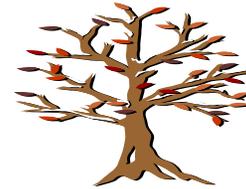
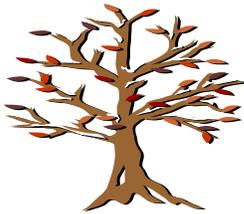
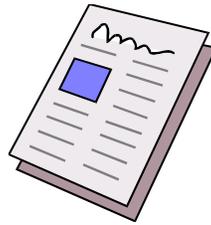




FOSTER CARE AUDITS AND RATES BRANCH QUARTERLY



ACTION NEWSLETTER

September 2003 - Fall Issue

No. 2

WELCOME BACK AVID READERS

Welcome to the Foster Care Audits and Rates Branch's (FCARB) second edition quarterly action newsletter. This letter is intended to provide you with the latest updates, changes in procedures and/or requirements that could affect your group home and/or foster family agency (FFA) program.

UPDATES

FCARB

The FCARB mails letters and notices to your nonprofit corporation's agent for service. That is the person you designated in your Articles of Incorporation to receive important legal notices. A notice sent to this person is legally considered to have been received by you. The FCARB verifies the name and address of the nonprofit corporation's agent with the California Secretary of State (SOS). In addition to your agent, the FCARB mails a courtesy notice to the program's Executive Director or Administrator and/or the Board President. Not everyone who sends you a legal notice will extend this courtesy. So, it is important that the agent for service information on file with SOS be accurate and current. The nonprofit corporation is required to update this and other information on file with the SOS when the information changes. Additionally, the SOS requires a nonprofit corporation to periodically file a statement providing certain information, including who is the designated agent for service. The nonprofit corporation is placed in a suspended status if this statement is not filed. A nonprofit corporation placed in suspended status, by law, is not recognized as a nonprofit corporation until the suspension is lifted. A nonprofit corporation which is in a suspended status does not meet the requirement in law that a foster care

program provider be organized and operate as a nonprofit corporation and is, therefore, subject to program rate termination. So, please remember to meet the SOS requirements to keep your operation eligible for foster care funding, and to let your Rates Consultant know of administrative changes to the nonprofit corporation in addition to changes in the Board composition.

FINANCIAL AUDITS

Now that the June 30, 2003 due date for submission of the financial audit reports (FAR) has passed for those corporations whose fiscal year ended December 31, 2002, the CDSS would like to commend all providers who submitted acceptable FARs in a timely manner, and thus complied with changes mandated by Assembly Bill (AB) 444. Unfortunately, some providers did not submit an acceptable FAR by the due date, and some did not submit a FAR, at all. In addition, some providers submitted FARs for the wrong reporting period, neglected to submit the required cost reports, or submitted cost reports for periods that were different than the FARs. Financial Audits Unit (FAU) staff have been contacting those providers to correct the deficiencies and make arrangements for submission of acceptable FARs and cost reports. It is critical that providers adhere to the regulatory timeframes for submission of FARs to avoid rate termination.

Please note that cost reports must contain actual costs rather than projected costs. For corporations whose fiscal year began prior to April 1, 2003, either audited or un-audited costs are acceptable, for this year only. Any audited cost report containing a balance which is different from a corresponding item on the financial statement should include an explanation for the discrepancy. In addition, copies of any management



letters issued by a certified public accountant (CPA) must now be included with the FAR.

Most of the implementation year problems discussed here can be eliminated in the future if providers and CPAs review the information found in Manual of Policies and Procedures (MPP) Section 11-405.21, and the Foster Care Audits and Rates Letters (FCARL) issued concerning this subject, including FCARL No. 2003-02, dated May 15, 2003. Providers and CPAs may also contact FAU staff at (916) 274-0445 on specific financial related questions.

PLEASE NOTE: the federal Office of Management and Budget (OMB) published on June 27, 2003 in the Federal Register that the threshold for OMB circular A-133 audits has increased from \$300,000 to \$500,000 in combined federal funding. This change would apply to audits of fiscal years ending after December 31, 2003. The CDSS will provide appropriate notification to providers concerning implementation of this change as soon as possible.

