



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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JERRY E. POWERS
Chief Probation Officer

October 1, 2012

TO: Each Supervisor

FROM: Jerry E. Powers
Chief Probation Officer

Board of Supervisors
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SUBJECT: **NEW CONCEPT GROUP HOME CONTRACT COMPLIANCE
MONITORING REVIEW**

We have completed a review of New Concept Group Home, operated by Humanistic Foundation, Inc. The Group Home contracts with the Los Angeles County Probation Department.

New Concept Group Home is an eight-bed facility, which provides care for boys' ages 11-17 years old who exhibit behavioral, social, psychological, and emotional difficulties. At the time of this monitoring review in March 2012, New Concept Group Home was providing services for seven (7) Probation children. For this review, five (5) of the seven (7) case files were reviewed, and five (5) child interviews were conducted. Three (3) discharge files were reviewed, and five (5) personnel files were reviewed. Additionally, one (1) child was taking psychotropic medications, and his file was reviewed for timely Psychotropic Medication Authorizations (PMA) and required monitoring.

New Concept is located in the Second 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 recent Auditor Controller Fiscal Review was conducted.

SUMMARY

Based on child interviews and the contents of the Needs and Service Plans, the Agency is providing the services as outlined in their Program Statement. However, there are numerous deficiencies noted under the sections of "Facility and Environment", "Education and Workforce Readiness", "Personal Rights and Well-Being" and "Personnel Records" sections that require corrective action. Most of the deficiencies are related to graffiti, minor repairs missing Independent Living Plan (ILP) paperwork in children files and missing documents in personnel files.

NOTABLE FINDINGS

The following are the notable findings of our review:

- Numerous minor physical deficiencies cited at the Group Home that required repair or correction such as, graffiti on desk drawers in all of the bedrooms and a loose bathroom door hinge.
- Several children were not given opportunities to participate age-appropriate extra-curricular, enrichment and social activities in which they have an interest.
- Child's files were missing Independent Living Program (ILP) paperwork.
- Several deficiencies with the employee's personnel files that were missing required documents such as, Department of Justice (DOJ) compliance paperwork, missing educational requirements and missing "Pro-Act" certification.

EXIT CONFERENCE

In attendance:

Suretta Small, Director
Sharon Flannagan, Administrator

Highlights:

The exit conference was conducted on March 21, 2012. All deficiencies were addressed at the time of the exit conference. The representative present was in agreement with the findings of the review. Director Small understood the importance of compliance with the Master Agreement Contract for Group Home Foster Care Services and agreed to make all the necessary corrections in the areas of compliance, and repairs or replacements. A written Corrective Action Plan dated April 16, 2012, was submitted on April 20, 2012, and has been approved. A follow-up visit was conducted on June 18, 2012, to ensure that all deficiencies have been corrected. The results for the follow-up visit can be found on the final page of the "Compliance Monitoring Review" section, as follows: Graffiti has been removed from all desk drawers, loose bathroom door hinge has been repaired, age appropriate children are participating in Youth Development Services (YDS)/ Independent Living Program (ILP) classes, children verified that they are now encouraged and given the opportunity to participate in age-appropriate extra-curricular,

enrichment and social activities in which they have an interest and all personnel files have been updated with the missing documents.

If you have any questions or require additional information, 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
- Suretta Small, Director, Humanistic Foundation, Inc., New Concept Group Home
- 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

**NEW CONCEPT GROUP HOME 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 	Full Compliance (All)
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. Full Compliance 2. Full Compliance 3. Needs Improvement 4. Full Compliance 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 	Full Compliance (All)

	13. Treatment team develop comprehensive updated NSP with the child	
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. 	1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Needs Improvement 8. Needs Improvement
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 	Full Compliance (All)
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 	Full Compliance (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 	1. Full Compliance 2. Full Compliance 3. Full Compliance

	<ol style="list-style-type: none"> 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 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 	<ol style="list-style-type: none"> 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Full Compliance 11. Full Compliance 12. Full Compliance 13. Full Compliance 14. Full Compliance 15. Full Compliance 16. Full Compliance 17. Needs Improvement
VIII	<p><u>Personal Needs/Survival and Economic Well-Being</u> (8 Elements)</p> <ol 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 	Full Compliance (All)
IX	<p><u>Discharge Plan</u> (3 Elements)</p> <ol 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 	Full Compliance (All)
X	<p><u>Personnel Records</u> (14 Elements)</p> <ol style="list-style-type: none"> 1. DOJ submitted timely 2. If applicable, FBI submitted timely 	<ol style="list-style-type: none"> 1. Needs Improvement 2. Full Compliance

