County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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July 31, 2013

To: Supervisor Mark Ridley-Thomas, Chairman
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From: Philip L. Browning
Director

HATHAWAY-SYCAMORES FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

The Department of Children and Family Services (DCFS) Out-of-Home Care Management Division (OHCMD) conducted a review of Hathaway-Sycamores Foster Family Agency (The FFA) in November 2012. The FFA is located in the Fifth Supervisorial District, and provides services to County of Los Angeles DCFS foster children and youth. According to the FFA's program statement, its mission is "Cultivating hope and resilience to enrich the well-being of children, adults, families, and communities."

At the time of the review, the FFA supervised 36 DCFS placed children in 22 certified foster homes. The placed children's average length of placement was 25 months, and their average age was 10.

SUMMARY

During OHCMD's review, the interviewed children generally reported: feeling safe at the FFA; having been provided with good care and appropriate services; being comfortable in their environment and treated with respect and dignity. The certified foster parents reported they were supported by the FFA staff in their efforts to provide care, supervision and service delivery to the children placed in their homes.

The FFA was in full compliance with six of 11 sections of our program compliance review: Facility and Environment; Education and Workforce Readiness; Health and Medical Needs; Psychotropic Medications; Discharged Children and Personnel Records.

OHCMD noted deficiencies in the area of Licensure/Contract Requirements, related to five substantiated Community Care Licensing (CCL) complaints and the FFA not consistently conducting an assessment of new certified foster parents prior to placing more than two

children in the foster homes in accordance with the County contract; Certified Foster Homes, related to one certified foster home reviewed not having a TB test for the foster mother's boyfriend whom frequently visits the home; Maintenance of Required Documentation and Service Delivery, related to lack of documentation pertaining to contacts with DCFS Children Social Workers and child visitation on the Needs and Services Plans/Quarterly Reports; Personal Rights and Social Emotional Well-Being, related to one child not being given an opportunity to participate in an extra-curricular activity, enrichment and/or social activity; and Personal Needs/Survival and Economic Well-Being, related to lack of proper documentation of children's clothing allowance.

Attached are the details of our review.

REVIEW OF REPORT

On January 11, 2013, the DCFS OHCMD Monitor, Gladys Hidayat, held an Exit Conference with the FFA representative Jorge Razo, FFA Program Director. The FFA representative: agreed with the review findings and recommendations; was receptive to implementing systemic changes to improve their compliance with regulatory standards; and agreed to address the noted deficiencies in a Corrective Action Plan.

A copy of this compliance report has been sent to the Auditor-Controller and CCL.

The FFA provided the attached approved CAP addressing the recommendations noted in this compliance report.

OHCMD will confirm that these recommendations have been implemented during our next monitoring review.

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

PLB:EM:KR
RDS:NF:gh

Attachments

c: William T Fujioka, Chief Executive Officer
Wendy Watanabe, Auditor-Controller
Public Information Office
Audit Committee
Joe Ford, Executive Director, Hathaway-Sycamores FFA
Jorge Razo, FFA Program Director, Hathaway-Sycamores FFA
Angelica Lopez, Acting Regional Manager, Community Care Licensing

HATHAWAY-SYCAMORES FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW
FISCAL YEAR 2012-2013

SCOPE OF REVIEW

The following report is based on a "point in time" monitoring visit. The compliance report addresses findings noted during the November 2012 review. The purpose of this review was to assess Hathaway-Sycamores Foster Family Agency (The FFA's) compliance with the County contract and State regulations and included a review of the FFA's program statement, as well as administrative internal policies and procedures. The monitoring review covered the following 11 areas:

- Licensure/Contract Requirements,
- Certified Foster Homes,
- Facility and Environment,
- Maintenance of Required Documentation and Service Delivery,
- Educational and Workforce Readiness,
- 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.

For purposes of this review, six children were selected for the sample. Out-of-Home-Care Management Division (OHCMD) reviewed all six case files and interviewed five children to assess the care and services they received. One child was too young to be interviewed, however, was observed to be in good health. Additionally, five discharged children's files were reviewed to assess the FFA's compliance with permanency efforts. At the time of the review, five placed children were prescribed psychotropic medications. OHCMD reviewed their case files to assess for timeliness of Psychotropic Medication Authorizations and to confirm the required documentation of psychiatric monitoring.

