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September 30, 2011

TO: Each Supervisor

FROM: Donald H. Blevins
Chief Probation Officer

SUBJECT: **TRINITY YOUTH SERVICES, SITES: EL MONTE, APPLE VALLEY, YUCAIPA, and NORCO, CONTRACT COMPLIANCE MONITORING REVIEW**

We have completed a review of the Trinity Southern California Residential Group Homes, operated by TRINITY YOUTH SERVICES, INC. The Group Home contracts with the Los Angeles County Probation Department.

Trinity Southern California Residential Group Homes consists of four (4) facilities: El Monte (53-bed boy's facility), Apple Valley (44-bed boy's facility), Yucaipa (66-bed boy's facility) and Norco (6-bed girl's facility). The facilities provide care for boys and girls ages 7-18 years old who exhibit behavioral, social, emotional, and psychological difficulties. At the time of this review, Trinity Youth Services was providing services for 119 Probation youth.

The El Monte site is located in the Los Angeles County, First District. The Apple Valley Site is located in the San Bernardino County, First District. The Yucaipa Site is located in the San Bernardino County, Third District. The Norco Site is located in the Riverside County, Second 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 not conducted as one has not been done to date.

SUMMARY

Based on child interviews and the contents of the Needs and Service Plans (NSPs), the Agency is generally providing the services as outlined in their Program Statement and is adhering to the County contract and State and Federal regulations. However, there are some major deficiencies in the "Notable Findings" section that require a corrective action plan. There were minimal deficiencies regarding the Group Home's physical facilities which required attention, such as minor repairs to the exteriors and interiors of the facilities inspected. Additionally, there were some deficiencies noted under "Child's Health Related Services, Including Psychotropic Medication", "Clothing Allowance" and "Personnel Records". All of the residents appear to be thriving and reported that they feel safe living in the Group Home and, in general, all child and staff records appear to be in order.

NOTABLE FINDINGS

The following are the notable deficiencies found in our review:

- Three (3) out of the four (4) sites had initial physical and dental exams conducted late for some of the sample medical files reviewed.
- The Trinity-Apple Valley and The Trinity-El Monte sites had carpet in their dormitories which required replacement.
- The Trinity-Apple Valley site had one (1) dormitory where the Ombudsman telephone number and the Personal Rights were not properly posted.
- The Trinity-Yucaipa site did not have computers with internet access readily available for residents' use.
- The Trinity-Yucaipa site was missing the Probation Caseworker's signature in the majority of the sample NSP's reviewed.
- The Trinity-Yucaipa Security alarm/exit alarm system was not functioning.
- The Trinity-Norco site had one (1) youth interviewed who was not aware of her clothing allowance rights.
- The Trinity El-Monte Site had one (1) staff with an expired driver's license on file.
- The Trinity Norco Site had two (2) other staff members with expired or missing CPR and First-Aid certification.

EXIT CONFERENCE

In attendance:

Gilbert Quinbar, Executive Director of Residential Services
Jeff Bierlein, Campus Director
Jim Adams, Campus Director
Darren McBay, Campus Director

Highlights:

Due to the fact that three (3) out of the four (4) sites are large facilities, they each have a Campus Director responsible for correcting the deficiencies cited for their facility. As a result,

separate Exit Conferences were conducted for each site and individual Corrective Action Plans were submitted by each Campus Director.

The Exit Conference for the El Monte Site was conducted on March 23, 2011, with Campus Director, Jim Adams. A written Corrective Action Plan was submitted on May 4, 2011. The Exit Conference for the Apple Valley Site was conducted on May 24, 2011, with Campus Director, Darren McBay. The written Corrective Action Plan was submitted on May 25, 2011. The Exit Conferences for the Yucaipa and Norco sites were conducted on May 25, 2011 with Executive Director, Gilbert Quinbar and Yucaipa Campus Director, Jeff Bierlein. Both written Corrective Action Plans were submitted on May 25, 2011. The conference was then followed by a final Exit Conference on the same day with Executive Director Gilbert Quinbar to discuss the monitoring review findings and the Corrective Action Plans submitted by each facility.

The aforementioned deficiencies were specifically addressed with each individual Campus Director for the specified facility at the time of each individual Exit Conference. The representatives present at each Exit Conference were in agreement with the findings of the review. During the final Exit Conference, Executive Director Quinbar understood the importance of compliance with the Master Agreement Contract for Group Home Foster Care Services and the Community Care Licensing, Title 22 Regulation Standards. The Group Home has agreed to make all necessary corrections in the areas of compliance, and repairs or replacements. The individual Corrective Action Plans submitted by each facility have been reviewed and approved. Follow-up visits were conducted for each facility to ensure that all deficiencies have been corrected. The results of the follow-up visits 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
Gilbert Quinbar, Administrator, Trinity Youth Services
Sheila Williams, Manager Public Safety CEO
Chief Deputies
Justice Deputies

TRINITY YOUTH SERVICES, INC., PROGRAM CONTRACT COMPLIANCE MONITORING REVIEW- SUMMARY

	Contract Compliance Monitoring Review	Findings: 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	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	1. Full Compliance 2. Needs Improvement 3. Full Compliance 4. Full Compliance 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. Needs Improvement 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	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Needs Improvement 6. Full Compliance 7. Full Compliance 8. Needs Improvement 9. Full Compliance
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. Needs Improvement 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance

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

TRINITY YOUTH SERVICES, INC., PROGRAM
CONTRACT COMPLIANCE MONITORING REVIEW

Trinity-El Monte Site
11057 Basye Street
El Monte, CA 91731
License Number: 191591941
Rate Classification Level: 12

Trinity-Norco Site
2104 Alhambra Street
Norco, CA 91760
License Number: 336400274
Rate Classification Level: 12

Trinity-Yucaipa Site
10776 Fremont Street
Yucaipa, CA 92399
License Number: 360900416
Rate Classification Level: 12

Trinity-Apple Valley Site
10755 Apple Valley Road
Apple Valley, CA 92308
License Number: 366401747
Rate Classification Level: 12

LICENSURE/CONTRACTUAL COMPLIANCE

Based on our review of documents from the provider, Trinity Youth Services was in compliance with all nine (9) elements in the area of "Licensure/Contract Requirements": Timely Notification for Child's Relocation, Stabilization to Prevent Removal of Child, Transportation, Special Incident Reports (SIRs), Compliance with Licensed Capacity, Disaster Drills Conducted, Disaster Drill Logs Maintenance, Runaway Procedures, and Allowance Logs. 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. Some strategies used by Trinity to limit runaways from placement are staff intervention and clinical support to ensure the safety and well-being of the resident. Staff document resident expressions or any suspicions based on trends of behaviors of any intent to abscond from placement. The most effective step utilized is simply acknowledging a resident's frustration and current conflicts, which often circumvents those impulsive and irrational actions that lead to runaway issues and behaviors. The Group Home provides for all of the transportation needs of a child. The Group Home documents and reports all SIRs in a timely manner, complies with the licensing capacity, conducts disaster drills, maintains a disaster drill log and follows runaway procedures accordingly. The disaster log was reviewed and documentation showed that the last drill occurred March 27, 2011, at the El Monte site, April 4, 2011, at the Yucaipa site, April 13, 2011, at the Norco site and May 6, at the Apple Valley site. At the El Monte and Norco sites the Disaster drills are conducted on a bi-monthly basis, at the Yucaipa and Apple Valley sites they are conducted on a monthly basis, according to the log and the Group Home Administrator. The Group Home maintains an allowance accounting log for all children under its care at each of its facilities. A review of the logs revealed that they are accurate and up to date.