	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 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	3. Full Compliance 4. Full Compliance 5. Needs Improvement 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. Needs Improvement
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**NEW CONCEPT GROUP HOME PROGRAM
CONTRACT COMPLIANCE MONITORING REVIEW**

**New Concept Group Home
4240 West 62nd Street
Los Angeles, CA 90043
License Number: 191800491
Rate Classification Level: 11**

LICENSURE/CONTRACT REQUIREMENTS

Based on our review of five (5) Probation child case files, three (3) discharged files and documentation provided by the agency, New Concept Group Home was in compliance with all nine (9) elements in the area of "Licensure/Contract Requirements": The Group Home notifies all required agencies in a timely manner when a child is relocated. The Group Home takes all necessary steps to stabilize a child to prevent removal and provides the children with all their transportation needs to doctor or dental appointments, drug or alcohol treatment, or weekend activities. The Group Home completes documents and reports all SIRs in a timely manner to the OD Line, I-track, DPO of Record, and all necessary parties. The Group Home complies with the licensing capacity, conducts disaster drills once a month, maintains a disaster drill log, with last drill completed on February 15, 2012, and follows runaway procedures accordingly. The Group Home maintains an allowance log that shows the children are receiving the appropriate amount on a weekly basis, which is no less than \$7.00. The allowance log also shows all allowances provided and spent. The sign in and out log for children was properly maintained and utilized. The log showed that the children were being released only to parents or guardians.

Recommendations:

None

FACILITY AND ENVIRONMENT

Based on our walk through inspection of New Concept Group Home and interviews conducted with five (5) Probation placed children, New Concept Group Home was in compliance with five (5) of the six (6) elements in the area of "Facility and Environment". The one (1) element of non-compliance is "Children's Bedrooms/Interior Maintained."

New Concept Group Home is located in a residential community, with Crenshaw High School approximately one mile away. The front exterior of the home is well maintained and properly landscaped, with trimmed bushes, mowed lawns, and clean paint. The exterior area of the home, which includes the sides of the home, garage, and backyard, also is properly landscaped, with trimmed bushes, mowed lawns, and clean paint. The Group Home has just recently installed a brand new granite countertop in the kitchen. In reference to last year's monitoring visit, the home's exterior and interior appearance has greatly improved, but the children's bedrooms do need some repair in the following areas:

- Remove graffiti inside desk drawer of Bedroom #1
- Remove graffiti inside both desks' drawers of Bedroom #2
- Remove graffiti inside desk drawer of Bedroom #3
- Remove graffiti inside dresser drawer of Bedroom #4
- Repair door hinge on door of Bathroom #2

All mattresses are comfortable and stable. All bed frames are secured to the wall and are in good working condition. All beds have a full complement of linens, and the sleeping arrangements are appropriate. The Group Home has extra bedding and linens in stock anytime a child would like new bed linens or when a new child arrives.

New Concept Group Home has age-appropriate and accessible recreation equipment; such as board games, two televisions, two working computers, two DVD players, and gaming consoles. Some examples of some of the games available are, "Monopoly", "Taboo", "Connect Four", "Jenga", Bingo, playing cards, and Dominoes. Multiple books and resource materials are available; such as, "World Book" encyclopedias or "Americana" encyclopedias and many novels, fiction and non-fiction. There are many reference books for numerous subjects such as science, history, and math. There are two living rooms, each with their own cable box and gaming console. Also, the children have access to a weight set situated in the garage. There is also a barber's chair in the garage in which a barber comes once every two weeks to cut the children's hair. There are two sets of washers and dryers in the garage in order for the children to do their laundry, while the staff may wash the children's bed sheets and linens.

New Concept Group Home maintains a supply of perishable and non-perishable items, such as sliced bread, eggs, milk, garlic bread, lasagna, chicken, broccoli, chicken teriyaki bowls, fish sticks, burritos, applesauce, corn, chili, tomatoes, onions, potato chips, lettuce, tortillas, hamburger patties, hamburger buns, hot dogs, hot dog buns, orange juice, fruit punch, yogurt, ground beef, bologna, ham, turkey, shrimp scampi, and french fries. New Concept Group Home has an extra refrigerator and freezer in order to have an abundance of food for the children. There is also a pantry holding daytime snacks for the children, like "Famous Amos" chocolate chip cookies, "Rice Krispy" treats, "Pringles" chips, "Jell-O" chocolate pudding, and "Country Time" lemonade. There is fruit readily available in the kitchen for the children to have fresh fruit any time they please. The fresh fruit present during this visit were apples, oranges, and bananas. None of the children expressed concern that they were not being fed and were very satisfied with the quality and quantity of food.

