



**COUNTY OF LOS ANGELES  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

MARJORIE KELLY  
Interim Director

August 28, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Board of Supervisors  
GLORIA MOLINA  
First District  
YVONNE BRATHWAITE BURKE  
Second District  
ZEV YAROSLAVSKY  
Third District  
DON KNABE  
Fourth District  
MICHAEL D. ANTONOVICH  
Fifth District

Dear Supervisors:

**REQUEST TO APPROVE AMENDMENT NUMBER ONE TO RENEW AGREEMENT  
NUMBER 73698 FOR TRAINING, EDUCATION, AND MANAGEMENT SKILLS (TEAMS)  
WITH THE REGENTS OF THE UNIVERSITY OF CALIFORNIA  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chair to sign the attached Amendment Number One (Attachment 1) to Agreement Number 73698 with The Regents of the University of California ("Regents"), to exercise the first of two options to renew the term of the Agreement for one year for the continuation of Training, Education, and Management Skills (TEAMS) to health and child welfare professionals and foster parents, from October 1, 2002, through September 30, 2003. The maximum annual contract sum is \$236,646. State/federal revenue will be used to finance 92.5% of the amendment costs (\$218,898), and net County cost (NCC) will be used for the remaining 7.5% (\$17,748). The Contractor provides an in-kind match of \$78,882 for each year of the Agreement. Sufficient funding is included in the Fiscal Year (FY) 2002-03 Adopted Budget.
2. Delegate authority to the Director of the Department of Children and Family Services (DCFS), or his/her designee, to exercise the second one-year option to renew the

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term of the Agreement with the Regents after County Counsel and Chief Administrative Office (CAO) approval; and instruct the Director of DCFS to notify the Board of Supervisors and CAO in writing, within ten (10) workdays of execution of such amendment.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The current Agreement expires September 30, 2002. Approval of the recommended actions will enable the Regents to continue to provide training, education, and management skills, through Project TEAMS, to health and child welfare professionals and foster parents who provide services to infants that have been pre-natally exposed to drugs and alcohol and are currently under the care of DCFS. The majority of training is provided by staff from the Department of Pediatrics at the University of California, Los Angeles (UCLA), with DCFS staff included as training team members.

Based on the need for this program, DCFS is requesting that the term of the Agreement be renewed through September 30, 2003.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan by increasing access to training for foster parents and relative caregivers (which is consistent with Goal #1-Service Excellence, Strategy #1-Develop Standards for User Friendly Service; and Goal #5-Children and Families' Well-Being, Strategy #1-Coordinate, collaborate and integrate services for children and families across functional and jurisdictional boundaries). Execution of this amendment will allow for continued provision of training, education, and management skills through Project TEAMS.

### **FISCAL IMPACT/FINANCING**

The amendment renews the term of the Agreement with no increase in the annual contract amount. The cost of the Agreement with the Regents is \$236,646 for the one (1) year term beginning October 1, 2002 through September 30, 2003. The Maximum Annual Contract Sum for each year of this Agreement is \$236,646. In addition, the Contractor provides an in-kind match of \$78,882 for each year of the Agreement.

The annual cost of \$236,646 is financed by Federal funds (75%-\$177,485), State funds (17.5%-\$41,413), and NCC (7.5%-\$17,748). In addition there is an in-kind match from the Contractor which equals 33.33% (\$78,882) of the annual cost of the Agreement. The funding for this Amendment is included in the FY 2002-2003 Adopted Budget.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Project TEAMS is a training approach developed by UCLA, based upon a successful pilot project, that provides two didactic training sessions per year. Each didactic training session is followed by a six-month clinical practicum, during which community-based teams of Children's Social Workers (CSWs) and Public Health Nurses (PHNs) provide joint casework services to pre-natally substance-exposed infants in out-of-home placements. Two groups of trainees are accommodated by this training schedule. UCLA has provided this team collaboration training to DCFS staff for approximately eleven years. The training previously provided by UCLA has received continued positive results and responses from participants, CSWs, PHNs, Pediatricians and foster parents.

An Agreement was filed with the Board on October 11, 2001, requesting approval of a three-year contract through September 30, 2004. However, as a result of the Board's motion on November 6, 2001, regarding the effectiveness and quality of caregiver training, the Board amended the term of the Agreement from three years to a one year term with two one-year options to renew. In addition, the Board directed DCFS to evaluate the effectiveness of the TEAMS training program for foster parents and relative caregivers to include: why so few caregivers have completed this program; why the curriculum is not multilingual, how recruitment efforts can be improved; whether training for working foster parents and relative caregivers should be offered more frequently and in shorter time frames to accommodate their responsibilities; and overall recommendation for moving the Department to a more community based training and support delivery system, making these critical services more accessible to foster parents and relative caregivers in the communities where they reside.