Recommendations:

None

PROGRAM SERVICES

Based on our review of documents and interviews with 16 Probation placed children, Trinity Youth Services was out of compliance with one (1) of the seven (7) elements in the area of "Program Services": The areas of compliance are: Child Population Consistent with Program Statement, Children's Participation in the Development of Needs and Service Plans (NSPs), NSPs Implemented and Discussed with Staff, Therapeutic Services Received, Recommendation Assessments/Evaluations Implemented, and Probation Caseworkers Monthly Contact Documented. The agency was out of compliance with the element of Probation Caseworker Authorization to Implement NSP's. A review of child files at the Yucaipa Site revealed that four (4) out of the five (5) youths from the sample size did not have the Probation Caseworker's signature verifying approval of the NSP implemented.

Related to the areas of compliance, the children meet 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 and signatures to show that children are receiving treatment services. The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive and include short and long term goals that are child specific. The youth interviewed stated that they participated in the development of their NSP and received a copy of it. The Probation Caseworker sign-in log was in proper order to establish all facility visits by the children's Probation Officers. Of the 16 youth interviewed, all reported that they have monthly contact with their probation caseworker.

Recommendations:

1. Trinity Youth Services-Yucaipa Site shall ensure that the aforementioned NSP's are approved by the assigned Probation Caseworker for each youth. The Group Home shall also ensure that substantial efforts are made to obtain the Probation Caseworker's approval for all Probation youth's NSP's henceforth.

FACILITY AND ENVIRONMENT

Based on our walk through inspection of all four (4) Trinity Youth Services Sites and interviews with 16 Probation placed children, Trinity Youth Services was in compliance with two (2) of the six (6) elements, which were Sufficient Recreational Equipment, and Adequate Perishable and Non Perishable Food. The Group Home was out of compliance with the following elements: Exterior Well Maintained, Common Areas Maintained, Children's Bedrooms/Interior Maintained, and Sufficient Educational Resources.

1. Exterior Well Maintained

All four (4) Trinity Youth Services Sites are located in residential communities. In general, the exteriors of all four (4) sites are well maintained. The field and surrounding areas are clean and adequately landscaped with trimmed bushes and mowed lawns, which are independently maintained and tended on a weekly basis by full-time landscaping crews. The exterior walls of three (3) out of the four (4) sites were properly painted with a clean gutter system and well maintained roofs. The outer walls of the fourth site, Trinity-Norco, required re-stucco work to the areas at the front of the house

and the garage area. Additionally, the three (3) large facilities, El Monte, Yucaipa and Apple Valley are set on large lots that allow a vast space for sporting activities and other cardiovascular activities. Both the El Monte and Yucaipa sites have an area in the yard set up specifically for weight lifting. The El Monte Site also has a sand filled volleyball court and a basketball court with three (3) backboards. The Yucaipa Site also has a sand filled volleyball court, as well as a swimming pool that is properly fenced. The Yucaipa Site also had a full length track field and football field, a baseball diamond, and eight (8) full length basketball courts. The basketball courts and adjoining parking lot had recently been repaved and painted five (5) months prior to the inspection. The Apple Valley Site also has a full length basketball court and baseball diamond, as well as a tetherball court. The Apple Valley Site also has a court yard with eight (8) picnic tables used for visiting and special occasions. The Norco Site also has two (2) picnic tables and a working barbeque grill in the backyard area available for use on weekends, as well as a basketball court.

Following are the deficiencies cited for each facility in the element of "Exterior Well Maintained":

El Monte Site-

- Exterior of the supply shed had chipped paint.
- Officer of the Day Office exterior wall paint was chipped.
- Irrigation cover behind Expos building was severely cracked/damaged.

Yucaipa Site-

- Pool area had damaged electrical unit with exposed wiring near outer fence.
- Security alarm system/exit alarm system was not working.

Norco Site-

- Side wooden fence had cross beam with severe termite damage.
- Front of home and sides required re-stuccoing/exposed base wall.

2. Common Areas Maintained

The interior of each facility was, in general, well maintained. All four (4) of the facilities had clean and sanitary common areas, such as the living room. All living room areas were clean and had functional furniture and adequate lighting. The kitchen, dining areas, recreation areas, hallways, common restrooms, and staff/administrative offices were well maintained and provided a home-like environment. Generally, all facilities had the Ombudsman hotline telephone number and personal rights clearly posted in visible areas, such as the dining room and hallway. However, the Ombudsman contact telephone number was improperly posted, and there is no posting of Personal Rights in Unit #2 at the Apple Valley site. Fire extinguishers, smoke detectors, and sprinkler systems were current with fire department standards, and escape routes and emergency exits were clearly marked and identified.

Following are the deficiencies cited for each facility in the element of "Common Areas Maintained":

El Monte-

- Cubs Dorm-hallway had a telephone with exposed wiring.
- Cubs Dorm-Bathroom #2-loose socket cover.
- Expos Dorm-Water heater door trim falling off.
- Expos Dorm-Shower A-baseboard damaged.
- Expos Dorm-Shower B-ceiling paint chipped.
- Rockies Dorm-Dayroom-light cover broken.
- Rockies Dorm-Common Restroom-entrance door damaged.
- Padres Dorm-Restroom #2-entrance door handle loose.

Yucaipa-

- Leo's Dorm-Common Area-entertainment stand broken, rolling chair missing wheel.
- Brother's Dorm-Common Area-television stand had broken drawer.
- Aquarian's Dorm-Common Area-chemical supply closet had broken door.
- Gemini's Dorm-Living Room-damage to corner near pool table.

Norco-

- Kitchen-front right stove burner does not ignite properly.
- Garage- washer sink extremely dirty.
- Dinning Area-emergency exit generator light was broken.

Apple Valley-

- Unit #2-Common Area-posted photocopy of Ombudsman contact number cut off.
- Unit #2-Common Area-personal rights not posted.

In addition to these deficiencies, Trinity-El Monte and Trinity Apple Valley had carpets in the bedrooms and common areas of each dormitory that were severely stained and appeared dirty.