OHCMD reviewed three certified foster parent files and five staff files for compliance with Title 22 Regulations and County contract requirements. Interviews were conducted with five certified foster parents to assess the quality of care and supervision provided to children.

CONTRACTUAL COMPLIANCE

OHCMD found the following five areas to be out of compliance.

Licensure/Contract Requirements

- The FFA had five Community Care Licensing (CCL) substantiated complaints for safety and physical plant deficiencies in their certified foster homes. The FFA representative indicated that the Plan of Correction (POC) for each of the complaints had been submitted to CCL.

- On October 13, 2011, CCL cited the FFA, as during a complaint investigation visit to a certified foster home, CCL observed some shoes on a foster child's dresser and clutter of garden tools, debris and a bathtub in the foster parents' backyard. The FFA had retrained the foster parents and submitted proof that the deficiencies were corrected. On November 9, 2011, CCL verified that the POC had been completed. On January 6, 2012, OHCMD placed the home on an "indefinite hold" due to a substantiated allegation of general neglect dated September 27, 2011 by DCFS due to the condition of the home. Two children were removed on September 8, 2011 and October 24, 2011 respectively and the remaining child was removed on March 21, 2012. On October 8, 2012, the FFA decertified the home.

- On December 2, 2011, CCL cited the FFA for their failure to report power outages and emergency measures undertaken by the FFA office when a windstorm in the city where the FFA office was located caused power outages. The FFA submitted an incident report and a list of their certified homes that were affected by the power outages and the emergency measures undertaken by each parent to CCL. On December 9, 2011, CCL verified that the POC was completed.

- On December 2, 2011, CCL also cited the FFA for a certified foster parent whose home was located nearby the FFA office for her failure to report the power outages and emergency measures undertaken during the aforementioned windstorm. The FFA submitted an incident report to CCL. On December 9, 2011, CCL verified that the POC was completed.

- On December 9, 2011, CCL substantiated a physical plant deficiency in another home when it was discovered that the home had two unsecured floor heaters. On December 23, 2011, the FFA had submitted a POC to CCL with photos showing the secured floor heaters. CCL also substantiated the allegations of general neglect and lack of supervision of children in the home on May 23, 2012. On February 23, 2012, OHCMD placed the home on "indefinite hold" due to a substantiated allegation of general neglect/lack of supervision of two children dated November 10, 2011 by DCFS. Specifically, the foster parent left parents and their children alone during a monitored visit. The two children were removed on November 16, 2011 and the three remaining children in the home were removed on May 14, 2012. On October 8, 2012, the FFA decertified the home.

- Newly certified foster homes require an assessment be conducted for each instance that two or more children are placed in the home during the first 12 months. OHCMD noted that the FFA did not consistently conduct an assessment of newly certified foster parents prior to placing more than two children in the home, in

accordance with the County contract. The FFA representative stated that the FFA will ensure they conduct the required assessment prior to placement of two or more children as required by the County contract for newly certified foster homes.

Recommendation

The FFA's management shall:

1. Establish an oversight plan to ensure all FFA certified homes comply with CCL regulations regarding children's safety, physical plant and all other Licensure/Contract Requirements.
2. Conduct an assessment of certified foster parents prior to placing more than two (2) children in the home.

Certified Foster Homes

- During the review, we noted that a certified foster parent's boyfriend who is a frequent visitor to the home did not have TB test. We requested that he obtain a TB test which was completed in January 2013. The FFA representative stated he will ensure that required documents for frequent visitors are obtained timely.

Recommendation

The FFA's management shall:

3. Ensure all other adults, such as frequent visitors and/or designated care providers for placed children have the required documents, including a timely completed TB test.

Maintenance of required Documentation and Service Delivery

- Two siblings did not have comprehensive Initial Needs and Services Plan (NSPs), as their goals were not specific and measurable.

