



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242
(562) 940-2501



JERRY E. POWERS
Chief Probation Officer

June 10, 2013

TO: Each Supervisor

FROM: Jerry E. Powers *J. P.*
Chief Probation Officer

Board of Supervisors
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SUBJECT: **TOUCH A LIFE FOUNDATION CONTRACT COMPLIANCE
MONITORING REVIEW**

We have completed a review of Touch A Life Group Homes, operated by Touch A Life Foundation. The Group Home contracts with the Los Angeles County Probation Department.

Touch A Life Group Homes consists of two sites: Los Angeles (6-bed boy's home), and Pomona (6-bed boy's home). They provide care for boys ages 12-17 years old who have been abused and exhibit behavioral, emotional, and psychological difficulties, and whose disorders have resulted in a pattern of oppositional and/or antisocial behavior. At the time of the monitoring review, Touch A Life was providing services for 10 Los Angeles County Probation children, five (5) children at each site.

For this review, five (5) case files were reviewed, and five (5) child interviews were conducted, (3) children from the Los Angeles site, and two (2) children from the Pomona site. Three (3) discharge files were reviewed, and five (5) personnel files were reviewed. Due to the fact that this agency has a Rate Classification Level (RCL) of "nine (9)", they are not licensed to provide care for children with psychotropic medication needs; therefore, they do not have children taking psychotropic medications at either site and are exempt from assessment in this area.

The Los Angeles Group Home is located in the Second District of Los Angeles County. The Pomona Group Home is located in the First 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

In general, the agency is providing the services as outlined in their Program Statement, based on the review of six (6) current children's case files, three (3) discharged children's case files, five (5) current staff files, and documentation provided by the agency. All of the children feel safe living in the Group Home and are receiving adequate care and supervision. However, there are some deficiencies that require action, as follows in the "Notable Findings" section. The deficient areas can be found in detail under, "Licensure/Contract Requirements", related to sign in/out log books, "Facility and Environment", which require immediate attention, "Maintenance of Required Documentation and Service Delivery", related to the Needs and Services Plans (NSPs), "Education and Workforce Readiness", related to school enrollment and progress, "Health and Medical Needs", related to timely initial medical and dental exams, "Personal Needs/Survival and Economic Well-Being", related to Life Books, "Discharge Plan", related to permanency plans, and "Personnel Records", related to educational requirements and child abuse training. A Corrective Action Plan (CAP) has been requested to address these deficiencies.

NOTABLE FINDINGS

The following are the notable findings of our review:

- There were several minor physical deficiencies noted at both sites that required repair or correction as described in the "Facility and Environment" section of the Monitoring Review; such as, graffiti, dirty restroom exhaust vents, kitchen appliance issues with the refrigerator and stove, tear in bedroom carpet, vertical blind missing rod, light fixture loose, laundry room light not working, and a bathroom window broken.
- There were several deficiencies with the NSPs of the child files that were reviewed as described in detail in the "Maintenance of Required Documentation and Service Delivery" section of the Monitoring Review report, such as missing Probation caseworker's signature to authorize the NSP, NSPs not child specific and NSPs not updated to show the child's progress with their goals.
- Four (4) out of the six (6) child files reviewed showed that they were not enrolled in school within three (3) days of placement and efforts were not documented, as described in detail in the "Education and Workforce Readiness" section of the Monitoring Review report.
- One (1) of the child files reviewed did not have documented proof of an initial medical examination. Four (4) out of the six (6) child files reviewed did not have timely medical and dental examinations conducted, as described in the "Health and Medical Needs" section of the Monitoring Review report.

- None of the children in the sample size were being encouraged or assisted in creating and updating life books/photo albums as described in detail in the "Personal Needs/Survival and Economic Well-Being" section of the Monitoring Review report.
- None of the staff files reviewed had documented proof of the required one-hour child abuse reporting training, as described in detail in the "Personnel Records" section of the Monitoring Review report.

EXIT CONFERENCE

In attendance:

Charles Wade, Executive Director
Ottie Wade, Administrator

Highlights:

The Exit Conference was conducted on May 16, 2012. The representatives present were in agreement with the majority of the findings of the review. They understood that children's NSPs are to be timely, thorough, comprehensive, and tailored to meet the needs of the individual child being serviced. The Group Home also agreed to make all efforts to have children under their care enrolled in school within three (3) days. Any time a child is not enrolled within the allotted time, the Group Home will ensure that all efforts made and explanations are documented in their NSP. The Group Home has also indicated that the same efforts are made to ensure that all children under their care are provided with timely and adequate medical and dental examinations upon admission to the Group Home. The Group Home indicated that they were not aware of the requirement to have supervision employees receive a minimum of one (1) hour of child abuse reporting training upon employment. The Group Home will ensure that all staff receives the required training henceforth.

However, the representatives did not agree with the findings of the Exit Conference Summary under "Personal Needs/Survival & Economic Well-Being". The review findings indicate that four (4) out of the six (6) children indicated that they were not provided with Life Books and that they were not encouraged or assisted in maintaining them. The other two (2) children were not available for interview. The Group Home representatives stated that photo albums are purchased and offered to children upon arrival at the Group Home; however, a majority of the children decline to accept them. As a result, the Group Home pointed out that they cannot be held accountable if the children refuse to engage in the use of the photo albums. Despite this, the representatives have also indicated that they will ensure that Touch A Life makes sufficient efforts to encourage the children to use and maintain life books/photo albums and that all efforts will be documented in the children's files and NSPs.

A revised written CAP was submitted on July 11, 2012, and has been approved. A follow-up visit was conducted on August 16, 2012, to ensure that all deficiencies have been corrected. The results of the follow-up visit, which can be found in detail on the final page of the "Compliance Review" section, are as follows: the visitor (sign in/sign out) log has been revised, the majority of physical deficiencies have been repaired or corrected, sporting

equipment has been purchased for the children, NSPs had the appropriate signatures to authorize and were timely and child specific, efforts are now documented to ensure school enrollment within three (3) days of the child's placement, there is increased assistance for the child to improve their grades in school, Group Home will document efforts to ensure that the initial medical examinations are completed within 30-days of placement, new Life Books and a camera were purchased for the children, discharged files have been corrected to indicate the correct permanency plan, staff educational requirements were updated in the respective employee files, and the one-hour child abuse training had been completed and documented.

If you need additional information or have questions or concerns, please contact Director Lisa Campbell-Motton, Placement Permanency and Quality Assurance, at (323) 240-2435.

JEP:REB:LCM:ed

Attachments (3)

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
Philip L. Browning, Director, Department of Children and Family Services
Public Information Office
Audit Committee
Sybil Brand Commission
Charles Wade, Executive Director, Touch A Life Foundation
Jean Chen, Regional Manager, Community Care Licensing
Lenora Scott, Regional Manager, Community Care Licensing
Georgia Mattera, Public Safety, Chief Executive Officer
Chief Deputies
Justice Deputies

**TOUCH A LIFE FOUNDATION PROGRAM CONTRACT
COMPLIANCE MONITORING REVIEW - SUMMARY**

	Contract Compliance Monitoring Review	Findings: March 2012
I	<u>Licensure/Contract Requirements</u> (9 Elements) <ol style="list-style-type: none"> 1. Timely Notification for Child's Relocation 2. Transportation 3. SIRs 4. Compliance with Licensed Capacity 5. Disaster Drills Conducted/Logs Maintained 6. Runaway Procedures 7. Allowance Logs 8. CCL citations for safety/plant deficiencies 9. Detailed sign in/out log for children 	<ol style="list-style-type: none"> 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Needs Improvement
II	<u>Facility and Environment</u> (6 Elements) <ol style="list-style-type: none"> 1. Exterior Well Maintained 2. Common Quarters Maintained 3. Children's Bedrooms/Interior Maintained 4. Sufficient Recreational Equipment 5. Sufficient Educational Resources 6. Adequate Perishable and Non Perishable Food 	<ol style="list-style-type: none"> 1. Needs Improvement 2. Needs Improvement 3. Needs Improvement 4. Needs Improvement 5. Full Compliance 6. Full Compliance
III	<u>Maintenance of Required Documentation and Service Delivery</u> (13 Elements) <ol style="list-style-type: none"> 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. Sampled children progressing towards meeting the NSP case goals 6. Treatment team developed timely initial NSP with the child 7. Treatment team develop comprehensive initial NSP with the child 8. Therapeutic Services Received (individual, group, substance abuse, etc.) 9. Recommendation Assessments/Evaluations Implemented (psychological, psychiatric, medical evaluations/assessments) 10. Probation Caseworkers Monthly Contact Verified 11. Agency assist the child in maintaining important relationships 12. Treatment team develop timely updated NSP with the child 13. Treatment team develop comprehensive updated NSP with the child 	<ol style="list-style-type: none"> 1. Full Compliance 2. Needs Improvement 3. Needs Improvement 4. Full Compliance 5. Needs Improvement 6. Full Compliance 7. Needs Improvement 8. Full Compliance 9. Full Compliance 10. Needs Improvement 11. Needs Improvement 12. Needs Improvement 13. Needs Improvement