3. Children's Bedrooms/Interior Maintained

In general, all four (4) facilities maintained proper space and housing adequate to their population. Children's bedrooms 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. All children interviewed reported that they had sufficient storage space for all of their personal items. Every room of each facility was inspected and appeared to be in good working condition with some exceptions. Rooms were adequately personalized and decorated to each children liking. As an example, Trinity-Norco even allowed two of their female roommates to paint their bedroom walls pink as part of the personalization of their bedroom. Several of the male children in the boy's facilities had sports posters and magazine cut-outs posted on the cork boards and walls of their rooms. Some of the bedrooms had personal televisions that were allowed based on a rewards system.

The Yucaipa Site was in the process of renovating all of its dormitories at the time of the monitoring review on April 12, 2011. At the time of the physical inspection, the "Raiders"

dormitory was the first unit of the facility being fully remodeled and did not have any children. During the inspection, Executive Director, Gilbert Quinbar showed a sample room of the "Raiders" dormitory. The sample room had a new vanity mirror, sink, toilet, and tile flooring throughout the room, which was to replace the existing carpet in the room and common areas. The popcorn ceiling was also removed. As per Mr. Quinbar, a local air force base, which recently closed down, donated beds and closet cases from their barracks. These items will be installed in every bedroom of the facility. Mr. Quinbar anticipated that the entire renovation should be completed by the end of the 2011 year.

Following are the deficiencies cited for each facility in the element of "Children's Bedrooms/Interior Maintained":

El Monte-

- Cubs Dorm-Room #2-desk drawer broken.
- Cubs Dorm-Room #4-light cover loose.
- Cubs Dorm-Room #5-light cover missing.
- Cubs Dorm-Room #6-closet door has hole.
- Cubs Dorm-Room #8-TV cable wiring exposed.
- Expos Dorm-Room #11-hole near restroom entrance.
- Expos Dorm-Room #15-window border is damaged.
- Rockies Dorm-Room #1-socket not properly secured.
- Rockies Dorm-Room #2-bed crossbar loose/broken. Ceiling light not working.
- Rockies Dorm-Room #4-window missing glass slide shingle.
- Rockies Dorm-Room #5-desk drawer broken.
- Padres Dorm-Room #1-desk drawer broken.
- Padres Dorm-Room #5-wall has holes. Patchwork needed.

Yucaipa-

- Leo's Dorm-Room #1-missing the door latch to the restroom.
- Leo's Dorm-Room #4-window curtain rod was bent.
- Leo's Dorm-Room #6-shower trim needed repair.
- Brother's Dorm-Room #1-missing door latch, restroom door handle was broken.
- Brother's Dorm-Room #2-missing door latch.
- Brother's Dorm-Room #4-restroom trim needed repair.
- Brother's Dorm-Room #6-had chipped paint above shower.
- Aquarian's Dorm-Room #2-smoke detector was missing battery.
- Aquarian's Dorm-Room #4-base board trim was falling off.
- Aquarian's Dorm-Room #6-bed frame was loose.
- Gemini's Dorm-Room #1-bottom dresser drawer was broken.
- Gemini's Dorm-Room #3-dresser drawer broken, restroom shower head leaking.
- Gemini's Dorm- Room #4-bed frame was loose.
- Gemini's Dorm-Room #5-dresser drawer does not open.
- In general, several child rooms required re-painting and beds to be replaced.

Norco-

- All three (3) bedroom windows were dirty and required dusting and cleaning.

Apple Valley-

- Unit #1-Room #2-bottom closet case drawer broken.
- Unit #1-Room #3-window gets stuck.
- Unit #1-Room #6-small tear in carpet.
- Unit #2-Room #2-bottom closet case drawer sticks.
- Unit #3-Room #3-has two (2) desk drawers that stick.
- Unit #3-Room #4-bottom closet case drawer broken.
- Unit #4-Room #1-desk drawer sticks. Closet case drawer sticks.

4. Sufficient Recreational Equipment

All four (4) Trinity sites maintain age-appropriate and accessible recreational equipment. Each dorm of the larger El Monte, Yucaipa and Apple Valley facilities maintain books and board games that are easily accessible to the children in each dorm. The Norco Site also had a recreation room with a television, board games and a video game console. The El Monte, Yucaipa and Apple Valley sites had televisions with DVD's and video game consoles, and pool tables in every dorm. In addition, the Apple Valley Site also had a treadmill, punching bag and table tennis in all of its dormitories. It also had a free movie rental system in which children were able to check-out DVD movies for personal use. The El Monte Site also had an additional game room with a pool table and table tennis, as well as two (2) "Playstation 3" consoles and two (2) "X Box" consoles accessible to children during recreation periods. The Yucaipa Site also had brand new flat screen televisions that were recently installed in all of the facilities' dorms for children' use. The three (3) large facilities also had a recreation office with an additional supply of sporting equipment, school supplies, and arts & crafts supplies. In general, the children stated that they get to participate in the planning of activities. Several of the children interviewed expressed that they enjoyed going to the movie theater, and others expressed that they enjoyed the various sporting activities in which they have participated in, such as baseball, football, soccer, and trail hiking. A couple of children from the Yucaipa facility even added that they were able to experience going on an outing to the "Game Break" arcade room for the first time. Two (2) children stated that they would like to have more theme park outings, one (1) resident from the Yucaipa site stated that he would like to have "Mixed Martial Arts" classes, while another resident from the El Monte site expressed that he would like it if the Group Home held table tennis tournaments for the residents.

5. Sufficient Educational Resources

All four (4) sites had sufficient reading materials accessible to the children located in book cases in common areas. Child interviews revealed that additional help is available to the residents at each of the sites through tutoring services provided by either the schools they attend or the individual staff members at each site. Of the 16 children interviewed, 11 stated that they have easy access to computers for their school work, as needed. The five (5) residents from the Yucaipa site stated that there are no computers in the dormitories and that they have to use the staff computers located at the on-grounds administrative office upon request. Three (3) out of the four (4) facilities had working computers with internet capabilities in accessible areas which the children are allowed to use as needed. However, the Trinity-Yucaipa Site did not have any computers in the dormitories for the children to use. In order to use a computer for homework assignments or school projects, children were required to use one of the two

(2) staff computers located in the staff office of the on-site administrative office, and only during normal business hours as long as they were not in use by staff in a work related capacity. This is an insufficient supply of computers placed in an inconvenient location for the 66-bed facility. For this reason, the agency was out of compliance in this area.

6. Adequate Perishable and Non Perishable Food

All four (4) of the facilities maintained a sufficient supply of perishable and non-perishable foods, as well as a fresh supply of fruit stored in the home/dormitory, that adequately meet the needs of the youths. At each site, there was a bowl of oranges and apples on the kitchen counter. The El Monte, Yucaipa and Apple Valley sites had a dinning hall set up with a full time cooking crew and staff, which prepares all meals for the children. Each of these locations maintained large industrial size refrigerators and freezers with a full supply of food which included a variety of meats, vegetables and dairy products such as milk and cheese. The Norco Site had a working kitchen with plenty of food in the refrigerator, which also had various meats, vegetables, and dairy products and a sufficient supply of cookware and utensils. The home also maintained an additional deep freezer in the garage that was fully stocked with a sufficient amount of additional food as aforementioned above for meals. All of the children interviewed reported that they receive a sufficient amount of food and snacks adequate to their needs.

