COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

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Chief Probation Officer

May 20, 2013

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TO: Each Supervisor

FROM: Jerry E. Powers
Chief Probation Officer

SUBJECT: **OPTIMIST YOUTH HOMES & FAMILY SERVICES (OYHFS) GROUP HOME CONTRACT COMPLIANCE MONITORING REVIEW**

We have completed a review of Optimist Youth Homes & Family Services (OYHFS) Group Home, operated by Optimist Boys' Home and Ranch, Inc. The Group Home contracts with the Los Angeles County Probation Department and the Los Angeles County Department of Children and Family Services.

OYHFS Group Homes consists of five (5) separate Group Home sites, which includes a 97-bed facility for the Main Campus and four (4) six-bed homes. OYHFS provides service and care for boys and girls ages 12-18, who exhibit behavioral, social, emotional and psychological difficulties. In addition, OYHFS Group Homes provides specialized treatment services for children with sex offenses. All five (5) sites receive children placed by the Los Angeles County Probation Department, Los Angeles County Department of Children and Family Services and placement from Out of County Probation Departments.

At the time of this monitoring review in August of 2012, OYHFS Group Homes were providing services for 83 children from the Los Angeles County Probation Department, 29 children from Out of County Probation Departments and no DCFS children. For this review, nine (9) Probation case files were reviewed, and nine (9) child interviews were conducted. Three (3) discharge files were reviewed, and five (5) personnel files were reviewed. Additionally, four (4) children were taking psychotropic medications, and their file was reviewed for timely Psychotropic Medication Authorizations (PMA) and required monitoring.

OYHFS Group Home sites are all located in Los Angeles County. The Main Campus and Eagle Rock Home site are located in the First Supervisorial District. The Valley and Van Nuys Homes are located in the Third Supervisorial District, and the South Bay Home is located in the Second Supervisorial District.

SCOPE OF REVIEW

The purpose of our review is to determine whether the Agency is providing the services as outlined in their Program Statement. In addition, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights. To date, a current Auditor Controller Fiscal Review has not been completed.

SUMMARY

Based on the child interviews, review of nine (9) Probation and three (3) Discharged children's files, the contents of the Needs and Services Plans and/or documentation provided by the agency, OYHFS Group Homes are providing the services as outlined in the Program Statement. However, there are several deficiencies in the "Notable Finding" section that requires an immediate Corrective Action Plan (CAP). Some of these areas of deficiencies can be found under "Licensure/Contract Requirements", related to the clothing allowance logs; "Facility and Environment", which require immediate attention; "Maintenance of Required Documentation and Service Delivery", relating to the Needs and Services Plans (NSPs); and "Personal Needs/Survival and Economical Well-Being", related to involvement in selection of clothing.

NOTABLE FINDINGS

- There was one major deficiency found at the Main Campus site that required immediate correction, as detailed in the "Licensure/Contract Requirements" section of the Compliance Monitoring Review; such as, monthly clothing allowances not comprehensively maintained.

- Numerous physical deficiencies were found at several of the OYHFS sites that require repair, correction or replacement, as detailed in the "Facility and Environment" section of the Compliance Monitoring Review; such as, removing presence of mold and mildew in two (2) of the bathroom showers, fastening a loose toilet paper dispenser and a loose door knob wall stopper.

- There were numerous deficiencies with the NSPs of the child files that were reviewed and required correction as described in the "Maintenance of Required Service Delivery" section of the Compliance Monitoring Review; such as, spelling errors on Initial 30-Day and NSP reports, the therapists did not list all dates or provide details regarding child's visitation with parents at the Group Homes, the therapists did not provide the frequency and duration for psychotropic medication(s) taken by children, the therapists did not list all dates for individual, group, family therapy sessions and drug & alcohol counseling, little to no progress was reported on child's educational goals and details of the Probation Caseworker's contact with the child was not addressed.

- There is an issue at the Main Campus with clothing choices for the children, as described in the "Personal Needs/Survival and Economical Well-Being" section of the Monitoring Compliance Review; such as, the children at the Main Campus are not provided with an option to make clothing purchases outside of the facility in the community other than the Group Home's on-site store at the Main Campus.

EXIT CONFERENCE

In attendance:

Sil Orlando, Executive Director
Maria Rita Bhattachan, Director of Quality Improvement
Alex Tellez, Quality Improvement Manager
Bob Guzman, Residential Director
Eura Ra, Group Homes Director
Theresa Nunez, Group Homes Assistant Director
Frankie Nixon, Clinical Supervisor
Mary Francis Hudson, Clinical Director
Eva Garza, Clinical Records Specialist
Leng Lim, Los Angeles County Probation Monitor

Highlights:

The exit conference was held on September 25, 2012. The deficiencies were thoroughly addressed at the time of the exit conference and the representatives present were in agreement with the review findings. Executive Director Orlando and Director of Quality Assurance Bhattachan both understood the importance of compliance with the Group Home Foster Care Services Master Contract and agreed to make the necessary corrections, repairs or replacements as recommended. A written CAP was received on October 25, 2012, and has been approved.

A follow-up visit was conducted on October 16, 2012, and October 22, 2012, to ensure that all deficiencies have been corrected. The reason the follow-up visit was conducted prior to the 30-days afforded to the Group Home was because the Group Home completed all requested recommendations early. The results for the follow-up visit, which can be found on the final page of the "Compliance Monitoring Review" section, are as follows: clothing allowance logs and weekly allowance logs are now being maintained separately and were both found to be detailed, the toilet seat cover dispenser has been replaced, mold and mildew has been removed in the deficient bathrooms, old caulking has been replaced, loose door knob stopper has been secured, re-training was conducted and completed with all of the therapists and clinicians to address the areas of deficiency regarding the NSPs and the children are now being given the choice to purchase their clothing at the Main Campus "Laundry Store" or off-site in the community.

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
Phillip L. Browning, Director, Department of Children and Family Services
Public Information Office
Audit Committee
Sybil Brand Commission
Jean Chen, Community Care Licensing
Lenora Scott, Regional Manager, Community Care Licensing
Maria Bhattachan, Director, Optimist Youth Homes & Family Services
Georgia Mattera, Public Safety, Deputy Chief Executive Officer
Chief Deputies
Justice Deputies