Recommendations:

1. New Concept Group Home shall ensure that the aforementioned deficiencies cited will be corrected and repaired in a timely fashion in order to ensure the safety and security of all children placed at the Group Home.
2. For the interiors of the Group Home site, the Group Home needs to remove all graffiti and repair the door hinge in Bathroom #2.

MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE DELIVERY

Based on our review of New Concept Group Home and interviews conducted with five (5) Probation placed children, New Concept Group Home was in compliance with all of the 13 elements in the area of "Maintenance of Required Documentation and Service Delivery":

The Group Home's Program Statement is consistent with the population present in the Group Home. The Probation caseworker was authorized to implement the Needs and Service Plan as the Probation Officer of Record's signature was on the Needs and Service Plans. All children participated in the development of their Needs and Service Plan as they were present during the therapy session with all available parties. The Needs and Service Plan that was implemented was discussed with staff and parents in a timely fashion and was comprehensive and child specific. The Needs and Service Plans were thorough and spoke of each individual child's needs and goals. All children interviewed acknowledged progressing towards meeting their Needs and Service Plan case goals. All children acknowledged receiving therapeutic services; such as, individual counseling with their therapist or during drug class. All Needs and Service Plans reviewed catered to that one specific child. All of the children interviewed seemed to be progressing towards the goals set in their Needs and Service Plans.

All children verified that their assigned Probation Officers contacted them every month and that they were able to contact their Probation Officer when needed. New Concept assists the children in maintaining important relationships with parents or caregivers, by allowing visits, phone calls to loved ones, and coordinating transportation for children to see parents or guardians. The treatment team at New Concept Group Home developed timely, comprehensive, and updated Needs and Services Plans with the child. Upon reviewing the children's files, the therapist included a detailed report on each child after group therapy was conducted in the home. The report included the child's emotions, problems, or concerns and what solutions can be done to help the child succeed.

Recommendations:

None

EDUCATIONAL AND WORKFORCE READINESS

Based on our review of New Concept Group Home and interviews conducted with five (5) Probation placed children, New Concept Group Home was in compliance with six (6) of the eight (8) elements in the area of "Educational and Workforce Readiness". The two elements of non-compliance are "Group Home Provides Children with Opportunities to Participate in Age Appropriate Youth Development Services (YDS) and Vocational Training Programs and "Group Home Encourages Children's Participation in YDS or Equivalent Programs."

The children are attending school within three (3) days after placement and are attending school as required. The Group Home facilitates in meeting the children's educational goals, by providing tutors or after school help by Group Home staff. All children interviewed stated that the tutor the Group Home provides is very helpful. The Group Home has shown that the children's attendance and academic performance has increased since being placed at the Group Home due to children stating that they now

go to school on a regular basis, which in turn gives them the opportunity to learn and earn credits. The review of children's files show improved grades and test scores. All IEPs are current and maintained throughout a child's stay. There are current progress reports and report cards maintained in all children's files. According to the children, New Concept Group Home does not provide or encourage the children with opportunities to participate in age appropriate Youth Development Services (YDS) / Independent Living Program (ILP) or equivalent and vocational training programs. This was revealed when looking at two of the files where the children were at least 16 years of age and had no referrals to the ILP program. When those two children were asked if they had met a YDS Coordinator or participated in an ILP class, they stated, "No."

Recommendations:

1. New Concept Group Home to provide and encourage children to participate in age appropriate YDS/ILP or equivalent and vocational training programs.

HEALTH AND MEDICAL NEEDS

Based on our review of New Concept Group Home and interviews conducted with five (5) Probation placed children, New Concept Group Home was in compliance with all six (6) elements in the area of "Health and Medical Needs". The Group Home had all initial medical examinations conducted within 30 days of the child's placement; in addition to any required follow-up examinations. The Group Home had all initial dental examinations completed within 30 days of the child's placement and any subsequent follow-up appointments if necessary. All children interviewed stated they were satisfied with the medical and dental care they have received while being placed at the Group Home. All children stated that if they have a medical incident, the Group Home will take them to a doctor.

