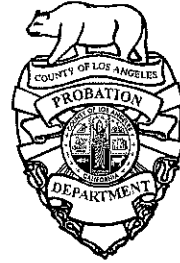




# COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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



**JERRY E. POWERS**  
Chief Probation Officer

December 13, 2012

TO: Each Supervisor

FROM: Jerry E. Powers  
Chief Probation Officer

*AB J.P.*

Board of Supervisors  
GLORIA MOLINA  
First District  
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**SUBJECT: RANCHO SAN ANTONIO GROUP HOME CONTRACT  
COMPLIANCE MONITORING REVIEW**

We have completed a review of Rancho San Antonio, operated by, Rancho San Antonio. The Group Home contracts with the Los Angeles County Probation Department.

Rancho San Antonio Group Home is a one-hundred-six (106) bed facility, which provides care for boys ages 13-17 years who are delinquent, have substance issues and attachment reactive issues; all exhibiting behavioral, social and emotional difficulties. At the time of this monitoring review in May 2012, Rancho San Antonio Group Home was providing services for 100 Probation children. For this review, seven (7) case files were reviewed, and seven (7) 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 their file was reviewed for timely Psychotropic Medication Authorizations (PMA) and required monitoring.

Rancho San Antonio Group Home is located in the city of Chatsworth, which is in the Fifth District of Los Angeles County.

## **SCOPE OF REVIEW**

The purpose of our review is to determine whether the Agency is providing the services as outlined in their Program Statement. In addition, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights. In addition, a review of the most current Auditor Controller Fiscal Review was conducted.

### **SUMMARY**

Based on child interviews, our review of seven (7) children's files, documentation provided by the Group Home and the contents of the Needs and Services Plans (NSPs), the Agency is providing the services as outlined in their Program Statement. However, there were some deficiencies in the "Notable Findings" section that require immediate corrective action. Some of these deficient areas can be found in detail under "Facility and Environment" which require immediate attention; "Maintenance of Required Documentation and Service Delivery" related to the NSPs and "Personal Rights and Social/Economic Well-Being" related to age-appropriate activities and children planning activities.

### **NOTABLE FINDINGS**

- There were several minor physical deficiencies cited in the Group Home that required repair, correction or replacement as described in the "Facility and Environment" section of the Monitoring Compliance Review; such as, removal of fire place tools in the dorms, secure a wire near a computer in one of the dorms, replace a bathroom light switch cover, touch up painting in some of the living and bedroom areas and removal of graffiti in some of the bedrooms.
- There was one deficiency with the NSPs in the child files reviewed that require correction as described in the "Maintenance of Required Documentation and Service Delivery" section of the Monitoring Compliance Review; such as, missing the Probation Officer's signatures for authorization to implement NSPs.
- There were a few issues detailed in the "Personal Rights and Social/Economic Well-Being" section; such as, children were not given the opportunity to plan activities and several children reported that they do not participate in age-appropriate extra curricular activities in which they have an interest.

### **EXIT CONFERENCE**

#### **In attendance:**

Sharon Covington, Clinical Director

#### **Highlights:**

The exit conference was conducted on May 4, 2012. The deficiencies were addressed at the time of the exit conference. The representative present was in agreement with the findings of the review. Clinical Director Sharon Covington 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 non-compliance, including repairs or replacements. A written Corrective Action Plan was submitted on May 29, 2012, and has been approved. A follow-up visit was conducted on July 31, 2012, to ensure that all deficiencies have been corrected. The results for the follow-up visit, which can be found in detail on the final page of the "Compliance Monitoring Review" section, are as follows: all fireplace tools have been removed, all loose wires have been secured, all cracked outlet covers have been replaced, all

Each Supervisor  
December 13, 2012  
Page 3 of 3

graffiti has been removed and all rooms needing painting have been painted. The NSPs had the Probation Caseworker's signature or documentation to support efforts made to obtain signature. The children reported that they are encouraged and given opportunities to participate in planning activities, and the other children that expressed interest in specific age-appropriate activities, now have those opportunities available to them along with all of the other children.