OPTIMIST YOUTH HOMES & FAMILY SERVICES (OYHFS) GROUP HOME PROGRAM CONTRACT COMPLIANCE MONITORING REVIEW- SUMMARY

	Contract Compliance Monitoring Review	Findings: August/2012
I	**Licensure/Contract Requirements** (9 Elements)	
	1. Timely Notification for Child's Relocation	1. Full Compliance
	2. Transportation	2. Full Compliance
	3. SIRs	3. Full Compliance
	4. Compliance with Licensed Capacity	4. Full Compliance
	5. Disaster Drills Conducted/Logs Maintained	5. Full Compliance
	6. Runaway Procedures	6. Full Compliance
	7. Allowance Logs	7. Needs Improvement
	8. CCL citations for safety/plant deficiencies	8. Full Compliance
	9. Detailed sign in/out log for children	9. Full Compliance
II	**Facility and Environment** (6 Elements)	
	1. Exterior Well Maintained	1. Full Compliance
	2. Common Quarters Maintained	2. Needs Improvement
	3. Children's Bedrooms/Interior Maintained	3. Needs Improvement
	4. Sufficient Recreational Equipment	4. Full Compliance
	5. Sufficient Educational Resources	5. Full Compliance
	6. Adequate Perishable and Non Perishable Food	6. Full Compliance
III	**Maintenance of Required Documentation and Service Delivery** (13 Elements)	
	1. Child Population Consistent with Program Statement	1. Full Compliance
	2. Probation Caseworker Authorization to Implement NSPs	2. Full Compliance
	3. Children's Participation in the Development of NSPs	3. Full Compliance
	4. NSPs Implemented and Discussed with Staff/Parents	4. Full Compliance
	5. Sampled children progressing towards meeting the NSP case goals	5. Full Compliance
	6. Treatment team developed timely **initial** NSP with the child	6. Full Compliance
	7. Treatment team develop comprehensive **initial** NSP with the child	7. Needs Improvement
	8. Therapeutic Services Received (individual, group, substance abuse, etc.)	8. Full Compliance
	9. Recommendation Assessments/Evaluations Implemented (psychological, psychiatric, medical evaluations/assessments)	9. Full Compliance
	10. Probation Caseworkers Monthly Contact Verified	10. Full Compliance
	11. Agency assist the child in maintaining important relationships	11. Full Compliance
	12. Treatment team develop timely **updated** NSP with the child	12. Full Compliance

	13. Treatment team develop comprehensive **updated** NSP with the child	13. Needs Improvement
IV	**Education and Workforce Readiness** (8 Elements) 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.	Full Compliance (All)
V	**Health and Medical Needs** (6 Elements) 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	Full Compliance (All)
VI	**Psychotropic Medications** (2 Elements) 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	Full Compliance (All)
VII	**Personal Rights and Social/Emotional Well-Being** (17 Elements) 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	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance

	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 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	5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Needs Improvement 11. Full Compliance 12. Full Compliance 13. Full Compliance 14. Full Compliance 15. Full Compliance 16. Full Compliance 17. Full Compliance
VIII	**Personal Needs/Survival and Economic Well-Being** (8 Elements) 1. $50.00 Clothing Allowance 2. Adequate Quantity Clothing Inventory 3. Adequate Quality Clothing Inventory 4. Involvement in Selection of Clothing 5. Provision of Personal Care Items 6. Minimum Monetary Allowances 7. Management of Allowance 8. Encouragement and Assistance with Life Book	 1. Needs Improvement 2. Full Compliance 3. Full Compliance 4. Needs Improvement 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance
IX	**Discharge Plan** (3 Elements) 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	 Full Compliance (All)
X	**Personnel Records** (14 Elements) 1. DOJ submitted timely 2. If applicable, FBI submitted timely 3. Child Abuse Clearance Index (CACI) submitted timely	 Full Compliance (All)

	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 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	

OPTIMIST YOUTH HOMES & FAMILY SERVICES (OYHFS) GROUP HOMES
PROGRAM CONTRACT COMPLIANCE MONITORING REVIEW

Boy's Home & Ranch Day Treatment School
Main Campus
6957 N. Figueroa Street
Los Angeles, CA 90042
License Number: 191801986
Rate Classification Level: 12

Eagle Rock Group Home (Girls)
1635 Silver Oak Terrace
Los Angeles, CA 90041
License Number: 191890971
Rate Classification Level: 12

Van Nuys Group Home (Girls)
7130 Burnet Avenue
Van Nuys, CA 91405
License Number: 197600766
Rate Classification Level: 12

Valley Group Home (Boys)
14820 Wolfskill Street
Mission Hills, CA 91345
License Number: 191201124
Rate Classification Level: 12

South Bay Group Home (Boys)
20209 Tillman Avenue
Carson, CA 90745
License Number: 191604301
Rate Classification Level: 12

LICENSURE/CONTRACT REQUIREMENTS

Based on our review of nine (9) Probation children's files, three (3) Probation Discharged files and documents provided by the agency, Optimist Youth Homes & Family Services (OYHFS) Group Homes 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 "Allowance Logs".

OYHFS Group Homes notifies all required agencies in a timely manner when a child is relocated. The Group Home provides all transportation needs for the children; such as to and from schools, medical appointments, substance abuse counseling, community activities, clothing purchases, outings and activities. OYHFS Group Homes document and complete all Special Incident Reports (SIRs) in a timely manner and submits the SIR through the I-Track system. In addition to submitting the I-Tracks, OYHFS Group Homes also contacts the Probation Department's Group Home Monitoring (GHM) Unit, Officer of the Day (OD) Line, to report AWOLs, 7-Day Notices, detentions, behavior and serious incidents. A review of the "Client Roster" population chart reflects that OYHFS Group Homes are in compliance with the licensing capacity for children placed at each of the sites. The Disaster Drill Logs for all sites were reviewed and in compliance. The most recent disaster drills conducted were all during the month of August 2012. OYHFS Group Homes conduct fire drills on a monthly basis and emergency disaster drills on a quarterly basis. The Group Homes maintains a "Runaway Procedure" for all sites and the guidelines are in accordance with the Probation Department's, Placement Coordinating Memorandum (PCM). According to Community Care Licensing (CCL), there were no citations issued for safety/plant deficiencies at any of the OYHFS Group Homes sites in the past year.

OYHFS Group Homes maintain an allowance log that reflects the amount of the allowances received, spent, and carried over. However, the Main Campus did not

comprehensively maintained a "Clothing Allowance" log that reflects the amount of the clothing allowance received, spent, and totaled. However, the receipts for clothing purchased were maintained and kept on file showing that the Group Home did provide the allowance, but it was not tracked properly. In addition, the Group Home's monthly and weekly personal allowance logs were combined together in a single log and should have been individually maintained for auditing purposes.

Recommendations:

1. OYHFS shall create and maintain individual logs for weekly and clothing allowances. OYHFS shall maintain appropriate comprehensive monthly clothing and weekly allowance logs to reflect the child's allowance amount received, amount spent, amount carried over, and amount totaled.

FACILITY AND ENVIRONMENT

Based on our walk through inspection at each of the Group Home sites, OHYFS Group Homes was in compliance with four (4) of the six (6) elements in the area of "Facility and Environment". The two (2) areas of non-compliance were "Common Quarters Maintained" and "Children's Bedrooms/Interior Maintained".

All OHYFS Group Homes sites are located in a residential community in the County of Los Angeles. The Main Campus is located in the City of Los Angeles' Highland Park District. The Main Campus is a huge facility that consists of five (5) living dorms (A, B, C, D, and E), three (3) Independent Living Program (ILP) housing units, a maintenance department, an Administration office, a dining hall, an on-site Probation Caseworker's office, an on-campus high school, a full size basketball gym, a laundry room, a recreational room and a church. The interior of each dorm consists of a day room and a community bathroom. The size of each bedroom is approximately 9 ½ x 16 and some rooms have their own bathrooms. Dorm "A" has 10 bedrooms, Dorms "B" and "C" has nine (9) bedrooms, Dorm "D" has eight (8) bedrooms and Dorm "E" has six (6) bedrooms. Dorm "E" houses children with sex offenses. Each dorm is very similar in design, structure and decorations. There is a dayroom in each dorm that consists of a flat screen television, VCR and DVD players, fireplace, wall paintings and a full set of couches.

