touch A Life Foundation Group Home from the Department of Auditor-Controller is dated November 3, 2008, for the fiscal period of January 1, 2006, to December 31, 2006. The report dated November 3, 2008, indicated that Touch A Life Foundation Group Home had $43,535, in questioned/disallowed costs. Touch A Life Foundation Group Home submitted a timely approved fiscal CAP which is being monitored by DCFS' Fiscal Monitoring Section.

Recommendations:

N/A

FOLLOW-UP VISIT

On June 14, 2011, a follow-up visit was conducted at Touch A Life Foundation's Los Angeles and Pomona Homes, to verify that all recommendations had been completed.

- A follow-up interview was conducted with each child to ensure that they have recently received the life/photo books from the Group Home Administrator during the month of June 2011. All children reported that they have received a photo album book from the administrator and assistance was offered to help them get started and maintain them.

- The children's therapist reported that he has made all efforts to get the parent and Probation Caseworker's signatures on the 30-day reports and NSPs; however, the parent and Probation Caseworkers failed to return the signed 30-day reports and NSPs to the therapist in a timely manner. Further corrective action has been requested on this element and will be monitored until full compliance is reached.

- A complete follow-up walk through inspection of the interior and exterior at the Los Angeles and Pomona Homes was conducted, and all recommendations have been repaired or replaced. The interior deficiencies had been corrected. The damaged furniture that needed repair was replaced at the Los Angeles Home. The hinges, knobs, handles and drawer tracks were all repaired at both homes. The dirty area around the toilets that needed cleaning was cleaned at the Los Angeles Home. The television in the Los Angeles Home was removed

from the dresser and placed bed height on top of a newly purchased night stand. The gang writing on the VCR player was unable to be removed due to the use of a permanent marker, but the gang writing was covered up with tape. The exterior deficiencies were also corrected. The torn window screens were replaced at the Los Angeles Home. The loose telephone wire on the side of the house and the garage door weather-stripping were secured back in place at the Pomona Home. The weeds on the side of the house were also removed at the Pomona Home.

- The Administrator provided a revised "Clothing Allowance" log that was immediately utilized to reflect the current accounting records for the children's funds. The log was viewed, verified and approved by the Monitor.

- All missing documents from the Personnel files at the time of review were updated and presented to the monitor for review and filed back in the staff's file for accessibility upon request.

TOUCH A LIFE FOUNDATION
3822 West 59th Place, Los Angeles, CA 90043
1593 Densmore Street, Pomona CA 91767
(323) 295-4235 or (909) 626-3709
(323) 295-0656 Fax

June 13, 2011

Quality Control
Probation Department

DPO Lim,

Per your request, attached is Touch A Life Foundation's Corrected Action Plan for the audit conducted in April 2011 at the Los Angeles and Pomona group homes.

Sincerely,

Charles Wade
Executive Director

TOUCH A LIFE FOUNDATION

Facility and Environment

Los Angeles Home:

Living Room:

- Finding: VCR player has gang writing written all over.
- CAP: VCR player graffiti was covered with tape.

Hallway Bathroom #2

- Finding: Area around the toilet needs to be cleaned. Appears very filthy.
- CAP: Area around the toilet was cleaned, disinfected and recaulked.

Hallway Bathroom #1

- Finding: Area around the toilet needs to be cleaned and recaulked. Appears very filthy.
- CAP: Area around toilet was cleaned, disinfected, and recaulked. Toilet seat was replaced.

Bedroom #1:

- Finding: (3) Dresser drawer handles loose.
- CAP: (3) Dresser drawer handles were replaced.
- Finding: Top hinges on dresser/ entertainment center broken.
- CAP: Top hinges on dresser/ entertainment center were replaced.

Bedroom #2:

- Finding: TV placed on the top of the dresser needs to be properly secured down in the event of an earthquake
- CAP: TV has been removed off of the dresser drawer. Nightstands were purchased for the TV's to be placed lower.

Bedroom #3:

- Finding: Dresser is severely damaged. Needs replacement.
- CAP: Dresser replaced with a new one.

Exterior

- Finding: Outside (2) exterior window screens damaged or torn.
- CAP: New outside (2) exterior window screens were purchased and replaced.