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

JEP:REB:LCM:ed

Attachments (3)

c: William T Fujioka, Chief Executive Officer  
Sachi A. Hamai, Executive Officer, Board of Supervisors  
Brence Culp, Chief Deputy Chief Executive Officer  
Wendy Watanabe, Auditor-Controller  
Philip L. Browning, Director, Department of Children and Family Services  
Public Information Office  
Audit Committee  
Sybil Brand Commission  
Sharon Covington, Clinical Director, Rancho San Antonio  
Lenora Scott, Regional Manager, Community Care Licensing  
Georgia Mattera, Public Safety, Chief Executive Officer  
Chief Deputies  
Justice Deputies

**RANCHO SAN ANTONIO PROGRAM CONTRACT  
COMPLIANCE MONITORING REVIEW- SUMMARY**

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

	13. Treatment team develop comprehensive <b>updated</b> NSP with the child	13. Full Compliance
IV	<b><u>Education and Workforce Readiness</u></b> (8 Elements) <ol style="list-style-type: none"> <li>1. Child enrolled in school within three (3) days after placement or efforts documented</li> <li>2. Child attends school as required</li> <li>3. Agency facilitates in meeting the child's educational goals (IEP conference, tutoring, parent/teacher conference, homework, etc.)</li> <li>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?)</li> <li>5. Current IEPs maintained</li> <li>6. Current copies of the child's report cards or progress cards maintained</li> <li>7. Group Home provides children with opportunities to participate in age appropriate youth development services (YDS) and vocational training programs</li> <li>8. Group Home encourages children's participation in YDS or equivalent programs.</li> </ol>	Full Compliance (All)
V	<b><u>Health and Medical Needs</u></b> (6 Elements) <ol style="list-style-type: none"> <li>1. Initial medical examinations conducted</li> <li>2. Initial medical examinations timely</li> <li>3. Required follow-up medical examinations conducted timely</li> <li>4. Initial dental examinations conducted</li> <li>5. Initial dental examinations timely</li> <li>6. Required follow-up dental examinations conducted timely</li> </ol>	Full Compliance (All)
VI	<b><u>Psychotropic Medications</u></b> (2 Elements) <ol style="list-style-type: none"> <li>1. Current Court Authorization for Administration of Psychotropic Medication or document effort to obtain</li> <li>2. Current Psychiatric Evaluation/Review for each child on psychotropic medication</li> </ol>	Full Compliance (All)
VII	<b><u>Personal Rights and Social/Emotional Well-Being</u></b> (17 Elements) <ol style="list-style-type: none"> <li>1. Children informed of Group Home's policies and procedures</li> <li>2. Children feel safe at Group Home</li> <li>3. Children supervised by staff</li> <li>4. Group Home provides appropriate staffing and</li> </ol>	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. Full Compliance  11. Full Compliance 12. Full Compliance 13. Full Compliance 14. Full Compliance  15. Needs Improvement  16. Full Compliance  17. Needs Improvement
VIII	<b><u>Personal Needs/Survival and Economic Well-Being</u></b> (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	Full Compliance (All)
IX	<b><u>Discharge Plan</u></b> (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	<b><u>Personnel Records</u></b> (14 Elements)  1. DOJ submitted timely 2. If applicable, FBI submitted timely 3. Child Abuse Clearance Index (CACI) submitted timely	Full Compliance (All)

	<ol style="list-style-type: none"> <li>4. Appropriate employees sign a criminal background statement timely</li> <li>5. Group Home staff who have direct contact with children meet the educational/experience requirements</li> <li>6. Employees received timely health screenings</li> <li>7. Required employees have a valid CA drivers license</li> <li>8. Appropriate Group Home employees signed copies of the Group Home policies and procedures</li> <li>9. Appropriate employees received the required initial training</li> <li>10. Appropriate employees received minimum one-hour training in the area of child abuse identification and reporting</li> <li>11. Appropriate employees received CPR training</li> <li>12. Appropriate employees received First-Aid training</li> <li>13. Appropriate employees received the required annual on-going training</li> <li>14. Appropriate employees received emergency intervention training per the Group Home's program statement</li> </ol>	
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**RANCHO SAN ANTONIO PROGRAM CONTRACT  
COMPLIANCE MONITORING REVIEW**