IV	<u>Education and Workforce Readiness</u> (8 Elements) <ol style="list-style-type: none"> 1. Child enrolled in school within three (3) days after placement or efforts documented 2. Child attends school as required 3. Agency facilitates in meeting the child's educational goals (IEP conference, tutoring, parent/teacher conference, homework, etc.) 4. Based on services provided, has the child's academic performance and/or attendance increased (improved grades, test scores, promotion to the next level, High School graduated, IEP goals?) 5. Current IEPs maintained 6. Current copies of the child's report cards or progress cards maintained 7. Group Home provides children with opportunities to participate in age appropriate youth development services (YDS) and vocational training programs 8. Group Home encourages children's participation in YDS or equivalent programs. 	<ol style="list-style-type: none"> 1. Needs Improvement 2. Full Compliance 3. Full Compliance 4. Needs Improvement 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance
V	<u>Health and Medical Needs</u> (6 Elements) <ol style="list-style-type: none"> 1. Initial medical examinations conducted 2. Initial medical examinations timely 3. Required follow-up medical examinations conducted timely 4. Initial dental examinations conducted 5. Initial dental examinations timely 6. Required follow-up dental examinations conducted timely 	<ol style="list-style-type: none"> 1. Needs Improvement 2. Needs Improvement 3. Full Compliance 4. Full Compliance 5. Needs Improvement 6. Full Compliance
VI	<u>Psychotropic Medications</u> (2 Elements) <ol style="list-style-type: none"> 1. Current Court Authorization for Administration of Psychotropic Medication or document effort to obtain 2. Current Psychiatric Evaluation/Review for each child on psychotropic medication 	Not Applicable (ALL)
VII	<u>Personal Rights and Social/Emotional Well-Being</u> (17 Elements) <ol style="list-style-type: none"> 1. Children informed of Group Home's policies and procedures 2. Children feel safe at Group Home 3. Children supervised by staff 4. Group Home provides appropriate staffing and supervision 5. Children report satisfaction with meals and snacks 6. Staff treats children with respect and dignity 7. Appropriate rewards and discipline system in place 	Full Compliance (ALL)

	<ul style="list-style-type: none"> 8. Consequences fair 9. Children allowed private visits, make and receive telephone calls and to send and receive unopened correspondence/mail 10. Children free to attend religious services and activities of their choice 11. Children's chores easy or hard (reasonable) 12. Children informed about their medication 13. Children aware of their right to refuse medication 14. Children free to received or reject voluntary medical, dental and psychiatric care 15. Children given opportunities to participate in planning activities 16. Children participate in activities, including at the Group Home, in the community or school 17. Children given opportunities to participate age-appropriate extra-curricular, enrichment and social activities in which they have an interest 	
VIII	<p><u>Personal Needs/Survival and Economic Well-Being</u> (8 Elements)</p> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Needs Improvement
IX	<p><u>Discharge Plan</u> (3 Elements)</p> <ul style="list-style-type: none"> 1. Children placed at least 30 days, was the child discharged according to the permanency plan 2. Children placed at least 30 days, did the child make progress toward meeting their NSP goals 3. Group Home using available resources to attempt to stabilize the placement prior to requesting the removal of the child 	<ul style="list-style-type: none"> 1. Needs Improvement 2. Full Compliance 3. Full Compliance
X	<p><u>Personnel Records</u> (14 Elements)</p> <ul style="list-style-type: none"> 1. DOJ submitted timely 2. If applicable, FBI submitted timely 3. Child Abuse Clearance Index (CACI) submitted timely 4. Appropriate employees sign a criminal background statement timely 5. Group Home staff who have direct contact with children meet the educational/experience requirements 6. Employees received timely health screenings 	<ul style="list-style-type: none"> 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Needs Improvement 6. Full Compliance

	<ul style="list-style-type: none"> 7. Required employees have a valid CA drivers license 8. Appropriate Group Home employees signed copies of the Group Home policies and procedures 9. Appropriate employees received the required initial training 10. Appropriate employees received minimum one-hour training in the area of child abuse identification and reporting 11. Appropriate employees received CPR training 12. Appropriate employees received First-Aid training 13. Appropriate employees received the required annual on-going training 14. Appropriate employees received emergency intervention training per the Group Home's program statement 	<ul style="list-style-type: none"> 7. Full Compliance 8. Needs Improvement 9. Full Compliance 10. Needs Improvement 11. Full Compliance 12. Full Compliance 13. Full Compliance 14. Full Compliance
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**TOUCH A LIFE FOUNDATION
PROGRAM CONTRACT COMPLIANCE MONITORING REVIEW**

**Los Angeles Boy's Home
3822 West 59th Place
Los Angeles, CA 90043
License Number: 191803623
Rate Classification Level: 09**

**Pomona Boy's Home
1593 Densmore Street
Pomona, CA 91767
License Number: 191500237
Rate Classification Level: 09**

LICENSURE/CONTRACT REQUIREMENTS

Based on our review of documentation provided by Touch A Life, a review of the Probation Department's records and a review of five (5) Probation children's files, as well as child interviews, Touch A Life was in compliance with eight (8) out of nine (9) elements in the area of "Licensure/Contract Requirements". The one (1) area of non-compliance was, "Detailed sign in/out log for children".

Touch A Life ensured that whenever a child was relocated or removed from either of the two (2) Group Home sites, the Probation Department was notified accordingly and that all notification protocols were followed. If a Probation child was placed on a "7-day notice" of removal, both Group Home sites ensured that the Probation Officer of Record and Placement Administrative Services (PAS) were notified in a timely manner. The Group Homes also ensured that in emergency removal situations, the Regional Based Services (RBS) Director was immediately notified to obtain approval for the removal. The Group Homes also ensured that all of the children's transportation needs were met. A review of the facility demonstrated that Touch A Life had at least one (1) facility van at each of its two (2) sites, and that they were in good working condition with proper documentation for all transportation needs. Interviews were also conducted with three (3) children from the Los Angeles site, and two (2) children from the Pomona site. Based on these interviews, it was apparent that the Group Home provided transportation for the children to such events as; community outings, home passes, medical and dental appointments, therapeutic meetings, and school sessions.

A review of the I-Track Special Incident Reporting system was also conducted as part of this review. Based on the I-track record study, Touch A Life properly reported any such special incidents. The Group Home ensured that all incidents were timely and included the vital and necessary information, which the Probation Department requires for assessing the incident that was reported, and that they were cross-reported to the appropriate agencies.

At the time of the review, the Group Home was licensed for two (2) six (6) bed homes, for a total of 12 beds. Touch A Life had five (5) Los Angeles County Probation children at each of the two (2) sites, for a total census of 10 children. There were no other children from any other agencies placed at either of their two (2) sites at the time of the review. As a result, the Group Home was in compliance with licensing capacity standards.

A review of the Group Home logs for both sites indicated that the Group Home conducted disaster/fire drills on a monthly basis. The most recent drill, at the time of this review, was conducted on the same day, March 20, 2012, for both sites. A review of the Group Home's Program Statement indicated that the Group Home maintains a runaway

procedure in accordance with Title 22 Regulations and the Los Angeles County Group Home Foster Care Services Contract. The Group Home has clearly defined what is considered a runaway and has outlined the proper procedures and identified the notification contacts and protocols based on the referral agencies policies, to ensure that a child is located as soon as possible. A review of children's files indicates that both Group Homes maintained an accurate log of allowances paid to each child and that they were paid accordingly and no less than the required minimum. Child interviews also verified that the file logs were accurate and in accordance. A Community Care Licensing (CCL) and Probation Group Home Monitoring records check was conducted. There were no citations issued within the last year for any significant safety and physical plant deficiencies.

However, a review of the sign in/out log books for each site demonstrated that the Group Home failed to comply with the element of "Detailed sign in/out log for children". The Group Homes did not have a log book with a section for the responsible party to sign in and out for the specific child, and it also did not have a section for the purpose of the leave/visit/outing/trip or the destination of travel.

Recommendations:

1. Touch A Life shall ensure that each site maintains detailed sign in/out log books, which are to include the name of the person signing the child in and out of the Group Home, as well as the purpose of the leave/visit/outing/trip.

FACILITY AND ENVIRONMENT

Based on a physical inspection of the facility and five (5) child interviews, Touch A Life was in compliance with two (2) of the six (6) elements in the area of "Facility and Environment". The four (4) areas of non-compliance were, "Exterior Well Maintained", Common Quarters Maintained", Children's Bedrooms/Interior Maintained" and "Sufficient Recreational Equipment".

A walk-through inspection of both Group Home sites was conducted during this review. Both facilities are located in residential communities. The Group Homes are referred to as the Los Angeles House and the Pomona House. Both Group Homes are single dwelling homes with the Pomona House having an attached garage structure. They both have three (3) bedrooms and two (2) bathrooms with a front and back yard area.

During the walk-through inspection, the exterior parts of the facility appeared to be clean and well landscaped. Touch A Life contracts landscaping services to tend to the landscaping of both Group Home sites on a weekly basis. The driveways were well paved and in good working condition, and they were each clean and free of trash and debris. Both Group Home sites had new energy efficient windows installed throughout the entirety of each house in 2011.

The Los Angeles House had its roofing replaced in 2010. It had three (3) foot bushes at the front of the house that were well kept and a large bush line that divided the Group Home's property from the neighboring home. Although the bush line was technically on the neighbor's property, the Group Home ensured that the landscaper also trimmed the bush line, with the neighbor's consent. The back yard of the home has a large grassy area with brick walls on both sides and a wooden fence at the rear. However, there was

a minor deficiency in the backyard. There was a slab of concrete that was uneven and had a broken portable basketball backboard that was not usable. Other than this deficiency, the Los Angeles House had an exterior that was in good working condition.

The Pomona House had the stucco of the entire exterior re-done and re-painted in 2011. It has a large pine tree in the front yard and small bushes along the base of the front section of the house. The front and back yard was well kept with grassy areas. The house also had a small covered porch area in the back yard with a barbeque grill that appeared to be in good working condition. No deficiencies were noted to the exterior section of the Pomona House.

A walk-through inspection of the interior of the homes was conducted as part of the review. In general, both Group Home sites were in good working condition and, for the most part, were clean and sanitary with minimal work required. During the inspection, each of the homes had the fire escape/evacuation routes, personal rights and Ombudsman telephone number posted in highly visible areas where children could easily see them. In general, there was adequate furniture and lighting in the common areas, and the Group Home provided a home-like environment. Both homes had the interior re-painted in 2012. The Los Angeles House was re-painted in February, and the Pomona House was re-painted in March.

