PHILIP L. BROWNING
Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

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July 24, 2012

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
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From: Philip L. Browning
Director

BOURNE, INC., GROUP HOME CONTRACT COMPLIANCE MONITORING REVIEW

The Los Angeles County Department Children and Family Services (DCFS) Out-of-Home Care Management Division (OHCMD) conducted a review of Bourne, Inc. (Bourne) in December 2011, at which time they had two six-bed sites and 12 male placed children.

Bourne, Inc., is located in the Fifth Supervisorial District, and provides services to Los Angeles County DCFS foster children and Probation youth. According to Bourne's program statement, its stated goal is to "serve court dependent, abused, neglected, and emotionally disturbed male children." Bourne is licensed to serve a capacity of 12 children, ages 13 through 18.

For the purpose of this review, four currently placed DCFS children were interviewed, and their case files were reviewed. The placed children's overall average length of placement was four months, and the average age was 16. Three discharged children's files were reviewed to determine if the destination of placement was per their permanency plan and if the children were meeting their Needs and Services Plan (NSP) goals at the time of discharge. Three staff files were reviewed for compliance with Title 22 Regulations and County contract requirements. At the time of this review, there were no Probation children placed.

Two children were prescribed psychotropic medication. We reviewed their case files to assess timeliness of psychotropic medication authorizations (PMAs) and to confirm documentation of psychiatric monitoring was maintained as required.

SCOPE OF REVIEW

The purpose of this review was to assess Bourne's compliance with the County contract and State regulations. The visit included a review of Bourne's program statement, administrative internal policies and procedures, four children's case files, and a random sampling of personnel files. A visit was made to both facilities to assess the quality of care and supervision provided to children, and we conducted interviews with the children to assess the care and services they were receiving.

A copy of this report has been sent to the Auditor-Controller (A-C) and Community Care Licensing (CCL).

SUMMARY

Generally, the children interviewed reported feeling safe at Bourne, Inc., Group Home. They also reported being provided with good care and appropriate services, being comfortable in their environment, and were treated with respect and dignity.

Our review of Bourne, Inc., identified no concerns. Therefore, no Corrective Action Plan (CAP) was required.

NOTABLE FINDINGS

- There were no notable findings.

EXIT CONFERENCE

The following are highlights from the Exit Conference held February 1, 2012.

In attendance:

Tim Tucker, Executive Director; Samuel Gonzalez, Social Worker; Toni Troy-Dickson, Administrator; and Edward Preer, Monitor, DCFS OHCMD.

Highlights:

Tim Tucker, Executive Director was in agreement with the results of the December 2011 monitoring review.

Mr. Tucker stated that staff would attend the January 2012 OHCMD NSP training. Bourne, Inc., planned to ensure full compliance with the County contract, and their attendance was confirmed.

We will follow-up to assess for continued compliance with the County contract during our next monitoring review.

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

PLB:RRS:KR:
EAH:PBG:ep

Attachments

c: William T Fujioka, Chief Executive Officer
Wendy Watanabe, Auditor-Controller
Jerry E. Powers, Chief Probation Officer
Public Information Office
Audit Committee
Sybil Brand Commission
Tim Tucker, Executive Director, Bourne, Inc.
Jean Chen, Regional Manager, Community Care Licensing
Lenora Scott, Regional Manager, Community Care Licensing

BOURNE, INC., GROUP HOME
CONTRACT COMPLIANCE MONITORING REVIEW

Monterosa Site
3369 Monterosa Avenue
Altadena, CA 91001
License Number: 198203672
Rate Classification Level: 10

San Kofa Site
3656 Monterosa Drive
Altadena, CA 91001
License Number: 198204767
Rate Classification Level: 10

	Contract Compliance Monitoring Review	**Findings: December 2011**
I	**Licensure/Contract Requirements** (9 Elements) 1. Timely Notification for Child's Relocation 2. Transportation 3. Special Incident Reports 4. Compliance with Licensed Capacity 5. Disaster Drills Conducted & Logs Maintained 6. Runaway Procedures 7. Allowance Logs 8. CCL Citations/OHCMD Investigation Reports on Safety/Plant Deficiencies 9. Detailed Sign In/Out Logs for Placed Children	Full Compliance (ALL)
II	**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	Full Compliance (ALL)
III	**Maintenance of Required Documentation and Service Delivery** (13 Elements) 1. Child Population Consistent with Program Statement 2. DCFS CSW Authorization to Implement Needs and Services Plans (NSPs) 3. Children's Participation in the Development of NSPs 4. NSPs Implemented and Discussed with Staff 5. Children Progressing Toward Meeting NSP Case Goals 6. Development of Timely Initial NSPs 7. Development of Comprehensive Initial NSPs	Full Compliance (ALL)

