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September 6, 2011

TO: Each Supervisor

FROM: Donald H. Blevins
Chief Probation Officer

SUBJECT: **CHILDREN ARE OUR FUTURE GROUP HOMES: TERRY HOUSE, HARVEY HOUSE, KEZIO HOUSE, WEST HILLS HOUSE, SATICOY HOUSE, HOWARD HOUSE, CHATSWORTH HOUSE, and LEGG HOUSE CONTRACT COMPLIANCE MONITORING REVIEW**

We have completed a review of Children Are Our Future Group Homes, operated by; Children Are Our Future, INC. The Group Home contracts with the Los Angeles County Probation Department and The Department of Children and Family Services (DCFS).

Children Are Our Future Group Homes consists of eight (8) six-bed facility sites. Six (6) of those sites provide care for boys, ages 13-17 years who exhibit behavioral, social and emotional difficulties, while two (2) sites are for girls, ages 13-17 years who exhibit behavioral, social and emotional difficulties. At the time of the monitoring review, the Terry House site was providing services for three (3) DCFS children and two (2) Probation children. The Harvey House site was providing services for one (1) DCFS child and five (5) Probation children. The Kezio House site was providing services for two (2) DCFS children and four (4) Probation children. The West Hills House site was providing services for two (2) DCFS children and two (2) Probation children. The Saticoy House site was providing services for three (3) DCFS children and two (2) Probation children. The Howard House site was providing services for three (3) DCFS children and three (3) Probation children. The Chatsworth House site was providing services for one (1) DCFS child and five (5) Probation children. The Legg House site was providing services for three (3) DCFS children and three (3) Probation children.

The Terry House, Harvey House, West Hills House, Saticoy House, Howard House, Chatsworth House, and Legg House are all located in the Fifth District of Los Angeles County. The Kezio House is located in the Third 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. 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), the Agency is providing the services as outlined in their Program Statement and is adhering to the County contract and State and Federal regulations. However, there are numerous deficiencies in the "Notable Findings" section that require corrective action. There are also numerous deficiencies regarding the Group Home's physical facilities which require immediate attention, as detailed below.

NOTABLE FINDINGS

The following are the notable findings of our review:

- Remove graffiti in bedrooms
- Repair holes in the walls of the homes
- Replace cracked or missing outlet covers
- Remove mildew from showers and shower curtains
- Replace towel or toilet paper handles
- Replace missing or damaged dresser drawers
- Replace missing or damaged tiles in kitchens, hallways, and bathrooms
- Paint damaged walls
- Repair/replace deficiencies noted to exterior
- Repair/replace deficiencies noted in living room and kitchen areas

EXIT CONFERENCE

In attendance:

Mr. Anthony Linquata, Administrator
Ms. Sandy Harris, Assistant to Administrator

Highlights:

The Exit Conference was conducted on March 29, 2011. The deficiencies were addressed at the time of the exit conference. The representatives present were in agreement with the findings of this review. Administrator Linquata 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 non-compliance regarding repairs or replacements. A written Corrective Action Plan was submitted on May 27, 2011 and has been approved. A follow-up walk through inspection was conducted on June 29, 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."

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
Anthony Linquata, Administrator, Children Are Our Future
Sheila Williams, Acting Deputy Chief Executive Officer
Justice Deputies

CHILDREN ARE OUR FUTURE 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. 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	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	1. Needs Improvement 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Needs Improvement 7. Full Compliance 8. Full Compliance 9. Needs Improvement 10.Needs Improvement 11.Needs Improvement 12. Full Compliance

CHILDREN ARE OUR FUTURE GROUP HOME
PROGRAM CONTRACT COMPLIANCE MONITORING REVIEW

Terry House
19646 Ballinger St.
Northridge, CA 91324
License Number: 197601442
Rate Classification Level: 12

Harvey House
19600 Superior St.
Northridge, CA 91324
License Number: 197605633
Rate Classification Level: 12

Kezio House
20440 Keswick St.
Canoga Park, CA 91306
License Number: 197602059
Rate Classification Level: 12

West Hills House
8569 Faust Ave.
West Hills, CA 91304
License Number: 191222605
Rate Classification Level: 12

Saticoy House
17622 Lemarsh St.
Granada Hills, CA 91325
License Number: 197605332
Rate Classification Level: 12

Howard House
20463 Mayall St.
Chatsworth, CA 91311
License Number: 197606680
Rate Classification Level: 12

Chatsworth House
10928 Remmet Ave.
Chatsworth, CA 91311
License Number: 197600743
Rate Classification Level: 12

Legg House
19910 Merion Dr.
Northridge, CA 91326
License Number: 197600298
Rate Classification Level: 12

LICENSURE/CONTRACTUAL COMPLIANCE

Based on our review of documents from the provider, Children Are Our Future Group Home was in full compliance with all nine (9) elements in the area of Licensure/Contract Requirements: 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. An effective practice that the Group Home utilizes to discourage runaway behavior and stabilize the child is group therapy or one to one therapy. The Group Home completes documents and reports all Special Incident Reports (SIRs) in a timely manner, complies with the licensing capacity, conducts disaster drills, maintains a disaster drill log and follows runaway procedures accordingly. The Group Home maintains an allowance log that logs all allowances provided and spent.

The disaster log was reviewed and documentation showed that the last drill occurred on January 18, 2011, at the Harvey House; January 1, 2011, at the Howard House; January 12, 2011 at the Kezio House; January 19, 2011 at the Legg House; January 29, 2011 at the Terry House; January 30, 2011 at the West Hills House; January 7, 2011 at the Saticoy House; and January 7, 2011 at the Chatsworth House. Disaster drills are conducted on a monthly sometimes a weekly basis, according to the log and the Group Home Administrator. The Group Home maintains an allowance accounting log for all residents under its care. A review of the log revealed that it is accurate and up to date.

Recommendations:

None

PROGRAM SERVICES

There were two (2) Probation children and one (1) DCFS child interviewed at each site, except for the Terry House, where two (2) Probation and two (2) DCFS children were interviewed. Based on our review of documents and interviews with a total of 25 children, 16 Probation placed children and nine (9) DCFS placed children, Children Are Our Future Group Home fully complied with all seven (7) elements in the area of Program Services.

The Needs and Services Plans (NSPs) found in the children's files were carefully reviewed. Of the 25 NSPs reviewed, each revealed that the treatment team develops and implements the NSPs with input from the child, the Probation/DCFS caseworkers gave authorization to implement the NSPs and the NSPs are current, comprehensive and include short and long term goals that are child specific. All NSPs included the required signatures.

The Group Home was in compliance with documenting the Probation/DCFS caseworker's contact, as verified through review of the Visitor's Sign-In Log. Child interviews also revealed that they see their caseworker every month. The children all met the Group Home's population criteria as outlined in their Program Statement and are assessed for needed services within their first 30 days of placement. Case files reflect adequate documentation to show that children are receiving treatment services. All 25 children interviewed stated that they receive weekly therapy sessions that includes individual, group and family sessions. The children interviewed stated that they were part of their NSP process, they understood their goals and had a part in developing them and received a copy.

Recommendations:

None

FACILITY AND ENVIRONMENT

Based on our walk through inspection of all Children Are Our Future Group Home sites and interviews with sixteen (16) Probation placed children and nine (9) DCFS placed children, Children Are Our Future Group Home was out of compliance with three (3) of the six (6) elements in the area of Facility and Environment.