In general, the bedrooms and sleeping quarters of both Group Home sites were in good working condition and only required slight repair work. Children's bedrooms were clean, orderly and had age-appropriate, personalized decorations and personal items. Some of the beds had personalized comforters, for example, one was decorated with a Mexican flag, and another with a depiction of the Virgin Mary. There was also a rosary hanging by the bed. Some of the bedrooms had personal television sets, and one bedroom also had a personal Nintendo 64 game console connected to it. Some of the other rooms had personal radios as well. Several of the individual dressers had several personal hygiene products; such as, lotions, colognes, hair gels, etc. There was adequate furniture, lighting and storage space as each child was afforded with closet space and brand new large wooden drawers that were recently purchased by the Group Home. The mattresses were comfortable, the beds all had a full complement of linens, and the children's sleeping arrangements were appropriate.

Following are the itemized deficiencies found in the interior at each of the two (2) Group Homes:

Los Angeles House

- Bathroom #1-Exhaust vent dirty, shower tub needs re-glazing
- Bathroom #2-Exhaust vent dirty
- Kitchen Area-Stove back left burner not lighting properly and vent dirty, refrigerator handle loose, deep freezer handle loose, doorbell cover missing
- Laundry Room-light not working
- Bedroom #1-Vertical blinds not working, broken speaker on the floor, tear in carpet, graffiti on dresser
- Bedroom #2-Graffiti in closet, tear in carpet near bed, smoke detector battery needs replacing, TV has graffiti

- Bedroom #3-Night-stand missing knobs, closet rod damaged, vertical blinds missing rod.

Pomona House

- Bathroom #2-Window broken, area under sink dirty, hole in wall under towel rack
- Bedroom #1-Light fixture loose, carpet has minor damage, dresser drawer track not working properly
- Bedroom #2-vertical blind missing rod, minor carpet damage
- Bedroom #3-Large hole in carpet near bed.

There were also some minor deficiencies noted during the physical inspection of the facility that did not meet the standards under the element of "Sufficient Recreational Equipment". During the walk-through of both sites, it was noted that there was insufficient physical recreational equipment. The Los Angeles House had a broken portable basketball court that was not safe for use. It also had an incomplete and rusted weight bar that was lying in the grass that was not usable. The Pomona House had table tennis in the garage lounge area for the children. The Administrator indicated, for the Los Angeles House, the children are taken to the two (2) local youth recreation centers (Blazer Youth Homes, and Dixon Recovery Center) for physical and educational recreation. He added that for the Pomona House, children are taken to the local park and to the Pomona Fairplex pool for summer swimming activities. However, there were no basketballs, Frisbees, or other physical recreational equipment for the children to play with while at the Group Home.

However, each of the Group Home sites had non-physical recreational equipment. The Los Angeles House had a complete encyclopedia set in the living room area. The Group Home also had various other reading books; such as, "Diary of a Wimpy Kid", "Homer's Odyssey", "Letters to a Young Brother", and several bibles. The Los Angeles house also had DVD movies like, "The Pursuit of Happyness", "The Story of Jesus", and "Harry Potter: Half-Blood Prince". The Pomona House also had a complete encyclopedia set, as well as bibles and reading material. In the front living room, there was Sports Illustrated magazines fanned out on the coffee table. In the second living room in the back of the house, there was a bar used for storage of books and board games. Some of the titles of books were, "A Man Named Dave", "Zapata and The Mexican Revolution", "Monster", "Booker T. Washington and His Critics", "The Stranger", and "A Child Called It". Some of the board games were Jeopardy, Rush Hour, Connect Four, and a chess set. The Pomona House also had DVD movies such as "Life", "Ali", and "Goonies".

The Group Home also had sufficient educational resources for the children as well. Each of the Group Homes had a full encyclopedia set and various fiction and non-fiction books and novels for free reading as aforementioned. They each also had a computer that could be used by the children upon request. The Pomona House also had a "How To Get To College" poster next to the computer with a brief overview on the steps to attend college. Additionally, each of the houses had several school books; such as, Algebra I, World History, Biology, Physical Science, and Present Literature. Although these books were primarily for use as part of the Group Home's tutoring program, in which a LACOE teacher provides four (4) hours of tutoring services twice a week at each house, the books are available to all of the children, as needed. Each of the Group Homes had access to the local library if children required further materials and resources

for educational purposes. The on-site school also had a computer lab with 16 computers that have internet access, eight (8) of which were purchased by the Group Home. These computers were also available to the children upon request or for special projects or as needed.

Both of the Group Home sites had fully operational kitchens with a working stove, oven, and microwave oven at each of the two (2) sites. There were sufficient eating plates and bowls, utensils, and cups. Additionally, each site had cooking equipment; such as, pots, pans and storage containers; such as, plastic Tupperware and storage bags. They both had a full size refrigerator, as well as a full size deep freezer. The Los Angeles House refrigerator had various condiment items such as mustard, mayonnaise, jelly, and ketchup. There were two (2) full gallons of milk, a large bowl of mixed fruit, a large block of sliced American cheese, a large serving tray with chicken casserole, a large carton of eggs, two (2) packs of sliced bologna and two (2) packs of sliced ham. There were various vegetables such as a large head of lettuce, a bag of bell peppers, a bag of broccoli, and a large bag with approximately a dozen of homemade tamales. In the deep freezer, there was a large ham leg, two (2) packs of steak, two (2) loafs of wheat bread, two (2) large bags of frozen sliced carrots, a large box of frozen microwavable burritos, a full pork roast, two (2) large bags of homemade baked beans, a whole turkey, three (3) large bags of frozen apples, one (1) large bag of frozen peaches. In the pantry area, there were also several boxes of dried macaroni and spaghetti pasta, as well as an industrial bag of rice. There were also approximately four (4) large industrial cans of spaghetti sauce and chili sauce. The Group Home also had four (4) large containers of distilled water. In the kitchen cabinets, there was a variety of spices, as well as other cooking items such as bread crumbs, oats, syrup, bread, peanut butter and cereals.

The Pomona House refrigerator also had similar condiments as the Los Angeles house such as ketchup, mustard and mayonnaise. There was also a large crate of eggs and three (3) gallons of milk. There was a pot roast, a large bag of tamales, and about five (5) packages of cold cut meats; such as, sliced turkey, ham and bologna, a large bag of tortillas, bell peppers, lemons, and two (2) full heads of lettuce. In the deep freezer, there were two (2) large portions of packaged ground beef, three (3) large industrial size packages of weenies, a large block of sliced American cheese, two (2) large boxes of frozen microwavable burritos, three (3) boxes of Hot Pockets, one (1) large box of frozen corn dogs, and three (3) large bags of frozen French fries, three (3) frozen wheat bread loaves, and two large frozen bags of hotdog buns.

The pantry area also had a variety of non-perishables; such as, industrial size cans of spaghetti sauce (3), two (2) cans of whole kernel corn, two (2) cans of green beans, three (3) cans of diced tomatoes, four (4) cans of canned beef, as well as a large bag of rice and three large boxes of individually packaged variety packs of potato chips. The kitchen cabinets also had a variety of cooking spices and small cans of food; such as, five (5) cans of soups such as creamy chicken, chicken soup, and beef stew, three (3) cans of chili beans, tomato sauce and several boxes of spaghetti, corkscrew pasta, and macaroni, as well as a large box of individually packaged "Top Ramen" noodles. The Group Home also had a variety of cereal choices and canned fruits; such as, peaches, mixed fruits, apricot halves, and pears. On the kitchen table there was also a display of fresh fruits; such as, bananas, apples and oranges. In addition, Touch A Life Executive Director, Charles Wade stated that the Group Home is part of a community food program in which large bulk items are purchased by the Group Home at a discounted price and delivered directly to each of the two (2) sites by the supplier, which allows the

Group Home to be more economical with the food budget and purchase more items for the children.

Recommendations:

1. Touch A Life shall ensure that the aforementioned physical deficiencies cited will be corrected and repaired in a timely fashion in order to ensure the safety and security of all children placed at the Group Home.
2. Touch A Life shall ensure that each of the two (2) Group Home sites obtain/purchase sporting equipment available for use by the children while on-grounds; such as, baseballs with gloves, basketballs, footballs, Frisbees, etc.

MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE DELIVERY

Based on our review of documentation provided by Touch A Life and a review of the Probation Department's records, as well as five (5) child interviews, Touch A Life was in compliance with five (5) out of the 13 elements in the area of "Maintenance of Required Documentation and Service Delivery". The eight (8) areas of non-compliance were, "Probation Caseworker Authorization to Implement Needs and Services Plans (NSPs)", "Children's Participation in the Development of NSPs", "Sampled children progressing towards meeting the NSP case goals", "Treatment team develop comprehensive initial NSP with the child", "Probation Caseworkers Monthly Contact Verified", "Agency assist the child in maintaining important relationships", "Treatment team develop timely updated NSP with the child", and "Treatment team develop comprehensive updated NSP with the child".

A review of the Group Home's Program Statement indicates that Touch A Life provides services for boys ages 12-17 years old who have been abused and exhibit behavioral, emotional and psychological difficulties, and whose disorders have resulted in a pattern of oppositional and/or antisocial behavior. The files reviewed indicated that the children in the sample size exhibited delinquent behavior, poor academic performance, a history of gang involvement, and family dynamic issues, which is consistent with the population that Touch A Life services.

Child files showed that the Group Home failed to comply with the element of "Probation Caseworker Authorization to Implement NSPs". In three (3) of the five (5) files reviewed, the Group Home failed to acquire the Probation Officer's signature of approval for the NSP. As a result, the Group Home was out of compliance with this element.