Recommendations:

1. Trinity Youth Services shall ensure that the aforementioned physical deficiencies to the exterior, common areas and interior/bedrooms of all of the facilities cited will be corrected and repaired in a timely fashion in order to ensure the safety and security of all children placed at the Group Home.

2. Trinity Youth Services-Yucaipa Site shall install computers in accessible areas of each dormitory to ensure that children have the ability to complete school assignments and educational projects as needed. These computers shall have internet capabilities in order for children to have the ability to conduct research for any and all such said assignments.

EDUCATIONAL AND EMANCIPATION SERVICES

Based on our review of documents and interviews with 16 Probation placed children, Trinity Youth Services was in compliance with all four (4) elements in this area: Emancipation/Vocational Programs Provided, Independent Living Program (ILP) services and Emancipation Planning, Current Individualized Educational Program (IEP) Reports Maintained, and Current Report Cards Maintained.

Children are attending school, are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. Six (6) of the 16 children reviewed had an IEP (Independent Educational Program). The Group Home's program includes the development of children's daily living, self-help and survival skills, such as grocery shopping, meal planning, doing laundry, cooking, gardening, and job searching. Of the 16 children interviewed, all 16 informed that the Group Home has assisted them with learning how to conduct basic living skills and chores such as cleaning their rooms, and doing laundry.

The children are also provided with opportunities to participate in emancipation and vocational programs as appropriate. At the time of this review, six (6) of the children were participating in the ILP (Independent Living Program) program. A couple of residents stated that the agency was assisting them with employment training such as barber school, and another resident was working at a local fast food chain while waiting to enroll in fashion school.

Recommendations:

None

RECREATION AND ACTIVITIES

Based on our review of documents and interviews with 16 Probation placed children, Trinity Youth Services was in compliance with all three (3) elements in this area: Participation in Recreational Activity Planning, Participation in Recreational Activities, and Participation in Extra-Curricular Enrichment and Social Activities.

The Group Home provides children with sufficient recreation activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The 16 Probation placed children reported that the Group Home provides several recreation options for the children to participate in on-grounds; such as, sporting activities like basketball, volleyball, softball, weight training and skateboarding. Additionally, they enjoy arts & crafts activities, such as, puzzle building, painting and key chain weaving. According to the Executive Director and several of the children interviewed, Trinity Youth Services also coordinates intra-facility sporting competitions amongst the different sites to encourage physical fitness and competitive healthy events.

The interviewees also reported that the Group Home provides local off-grounds outings to the park, movie theatre, roller skating rink, bowling alley and other entertainment locations such as "Speed Zone" miniature race track, and the "Laser Tag Tactical Combat Arena", and the "Game Break" video arcade. The children also reported that they have gone on more elaborate outings such as sporting events like soccer matches, concerts, festivals, and trips to theme parks such as "Magic Mountain" and "Knott's Berry Farm". The Group Home provides transportation to and from these activities.

Recommendations:

None

CHILDREN'S HEALTH RELATED-SERVICES, INCLUDING PSYCHOTROPIC MEDICATION

Based on our review of documents and interviews with 16 Probation placed children, Trinity Youth Services was in compliance with seven (7) of the nine (9) elements in this area: Current Court Authorization for Administration of Psychotropic Medication, Current Psychiatric Evaluation/Review, Medication Logs, Initial Medical Exams Conducted, Follow-Up Medical Exams Timely, Initial Dental Exams, Follow-Up Dental Exams Timely. The Group Home was out of compliance with two (2) out of nine (9) elements: Initial Medical Exams Timely, and Initial Dental Exams Timely.

Reviews of four (4) Probation children on psychotropic medications were conducted. One (1) child from each of the four (4) sites was reviewed. Proper court authorization and psychiatric reviews were obtained and conducted in each case. Documentation based on the psychotropic medication review tool confirms that the children are routinely seen by the prescribing psychiatrist. This information was reviewed and is appropriately documented. All four (4) children consistently stated that they know their right to refuse medication(s) at any time. The children interviewed all reported that they are in agreement with taking their medication(s) and are comfortable to tell their prescribing doctor if they feel the medication(s) are affecting them in a negative way. The four (4) children confirmed that they see a psychiatrist every month and that it is explained to them what they are taking and why. They all reported that the medication makes them feel fine and have no concerns or complaints.

All medical and dental appointments and visits are properly documented for each child in their files and medication logs. However, the file reviews revealed that the Group Home was not conducting the initial medical and dental examinations for every child in a timely manner. There was only one (1) Probation youth placed at the time at the Norco Site. The one (1) medical file reviewed at this site revealed that the child received her initial medical examination 31 days late, and received her dental exam 46 days late. A review of the Apple Valley Site revealed that two (2) out of the five (5) medical files reviewed had initial medical exams that were 19 and 70 days late, and that one (1) out of the five (5) files had an initial dental exam that was 12 days late. A review of the Yucaipa Site also revealed that two (2) out of the five (5) files reviewed did not have an initial medical exam. However, during the follow-up review, this matter was clarified by administration and the deficiency was rescinded. Details can be found on the final page of the "Compliance Monitoring Review" section. The Yucaipa Site also had medical files showing that two (2) children received their physical exams 48 and 13 days late. A review of the five (5) medical files for the El Monte Site revealed no deficiencies in this element. As a result, a review of 16 child medical files revealed that a total of five (5) medical exams were conducted late, and that a total of two (2) dental exams were conducted late. Therefore, based on these reviews, the Group Home was out of compliance with the following elements: Initial Medical Exams Timely, Initial Dental Exams Timely.

Recommendations:

3. Trinity Youth Services shall ensure that the aforementioned deficiencies cited will be corrected in a timely fashion in order to ensure the medical and dental needs of all children placed at the Group Home. Additionally, all subsequently new children are to receive medical and dental examinations within 30 days of arrival at each site and follow up appointments are to be conducted as needed.

PERSONAL RIGHTS

Based on our review of documents and interviews with 16 Probation placed children, Trinity Youth Services was in compliance with all 11 elements in this area: Children Informed of Home's Policies and Procedures, Children Feel Safe, Satisfaction with Meals and Snacks, Staff Treatment of Children with Respect and Dignity, Appropriate Rewards and Discipline System, Children Free to Receive or Reject Voluntary Medical Dental and Psychiatric Care, Children Allowed Private Visits Calls and Correspondence, Children Free to Attend Religious Services/Activities, Reasonable Chores, Children

Informed about Psychotropic Medication, and Children Aware of Right to Refuse Psychotropic Medication.