	8. Therapeutic Services Received 9. Recommended Assessment/Evaluations Implemented 10. DCFS CSWs Monthly Contacts Documented 11. Children Assisted in Maintaining Important Relationships 12. Development of Timely Updated NSPs 13. Development of Comprehensive Updated NSPs	
IV	**Education and Workforce Readiness** (8 Elements) 1. Children Enrolled in School Timely 2. Children Attending School 3. Children Facilitated in Meeting Educational Goals 4. Children's Academic or Attendance Increase 5. Current IEPs Maintained 6. Current Report Cards Maintained 7. YDS/Vocational Programs Opportunities Provided 8. Group Home Encourage Children's Participation in Youth Development Services	Full Compliance (ALL)
V	**Health And Medical Needs** (6 Elements) 1. Initial Medical Exams Conducted 2. Initial Medical Exams Timely 3. Follow-Up Medical Exams Timely 4. Initial Dental Exams Conducted 5. Initial Dental Exams Timely 6. Follow-Up Dental Exams Timely	Full Compliance (ALL)
VI	**Psychotropic Medication** (2 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review	Full Compliance (ALL)
VII	**Personal Rights and Social/Emotional Well-Being** (15 Elements) 1. Children Informed of Group 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. Fair Consequences	Full Compliance (ALL)

	7. Children Allowed Private Visits, Calls and Correspondence 8. Children Free to Attend Religious Services/Activities 9. Reasonable Chores 10. Children Informed About their Medication 11. Children Aware of Right to Refuse Medication 12. Children Free to Receive or Reject Voluntary Medical, Dental and Psychiatric Care 13. Children Given Opportunities to Plan Activities 14. Children Participate in Activities (GH, School, Community) 15. Children Given Opportunities to Participate in Extra-Curricular, Enrichment and Social Activities	
VIII	**Personal Needs/Survival and Economic Well-Being** (8 Elements) 1. $50 Clothing Allowance 2. Adequate Quantity of Clothing Inventory 3. Adequate Quality of Clothing Inventory 4. Involvement in Selection of Clothing 5. Provision of Ethnic Personal Care Items 6. Minimum Monetary Allowances 7. Management of Allowance/Earnings 8. Encouragement and Assistance with Life Book	Full Compliance (ALL)
IX	**Discharged Children** (3 Elements) 1. Children Discharged According to Permanency Plan 2. Children Making Progress Toward NSP Goals 3. Attempts to Stabilize Children's Placement	Full Compliance (ALL)
X	**Personnel Records (including Staff Qualifications, Staffing Ratios, Criminal Clearances and Training)** (14 Elements) 1. DOJ Submitted Timely 2. FBI Submitted Timely 3. Child Abuse Central Index's Timely Submitted 4. Signed Criminal Background Statement Timely 5. Education/Experience Requirement 6. Employee Health Screening Timely 7. Valid Driver's License 8. Signed Copies of GH Policies and Procedures	Full Compliance (ALL)

	9. Initial Training Documentation 10. One-Hour Child Abuse and Reporting Training 11. CPR Training Documentation 12. First Aid Training Documentation 13. On-going Training Documentation 14. Emergency Intervention Training Documentation	

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The following report is based on a "point in time" monitoring visit and addresses findings noted during the December 2011 monitoring review.

CONTRACTUAL COMPLIANCE

Based on our review, Bourne, Inc. (Bourne) was in full compliance with all 10 sections of our contract compliance review: Licensure/Contract Requirements; Facility and Environment; Education and Workforce Readiness; Maintenance of Required Documentation and Service Delivery; Health and Medical Needs; Psychotropic Medication; Personal Rights and Social/Emotional Well-Being; Personal Needs/Survival and Economic Well-Being; Discharged Children; and Personnel Records.

FOLLOW-UP FROM OHCMD'S PRIOR MONITORING REVIEW

Objective

Determine the status of the recommendations reported in our prior monitoring review.

Verification

We verified whether the outstanding recommendations from our prior review were implemented. The last report was issued November 8, 2010.

Results

The OHCMD's prior monitoring report contained two outstanding recommendations. Specifically, Bourne was to ensure that NSPs were comprehensive and addressed all the required elements in accordance with the NSP template. In addition, Bourne was to ensure that monthly contacts with DCFS CSWs were documented. Based on our follow-up of these recommendations, Bourne fully implemented the recommendations.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

The Auditor-Controller (A-C) issued a fiscal report of Bourne, Inc., Group Home's operations, dated May 22, 2008. The fiscal review identified $29,238 in disallowed and unsupported/inadequately supported costs. Of this total, $21,283 were inadequately supported credit card charges for department stores, gasoline and other items. In addition, it was recommended that DCFS and Bourne work together to resolve some potential overpayments. Bourne submitted its response to the A-C's report to the DCFS Fiscal Monitoring Section, which will in turn, prepare a Fiscal Corrective Action Plan and submit it directly to Bourne's Board of Directors.