The dining hall at the Main Campus consists of 23 tables that seats four (4) children to each table and three (3) tables that seats six (6) children to each table. The dining room is painted red, yellow, orange and brown in color. The three (3) ILP units consist of a one (1) bedroom apartment that houses two (2) children, a two (2) bedroom apartment for four (4) children and a separate single family home with three (3) bedrooms that house six (6) ILP children. The one (1) bedroom apartment has a very small living room, bathroom and kitchen designed for two people. There is a small couch in the living room and the kitchen consists of a 24' stove, microwave, miniature refrigerator and toaster oven. The two (2) bedroom apartment is slightly bigger. The living room and kitchen are also small. There is a small sofa and television in the living room. The kitchen has a few oak cabinets and a laminate countertop. There is a stove, microwave, refrigerator and toaster oven. The three (3) bedroom house consists of a living room and kitchen. The living room has a dark green sofa set, brown carpet, wooden television armoire, bookshelves and a television. The kitchen has oak cabinets, vinyl floors, cook top stove, oven, refrigerator, microwave and a toaster oven.

The Eagle Rock Group Home is also located in the City of Los Angeles and is within a mile from the Main Campus. The home is a vintage two-story Victorian style house that was built in 1898 and has (4) bedrooms and three (3) bathrooms. One bedroom was converted to an office for the Group Home therapist. The home has a small front and backyard. The interior of the house consists of a family room, living room, dining area, and kitchen. The living room has two (2) brown sofas, one (1) beige couch, a television and stand, an end table with a lamp, a piano, Total Gym workout equipment, area rug, wall paintings and a fireplace. The family room is used as a recreational room, and there is a 55 inch flat screen television, foosball table, complete sofa set, bookshelf, wooden coffee table, Nintendo Wii, board games and a ceiling fan. The dining area has a large wooden rectangular dining table with eight (8) chairs. The kitchen consists of granite counter tops, maple cabinets, porcelain tiles, stove, oven, microwave and a refrigerator. The entire kitchen was completely remodeled in 2010.

The Van Nuys Group Home is located in the City of Van Nuys. The home is a two-story house with three (3) bedrooms and four (4) bathrooms located in a cul-de-sac. The front yard is very small and the backyard is of average size. The interior of the house consists of a living room, kitchen and a staff's office. The living room has a stone fireplace, vertical blinds, computer, bookshelf, television, DVD player and a treadmill. The entire kitchen was completely remodeled in 2011. The kitchen consists of a large dining table, maple cabinets, brown quartz countertops, stainless steel sink, cook top, oven, refrigerator, dishwasher, microwave, coffee maker, toaster oven and a water dispenser.

The San Fernando Valley Group Home is located in the City of Mission Hills. The home is also a two-story house with six (6) bedrooms and four (4) bathrooms. One (1) bedroom is utilized as an office for the therapist and the other is used for storage. The front and backyard is of average size. The interior of the house consists of a living room, kitchen, dining area and a garage that is used as a recreational room. The living room has a tan sofa set, television, DVD player and a bookshelf. The kitchen consists of a large oak dining table, ceiling fan, oak cabinets, ceramic tiles, granite counter tops, stainless steel sink, dishwasher, stove, oven, microwave, toaster oven and a water dispenser.

The South Bay Group Home is located in the City of Carson. The home is a two-story house with three (3) bedrooms and two (2) bathrooms. There is a very small front yard and the backyard is of average size. The interior of the house consists of a living room and kitchen. The windows were all replaced with dual pane vinyl windows in March of 2012. The living room has a computer, dark brown sofa set, bookshelf, 42 inch flat screen television, television stand, and DVD player. The kitchen has a dining table and consists of maple cabinets, granite counter tops, stainless steel refrigerator, oven, microwave, toaster oven, coffee maker and a water dispenser.

The interiors at each of the Group Homes sites are bright and airy with adequate amounts of lighting. Each Group Home site utilizes a central heating and air condition system. The interior walls of all Group Home sites were painted off white or beige in color. The flooring at the Group Homes consists of oak hardwood floors, ceramic tiles or dark colored carpets. Each of the Group Home site's dayrooms, living rooms and family rooms all had complementing window treatments, artificial flowers and decorative wall paintings. The Eagle Rock Group Home is scheduled for an entire hardwood floor

renovation in September of 2012, where the old original oak hardwood floors will be removed and replaced with commercial type hardwood flooring.

The exterior at each Group Home site appeared to be in excellent condition without any signs of deterioration. The front and backyards also appeared to be very clean and free from safety hazards. The walkways, driveways, fences and gates were all in good repair and well maintained. The landscaping surrounding each of the Group Home sites was adequately maintained and manicured weekly by the agency's maintenance department. There were numerous amounts of big trees, evergreen scrubs, flowers, roses and plants that were planted around the front and backyards at each of the Group Home sites. The Main Campus also has a "Therapeutic Garden" that consists of herbs, chilies, tomatoes, strawberries, flowers, lemon and orange trees and squash. The San Fernando Group Home had a new concrete driveway and garage door installed in June of 2012. The Eagle Rock Group Home's entire exterior and interior walls will be repainted at the end of August 2012.

Each child's bedroom at all Group Home sites consisted of two (2) twin size metal beds, with the exception of the Main Campus where there are several rooms and one (1) ILP unit with one (1) twin size bed. Each bed is fully complemented with pillows, bed sheets and a comforter. There were metal dressers with three (3) drawers that also convert into a work desk and a few four (4) drawer dressers for the children to store their clothes and do their homework. In addition to the children storing their clothes in the dresser drawers, there were small built-in closets in each room where the children could hang additional shirts, jackets, pants and jeans. The flooring in each child's bedroom was carpeted and the colors ranged from blue for the Main Campus, tan for the Van Nuys Group Home, brown for the South Bay Home, green flower pattern and red for the Eagle Rock Group Home and dark green for the San Fernando Valley Group Home. The windows are treated with curtains in various patterns and vertical blinds to compliment the rooms. In addition, each child's room is personalized with pictures of family members, girlfriends, boyfriends and magazine cut outs of various models, actors, sports athletes and cars. However, the children's bedrooms are in need of a few minor repairs and removal as follows:

- Main Campus – Dorm C: Community bathroom has a loose toilet seat cover dispenser.
- Main Campus – Dorm C: Community shower has presence of mold or mildew.
- Valley Group Home – Shower in bedroom #4 has presence of mold or mildew.
- South Bay Group Home – Loose door knob stopper in bedroom #1.