PROGRAM AUDITS

As you probably know, the FCARB, Program Audits Unit, is responsible for conducting provisional rate and non-provisional rate program compliance audits of foster care group home programs. The FCARB's goal is for all children in placement to receive the services for which providers are being paid and for all group home providers to pass their audits. Consequently, it is essential that providers maintain accurate records at all times and constantly be aware of the level of service being provided. Provisional rate providers know that the law requires an audit during the first year after the effective date of the provisional rate. That means the auditors will definitely schedule a provisional-rate audit sometime between the 9th and 11th months. However, ongoing non-provisional providers may believe that they are unlikely to be audited. We want to caution you to always be prepared, as to a large extent, non-provisional rate program audits are chosen on a random sample basis. Therefore, any program may be chosen for a non-provisional rate audit at any time, regardless of rate classification level (RCL) or licensed capacity, or whether they are the best or the worst program in the state. We strongly recommend that providers calculate their points on a monthly basis to ensure that they are not falling behind on their required points for their paid RCL. Calculating points is really quite easy, and if done monthly, it will ensure that the program is aware of any shortage of points and can take steps to correct the problem before an auditor arrives on the doorstep. As

always, if you don't know how to calculate points or have any other questions about the rate process, please contact your Rates Consultant for assistance.

NEW FINGERPRINT PROCESS

Community Care Licensing Division (CCLD) recently developed emergency regulations to implement changes in the fingerprint process which were effective July 16, 2003. California Code of Regulations, Title 22, Division 6, Section 80019 (e) has been amended to state "Prior to employment, residence, or initial presence in a licensed facility, all individuals subject to criminal record review shall:

- (1) Obtain a Department of Justice **clearance** or a criminal record exemption as required by the Department or
- (2) Request a transfer of a criminal record clearance as specified in Section 80019(f) or
- (3) Request and be approved for a transfer of a criminal record exemption as specified in Section 80019.1(r) unless, upon request for transfer, the Department permits the individual to be employed, reside, or be present at the facility.

For group home program ratesetting and auditing purposes, the regulations affect the allowance for employees to be present in a group home. Specifically, for all individuals who are hired **on or after July 16, 2003**, the criteria has changed from submission to clearance. Before being allowed to be present in a licensed facility, all employees **MUST** have 1) a Department of Justice letter indicating that they have been cleared and have no criminal history; or 2) an approved exemption from CCLD. Providers are required to maintain these notices in the program records.

As a result of these changes, auditors and rates consultants must ensure that group home providers have the appropriate documentation to prove that all child care or social work staff hired on or after July 16, 2003 have been cleared or exempted. Hours will be disallowed for any staff who do not meet fingerprint requirements.

The emergency regulations also place the requirement to use the Criminal Background Clearance Transfer Request form (LIC 9182) for requesting clearance transfers (associations) into regulation.



NO QUESTION IS TOO HARD TO ANSWER

IS A CRIMINAL JUSTICE DEGREE ALLOWABLE FOR A BEHAVIORAL SCIENCE WEIGHTING FOR CHILD CARE SUPERVISION STAFF? IF SO, HOW CAN I DETERMINE WHEN IT'S ALLOWABLE?

There are two ways to determine if a Bachelor of Arts or Science Degree in Criminal Justice can be allowed a 0.25 weighting as a Behavioral Science: 1) the provider has written approval from the FCRB stating that the degree in Criminal Justice warrants the additional weighting of 0.25, because it is relevant to the provision of services to the foster care children served by the particular group home program in question; or, 2) the provider has written documentation from the State Department of Consumer Affairs, Board of Behavioral Sciences or from the college/university registrar that conferred the degree stating that the degree is considered to be a Behavioral Science.

WHO CAN PROVIDE MENTAL HEALTH TREATMENT SERVICES?

To name only a few, psychiatrists, psychologists, licensed clinical social workers, marriage and family therapists, mental health interns, registered nurses, licensed vocational nurses, and licensed psychiatric technicians may provide mental health treatment services. Mental health treatment services may also be provided by other individuals who are licensed, certified, registered, waived or otherwise recognized or authorized under State law pursuant to California Department of Mental Health (CDMH) Title 9, Division 1, Chapter 11, Subchapter 1, Article 2, Section 1810.223. Mental health treatment services include the evaluation, treatment and psychometric testing performed by the licensed professional while in direct contact with the child. For more detailed information regarding mental health professionals, please see the definition for mental health professional on page 6 of this newsletter and MPP Section 11-400 m.(3).