- Six children did not have comprehensive updated NSPs. It was noted that most of the children's goals were not specific, achievable, relevant, measurable or time limited. Further, several of the children's goals were combined under one heading and therefore were not measurable; some goals were vague and had no time limit. We also noted that one child whom reportedly had behavior problems did not have a goal addressing the behavior; two children did not have sufficient goals

- For two siblings, there was no documentation in their case files indicating that their Children's Social Worker (CSW) was contacted during two consecutive months.

- The children's Quarterly Reports were not consistently sent to their CSWs timely.

- For two siblings, there was no documentation in their case files that the FFA social worker visited the children during the month of June 2012.

  The FFA representative stated that he will ensure that all NSP's are developed and completed in accordance with County contract requirements and that all necessary documents are completed and maintained in the children's case files.

Recommendation

The FFA's management shall:

4. Ensure all placed children's Initial NSPs follow all County contract requirements.

5. Ensure all placed children's Updated NSP's follow all County contract requirements.

6. Ensure all placed children's Quarterly Report follow all County contract requirements.

7. Ensure placed children's CSWs are contacted monthly and contacts are documented in the children's files.

8. Ensure the FFA's social workers conduct the required visits and maintain the visit documents in the children's case files.

It should be noted that the FFA's representative attended the OHCMD's NSP training for providers on January 17, 2012.

Personal Rights and Social Emotional Well-Being

- In one home, one child's participation in her school Drill Team was terminated by her caregiver due to her failure to adhere to the curfew rules; however, no alternative extra-curricular/social enrichment activities were provided. The FFA's social worker stated that the child participated in the certified foster parent's family parties and the FFA holiday party and will resume her participation in the Drill Team upon her return to school from the holiday break. The certified foster parent was provided with additional training in this area. However, On January 25, 2013, the placed children were replaced to another FFA and the certified foster parent was decertified on February 5, 2013, due to non compliance with the FFA policy and procedures. During the Exit interview, the FFA Director opined that attendance to family and agency parties were not sufficient and will ensure that placed children are involved in extra curricular/enrichment and social activity.

Recommendation

The FFA's management shall:

9. Ensure all placed children are given opportunities to participate in extra-curricular activities, enrichment and social activities as per County contract.

Personal Needs/Survival and Economic Well-Being

- OHCMD noted that in one home, although the children received their allowance, two siblings' clothing allowance records were not properly maintained. It was noted that five months of clothing allowance records were missing from their files. The FFA representative indicated that he will ensure that all necessary documents are completed and maintained in the children's case files.

Recommendation

The FFA's management shall:

10. Ensure all placed children's clothing allowance are recorded and maintained in their case files.

The FFA representative stated that he was recently hired as the previous FFA Director had left the agency. He has since made systemic changes to ensure agency compliance with Title 22 regulations and County contract.

PRIOR YEAR FOLLOW-UP FROM DCFS OHCMD's FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

OHCMD's last compliance report dated April 26, 2012, identified eight recommendations.

Based on our follow-up, the FFA fully implemented six previous recommendations for which they were to ensure that:

1. Ensure children are given the opportunity to participate in the development of their NSPs.

2. Provide explanation to foster parents regarding the children's NSP's and include them in the NSPs development and implementation.

3. Closely monitor the child's school attendance.

4. Closely monitor the child's educational progress and ensure he receives needed educational services.

5. All children are encouraged and assisted in creating and updating photo albums/Life Books.

6. They fully implement the outstanding recommendation from the A-C's April 9, 2009 report noted as recommendation 3 and 4 in this report.

Based on our follow-up, the FFA did not fully implement two previous recommendations for which they were to ensure that:

1. Compliance with CCL regulations concerning Licensure/Contract Requirements

2. Monitor children's needs closely and incorporate areas needing improvement in the NSPs goals and ensure the goals are specific and measurable.

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

A fiscal review of Hathaway-Sycamores FFA has not been posted by the A-C.