OYHFS Group Homes provide the children with adequate perishable and non-perishable foods. The monitor observed significant amounts of various fresh fruits and vegetables at each of the Group Home sites during the inspection. The Main Campus utilizes Food Solutions, a full service food contractor with a full-time kitchen crew that prepares and provides all meals and snacks for the children. Besides the Main Campus, OYHF Group Homes maintain three (3) to four (4) additional refrigerators at each Group Home site. There is one (1) main refrigerator in each kitchen for general use where the children can access food at any time. The refrigerators at all sites were fully stocked with milk, juices,

meats, and vegetables. There were frozen pizzas, corn dogs, sodas, peanut butter, jam, sandwich meats, eggs, bacon, and sausages. There were also additional refrigerators at each of the sites to store food; such as, juices, 4 (four) to five (5) gallons of milk, numerous dozens of eggs, bacon, sausages, salads, cheese, chicken meats, beef steaks, pork chops, shrimp, smoked sausages, pork chorizo, fish, ground beef, lasagna, corn dogs, hamburger patties, French fries, waffles, and bologna to supply the Group Homes for more than a week in the event of an emergency or natural disaster. The non-perishable foods at each Group Home sites consist of mostly canned food; such as, peas, carrots, corns, fruit in syrups, broths, soups, ravioli, sauces, package noodles, dried fruits, pineapples, spices, rice, oatmeal, Hamburger Helper, beans, cake mixes, Mac & Cheese and mixed nuts.

OYHFS Group Homes maintains a sufficient amount of recreational equipment that is in good condition and age-appropriate at each of the sites. At the Main Campus, there is a gym that consists of a full size professional basketball court, which can also be converted into a volleyball court and a weight room with a full set of gym equipment; such as, bench presses, incline and shoulder press, treadmills, lat pull down, calf raiser and a back machine. There is also a separate recreational room that has a ping pong table, two (2) billiard tables, and two (2) foosball tables where the children can enjoy and challenge each other to a friendly competition. The Eagle Rock, Valley, Van Nuys and South Bay Group Home sites also maintain sufficient amounts of recreational equipments such as X-Box and Nintendo Wii video game systems, board games, foosball table, ping pong table, billiard table, weight machines, treadmill, basketball, football, soccer ball and racquet ball.

OYHFS Group Homes provides children at all sites with a variety of age appropriate reading and educational materials. Each Group Home site's reading materials are located in the living rooms and dayrooms. Reading material includes various music and sports magazines, Holy Bibles, dictionaries, cook books, cultural books, Encyclopedia, literatures, and fiction and non-fictional books with authors; such as, J.K. Rawlings, Daniel Steel, Stephen King, James Patterson and Tom Clancy. OYHFS Group Homes also provide children at each site with a computer and printer.

Recommendations:

1. OYHFS Group Homes shall ensure that the physical deficiencies of the common areas, children's bedrooms and bathrooms be repaired at all sites as detailed above.

MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE DELIVERY

Based on our review of documents provided by the agency, a review of nine (9) children's case files and interviews conducted with (9) children, OYHFS Group Homes was in compliance with 11 of 13 elements in the area of "Maintenance of Required Documentation and Service Delivery". The two (2) areas of non-compliance were, "Treatment team develops comprehensive initial NSP with the child" and "Treatment team develops comprehensive updated NSP with the child".

OYHFS Group Home's Program Statement is consistent with the population present in the Group Home. OYHFS Group Homes accepts children that are wards of the

delinquency court on a Suitable Placement Order and provides treatment for children with history of abuse, delinquency and mental/psychological health issues.

All nine (9) children's files reviewed had the Probation Caseworker's authorization to implement the children's Needs and Services Plans (NSPs). The NSPs were discussed with staff, parents and the children interviewed reported that they participated in the development their NSPs. However, there was one (1) NSP that did not contain the parent's signature but the Group Home provided proof of effort on obtaining the necessary signature. Seven (7) out of the nine (9) children's files reviewed were progressing towards meeting their goals as evidenced by their improving grades, negative drug tests and behavior at the Group Homes. The other two (2) children's files indicated that they were placed a month ago and did not have an updated NSP report in their files; therefore, the monitor was unable to determine whether the child was progressing towards their goals. The Initial 30-Day reports were timely and documentation pertaining to the children's goals was well written. However, the initial 30-Day reports reviewed were not comprehensive, lacking pertinent information such as the "Frequency and Duration" for children taking psychotropic medications, and one (1) report contained the wrong permanency case plan goals.

The children interviewed reported that they are receiving therapeutic services; such as, individual therapy, family therapy, group therapy and substance abuse counseling. Children are assessed upon arrival to the Group Home and any additional or further recommended assessments/evaluations are provided to the children by the Group Home's mental health professionals. All updated NSP reports reviewed reflected that the Probation Caseworkers had made monthly contact with the children. However, the NSP reports did not contain detailed information regarding the Probation Caseworker's contact with the child during the quarterly period. The children also reported that their Probation Caseworkers are on-site at the Main Campus and visits them on a monthly basis. The children reported that OYHFS Group Homes provides and encourages them in maintaining important relationships with their family members, staff members, peers and friends.

The updated NSP reports in the children's files were completed in a timely manner; however, the updated NSP reports reviewed by the monitor were not comprehensive and lacked pertinent information. Two (2) NSP reports contained numerous amounts of spelling errors and one (1) NSP contained incomplete sentences. Two (2) NSP reports did not contain dates and frequency of the child's face-to-face visit with parents. One (1) NSP report did not contain details of the child's visitation with parents. Two (2) NSP reports did not contain the dates for the child's individual, group, family therapy sessions or drug and alcohol counseling sessions and one (1) child's 2nd quarterly NSP report contained the exact same information from the 1st quarterly report and did not show the child's updated progress.

Recommendations:

1. OYHFS Group Homes shall ensure that Clinicians input the "Frequency" and "Duration" for the psychotropic medication that the children are actively taking on the NSP reports.

2. OYHFS Group Homes shall ensure that Clinicians input the "Dates/Frequency" and describe details of each child's visit with parents at the Group Homes.

3. OYHFS Group Homes shall ensure that Clinicians report and list each date that the child received therapy and drug and alcohol counseling services.

4. OYHFS Group Homes shall ensure that Clinicians contact the Probation Caseworkers and Children for input and address any behavior issues or concerns on the NSP reports.

5. OYHFS Group Homes shall ensure that Clinicians report all updated progress and adjustments made by the child for each quarterly reporting period. Supervising Clinician shall ensure that clinicians are not "cutting and pasting" reports.

6. OYHFS Group Homes shall ensure that Clinicians document and provide a detail progress on the child's educational goals to include the current grades, educational challenges and academic success.

7. OYHFS Group Homes shall ensure that Supervising Clinician review and approve all completed Initial 30-Day and NSP reports for completeness and accuracy prior to submission of reports to the Probation Caseworkers.

EDUCATIONAL AND WORKFORCE READINESS

Based on our review of documents provided by the agency, a review of nine (9) children's case files and interviews conducted with (9) children, OYHFS Group Homes was in compliance with all eight (8) elements in the area of "Educational and Workforce Readiness".

OYHFS Group Homes was in compliance with children enrolling and attending school within three (3) days after placement or provided documented efforts to enroll the child in school. However, not all of the children were enrolled within three (3) days of placement due to the summer break. OYHFS Group Home operates a non-public alternative educational program high school, Optimist High School, located at the Main Campus. In addition to Optimist High School, children who do not have an Individualized Educational Plan (IEP) attend the Community Day School (CDS), operated by the Los Angeles Unified School District (LAUSD) at the Main Campus. Of the nine (9) children interviewed, all attended Optimist High School. OYHFS Group Home staff assists the children in meeting their educational goals by advocating different approaches in making their education successful.