**Rancho San Antonio Group Home  
21000 Plummer Street  
Chatsworth, CA 91311  
Phone: (818) 882-6400  
License: 191202023  
Rate Classification Level: 10**

**LICENSURE/CONTRACT REQUIREMENTS**

Based on our review of documentation provided by the agency and seven (7) case file reviews and child interviews, Rancho San Antonio 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 Special Incident Reports (SIRs) in a timely manner to the Officer of the Day (OD) Line, I-track reporting system, Deputy Probation Officer (DPO) of Record and all necessary parties. The Group Home complies with the licensing capacity, conducts disaster drills once a month and maintains a disaster drill log. The last drill was completed on April 6, 2012. The Group Home follows runaway procedures accordingly and works to prevent children from running away, whenever possible. The Group Home maintains an allowance log for each child and shows the child is receiving the appropriate amount on a weekly basis, which is no less than \$7.00 dollars. The allowance log also shows all allowances provided and spent. There have been no CCL citations within the past year. The sign in and out log for children was properly maintained and utilized. The log showed that the children were being released only to their parents or guardians.

**Recommendations:**

None

**FACILITY AND ENVIRONMENT**

Based on our walk through inspection of Rancho San Antonio Group Home and interviews conducted with seven (7) Probation placed children, Rancho San Antonio Group Home was in compliance with four (4) of the six (6) elements in the area of "Facility and Environment". The two (2) elements of non-compliance were, "Common Quarters Maintained" and "Children's Bedrooms/Interior Maintained".

Rancho San Antonio Group Home is located in an industrial area surrounded by businesses and a local high school. The front exterior of the Group Home is well maintained and properly landscaped, with trimmed bushes, mowed lawns and clean paint. Rancho San Antonio contracts with a landscaping firm to keep the campus in pristine condition. The Group Home is enclosed by a security wall and security gate.



Since the last Probation Group Home Monitoring visit, Rancho San Antonio has redone the ceilings in all dorms by resurfacing the old popcorn texture, as well as adding new couches and new curtains. The dorms all had new tile installed with all old carpets removed. An inspection of the dorms and bedrooms revealed that they were decorated according to each youth's personal style complete with personal items such as comforters, posters and family and friend photos. All mattresses were comfortable and in working order. All beds had a full complement of linens and the sleeping arrangements were appropriate. Additionally, youth had plenty of space for their personal items in a locker in the dorms or in their closets in the bedrooms.

Overall, the interior common areas and bedrooms of the Group Home were in need of repairs or replacements in the following deficient areas:

Dorm Francisco Rafael (FR):

- Remove fireplace tools

Dorm Pedro Gabriel (PG):

- Remove fireplace tools

Dorm Felippo Fernando (FF):

- Remove fireplace tools
- Secure wire near computer
- Replace cracked switch cover in bathroom

Group Home:

- Touch up walls with paint in Rooms #1, #3, #4, #5, and #6
- Touch up wall in living room

San Juan Cottage:

- Remove graffiti in bedroom closets #3 and #4

Santa Cruz:

- Remove graffiti in closet of bedrooms #1 and #2
- Remove graffiti on pegboard of bedroom #3

Rancho San Antonio had age-appropriate and accessible recreational equipment; such as, board games, televisions in each living quarter, a computer in each living quarter, a DVD player and gaming consoles in each living quarter. Some board games included; Chess, and Checkers. Multiple books and resource materials were available; such as, Biology and Algebra, many novels, fiction and non-fiction; such as, "Catching Fire" and "Two Dollar Bill."

There is an industrial-sized kitchen on the campus in good working condition and contains operable appliances to properly serve youth their meals. Rancho San Antonio maintains a supply of perishable and non-perishable items; such as, sliced bread, eggs, milk, green peppers, lettuce, tortillas, hamburger patties, hamburger buns, lime punch, fruit punch, sausage, ground beef and orange juice concentrate. The Group Home has several extra refrigerators and freezers in order to have an abundance of food for the residents. There is fruit readily available in the kitchen's dining room for the residents to

have 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 daily selection food.