All Children Are Our Future Group Home sites are located in residential communities. The front exterior of the Terry, Chatsworth, and Legg homes are well maintained and properly landscaped, with trimmed bushes, mowed lawns, and clean paint. However, the surrounding exterior areas of the Harvey, Kezio, West Hills, Saticoy, and Howard homes, which include the sides of the homes and backyards, are in need of replacement or repair in the following deficient areas:

Harvey House, Exterior:

- Clean the backyard

- Replace missing bricks

Kezio House, Exterior:
- Repair damaged window screen outside of dining room
- Repair damaged window screen outside of bedroom #3

West Hills, Exterior:
- Repair broken 2x4 wooden studs on side gate.
- Repair or replace outside window screen in bedroom #1

Saticoy House, Exterior:
- Repair wall behind washer and dryer in garage
- Install missing window screens on all windows
- Remove old tile and 2x4s in backyard
- Repair two crawl space screens in backyard
- Replace glass on light fixture in backyard

Howard House, Exterior:
- Repair leaking water faucet in backyard
- Remove graffiti from front door of the house

The interior common areas of all eight (8) of the group home sites are in need of repairs or replacements in the following deficient areas:

Terry House, Living Room:
- Remove graffiti on wall
- Repair curtain rod holder hanging off wall

Harvey House, Living Room:
- Repair telephone jack that is exposed
- Repair cracked outlet cover
- Repair drawer broken on the wall console
- Install missing window panel
- Repair broken drawer in wet bar area
- Repair telephone wires exposed in wet bar area
- Remove cable boxes behind the TV
- Remove cobwebs from sensor in family room

Kezio House, Living Room:
- Clean carpet

West Hills House, Living Room:
- Replace torn carpet by the television area

Saticoy House, Living Room:
- Replace or repair couch
- Clean wall leading to staff office
- Paint wall in dining room

Howard House, Living Room:

- Repair hole in wall
- Repair and paint ceiling

Chatsworth House, Living Room:

- Install lock on window behind TV
- Replace curtain rod

Legg House, Living Room:

- Repair electrical TV socket that is not functioning properly
- Repair electrical sockets behind couch/near dinner table that are loose

Terry House, Kitchen:

- Replace missing tiles on floor
- Repair broken drawers
- Remove water spots on ceiling

Harvey House, Kitchen:

- Remove sharp edges on the kitchen rail near dishwasher
- Remove graffiti from kitchen light corner
- Repair dresser door against wall
- Replace outlet cover on wall
- Patch hole in hallway

Kezio House, Kitchen:

- Replace damaged light switch cover plate

West Hills House, Kitchen:

- Repair loose telephone outlet exposing wires

Saticoy House, Kitchen:

- Re-grout and caulk around sink

Howard House, Kitchen:

- Re-grout and caulk around sink

Chatsworth House, Kitchen:

- Install missing smoke detector
- Increase number of utensils and plates due to limited supply
- Increase number of cookware due to limited supply
- Repair broken light panel cover
- Repair five broken drawer handles
- Repair broken cabinet
- Replace all cabinet liners
- Repair/replace broken countertop tile
- Repair exposed wiring in Dining area #2

Legg House, Kitchen:

- Repair cracked light cover

- Repair wiring exposed above entrance door

Kezio House, Hallway:

- Repair loose tile in front of bedroom #3
- Replace damaged electrical outlet cover in hallway
- Repair two damaged hallway closet doors
- Secure loose light cover

West Hills, Hallway:

- Clean hallway carpet leading to garage that is extremely filthy. Replace with new carpet or have carpet deep cleaned
- Clean dirty AC/Heater vent register

Chatsworth House, Hallway:

- Patch large hole in the wall

Legg House, Upstairs Hallway:

- Repair exposed wiring in ceiling
- Install fire extinguisher missing from post

West Hills House, Hallway Bathroom:

- Repair missing toilet paper holder. Handle missing and exposing screws
- Replace existing electrical outlet with a GCIF outlet in accordance with current building code
- Remove damaged caulking and replace with new caulking
- Replace missing towel rack pole. Left side handle is exposing screws

Howard House, Main Bathroom:

- Repair two knobs on base cabinet
- Repair leaking sink

Chatsworth House, Common Bathroom:

- Clean extreme mold build-up and re-paint entire bathroom
- Remove excessive graffiti
- Plumbing access panel needs to be locked/secured

Legg House, Laundry Room:

- Repair broken water heater cabinet lock

Terry House, Bathroom #1:

- Secure loose wood at the bottom of the sink

Harvey House, Bathroom #1:

- Remove graffiti on back door toilet

Kezio House, Bathroom #1:

- Remove old caulking and replace with new caulking in bathroom shower
- Remove mold and mildew in shower

West Hills House, Bathroom #1:

- Clean shower that is filthy, dirty and has presence of mold and mildew. Deep cleaning on the inside and outside of shower necessary
- Replace existing electrical outlet with a GCIF outlet in bedroom bathroom in accordance with current building code.

Terry House, Bathroom #2:

- Remove graffiti from light switch cover

Legg House, Bathroom:

- Replace missing Shower curtain/shower door
- Repair toilet that does not flush
- Remove heavy graffiti from medicine cabinet
- Replace missing light bulb

The children's bedrooms are in unsatisfactory condition and need improvements in the deficient areas listed below:

Terry House, Bedroom #1:

- Remove graffiti from dresser
- Repair bottom drawer of dresser

Terry House, Bedroom #2:

- Repair hole on bedroom door

Terry House, Bedroom #3:

- Patch hole in closet
- Repair loose door at the bottom hinge
- Patch hole in wall between beds

Harvey House, Bedroom #1

- Remove graffiti on dresser
- Secure antenna wire
- Repair broken drawers on dressers
- Remove graffiti on back door toilet

Harvey House, Bedroom #2

- Remove graffiti on dresser drawers
- Remove graffiti in closet

Harvey House, Bedroom #3

- Remove graffiti on dresser drawers
- Secure loose headboard
- Remove graffiti from wall
- Remove graffiti inside closet and on closet door
- Patch hole near telephone outlet

Kezio House, Bedroom #1:

- Replace missing electrical outlet plate cover

- Remove old caulking and replace with new caulking in bathroom shower
- Remove mold or mildew in bathroom shower

Kezio House, Bedroom #2:

- Repair the second and third dresser drawers, which do not open or close properly
- Replace missing handle on the fifth dresser drawer
- Replace damaged closet door.
- Remove exposed sharp carpet tacks in closet

Kezio House, Bedroom #3:

- Repair dresser drawers, which do not open or close properly
- Replace existing electrical outlet with a GCIF outlet in bedroom bathroom in accordance with current building code. Replace missing electrical outlet cover plate
- Secure falling bathroom doorbell/object above mirror
- Replace missing toilet paper handle. Repair handle that is loose and exposing screws

West Hills House, Bedroom #1:

- Repair hole on door
- Repair broken tracks on bottom dresser
- Carpet between bedroom and bathroom needs threshold
- Clean shower that is filthy, dirty and has presence of mold and mildew. Deep cleaning on the inside and outside of shower necessary
- Replace existing electrical outlet with a GCIF outlet in bedroom bathroom in accordance with current building code