Touch A Life was also out of compliance with the element of "Children's Participation in the Development of NSPs". Based on a review of children's files, the Group Home failed to ensure that the children are included in the implementation of their NSPs in at least two (2) cases. Two (2) of the five (5) children files reviewed were missing the child's signature of participation in their NSPs. However, the NSPs did have the required signatures of approval by staff and parents to indicate that they were involved in the implementation of the NSPs for each of the child files reviewed.

The Group Home did not meet the standards in the element of "Sampled children progressing towards meeting the NSP case goals". Based on the reviews of the NSPs in the sample size, the children did not show progress towards meeting the NSP goals in

three (3) of the five (5) children's files. In the three (3) files that were out of compliance, the children's progress towards their goals was not clearly defined. It was not clearly identified if goals were achieved and/or modified, and the goals were not measurable. Each of these children had "Physical/Health" goals despite having no indication that they had any type of need for this type of goal in their NSPs. It appears that this was an unnecessary generic goal that was implemented as a "filler" goal. In one child's NSP, he had "Educational" goals that were not achieved. Furthermore, the goal was not modified to become an attainable goal. In addition, his NSP had "Start dates" and "Projected completion dates" that were changed without explanation, making it impossible to determine if the goals were reached. In another child's NSP, there was education information/goals that were included as part of his "Permanency Planning" goals that was irrelevant to this goal and did not indicate who would be responsible in assisting the child in reaching this goal. This goal also did not indicate any family finding efforts, as the child had no relative to return home to at the conclusion of his program with Touch A Life. The third child's NSP also did not clearly define his "Permanency Planning" goals. This goal had too many specific and separate goals under one goal making the goal difficult to reach as a whole. The other three (3) children were placed at the Group Home for less than 90-days and only had an initial 30-day NSP on file at the time of the review. As a result, they were not placed at the Group Home long enough to determine if any progress had been made, and were therefore not eligible for review under this element.

In all five (5) of files reviewed, the initial NSPs were completed in a timely manner, as they were completed within 30-day of the child's placement at the Group Home. However, under the element of "Treatment team develop comprehensive initial NSP with the child", the Group Home failed to comply with this element in all five (5) of the child case files reviewed. All of the five (5) cases reviewed did not complete the concurrent case plan sections of the NSPs. Therefore, it could not be determined if a concurrent case plan was developed. In the sixth case, the case plan also had conflicting information provided. It had the family reunification box checked, but the comment section indicated emancipation. In all five (5) of the initial NSPs reviewed, the "Medical/Physical/Dental/Psychological Health Clinical Visits" section indicated that the child was to participate in substance abuse counseling; however, no substance abuse issues were identified for any of the six (6) children in the sample size. The "Life Skills Training/Emancipation Preparation" section did not have the TILP completion date section completed for all five (5) initial NSPs. In three (3) of the five (5) child files reviewed, the "NSP Treatment & Visitation" section has portions of narrative that were not case-specific and appeared to be verbatim and generic entries used in all of their NSPs. This section also did not identify how family will be encouraged to participate in the child's program. In this same section of the fifth child's initial NSP, it indicated that the child had no immediate family, yet stated that family members will be encouraged to participate in the child's program without indicating if any family finding efforts were successful. As a result, the Group Home failed to comply with this element by not individualizing the initial NSP goals for the five (5) sampled children.

Based on the child files reviewed and child interviews, the Group Home was providing therapeutic services for all five (5) children. All of the children were receiving individual, group and family services, as well as additional treatment for those that required it. In the element of "Probation Caseworkers Monthly Contact Verified", the Group Home failed to be in full compliance. The Group Home Case Manager was using an old NSP format that was not current and did not have a "CSW/PO contact" section. As a result,

the Group Home failed to document the dates of contacts with the Probation Officer in all five (5) of the NSP files reviewed, and was out of compliance with this element.

In the element of "Agency assists the child in maintaining important relationships", the Group Home failed to be in full compliance. In four (4) of the five (5) child files reviewed, the Group Home documented important contact with family members. The Group Home managed to comply with ensuring that residents maintain important relationships for four (4) of the five (5) children. They have documented the dates of telephone calls, visits, community day passes, and therapeutic sessions with family members in their NSPs. File reviews also indicated that in one (1) case, the child's plan indicated reunification with the biological grandfather. When the grandfather changed his mind and decided not to take the child into his home, the Group Home assisted in reunifying the child with a biological aunt. However, one (1) of the child's NSP indicated that he had recently began talking to mother again after several years, but the Group Home did not document if any efforts were made to continue this dialogue or to further encourage the child and mother to reconnect and possibly reunify.

In the element of "Treatment team develop timely updated NSP with the child", the Group Home failed to be in full compliance. In two (2) of the five (5) child files reviewed, The Group Home had two (2) quarterly NSPs that were completed late. The first child only had one (1) quarterly NSP, and it was completed 12 days late. The second child also only had one (1) quarterly NSP, which was completed late by 11 days. The third child had a total of two (2) quarterly NSPs in his file that were both completed on time. The other three (3) children in the sample size were placed at the Group Home for less than 90-days at the time of review and did not have any quarterly NSPs on file. As a result, the Group Home was late in completing a total of two (2) of four (4) quarterly NSPs and was out of compliance with this element.

In addition, the Group Home was also out of compliance with the element of "Treatment team develop comprehensive updated NSP with the child". In all three (3) child files that required updated NSPs, the Group Home did not provide sufficient comprehensive quarterly NSPs. None of the three (3) children had the progress period dates completed for the quarterly NSP assessment periods. They were also missing the quarterly progress in the "Adjustment to Placement" and the "Education" sections. All three (3) of the children's quarterly reports, under the "Identified Treatment Needs/Outcome Goals" section, had goals that did not quantify the increase/decrease in progress and had new start dates for the goals without indicating/explaining how or why each goal was either achieved or modified, and were not measurable goals. One of the child's files indicated that school records were incomplete, but a narrative was not provided in the explanation section. A second child's quarterly NSP had missing information under the "For Updated NSP Only" section. The NSP had indicated that the child had no relative to return home to but also indicated that the child was receiving regular visits from a longtime friend and his mother. This section did not indicate if family finding efforts have been attempted/successful or if the friend's mother would be willing to accept guardianship as a possibility.

Recommendations:

1. Touch A Life shall ensure that the Group Home collaborates with every Probation Officer Caseworker to implement an NSP for each child placed at the Group

Home. The Group Home must also obtain the Probation Officer's signature for authorization for each NSP generated.

2. Touch A Life shall ensure that the Group Home collaborates with each child in implementing their NSPs and obtains each child's signature of agreement for each NSP generated.
3. Touch A Life shall ensure that substantial efforts are made and are properly documented to provide each child with all available resources to make progress towards their NSP goals. Goals are to be achievable, clearly identified, child-specific, and measurable. Goals are to be case-specific and are to be directly relevant to each child's service needs. Achieved and modified goals are to be clearly identified with accurately documented achievement/modification dates.
4. Touch A Life shall ensure that all initial NSPs are comprehensive and accurate by making each NSP case-specific for each child with measurable goals and that all necessary information is correct and included in all relevant sections of the NSP.
5. Touch A Life shall ensure that all contact made by the Probation Officer Caseworker is documented in the NSP by including the specific dates of contact. The most current NSP format, as provided to the Group Home, shall be used to provide this information.
6. Touch A Life shall ensure that the Group Home makes substantial efforts to assist the children under its care in maintaining important relationships and that all such efforts are properly documented in each individual child's NSPs.
7. Touch A Life shall ensure that all updated NSPs are timely and comprehensive, by including accurate updated information and documenting the progress of each child towards meeting their goals, or lack thereof. This shall be done by documenting the achievement and/or modification of such goals with detailed explanations for the changes made to all goals and by documenting accurate achievement/modification dates.

EDUCATION AND WORKFORCE READINESS

Based on our review of documentation provided by Touch A Life and a review of the Probation Department's records, as well as five (5) child interviews, Touch A Life was in compliance with six (6) of the eight (8) elements in the area of "Educational and Workforce Readiness". The two (2) areas of non-compliance were, "Child enrolled in school within three (3) days after placement or efforts documented" and "Based on services provided, has the child's academic performance and/or attendance increased".

In the element of "Child enrolled in school within three (3) days after placement or efforts documented", the Group Home was out of compliance. A review of the children's files revealed that all of the children were attending school as required. However, the files revealed that four (4) of the five (5) children were not enrolled in school within three (3) days of placement at the Group Home. The files showed that one of the children was enrolled 13 days late, another was enrolled 11 days late, the third was enrolled 10 days late, and the final child was enrolled 30 days late.

Based on the file reviews and the child interviews, the Group Home ensured that all homework assignments were completed by the child whenever required. Touch A Life has also acquired the services of an Los Angeles Unified School District teacher twice a week for four (4) hours, at each of the two (2) Group Home sites, and the teacher's visits have been verified through the child interviews. They also maintained open communication with the each child's school staff regarding progress and services needed. One of the children stated that, "they check our attendance and our grades every week". However, in the element of "Based on services provided, has the child's academic performance and/or attendance increased" improvement was needed, one (1) of the five (5) children did not show a sufficient increase in his academic performance and attendance. Two (2) of the five (5) showed increased academic performance and attendance, and the other (3) children were not placed at the Group Home long enough to have their academic performance evaluated.