HATHAWAY-SYCAMORES FOSTER FAMILY AGENCY
CONTRACT PROGRAM COMPLIANCE MONITORING REVIEW-SUMMARY

2933 M. El Nido Drive, Altadena, CA 91001
License Number: 197805715

	Contract Compliance Monitoring Review	Findings: November 2012
I	**Licensure/Contract Requirements** (7 Elements)	
	1. Timely Notification for Child's Relocation	1. Full Compliance
	2. Serious Incident Report Documentation and Cross Reporting	2. Full Compliance
	3. Runaway Procedures	3. Full Compliance
	4. Are there CCL Citations/OHCMD Safety Reports	4. Need Improvement
	5. If Applicable, FFA Ensures Complete Required Whole Foster Family Home Training	5. N/A
	6. FFA Pays Certified Foster Parents Whole Foster Family Home Payments	6. N/A
	7. Assessment of Certified Foster Parent (CFP) Prior to Placement of Two (2) or More Children	7. Need Improvement
II	**Certified Foster Homes (CFHs)** (12 Elements)	
	1. Home Study and Safety Inspection Prior to Certification	1. Full Compliance
	2. Contact with References/Including Check with OHCMD	2. Full Compliance
	3. Timely DOJ, FBI, CACI	3. Full Compliance
	4. Timely, Completed, Signed Criminal Background Statement	4. Full Compliance
	5. Health Screening & TB Test Prior to Certification	5. Full Compliance
	6. Required Training Prior to Certification	6. Full Compliance
	7. Certificate of Approval on File/Including Capacity	7. Full Compliance
	8. Safety Inspection Every Six Months or Per Approved Program Statement	8. Full Compliance
	9. Completed Training Hours for Re-certification and Current CPR/First-Aid/Water Safety Certificates	9. Full Compliance
	10. Current CDL/Auto Insurance/Annual Vehicle Maintenance Documentation for CFPs and Designated Drivers	10. Full Compliance
	11. Other Adults in the Home: Health Screening/CDL/CPR DOJ/FBI/CACI/Auto Insurance	11. Need Improvement
	12. FFA Assists CFPs with Transportation Needs	12. Full Compliance
III	**Facility and Environment** (7 Elements)	
	1. Exterior/Grounds Well Maintained	Full Compliance(All)
	2. Common Areas Maintained	

	3. Children's Bedrooms/Interior Maintained 4. Sufficient Educational Resources 5. Adequate Perishable and Non-Perishable Food 6. Disaster Drills Conducted and Documentation Maintained 7. Allowance Logs Maintained	
IV	**Maintenance of Required Documentation/Service Delivery** (10 Elements) 1. County Worker's Authorization to Implement NSPs 2. NSPs Implemented and Discussed with Foster Parents 3. Children Progressing Towards Meeting NSP Goals 4. Develop Timely, Comprehensive Initial NSP with Child's Participation 5. Develop Timely, Comprehensive Updated NSPs with Child's Participation 6. Therapeutic Services Received 7. Recommended Assessments/Evaluations Implemented 8. County Workers Monthly Contacts Documented in Child's Case File 9. Develop Timely, Comprehensive Quarterly Reports 10. FFA Social Workers Conduct Required Visits	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Need Improvement 5. Need Improvement 6. Full Compliance 7. Full Compliance 8. Need Improvement 9. Need Improvement 10. Need Improvement
V	**Education and Workforce Readiness** (5 Elements) 1. Children Enrolled in School within Three School Days 2. Children Attend School as Required and FFA Facilitates Children's Educational Goals Met 3. Children's Academic Performance and/or Attendance Increased 4. Current Report Cards Maintained 5. FFA Facilitates Child's Participation in YDS/Equivalent/Vocational Programs	Full Compliance (ALL)
VI	**Health and Medical Needs** (4 Elements) 1. Initial Medical Exams Conducted Timely 2. Follow-up Medical Exams Conducted Timely 3. Initial Dental Exams Conducted Timely 4. Follow-Up Dental Exams Conducted Timely	Full Compliance (ALL)