DCFS reported back to the Board in a memorandum dated January 7, 2002, clarifying that the primary goal of TEAMS (see Attachment 2) is to train health and child welfare professionals with a minor secondary component that provides workshops for foster parents and relative caregivers.

The current Agreement with the Regents provides that any amendment to the agreement be signed by the contractor and submitted to your Board for consideration and, if approved, execution.

The attached Amendment Number One includes the following new provisions:  
Consideration of Greater Avenues for Independence (GAIN) or General Relief Opportunities

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for Work (GROW) Participants for Employment; Termination for Non-Adherence of County Lobbyist Ordinance; and Compliance with Jury Service Program.

The Regents are in compliance with all Board, CAO and County Counsel requirements.

The CAO has reviewed and approved this Board letter. County Counsel has reviewed this Board letter and approved the attached Amendment Number One as to form.

### **CONTRACTING PROCESS**

California Department of Social Services Manual Letter no. OPS-01-02 Chapter 23-621.11 provides that negotiated contracts with public educational institutions are normally limited to no more than a three year term. As this amendment will allow TEAM services to continue for a second year and delegates authority to continue for a third year, no additional contracting process is applicable to this Amendment.

### **IMPACT ON CURRENT SERVICES**

Amendment Number One will allow UCLA to continue to provide specialized training to increase and enhance the quality of care provided to vulnerable drug and alcohol exposed infants by health and child welfare professionals, and foster parents. Annually, this Agreement provides training for up to 120 CSWs, PHNs, early intervention workers, drug treatment counselors, and other professionals who provide services for children with prenatal alcohol and/or other drug exposure.

### **CONCLUSION**

Upon approval and execution by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped Board letter and attachments to:

1. Department of Children and Family Services, Contract Administration  
Attn: Theresa Wisda, Manager  
425 Shatto Place, Room 205  
Los Angeles, CA 90020
2. Office of County Counsel  
Advice and Litigation  
Attn: Kathleen Felice, Senior Deputy County Counsel  
201 Centre Plaza Drive  
Monterey Park, CA 91754

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3. UCLA  
Office of Contracts and Administration  
Attn: Breck Hill, Contract and Grant Officer  
10920 Wilshire Boulevard, Suite 1200  
Los Angeles, CA 90024-1406

Respectfully submitted,

MARJORIE KELLY, Interim Director

MK:nr

Attachments (2)

- c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller

**ATTACHMENT 1**

**AMENDMENT NUMBER ONE**  
**TO**  
**AGREEMENT NUMBER 73698**  
**BY AND BETWEEN**  
**COUNTY OF LOS ANGELES**  
**AND**  
**THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**  
**FOR**  
**TRAINING, EDUCATION AND MANAGEMENT SKILLS (TEAMS) SERVICES**

**AMENDMENT NUMBER ONE TO AGREEMENT NUMBER 73698**

## **FOR TRAINING, EDUCATION AND MANAGEMENT SKILLS (TEAMS)**

This Amendment number one to Agreement number 73698, adopted by the Board of Supervisors on November 6, 2001, is made and entered into by and between the County of Los Angeles, (hereinafter COUNTY) and the Regents of the University of California, (hereinafter CONTRACTOR), for conduct and administration of Training, Education and Management Skills (TEAMS) training services and amended this \_\_\_\_\_ day of \_\_\_\_\_ 2002.

WHEREAS, the purpose of this Amendment is for the COUNTY to exercise its option to renew Agreement Number 73698 for the term of one (1) year commencing October 1, 2002 and expiring September 30, 2003, and

WHEREAS, pursuant to Section **12.0 CHANGES AND AMENDMENTS**, subsection 12.2 of the Agreement, the following changes are made to the Agreement; and

NOW THEREFORE, COUNTY and CONTRACTOR hereby agree to the following Amendment Number One.