IS IT NECESSARY TO ALLOCATE FUNCTIONS?

Providers must allocate the hours worked by staff that perform more than one function, such as, administration, child care and supervision, social work activities, mental health treatment, and other employment. Specifically, if an employee performs more than one function and the provider does not wish to have the employee time study to identify the hours worked in each function, then the provider must use an

allocation methodology to identify the hours performed in the different functions.

As required by MPP Section 11-402.211(a)(5)(C)(ii), if a group home program does not allocate administrator and facility manager's work hours the following will apply: for a six-bed program, a minimum of 20 hours per week per administrator and facility manager will be allocated to the administrative functions related to the operation of a group home program; and, for a program greater than six beds, 100 percent of the administrator's and facility manager's time shall be allocated to the administrative functions related to the operation of a group home program.

HOW LONG SHOULD PROGRAM RECORDS BE MAINTAINED?

According to MPP Section 11-402.52 providers must maintain program records for a minimum of five (5) years and make them easily accessible to the Department.

WHAT ARE PROGRAM RECORDS?

Some specific program records include personnel records, such as, current licenses; diplomas; certificates; copies of official transcripts; timesheets; salary schedules showing hours and amount paid; employee benefits; contracts; training documents; job descriptions which include titles and classifications; duties and responsibilities; organization charts; payroll register; records that document proof of payment; employment verification for previous residential child care worker experience; and, whether an employee is full or part-time, paid or volunteer.

HOW LONG SHOULD FISCAL/FINANCIAL RECORDS BE MAINTAINED?

According to MPP Section 11-405.12 and 11-430(i) group home and FFA programs must maintain all cost data related to the following categories for a period of not less than five (5) years:

- ❖ Child Care and Supervision;
- ❖ Social Work Activities;
- ❖ Food;
- ❖ Shelter;
- ❖ Buildings and equipment;
- ❖ Utilities;
- ❖ Vehicles and travel;
- ❖ Child related; and,



❖ Administration.

WHAT IS THE PURPOSE OF A PROGRAM AUDIT?

The purpose of a program audit is to determine whether a group home provider has maintained the projected RCL at the paid rate for the audited period. Also, an audit will determine whether documentation has been maintained to support the hours and weightings claimed for which the RCL was established. Currently, the FCARB conducts two types of program audits. Specifically, the FCARB conducts provisional rate and non-provisional rate program audits to determine if the provider's projected RCL was maintained at the paid RCL for the audited period.

Non-provisional Program Audits

A non-provisional program audit can be scheduled as a result of a referral or random selection. The program audit covers a twelve (12) month fiscal year plus the most current completed month of operation.

Information that the group home provider submitted to support the RCL and paid rate will be reviewed during the audit. In addition, the scope of the audit will include a review of foster care component worksheets; personnel records; criminal record clearances; employment applications; prior employment verifications; college transcripts and diplomas; timesheets; training records; records of payment for services, including payroll registers; and contracts and billings for social work and mental health treatment services.

If the audit determines that the provider did not render services at the paid RCL, an overpayment is assessed, and the RCL rate may be reduced. However, the provider has the opportunity to bring the program into compliance by submitting documentation demonstrating corrective action. If the provider does not submit corrective action or does not achieve corrective action, the rate will be reduced to the audited RCL or the RCL based on the results of the corrective action.

Provisional Rate Audits

A provisional rate audit is conducted during the first year of a program's operation. The audit period will consist of a review of two full calendar months or sixty consecutive days, whichever is longer. Providers who are subject to provisional rate audits are new or existing providers requesting a rate for a new program

and existing providers requesting a RCL increase. The scope of the audit will include a review of information and documentation submitted by the provider to support the initial RCL and provisional rate established. The audit will not cover the first six (6) months of operation.

If the provisional rate audit determines that the group home program is providing services at the paid RCL, the RCL and rate will remain the same. However, if the audit determines that a group home program is not providing services at the paid RCL, the RCL and rate will be reduced to the audited RCL. If the audit determines that the group home program operated more than three (3) levels below the RCL initially projected, the program rate will be terminated forty-five (45) days after the date of the issuance of the audit report unless the provider timely requests a formal hearing.