West Hills House, Bedroom #2:

- Replace missing left door molding.
- Repair bottom two dresser drawers that do not close properly

West Hills House, Bedroom #3:

- Repair bottom dresser that does not open
- Replace damaged left vanity faucet handle
- Repair shower head that is leaking water
- Clean shower is filthy. Deep clean tiles and grout around shower
- Clean outside of shower
- Replace rusty shower safety bar
- Repair noisy vent
- Replace existing electrical outlet with a GCIF outlet in bedroom bathroom in accordance with current building code

Saticoy House, Bedroom #2:

- Remove graffiti from headboard
- Remove graffiti from bedroom door
- Fill chip in wall and repaint

Howard House, Bedroom #3:

- Remove graffiti from window seal
- Remove graffiti from headboard

Chatsworth House, Bedroom #1:

- Repair exposed wire panel in closet
- Replace missing closet door
- Closet attic access needs to be covered/secured
- Repair broken bed frame
- Replace missing window screen cover

Chatsworth House, Bedroom #2:

- Replace missing window screen
- Repair large hole at the bottom of entrance door
- Repair large hole in wall
- Remove excessive graffiti
- Repair broken molding

Chatsworth House, Bedroom #3:

- Repair broken bed frame
- Repair broken wooden divider in shower for privacy
- Remove rat droppings and completely clean cabinets
- Plumbing service needed for backed up sink

Legg House, Bedroom #1:

- Repair broken closet shelf
- Repair broken dresser drawers
- Replace or remove damaged night stand
- Install window blind
- Repair exposed electrical sockets

Legg House, Bedroom #2:

- Repair loose ceiling light
- Repair broken dresser drawers
- Repair broken closet door handle
- Repair exposed/hanging closet light

Legg House, Master Bedroom:

- Repair broken drawer on night stand
- Repair broken dresser drawer
- Replace missing electrical socket cover
- Repair broken bed rails
- Repair broken dresser drawers
- Replace closet light bulb
- Replace missing bathroom sink light panel
- Repair loose wooden baluster on the balcony

Most of the mattresses are comfortable; however, one mattress needs to be replaced in bedroom #2 of the Legg House. All beds have a full complement of linens, and the sleeping arrangements are appropriate.

All Children Are Our Future Group Home sites have age-appropriate and accessible recreation equipment, such as board games, a television, a computer, a DVD player, and gaming consoles. Multiple books and resource materials are available.

All Children Are Our Future Group Home sites maintain a supply of perishable and non-perishable items. All sites had fresh milk, eggs, meats, juices, fruit, and bread in the refrigerator and in the pantry. The Group Home sites all have an extra refrigerator or freezer in order to have an abundance of food, such as; extra eggs, extra milk, frozen chicken, and frozen pork ribs for the residents. There is fruit readily available in the kitchen for the residents to have fresh fruit any time they please. All children expressed satisfaction with the amount of food provided and stated that they can get second helpings if they are still hungry. Most of the youth stated that "the food is ok", but they do eat what is given to them. Two youth were especially fond of the barbequed ribs and the way staff prepared it. One youth mentioned that the food is sometimes prepared by the residents and they are allowed to "tweak" the recipe when needed, as to add more spiciness to the dish.

Recommendations:

1. Children Are Our Future shall ensure that the aforementioned deficiencies cited will be corrected and repaired in a timely fashion in order to ensure the safety and security of all residents placed at the Group Home.

EDUCATIONAL AND EMANCIPATION SERVICES

Based on our review of documents and interviews with sixteen (16) Probation placed children and nine (9) DCFS placed children, Children Are Our Future Group Home is 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 most are progressing satisfactorily in the schools they attend. Current report cards are maintained in all of the children's files reviewed. Report cards showed that 20 of the youth are maintaining satisfactory grades. The five (5) youth that have below standard grades are provided additional help either through tutoring at school or by their Group Home staff. One of the youth interviewed participates in extracurricular activities at school such as the high school band. Child interviews revealed that they enjoy physical education, art and music classes at the school they attend. Of the 25 children's files reviewed, six (6) had an Individualized Educational Program (IEP) and documents are maintained in their files. Those six (6) youth reported that they are involved in their IEP meetings and feel that their needs are being addressed.

The Group Home's program includes the development of children's daily living, self-help and survival skills such as personal grooming, washing their own clothes and dishes, and performing daily household chores. The Group Home also assists the children with opening a savings account, if they wish, and obtaining critical documents, such as; a

social security card or job resumes. Children are also provided with opportunities to participate in independent living and vocational programs as appropriate. At the time of this review, 10 children were eligible for Independent Living Program (ILP) services; however, there were not enough spots for the youth as the foundations offering the ILP classes were full. During the follow up visit on June 29, 2011, it was confirmed that the 10 youth are all now participating in ILP classes. Of those youth, six (6) were interviewed and they reported that they enjoy ILP. They all stated that that they are taught how to budget money, open a checking account, how to fill out a job application, and how to prepare for a job interview.

Recommendations:

None

RECREATION AND ACTIVITIES

Based on our review of documents and interviews with sixteen (16) Probation placed children and nine (9) DCFS placed children, Children Are Our Future Group Home was in compliance with all of the three (3) elements in the area of Recreation and Activities.

The Group Home provides children with sufficient recreational activities and leisure time. The Group Home employs a recreation coordinator who coordinates amongst all the Group Home sites on what activities will be conducted throughout the week and weekends. The recreation coordinator makes a monthly calendar for each home on the activities that the residents will be participating in throughout the month. This was visually verified at each of the eight (8) Children Are Our Future sites. The children are also provided with opportunities to participate in planning activities with the coordinator. All youth interviewed stated that they have suggested going to Magic Mountain, the beach, the mall, roller skating or to the movie theatre. The children recently went to the movie theater, which everyone had suggested, and stated that they enjoyed themselves. One youth particularly likes watching movies, so he was glad when they went to the mall to watch a movie.

The children also participate in extra-curricular, enrichment and social activities in which they have an interest. For example, a DCFS child that was interviewed is in the marching band at High School and showed a newspaper clipping of a parade that he participated in recently. Six (6) of the Group Home sites that are all male children have a small cardiovascular workout room and a small weight room for the residents to use. The Group Home provides several recreation options for the residents to participate in, such as sporting activities like basketball and soccer. They also provide off-grounds activities such as outings to the library, movie theatre, beach, baseball games, and museums. 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 sixteen (16) Probation placed children and nine (9) DCFS placed children, Children Are Our Future Group Homes complied with all nine (9) elements in the area of Children's Health Related Services, Including Psychotropic Medication.

According to the Agency's management, eight (8) of the 25 children interviewed (four (4) Probation children and four (4) DCFS children) were taking psychotropic medications at the time of this review. Documentation based on the psychotropic medication review tool confirms that the children are routinely seen by the prescribing psychiatrist. This information is appropriately documented. All eight (8) children consistently stated that they know their right to refuse medication(s) at any time. The eight (8) 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 eight (8) 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.

Medication distribution logs are properly maintained and children are aware of their right to refuse medications. All children interviewed stated that they are satisfied with the medical treatment they receive and go to the doctor and dentist as needed. A review of the documents and interviews with the children confirmed that they all saw a doctor and a dentist within their first 30 days of placement and any other necessary follow up appointments.