A review of the children's files revealed that two (2) of the children required Individualized Education Plan (IEP) services and had current IEP's maintained in their files. In addition, all of the files had current report cards and/or progress reports. All four (4) children eligible for Youth Development Services (YDS) and vocational training programs were provided with these services, as well as daily living skills by the Group Home. Some of the services were provided through community resources such as Independent Living Programs (ILP) provided by the local park. One of the children confirmed that he was receiving these services and stated that, "they taught me how to wash my clothes when I first got here 'cause I didn't know how". However, the other two (2) children that were not eligible were also provided with daily living services by the Group Home as well. One of the children interviewed stated that, "the staff here taught me how to mop right and they got me into the habit of making my bed every day". Additionally, all five (5) of the children interviewed stated that the Group Home encouraged them to participate in YDS programs through positive reinforcement.

Recommendations:

1. Touch A Life shall ensure that significant efforts are made to enroll all children in school within three (3) days after placement and that all efforts to do so are documented in the child's NSP. Whenever a child is not enrolled in a timely manner, Touch A Life shall explain the reason for not doing so in the child's NSP.
2. Touch A Life shall ensure that significant efforts are made to provide each child with the services needed to increase their academic performance and/or attendance, and should document all efforts made by the Group Home to assist the child with such improvement in the child's NSP.

HEALTH AND MEDICAL NEEDS

Based on the medical documents provided by the agency and a review of five (5) child files, Touch A Life was in compliance with three (3) out of the six (6) elements in the area of "Health and Medical Needs". The three (3) areas of non-compliance were, "Initial medical examinations conducted", "Initial medical examinations timely", and "Initial dental examinations timely".

In the element of "Initial medical examinations conducted", the Group Home was out of compliance. Initial medical examinations were conducted for four (4) of the five (5)

children whose medical files were reviewed. However, one (1) of the children's files was missing documented proof of the initial medical exam. Additionally, the Group Home also failed to ensure that the medical and dental exams were conducted in a timely manner. Of the five (5) children who had documented proof of medical exams, three (3) of them did not have them conducted within the required 30-days of placement. One child received his medical examination 18 days late, the second child's was completed 45 days late, and the third child's was completed 55 days late. Although all five (5) children had dental exams conducted, three (3) of the five (5) children had their dental exams conducted late. The dental exams were conducted 18, 38, 75 and 90-days late. As a result, the Group Home was out of compliance in the elements of "Initial medical examinations timely", and "Initial dental examinations timely". For those children that required follow-up medical appointments, the Group Home ensured that appointments were attended as scheduled and that all medical visits were properly documented in each child's files and NSPs.

Recommendations:

1. Touch A Life shall ensure that each child is provided with adequate medical examinations within 30-days of placement at the Group Home, and that documentation is placed in the children's medical files and noted in their NSPs.
2. Touch A Life shall ensure that each child is provided with adequate dental care services and that all initial dental examinations are conducted within 30-days of placement. Documentation shall be placed in the children's medical files and noted in their NSPs.

PSYCHOTROPIC MEDICATION

Touch A Life has a Rate Classification Level (RCL) of nine (9). Therefore, neither of the two (2) Group Home sites is licensed to provide care for children with psychotropic medication needs. At the time of the review, the Group Home did not have any such clients. As a result, Touch A Life is exempt from assessment in this area.

Recommendations:

N/A

PERSONAL RIGHTS AND SOCIAL/EMOTIONAL WELL-BEING

Based on our review of documentation provided by Touch A Life, physical inspection of the Group Home sites and a review of the Probation Department's records, as well as five (5) child interviews, Touch A Life was in compliance with 17 out of the 17 elements in the area of "Personal Rights and Social/Emotional Well-Being".

All of the children interviewed reported that they were informed of the Group Home's policies and procedures upon intake to the Group Home. File reviews indicated that each child had signed documentation indicating that they were notified of the Group Home rules. They all reported that they felt safe in the Group Home and that staff provide adequate supervision during day hours as well as night hours, in accordance with Title 22 Regulations and the Los Angeles County Group Home Foster Care Services Contract. One of the children reported that "I like it [here] very much knowing

that I'm actually safe." They also reported satisfaction with the quality and quantity of meals and snacks provided. They indicated that they are given meals; such as, baked chicken, pork chops, hamburgers and pizza with side dishes; such as, mashed potatoes, rice, and steamed vegetables; such as, carrots, broccoli, peas, corn, and green beans. They also stated that they get snacks; such as, potato chips, soda, peanut butter and jelly sandwiches, as well as fruits; such as, apples, pears, and oranges. One of the children was eating a banana during his interview. They stated that they feel that staff treats them with respect and dignity. Some of the children made statements such as, "It's a nice place to live here" and "I like that this place is making me better", and felt that the staff "treat us good."

The children interviewed also reported that they felt that the rewards and consequences system used by the Group Home was fair and appropriate. Some of the children reported that they receive write-ups for delinquent behavior; such as, engaging in graffiti or "horse playing". If they exhibit poor behavior and social skills such as failing to do well in school, then the staff members will "tell our PO", meaning that the child's assigned Probation Caseworker will be notified, and would then report the delinquent behavior to the child's adjudicating court. For more serious incidents such as fighting or exhibiting defiant behavior, the result can lead to the revocation of their day passes, if they are eligible. Participation in outings or activities can also be revoked for children who have not been making efforts towards progressing in their program treatment.

The children also indicated that they feel they are given sufficient privacy during telephone calls with family and friends, as well as during family visits on-grounds. The children interviewed indicated that they often are allowed to have visits, which usually take place in the living room area, but can also occur in their bedrooms, if more privacy is desired in order to allow for a more comfortable setting during visits. They also indicated that they are allowed to receive and send out unopened mail. The children added that they are allowed to possess religious material and attend religious services of their faith upon request and that they are transported to church, if necessary. As aforementioned under the "Facility and Environment" section of this report, during the walk-through inspection of both sites, some of the rooms had religious items such as catholic rosaries and comforters with religious depictions; such as, the Virgin Mary.

All children interviewed reported that their chores are reasonable. They stated that the chores are rotated daily so that each child is given an opportunity to complete a different daily chore. They indicated that each child is responsible for cleaning one of the following rooms: the kitchen, one of the two (2) bathrooms, and the living room. Responsibilities include duties; such as, sweeping, moping, vacuuming, washing dishes, cleaning and disinfecting countertops, sinks and toilets, as well as cleaning their rooms and making their beds. The children stated that they were aware of their right to receive and refuse medical attention without receiving negative consequences from the Group Home.

The children also reported that they are given several opportunities to participate in the planning of activities on-grounds and in the community. They have indicated that they have participated in on-grounds activities; such as, watching movies, playing board games and table tennis. The children also reported that they have gone on outings in the community; such as, going to the beach, the local movie theatre, the local park, museums, the local fair, the library and the local YMCA. One of the children added that his favorite activity since being placed at Touch A Life was when they were taken to the

Santa Monica pier. He stated that he had "never been to the pier before", and it was a moment that he would always remember.

Recommendations:

None

PERSONAL NEEDS/SURVIVAL AND ECONOMIC WELL-BEING

Based on our review of documentation provided by Touch A Life, physical inspection of both Group Home sites and a review of the Probation Department's records, as well as five (5) child interviews, Touch A Life was in compliance with seven (7) out of the eight (8) elements in the area of "Personal Needs/Survival and Economic Well-Being". The one (1) area of non-compliance was, "Encouragement and Assistance with Life Book".

All of the children interviewed confirmed that they receive a minimum of \$50.00 on a monthly basis for their clothing allowance. File reviews confirmed that they have received their clothing allowances. During the walk-through of the children's rooms, it was apparent that the children had a sufficient amount of clothing and that it was of acceptable quality. Many of their closets had several shirts, and at least one (1) pair of shoes, as well as belts and jean pants. During the interviews, the children also indicated that they have sufficient clothing and that they are allowed to wear personal items brought from family members as long as they are appropriate to wear. They have stated that they also are allowed to purchase clothing of their choosing, as long as it is within Group Home and Probation regulations. The walk-through of the rooms indicated that children were allowed to have personal hygiene care items; such as, combs, toothbrushes, toothpaste, body wash, deodorant, hair products, and lotions. The children interviewed also indicated that they receive weekly allowances and that they are never given any less than the required \$7.00 per week. A review of their files confirmed that each child received, at least, the minimum weekly allowance and that they signed for it each time.

However, under the element of "Encouragement and Assistance with Life Book", the Group Home failed to maintain compliance. During the interviews, four (4) of the five (5) children interviewed stated that they were never issued a "Life Book" upon entry into the program and stated that they were not offered one. During the exit conference with Executive Director, Charles Wade, the finding was addressed. Mr. Wade indicated that the Group Home attempts to issue the children "Life Books" upon entry into the program; however, many of the children often decline them. Mr. Wade also stated that the Group Home does not have a waiver form for children to sign if they decline the use of "Life Books" as proof that the Group Home attempted to provide one to them. He also agreed that efforts made are not documented in children's NSPs. Mr. Wade added that the Group Home staff will make more strenuous efforts to encourage the children to engage in the use of the "Life Books".

Recommendations:

1. Touch A Life shall ensure that Group Home staff make significant efforts to encourage children under their care to engage in the use of "Life Books", and that all efforts are documented in each child's NSP.

DISCHARGE PLAN

Based on the file reviews of three (3) discharged children and their NSPs, Touch A Life was in compliance with two (2) of the three (3) elements in the area of "Discharge Plan". The one (1) area of non-compliance was, "Children placed at least 30-days, was the child discharged according to the permanency plan".

All three (3) of the discharged children were placed with the Group Home for at least 30-days as indicated in their NSPs. One (1) was placed for 29 months, one (1) was placed for five (5) months, and one (1) was placed for eight (8) months. Only one (1) child was discharged appropriately and in accordance with their permanency plan as indicated in their NSPs. He was discharged to his mother and father according to the case plan goal of Family Reunification. However, one (1) of the other children was incorrectly placed with his grandmother under Family Reunification, even though she is not the child's legal guardian. A review of the third child's discharge plan indicated that he was released in accordance with his case plan under PPLA (Permanent Plan Living Arrangement) and was placed in transitional housing. However, family finding efforts to locate possible relatives that might be willing to adopt or accept legal guardianship were not documented. As a result, the Group Home was out of compliance with the element of "Children placed at least 30-days, was the child discharged according to the permanency plan".