**Recommendations:**

1. Rancho San Antonio shall ensure that the aforementioned deficiencies cited in the interior common areas and bedrooms will be corrected and repaired in a timely fashion in order to ensure the safety and security of all residents placed at the Group Home.

**MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE DELIVERY**

Based on documentation provided by the agency, interviews conducted with seven (7) Probation placed children and review of seven (7) child files, Rancho San Antonio was in compliance with 12 of the 13 elements in the area of "Maintenance of Required Documentation and Service Delivery." The one (1) area of non-compliance was "Probation Casework Authorization to Implement NSPs."

The Group Home's Program Statement is consistent with the population present in the Group Home. Of the seven (7) NSPs reviewed, only one (1) NSP had a Probation Officer's signature. All children participated in the development of their Needs and Services Plan. The Needs and Services Plans that were implemented were discussed with staff and parents in a timely fashion and were comprehensive and child specific. All children that were interviewed acknowledged progressing towards meeting their Needs and Services Plan case goals. All children acknowledged receiving therapeutic services; such as, individual counseling with their therapist or during "Life Skills" or "Urban Survival," which teaches how to balance a checkbook or how to fill out a job application. Of the seven (7) NSPs reviewed during this monitoring visit, all NSPs were very thorough and in depth. Each NSP was in accordance to that child's specific needs. No two NSPs were alike, and the therapists attempted to make each NSP unique to each child's needs. The therapist made realistic goals for the child in the amount of time the child was placed at the Group Home. All children seemed to be progressing towards the goals set in their NSPs.

**Recommendations:**

1. Rancho San Antonio shall obtain all Probation Caseworker's or Officer's signature for each child's NSPs. If unable to obtain, document substantial efforts made to obtain signature.

**EDUCATIONAL AND WORKFORCE READINESS**

Based on documentation provided by the agency, interviews conducted with seven (7) Probation placed children and review of seven (7) child files, Rancho San Antonio was in compliance with all eight (8) elements in the area of "Educational and Workforce Readiness".

The children are enrolled in school within three (3) days after placement and are attending school as required. The Group Home facilitates the progression of children's educational goals by providing tutors or after school help by Group Home staff. 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. One child stated that he enjoys his school because if he ever has a problem, Group Home staff are always available to help with his homework, something that was not readily available when he was home. Another child stated that he enjoys the tutors the Group Home hires because they help him understand homework at his own pace. All progress reports and report cards are maintained in the child's file, along with their Individual Educational Plans (IEPs).

According to the seven (7) children interviewed, the Group Home provides and encourages the children with the opportunity to participate in age appropriate Independent Living Program (ILP) or equivalent and vocational training programs. Of the seven (7) children interviewed, six (6) were participating in an ILP program titled "Urban Survival." One child was not eligible for ILP services due to his age. All children reported that they have been taught how to apply for jobs or balance a checking account. The children reported that they are taught how to dress for job interviews and how to respond to job interview questions.

**Recommendations:**

None

**HEALTH AND MEDICAL NEEDS**

Based on documentation provided by the agency, interviews conducted with seven (7) Probation placed children and review of seven (7) child files, Rancho San Antonio was in compliance all six (6) elements in the area of "Health and Medical Needs".

The Group Home had all initial medical examinations conducted in a timely fashion. All required follow-up medical examinations were conducted in a timely fashion. The Group Home had all initial dental examinations conducted in a timely fashion. All required follow-up dental examinations were conducted in a timely fashion. One child interviewed stated that he finally got his cavities filled and that if he was home, he would have never seen the dentist. Another child stated that he is very happy that he gets to see a doctor and dentist on a regular basis.

**Recommendations:**

None

**PSYCHOTROPIC MEDICATION**

Based on our review of documentation provided by Rancho San Antonio and an interview conducted with one (1) Probation placed children currently taking psychotropic medication, Rancho San Antonio complied with both elements in the area of "Psychotropic Medication".