Recommendations:

None

PERSONAL RIGHTS

Based on our review of documents and interviews with sixteen (16) Probation placed children and nine (9) DCFS placed children, Children Are Our Future Group Home fully complied with all 11 elements in the area of Personal Rights.

The 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 express satisfaction with the quality of their interactions with staff and report that overall, the facility staff treat them with respect and dignity. Children report that they are assigned chores that are reasonable and not too demanding, such as; washing dishes, cleaning the bathroom, or vacuuming the home. Children are allowed to make and receive personal telephone calls, send and receive unopened mail, and attend the religious service of their choice. Of the 25 children interviewed, only 4 (four) attend church services, mainly Catholic and non-denominational churches on Sunday. Children report that the discipline policies are consistently enforced and there are fair and appropriate consequences for inappropriate behavior. For example, one child informed that when he makes a wrong choice, he accepts the consequence from either the staff or the house manager.

Children also stated that they can receive or reject voluntary medical, dental and psychiatric care. Three (3) children reported that they had received a minor injury and signed a form that refused medical treatment. These forms were reviewed in each child's files. 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 sixteen (16) Probation placed children and nine (9) DCFS placed children, Children Are Our Future Group Home fully complied 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 dollars monthly clothing allowance to the children. They are given the option of saving their money and spending it on a quarterly basis. All 25 children interviewed prefer to "bank" their money for three (3) months in order to have more money for their shopping trips. They know the selection will be limited every month with only $50 to spend. The children all agreed that they will be able to get more clothing with $150 dollars every three (3) months. They sign a waiver stating this option, which is made part of their file and were reviewed during this inspection. Children are provided with shopping 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 such as Kohl's, various surplus outlet stores and Wal-Mart. 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.

The Group Home provides children with the required minimum weekly allowance of $7 and the children spend their allowances as they choose. The allowance log was reviewed and documented that allowance was most recently provided on March 25, 2011. Allowance is typically provided to each child every week or before an outing. The children interviewed stated that they usually spend their money on snacks and drinks on their weekend outings. Some children interviewed stated that they request their allowances the days they leave for home passes. The children understand that their allowance is to be used for snacks or food or can be placed in a savings account, if they choose. Of the 25 children interviewed, 5 have savings accounts, with the assistance of the Group Home.

The Group Home provides children with adequate personal care items such as shampoo, soap, deodorant, and toothpaste. The children reported that they sometimes use their allowance for special personal items such as a better smelling lotion or shampoo. The Group Home encouraged or assisted in creating and maintaining photo albums/life books. Of the 25 children interviewed, only two (2) had no pictures in their life book because they did not want to maintain the books or put any pictures in it. The Group Home is working closely with them to develop their photo album/life book. The

life books reviewed had pictures of the child's family, girlfriends or boyfriends, or celebrities.

Recommendations:

None

PERSONNEL RECORDS

Based on our review of documents in the employee files at Children Are Our Future Group Home, the Group Home was in compliance with seven (7) of the 12 elements in the area of Personnel Records. The five (5) elements of non-compliance are Education/Experience requirement, Valid Driver's Licenses, CPR Training Documentation, First Aid Training Documents and On-Going Training Documents.

A review of 20 employee records was completed. All background checks for the 20 employees reviewed were completed in a timely manner. At the Terry House, two (2) employee files were reviewed, no deficiencies noted. At the Harvey House, two (2) employee files were reviewed, no deficiencies were noted. At the Kezio House, three (3) employee files were reviewed; one (1) employee did not have a current driver's license. At the West Hills House, three (3) employee files were reviewed, no deficiencies were noted. At the Saticoy House, three (3) employee files were reviewed, and two (2) employees had expired driver's licenses. At the Howard House, a total of two (2) employee files were reviewed, and one (1) employee did not have current CPR/First Aid training documentation or a current Driver's license. At the Chatsworth House, two (2) employee files were reviewed, and both files had the educational qualifications records missing and outdated driver's licenses. At the Legg House, a total of three (3) employee files were reviewed and all three (3) had deficiencies. One employee had no educational qualifications records; another had no current First Aid/CPR training documentation; and another had no on-going training documentation. All files reviewed had the documentation for criminal and child abuse clearances for their employees prior to being hired.

Recommendations:

1. Children Are Our Future shall immediately update and maintain current copies of staff's paperwork.

2. The Kezio House shall update the staff's driver's license.

3. The Saticoy House shall update the two (2) staff's expired driver's licenses.

4. The Howard House shall obtain the First Aid/CPR training documentation and current driver's license of the employee whose file was reviewed.

5. The Chatsworth House shall obtain the educational requirements and an updated driver's license of the employees whose files were reviewed.

6. The Legg House shall obtain the educational requirements, current First Aid/CPR training documentation, and on-going training documentation for the employees whose files were reviewed.

AUDITOR CONTROLLER FISCAL REVIEW

The most recent Fiscal Review for Children Are Our Future Group Homes from the Department of Auditor-Controller is dated May 12, 2011, for the fiscal period of January 1, 2009, to December 31, 2009. The report dated May 12, 2011, indicated that Children Are Our Future Group Homes had $3,338.00, in questioned/disallowed costs. Children Are Our Future Group Homes submitted a timely approved fiscal CAP, which is being monitored by DCFS' Fiscal Monitoring Section.

Recommendations:

N/A

FOLLOW-UP VISIT

On June 29, 2011, follow-up visits were conducted at all eight (8) sites of Children Are Our Future; Terry House, Harvey House, West Hills House, Saticoy House, Kezio House Howard House, Chatsworth House, and Legg House to verify that all recommendations had been completed.

Terry House:
A complete follow-up walk through inspection of the interior was conducted, and all recommendations have been repaired or replaced. In the common area, the desk in the foyer had loose drawers and is now repaired. The hole in wall in the hallway has been patched and the tiles towards the garage door have been repaired. In the living room, the graffiti on the wall has been removed and the curtain rod has been repaired. In the kitchen, the missing tiles on the floor have been replaced, the drawers have been repaired, and water spots on the ceilings have been removed. In Bathroom #1, the wood at the bottom of the sink has been secured. In Bedroom #1, the graffiti on the dresser has been removed and the bottom drawer has been repaired. In Bathroom #2, the graffiti from the light switch cover has been removed. In Bedroom #2, the hole in the door has been patched. In Bedroom #3, a new door has replaced the old door, and the wall between the beds has been patched.

Harvey House:
A complete follow-up walk through inspection of the interior and exterior was conducted, and all recommendations have been repaired or replaced. In the living room, the telephone jack has been removed. The broken drawers on the wall console and in the wet bar area has been repaired. The cracked outlet cover has been repaired. The telephone wire in the wet bar area has been secured. The cobwebs and cable boxes have been removed. In the kitchen, the sharp edges near the dishwasher have been removed. The graffiti has been removed from the kitchen light area. The dresser door against the wall has been repaired. The wall outlet cover has been replaced and plastered. The hole in the hallway has been patched. In Bedroom #1, the graffiti on the dresser and back door has been removed, and the dresser drawers have been repaired. In Bedroom #2, the graffiti has been removed from the dresser drawers and closet. In Bedroom #3, the graffiti from the dresser drawers, wall and closet has been removed. The headboard has been secured, and the telephone outlet has been patched. As for the exterior, the backyard has been cleaned, and all missing bricks have been replaced.