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children expressed satisfaction with the quality of their interactions with staff and report that overall, the facility staff treat them with respect and dignity. One child stated that the Trinity Group Home, "is a good program that has helped me learn to make better choices.", and another resident stated that, "They really care for us here."

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. Child interviews revealed that, in general, Trinity allows adequate privacy for the residents during visits and telephone calls and that the level of chores is adequate for the residents.

Children report that the discipline policies are consistently enforced, and there are fair and appropriate consequences for inappropriate behavior. Child interviews revealed that there is a positive feeling regarding the discipline and consequences they receive. Several of the children stated that the staff is "fair". Several children reported that when they fail to follow Group Home rules such as failing to follow staff instructions, fighting, possession of contraband items, etc., they are disciplined by receiving a "level drop" or "write-ups". They added that they have accepted the discipline because they felt it was an appropriate consequence for their behavior.

Children report satisfaction with meals and snacks. All children reported that they are able to get second helpings, if they wish, and that snacks are offered throughout the day. Children also receive medical and dental care upon request.

Recommendations:

None

CLOTHING AND ALLOWANCE

Based on our review of documents and interviews with 16 Probation placed children, Trinity Youth Services was in compliance with seven (7) out of eight (8) of the elements in this area: Adequate Quantity Clothing Inventory, Adequate Quality Clothing Inventory, Involvement in Selection of Clothing, Provision of Personal Care Items, Minimum Monetary Allowances, Management of Allowance, and Encouragement and Assistance with Life Book. The Group Home was out of compliance with one (1) out of the nine (9) elements: $50.00 Clothing Allowance.

The Group Home provides appropriate clothing, items of necessity and the required $50 monthly clothing allowance to children at each site. Children are provided with opportunities to select their own clothes and the clothing provided is of good quality and sufficient quantity. The Group Home typically goes on shopping trips every 3 month because all of the children prefer to save their monthly allowance so that they have more to spend on the trips. Of the 16 children interviewed, all choose this option and sign a waiver stating this option. These waivers were reviewed in all files. The children

interviewed had on clothing of good quality that fit them well. Upon completion of these shopping trips, the receipts are signed by the children to verify that they did receive their clothing allowance and their new clothes. All receipts were readily available for verification and are kept in the Group Home's accounting office.

However, during the interview with the one (1) Probation child placed at the Norco Site, it was noted that the child was not aware of her right to receive a monthly clothing allowance of $50.00. She stated that she was not aware of this right and did not know that she had the option to either spend her monthly allowance or accumulate it and spend it at a later time, as needed. Her understanding of the clothing policy was that children are taken shopping based on need and upon request. A review of her file revealed that she was receiving the appropriate clothing allowance and was accumulating this money in accordance with Title 22 Regulation Standards. However, it is apparent that the Group Home staff failed to properly explain the clothing allowance policy to the child in a manner which she understood. As a result, the Group Home is out of compliance with the element of "$50.00 Clothing Allowance".

The Group Home maintains an on-ground supply of emergency clothing for children that arrive without personal items or clothing, and has a shopping credit card that is used to purchase basic clothing articles in emergency situations. Additionally, the three (3) large facilities of El Monte, Yucaipa and Apple Valley, each have a fully staffed laundry room with industrial washers and dryers where linens, towels and personal clothing are washed and dried.

The Group Home provides children with the required minimum weekly allowance of $7 or as mandated by the Title 22 standards, based on age. However, some of the residents received more depending on their level status, where they can receive up to $14.00 per week, and the children report that they spend their allowances as they choose. Allowance is typically provided to each child every week. The children interviewed stated that they usually spend their money on snacks and drinks on their weekend outings. The children understand that their allowances can be used as they please or that they can be placed in a savings account, if they choose. Of the 16 children interviewed, all 16 have savings accounts with the Group Home; however, the majority of the residents chose to spend their allowances every week.

The Group Home provides children with adequate personal care items. The children are encouraged and assisted in creating and maintaining life books/photo albums. Of the 16 children interviewed, they all have life books.

Recommendations:

4. Trinity Youth Services-Norco Site shall ensure that all children under their care are aware of their monthly clothing allowance rights and that every effort is made by the facility to ensure that each child fully comprehends this right.

PERSONNEL RECORDS

Based on our review of documents and 20 staff files, Trinity Youth Services was in compliance with nine (9) out of the 12 elements in this area: Education/Experience Requirement, Criminal Fingerprint Cards Timely Submitted, CACIs Timely Submitted, Signed Criminal Background Statement Timely, Employee Health Screening Timely,

Signed Copies of GH Policies and Procedures, Initial Training Documentation, On Going Training Documentation, and Emergency Intervention Training Documentation. The Group Home was out of compliance with three (3) out of the 12 elements: Valid Driver's License, CPR Training Documentation, First Aid Documentation,

20 employee records were randomly selected, and a review of each was completed. All training and background checks were completed and current. All files reviewed had the required educational documentation and criminal and child abuse clearances for each employee prior to being hired. However, one (1) of the employees at the El Monte Site did not have a current driver's licenses on file. As a result, the Group Home was out of compliance with the element of "Valid Driver's License". In addition, one (1) of the employees at the Norco Site did not have a current CPR certification on file, and one (1) employee did not have a current First-Aid certification on file.

Recommendations:

5. Trinity Youth Services-El Monte site shall ensure that the aforementioned deficiency cited will be corrected in a timely fashion by verifying and obtaining a copy of a valid driver's license for Child Care Worker, Dolores Garcia, prior to transporting any Trinity children, in order to ensure the safety of all children.

6. Trinity Youth Services-Norco Site shall ensure that the aforementioned deficiencies cited will be corrected in a timely fashion by providing CPR training to Child Care Worker, Kyra Williams, and providing certification in her staff file. Trinity-Norco shall also provide First-Aid training to House Manager, Tracy Anderson, and provide the certification in her staff file as well. The home shall also maintain regular file reviews to ensure that all staff has current CPR and First-Aid training without lapses.

AUDITOR CONTROLLER FISCAL REVIEW

As of the date of this review, there has not been a Fiscal Review completed by the Auditor Controller's Office for Trinity Youth Services.

Recommendations:

N/A

FOLLOW-UP VISIT

Follow-up visits were conducted at all four (4) sites to verify that all recommendations have been completed.