CORRECTIVE ACTION

Corrective action is appropriate when a group home program is not currently operating at the projected RCL. MPP Section 11-402.55 allows a group home provider the opportunity to bring a current program into compliance with the projected RCL within 60 days of the notice of the audit findings. Corrective action is only necessary for non-provisional audits of a fiscal year audit period, plus the current month. This MPP Section does not, however, apply to providers who are subject to provisional rate audits.

WHAT IS AN OVERPAYMENT?

An overpayment is assessed when a group home provider fails a non-provisional program or fiscal audit or the group home provider fails to maintain the level of care and services associated with their paid RCL and self-reports an overpayment.

MOST COMMON REASONS WHY GROUP HOME PROVIDERS FAIL PROGRAM AUDITS

1. Inadequate documentation to support the weighting claimed for prior residential child care experience for child care workers.
2. Inadequate documentation to support the weighting claimed for formal education for child care workers.
3. Failure to submit timely fingerprint clearance and Child Abuse Index applications for child care and.



<p>social worker employees</p> <ol style="list-style-type: none">4. Inadequate documentation to verify the actual time worked by child care workers.5. No allocation methodology for employees performing multiple functions.6. Inadequate documentation to support hours claimed for social work.7. Inadequate documentation to support that mental health treatment services were provided.8. Not enough hours of services provided in the three service components, child care and supervision, social work, and mental health to meet the paid Rate Classification Level. <p>If you substitute the word "adequate" for "inadequate" it will explain the reasons why some providers pass their audits.</p> <p><u>WHAT ARE ALLOWABLE COSTS FOR REPORTING PURPOSES - GROUP HOMES</u></p> <p>MPP Section 11-402.821(a)</p> <p>Allowable costs are the reasonable cost of:</p> <ul style="list-style-type: none">❖ Food;❖ Clothing;❖ Shelter;❖ Daily supervision;❖ School supplies;❖ Personal incidentals;❖ Travel to the child's home for visitation;❖ Liability insurance which covers the child;❖ Reasonable cost of administration and operation necessary to provide the items described above;❖ Reasonable cost of social work activities;❖ Reasonable, actual principal and interest on original acquisition mortgages;❖ Reasonable lease or rental costs for real property; and,❖ Reasonable cost incurred for vehicle and equipment leases as if owned by the provider. <p><u>WHAT ARE UNALLOWABLE COSTS FOR REPORTING PURPOSES - GROUP HOMES</u></p> <p>MPP Section 11-402.826</p>	<p>Costs that are not allowable include:</p> <ul style="list-style-type: none">❖ Overhead and supervision costs associated with unallowable activities;❖ Litigation expenses associated with suits filed against an agency of the county, state, or federal government;❖ Retainer fees for consultants, physicians, lawyers and accountants;❖ Psychiatric and psychological consultations associated with unallowable Title IV-E activities;❖ The cost of medical diagnosis, hospital expenses, and physician services;❖ The cost of formal educational activities;❖ Vocational training which substitutes for formal education;❖ Recreation costs except where it substitutes for otherwise necessary daily supervision;❖ The cost of more than one appraisal per year per facility;❖ Any cost for a child living with his/her minor parent; and,❖ Any costs for vehicle and equipment leaseback transactions. <p><u>WHAT ARE ALLOWABLE COSTS FOR REPORTING PURPOSES - FFAs</u></p> <p>MPP Section 11-403(c)(1)(A)</p> <p>Allowable costs include:</p> <ol style="list-style-type: none">1. Payment to the foster parents for those items specified in MPP Sections 11-401.11 and 12;2. Reasonable social work activities provided by the foster family agency as defined in MPP Section 11-400s.(4);3. The reasonable cost of activities of recruiting and training certified family home foster parents and administration of the provision of items or services described in 1. and 2. above; and,4. Executive Compensation. All executive compensation shall be reported for each executive officer. <p>MPP Section 11-401.11 and .12</p> <p>Allowable costs are the reasonable cost of:</p> <ul style="list-style-type: none">❖ Food;❖ Clothing;❖ Shelter;❖ Daily supervision;
---	---

- ❖ School supplies;
- ❖ Personal incidentals;
- ❖ Reasonable travel to the child's home for visitation;
- ❖ Liability insurance which covers the child;

WHAT'S INCLUDED IN A COUNTY SUPPORT LETTER

A county support letter is required in certain instances as part of a complete rate application. Specifically, county support letters are required for the establishment of a rate for a new program by a new or existing provider and RCL increase for an existing program. County support letters should be current when submitted to the FCRB. According to MPP Section 11-425, the recommendation letter should include the following information:

- ❖ Program is needed in that county;
- ❖ Provider is capable of effectively and efficiently operating the program;
- ❖ Provider is willing and able to accept Aid to Families with Dependent Children-Foster Care (AFDC-FC) children for placement who are determined by the placing agency to need the level of care and services that will be provided by the program; and,
- ❖ There must be a statement that the county has determined that there is no increased cost to the State General Fund.