West Hills:
A complete follow-up walk through inspection of the interior and exterior was conducted, and all recommendations have been repaired or replaced. Throughout the house, all carpeted areas have been deep cleaned. The loose telephone wires in the kitchen have been secured. In the family room, the baseboard molding has been repaired. In the Hallway Bathroom, the three (3) vanity drawer tracks have been repaired, old caulking has been replaced and the area around the toilet has been repaired. In addition, a GCIF outlet has been installed in accordance with the current building code. In the hallway, the AC/Heater vent has been cleaned. In Bedroom #1, the hole on the door and broken tracks on the dresser have been repaired, a new threshold has been placed between the bedroom and the bathroom, the shower has been thoroughly cleaned and a GCIF outlet has been installed. In Bedroom #2, the missing left door molding has been replaced and the bottom dresser drawers have been repaired. In Bedroom #3, the bottom dresser drawer has been repaired. In the bathroom in Bedroom #3, the damaged left vanity faucet handle has been replaced, the shower head has been repaired and the shower was thoroughly cleaned. Additionally, the air vent was repaired and is no longer noisy and a GCIF outlet has been installed. The broken 2X4 stud on the side gate of the exterior of the home has been repaired and the outside screen of Bedroom #1 was replaced.

Saticoy House:
A complete follow-up walk through inspection of the interior and exterior was conducted, and all recommendations have been repaired or replaced. All bedroom dressers have been replaced. In Bedroom #2, all graffiti has been removed from the headboard and the door and the chip in the wall has been filled and repainted. In the TV room, the couch has been replaced. In the kitchen, the sink has been re-grouted and caulked. In Bathroom #2, the base cabinet has been repaired and the bathtub handle has been replaced. In the common area, the wall leading to the staff office has been cleaned. The wall in the dining room has been painted. On the exterior of the house, the wall behind the washer and dryer has been repaired, and the missing window screens have been replaced. The old tile and 2x4s in the backyard have been removed, the crawl space screens in the backyard have been repaired, and the glass light fixtures in the backyard have been replaced. The two (2) expired staff driver's licenses have been updated and included in the staff's files

Kezio House:
A complete follow-up walk through inspection of the interior and exterior was conducted, and all recommendations have been repaired or replaced. In the Kitchen, the damaged light switch cover has been replaced. In the hallway, the loose tile in front of Bedroom #3 has been repaired. In the hallway area, the two (2) damaged hallway closet doors have been repaired, the damaged electrical outlet cover has been replaced, and the loose light cover has been secured. In the hallway bathroom, the missing toilet paper holder and towel rack pole has been replaced, all exposing screws have been removed, all damaged caulk has been removed and replaced and a GCIF outlet has been installed. In Bedroom #1, the missing electrical outlet plate cover has been replaced and all old caulk has been removed and replaced with new caulk. In Bedroom #2, all damaged dressers have been repaired, the damage closet door has been replaced, and all exposed carpet tacks have been removed. In Bedroom #3, the dresser has been replaced, a GCIF outlet has been installed, the falling bathroom doorbell has been removed, the missing toilet paper handle has been replaced and all exposed screws have been removed. The damaged exterior window screens on outside the dining room

and Bedroom #3 have been repaired. An updated driver's license has been placed in the staff's employee file.

Howard House:
A complete follow-up walk through inspection of the interior was conducted, and all recommendations have been repaired or replaced. In the Main bathroom, the sink is no longer leaking and the knobs on the base cabinet have been repaired. In Bedroom #3, all graffiti has been removed from the window seal and headboard. In the common area, the hole in the wall has been repaired. In the TV room, the ceiling has been repaired and painted. An updated driver's license and current CPR/First Aid card has been placed in the staff's employee file.

Chatsworth House:
A complete follow-up walk through inspection of the interior was conducted, and all recommendations have been repaired or replaced. In the kitchen, the smoke detector has been replaced. A full supply of cookware, utensils, and plates has been placed in the home. The light panel in the kitchen has been repaired. All kitchen drawers and cabinets have been repaired; the countertop tile that was broken has been replaced. The exposed wiring in Dining area #2 has been removed. In the living room, the window behind the TV now has a lock, and the curtain rod has been replaced. The common area bathroom has been re-painted and no longer has excessive graffiti. The plumbing access panel has been locked and secured. In Bedroom #1, the closet no longer has an exposed wire panel. The closet now has a door, and the attic access is now secured. The broken bed frame in Bedroom #1 has been repaired. The window screen in Bedroom #1 has been replaced. In Bedroom #2, the window screen has been replaced; all holes have been patched; all graffiti has been removed, and the molding has been repaired. In Bedroom #3, the bed frame has been repaired, the shower door repaired, all rat droppings have been removed and the cabinet cleaned and sink #2 has been unclogged. In the hallway, the hole in the wall has been patched. In the staff office, the telephone line is now functioning. In the staff bathroom, the hole in the wall has been patched and the mirror has been replaced. Lastly, the laundry door has been repainted. The educational requirements have been placed in the employee's files along with a copy of a current driver's license.

Legg House:
A complete follow-up walk through inspection of the interior was conducted, and all recommendations have been repaired or replaced. In the living room, all electrical sockets are secured and properly functioning. In the laundry room, the water heater cabinet has been removed. In the kitchen, the cracked light cover has been replaced and all exposed wiring has been removed. At the stairway, the smoke detector has been repaired. In the upstairs hallway, all exposed wiring has been removed and the fire extinguisher has been replaced. In Bedroom #1, the closet shelf has been repaired, the dresser has been replaced, the electrical sockets have been secured and the nightstand has been replaced. In Bedroom #2, the ceiling light has been secured, the dresser has been replaced, the closet door handle has been repaired and bed #1 has a new mattress and rail. In the master bedroom, the nightstand and both dressers have been replaced; the electrical socket cover has been replaced; the bulb in the closet has been replaced; the broken bed rails have been repaired; the bathroom sink light has been replaced; the storage closet shelves have been repaired; the storage closet door has been replaced; and the loose wooden baluster in the balcony has been repaired In upstairs Bathroom #2, the missing shower curtain has been replaced; the toilet is now

working; the graffiti has been removed from the medicine cabinet; and the light bulb has been replaced. All educational requirements have been updated, as well as current CPR/First Aid requirements and on-going training documents.