Recommendations:

None

PSYCHOTROPIC MEDICATION

Based on our review of New Concept Group Home and interviews conducted with five (5) Probation placed children, New Concept Group Home was in compliance with both elements in the area of "Psychotropic Medication".

According to the Group Home's management, there is one (1) child taking psychotropic medications. There is a current court-approved Psychotropic Medication Authorization (PMA) for the administration of psychotropic medication in the file. There is also a current psychiatric evaluation for the one (1) child sampled for this monitoring review in the file. Documentation based on the psychotropic medication review tool confirms that the child is routinely seen by the prescribing psychiatrist. This information is appropriately documented. The one child interviewed refused to talk about his medication.

Recommendations:

None

PERSONAL RIGHTS AND SOCIAL/EMOTIONAL WELL-BEING

Based on our review of New Concept Group Home and interviews conducted with five (5) Probation placed children, New Concept Group Home was in compliance with 16 out of the 17 elements in the area of "Personal Rights and Social/Emotional Well-Being". The one (1) element of non-compliance was "Children Given Opportunities to Participate in Age-Appropriate Extra-Curricular, Enrichment, and Social Activities in which they have an Interest."

The children reported that they are informed about the Group Home's policies and procedures upon arrival in the Group Home during their initial orientation. Children reported that they feel safe in the Group Home and are provided with appropriate staff supervision. Children report satisfaction with meals and snacks; like, chicken, lasagna, garlic bread, and chicken teriyaki for dinner. Children also reported that they are provided with snacks that are always available for them; such as, apples, bananas, oranges, "Rice Krispies" treats, granola bars, cookies, and chips. There is a weekly menu posted in the kitchen. Children expressed satisfaction with the quality of their interactions with staff and report that overall, the facility staff treat them with respect and dignity. Children reported that they are assigned chores that are reasonable and not too demanding; such as, vacuuming their bedrooms, washing dishes, cleaning the kitchen, sweeping the garage, mopping, and taking out the trash. Children reported that there is an appropriate rewards and discipline system in place at the Group Home; such as, receiving Special Incident Reports (SIRs). The children are allowed to make and receive personal telephone calls, and send and receive unopened mail. The children reported that they do attend the religious service of their choice when they ask or if staff reminds them.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior. Children reported that they will receive a SIR and a report to their Probation Officer for inappropriate behavior. Children reported that they will also receive early bed time or do extra chores if they have broken a Group Home rule.

Children also stated that they are aware that they can receive or reject voluntary medical, dental and psychiatric care. The children stated that they are all informed about medication and their right to refuse.

Children reported that they are given the opportunity to participate in planning activities conducted at the Group Home. Children reported that the Group Home does ask them what type of activities they wish to go on and confirmed that they do go on activities. The children reported that the weekend activities that they do go on are enjoyable. A recreation schedule was posted at the staff desk. The children reported going to the movies, the park, the YMCA, the mall, Universal Studios, and numerous restaurants like Hometown Buffet. The children all stated that they enjoyed going to the YMCA to play basketball or to the movies. Two children reported that they are not given the opportunity to participate in age-appropriate extra-curricular, enrichment and social activities in which they have an interest. One child interviewed stated that the Group Home went to the movies the previous day. This monitor asked him how he liked the movie and he stated that it was a "teenage" movie and "only teenagers would like it." Meaning, he did not think this DPO would understand the movie because due to being an older adult. The child stated that the movie was about partying and music. The child

then stated he liked music and would like to take "disc jockeying (DJ)" as a hobby. When asked if he had expressed this interest to any Group Home staff, he stated, "no because I just saw the movie yesterday." This monitor stated to the child that there are "DJ" classes and academies available in Los Angeles. The child stated he would ask his Group Home staff if he would be able to take these types of classes. Another child interviewed stated that he has asked for information regarding the Armed Forces, but has yet to receive any information.

Recommendations:

1. New Concept Group Home shall encourage the children and present opportunities to participate in age-appropriate extra-curricular, enrichment and social activities in which they have an interest.

PERSONAL NEEDS/SURVIVAL AND ECONOMIC WELL-BEING

Based on our review of New Concept Group Home and interviews conducted with five (5) Probation placed children, New Concept Group Home was in compliance with all eight (8) elements in the area of "Personal Rights and Economic Well-Being".