Trinity El Monte:

On May 18, 2011, a walk through of the Trinity-El Monte Site was conducted. All of the deficiencies cited in the area of "Facility and Environment" were corrected as requested under the recommendations section of this report. The exterior of the supply shed and the Officer of the Day Office were re-painted, and the loose concrete from the Irrigation cover behind Expos building was removed and covered with a metal plate that was secured in place. An inspection of the common quarters and the youth's rooms revealed that the Group Home repaired all of the deficiencies recorded. All of the broken drawers

and handles were fixed, loose or missing light covers were replaced, all damaged doors and walls with holes were covered, and exposed wall sockets were properly covered. The television with exposed cable wiring in the Cubs Unit Bedroom #8 was removed, and the hallway telephone wiring that was exposed was properly covered. The Expos Unit, Bedroom #15 had the damage to the window border fixed, the door trim to the water heater was repaired, the damage to the baseboard in Shower A was replaced, and the chipped paint in Shower B was removed, and the shower was re-painted. The missing glass piece to Bedroom #4 in the Rockies Unit was replaced, the broken crossbar to the bed in Bedroom #2 was repaired and the malfunctioning ceiling light in the room was also corrected. Finally, the stained carpet throughout the facility was completely removed and replaced with brand new carpeting.

During the follow-up, a second review of a staff file was conducted to ensure that the deficiency cited under the area of "Personnel Records" was corrected. A copy of the current driver's license was placed in the file.

Trinity Yucaipa:

On May 25, 2011, a follow-up walk-through was conducted at the Trinity-Yucaipa Site. All of the deficiencies cited in the area of "Facility and Environment" were all corrected as requested under the recommendations section of this report. The damaged electrical unit near the Pool fence was fixed, all broken or damaged furniture, drawers and cabinets were either repaired or replaced in all of the units and throughout the facility. Building damage to the units such as corner walls, shower trims and base boards were also all repaired. All bedrooms that had broken or loose beds and/or required re-painting have been appropriately addressed. The missing smoke detector battery in the Aquarian's Dorm, Room #2 was replaced, and the leaking shower head in the Gemini's Dorm, Room #3 was repaired. In addition, the malfunctioning security alarm system/exit alarm system has been scheduled to be replaced in June 2011, and accessible computers with internet capabilities have been installed in every dormitory.

During the follow-up review, the four (4) child files that did not have the Probation Officer's Signature in their NSP's were checked for the Probation Officer's approval as cited under the area of "Program Services". All four (4) files were in compliance. A conversation was held with Executive Director, Gilbert Quinbar, who stated that more concerted efforts will be made by the Group Home to obtain approvals by the Probation Department for all NSP's, henceforth.

The second review of child files also revealed that initial medical records files reviewed at the Yucaipa Site were all in accordance with Title 22 Regulation Standards as cited under the area of "Children's Health-Related Services". During the initial review on 04/12/11, it was determined that the Group Home failed to provide initial physical exams for two (2) children. Verification that they were given initial physical exams was not in their files. However, during the follow-up review it was explained that one (1) of the children refused to be examined when he entered the program and that the other child was given an exam when he was previously placed at Trinity in October 2010. As a result, the child's initial exam was still valid for up to one (1) year and a second exam during his second placement in April 2011, was not required. However, this documentation was not in the file to assure the reviewer that the exams had been completed, which Mr. Quinbar acknowledged. Therefore, the proper documentation has now been placed in both children' files.

Trinity Norco:

On May 25, 2011, a follow-up walk-through was conducted at the Trinity-Norco Site. All of the deficiencies cited in the area of "Facility and Environment" were all corrected as requested under the recommendations section of this report. The side wooden fence on the exterior of the home had the cross beam with termite damage replaced, and the exposed exterior walls had new stucco. The kitchen stove burner that was not lighting properly was fixed, the dirty laundry washer sink was replaced, the dirty windows in the children's bedrooms were cleaned, and the emergency exit generator light that was broken was repaired.

During the follow-up review, the single Probation placed child's initial physical examination, which was conducted 31 days late, was addressed with Executive Director, Gilbert Quinbar as cited under the area of "Children's Heath-Related Services". Mr. Quinbar stated that the agency was late because they were unable to obtain a Medi-cal card for the child during her intake process. He added that in all future similar instances, Trinity Youth Services will pay for the initial physical and all other required medical services and seek reimbursement at a later time, in order to be in compliance with Title 22 Regulation Standards. The issue was also addressed in the Corrective Action Plan that was provided for the Norco Site.

The deficiency cited under the area of "Clothing & Allowance" was also addressed with Mr. Quinbar. During the interview with the one (1) Probation child placed at the Norco Site, it was noted that the child was not aware of her right to receive a monthly clothing allowance of $50.00. Mr. Quinbar stated that the child was clearly informed of her clothing allowance rights and that she confirmed that she understood them as they were explained to her. Mr. Quinbar will ensure that this policy is clearly explained to each child and documented with their signature on the policy. The issue was also addressed in the Corrective Action Plan for the Norco Site. The child was not available for interview at the time of the follow-up visit.

During the second follow-up visit on May 25, 2011, several staff files were reviewed again to ensure that the deficiencies cited in the area of "Personnel Records" were corrected. During the original review, their files did not have valid CPR certification and valid First-Aid certification, respectively. During the second review, one (1) staff file had a current copy of her First-Aid certification, and the other staff was in the training class to obtain the required CPR certificate that same day. As per Mr. Quinbar, a copy of the certificate will be placed in her file at the completion of the training.

Trinity Apple Valley:

On May 25, 2011, a follow-up walk-through inspection was conducted at the Trinity-Apple Valley Site. All of the deficiencies cited in the area of "Facility and Environment" were all corrected as requested under the recommendations section of this report. All damaged or improperly working windows and drawers were fixed. The improperly posted Ombudsman contact telephone number and the missing Personal Rights in Unit #2 were placed in visible areas where they could be easily viewed by the children. This deficiency was corrected the same day of the original inspection on May 9, 2011, while the inspection was still in progress. During the follow-up on May 25, 2011, the Ombudsman and Personal Rights were still located in the visible area in accordance with Title 22 Regulation Standards. Finally, the slight tear in the carpet of bedroom #6 in

Unit #1 was temporarily covered with duct tape. Mr. Quinbar confirmed that they have arranged to have the carpet in all of the Apple Valley units and bedrooms replaced with new carpet by the end of the year (2011) and has included the contract for the work order as part of the Apple Valley Corrective Action Plan.

During the follow-up visit, the deficiencies cited in the area of "Children's Health-Related Services" were reviewed as well. The initial review of the Apple Valley Site revealed that two (2) out of the five (5) medical files reviewed had initial medical exams that were 19 and 70 days late, and that one (1) out of the five (5) files had an initial dental exam that was 12 days late. During the follow-up review, Campus Director, Darren McBay, and Executive Director, Gilbert Quinbar, confirmed that the Group Home will make all efforts to ensure that all children are given physical examinations within 30 days of arrival, including but not limited to, paying for the exams in situations where the agency is not able to obtain proof of medical insurance provider in the allotted time-fame.

As of the date of this report there are no major deficiencies in the home that require immediate attention. All other pending required repairs are to be corrected in a timely manner and are scheduled to be completed by the end of the 2011 calendar year.

Residential Services

TRINITY YUCAIPA

To: DPO II Armando Juarez
Placement Administrative Services
Group Home Investigation Unit.