WHEN IS IT APPROPRIATE TO REQUEST A GOOD CAUSE FROM THE FCRB OR FAU

Providers who are unable to submit a timely or complete rate application or financial audit report by the due date may submit in writing, a request for a determination of good cause. MPP Section 11-400g,(1) defines good cause as the inability to respond to a required action due to circumstances beyond the control of the group home provider/foster family agency including, but not limited to, natural disasters and emergency medical situations.

MORE IMPORTANT DEFINITIONS TO REMEMBER

Are you still wondering what's in a definition? Well, here are some more great definitions to stimulate your intellect.

- ❖ Child Care Worker - A group home employee engaged in providing child care duties and who meets Community Care Licensing (CCL) requirements as specified in Title 22, California Code of Regulations. MPP Section 11-400 c.(5)
- ❖ Child Care Duties - The duties required of child care staff as provided for in Title 22, California Code of Regulations. MPP Section 11-400 c.(4)

According to Title 22, Section 84065.1(b) child care staff shall perform the following duties: supervision, protection and care of children individually and in groups at all times; assistance to each child in working with a group and in handling individual problems; administration of discipline and setting of limits for behavior; and, notation of the child's progress; identification of the possible need for professional services; and communication of such findings to professional staff.

- ❖ Direct Contact Contract - An agreement between a group home provider and a social worker, exclusively for direct social work activities to children in care. The social worker that is eligible for double weighting shall be an Independent Contractor as provided by state and federal laws. MPP Section 11-400 d.(6)

Mental Health Professional - An individual who is licensed, certified, registered, waived or otherwise recognized or authorized under State law pursuant to CDMH's Title 9, Chapter 11, Medi-Cal Specialty Mental Health Services, Subchapter 1, Article 2, to provide mental health treatment services, including but not limited to interns and those referenced in Section 1810.223, California Code of Regulations. MPP Section 11-400 m.(3)

Title 9, Division 1, Chapter 11, Medi-Cal Specialty Mental Health Services, Subchapter 1, Article 2, Section 1810.223, Licensed Mental Health Professional, California Code of Regulations states that "Licensed mental health professional means licensed physicians, licensed clinical psychologists, licensed clinical social workers, licensed marriage, family and child counselors, registered nurses, licensed vocational nurses, and licensed psychiatric technicians."

- ❖ Points - The number calculated by the hours of service per child per month weighted by education, experience, training and/or professional level of the individual providing the service and divided by the greater of 90 percent of the group home program's licensed capacity or by 5.4, as provided for in the program classification methodology. MPP Section 11-400 p.(4)
- ❖ Training Log - A compilation of documentation necessary to verify the on-going training that was provided to child care workers, first-line supervisors, and houseparents in group home programs serving children under six. Documentation for each training session shall include the date of training; location of training; title and a short paragraph about the subject of training; names and signatures of staff attending for training provided onsite by a group home provider or independent third-party verification

for training that is provided offsite or by an entity other than the group home provider and their classifications; hours of training, name of trainer(s) and their qualifications; documentation showing provider paid any costs for training, including employee wages and benefits; listing of the materials distributed and used by the trainer; and type of training, i.e., in-person, video, onsite, offsite. MPP Section 11-400 t.(1)

SIGNIFICANT WEBSITES

Here are some very important websites that you should remember and tuck away in your filing cabinet. Having these websites will make it much easier and faster for you to locate pertinent information on the internet:

- ❖ If you want to verify and confirm that a psychiatrist is licensed by the State of California, information can be found on the California Department of Consumers Affairs main website at: <http://www.dca.ca.gov> or <http://www.medbd.ca.gov>
- ❖ If you want to know what the doctor's specialty is, such as, psychiatrist, information may be found at: <http://www.certifieddoctor.com>
- ❖ To determine whether a CPA or Public Accountant (PA) is qualified and licensed by the State of California to practice accountancy; register a complaint against a CPA or PA; or obtain advice or select a CPA or PA, information can be found on the California Board of Accountancy main website located at <http://www.dca.ca.gov/cba>
- ❖ To find information on a Marriage and Family Therapist (MFT); Licensed Clinical Social Worker; MFT Intern; Licensed Educational Psychologist; or, Associate Clinical Social Worker in the State of California, visit the Board of Behavioral Sciences main website located at: <http://www.bbs.ca.gov>
- ❖ To find information about nonprofit corporations, information may be found at: <http://www.genie.org>

TEMPORARY RATE RELIEF

Since there was no cost of living increase for FY 2002-03, AB 444 provided temporary rate relief for FY 2002-03. For group home programs that receive AFDC-FC payments for services performed during the 2002-03 fiscal year, RCL point ranges were adjusted and will be used in performing program audits and in determining any resulting rate reduction, overpayment assessment, or other actions. The temporary RCL point reduction authorized by AB 444 applies only to audits performed of services provided in FY 2002-03. The changes do not apply to provisional rate audits.

However, AB 1752, Chapter 225, Statutes of 2003, extends AB 444 temporary rate relief. For group

home programs that receive AFDC-FC payments for services performed during the 2002-03 and 2003-04 fiscal years, the adjusted RCL point ranges below shall be used for establishing the biennial rates for existing programs, and in performing program audits and in determining any resulting rate reduction, overpayment assessments, or other actions.

CURRENT GROUP HOME STANDARDIZED SCHEDULE OF RATES

RCL	Current Point Ranges	Adjusted Point Ranges FY 2003-04	Standard Rates FY 2003-04
1	Under 60	Under 54	\$ 1,454
2	60 - 89	54 - 81	\$ 1,835
3	90 - 119	82 - 110	\$ 2,210
4	120 - 149	111 - 138	\$ 2,589
5	150 - 179	139 - 167	\$ 2,966
6	180 - 209	168 - 195	\$ 3,344
7	210 - 239	196 - 224	\$ 3,723
8	240 - 269	225 - 253	\$ 4,102
9	270 - 299	254 - 281	\$ 4,479
10	300 - 329	282 - 310	\$ 4,858
11	330 - 359	311 - 338	\$ 5,234
12	360 - 389	339 - 367	\$ 5,613
13	390 - 419	368 - 395	\$ 5,994
14	420 & Up	396 & Up	\$ 6,371

EMPLOYEE SPOTLIGHT

BARBARA SCOBIE

Barbara has worked for the State of California for 24 years, the past 3 years as a General Auditor III in the Foster Care Audits and Rates Branch. She was a Licensing Program Analyst with Community Care Licensing for 9 years, during which she licensed and monitored group homes, foster family agencies, and county and private adoption agencies. Barbara also worked as a Registered Music Therapist for the Departments of Mental Health and Developmental Services.

As a former educator and therapist, Barbara has conducted numerous training sessions to a variety of organizations throughout California including: Southern Counties Placement Committee, Juvenile Justice Commission, Grand Jury, National Association of Music Therapists, as well as providing "Work Force Diversity" training to CDSS employees.

MARVIN SIMS

Marvin has worked for the State of California for over 25 years, including 8 years with the Administration Division and over 15 years with the Children and Family Services Division of CDSS. In the Administration Division, he primarily conducted desk audits of

administrative expense claims submitted by County Welfare Departments and District Attorneys Offices. With the Children and Family Services Division, he has been involved in activities associated with providing services to benefit the children of California, including managing the media based California's Waiting Children Program to help find adoptive homes for special needs children. When the FCARB was formed as a result of Senate Bill 933, Marvin was assigned to and currently works in the Financial Audits and Investigations Bureau's Financial Audits Unit as an Auditor III.

The FCARB is pleased to have both Barbara and Marvin as part of the foster care audits and rates team.

YOUR FOSTER CARE AUDITS AND RATES TEAM HARD AT WORK

Bureau Chiefs: Cora L. Dixon and Sheilah Dupuy.

Managers: Duane Anderson, Ed Elizondo, Frank Fong, Sandy Hammer, Johnny Medina, Carole Minchew, and Judi Queirolo.