VII	**Psychotropic Medications** (2 Elements) 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review	Full Compliance (ALL)
VIII	**Personal Rights and Social Emotional Well-Being** (10 Elements) 1. Children Informed of Agency's Policies and Procedures 2. Children Feel Safe 3. CFPs' Efforts to Provide Meals and Snacks 4. CFPs Treat Children with Respect and Dignity 5. Children Allowed Private Visits, Calls and to Receive Correspondence 6. Children Free to Attend or Not Attend Religious Services/Activities 7. Reasonable Chores 8. Children Informed About Their Medication and Right to Refuse Medication 9. Children Aware of Right to Refuse Medical, Dental and Psychiatric Care 10. Children Given Opportunities to Participate in Extra-Curricular Activities, Enrichment and Social Activities	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. N/A 9. N/A 10. Need Improvement
IX	**Personal Needs/Survival and Economic Well-Being** (7 Elements) 1. Clothing Allowance in Accordance with FFA Program Statement ($50 Minimum If After November 1, 2012) 2. Ongoing Clothing Inventories of Adequate Quantity and Quality 3. Children's Involvement in Selection of Clothing 4. Provision of Sufficient Supply of Clean Towels and Personal Care Items Meeting Ethnic Needs 5. Minimum Monetary Allowances 6. Management of Allowance/Earnings 7. Encouragement/Assistance with Life Book	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Need Improvement 7. Full Compliance
X	**Discharged Children** (3 Elements) 1. Completed Discharge Summary 2. Attempts to Stabilize Children's Placement 3. Child Completed High School (if applicable)	Full Compliance (ALL)

XI	**Personnel Records** (9 Elements) 1. DOJ, FBI, Child Abuse Criminal Index (CACI) Submitted Timely 2. Timely, Completed, Signed Criminal Background Statement 3. Education/Experience Requirements 4. Employee Health Screening/TB Timely 5. Valid CDL and Auto Insurance 6. Signed Copies of FFA Policies and Procedures 7. Staff Completed All Required Training and Documentation Maintained 8. FFA Social Workers Have Appropriate Caseload Ratio 9. Written Declarations for Contract FFA Social Workers That Caseloads Not Exceed Total of 15 Children	Full Compliance (ALL)

Hathaway-Sycamores
CHILD AND FAMILY SERVICES

February 11, 2013

Nestor Figueroa
FFA Program Manager
Department of Children and Family Services
Out of Home Care Management Division
9320 Telstar Ave., Suite 216
El Monte, Ca. 91731

Reference: Hathaway-Sycamores Child and Family Services, FFA
Performance Compliance Review
Corrective Action Plan

Dear Mr. Figueroa

Hathaway-Sycamores Foster Family Agency is submitting the following plan of correction for the findings of the November 19, 2012- December 7, 2012 monitoring review. The FFA Director will be the person who will be responsible for ensuring that the CAP will be fully implemented. This cap will include the following to each deficiencies cited;

- **Relevant Time Frames.**
- **The steps that will be utilize to prevent future violations.**

1. **Licensure/Contract Requirements:**
   - **(a)** Hathaway-Sycamores FFA had five substantiated Community Care Licensing (CCL) complaints due to safety and physical deficiencies in their certified foster homes:
     - ***Hathaway-Sycamores FFASWs conduct a Safety Home check of each certified foster home every three months to insure that the home is in compliance with Title 22 Regulations.*** *(See Exhibit: (A)-Safety Awareness Checklist form)*
     - ***On December 18, 2012 Hathaway & Sycamores FFA provided training to Foster parents on Title 22 regulations.*** *(See Exhibit: (B)-Sign in Sheet 12/18/12.*
     - ***All foster parents are provided with Foster Parents Rights and Responsibilities form that is reviewed with them and signed by them. This is reviewed with them during the certification process.*** *(See Exhibit: (C)-Foster Parent Rights and Responsibilities.*
   - **(b)** Hathaway-Sycamores FFA did not always conduct an assessment of certified foster parents prior to placing more than two children in the home in accordance with the contract and FFA program statement.
     - **Hathaway-Sycamores FFASW will conduct an assessment of certified foster parents prior to placing more than two children in the home in accordance with our contract and FFA program statement. The FFASW will complete The Foster Parent Assessment Form and the Supervisor will review for final approval prior to placing more than two children in the certified home.** *(See Exhibit: (D)-Hathaway-Sycamores Foster Family and Adoption Agency: Foster Parent Assessment Form.*

