COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

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DONALD H. BLEVINS
Chief Probation Officer

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August 1, 2011

TO: Each Supervisor

FROM: Donald H. Blevins
Chief Probation Officer

SUBJECT: **MOORE'S COTTAGE GROUP HOME, POMONA HOUSE CONTRACT COMPLIANCE MONITORING REVIEW**

We have completed a review of Moore's Cottage Group Home, Pomona House, operated by Moore's Cottage, Inc. The Group Home contracts with the Los Angeles County Probation Department.

Moore's Cottage Group Home consists of two (2) six-bed facilities. Moore's Cottage Group Home, Altadena House provides care for Department of Children & Family Services (DCFS) boys only. This site is currently being monitored by DCFS and was not inspected by the Los Angeles County Probation Department at the time of this monitoring review. However, DCFS submitting a "Contract Compliance Monitoring Review" dated March 2, 2011.

Moore's Cottage, Pomona House, provides care for boys under Probation jurisdiction ages 13-17 years who exhibit behavioral, social, emotional, and psychological difficulties. At the time of the monitoring review, Moore's Cottage Group Home, Pomona House was providing services for four (4) Probation youth.

Moore's Cottage Group Home, Pomona House is located in Los Angeles County in the First District.

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. In addition, a review of the most current Auditor Controller Fiscal Review was conducted.

SUMMARY

Based on youth 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 one deficient area in the "Notable Findings" section that requires corrective action. Specifically, the Group Home needs to replace the existing electrical outlet in the hallway bathroom with a GCIF electrical outlet.

The following are the notable findings of our review:

NOTABLE FINDINGS

- There is no GCIF electrical outlet in the hallway bathroom.

EXIT CONFERENCE

In attendance:
Steven Smith, Executive Director
Billy McDaniel, Administrator
Kathy Staten, Facility Manager

Highlights:

The exit conference was held on January 24, 2011. The representatives present were in agreement with the findings of the review. Administrator McDaniel had already replaced the old electrical outlet with the recommended GCIF outlet prior to the exit interview. The correction was visually inspected and approved. No follow up inspected required for this compliance report.

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
Steven Smith, Executive Director, Moore's Cottage Group Home
Jacqueline A. White, Deputy Chief Executive Officer
Chief Deputies
Justice Deputies

MOORE'S COTTAGE GROUP HOME PROGRAM
CONTRACT COMPLIANCE MONITORING REVIEW- SUMMARY

	Contract Compliance Monitoring Review	Findings: January/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	(Full Compliance) ALL
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	(Full Compliance) ALL
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. Full Compliance 2. Full Compliance 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	(Full Compliance) ALL

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	(Full Compliance) ALL

MOORE'S COTTAGE GROUP HOME, POMONA HOUSE
PROGRAM CONTRACT COMPLIANCE MONITORING REVIEW

Moore's Cottage Group Home
1349 Casa Vista Drive
Pomona, CA 91768
License Number: 197804238
Rate Classification Level: 9

LICENSURE/CONTRACT COMPLIANCE

Based on our review of documents from the provider, Moore's Cottage Group Home, Pomona House was in compliance with all 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 disaster drill and allowance logs, and follow runaway procedures accordingly. The disaster drill logs were reviewed and the last drills were conducted in December of 2010. The Group Home conducts drills on a monthly basis. The Group Home implements team meeting strategies with the parent's participation to increase placement stabilization and decrease runaways for each child as noted in program statement.

Recommendations:

None

PROGRAM SERVICES

Based on our review of Moore's Cottage Group Home, Pomona House and interviews with four (4) Probation placed children, Moore's Cottage Group Home was in compliance with all seven (7) elements in the area of "Program Services". The Needs and Services Plans (NSPs) found in the child's file were carefully reviewed and revealed that the treatment team develops and implements NSPs with input from the child and the Probation caseworkers gave authorization to implement the NSPs. The NSPs are current, comprehensive and include short and long term goals that were all child specific.

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. Documentation reflects that the NSPs were implemented and discussed with staff and the child's parents. The documentation reflects that signatures from all parties were obtained. Case files reflect adequate documentation to show that children are receiving treatment services. All four (4) children interviewed stated that they receive weekly therapy sessions that included individual, group and family sessions. The children stated that they were part of their NSP process and received a copy. The Group Home

was in compliance with Probation Officers monthly face-to-face contact, as verified through child interviews.

Recommendations:

None

FACILITY AND ENVIRONMENT

Based on our walk through inspection of Moore's Cottage Group Home, Pomona House and interviews with four (4) Probation placed children, Moore's Cottage Group Home was not in compliance with one (1) of the six (6) elements in the area of "Facility and Environment".

Moore's Cottage Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front, sides, and rear of the exterior are well maintained and properly landscaped with trimmed bushes, mowed lawns and the paint appeared clean.

Overall, the interior of the Group Home is well maintained. The common quarters are neat and clean, there is adequate furniture and lighting, and the Group Home provides a home-like environment. The living and dining rooms are bright and airy. The polyurethane coating on the hardwood floors helps maintain its lustrous appearance. The neutral interior paint colors appeared clean and free from marks. The window treatments and blinds were recently cleaned and free from dust. However, the hallway bathroom does not have a GCIF electrical outlet.

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.

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. The refrigerator had a full stock of milk, juices, lunch meats, and vegetables. The refrigerator in the garage had a full supply of frozen meats and vegetables. On the kitchen counter, there was a bowl of fresh fruit and the pantry had available snacks and treats.