Auditors: Chip Bane, Cindi Carleton, Rick Carroll, Mary Kay Deters, Joe Estrada, Stephen Fullenwider, George Gonsalves, Eddie Juniel, Cary Lemos, Tim Magrann, Sandra J. McCauley, Peggy Miyata, Patricia Moncada, Kathy Monishi, Wendy Riehs, Barbara Scobie, Rodger Shartle, Marvin Sims, Joanne Smallwood, Ray Thomas, Kendra Woodard, and Miguel Velasquez.

Rate Consultants: Cathy Cerniglia, Dee Dominguez, Diana Jayne, Frank Lee, Nancy Littlefield, Barbara Norris, and Carrie Salisbury.

Overpayment Collections Analyst: Linda Tolentino.

Associate Information Systems Analysts: Ruth Pinkham and Linda Runke.

Secretaries: Stacy Alameida, Tonya Barnes-Woodard, Rosalie Gallegos, Christina Lafradez, and Tamara Walters.

Moved On: With sadness, the FCARB said goodbye to three auditors who accepted new employment in other State departments. The FCARB will greatly miss Ngozi Ugwu, Cady Davis and Benjamin Barba. We wish them well and much success with their new positions.

NOTE OF APPRECIATION:

We want to thank all of the wonderful Foster Care Managers, Auditors and Rates Consultants who work very hard to provide top notch services and assistance to each and every provider. Thank You.

HOT NEWS FLASH

The FCARB wants to congratulate Ms. Peggy Miyata, who received the 2002 Best of the Best Award in the Children and Family Services Division. The award was presented by the Department to recognize Peggy for her outstanding work performance. The FCARB appreciates Peggy's expertise and excellent communication skills in providing assistance to her co-workers and the general public on foster care financial audit matters. Currently, Peggy is assigned to the Financial Audits Unit as a General Auditor III. The FCARB is glad to have her as part of the foster care audits and rates team. Thank you, Peggy for your outstanding work.

In addition, Stacy Alameida and Christina Lafradez received the 2002 Best of the Best honorable mentions for their outstanding work in the FCARB. Thank you.

PROUD MOM - ANOTHER VINCENT VAN GOGH?

Carrie Salisbury's 11 year old son, Reid Honeycutt, entered two of his drawings in the California State Fair's Junior Exhibit Competition Art Show. Reid won 1st place for one of his drawings and 3rd place for the other. The 1st place drawing entitled, "Soda Lovers" is currently being displayed at the California State Fair in the Exposition Center. Reid selected the title, "Soda Lovers" because it reflects five boys each holding a Dr. Pepper and wearing clothes that have Dr. Pepper written on them. If you visit the California State Fair this year, be sure to stop by to view Reid's fine art work. Good Job, Reid. Keep up your "artistical" work. Congratulations from FCARB staff.

MOTORCYCLE COMPETITION

Competition was tough, but our gal, Barbara Norris, prevailed. Barbara's Dyna Low Rider won "Best" in its class at the Sac-Town Harley Davidson Bike Show.

BULLETIN BOARD

❖ For Fiscal Year 2002-03 a total of 82 audits were initiated. Specifically, 67 provisional and 15 non-provisional program audits were initiated. In addition, a total of 57 audit reports were issued. As a result of the audits conducted, 44 (78%) providers passed and 13 (22%) providers failed their audits. In addition, a total of 14 non-provisional program audits were randomly selected and one non-provisional program audit was referred. Finally, a total of 67 provisional audits were conducted.

❖ Don't forget that you may retrieve your own personal issue of the FCARB's Quarterly Action Newsletter each quarter. Please remember to check the internet on a regular basis so that you

don't miss out on pertinent information.

READ ALL ABOUT IT - HOT OFF THE INTERNET

- ❖ The FCARB is currently in the process of developing a comprehensive Foster Care Audits and Rates Guide for new and existing providers. This Guide has been designed to give prospective group home and foster family agency providers, current providers, and other interested parties a concise yet comprehensive picture of the placement and funding process along with rate and audit information. The Guide describes which agencies are responsible for particular activities and who should be contacted for particular questions. The Guide also describes the foster care rate process from the initial request for the county support letter to audit requirements. Additionally, we have included a listing of website references for your further information.

It is our hope that this information will be useful for those who are considering whether to become providers and need to understand the responsibilities; to those providers who are already in business, but who need to ensure they are cognizant of all requirements; and to those who are stakeholders of the FC process and need to understand the process and requirements of those who provide the services.