2. **Certified Foster Homes:**
   - **(a)** One certified foster parent's significant other is a routine visitor to the home, did not have a TB test.
     - **On Jan 7, 2013 certified foster parent's significant other obtained his TB test.** *See Exhibit: (E)- Immunization Record*
     - **Hathaway-Sycamores FFA requires their foster parents and any adult in the home & visitors that visit regularly to be TB tested.** *See Exhibit: (F) - Foster Parent Certification Check List. This is track by our Foster Care Certification/Recruitment Specialist.*
3. **Maintenance of Required Documentation and Services Delivery:**
   - **(a)** Two children's Initial NSPs goals were not comprehensive.
     - **On 2/6/13 FFASWs received training on Needs and Service Plan/30 days report (Initial NSPs) which covered Goals, Title 22/DCFS Contract Guideline, Deadlines.** *See Exhibit (G) - Record for Internal Training.*
     - **The FFASWs supervisor will ensure that the initial NSPs goals are comprehensive and obtainable by reviewing them.**
   - **(b)** Six children's NSPs goals were not comprehensive and did not follow Title 22/DCFS Contract guidelines.
     - **On 2/6/13 FFASWs received training on Needs and Service Plan, 30 days report (Initial NSPs), Goals, Title 22/DCFS Contract Guideline, Deadlines.** *See Exhibit (G) - Record for Internal Training.*
     - **The FFASWs supervisor will ensure that the initial NSPs goals are comprehensive, obtainable and follow Title 22/DCFS Contract Guidelines. This will be done by the supervisor comparing the old treatment plan with the new one and the supervisor**
   - **(c)** Six children had comprehensive Quarterly reports, however they were not sent to their respective Children's Social Workers (CSW) timely.
     - **On 2/6/13 FFASWs received training on Needs and Service Plan/30 days report (Initial NSPs) which covered Goals, Title 22/DCFS Contract Guideline, Deadlines.** *See Exhibit (G) - Record for Internal Training.*
     - **The Program Administrative Support Staff will be faxing or emailing the Quarterly reports to the CSW by the due date. A tracking system log has been developed. The Tracking log includes the following; Child's name, last name, date of birth, date of placement, due date of NSP/30 days initial assessment report, date it was faxed, date it was emailed to the CSW. The tracking log will also be provided to FFASWs as a tool guide to remind them of due dates.** *See Exhibit (H) – NSP (30 days initial Assessment/Quarterly Report) Tracking Log.*
   - **(d)** The CSW of two placed children was not consistently contacted by their FFA social worker as per County contract.
     - **CSW are contacted monthly and as needed. The contacts are documented on the Monthly CSW contact log along with the purpose of the call by the FFASW. Contacts are also documented on the contact log indicating the date and reason for CSW contact.** *See Exhibit (I)- FFA Monthly CSW Contact & (J)-* Contact Log
   - **(e)** Two Children had no records indicating they were visited by their FFA social worker as per County Contract.
     - **FFASW are required and expected to comply with child/family contacts as per county contract. Visitations/Contacts are documented on contact logs.** *See Exhibit (J)- Contact Log. The contact logs are completed by the FFA Social Worker.*
     - **A statistics contact form for each FFA Social Worker has been created to keep stats/track of visits/contacts.** *See Exhibit (K) Statistic Log. FFA social workers will be completing the form and submitting it to Program Administrative.*

- **The FFA Social worker who was assigned to the two children that had no records indicating they were visited by their FFA Social Worker as per County Contract is no longer employed as an FFA Social Worker with Hathaway-Sycamores Child and Family Services.**

4. **Personal Rights And Social/Emotional Well-Being**

(a) One child extra-curricular activity was terminated by her caregiver due to her failure to adhere to curfew rules, however no alternative extra-curricular social enrichment activities were provided.