**1.0 Section 1.0, APPLICABLE DOCUMENTS, subsection 1.3 is amended to add:**

Exhibit N     -Jury Service Program Certification  
                  -Los Angeles County Code 2.203 (Jury Service Program)

**2.0 Section 3.0, TERM AND TERMINATION, subsection 3.1 is amended in its entirety to read as follows:**

3.1     The term of this Agreement shall commence on the date of execution by County Board of Supervisors and shall continue through September 30, 2003, unless terminated earlier as provided herein. The Director or her designee may extend the term of this Agreement for one (1) additional one (1) year period.

**3.0 Section 11.0, NOTICES is amended in its entirety to read as follows:**

11.1     All notices shall be given in writing by enclosing the same in a sealed envelope addressed to the intended party and by depositing such envelope with postage prepaid in the United States Post Office or any substation or public letterbox. All notices to COUNTY shall be sent in duplicate addressed to the following:



Marjorie Kelly, Interim Director  
Department of Children and Family Services  
Contract Administration Services  
Attention: Contract Administrator  
425 Shatto Place  
Los Angeles, California 90020

All notices to CONTRACTOR shall be sent to CONTRACTOR

Breck Hill  
Contract and Grant Officer  
UCLA Office of Contract and Grant Administration  
10920 Wilshire Boulevard, Suite 1200  
Los Angeles, CA 90024-1406

or such other person and/or location as may hereinafter be designated in writing by the CONTRACTOR.

11.2 All Notices may also be given upon personal delivery to any person whose actual knowledge would be sufficient notice to CONTRACTOR. Further, it is expressly understood that actual knowledge of an individual CONTRACTOR or of a co-partner, or if the CONTRACTOR is a corporation, or an officer or member of the corporation, or by the managing agent regularly in charge of the work on behalf of CONTRACTOR, shall in any case be sufficient notice.

11.3 CONTRACTOR shall notify COUNTY as provided in Section 11.1 when expenditures under this Agreement total seventy-five per cent (75%) of the Maximum Contract Sum. CONTRACTOR shall also notify COUNTY as provided in Section 11.1 when the Agreement is within six (6) months of expiration.

**4.0 Section 38.0 CONSIDERATION OF HIRING GAIN PARTICIPANTS is deleted in its entirety and replaced with the following:**

**38.0 CONSIDERATION OF GREATER AVENUES FOR INDEPENDENCE (GAIN) OR GENERAL RELIEF OPPORTUNITIES FOR WORK (GROW) PARTICIPANTS FOR EMPLOYMENT**

38.1 Should CONTRACTOR require additional or replacement personnel after the effective date of this Agreement, CONTRACTOR shall give consideration for any such employment openings to participants in the COUNTY's Department of Public Social Services' Greater Avenues to Independence (GAIN) Program or General Relief Opportunities for Work (GROW) Program who meet CONTRACTOR's minimum qualifications for the open position. COUNTY will refer GAIN/GROW participants by job category, to CONTRACTOR.

In the event that both laid-off COUNTY employees and GAIN/GROW participants are available for hiring, COUNTY employees shall be given first priority.

38.2 CONTRACTOR shall send notices to the COUNTY's Department of Public Social Services offices(s) located nearest to the job location at the following addresses:

Region I – West County  
5200 W. Century Blvd.  
Los Angeles, CA 90045

Region II – West San Fernando Valley  
14355 Roscoe Blvd.  
Panorama City, CA 91402

Region II – West San Fernando Valley  
Santa Clarita Sub-Office  
27233 Camp Plenty Road  
Canyon County, CA 91351

Region II – West San Fernando Valley  
Palmdale Sub-Office  
1050 E. Palmdale Blvd. #204  
Palmdale, CA 93550

Region III – San Gabriel Valley  
3216 Rosemead Blvd.  
El Monte, CA 91731

Region III – San Gabriel Valley  
GAIN Cal-Learn Branch  
3220 Rosemead Blvd.  
El Monte, CA 91731

Region IV – Central and West County  
2910 W. Beverly Blvd.  
Los Angeles, CA 90057

Region IV – Central and West County  
Exposition Park Sub-Office  
3965 S. Vermont  
Los Angeles, CA 90037

Region V – South County  
2959 Victoria Street  
Rancho Dominguez, CA 90221

Region VI – Southeast County  
5460 Bandini Blvd.  
City of Bell, CA 90201

Region VII – East San Fernando County  
3307 N. Glenoaks Blvd.  
Burbank, CA 91504

38.3 The notice sent by CONTRACTOR must indicate the position(s)/title(s) for vacant or new employment opportunity, description of same, requirements/qualifications for position(s), anticipated pay rate or salary

schedule, the location where applications/request(s) for applications are being received, final date of acceptance for applications and any special circumstances relevant to the hiring procedure for said position(s).