Email Transmission

DATE: May 26, 2011

TO: Los Angeles County Probation Department

ATTENTION: DPO Joseph NinoFranco

FROM: Anthony Linquata, Program Director

Re: West Hills Site
191222605

The following will address the Corrective Action Plan for the above captioned site and will specifically address the following:

FACILITY AND ENVIORNMENT:

- **Living Room:**
  - Replace torn carpet by the television area
    - To be completed on or before 6-20-11
  - Kitchen
    - To be completed on or before 6-20-11
  - Repair loose telephone outlet exposing wires
    - To be completed on or before 6-20-11
- **Family Room:**
  - Carpet is very filthy and severely stained. Replace with new carpet or have carpet deep cleaned.
    - To be completed on or before 6-20-11
  - Repair baseboard molding
    - To be completed on or before 6-20-11
- **Hallway Bathroom:**
  - Repair 3 vanity drawer tracks that are broken
    - To be completed on or before 6-20-11

- Remove old caulking and replace with new caulking around bathtub
  - To be completed on or before 6-20-11
- Repair area around toilet that appears to have water damage
  - To be completed on or before 6-20-11
- Replace existing electrical outlet with a GCIF outlet in accordance with current building code.
  - To be completed on or before 6-20-11

- **Hallway:**
  - Hallway carpet leading to garage is extremely filthy. Replace with new carpet or have carpet deep cleaned.
    - To be completed on or before 6-20-11
  - Clear dirty AC/Heater register
    - To be completed on or before 6-20-11

- **Bedroom #1:**
  - Repair hole on door
    - To be completed on or before 6-20-11
  - Repair broken tracks on bottom dresser
    - To be completed on or before 6-20-11
  - Carpet between bedroom and bathroom needs threshold
    - To be completed on or before 6-20-11
  - Shower is filthy, dirty and has presence of mold and mildew
    - To be completed on or before 6-20-11
  - Clean the inside and outside of shower
    - To be completed on or before 6-20-11
- **Bedroom #2**
  - Replace missing left door molding
    - To be completed on or before 6-20-11
  - Repair bottom 2 dresser drawer that does not properly close
    - To be completed on or before 6-20-11
- **Bedroom #3:**
  - Repair bottom dresser that does not open
    - To be completed on or before 6-20-11
  - Replace damaged left vanity faucet handle
    - To be completed on or before 6-20-11
  - Shower head is leaking water
    - To be completed on or before 6-20-11
  - Shower is filthy. Clean tiles and grout around shower
    - To be completed on or before 6-20-11
  - Clean outside of shower
    - To be completed on or before 6-20-11

- Replace rusty shower safety bar
  - To be completed on or before 6-20-11
- Repair noisy vent
  - To be completed on or before 6-20-11
- Replace existing electrical outlet with GCIF outlet in bedroom bathroom in accordance with current building code
  - To be completed on or before 6-20-11
- Exterior
  - To be completed on or before 6-20-11
- Repair broken 2x4 stud on side gate
  - To be completed on or before 6-20-11
- Repair or replace outside window screen in bedroom #1
  - To be completed on or before 6-20-11

- **Exterior**
  - Repair broken 2x4 stud on side gate
    - To be completed on or before 6-20-11
  - Repair or replace outside window screen in bedroom #1
    - To be completed on or before 6-20-11

Please advise if you would like the sign sheets to the training.

Thank you

Sandra Harris, Assistant to the Directors
Children Are Our Future, Inc.

Email Transmission

DATE: May 26, 2011

TO: Los Angeles County Probation Department

ATTENTION: DPO Joseph NinoFranco

FROM: Anthony Linquata, Program Director

Re: Chatsworth
197600743

The following will address the Corrective Action Plan for the above captioned site and will specifically address the following items. **Please note that all maintenance items will be completed on or before June 20th, 2011.**

- **Kitchen:**
  - Smoke detector is missing
    - To be replaced on or before June 20th, 2011
  - Minimal food supply in pantry & refrigerator
    - Stocked immediately
  - No fruit
    - Stocked immediately
  - Limited supply of utensils and plates
    - To be replaced on or before June 20th, 2011
  - Limited supply of cookware
    - To be replaced on or before June 20th, 2011
  - Light panel cover is broken
    - To be replaced on or before June 20th, 2011
  - Drawers have 5 broken handles
    - To be replaced on or before June 20th, 2011
  - 1 broken cabinet

        - To be repaired/replaced on or before June 20th, 2011
    - All cabinet liners need to be replaced (extremely dirty)
        - To be replaced on or before June 20th, 2011
    - Countertop has broken tile
        - To be replaced on or before June 20th, 2011
    - Dining area #2 has exposed wiring
        - To be repaired on or before June 20th, 2011
- **Living Room:**
    - Window behind TV needs a lock and curtain rod needs replacing
        - To be replaced on or before June 20th, 2011
- **Common Bathroom:**
    - Extremely moldy/needs re-painting
        - To be cleaned and painted on or before June 20th, 2011
    - Excessive graffiti
        - To be cleaned off or painted over on or before June 20th, 2011
    - Plumbing access panel needs to be locked/secured
        - Lock to secure panel will be in place on or before June 20th, 2011
- **Bedroom #1:**
    - Closet has exposed wire panel
        - Panel to be repaired/replaced on or before June 20th, 2011
    - Closet is missing door
        - To be replaced on or before June 20th, 2011
    - Closet attic access is not covered/secured
        - To be secured on or before June 20th, 2011
    - Bedframe is broken
        - To be replaced on or before June 20th, 2011
    - Window screen cover is missing
        - To be replaced on or before June 20th, 2011
- **Bedroom #2:**
    - Window screen is missing
        - To be replaced on or before June 20th, 2011
    - Entrance door has large hole at the bottom
        - Door will be repaired or replaced on or before June 20th, 2011
    - Wall has large hole
        - Hole to be repaired and repainted on or before June 20th, 2011
    - Excessive graffiti
        - Graffiti to be cleaned off and/or painted over on or before June 20th, 2011
    - Molding is broken
        - Molding to be repaired or replaced on or before June 20th, 2011
- **Bedroom #3:**
    - Bedframe is broken

        - Bedframe to be replaced on or before June 20th, 2011
    - Shower has wooden divider for privacy (completely broken)
        - Divider to be replaced on or before June 20th, 2011
    - Rat droppings in cabinets
        - Extermination process for entire site was completed on 4-23-11
    - Sink #2 is backed up
        - Completed
- **Hallway:**
    - Large hole in the wall
        - Hole to be repaired and repainted on or before June 20th, 2011
- **Staff Office:**
    - Office line is not working (GH is using phone line to Bedroom #3 to connect phone)
        - Completed
- **Staff Bathroom:**
    - Hole in the wall
        - Hole to be repaired and repainted on or before June 20th, 2011
    - Cracked mirror
        - Mirror to be replaced on or before June 20th, 2011
- **Outside Area:**
    - Laundry door faded and had chipped paint
        - Door to be sanded and painted on or before June 20th, 2011
- **Additional Notes:**
    - Entire house was unsanitary
        - Facility Manager at time of visit was in process of deep cleaning all areas of the site. Current Facility Manager is following up on keeping the site clean and order.
    - All window screen need to be replaced
        - All screens to be replaced on or before June 20th, 2011
    - Carpet throughout house was stained/dirty
        - To be completed on or before 6-20-11
    - House did not have a working computer
        - To be completed on or before 6-20-11
    - No recreational equipment or supplies
        - To be completed on or before 6-20-11
    - TV had no VCR/DVD player
        - To be completed on or before 6-20-11
    - Limited supply of reading materials
        - To be completed on or before 6-20-11
- Probation policies and procedures (AWOL's, 7-day removal, Bed Holds, SCAR procedures)

- On File in the Main Office of Children Are Our Future. All staff receives at least 24 to 36 hours of Orientation Training prior to being place on active scheduling. All Policies and Procedures are reviewed during this training.

- Therapy services logs
  - Logs for Therapy are kept on file at Children Are Our Future's Main Office. All residents have an electronic, as well as, hard copy file of all program components completed while in residence.
- **Staff Records:**
  - Supervision Staff Donald Carpenter Qualification Records Missing
    - To date verifications have not been returned by prior employers
      - Receptionist attempting phone verifications
  - Child Care Worker Steven Baker valid driver's license missing
    - On file – copy attached

Thank you

Sandra Harris, Assistant to the Directors
Children Are Our Future, Inc.