According to the Agency's management, one (1) of the seven (7) children reviewed was taking psychotropic medications. There was a current court-approved authorization for the administration of psychotropic medication in this child's file. There was a current

psychiatric evaluation for the one (1) child sampled for this monitoring review. Documentation based on the current and past psychotropic medication review tools confirmed that the children are routinely seen by the prescribing psychiatrist. This information is appropriately documented. The one (1) child interviewed stated that he understands what his prescribed medication is for and feels that it is helping him stay calm and control his anger.

**Recommendations:**

None

**PERSONAL RIGHTS AND SOCIAL/EMOTIONAL WELL-BEING**

Based on documentation provided by the agency, interviews conducted with seven (7) Probation placed children and review of seven (7) child files, Rancho San Antonio was in compliance with 15 of the 17 elements in the area of "Personal Rights and Social/Emotional Well-Being". The two (2) areas of non-compliance were, "Children given opportunities to participate in planning activities" and "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 to the Group Home. Children reported that they feel safe in the Group Home and are provided with appropriate staff supervision. Children reported satisfaction with meals and snacks for example; chicken, spaghetti, pizza, waffles, eggs, roast beef and mashed potatoes. Children also reported that they are provided with apples, bananas, kiwi, strawberries, oranges, granola bars, almonds and chips, as snacks that are always available. There is a weekly menu posted in the kitchen.

Children expressed satisfaction with the quality of their interactions with staff and reported 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, mopping the floors, making their beds and sweeping the game room. Children reported that an appropriate rewards and discipline system is in place at the Group Home; such as, receiving Special Incident Reports (SIRs), having to do extra chores or a report goes to their assigned Probation Officer for inappropriate behavior. Children are allowed to make and receive personal telephone calls and send and receive unopened mail. Several children reported that they do not attend the religious service of their choice, but also reported that they have never asked to go to a religious service. Some of the children interviewed reported that they do not care about going to a religious service; however, they report Rancho San Antonio offers the opportunity and they know that it is available to them if they choose.

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

However, children reported that they are not given the opportunity to participate in planning activities conducted at the Group Home and off site. Although they enjoy the activities planned for them, they would like to have input to new or different activities of their choice. Although one child was given the opportunity to participate in an Art Class,

several 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. Several children reported that they wish to attend some type of football skills camp, while one requested to learn how to play a musical instrument. The children reported that the weekend activities that they do go on are enjoyable. The children interviewed enjoyed the Field Days or BBQs on weekends at the Group Home.

**Recommendations:**

1. Rancho San Antonio shall give the children an opportunity to participate in planning activities conducted at the Group Home.
2. Rancho San Antonio shall give the children the opportunity 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 documentation provided by the agency, interviews conducted with seven (7) Probation placed children and review of seven (7) child files, Rancho San Antonio 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 dollar monthly clothing allowance to children. The 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 has a clothing store on campus that provides brand name clothing and allows the children to shop with their monthly allowance, if they choose. All children interviewed reported that they were 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 of \$7.00 dollars every Friday, and the children spend their allowances as they choose. The children reported that they usually spend their money on snacks while out on off campus activities or during home pass. The children reported they were given the option to save their money in a savings account but prefer to spend it on outings.

The Group Home provides children with adequate personal care items, such as shampoo, soap, deodorant, toothbrush, toothpaste, and all bed linens. The Group Home does encourage or assist in creating and maintaining photo albums/life books. The children reported that they keep poetry, drawings, and pictures in their Life Books.

**Recommendations:**

None

**DISCHARGE CHILDREN**

Based on documentation provided by the agency and review of three (3) discharged child files, Rancho San Antonio complied with all three (3) elements in the area of "Discharge Plan".

All children placed at least 30 days were discharged according to the permanency plan of Family Reunification. All three (3) children had the case plan goal of Family Reunification and were discharged to one or both parents. All children placed at least 30 days were discharged towards meeting their specific NSP goals. The Group Home is using all available resources in an attempt to stabilize the placement prior to requesting the removal of the child. The Group Home has the child speak to his therapist, Probation Officer, Administrator before requesting the removal of the child 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 Rancho San Antonio, the Group Home was in compliance with all 14 elements in the area of "Personnel Records".