38.4 CONTRACTOR is exempt from the provisions of this Section if it is a governmental entity.

**5.0 Section 39.0, COUNTY LOBBYIST ORDINANCE is deleted in its entirety and replaced with the following:**

**39.0 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE**

CONTRACTOR and each COUNTY lobbyist or COUNTY lobbying firm as defined in Los Angeles County Code Section 2.160.010, retained by CONTRACTOR, shall fully comply with the COUNTY Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of CONTRACTOR or any COUNTY lobbyist or COUNTY lobbying firm retained by CONTRACTOR to fully comply with the COUNTY Lobbyist Ordinance shall constitute a material breach of this Agreement upon which COUNTY may, in its sole discretion, immediately terminate or suspend this Agreement.

**6.0 Section 50.0, COMPLIANCE WITH JURY SERVICE PROGRAM is added to the Agreement to read:**

This Contract is subject to the provisions of the COUNTY's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached hereto as Exhibit N and incorporated by reference into and made a part of the Contract.

**50.1 Written Employee Jury Service Policy**

50.1.1 Unless CONTRACTOR has demonstrated to the COUNTY's satisfaction either that CONTRACTOR is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that CONTRACTOR qualifies for an exception to the Jury Service Program (2.203.070 of the County Code), CONTRACTOR shall have and adhere to a written policy that provides that its Employees shall receive from the CONTRACTOR, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the CONTRACTOR or that the CONTRACTOR deduct from the Employee's regular pay the fees received for jury service.

50.1.2 For purposes of this Section, "Contractor" means a person, partnership, corporation or other entity which has a contract with the COUNTY or a subcontract with a COUNTY contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more COUNTY contracts or subcontracts. "Employee" means any California resident who is a full time employee of CONTRACTOR. "Full time" means forty (40) hours or more worked per week, or a lesser number of hours if the lesser number is a recognized industry standard and is approved as such by the COUNTY. If CONTRACTOR uses any subcontractor to perform services for the COUNTY under the CONTRACT, the subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

50.1.3 If CONTRACTOR is not required to comply with the Jury Service Program when the Contract commences, CONTRACTOR shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and CONTRACTOR shall immediately notify COUNTY if CONTRACTOR at any time either comes within the Jury Service Program's definition of "Contractor" or if CONTRACTOR no longer qualifies for an exception to the Program. In either event, CONTRACTOR shall immediately implement a written policy consistent with the Jury Service Program. The COUNTY may also require, at any time during the Contract and at its sole discretion, that CONTRACTOR demonstrate to the COUNTY's satisfaction that CONTRACTOR either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that CONTRACTOR continues to qualify for an exception to the Program.

50.1.4 CONTRACTOR's violation of this Section of the contract may constitute a material breach of the Contract. In the event of such material breach, COUNTY may, in its sole discretion, terminate the Contract and/or bar CONTRACTOR from the award of future COUNTY contracts for a period of time consistent with the seriousness of the breach.

EXCEPT AS PROVIDED IN THIS AMENDMENT, ALL OTHER TERMS AND CONDITIONS TO AGREEMENT NUMBER 73698 SHALL REMAIN IN FULL FORCE AND EFFECT. SIGNATURES BELOW INDICATE ACCEPTANCE AND AGREEMENT TO THIS AMENDMENT.

**AMENDMENT NUMBER ONE TO AGREEMENT NUMBER 73698 FOR  
TRAINING, EDUCATION AND MANAGEMENT SKILLS (TEAMS) SERVICES**

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment number one to Agreement Number 73698 to be subscribed by its Chair and the seal of such Board to be hereto affixed and attested by the Executive Office thereof, and CONTRACTOR has caused this Amendment to be subscribed in its behalf by its duly authorized officer on the day, month and year first above written. The person signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:  
VIOLET VARONA-LUKENS  
Executive Officer-Clerk of the  
Los Angeles County  
Board of Supervisors

By \_\_\_\_\_

THE REGENTS OF THE  
UNIVERSITY OF CALIFORNIA  
("CONTRACTOR")

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Tax I.D. Number \_\_\_\_\_

APPROVED AS TO FORM:  
BY THE OFFICE OF THE COUNTY COUNSEL  
LLOYD W. PELLMAN, COUNTY COUNSEL

By \_\_\_\_\_  
Micheline Ruben  
Deputy County Counsel

**“Contractor Employee Jury Service”**

**Los Angeles County Code Sections 2.203.010 through 2.203.090**

**2.203.010 Findings.**

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002).