From: Gil Quinbar
Executive Director
Trinity Youth Services

Mr. Juarez,

The following is Trinity Yucaipa's Corrective Action Plan regarding the deficiencies you noted during your audit on 4-12-11 and 4-13-11.

II. **Program Services**

Findings:

Probation Caseworker Authorization to Implement NSP
In 4 out of 5 resident files reviewed, the Probation Officer signature was missing in NSP.

[redacted]

All NSP's will be signed by Probation Officers during their monthly visits.

III. Facility and Environment

Findings:

Grounds & Exterior

1. Pool Area-damaged electrical unit has exposed wiring; **item repaired on 4/12/11.**

2. Exit/security system not working; see attached bid. **New security system will be installed on June 8th and June 9th.**

Dorms

Raiders Dorm (13 beds) (unoccupied)
In process of complete interior renovation
Sample room had new vanity mirror, sink, toilet, tile flooring, popcorn ceiling removed. Air force base has agreed to donate beds and furniture from barracks of base that is closing down. GH will be renovating ALL 5 dorms one at a time.

Leo's Dorm (13 beds)
1. Common area-entertainment stand has broken drawer; **stand removed on 4/13/11.**
   Rolling chair missing wheel; wheel replaced on 4/13/11.
2. Room #1-missing door handle lock/catch to restroom; **item repaired on 4/13/11.**
3. Room #4-window curtain rod bent; **item repaired on 4/12/11.**
4. Room #6-shower trim needs repair/caulking; **item repaired on 4/13/11.**

Brother's Dorm (13 beds)
1. Common area-TV. stand drawer broken; **stand removed on 4/13/11.**
2. Room #1-missing door handle lock/catch to restroom; **item repaired on 4/13/11.**
3. Room #2-missing door handle lock/catch to restroom; **item replaced on 4/21/11.**
4. Room #3-exit sensor to outside missing; **see attached bid.**
5. Room #4-restroom trim needs to be replaced; **item repaired on 5/12/11.**
6. Room #6-paint chipping above shower; **item repaired on 5/02/11.**

Aquarian's Dorm (13 beds)
1. Common area-chemical supply closet door broken; **item repaired on 5/23/11.**
2. Room #2-smoke detector missing battery; **item repaired on 4/13/11.**
3. Room #4-vinyl base trim falling off; **item repaired on 4/28/11.**
4. Room #6-bed frame loose; **item repaired on 4/28/11.**

Gemini's Dorm (14 beds)
1. Living room-corner near pool table is damaged; **item repaired on 4/29/11.**
2. Room #1-bottom drawer broken; **item repaired on 4/28/11.**
3. Room #2-exit sensor to outside missing; **see attached bid.**
4. Room #3-drawer broken; **item replaced on 4/28/11.**
   Restroom shower head leaking; **item repaired on 4/29/11.**
5. Room #4-bedframe loose; **item repaired on 4/29/11.**
6. Room #5-dresser drawer does not open; **item replaced on 4/29/11.**

Other General Deficiencies

Group Home needs to provide working computers with internet access in each dormitory in accessible area to residents. **Computers have now been installed**

In every dormitory. Currently, computers are in the dorm office, an additional computer will be installed in each dormitory's common area.

1. Several resident rooms have restroom doors that are either missing door knob locks/catches or have damaged door knobs that require fixing. Door stops should be installed to prevent further damage; **replaced 10 door handles and 15 ball catches on 5/03/11.**
2. Several beds are spring beds that need to be repaired or replaced; **other beds identified needing replacement are in Gemini, Aquarians, Brothers, Leos. Beds replaced on 5/24/11.**
3. Several resident restrooms have chipped paint that require repair; **scraped and painted 10 bathroom ceilings on 5/02/11.**

VI. Children's Health Related Services

Findings:
Initial medical examination not conducted in 2 out of 5 resident files reviewed.

[redacted] DOP: 11/30/10. Initial physical exam missing from file. One appointment showing for 03/24/11. **Resident refused initial examination on 12/23/10 documented in nurse's log. Resident had physical on 03/24/11.**

[redacted] DOP: 04/12/10. Initial physical exam missing from file. One appointment showing for 04/23/10 for an operation, not physical. **Resident was initially placed on 10/14/09, initial physical was conducted on 11/18/09. Resident was released back home from court on 01/27/10. He was readmitted on 04/12/10. Resident's initial physical was still within the year.**

Initial medical examination not conducted in timely manner in 2 out of 5 files reviewed
[redacted] DOP: 08/02/10. Initial physical conducted 10/20/10 (48 days late).
[redacted] DOP: 06/07/10. Initial physical conducted 07/20/10 (13 days late). **Change in procedure. All residents will now have their appointments scheduled by the intake clerk on the day they physically arrive at the facility.**
All of the items you noted have been addressed and corrected. If there are any further concerns with our plan of correction, please contact me directly.

Respectfully,

Gil Quinbar
Executive Director
Trinity Youth Services

TRINITY YOUTH SERVICES

To: DPO Armando Juarez

From: Darren McBay, Campus Director

Date: May 25, 2011

Subject: Corrective Action Plan

TRINITY-APPLE VALLEY
ANNUAL GROUP HOME MONITORING REVIEW
DEFICIENCIES CITED

Entrance Date: 05/09/11

III. **Facility & Environment**

Findings:

Unit #1

- Room #2A-bottom closet drawer broken.
  Corrective Action Plan: The maintenance department repaired the malfunctioning drawer on 5/20/11.

- Room #3-Window sticks.
  Corrective Action Plan: The maintenance department repaired the malfunctioning window on 5/20/11.

- Honor Room-carpet has slight tear.
  Corrective Action Plan: The maintenance department temporarily mended the worn piece of carpet on 5/20/11, until a later date at which time it will be replaced.

- Carpet in general needs to be replaced or cleaned.
  Corrective Action Plan: Anticipate all carpet being removed and replaced with tile within 6 months.

Unit #2

- Room #2-Bottom closet drawer sticks.
  Corrective Action Plan: The maintenance department repaired the malfunctioning drawer on 5/20/11.

- Common area-Ombudsman photocopy telephone # was cut off.
  Corrective Action Plan: A new Ombudsman poster was placed in the unit.

- Personal rights not posted (corrected same day).
  Corrective Action Plan: This was corrected on the same day.

- Carpet in general needs to be replaced or cleaned.
  Corrective Action Plan: Anticipate all carpet being removed and replaced with tile within 6 months.

Unit #3

- Room #3B-desk drawers (2) stick.
  Corrective Action Plan: The maintenance department repaired the malfunctioning drawers on 5/20/11.

- Room #4A-closet bottom drawer broken.
  Corrective Action Plan: The maintenance department repaired the malfunctioning drawer on 5/20/11.

- Carpet in general needs to be replaced or cleaned.
  Corrective Action Plan: Anticipate all carpet being removed and replaced with tile within 6 months.