The Group Home provides appropriate clothing, items of necessity and the required \$50.00 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes and the clothing provided is of good quality and of sufficient quantity. The Group Home conducts shopping outings every month at appropriate clothing stores, such as "Warehouse Shoe Sale," "Fox Hills Mall" or "Slauson Swap Meet." All children reported that they are satisfied with their choice of clothes and shoes. All clothing receipts were verified and placed in the child's files.

The Group Home provides children with the required minimum weekly allowance and the children spend their allowances as they choose. The children reported that they usually spend their money on snacks while out on activities or during home pass. One child stated that he takes his allowance to get his haircut at his favorite barber shop when he goes on home pass. The children reported they were given the option to save their money in a savings account, but none of the children interviewed stated that they wished to put their allowance in a bank account.

The Group Home provides children with adequate personal care items; such as, shampoo, soap, deodorant, toothbrush, toothpaste, and all bed linens. The Group Home has extra bed linens and pillows to ensure that any new child placed at the Group Home receives new linens or if any child currently placed would like new linens or pillows. The Group Home does encourage or assist in creating and maintaining photo albums/life books. The children stated that the group home gave them photo albums in order for them to place pictures of family, friends, or girlfriends. The children stated that that it is a basic photo album and staff encourage them to maintain positive relationships with the people in the album. Five (5) of the five (5) children interviewed volunteered to share their life books and it was verified that the Group Home ensures the children have pictures of their life events.

Recommendations:

None

DISCHARGE CHILDREN

Based on our review of three (3) discharged child files, New Concept Group Home was in compliance with all three (3) elements in the area of "Discharge Plan".

Two children placed at least 30 days were discharged according to their permanency plan; however, one (1) child was discharged not according to plan. According to the Needs and Services Plans, all children placed were to be reunified with a parent; however, one child was on a pass with his parent for an approved medical visit and the parent refused to bring the child back to the Group Home until days later and the child's bed was closed. Two children placed at least 30 days were discharged towards meeting their Needs and Service Plan goals, while one (1) child was removed from the Group Home by the child's mother during New Year's Eve and not returned at the agreed upon time by Probation and the mother. The mother had to subsequently transport the child to Juvenile Hall for placement in another Group Home. The Group Home utilized all available resources in an attempt to stabilize the placement prior to requesting removal of the child. The Group Home had the child speak to his therapist, Probation Officer, and the Administrator before requesting their removal, to see if another plan can be implemented in order for the child to remain in the Group Home.

Recommendations:

None

PERSONNEL RECORDS

Based on our review of documents in the employee files at New Concept Group Home, the Group Home was in compliance with ten (10) of the 14 elements in the area of "Personnel Records". The four (4) elements of non-compliance are "Department of Justice (DOJ) Paperwork Submitted Timely," "Group Home Staff who have Direct Contact with Children Meet the Educational/Experience Requirements," "Appropriate Employees Received Minimum One-Hour Training in the Area of Child Abuse Identification and Reporting," "Appropriate Employees received CPR Training," and "Appropriate Employees Received Emergency Intervention Training Per the Group Home's Program Statement."

A review of five (5) employee records was completed. Background checks for five (5) employees were reviewed, and one (1) employee did not submit it in a timely manner. All five (5) employees reviewed had the FBI, Child Abuse Clearance Index, and criminal background statement paperwork submitted in a timely manner. Among the five (5) employee files reviewed, one (1) employee did not have the Educational or Experience Requirements paperwork. All five (5) employees records reviewed showed them receiving timely health screenings prior to being hired. All five (5) employees files reviewed had a valid California Driver's License. All five (5) employees' files had signed copies of the Group Home policies and procedures and also received the required initial training. Of the five (5) employees' files reviewed, no employees received a minimum of one-hour training in the area of child abuse identification and reporting. All five (5) employees' files reviewed had the necessary CPR, First-Aid, and the required annual on-going training paperwork neatly placed in their personnel file. Of the five (5) employees' files reviewed, one (1) employee did not receive emergency intervention training per the Group Home's Program Statement.

Recommendations:

1. New Concept Group Home shall immediately update all necessary documents, educational requirements, and all other on-going trainings. In addition, all required documents shall be readily accessible upon request.

AUDITOR CONTROLLER FISCAL REVIEW

The most recent Fiscal Review for New Concept Group Home 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 New Concept Group Home had questioned/disallowed costs. New Concept Group Home 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 June 18, 2012, a follow-up visit was conducted at New Concept, to verify that all recommendations had been completed

A complete walk through inspection of the interior was conducted, and all recommendations have been repaired or replaced. The interior deficiencies had been corrected. All graffiti in desk drawers has been removed. The loose door hinge in Bathroom #2 has been secured and repaired.