**2.203.020 Definitions.**

The following definitions shall be applicable to this chapter:

- A. “Contractor” means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. “Employee” means any California resident who is a full-time employee of a contractor under the laws of California.
- C. “Contract” means any agreement to provide goods to, or perform services for or on behalf of, the county.
- D. “Full time” means 40 hours or more worked per week, or a lesser number of hours if the lesser number is a recognized industry standard as determined by the chief administrative officer.
- E. “County” means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0015 § 1 (part), 2002).

**2.203.030 Applicability.**

This chapter shall apply to contractors who enter into contracts that commence two or more months after the effective date of this chapter. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence two or more months after the effective date of this chapter. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.040 Contractor Jury Service Policy.**

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees’ regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002).

**2.203.050 Other Provisions.**

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.060 Enforcement and Remedies.**

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

- 1. Recommend to the board of supervisors the termination of the contract; and/or,
- 2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.070. Exceptions.**

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
  - 1. Has ten or fewer employees during the contract period; and,
  - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
  - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.090. Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)



County of Los Angeles  
**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602



**ANITA M. BOCK**  
Director

January 7, 2002

To: Supervisor Michael Antonovich, Mayor  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

From: Anita M. Bock, Director

Board of Supervisors

**GLORIA MOLINA**  
First District

**YVONNE BRATHWAITE BURKE**  
Second District

**ZEV YAROSLAVSKY**  
Third District

**DON KNABE**  
Fourth District

**MICHAEL D. ANTONOVICH**  
Fifth District

**BOARD ORDER RE: UCLA – T.E.A.M.S. CONTRACT**

At your meeting on November 6, 2001, your Board ordered my Department to evaluate the effectiveness of the TEAMS training program for foster parents and relative caregivers including: why so few caregivers have completed this program; why the curriculum is not multilingual; how recruitment efforts can be improved; whether trainings for working foster parents and relative caregivers should be offered more frequently and in shorter timeframes to accommodate their responsibilities; as well as overall recommendations for moving the Department to a more community-based training and support delivery system – making these critical services more accessible to foster parents and relative caregivers in the communities where they reside. The following is our report in response to this Board order.

Project TEAMS an inter-disciplinary training for professionals. These professionals include: Children's Social Workers, Public Health Nurses, Drug Treatment Counselors, Regional Center Workers, and Probation Officers. A secondary component of Project TEAMS is to provide workshops for foster parents and relative caregivers. The TEAMS contract deliverable is for five half-day workshops (a minimum of three hours per workshop). The training provided to foster parents and relative caregivers through Project TEAMS is a minor component of the larger continuum of the foster parent and relative caregiver training provided by the Department.

## **ATTACHMENT 2**

This response is divided into two sections. The first section addresses the Department's evaluation of the effectiveness of the TEAMS Training Program. As this is a small component of the overall training offered to foster parents and relative caregivers. The second section will provide an overview of the full spectrum of training provided to foster parents and relative

caregivers, the second section will provide an overview of the full spectrum of training provided to foster parents and relative caregivers.

### **TEAMS Training Program**

The TEAMS Training Program is evaluated for effectiveness for both the professional and foster parent/relative caregiver components. A detailed description of the evaluation of the professional training is included in Attachment 1.

In the past, foster parent/relative caregiver evaluation includes completion of surveys by all attendees containing participant satisfaction and knowledge gain. During the new contract period, UCLA has agreed to implement pre and post testing to all foster parent/relative caregiver participants to provide a more objective and reliable measure of knowledge gain.

The following addresses the specific questions included in the Board motion on the TEAMS Training Program as it pertains to the training of foster parents and relative caregivers.

- **Why have so few caregivers completed the TEAMS Training Program?**  
The current contract provides for a maximum of five one-half day TEAMS trainings annually. These sessions are offered as part of the over 900 additional classes offered to foster parents and relative caregivers through the Community Colleges Program and the trainings offered under AB2129. The TEAMS Training is only one of twenty-nine classes that deals with substance abuse issues. These classes are attended by approximately 350 foster parent and relative caregivers per year.
- **Is the curriculum multilingual?** Yes. Many of the course offerings provided by Community Colleges for foster parents and relative caregivers are available and have been provided in many different languages to meet the needs of the foster parents and relative caregivers in Los Angeles County. Project TEAMS has delivered the training in Spanish and has the capacity to conduct the workshop in multiple languages including sign language. Attachment 2 includes the curriculum outlines of the TEAMS foster parent and relative caregiver training in Spanish, Cantonese, and Korean and a copy of the resource guide translated in Spanish.
- **Recruitment Efforts.** UCLA Project TEAMS works collaboratively with the Community Colleges to publicize training for foster parents. All 18 colleges distribute brochures and flyers regarding their training courses. These training announcements are provided in multiple languages and samples of flyers from 3 different colleges are attached as Attachment 3.