The children at all sites reported that there are tutoring services provided by the school for homework assistance. The children reported that they also enlist the Group Home staff for assistance with their homework or difficult assignments. The children reported that there is communication between the Group Home staff and the school to ensure that they are progressing academically and behaviorally; such as, attending their teacher/parent conferences and meetings with the principal for negative behaviors. All nine (9) children were making progress by improving their attendance and completing class assignments, as evidenced by their Needs and Services Plan reports. One (1) child at the Main Campus graduated Optimist High School in August 2012, and is currently waiting on a scholarship to attend the Sound and Audio Engineering Academy Trade School. Eight (8) other children interviewed reported that they plan on graduating high school and enrolling in a college, trade school or enlisting in the military.

Children at the Main Campus are provided with the opportunity to gain employment experience by working anywhere from an hour to three (3) hours at the Gym, Kitchen, Workshop and Laundry Room. The children allowed to work must maintain a Level 3 status and are paid $4.50 an hour.

OYHFS Group Homes maintain copies of current and past report cards and IEPs. Of the nine (9) children's files reviewed, there were two (2) children that required an IEP and two (2) children were of age to attend Independent Living Program (ILP) classes. The children who had completed IEPs stated that the Group Home makes every effort to ensure that they receive their educational goals. Children that are eligible for ILP classes attend eight (8) weeks of courses through the Pasadena Community College (PCC) at the Main Campus and are presented with a "Certificate" upon completion of the courses. The children reported that the ILP classes covered subjects; such as, "Money Budgeting", "Life Skills", "Grocery Shopping", "Opening Bank Accounts", "Health Concerns and "Employment Seeking". Children in the ILP program are responsible for preparing and cooking their own meals on a daily basis as part of their living skills. The children that are not eligible for ILP services reported that they are encouraged to participate in youth development and daily living skills; such as, learning positive behavior, personal interactions with staff and peers; perform basic hygiene; by washing, grooming and bathing. In addition, the children are also taught how to perform daily chores; such as, mopping, sweeping, cleaning and washing laundry.

Recommendations:

None

HEALTH AND MEDICAL NEEDS

Based on our review of documents provided by the agency, a review of nine (9) children's case files and interviews conducted with nine (9) children, OYHFS Group Homes was in full compliance with all six (6) elements in the area of "Health and Medical Needs".

Of the nine (9) children interviewed, all reported that they have been seen by the physician, optometrist and dentist immediately after being placed. Three (3) of the nine (9) children were not seen by the physician and dentist within 30-days of placement due the child not receiving their Medi-Cal cards in a timely manner and changes made to their private health care plan. All nine (9) children reported that they did not have any medical related issues that required a follow-up appointment. Three (3) of the children reported that their initial dental appointment revealed that they needed follow-up appointments for additional dental work. The children reported that they all have received their follow-up dental appointments in a timely manner.

Recommendations:

None

PSYCHOTROPIC MEDICATION

Based on our review of documents provided by the agency, a review of nine (9) children's case files and interviews conducted with nine (9) children, OHYFS Group Homes was in full compliance with all elements in the area of "Psychotropic Medication".

Of the nine (9) children interviewed, four (4) children currently have court ordered authorization for psychotropic medication. The children's files reviewed also contained a completed copy of the court filed Psychotropic Medication Authorization form. Each child reported that they are routinely seen and assessed by the Group Home's psychiatric provider.

The children reported that they are informed of the names of their medications and as to why they are taking it. The children reported that they are also aware of their right to refuse medication. All four (4) children reported that they understood why they were taking the medication(s) prescribed to them, the name of the medication and their right to refuse the medication. All four (4) children reported that they felt their medication(s) were helping them to better handle their mental health issues.

Recommendations:

None

PERSONAL RIGHTS AND SOCIAL/EMOTIONAL WELL-BEING

Based on our review of documents provided by the agency, a review of nine (9) children's case files and interviews conducted with nine (9) children, OYHFS Group Homes was in compliance with 16 of the 17 elements in the area of "Personal Rights and Social/Emotional Well-Being". The one (1) area of non-compliance was "Children free to attend religious services and activities of their choice".

The children at all OYHFS Group Home sites reported that they were informed of the Group Home's policies and procedures during the orientation process upon arriving at the Group Homes. The children reported they were given a copy of the Group Home's policies and procedures to sign, which acknowledges that the policies and procedures were reviewed with them by the Group Home Administrators and the Facility Managers. The children reported that they all feel safe at the Group Homes and are free from intimidation or bullying. The children all reported that they are always supervised by at least two (2) to three (3) staff members during the days and one (1) overnight staff for the Group Home sites. For the Main Campus, the children reported that they are supervised by (4) to five (5) staff members during the day and two (2) to three (3) overnight staff, which meets their Program Statement standard of staff to client ratio 1:6.

The children at all sites reported that they are completely satisfied with the meals and snacks they receive at the Group Homes. The children reported eating a variety of meals; ranging from, American, Italian, Southern Style and Mexican foods; such as, lasagna, fried chicken, hamburgers, hot dogs, tacos, burritos, rice, beans, BBQ ribs, gumbo, spaghetti, pastas, pork chops, sausages, steaks, meatloaf and enchiladas. One (1) child reported that the food was "very good" and that she gained 15 pounds of weight during her short placement at OYHFS. The children all reported that they are also provided with a variety of candy snacks twice a day. Children at all sites reported that

they are very satisfied with their snacks. OYHFS Group Homes Administrator reported that their agency has strived to promote and provide children with healthier snacks; such as, trail mixes, multigrain bars, yogurts and dried fruits. However, the children are provided with the option of choosing snacks; such as, chips and various candy. The children reported receiving Trail Mixes, Multigrain Bars, Dried Fruits, Hot Cheetos, Doritos, Oreo cookies, FunYuns, Rice Crispy Treats, M&Ms, Snickers, Kit Kat, Starburst, Brownies, Twix and Skittles. In addition, the children reported that they receive a small snack in between their meals; such as, Cup O' Noodles, Hot Pockets, small sandwiches, corndogs, yogurt and ice cream. Children interviewed at all sites reported that they are provided with an abundance of fresh fruits to eat on a daily basis; ranging from, bananas, apples, oranges, pears, kiwis, grapes, mangoes, strawberries, blueberries, tangerines, nectarines, pineapples, peaches, plums and watermelons.

The children all reported that they are treated with dignity and respect by OHYFS Group Home staff members. The children reported that they receive appropriate rewards and discipline. The children reported that they are given a color tier point system (Green: Excellent, Yellow: Satisfactory, and Red: Unsatisfactory) and placed on a four (4) level system ranging from the highest to the lowest levels of achievement, which consists of Orientation, Level 1 (Sometimes), Level 2 (Most of the time), and Level 3 (Almost all of the time). The children also receive privileges based on the point system earned and deducted on a daily basis. Each child has the capacity of earning 0 to 2 points daily. Discipline is enforced if they do not follow the rules by having their points deducted and loss of certain privileges; such as, room restrictions and participating in certain outings or activities. The children reported that the consequences are fair.