All three (3) of the discharged children's NSPs indicated that they made progress towards their goals and were discharged home by their respective adjudicating court. One (1) made significant progress in that he was able to successfully complete his drug program by testing negative for drugs all six (6) times he was tested. He was able to increase his school performance and obtained 35 additional school credits and made progress in his relationship with his family through family counseling. A second child was also able to make significant progress. He was able to obtain 35 school credits and made progress in family therapy also improving on his relationship with his parents. He was also able to complete his required 50 community service hours while in the Group Home program. One (1) made satisfactory progress in that he was able to make strides in his anger management, maintain his sobriety throughout the program and make some progress towards his school attendance. In family therapy sessions, he was able to strengthen his relationship with his parents. There were no discharged files reviewed in which the Group Home requested the removal of a child; therefore, this element was not eligible for review.

Recommendations:

1. Touch A Life shall ensure that the Group Home indicates the proper case plan in each child's NSP for those not returning directly home to their parents or legal guardians as either adoption, legal guardianship, or PPLA based on the individual plan for the specific child. In addition, the Group Home shall ensure that significant efforts are made to conduct family finding efforts for potential adoptive parents and/or legal guardianship for children who will not be returning home to parents/legal guardians, and all efforts are to be clearly documented in each child's NSPs.

PERSONNEL RECORDS

Based on a review of five (5) current staff files, Touch A Life was in compliance with 11 of the 14 elements in the area of "Personnel Records". The three (3) areas of non-compliance were, "Group Home staff who have direct contact with children meet the educational/experience requirements", "Appropriate Group Home employees signed copies of the Group Home policies and procedures", and "Appropriate employees received minimum one-hour training in the area of child abuse identification and reporting".

All five (5) staff files had their Department of Justice criminal background check submitted in a timely manner prior to employment at the Group Home. They also had their Federal Bureau of Investigations request conducted, as well as the Child Abuse Clearance Index prior to employment at the Group Home. All of the files reviewed had the criminal background statement submitted in a timely manner; prior to employment at the Group Home. However, under the element of "Group Home staff who have direct contact with children meet the educational/experience requirements", the Group Home was out of compliance. One (1) of the staff files reviewed did not have proof of education on file. The other four (4) files reviewed had proof of high school and college education in accordance with Title 22 Regulations and the Los Angeles County Group Home Foster Care Services Contract. All five (5) staff files had their health screenings on file in a timely manner, within seven (7) days of hire. They also had valid California driver's licenses on file. They all had signed copies of the Group Home's policies and procedures, including a child abuse reporting requirements form, sexual harassment forms, child privacy notification forms, and code of conduct forms. However, one (1) of the five (5) staff files did not have their signature on the forms in their file, indicating that they were aware of the Group Home's policies and procedures. As a result, Touch A Life was out of compliance with the element of "Appropriate Group Home employees signed copies of the Group Home policies and procedures".

All of the staff files reviewed had the required initial training documented in their file. All five (5) files had the initial 24 hours of required training completed and an additional 20 hours completed within their first year of hire, as required by Title 22 Regulations and the Los Angeles County Group Home Foster Care Services Contract. However, none of the staff files had the required minimum of one (1) hour of child abuse reporting training documented. The matter was addressed with Executive Director, Charles Wade, during the exit interview. Mr. Wade indicated that he was not aware of this requirement and stated that none of his staff have received this training. As a result, the Group Home is out of compliance with the element of "Appropriate employees received minimum one-hour training in the area of child abuse identification and reporting".

All five (5) staff had the required CPR and First-Aid training and the required annual 20 hours of on-going training documented in their staff files. All five (5) of the staff files had current emergency intervention training documented in their files in the form of Professional Assault Crisis Training certification, authorizing them for physical restraint and containment, if necessary.

Recommendations:

1. Touch A Life shall ensure that all current and future staff members employed by the Group Home are to have proof of educational requirements in their staff files,

in compliance with Title 22 Regulations and the Los Angeles County Group Home Foster Care Services Contract. The Group Home shall have all staff files available for review upon request.

2. Touch A Life shall ensure that all current and future staff members employed by the Group Home are to have signed copies of the Group Home policies and procedures in their staff files, in compliance with Title 22 Regulations and the Los Angeles County Group Home Foster Care Services Contract, and shall have them available for review.
3. Touch A Life shall ensure that all current and future staff members employed by the Group Home are to receive the required minimum one-hour child abuse identification and reporting training. The Group Home shall ensure that the training is clearly documented and placed in the staff files, and shall have them available for review.

AUDITOR CONTROLLER FISCAL REVIEW

The most recent Fiscal Review for Touch A Life Foundation from the Department of Auditor Controller is dated November 3, 2008, for the fiscal period of January 1, 2006, to December 31, 2006. The report dated November 3, 2008, indicated that Touch A Life Foundation had questioned/disallowed costs. Touch A Life Foundation submitted a timely approved fiscal Corrective Action Plan (CAP), which is being monitored by the Department of Children and Family Services, Fiscal Monitoring Section.

Recommendations:

N/A

FOLLOW-UP VISIT

On August 16, 2012, a follow-up visit was conducted at the Group Home to verify that all recommendations were completed by Touch A Life Group Homes.

- During the follow-up review, the Group Home's sign in/out log books for each site were reviewed and the deficiency under the element of "Detailed sign in/out log for children" was corrected. The Group Home amended its log books to include a section for the responsible party to sign in/out for the specific child and for the purpose of the leave/visit/outing/trip or the destination of travel and a sample copy of the log was provided and addressed in the CAP that was submitted.
- A walk through of the Group Home sites was conducted. Most of the deficiencies cited in the area of "Facility and Environment" were corrected as requested under the recommendations section of this report. An inspection of the common quarters of both homes and the children's rooms revealed that the Group Home repaired a majority of the deficiencies recorded in these areas. The Los Angeles House had the broken basketball hoop and backboard fixed and the non-functioning weight set removed. Inside of the home, the dirty exhaust vents in both restrooms cleaned and the shower in bathroom #1 re-glazed. The dirty vent in the kitchen was replaced with a new one and the stove had all burners working in proper order. Additionally, the handles to the refrigerator and the freezer were

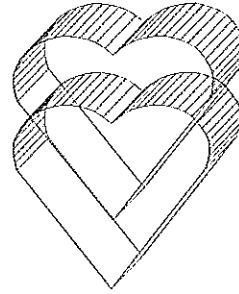
both tightened, and the exposed doorbell cover was removed. The improperly working light fixture in the laundry room was fixed, and all graffiti was removed and the window blinds were all working throughout the home. The smoke detector in bedroom #2 had the battery replaced and was in good working order, and all loose and broken handles and drawers were all fixed. The Pomona House had the broken window in bathroom #2 replaced and the dirty area underneath the sink was cleaned and sanitary and the hole under the towel rack was fixed. The loose light fixture in bedroom #2 was also fixed and had the broken drawers replaced as well. Each of the two (2) homes also had sufficient recreational sporting equipment such as basketballs, footballs, badminton equipment, Frisbees and other miscellaneous items for the residents to play with. The only deficiencies not fully repaired were the broken concrete in the backyard area of the Los Angeles home and the torn carpet in certain sections of both homes. According to the CAP, these deficiencies were not repaired due to lack of funding. However, it is anticipated that both of these deficiencies will be addressed sometime during the year, prior to the following monitoring review. In the meantime, the carpet has been fastened down and secured with tape and the broken piece of concrete has been removed with the space filled in with dirt for safety precautions.

- During the follow-up review, Touch A Life submitted a CAP to address the deficiencies found under the area of "Maintenance of Required Documentation and Service Delivery". The CAP indicated that Touch A Life shall ensure that the Group Home makes substantial efforts in obtaining the Probation Officer's and child's signature of authorization for each NSP generated and documented in each child's file. Touch A Life also indicated in the CAP that proper goals will be clearly defined, will be case specific, and will be measurable, and that all progress, or lack thereof, will be clearly stated in the child's NSPs. Touch A Life also indicated that all efforts made in assisting the child in achieving their goals will also be documented in their NSPs and files and that all NSPs will be comprehensive and accurate in their description of each child's needs and that all Probation Officer/Caseworker contact will be documented to include the specific dates of contact. Touch A Life has indicated that they have obtained a current version of the NSP format with the section to indicate the dates of contact and a sample updated NSP was reviewed and determined to be in accordance with the NSP standards. The Group Home has also indicated in the CAP that attempts to assist each child in maintaining important relationships, where applicable, will be made and documented in each child's NSPs and files and that all NSPs are completed in a timely manner that is in accordance with Title 22 Regulations and the Los Angeles County Group Home Foster Care Services Contract.
- In the element of "Child enrolled in school within three (3) days after placement or efforts documented", the Group Home was out of compliance during the initial review. Touch A Life addressed this issue in the CAP submitted, indicating that they will make substantial efforts to enroll all children in school in a timely manner and that all efforts will be documented and that an explanation will be provided in the child's NSPs whenever they are not enrolled in time. Due to the fact that during the review one of the children did not show significant progress in school, Touch A Life indicated in the CAP that all efforts made by the Group Home to assist the child in improving their school grades and attendance will be

documented in the NSPs. The CAP also listed the educational resources used by Touch A Life to assist the children who require it.