Email Transmission

DATE: May 26, 2011

TO: Los Angeles County Probation Department

ATTENTION: DPO Joseph NinoFranco

FROM: Anthony Linquata, Program Director

Re: Harvey Site
197605633

The following will address the Corrective Action Plan for the above captioned site and will specifically address the following:

- **Living Room:**
  - Telephone jack in the living room
    - Repair completed on 4-27-11
  - Outlet cover cracked in the living room
    - To be replaced on or before 6-20-11
  - Drawer broken on the wall console in living room
    - To be replaced on or before 6-20-11
  - Missing window panel in living room
    - To be replaced on or before 6-20-11
  - Drawer broken in wet bar area
    - Repaired 4-27-11
  - Telephone wire in wet bar area
    - Repaired 4-27-11
  - Cable boxes behind the TV
    - Removed 4-27-11
  - Sensor in family room has cobwebs
    - Cleaned 4-27-11

- **Kitchen:**
  - Sharp edges on the kitchen rail near dishwasher
    - To be replaced on or before 6-20-11
  - Kitchen light corner has graffiti
    - To be replaced on or before 6-20-11
  - Fix dresser door against wall
    - To be replaced on or before 6-20-11
  - Wall outlet cover replaced and plastered
    - Completed 4-27-11
  - Patch hole in hallway
    - Completed 4-27-11
  - Food needs to be dated
    - Food marked and staff retrained immediately
  - Firewood panel
    - To be repaired/replaced on or before 6-20-11
- **Bedroom #1:**
  - Graffiti on dresser
    - To be cleaned off or sanded/painted on or before 6-20-11
  - Secure antenna wire
    - Completed 4-28-11
  - Broken drawers on dresser
    - To be repaired/replaced on or before 6-20-11
  - Remove graffiti on back door toilet
    - Completed 4-28-11
- **Bedroom #2**
  - Dresser Drawers has graffiti
    - To be cleaned off or sanded/painted on or before 6-20-11
  - Remove graffiti in closet
    - To be cleaned off and/or painted on or before 6-20-11
    -
- **Bedroom #3**
  - Dresser drawers has graffiti
    - To be cleaned off or sanded/painted on or before 6-20-11
  - Headboard needs to be secured
    - To be completed on or before 6-20-11
  - Remove graffiti off wall
    - Completed 4-28-11
    - o be cleaned off and/or painted on or before 6-20-11
  - Remove graffiti inside closet and on closet floor
    - To be cleaned off and/or painted on or before 6-20-11
  - Telephone outlet needs to be patched

        - To be completed on or before 6-20-11
- **Exterior**
    - Missing bricks
        - Bricks to be replaced on or before 6-20-11
    - Clean backyard
        - To be completed on or before 6-20-11

Thank you

Sandra Harris, Assistant to the Directors
Children Are Our Future, Inc.

Email Transmission

DATE: May 26, 2011

TO: Los Angeles County Probation Department

ATTENTION: DPO Joseph NinoFranco

FROM: Anthony Linquata, Program Director

Re: Howard Site
197606680

The following will address the Corrective Action Plan for the above captioned site and will specifically address the following:

FACILITY AND ENVIORNMENT:

- **Main Bathroom**
  - Repair 2 knobs on base cabinet
    - To be completed on or before 6-20-11
  - Sink leaking
    - To be completed on or before 6-20-11
- **Bedroom #3:**
  - Remove graffiti from windowsill
    - Completed 5-17-11
  - Remove graffiti from headboard
    - Completed 5-17-11
- **Common Area:**
  - Repair hole in wall in TV Room
    - To be patched and painted on or before 6-20-11
  - Repair ceiling in TV Room and paint
    - To be completed on or before 6-20-11
- **Exterior:**

- Repair water faucet in backyard (leaking)
  - To be repaired on or before 6-20-11
- Remove graffiti from front door
  - Completed 5-17-11

- **Personnel Records**
  - Patrick Nwobodo did not have current CPR/First Aid
    - Current Card on File – copy attached
  - Patrick Nwobodo Drivers License expired 10-10-10
    - Current Card on File – copy attached

Thank you

Sandra Harris, Assistant to the Directors
Children Are Our Future, Inc.

Email Transmission

DATE: May 26, 2011

TO: Los Angeles County Probation Department

ATTENTION: DPO Joseph NinoFranco

FROM: Anthony Linquata, Program Director

Re: Kezios Site
197602059

The following will address the Corrective Action Plan for the above captioned site and will specifically address the following:

FACILITY AND ENVIRONMENT:

- **Kitchen:**
  - Replace damaged light switch cover plate
    - Completed 5-16-11
- **Hallway**
  - Repair loose tile in front of bedroom #3
    - To be completed on or before 6-20-11
  - Replace damaged electrical outlet cover in hallway
    - Completed 5-16-11
  - Repair 2 damaged hallway closet doors
    - To be completed on or before 6-20-11
  - Secure loose light cover
    - Completed 5-16-11
- **Hallway Bathroom:**
  - Repair mission toilet paper holder. Handle missing and exposing screws
    - Completed 5-16-11

- Replace existing electrical outlet with GCIF outlet in accordance with current building code
  - To be completed on or before 6-20-11
- Remove damaged caulking and replace with new caulking
  - To be completed on or before 6-20-11
- Towel rack pole is missing. Left side handle is exposing screws
  - Completed 5-16-11

- **Bedroom #1:**
  - Replace missing electrical outlet plate cover
    - Completed 5-16-11
  - Remove old caulking and replace with new caulking in bathroom shower
    - To be completed on or before 6-20-11
  - Shower has presence of mold or mildew
    - To be completed on or before 6-20-11
- **Bedroom #2**
  - Repair dresser drawer #2 and #3. Dresser does not open or close properly Drawer #5 is missing handle.
    - To be completed on or before 6-20-11
  - Replace damaged closet door
    - To be completed on or before 6-20-11
  - Remove carpet tacks in closet exposing sharp tacks
    - Completed 5-16-11
- **Bedroom #3:**
  - Repair dresser drawer #3, 4 and 5. Dresser does not open or close properly.
    - To be completed on or before 6-20-11
  - Replace existing electrical outlet with a GCIF outlet in bedroom bathroom in accordance in current building code. Replace missing electrical outlet cover plate.
    - To be completed on or before 6-20-11
  - Secure falling bathroom doorbell/object above mirror
    - Completed 5-16-11
  - Replace missing toilet paper handle. Other handle is loose and exposing screws.
    - Completed 5-16-11
- **Exterior**
  - Repair damaged window screen outside of dining room
    - To be completed on or before 6-20-11
  - Repair damaged window screen outside of bedroom #3
    - To be completed on or before 6-20-11

- **Personnel Records**
  - Need copy of current Driver's License for Case Manager Lauren Lewis. Expired 12-2-10
    - On file in employee files – copy attached.

Thank you

Sandra Harris, Assistant to the Directors
Children Are Our Future, Inc.