A review of five (5) employee's files was completed. All background checks for employees reviewed were completed in a timely manner. All files reviewed had the documentation for criminal and child abuse clearances for their employees prior to being hired. Among the five (5) employees sampled, all employees received timely health screenings. All employees in the sample did have copies of a valid California driver's license. All staff files reviewed had signed copies of the Group Home policies and procedures. All staff in the sample had current de-escalation and restraint training and all staff sampled had current on-going training or training of CPR and First Aid. All employee files reviewed had the required educational documentation. Lastly, all staff files contained documentation that the required one-hour Child Abuse training was completed.

**Recommendations:**

None

**AUDITOR CONTROLLER FISCAL REVIEW**

The most recent Fiscal Review for Rancho San Antonio from the Department of Auditor Controller is dated May 11, 2011, for the fiscal period of July 1, 2009, to June 30, 2010. The report dated May 11, 2011, indicated that Rancho San Antonio had questioned/disallowed costs. Rancho San Antonio submitted a timely approved Fiscal Corrective Action Plan (FCAP), which is being monitored by the Department of Children and Family Services, Fiscal Monitoring Section.

**Recommendations:**

N/A

### **FOLLOW-UP VISIT**

On July 31, 2012, a follow-up visit was conducted at Rancho San Antonio, to verify that all recommendations had been completed.

A complete follow-up walk through inspection of the interior was conducted and all recommendation have been repaired or replaced. The interior deficiencies have been corrected. All fireplace tools have been removed. All loose wires have been secured and all cracked outlet covers have been replaced. All graffiti has been removed and all rooms needing paint have been painted.

All Needs and Services Plans have the Probation Caseworker's signature or documented and attempt to obtain.

All children were interviewed again and verified that they are encouraged to and given an opportunity to participate in planning activities conducted at the Group Home. They reported that the activities they recently suggested were implemented and added to the recreation calendar.

All children were interviewed again and verified that they have been given the opportunity to participate in age-appropriate extra-curricular, enrichment and social activities in which they have an interest. The children that wanted to attend an Art class and play a musical instrument have been enrolled in appropriate courses.



## RANCHO SAN ANTONIO

Boys Home / Since 1933

21000 Plummer Street  
Chatsworth  
California  
91311

Telephone 818/882-6400  
Fax 818/882-6404

### Corrective Action Plan: Probation Audit May 4, 2012

To: Attention DPO J. Ninofranco, Group Home Auditor  
Los Angeles County Probation QA  
909.837.8151

From: RANCHO SAN ANTONIO  
21000 Plummer Street  
Chatsworth, CA 91311  
818-882.6400 ext 121

Re: Corrective Action Plan

Date: May 25, 2012

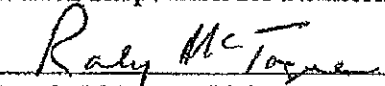
Thank you for your feedback. We see audit reviews as a part of our ongoing quality assurance. Thank you for mention of the excellence in organization of our personnel files. We were also pleased to see the youth's case files were in compliance. There was mention that several of the Quarterly Reports did not have a Probation Officer signature. The cases with on-site DPO have signatures due to a protocol that has been established. We seek sign off on reports from off-site PO's (see attachment #1). Unfortunately, we do not always receive a faxed signed document back when we send out requests for signature. As per item # 61 Rancho provides extensive programming for youth including sports, poetry classes and artistic expression. Youth are encouraged to discuss interests with staff and participate in various activities provided by the agency.

#### Facility Repair Items:

Second Dorm: Fireplace tools removed have been removed  
FF dorm light switch cover has been replaced and wiring secured.  
Group Home touch up paint has been reviewed by physical plant manager and he is looking into fully painting the areas of concern (bedrooms and living rooms).  
San Juan Cottage graffiti in closets has been removed.  
Santa Cruz and on a board in bedroom was addressed the week of your visit.

Person responsible for implementing corrective action plan: Paul Key and Troy McNair

Person Responsible for monitoring to ensure corrective action plan: Randy McTague, COO

  
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Randy McTague, COO  
Rancho San Antonio