- Touch A Life had deficiencies in the area of "Heath and Medical Needs" during the initial review in that some of the children's files were either missing documented proof of their initial medical exam or had them conducted late, and some of the children also had their dental exams conducted late. In the CAP provided, Touch A Life indicated that substantial efforts will be made to ensure that all medical and dental exams are conducted in a timely manner and that they are properly documented in each child's files and NSPs and that proper explanations are recorded in any instances in which the children receive delayed services for reasons out of the Group Home's control.
- The CAP also addressed the deficiencies found under the element of "Encouragement and Assistance with Life Book". The CAP indicated that in addition to encouraging the children to use life books which they provide, Touch A Life will also include as part of the intake process, a form signed by each child to indicate that they received a Life Book as part of their program. A second review revealed that all youth were provided with some type of a Life Book to keep their personal mementos in. Mr. Wade has agreed to continue to work with Probation to ensure that all youth have an acceptable photo album and that if they refuse, a refusal form with their signature will be placed in the youth's file.
- Touch A Life also provided as part of the CAP submitted a section addressing the deficiencies cited under the area of "Discharge Plan". Touch A Life incorrectly checked of the wrong box in a discharged child's NSPs in which it was indicated that the child's permanency plan was family reunification when it was actually legal guardianship. The CAP stated that more concerted efforts will be made by the Group Home to omit such errors and to encourage those involved in the permanency plan to make more concerted efforts to encourage adoption and family finding efforts, where applicable, by gaining assistance from the Probation Department's Permanency Planning Unit.
- During the follow-up visit a second review of staff files was conducted to ensure that the deficiencies cited under the area of "Personnel Records" were corrected. During the initial review, one of the staff members did not have proper documentation of his educational requirements. At the time of the follow-up, the staff member in question was no longer employed by Touch A Life for unrelated reasons, and the documentation was not obtained by the Group Home and was no longer necessary. A review of the staff files also indicated that not all of the staff members had signed copies of the Touch A Life policies and procedures. During the follow-up visit, the deficient files had the proper documentation placed in their respective files. During the follow-up visit, copies of the mandatory one-hour child abuse training were provided for all of the Group Home's employees and placed in their files. Mr. Wade also indicated that all future employees will also receive this training upon hire and was documented in the CAP provided.

TOUCH A LIFE FOUNDATION
3822 West 59th Place, Los Angeles, CA 90043
1593 Densmore Street, Pomona CA 91767
(323) 295-4235 or (909) 626-3709
(323) 295-0656 Fax
touchalife@att.net



DATE: July 11, 2012
TO: Probation Department Managers & DPO Armando Juarez
FROM: Touch A Life Foundation Management
RE: Corrective Action Plan

Attached is Touch A Life Foundation Corrective Action Plan. If there are any questions, please feel free to contact Charles Wade, Executive Director at (323) 295-4235.


Executive Director

**TOUCH A LIFE FOUNDATION
PROGRAM CONTRACT COMPLIANCE MONITORING REVIEW**

;;;Los Angeles Boy's Home
3822 West 59th Place
Los Angeles, CA 90043
License Number: 191803623
Rate Classification Level: 09

Pomona Boy's Home
1593 Densmore Street
Pomona, CA 91767
License Number: 191500237
Rate Classification Level: 09

I. Licensure/Contract Requirements

Finding:

1. A review of the sign in/out log books for each site demonstrated that the Group Home failed to comply with the element of "Detailed sign in/out log for children". The Group Homes did not have a log book with a section for the responsible party to sign in/out for the specific child and it also did not have a section for the purpose of the leave/visit/outing/trip or the destination of travel.

Recommendations:

1. Touch A Life shall ensure that each site maintains detailed sign in/out log books which are to include the name of the person signing the child in/out of the Group Home as well as the purpose of the leave/visit/outing/trip.

Corrective Action Plan:

The Visitor Log utilized by parents, probation officers etc has a section for visitors to write their name, but we revised it to include the purpose of visit or destination.

II. Facility & Environment

Findings:

1. Below are the physical deficiencies found at each site:

Los Angeles House

- Restroom #1-Exhaust vent dirty, shower tub needs re-glazing.
- Restroom #2-Exhaust vent dirty.
- Kitchen Area-Stove back left burner not lighting properly and vent dirty, refrigerator handle loose, deep freezer handle loose, doorbell cover missing.
- Laundry Room-light not working.
- Bedroom #1-Vertical blinds not working, broken speaker on the floor, tear in carpet, graffiti on dresser.
- Bedroom #2-Graffiti in closet, tear in carpet near bed, smoke detector battery needs replacing, TV has graffiti.
- Bedroom #3-Night stand missing knobs, closet rod damaged, vertical blinds missing rod.

- Backyard-A broken portable basketball court that was not safe for use. There was a slab of concrete that was uneven. It also had an incomplete and rusted weight bar that was lying in the grass that was not usable.

Pomona House

- Bathroom #2-Window broken, area under sink dirty, hole in wall under towel rack.
 - Bedroom #1-Light fixture loose, carpet has minor damage, dresser drawer track not working properly.
 - Bedroom #2-vertical blind missing rod, minor carpet damage.
 - Bedroom #3-Large hole in carpet near bed.
2. During the walk-through of both sites, it was noted that there was insufficient physical recreational equipment. There were no basketballs, Frisbees, or other physical recreational equipment for the children to play with at either site.

Recommendations:

1. Touch A Life shall ensure that the aforementioned physical deficiencies cited will be corrected and repaired in a timely fashion in order to ensure the safety and security of all children placed at the Group Home.
2. Touch A Life shall ensure that each of the two (2) Group Home sites obtain/purchase sporting equipment available for use by the children while on-grounds such as baseballs with gloves, basketballs, footballs, Frisbees, etc.

Corrective Action Plan:

1. Most of these deficiencies were corrected immediately. All physical deficiencies that do not require construction (i.e.uneven concrete) will be corrected within 60 days of the initial audit. Touch A Life Administrators and Managers will continue to conduct inspections to ensure the safety and security of all children placed at the group home. Carpet will be patched and repaired as needed. As funds become available and placements continue, by the next review the concrete slab will be addressed and new carpet installed.
2. Touch A Life maintains sporting equipment which is locked up in cabinet/ closets or are in the back of the vans. Administrators will continue to replace lost, stolen or damaged equipment accordingly.

III. MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE DELIVERY

Findings:

1. In four (4) out of the six (6) files reviewed, the Group Home failed to acquire the Probation Officer's signature of approval for the NSP.
2. Two (2) out of the six (6) children files reviewed were missing the child's signature of participation in their NSP's.

3. The Group Home did not show progress towards meeting the NSP goals in three (3) out of the six (6) children's files. In the three (3) files that were out of compliance, the youth progress towards goals was not clearly defined. It was not clearly identified if goals were achieved and/or modified, and were not measurable. Each of these children had "Physical/Health" goals despite having no indication that they had any type of need for this type of goal in their NSP's. It appears that this was an unnecessary generic goal that was implemented as a "filler" goal. In one of the child's NSP's, he had "Educational" goals that were not achieved. Furthermore, the goal was not modified to become an attainable goal. In addition, his NSP's had "Start Dates" and "Projected completion dates" that were changed without explanation, making it impossible to determine if the goals were reached. In another child's NSP's there was education information/goals that were included as part of his "Permanency Planning" goals that was irrelevant to this goal and did not indicate who would be responsible in assisting the child in reaching this goal. This goal also did not indicate any family finding efforts, as the child had no relative to return home to at the conclusion of his program with Touch A Life. The third child also had problems in clearly defining his "Permanency Planning" goals. This goal had too many specific and separate goals under one goal making the goal difficult to reach as a whole.
4. All of the six (6) cases reviewed did not complete the concurrent case plan sections of the NSP's. Therefore it cannot be determined if a concurrent case plan was developed. In the sixth case, the case plan also had conflicting information provided. It had the family reunification box checked, but the comment section indicated emancipation. In all six (6) of the initial NSP's reviewed, the "Medical/Physical/Dental/Psychological Health Clinical Visits" section indicated that the child was to participate in substance abuse counseling; however no substance abuse issues were identified for any of the six (6) children in the sample size. The "Life Skills Training/Emancipation Preparation" section did not have the TILP completion date section completed for all six (6) initial NSP's. In four (4) out of the six (6) child files reviewed, the "NSP Treatment & Visitation" section has portions of narrative that were not case-specific and appeared to be verbatim and generic entries used in all of their NSP's. This section also did not identify how family will be encouraged to participate in the child's program. In this same section of the fifth child's initial NSP, it indicated that the child had no immediate family, yet stated that family members will be encouraged to participate in the child's program without indicating if any family finding efforts were successful.
5. The Group Home Case Manager was using an old NSP format that was not current and did not have a "CSW/PO contact" section. As a result, the Group Home failed to document the dates of contacts with the Probation Officer in all six (6) of the NSP files reviewed.
6. One (1) of the child's NSP indicated that he had recently began talking to mother again after several years but the Group Home did not document if any efforts were made to continue this dialogue or to further encourage the child and mother to reconnect and possibly reunify.
7. In two (2) of the six (6) child files reviewed, The Group Home had two (2) quarterly NSP's that were completed late. The first child only had one (1) quarterly NSP, and it was completed 12 days late. The second child also only had one (1) quarterly

NSP which was completed late by 11 days. In three (3) out of the three (3) child files that required updated NSP's, the Group Home did not provide sufficiently comprehensive quarterly NSP's. None of the three (3) children had the progress period dates completed for the quarterly NSP assessment periods. They were also missing the quarterly progress in the "Adjustment to Placement" and the "Education" sections. All three (3) of the children's quarterly reports "Identified Treatment Needs/Outcome Goals" section also had goals that did not quantify the increase/decrease in progress and had new start dates for the goals without indicating/explaining how or why each goal was either achieved or modified, and were not measurable goals. One of the child's files indicated that school records were incomplete and a narrative was not provided in the explanation section. A second child's quarterly NSP had missing information under the "For Updated NSP Only" section. The NSP had indicated that the child had no relative to return home to but also indicated that the child was receiving regular visits from a longtime friend and his mother. This section did not indicate if family finding efforts have been attempted/successful or if the friend's mother would be willing to accept guardianship as a possibility.