Recommendations:

1. For the interior, the Group Home needs to replace the existing electrical outlet with a GCIF outlet.

EDUCATIONAL AND EMANCIPATION SERVICES

Based on our review of Moore's Cottage Group Home, Pomona House and interviews with four (4) Probation placed children, Moore's Cottage Group Home was in compliance 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 schools. Child files reflected that report cards are maintained. The Group Home's program includes the development of children's daily living, self-help and survival skills. Children are also provided with opportunities to participate in emancipation and vocational programs as appropriate. Of the four (4) children interviewed, none of them were participating in ILP (Independent Living Services) due to the fact that they are under 15 ½ years of age. All four (4) children are too young to receive services. However, the Group Home is providing daily living skills such as self-grooming, how to do their own laundry and household chores, in preparing the children for independent living.

Recommendations:

None

RECREATION AND ACTIVITIES

Based on our review of Moore's Cottage Group Home, Pomona House and interviews with four (4) Probation placed children, Moore's Cottage Group Home was in compliance 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 beaches, parks to play basketball and football, YMCA, movie theatres, sporting events, libraries, and museums. The children also participate in extra-curricular enrichment and social activities in which they have an interest. The Group Home provides all transportation to and from these activities. All four (4) children stated that they recently planned future activities to the parks, movies, YMCA, and sporting events. One child reported that they recently attended the Clippers basketball game. All four (4) children stated that they enjoy the recreation schedule provided by the Group Home.

Recommendations:

None

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

Based on our review of Moore's Cottage Group Home, Pomona House and interviews with four (4) Probation placed children, Moore's Cottage Group Home was in compliance with all nine (9) elements in the area of "Children's Health Related Services, Including Psychotropic Medication".

Of the four (4) children interviewed, two (2) of the six (6) children have current court authorizations for psychotropic medication. Documentation based on the psychotropic medication review tool confirms that the child is routinely seen by the prescribing psychiatrist. Medication distribution logs are properly maintained and children are aware of their right to refuse medication. The two (2) children interviewed stated that they are fully aware of their right to refuse medication at any time. They reported that the medication is helping them and improving their performance and overall state of well-being.

The documents reviewed reflected that all children received their initial medical and dental exams within their first 30 days of placement. Additionally, all children interviewed confirmed that they have received follow up medical and dental exams when appropriate.

Recommendations:

None

PERSONAL RIGHTS

Based on our review of Moore's Cottage Group Home, Pomona House and interviews with four (4) Probation placed children, Moore's Cottage Group Home was in compliance with all 11 elements in the area of "Personal Rights".

Children are informed about the Group Home's policies and procedures upon being placed. 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 treat them with respect and dignity. The children interviewed specifically stated that they feel the staff at Moore's Cottage truly care about their well being. Children report that they are assigned chores that are reasonable and not too demanding; such as, doing their own laundry, washing their own dishes, sweeping, mopping, and taking out the trash. 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. All children consistently stated they are allowed to make and receive personal telephone calls, send and receive mails, have private visitors and attend any religious services of their choices.

Children report that the discipline policies are consistently enforced and there are fair and appropriate consequences for inappropriate behavior. One child stated they received discipline by loosing daily points if they received any write-ups.

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 medications and their right to refuse them.

Recommendations:

None

CLOTHING AND ALLOWANCE

Based on our review of Moore's Cottage Group Home, Pomona House and interviews with four (4) Probation placed children, Moore's Cottage Group Home was in compliance with all 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. 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 every three (3) months at appropriate clothing stores. All of the children interviewed stated that they prefer to save their clothing allowance and spend it every three (3) months. The children's files had signed consent forms stating they agree. The Group Home Administrator also keeps clothing purchase receipts for each child to verify that the children clothing allowance was spent. These receipts were reviewed and validated the Group Homes compliance in this area.

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 and are taken to stores such as the "99 Cent Store", "Target", "Wal-Mart", "Burlington Coat Factory", "Ross", and other department stores.

The Group Home provides children with adequate personal care items. The Group Home encouraged or assisted in creating and maintaining photo albums/life books.

Recommendations:

None

PERSONNEL RECORDS

Based on our review of documents in the employee's files at Moore's Cottage Group Home, Pomona House, the Group Home was in compliance with all 12 elements in the area of "Personnel Records".

A review of seven (7) employee records was completed. All training and background checks were completed and current. All staff in the sample had current driver's licenses, First Aid/CPR training, 20 hours of On-Going training, de-escalation and restraint training. All files reviewed had the required educational documentation, criminal and child abuse clearances for their employees prior to being hired.

Recommendations:

None

AUDITOR CONTROLLER FISCAL REVIEW

The most recent Fiscal Review for Moore's Cottage Group Home from the Department of Auditor-Controller is dated May 22, 2008, for the fiscal period of January 1, 2006, to December 31, 2006. The report dated May 22, 2008, indicated that Moore's Cottage Group Home had $12,985, in questioned/disallowed costs. Moore's Cottage Group Home submitted a timely approved fiscal CAP which is being monitored by DCFS' Fiscal Monitoring Section.

Recommendations:
N/A

MOORES' COTTAGE

2353 NAVARRA AVE
ALTADENA, CA 91001
626-398-1227-OFFICE
626-398-0004- FAX

Date: February 7, 2011

To: DPO Leng Lim
Los Angeles County Probation Department

Fr: Billy McDaniel, Program Administrator

Re: Plan of Correction

FACILITY AND ENVIRONMENT

Findings:

1. Need to replace existing electrical outlet with GCIF electrical outlet in hallway bathroom.

PLAN OF CORRECTION

Administrator Steve Smith replaced existing electrical outlet with GCIF electrical outlet in hallway bathroom on January 20, 2011.

Respectfully,

Billy McDaniel

Administrator

2/7/11

Date