- **Hathaway-Sycamores believes behaviors which require discipline are opportunities to provide instruction, guidance, counseling, and a means to reinforce positive relationship. As such, discipline shall be fair, reasonable, consistent, and directly related to the misbehavior. Appropriate means may include: Clarification of issue(s), Persuasion and encouragement, Substitution or redirection, Interference. Foster parents are trained prior to certification in our philosophy that discipline is a means of teaching responsibility rather than means to punish, as well as in a full range of methods for working with children's behavior. The methods for working with a child's positive and negative behaviors are usually discussed collaboratively with the social workers and foster parents on an on-going basis; when appropriate the child's birth parents are included in the discussions as well. Disciplinary methods depends on the child's age, stage of development and previous experiences with parental guidance. The agency Disciplinary Policy is signed by foster parents prior to certification, a copy of which is maintained in their files.** *See Exhibit: (L)-Statement of Discipline.*
- **Hathaway-Sycamores FFA social workers monitor for compliance that social and recreational activities are incorporated into the Placed Child's schedule and that the Placed Child is included as a member of the family meals, recreation, and activities. This is accomplished through discussion and observation during visits with foster parents and children.**
- **Foster parents are expected to incorporate their foster child(ren) into family activities. Family recreational and social activities are planned together with attention given to developmental levels, interest, talents, budgets and schedules.**
- **On December 18, 2012 Hathaway & Sycamores FFA provided training to Foster parents on Title 22 regulations.** *(See Exhibit: (B)-Sign in Sheet 12/18/12.*
- **All foster parents all provided with Foster Parents Rights and Responsibilities form that is reviewed with them and signed by them. This is reviewed with them during the certification process.** *(See Exhibit: (C)-Foster Parent Rights and Responsibilities.*
- **Hathaway-Sycamores FFA offers monthly trainings to foster parents.** *See Exhibit: (O)- Training Calendar, (P)-Training Flyer, (Q)-Training Flyer.*

5. **Personal Needs/Survival And Economic Well-Being**

(b) Two children's clothing allowance/weekly allowance records were not properly maintained. It was noted that five months of clothing allowance records were missing from their file.

- **Hathaway-Sycamores Child and Family Services expects that the foster parents will provide from their monthly reimbursement adequate food, clothing and personal care items based on the needs of the child. The FFA monitors foster homes for compliance with community care regulations regarding The agency has developed and periodically reviews/updates the minimum amounts that placed children of different ages are to receive. Foster parents are to record and sign for the**

provision of the minimum amounts of allowance, and the child is to sign that they received the allowance, on a weekly or monthly basis (whichever works best for the individual child and family structure.) FFA Social worker will review the monthly expenses and allowance that the foster parents have made for the child. Thee clothing expenses and the allowance will be documented on the Monthly Expenses and Allowance Form. *See Exhibit (M)- Monthly Expense and Allowance Form, (N)- Allowance Policy and Agreement.*

- **On December 18, 2012 Hathaway & Sycamores FFA provided training to Foster parents on Title 22 regulations.** *(See Exhibit: (B)-Sign in Sheet 12/18/12.*
- **All foster parents all provided with Foster Parents Rights and Responsibilities form that is reviewed with them and signed by them. This is reviewed with them during the certification process.** *(See Exhibit: (C)- Foster Parent Rights and Responsibilities.*
- **Hathaway-Sycamores FFA offers monthly trainings to foster parents.** *See Exhibit: (O)- Training Calendar, (P)-Training Flyer, (Q)-Training Flyer.*
- **The FFA Social worker who was assigned to the two children is no longer employed as an FFA Social Worker with Hathaway-Sycamores Child and Family Services.**

If you have any questions regarding this corrective action plan, please contact me. Hathaway-Sycamores Child and Family Services wishes to comply with the results of our monitoring review.

Respectfully,

Jorge Razo
Hathaway-Sycamores Child and Family Services
Director FFA, Adoptions, ITFC
2933 N. El Nido Dr.
Altadena, California 91001
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E-mail:JorgeRazo@hathaway-sycamores.org