Unit #4

- Room #1-desk drawer sticks. 1A-closet-bottom drawer sticks.
  Corrective Action Plan: The maintenance department repaired the malfunctioning drawers on 5/20/11.

- Carpet in general needs to be replaced or cleaned.
  Corrective Action Plan: Anticipate all carpet being removed and replaced with tile within 6 months.

VI. **Children's Health-Related Services**

Findings:

Initial medical exams not timely for 2 out of 5 files reviewed:
Resident DOP: 08/30/10. Initial physical done 10/18/10 (19 days late).
Resident DOP: 12/08/09. Initial physical done 02/16/10 (70 days late).
Corrective Action Plan: We will start the procedure upon the youth's arrival and if we encounter difficulties we will document and file our attempts, at which point we will pay for the initial dental and physical exams.

Initial dental exams not timely for 1 out of 5 files reviewed:
Resident DOP: 08/30/10. Initial dental done 10/11/10 (12 days late).
Corrective Action Plan: We will start the procedure upon the youth's arrival and if we encounter difficulties we will document and file our attempts, at which point we will pay for the initial dental and physical exams.

If you have any questions or concerns, please feel free to call me.

Respectfully,

Darren McBay
Campus Director

TRINITY™
Youth Services

Residential Services

TRINITY EL MONTE

May 4, 2011

Los Angeles County Probation

To: DPO Juarez

From: Jim Adams

On 3/21/11, DPO Juarez began his monitoring visit for Trinity El Monte. The following are the areas requiring correction and the corrections applied.

Irrigation cover behind Cubs building severely cracked and damaged. Paint is worn. Some of the buildings have chipped paint. Water heater door damaged.

The irrigation cover behind the Cubs building was restructured and repaired. Painting crews were on the property and completed painting of the walls and buildings needing paint repairs. The water heater door molding was repaired and painted.

Rockies dayroom light cover broken. Cubs unit restroom #2 – electrical socket cover is loose. Expos unit shower A has damaged baseboards. Shower B has chipped ceiling paint. Rockies restroom entrance door is damaged. Padres restroom #2 door handle is loose. Cubs hallway telephone has exposed wires. Rockies unit Rm #2 bed has broken/loose supporting crossbar. Cubs unit Rm #2 has a desk with a broken drawer. Rm #6 closet door has a hole.

Rockies light cover was corrected. Cubs restroom electrical socket cover was corrected. Baseboards were replaced in the Expos shower A and shower B got new paint. Padres restroom door handle was corrected and Cubs exposed telephone wires were corrected. Rockes Rm 2 bed corrected, Cubs Rm 2 desk corrected and Rm 6 got a new door.

Expos Unit Rm #11 restroom entrance wall has a hole. Rockies unit Rm #1 socket not properly secured. Rm #5 has a desk with a broken drawer. Padres unit Rm #1 has a desk with a broken drawer. Rm #5 wall needs patch work for 3 holes. Cubs Rm #4 has a loose light cover. Rm #5 has a missing light cover. Rm#8 has a TV with an exposed antennae wiring. Rm #9 carpet is worn/stained. Expos unit carpet in general is extremely worn. Rm #15 has a broken window border.

Expos Rm 11 hole repaired by restroom entrance. Rockies Rm 1 socket secured and broken desk in Rm 5 corrected as was the desk in Padres Rm 1. Padres Rm 5 got hole repairs and Cubs Rm 4 had loose light cover corrected. Rm 5 received replacement cover. Cubs Rm 8 had antennae with exposed wiring removed. All worn carpet to be replaced the week of May 3 which is currently happening starting yesterday. Expos Rm 15 window border repaired.

Rockies Unit Rm #2 ceiling light not working. Rm#4 window is missing glass slide. Padres unit Rm#1 desk drawer is broken. Rm #5 wall patch work is needed.

Rockies Unit Rm2 ceiling light repaired. Glass slide replaced in Rm 4. Padres Rm 1 had broken desk drawer corrected and patch work was done on room 5

Of employees sampled, one did not have a current copy of their CA driver's license.

Current copy of CA driver's license provided to DPO Juarez at the exit interview.

In short, all items noted in the report for corrections on the physical plant were corrected with the exception of carpeting. The re-carpeting began May 3 and will continue for a couple of days until completed in the 4 Units in the facility.

If there are any further concerns with our Plan of Correction, please do not hesitate to contact me directly.

Sincerely,

James R. Adams

James R. Adams
Trinity El Monte Director

TRINITY™
Youth Services

Residential Services

TRINITY YUCAIPA

To: DPO II Armando Juarez
Placement Administrative Services
Group Home Investigation Unit.

From: Gil Quinbar
Executive Director
Trinity Youth Services

Mr. Juarez,

The following is Trinity Norco's Corrective Action Plan regarding the deficiencies you noted during your audit on 05-03-11.

III. Facility & Environment

Findings:
Interior

1. Kitchen-front right stove burner doesn't ignite properly. **The stove burner was fixed on 5/11/11.**
2. Garage-washer sink dirty/needs to be replaced. **The sink was replaced on 5/24/11.**
3. Dinning Area-Exit sign emergency light broken. **The exit sign emergency light was fixed on 5/19/11**
4. Bedroom window frames dirty. **The bedroom window frames were cleaned on 5/24/11**

Exterior

1. Side wooden fence has termite damage. **The fence was fixed on 5/24/11**
2. Small sections on side and front of house need re-stuccoing. **The stucco on the side and front of the house was patched and repainted on 5/24/11.**

VI. Children's Health-Related Services

Finding:
Initial medical exam not timely for 1 out of 1 file reviewed:

Resident [redacted] DOP: 12/22/10. Initial physical done 02/22/11 (31 days late). **Any initial medical exams that can not be done due to insurance/medi-cal issues will be paid by cash.**

Initial dental exams not timely for 1 out of 5 files reviewed:
Resident [redacted] DOP: 12/22/10. Initial dental done 03/08/11 (46 days late) **Any initial dental exams that can not be done due to insurance/medi-cal issues will be paid by cash.**

VIII. <u>Children's Clothing & Allowance</u>
Finding:
Youth was not aware of $50 clothing allowance.
The Team Leader met with [redacted] and explained that she will be given a $50 clothing allowance monthly and she is free to shop at any store she chooses.

On 5/5/11, she was given $100.00 and she went shopping that same day.

IX. <u>Personal Records</u>
Findings:
1. CCW Kyra Williams file missing valid CPR.

Kyra Williams is scheduled to take the CPR class on 5/25/11. Once Ms. Williams has completed the course a copy of her CPR card will be placed in her file. A copy can be submitted to Mr. Juarez for his review.
2. House Manager Tracy Anderson missing valid First-Aid.
First –Aid card for House Manager Tracy Anderson is currently in her file.

All of the items you noted have been addressed and corrected. If there are any further concerns with our plan of correction, please contact me directly.

Respectfully,

Gil Quinbar
Executive Director
Trinity Youth Services