The children reported that they are allowed to make and receive telephone calls in private and receive unopened mail as long as it is from their approved contact list. The children reported that they are aware of their right to participate in the religious service of their choice. Children at the Main Campus attend the on-site church where a spiritual advisor comes to the church each Sunday to perform church services. Children at the Group Home sites attend the local churches in the community. However, one (1) child interviewed from the Valley Group Home reports that there was a time when he had asked the staff to attend Sunday church services, but the staff refused to take him to church. The child could not elaborate or provide reasons as to why the staff would not take him to church. The monitor conducted additional interviews with the children at the Valley Group Home, whom all reported that they elect not to attend or participate in Sunday church services. This issue was addressed by the monitor with the Group Home Administrator and corrective action was taken immediately by having all children sign a "Religious Services Refusal" form, if they declined to attend Sunday church services. The children reported that their chores are easy and their assignments varied by the week. Examples of daily chores include cleaning, sweeping, and mopping of the living room, kitchen, bathrooms, and taking out the trash.

The children reported that they are informed of the names of their medications and as to why they are taking it. The children reported that they are also aware of their right to refuse medication. The four (4) children taking psychotropic medications reported that they were all aware of why they are taking the medications and felt that the medication was helping them cope with their mental health issues. Also, children reported that they are aware of their right to receive or reject voluntary medical, dental and psychiatric care.

All children interviewed reported that they were given opportunities to participate in planning activities. The children reported that their participation in activities, including at the Group Homes, in the community and at school are provided to them if they choose to participate. Children interviewed reported participating in such activities by going swimming at the community swimming pool, attending after school basketball games, attending Group Home banquets, music therapy and a therapeutic garden program where children are taught how to garden, soil, plant, and grow vegetables and fruits. The children reported that their recent activities were going to the movies, attending concerts for Macy Gray and the Gypsy Kings, beaches, and the science museum. The children gave examples of past activities and outings which they have been out on; such as, local parks, movies, LA Sparks basketball games, Malibu Creek, bowling, beaches, hiking, car museum, ice skating, bike riding, Los Angeles Zoo, concerts for Seal and Aretha Franklin and going to the Getty Center. OYHFS Group Homes have a recreational activity calendar posted at each of the Group Home sites.

The children indicated they are offered the opportunity to participate in age-appropriate extra-curricular activities; such as, enrichment and social activities in which they have an interest. Six (6) of the nine (9) children interviewed choose not to participate in the extra-curricular activities. However, there were three (3) children who are actively participating in the swimming classes, yoga classes and the school's soccer team.

Recommendations:

1. OYHFS Group Homes shall ensure that all youth sign the "Religious Services Refusal" form, if they declined to attend religious services of their choice.

PERSONAL NEEDS/SURVIVAL AND ECONOMIC WELL-BEING

Based on our review of documents provided by the agency, a review of nine (9) children's case files and interviews conducted with nine (9) children, OYHFS Group Homes were in compliance with seven (7) of the eight (8) elements in the area of "Personal Needs/Survival and Economic Well-Being". The one (1) area of non-compliance was "Involvement in Selection of Clothing".

OYHFS Group Homes provides the children with the required $50.00 dollar monthly clothing allowance as required by the Group Home Foster Care Services Master Contract. OYHFS Group Homes maintain a "Clothing Inventory" that lists the articles of clothing, the value of the clothing and also the purchase date of the clothing. A review of the log and receipts maintained was conducted and found to be in order. The children reported that they are provided with the opportunity to select their own clothing, as long as the clothing is size appropriate, free from offensive language, and non-gang related. However, the children interviewed from the Main Campus reported that they are not allowed to go off campus into the community to purchase clothing when they receive their clothing allowances. The children reported that they are informed by the facility managers that they can only purchase clothing at the agency's on-site "Laundry" clothing store. The children reported that they would also have to use their personal allowances if they wished to purchase name brand clothing during an outing in the community.

Additionally, the children at the Main Campus reported that they do not like their choices and the quality of the clothing sold at the "Laundry" store. The monitor conducted a quality assessment of the clothing at the "Laundry" store. All clothing items assessed by

the monitor were all generic brands. The jeans, cargo pants, cargo shorts, dress shirts, and jackets carried name brands; such as, "Eagle Blue", "Culture", "Elk", "Dimension", "Blue Sand" and "Cottage Heritage". There were only three (3) styles of tennis shoes available and are all generic brands; such as, "Zhong Lian", "AIR", and "TEC". The Group Home reported that the prices of the clothing at the "Laundry" store are sold to the children at the "cost" price and the Group Home does not profit from any sales.

The children at the other Group Home sites reported shopping for clothing at stores; such as, "Burlington Coat Factory", "Target", "Warehouse Shoe Store", "Ross", JC Penny", "Forever 21", "Fashion Q", "Top's Shoes", "American Eagle", "Aeropostale", "Footlocker", "Fashion Avenue", "Macy's", "Paxton", "Van's Shoe Store", "Wal-Mart", "H&M Clothing" and "Swap meets". The children reported that they have adequate amounts of clothing; such as, socks, underwear, jeans, shorts, shirts and jackets. The children also reported that the qualities of their clothing were of name brands from the above mentioned stores where they shopped. OHYFS Group Homes provides the children with adequate and quality personal care items. The children reported that if they desire a certain name brand personal care item, they are allowed to use their weekly allowances to make such purchases.

OHYFS Group Homes provides all children with the required minimum weekly allowances. All children interviewed reported that they received at least $7.00 dollars for their weekly allowances. The children reported that they are offered the opportunity to earn additional allowances of $5.50 at the Main Campus and $3.00 dollars at the Group Home sites by performing extra chores. The children reported that they are free to manage or spend their weekly allowances as they choose as required by the Group Home Foster Care Services Master Contract. The children reported using their allowances to purchase snacks; such as, popcorn, candy, chips, chewing gum, Twix, Kit Kat, Snickers, ice cream, Jack in the Box, McDonald's, Wendy's, music CDs, earphones, nail polish and face make-up. The children reported that they received their weekly allowances every Friday. A review of the allowance was conducted and it was found to be accurate, detailed and in order. Additionally, the youth were asked if the Group Home assists with setting up a savings or checking account, and seven (7) of the nine (9) youths elected not to participate in a bank account.

OHYFS Group Homes encourages or assists the children in creating and maintaining "Life Books" as required by the Group Home Foster Care Services Master Contract. The children interviewed from all Group Home sites reported that they were all given a "Life Book" or "Photo Album" on the first day of their arrival at the Group Homes. A review of the Life Books revealed, photographs of outings they went on, photographs of family and significant others, awards and certificates achieved during their placement.

Recommendations:

1. OHYFS Main Campus Administrator shall create, if not in existence, an agency policy to address the Clothing Purchase Options available to the children upon being placed and during their monthly clothing allocations. Main Campus Group Home facility managers shall coordinate community shopping outings for any child who elects to make clothing purchases in the community and not at the on-site "Laundry" clothing store.

DISCHARGE PLAN

Based on our review of three (3) discharged Probation child's files, OHYFS Group Homes are in compliance with all three (3) elements in the area of "Discharge Plan".

All three (3) children were discharged according to their permanency plan of Family Reunification. All three (3) children were reunited with their families and met their Needs and Services Plan goals by controlling their negative behaviors, maintaining sobriety, progressing in school and developing interpersonal relationships with their families. The Group Home uses all available resources in attempt to stabilize the child's placement prior to requesting the removal of the child. For example, by implementing weekly team meeting strategies with the Group Home Administrator, Facility Managers, Clinicians, Supervising Clinician, Case Workers and incorporating parent's participation, there is an increase in placement stabilization and decrease of runaways for each child, as noted in the program statement.