Email Transmission

DATE: May 26, 2011

TO: Los Angeles County Probation Department

ATTENTION: DPO Joseph NinoFranco

FROM: Anthony Linquata, Program Director

Re: Legg Site
197600298

The following will address the Corrective Action Plan for the above captioned site and will specifically address the following:

- **Living Room:**
  - TV Electrical socket not functioning properly
    - To be completed on or before 6-20-11
  - Electrical sockets behind couch/near dinner table are loose
    - To be completed on or before 6-20-11
- **Laundry Room:**
  - Water heater cabinet lock is broken
    - To be completed on or before 6-20-11
- **Kitchen:**
  - Light cover cracked
    - To be completed on or before 6-20-11
  - Wiring exposed above entrance door
    - To be completed on or before 6-20-11
- **Stairway:**
  - Smoke detector broken
    - To be completed on or before 6-20-11

- **Upstairs Hallway**
  - Exposed wiring in ceiling
    - To be completed on or before 6-20-11
  - Fire extinguisher missing from post
    - To be completed on or before 6-20-11
- **Bedroom #1:**
  - Closet has broken shelf
    - To be completed on or before 6-20-11
  - Dresser has 2 broken drawers
    - To be completed on or before 6-20-11
  - Night stand to be replaced or removed
    - To be completed on or before 6-20-11
  - Window blind needs to be installed
    - To be completed on or before 6-20-11
  - Electrical sockets exposed
    - Repairs to be completed on or before 6-20-11
- **Bedroom #2:**
  - Ceiling light is loose
    - Repairs to be completed on or before 6-20-11
  - Dresser has broken drawers
    - To be completed on or before 6-20-11
  - Closet door handle is broken
    - To be completed on or before 6-20-11
  - Closet light is exposed/hanging
    - To be completed on or before 6-20-11
  - Bed#1 needs new mattress and rail
    - To be completed on or before 6-20-11
- **Master Bedroom:**
  - Nightstand has broken drawer
    - To be completed on or before 6-20-11
  - Dresser has broken drawer
    - To be completed on or before 6-20-11
  - Electrical socket cover is missing
    - To be completed on or before 6-20-11
  - 2 broken bed rails
    - To be completed on or before 6-20-11
  - Dresser #2 has 3 broken drawers
    - To be completed on or before 6-20-11
  - Closet bulb needs replacement
    - To be completed on or before 6-20-11
  - Bathroom sink light panel is missing

        - To be completed on or before 6-20-11
    - Storage closet has 2 broken shelves
        - To be completed on or before 6-20-11
    - Storage closet door damaged/replacement
        - To be completed on or before 6-20-11
    - Balcony had broken/loose wooden baluster
        - To be completed on or before 6-20-11
- **Upstairs Bathroom #2:**
    - Missing shower curtain/shower door
        - To be completed on or before 6-20-11
    - Toilet does not flush
        - To be completed on or before 6-20-11
    - Medicine cabinet has heavy graffiti
        - To be completed on or before 6-20-11
    - Light bulb missing
        - To be completed on or before 6-20-11
- **Exterior:**
    - No deficiencies
- **Staff Records Deficiencies:**
    - Supervision Staff Kiesha Marshall Qualifications Records Missing
        - All verifications sent – to date no response. CAOF receptionist attempting verifying via telephone – will send upon successful completion
    - Supervision Staff Aurelio Barrientos CPR & First Aid Training Missing
        - On file – copy attached
    - Supervision Staff Serge Feusso Yapdo On-Going Training Missing
        - Training History for 2010 and to date 2011 attached.

Thank you

Sandra Harris, Assistant to the Directors
Children Are Our Future, Inc.

Email Transmission

DATE: May 26, 2011

TO: Los Angeles County Probation Department

ATTENTION: DPO Joseph NinoFranco

FROM: Anthony Linquata, Program Director

Re: Saticoy Site
197605332

The following will address the Corrective Action Plan for the above captioned site and will specifically address the following:

FACILITY AND ENVIRONMENT:

- **Exterior**
  - Repair wall behind washer/dryer in garage
    - To be completed on or before 6-20-11
  - Missing window screens on all windows
    - To be completed on or before 6-20-11
  - Remove old tile and 2x4s in backyard
    - To be completed on or before 6-20-11
  - Repair 2 crawl space screens in backyard
    - To be completed on or before 6-20-11
  - Replace glass on light fixture in backyard
    - To be completed on or before 6-20-11
- **Bedroom #2:**
  - Remove graffiti from headboard in Bedroom #2
    - To be completed on or before 6-20-11
  - Remove graffiti from bedroom door in Bedroom #2
    - To be completed on or before 6-20-11

- Fill chip in wall and repaint in Bedroom #2
  - To be completed on or before 6-20-11

- **TV Room:**
  - Replace/repair couch in TV Room
    - To be completed on or before 6-20-11
- **Kitchen:**
  - Re-grout and caulk around sink
    - To be completed on or before 6-20-11
- **Bathroom #2**
  - Repair base cabinet in Bathroom #2
    - To be completed on or before 6-20-11
  - Replace handle in bathtub in Bathroom #2
    - To be completed on or before 6-20-11
- **Common Area**
  - Clean wall leading to staff office
    - To be completed on or before 6-20-11
  - Paint wall in dining room
    - To be completed on or before 6-20-11
  - Replace all 6 dressers in bedrooms
    - To be completed on or before 6-20-11
- **Personnel Records**
  - Marcia Foley Drivers License Expired 11-18-09
    - DL on file - Copy attached
  - Pamela Weathers Drivers License Expired 6-4-08
    - DL on file - Copy attached

Thank you

Sandra Harris, Assistant to the Directors
Children Are Our Future, Inc.

Email Transmission

DATE: May 26, 2011

TO: Los Angeles County Probation Department

ATTENTION: DPO Joseph NinoFranco

FROM: Anthony Linquata, Program Director

Re: Terry Site
197601442

The following will address the Corrective Action Plan for the above captioned site and will specifically address the following:

- **Common Area:**
  - Desk in foyer has loose drawers
    - Repaired 5-8-11
  - Hole in wall in the hallway needs to be patched
    - To be completed on or before 6-20-11
  - Fix tile toward garage door
    - To be completed on or before 6-20-11
- **Exterior:**
  - Date Food
    - Completed immediately
- **Living Room:**
  - Graffiti on Wall
    - To be cleaned off and/or painted over on or before 6-20-11
  - Curtain rod holder is hanging off wall
    - To be repaired on or before 6-20-11
- **Kitchen:**
  - Missing tiles on floor

        - To be replaced on or before 6-20-11
    - Drawers are broken
        - Repaired 5-8-11
    - Water Spots on ceiling
        -
- **Bathroom #1:**
    - The wood at the bottom of sink is loose
        - Repaired 5-8-11
- **Bedroom #1:**
    - Dresser has graffiti
        - To be cleaned off and/or sanded-painted on or before 6-20-11
    - Fix bottom drawer of dresser
        - To be completed on or before 6-20-11
- **Bathroom #2**
    - Light switch cover has graffiti
        - Completed 5-8-11
    - Door has a hole
        - Completed 5-9-11
- **Bedroom #3**
    - Hole in closet needs to be patched
        - Completed 5-9-11
    - Door loose at the bottom hinge
        - Completed 5-9-11
    - Patch hole in wall between beds
        - To be completed on or before 6-20-11

Thank you

Sandra Harris, Assistant to the Directors
Children Are Our Future, Inc.