All age appropriate children interviewed are now encouraged and given an opportunity to participate in Youth Development Services (YDS) / Independent Living Program (ILP) programs. Also, children interviewed and verified that they are encouraged and given an opportunity to participate in age-appropriate extra-curricular, enrichment and social activities in which they have an interest. The child who inquired about the Armed Forces has received information and that a recruiter has visited the home. As for the child requesting DJ classes, he has been given information and may pursue it when he is released from the group home.

All necessary paperwork missing from Personnel files reviewed has been updated and received.

Humanistic Foundation, INC.
DBA New Concept Group Home
Residential Treatment Program
Ages 11-17

April 16, 2012

Los Angeles County Probation Department
Group Home Monitoring Unit

Re: Corrective Action

Audit Date: 03/05/2012

II. Facility and Environment

Findings:

- Bedrooms #1 through #4 - Graffiti inside desk drawers
- Bathroom #2 – Door hinge at bottom is broken

Corrective Action:

3/06/2012 Graffiti removed from all drawers

3/06/2012 Hinge repaired on bathroom door in Bathroom #2

Visual inspections of the interior and exterior of the house are done daily, and all findings are documented to be cleaned or repaired. A second staff is now assigned daily to do a second inspection to assure that no needed repairs or unclean areas are overlooked.

IV. Education and Workforce Readiness

Findings:

- No ILP Programs in children's files

Corrective Action:

- Minor Vincent Calixto completed an ILP prior to audit. Exhibit #1
- Minors Rader and Servin are currently enrolled in an ILP. Exhibit #2

Once the minors are accepted into an ILP a copy of the ILP contract will be placed in the minor's file. If the ILP contract is not legible we will obtain a copy of the sign in sheet for the minor's file.

VII. Personal Rights and Social/Emotional Well-Being

Findings:

- Children not given opportunity in extra-curricular, enrichment and social activities. One youth would like music enrichment.

Corrective Action:

Each minor is assigned to a Childcare Worker on the day shift, the evening shift and the weekend shift. The Childcare workers spends time documenting and talking to the minors daily. We have not yet identified the minor interested in music enrichment however we have identified a minor interested in the United States Military, and he has joined the ROTC at the school he attends.

Our minors are participating in a program called Youth Motivating Youth. They began an eight week work shop in February called Personal Social Development & Life Skills Training. The facilitator invited a member of the United States Marines to come and share with the minors. The program facilitators are seeking other professionals in the areas that the minors express interest in to invite them to speak to the minors, such teaching and being a Deputy Probation Officer.

Our minors have also participated in Art Therapy which proved to be very effective for most of the minors. One of the questions in the minor's Life Books asks "What are you interested in?" We are attaching two pages from a previous New Concept News Letter to show the minors participating in some extra-curricular activities.

EXHIBITS #3, 4, & 5

X. PERSONNEL RECORDS

Findings:

- Staff Meremikwu has no DOJ.
- Staff Twyman has no paperwork for educational qualifications.
- Staff Shernica Williams has no Pro-Act certificate

Corrective Action:

Mr. Meremikwu obtained his DOJ clearance prior to coming to New Concept. There is a Criminal Background Clearance Transfer Request form (LIC 9182), in Mr. Meremikwu's personnel file. When the applicant already has a DOJ clearance, the LIC 9182 form is completed and sent alone with a copy of the applicant's driver's license to Community Care Licensing to transfer the clearance. We have attached copies of the LIC 9182 form and New Concept Facility Roster for 2010.

EXHIBIT #6

EXHIBIT #7

We have received a copy of Mr. Twyman's high school Diploma for his personnel file. EXHIBIT #8

Ms. Williams attend the Pro-Act training on June 25, 2011. She provided a copy of her original certificate for our training files, and she identified an evaluation with not name on it as hers. We have provided copies of both for your review.

EXHIBIT #9

EXHIBIT #10

On March 31, and April 2, 2012, the staff at New Concept completed two hour training in the area of Child Abuse Identification and Reporting. We have attached the sign in sheets, and the credentials for the instructor. This training is now on our annual training list.

EXHIBIT #11

EXHIBIT #12



Sueretta Small, Administrator

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