- ❖ Any day now, the FCARB's Interactive Self-Test for providers will be made available on the internet. The self-test will allow providers to assess and evaluate their own level of understanding of the foster care audits and rates process. Providers will be able to download and print the self-test to complete at their own pace, leisure time and convenience.

NEXT ISSUE

In the next FCARB's Action Newsletter, look for more exhilarating and invigorating topics to stimulate your mind.

SUGGESTION

As a suggestion, instead of throwing away your FCARB's Action Newsletters after you read them, keep your copies and place them inside of a file or folder. The Newsletters are great resources to use as quick references. Remember each issue is very special and will include important information that will be helpful and enlightening.



TIDBITS CORNER

FPB and FAIB Telephone: (916) 274-0445
FAX Telephone: (916) 274-0448 or (916) 274-6249

FCRB Telephone: (916) 263-0441
Fax Telephone: 263-0320

If you have any suggestions or ideas for additional topics to include in the Newsletters please let us know. You may email your suggestions or ideas to Ms. Sandra J. McCauley at smccaule@dss.ca.gov or to Ms. Judi Queirolo at jqueirolo@dss.ca.gov

BRAIN TEASERS



POP QUIZ (True or False)

- Providers are not required to allocate hours worked by staff among the various functions they perform. _____
- Mental health treatment services must be performed while in direct contact with the child. _____
- A provider should not report any proposed changes to their program to the FCRB. _____
- Mental health treatment services may not be provided by individuals who are licensed, certified, registered, waived or otherwise recognized or authorized under State law. _____
- An employer must pay an employee minimum wage. _____

UNSCRAMBLE WORDS

- ❖ dilch race _____
- ❖ drencildh _____
- ❖ melant thealh _____
- ❖ rove mentayap _____
- ❖ oinpts _____
- ❖ lanvisiproo tare _____
- ❖ clr _____
- ❖ liasoc rowker _____
- ❖ persuvision _____

For the correct answers to these Brain Teasers, please see page 10.



THREE MOST THOUGHT PROVOKING QUESTIONS FOR THE DAY

- ❖ If you could take a one-month trip anywhere in the world and money was not a consideration, where would you go and what would you do?
- ❖ Is there something you have dreamed of doing for a long time? If so, why haven't you done it?
- ❖ Who is the most important person in your life? What could you do to improve the relationship? Will you ever do it?

ANOTHER CORNY JOKE

Little girl: "Why does your son say 'Cluck, Cluck, Cluck?'"

Mother: "Because he thinks he's a chicken."

Little Girl: "Why don't you tell him he's not a chicken?"

Mother: "Because we need the eggs."

Chuckle, Chuckle, Chuckle, Chuckle, Chuckle, Chuckle

ANSWERS TO BRAIN TEASERS:



Pop Quiz:

1. False. Providers are required to allocate hours.
2. True. Mental health treatment services must be performed while in direct contact with the child.
3. False. A provider is required to report any proposed changes to their program to the FCRB.
4. False. Mental health treatment services may be provided by individuals who are licensed, certified, registered, waived or otherwise recognized or authorized under State law.
5. False. An employer must pay an employee at least the minimum wage of \$6.75.

Unscramble Words: child care, children, mental health, overpayment, points, provisional rate, RCL, social worker, supervision.

MANAGER'S FINAL THOUGHTS

As I'm sure you are aware, the state is undergoing a severe financial crisis. Because of budget cuts, FCARB staff will be limited in their ability to travel throughout the state offering on-site technical assistance and training for the foreseeable future. The state's budget crisis has also caused a related crisis in many counties, so that county staff are being affected. We sincerely appreciate the efforts made by all foster care group home and FFA staff to continue to provide excellent service to the children in placement in these difficult times. We will continue to do whatever we possibly can to provide assistance to you, including telephone consultations, providing information such as this newsletter on the internet, and other written guidance. If you have any innovative ideas concerning training or subjects on which you would like more information, please let us know. If we work together, we can all survive these difficult times and continue to provide service to the children. Any comments or questions can be directed to Ms. Judi Queirolo, Manager FCARB, Policy and Support at (916) 274-0445.



**WE WISH EVERYONE A
VERY HAPPY FALL
SEASON**