PROGRAM SERVICES:

Youth's Files:

- Finding: No DPO signatures on all NSPs for youth Troy Beamon.
- CAP: Touch A Life Foundation's counselor emails the NSPs to DPOs.

- Finding: No First Initial 30-day report in file for youth Felix Benabe.
- CAP: At time of visit, youth Benabe was not placed with Touch A Life Foundation within the 30 days. The Initial 30-day report was completed.

- Finding: No DPO signature for initial 30-day for youth Carlos Vera.
- CAP: Touch A Life Foundation's counselor emails the NSPs to DPOs. Youth Carlos was detained on 5/10/11.

- Finding: No DPO signatures for NSPs dated 2/5/10 and 5/15/10 for youth Pedro Camarillo.
- CAP: Touch A Life Foundation's counselor emails the NSPs to DPO. Youth Pedro was reunited with mother on 5/2/11.

- Finding: All youths reported that the group home does not provide them with "Life Book" as required by County contract.
- CAP: Upon leaving, Touch A Life Foundation provides residents with important documents i.e. educational transcripts, immunizations etc. Currently, photo albums have been purchased and provided to each resident. Staff is now taking photos of residents' family visits and outings. Staff will be working on Life Books with the clients 2 to 3 times a month.

Pomona Home:

Hallway Bathroom #1:
- Finding: Right toilet paper handle loose.
- CAP: Right toilet paper handle tightened.

Hallway Bathroom #2:
- Finding: Vanity cabinet knobs damaged.
- CAP: Vanity cabinet knobs replaced.

Bedroom #1:
- Finding: Small dresser knob loose. 1st and 3rd dresser drawers damaged and does not open or close properly. (1) dresser drawer missing knob, exposing screw.
- CAP: Replaced with new dresser.

Bedroom #2:

- Finding: Back support on the dresser is falling off.
- CAP: Back support was nailed back in.
- Finding: Electrical outlet plate cover missing.
- CAP: New electrical outlet plate was placed.

Exterior:

- Finding: Loose telephone wire on the side of the house needs to be secured against the wall.
- CAP: Secured loose telephone wire on the side of the house.

- Finding: Garage door weather-stripping loose.
- CAP: Removed loose weather-stripping of garage door.

- Finding: Side of the house has weeds growing for some period of time.
- CAP: Weeds removed on the side of the house.

PROGRAM SERVICES:

Youths' files:

- Finding: No DPO signature on 30-day initial for youth Bryan Saldivar.
- CAP: The 30-day initial review was emailed to the DPO. Youth Bryan was reunited with family on 5/2/11.

- Finding: No DPO signature on 30-day initials and all NSPs for youth Allen Villareal.
- CAP: The 30-day initial review was and NSP are emailed to the DPO.

- Finding: DPO signature on 30-day initial for youth Jesse Gonzales.
- CAP: Youth Jesse is no longer at facility. All NSPs were emailed to DPO.

- Finding: DPO signature on 30-day initial for Issac Barragan.
- CAP: 30-day initial was sent to DPO.

- Finding: No DPO and parent's signatures for 30-day initial and 2/07/11 NSP for youth Chance Powers.
- CAP: Youth Chance was reunited with mother on 4/21/11. Mother did not participate in minors life, until she was ordered by the court.

- Finding: No DPO and parent's signatures for 30-day Initial NSP for youth Emanuel Iniquez.
- CAP: 30-day Initial emailed to DPO George Gonzales

- Finding: All youths reported that the group home does not provide them with "Life Book" as required by County Contract:
- CAP: Upon leaving, Touch A Life Foundation provides residents with important documents i.e. educational transcripts, immunizations etc. Currently, photo albums have been purchased and provided to each resident. Staff is now taking photos of residents' family visits and outings. Staff will be working on Life Books with the clients 2 to 3 times a month.

PERSONNEL FILES:

- Finding: No valid CPR cards for all staff members on file at the LA and Pomona Home. CPR card expired on 4/15/11.
- CAP: CPR immediately updated by employees and placed in employee files.

- Finding: No First Initial training documents for all staff members on file.
- CAP: First Initial training documents in employee folders.

- Finding: No current copy of CDL for Charles Wade
- CAP: Current copy of CDL is in employee folder of Charles Wade