Recommendations:

1. Touch A Life shall ensure that the Group Home makes substantial efforts in collaborating with every Probation Officer Caseworker to implement an NSP for each child placed at the Group Home. Substantial efforts are also to be made and documented to obtain the Probation Officer's signature of authorization for each NSP generated.
2. Touch A Life shall ensure that the Group Home makes substantial efforts in collaborating with each child in implementing their NSP's. Substantial efforts shall also be made and documented to obtain each child's signature of agreement for each NSP generated.
3. Touch A Life shall ensure that substantial efforts are made and are properly documented to provide each child with all available resources to make progress towards their NSP goals. Goals are to be achievable, clearly identified, specific, and measurable. Goals are to be case-specific and are to be directly relevant to each child's service needs. Achieved and modified goals are to be clearly identified with accurately documented achievement/modification dates.
4. Touch A Life shall ensure that all initial NSP's are comprehensive and accurate by making each NSP case-specific for each child with measurable goals and that all necessary information is correct and included in all relevant sections of the NSP.
5. Touch A Life shall ensure that all contact made by the Probation Officer Caseworker is documented in the NSP by including the specific dates of contact. The most current NSP format, as provided to the Group Home, shall be used to provide this information.
6. Touch A Life shall ensure that the Group Home makes substantial efforts to assist the children under its care in maintaining important relationships and that all such efforts are properly documented in each individual child's NSP's.

7. Touch A Life shall ensure that all updated NSP's are timely and comprehensive by including accurate updated information and documenting the progress of each child towards meeting their goals, or lack thereof. This shall be done by documenting the achievement and/or modification of such goals with detailed explanations for the changes made to all goals and by documenting accurate achievement/modification dates.

Corrective Action Plan:

1. Following discussions in person, via telephone or email, Touch A Life's counselor usually emails the NSP's to the DPO. Counselor, Administrator and Managers will continue to follow-up with DPOs and efforts will be documented.
2. Counselors, Managers and DPOs routinely involve each child in implementing their NSP. Administrators will ensure that this information is signed by each child.
3. Substantial efforts will be made to properly document each child with all available resource to make progress towards their NSP goals utilizing the NSP training emphasizing individualized, comprehensive "SMART" goals.
4. Touch A Life received the new NSP template on June 11, 2012 and has provided the counselor with this updated format. He will be implementing this format for future quarterlies and NSP
5. Following discussions in person, via telephone or email, Touch A Life's counselor usually emails the NSP's to the DPO. Counselor, Administrator and Managers will continue to follow-up with DPOs and efforts will be documented.
6. When appropriate, the Counselor, Administrators, Managers in conjunction with DPOs will foster important relationships and document in NSP.
7. Touch A Life will ensure that NSPs and quarterlies are timely and will use the new template with SMART goals.

IV. Education and Workforce Readiness

Findings:

1. A review of the children's files revealed that all of the children were attending school as required. But the files revealed that four (4) out of the six (6) children were not enrolled in school within three (3) days of placement at the Group Home. The files showed that one of the children was enrolled 13 days late, another was enrolled 11 days late, the third was enrolled 10 days late, and the final child was enrolled 30 days late.
2. Out of the six (6) children's files reviewed, one (1) of the children did not show a sufficient increase in his academic performance and attendance.

Recommendations:

1. Touch A Life shall ensure that significant efforts are made to enroll all children in school within three (3) days after placement and that all efforts to do so are documented in the child's NSP. Whenever a child is not enrolled in a timely manner, Touch A Life shall explain the reason for not doing so in the child's NSP.
2. Touch A Life shall ensure that significant efforts are made to provide each child with the services needed to increase their academic performance and/or attendance, and should document all efforts made by the Group Home to assist the child with such improvement in the child's NSP.

Corrective Action Plan:

1. Touch A Life will ensure that significant efforts are made to enroll all children in school within three (3) days after placement and that all efforts to do so will be documented in the child's NSP. Whenever a child is not enrolled in a timely manner, Touch A Life shall explain the reason for not doing so in the child's NSP and personal log book.
 - a. Upon enrollment, Touch A Life staff will continue to re-emphasize the AB490 Educational Rights for Foster Youth and document when school staff delay placement.
2. Touch A Life does ensure that significant efforts are made to provide each child with the services needed to increase their academic performance and/or attendance, and will document all efforts made by the group home to assist the child with such improvement in the child's NSP and personal book.
 - a. Touch A Life utilizes LACOE, Los Angeles Unified and Pomona Unified schools, and adult schools, Southwest & Mt. San Antonio Community Colleges (CAHSEE & GED prep classes) when appropriate. Certified teachers made available by LACOE & LAUSD provide academic tutoring. Staff works with the Special Education Department for those minors with IEPs whether Special Day or non-public school.

V. Health and Medical Needs**Findings:**

1. Of the five (5) children who had documented proof of medical exams, three (3) of them did not have them conducted within the required 30 days of placement. One child received his medical examination conducted 18 days late, the second child had it completed 45 days late, and the third had it completed 55 days late. One (1) of the children's files was missing documented proof of the initial medical exam.

2. Although all six (6) children had dental exams conducted, four (4) out of the six (6) children had their dental exams conducted late. The dental exams were conducted 18, 38, 75 and 90 days late.

Recommendations:

1. Touch A Life shall ensure that each child is provided with adequate medical examinations within 30 days of placement at the Group Home, and that documentation is placed in the children's medical files and noted in their NSP's.
2. Touch A Life shall ensure that each child is provided with adequate dental care services and that all initial dental examinations are conducted within 30 days of placement. Documentation shall be placed in the children's medical files and noted in their NSP's.

Corrective Action Plan:

1. Touch A Life will continue to make a committed effort to provide each child with adequate medical and dental examinations within 30 days of placement. Not all minors are provided with medi-cal numbers. Staff first contacts Probation's medical desk or Foster Care hotline to obtain a medi-cal number. Also, some minor's medi-cal coverage is initially for emergency use only or is tied to another provider, and thus staff contacts the Foster Care hotline to request straight medi-cal. These efforts will be documented in clients' NSPs and personal files.
2. See above

VIII. Personal Needs/Survival and Economic Well-Being

Findings:

1. During the interviews, four (4) out of the five (5) children interviewed stated that they were never issued a "Life Book" upon entry into the program and stated that they were not offered one.

Recommendations:

1. Touch A Life shall ensure that Group Home staff make significant efforts to encourage children under their care to engage in the use of "Life Books", and that all efforts are documented in each child's NSP.

Corrective Action Plan:

1. Touch A Life will provide each boy with Life Books which they can use to place personal photos, letters, poems, certificates as well as other personals. Upon departure, we will continue to provide minors with pertinent documents such as report cards, academic transcripts, medi-cal card, and immunization records. We will provide clients with a form to sign confirming receipt of life books.

IX. Discharge Plan

Findings:

1. One (1) of the other children was incorrectly placed with his grandmother under Family Reunification even though she is not the child's legal guardian. One of the discharged child's file indicated that his case plan goal was PPLA, however, family finding efforts to locate potential adoptive parents or legal guardians willing to accept the child were not documented.

Recommendations:

1. Touch A Life shall ensure that the Group Home indicates the proper case plan in each child's NSP for those not returning directly home to their parents or legal guardians as either adoption, legal guardianship, or PPLA based on the individual plan for the specific child. In addition, the Group Home shall ensure that significant efforts are made to conduct family finding efforts for potential adoptive parents and/or legal guardianship for children who will not be returning home to parents/legal guardians, and all efforts are to be clearly documented in each child's NSP's.

Corrective Action Plan:

1. Touch A Life has no record of releasing a minor to an unauthorized individual. We follow the directions of the DPO of record and the courts. If a child was reunified with his grandmother, then it was ordered by the court and /or DPO. An incorrect box was checked off for this client and the "legal guardianship" box should have been checked. We will document and work with PO of record to refer clients to the Probation Department Permanency Planning Unit.

X. Personnel Records

Findings:

1. One (1) of the staff files reviewed did not have proof of education on file.
2. One (1) out of the five (5) staff files did not have their signature on the forms in their file, indicating that they were aware of the Group Home's policies and procedures.
3. None of the staff files had the required minimum of one (1) hour of child abuse reporting training documented.

Recommendations:

1. Touch A Life shall ensure that all current and future staff members employed by the Group Home are to have proof of educational requirements in their staff files, in compliance with Title 22 standards. The Group Home shall have all staff files available for review upon request.

2. Touch A Life shall ensure that all current and future staff members employed by the Group Home are to have signed copies of the Group Home policies and procedures in their staff files, in compliance with Title 22 standards, and shall have them available for review.
3. Touch A Life shall ensure that all current and future staff members employed by the Group Home are to receive the required minimum one-hour child abuse identification and reporting training. The Group Home shall ensure that the training is clearly documented and placed in the staff files, and shall have them available for review.

Corrective Action Plan:

1. The one staff that did not have proof of his high school diploma no longer works with Touch A Life. When hired, he had 11 years of previous group home experience in another group home.
2. Touch A Life will ensure that all current and future staff members will sign the Group Home policies and procedures and will place in their employee files.
3. Within 90 days of this report, all Touch A Life staff members will receive a minimum of one-hour training in the area of child abuse identification and reporting. The Administrator, Licensee and/or Counselor will conduct this training.



Administrator