Recommendations:

None

PERSONNEL RECORDS

Base on our review of five (5) staff's files, OHYFS Group Homes was in compliance with all 14 elements in the area of "Personnel Records".

All background checks (DOJ, FBI, and CACI) were completed and submitted in a timely manner, and all employees signed the criminal background statement. All employees met the educational and experience requirement. A review of the Employee's experience reflects education ranging from high school graduates to college graduates with bachelors and master's degrees. All employees had received their health screening on time. All employees possess a current valid CA driver's license, and all employees signed copies of the Group Home's policies and procedures. All employees received the required initial training and one-hour of training in the area of "Child Abuse Identification and Reporting". All employees' CPR and First-Aid cards were valid and current. All employees had received their annual on-going training of 20 hours and received emergency intervention training for Professional Assault Crisis Training (Pro-ACT).

Recommendations:

None

AUDITOR CONTROLLER FISCAL REVIEW

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

Recommendations:

N/A

FOLLOW-UP VISIT

On October 16, 2012, and October 22, 2012, a follow-up visit was conducted at OHYFS Group Homes to verify that all recommendations had been completed.

- At the time of the review, the Main Campus was not maintaining a comprehensive monthly clothing allowance log and the monthly clothing allowances and weekly personal allowances were all combined together on one log. The Group Home Administrator has since developed separate comprehensive "Clothing Allowance" and "Weekly Allowance" logs to include the monthly allowances received, spent and withdrawn, along with the balance and the child's and staff's signatures. The monitor reviewed and approved both forms to be used immediately by the Group Home. The Facility Managers will be responsible for maintaining, updating and providing children with the monthly clothing and weekly allowances.

- A complete follow-up walk through inspection of the interior and exterior at the Main Campus, Valley Group Home and South Bay Group Home was conducted, and all recommendations have been repaired or replaced. The interior deficiencies had been corrected. The loose toilet seat cover dispenser at the Main Campus has been removed and replaced with a new one by properly securing it to the wall. The presence of mold or mildew at the Main Campus, Dorm C's community bathroom shower pan and shower walls in bedroom #4 at the Valley Group Home were both removed and disinfected. The monitor observed that the old caulking at both sites was removed. The Main Campus received new grout around the shower pan, and the Valley Group Home received new mildew resistant caulking around the shower walls. The loose door knob stopper in bedroom #1 at the South Bay Group Home was fastened and secured back in placed against the wall.

- The deficiencies on the 30-day Initial and Updated Needs and Services Plans (NSPs) reports were fully addressed by the monitor with OYHFS Administrators and Clinical Director. The Group Home provided a Corrective Action Plan (CAP) where they conducted an intensive re-training with all of their therapists/clinicians to address the areas of deficiencies as indicated in the "Maintenance of Required Documentation and Service Delivery" section. The trainings were conducted on 9/26, 9/27, and 10/01/12, and the Group Home provided proof of enrollment and training.

- The Group Home also had implemented a new agency "Clothing Allowance" policy in the CAP to address the Clothing Purchase Option available at the Main Campus where the children are provided with the options to choose whether they want to shop at the Main Campus' "Laundry" store or stores out in the community. The Facility Managers at each dorm will be fully responsible for coordinating the children's shopping outings. Additionally, the Group Home has also created a "Record of Client's Clothing Deferment" form to be used when a child elects not to spend his/her monthly clothing allowances on a monthly basis, but rather chooses to save their allowances to make bigger purchases by having both the facility manager and children sign the deferment form to avoid any discrepancies.

- To avoid any discrepancies, the Group Home has immediately implemented a "religious service attendance" form where children will check and sign off whether they chose to attend religious services or not. Children reported during the follow-up interview that they are now required by the Group Home to sign a "religious service attendance" form every Sunday.

OPTIMIST

Youth Homes & Family Services

Serving Youth Since 1906

Silvio John Orlando, ACSW
Executive Director

Douglas E. Buttrick
Chief Financial Officer

County of Probation
Placement Administrative Services
Group Home Investigation Unit
Attn: Leng L. Lim, Deputy Probation Officer II
3965 South Vermont Avenue
Los Angeles, CA

Affiliations

ACCREDITED
Council on Accreditation for Children and Family Services

Accredited by
California Alliance of Child and Family Services

A·C·H·S·A
Association of Community Human Service Agencies

Optimist International

October 5, 2012

Dear DPO Lim:

Please find attached our corrective action plan in regards to your facility inspection 8/21/2012 – 9/25/2012.
If you have any further questions, feel free to call or email me.
Thank you.
Sincerely,

Maria Bhattachan, Director of Quality Improvement

I. Licensure/ Contract Requirements:

Main Campus:

Finding: Monthly clothing and weekly personal allowance logs were not consistent and/ or combined.

CAP: The Agency created two logs in order to track allowances: One log is for the monthly clothing allowance and one for the weekly personal allowance. Training for dorm supervisors was done on 9/26/2012. The logs have been implemented as of October 1. The supervisors of the dorms are responsible for implementation and maintenance of the logs. Please see log samples attached.

II. Facility and Environment:

Main Campus:

Dorm C:
Finding: Community bathroom had a loose toilet seat cover dispenser.
CAP: The issue was fixed during the site visit on 8/21/2012.

Dorm C:
Finding: Presence of mold/ mildew in the community shower.
CAP: The shower was disinfected and re-caulked by 8/23/2012.

Valley Group Home:
Finding: Presence of mold or mildew in the shower of Bedroom #4.
CAP: The shower was disinfected and re-caulked on 8/23/2012.

South Bay Group Home:
Finding: Loose door knob stop in bedroom #1.
CAP: The door knob was secured during the site visit on 8/22/2012.

III. Maintenance of Required Documentation and Service Delivery:

Findings: All NSP reports reviewed lack information pertaining to the "Frequency and Duration" for children taking psychotropic medication.
Two NSP reports contained a significant amount of spelling errors, one report contained wrong permanency goal, and one NSP report contained several incomplete sentences.
Two NSP reports did not contain the "Dates/ Frequency" of the child's "Face-to-Face visit with parents at the Group Homes. One NSP report did not contain "Details" of the child's visitation with parents.
Two NSP reports did not contain "Dates" for individual, group, and family therapy sessions.
All NSP reports do not provide details regarding DPO contact with child.
One NSP report appeared to be a cut and paste process.
Two NSP reports contained little information on progress for child's educational goals.
CAP: Our Clinical Director and the Director of Community Based Group Homes did intensive re-training of all our therapists to address all the issues mentioned above. The trainings were held on 9/26, 9/27, and 10/1/2012. Please see sign-in sheets attached.

During the training, the therapists were instructed to

- List frequency and duration of the psychotropic medication,
- Do a spell check on all their documents,
- Describe details of parent visits,
- List each date of the therapy sessions,
- Provide details in regards to DPO and child contact,
- Report all updated progress and adjustments made by the child for each quarterly reporting period, and
- Provide a detail progress on the child's educational goals.

In addition, the program supervisors will review all NSP reports, before they are finalized.

IV. PERSONAL NEEDS

Finding: Children on the Main Campus reported that they are not allowed to go off campus to purchase clothing when they receive their clothing allowances.

CAP:

During Resident Council committee meeting on 10/11/2012 and then during community groups, we will inform the residents that they are allowed to go off-grounds for the purchasing of clothing under supervision of staff. The dorm supervisors will be responsible to ensure that the residents are in fact taken out for shopping, if they request it and don't want to purchase from the Agency's Laundry store. The dorm supervisors are responsible for organizing the shopping outings.

A "clothing allowance deferment form" will be used in case a resident wants to save his monthly clothing allowance money for a later bigger purchase.

If you have any further questions, feel free to contact me at 323-443-3180 or via email at mbhattachan@oyhfs.org.

Thank you,
Sincerely,

Maria Bhattachan, Director of Quality Improvement

Silvio J. Orlando, Executive Director

Optimist Youth Homes & Family Services
Residential Program

CLOTHING POLICY

Upon admission, a child's clothing is inventoried by the child care staff in the assigned dorm or group home.

Clothing can be purchased in the Agency's Laundry Room, which stocks bulk purchases of a wide variety of basic clothing (pants, jeans, shirts, socks, underwear, jackets, sweatshirts for cool weather, etc.) so that residents have the option of making purchases at minimum cost and thus stretch their clothing allowance. Clothing can also be purchased with staff accompanying the child to department stores as needed.

The monthly clothing replacement allowance is $50.00 per child. Clothing is monitored carefully by child care staff and inventoried monthly.

Each resident has his own clothing account in the Optimist Business Office and can readily see how much money he/ she has available. In addition, the residents have their clothing allowance logs in the dorms/ group homes and sign off every time money is placed in their account or taken out.

Dorm/ group home staff closely supervise clothing needs and accompany boys to make their purchases.

Residents are not required to use earnings to purchase clothing. A deferment form has to be signed, if they want to delay a clothing purchase.

OYHFS/QI/MB 10-2012

OPTIMIST YOUTH HOMES

Sign-In Sheet

Topic: CC REQUIREMENT CLOTHING/WEEKLY ALLOWANCE	Date: SEPTEMBER 26, 2012	TIME: 10:00 am - 12:00 pm - 2 hrs
Presented By: BOB GUZMAN	Qualifications:	

	SIGNATURE	PRINT LEGIBLY	DEPARTMENT
1.	[illegible]	Dennis Johnson	E-Dorms
2.	Christine M. Briones	Christine Briones	B-Dorm
3.	[illegible]	Kenneth J. Garcia	Rec/C-Dorm
4.	Robert Perez	Robert Perez	ILP
5.	Stephanie Watkins	[illegible]	C Dorm
6.	[illegible]	Greg Solis	D. dorm
7.	[illegible]	Robert Cardiel	RBS
8.	[illegible] Petty	Shanonne Goree Petty	A-DORM
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OPTIMIST YOUTH HOMES

Sign-In Sheet

Topic: NSP CORRECTIVE ACTION PLAN	Date: OCTOBER 1, 2012	TIME: 9:30 am - 10:30 am
Presented By: MARY HUDSON/EUNA RA	Qualifications:	

	SIGNATURE	PRINT LEGIBLY	DEPARTMENT
1.			
2.		Steven Rowe	
3.		Monique Galindo	
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OPTIMIST YOUTH HOMES

Sign-In Sheet

Topic: NSP CORRECTIVE ACTION PLAN	Date: SEPTEMBER 27, 2012	TIME: 10:00 am - 11:00 am
Presented By: MARY HUDSON/FRANKIE NIXON	Qualifications:	

	SIGNATURE	PRINT LEGIBLY	DEPARTMENT
1.	Kathleen Treis	Kathleen Treis	B-dorm
2.	[illegible]	Mirai Santiago	A
3.	[illegible]	Joey Brumme	A
4.	Meg E[illegible]	Meg Eisacian	B
5.	Ruth A. White	RUTH A. WHITE	ABUSE substance
6.	Holly Smith	Holly Smith	D
7.	[illegible]	Tom Delpo	H Dan
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OPTIMIST YOUTH HOMES

Sign-In Sheet

Topic: NSP CORRECTIVE ACTION PLAN	Date: SEPTEMBER 26, 2012	TIME: 10:00 am - 11:00 am
Presented By: MARY HUDSON/FRANKIE NIXON	Qualifications:	

	SIGNATURE	PRINT LEGIBLY	DEPARTMENT
1.		Stephanie Nelson	E-Dorm
2.		Danielle D. Otto	C Dorm
3.		Sunisa Plasai	ILP
4.		Savita Miller	E Dorm
5.		Crystal Fischer	C Dorm
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RECORD OF CLIENT'S CLOTHING DEFERMENT

Client: Your signature below indicates you have chosen not to check out your clothing allowance for this month. Your clothing allowance will be added to your current balance.

NAME OF CLIENT	DORM/GROUP HOME	YEAR

DATE	BALANCE	FACILITY REPRESENTATIVE	CLIENT'S SIGNATURE

TN/2012

RECORD OF CLIENT'S CASH RESOURCES

WEEKLY ALLOWANCE

Client/resident: Your signature below indicates you have received the following amount of money from the facility on the date indicated.

Facilities that handle client's/resident's cash resources must maintain accurate records of all money received and disbursed.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING

INSTRUCTIONS:

1) *The date of the transaction shall be noted under Date.*
2) *Use a separate line for each transaction.*
3) *Supporting receipts for purchases shall be filed in order of dates of purchases.*
4) *The client's/resident's (or client's/resident's representative) signature on this form may serve as a receipt for cash distribution to the client/resident. (Sec. 80026(h)(1)(A) and 87227(g)(1)(A).*
5) *The facility representative's signature is necessary to be able to verify a cash transaction.*

NAME OF CLIENT/RESIDENT:

FACILITY NUMBER:

YEAR

DATE	DESCRIPTION	AMOUNT RECEIVED	AMOUNT SPENT OR WITHDRAWN	BALANCE	SIGNATURE FOR CASH TRANSACTIONS	
					FACILITY REPRESENTATIVE	CLIENT/RESIDENT OR REPRESENTATIVE

RECORD OF CLIENT'S CASH RESOURCES

CLOTHING ALLOWANCE

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING

Client/resident: Your signature below indicates you have received the following amount of money from the facility on the date indicated.

Facilities that handle client's/resident's cash resources must maintain accurate records of all money received and disbursed.

INSTRUCTIONS:

1) *The date of the transaction shall be noted under Date.*
2) *Use a separate line for each transaction.*
3) *Supporting receipts for purchases shall be filed in order of dates of purchases.*
4) *The client's/resident's (or client's/resident's representative) signature on this form may serve as a receipt for cash distribution to the client/resident. (Sec. 80026(h)(1)(A) and 87227(g)(1)(A).*
5) *The facility representative's signature is necessary to be able to verify a cash transaction.*

NAME OF CLIENT/RESIDENT:	FACILITY NUMBER:	YEAR

DATE	DESCRIPTION	AMOUNT RECEIVED	AMOUNT SPENT OR WITHDRAWN	BALANCE	SIGNATURE FOR CASH TRANSACTIONS	
					FACILITY REPRESENTATIVE	CLIENT/RESIDENT OR REPRESENTATIVE