The Department now requires all relative caregivers to participate in an orientation program. As part of that presentation, the Department and Community Colleges announce the availability of all other training provided to foster parents and relative caregivers. The Department and Project TEAMS will continue to enhance outreach and recruitment efforts

through contact with Foster Family Agencies and through our Kinship Care program. Further, UCLA will promote the foster parent and relative caregiver training in the training they provide to the professionals and encourage Social Workers and Public Health Nurses, as well as the other disciplines, to support the caregivers' attendance and participation in the TEAMS Training Program.

- **Responsiveness to the training scheduling needs of Foster Parents and Relative Caregivers.** UCLA and the Department have provided and are committed to continuing to provide the TEAMS Training at times (i.e. days, evenings and weekends) that are most convenient to foster parents and relative caregivers. The scheduling of the training is done by the Community Colleges based on quarterly planning meetings that includes foster parent and relative representatives.

### **Overview of the Full Spectrum of Foster Parent and Relative Caregiver Training**

The primary delivery method for foster parent training is through the 18 Community Colleges located throughout the County and our Foster Family Home Development and Support training program (AB2129). Project TEAMS provides up to 5 foster parent workshops each contract year, out of over 900 course offerings provided by the Community Colleges and the AB2129 program.

#### **Number of foster parents trained-**

- With a \$2.8 million dollar budget in 2000 (up from \$1.1 million in 1999 and \$220,000 in 1985), there has been an ever-increasing availability of trainings for foster parents and relative caregivers through eighteen (18) Community Colleges in Los Angeles County.
- Over the past three years (3) the number of community colleges that offer training has increased from thirteen (13) to eighteen (18).
- Over the past four (4) years, the number of classes available to foster parents and relative caregivers through the Community Colleges in Los Angeles County has roughly tripled, increasing from 314 per year to 918 per year.
- In addition, foster and relative caregiver training is available on a variety of relevant topics through the annual AB2129 (Foster Care Training and Recruitment Program) conference that is held in five different locations throughout Los Angeles County with a yearly attendance of over 3000. These conferences enhance foster caregiver skills and abilities to improve the quality of life for children in their care.)

#### **Summary**

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The goal and objectives of the UCLA TEAMS Project are primarily aimed at providing interdisciplinary training to Children's Social Workers, Public Health Nurses and other affiliated professionals who provide services to prenatally drug exposed infants and young children, their families and caregivers. The training provided under Project TEAMS is intended to meet the needs of the professionals. The majority of training for foster parents and relative caregivers is provided through the Community Colleges throughout Los Angeles County.

Training for foster parents and relative caregivers remains a high priority for the Department. Thousands of training hours are provided to foster parents and relative caregivers each year through the 18 participating Community Colleges located across the County and the AB2129 conferences. Foster parents participate in identifying their training needs and development of a wide array of course offerings. In collaboration with our community partners, the Department is committed to move toward a more community-based training and support delivery system. Examples of this work include our Family to Family, Family Group Decision Making and Team Decision Making initiatives. Our Department is moving forward in the right direction to ensure that critical services are accessible to the caregivers for these vulnerable children.

Project TEAMS training for professionals, along with the wide array of training provided to foster parents and relative caregivers, work in concert to provide an effective, practice-based, knowledge and skills development program. The outcome of this TEAMS / foster caregiver training partnership improves linkages with the community, enhances the delivery of services to prenatally drug exposed children, and further advances and supports the multidisciplinary approach toward meeting the complex needs of high risk children.

If you have any questions or need additional information, please call Anita Bock or your staff may call Helen Berberian at (213) 351-5530.

AMB:MHM:bjm

#### Attachments

c: Chief Administrative Officer  
Executive Officer, Board of Supervisors  
County Counsel

## **Evaluation of Professional Component of UCLA Project TEAMS Training**

Project TEAMS' primary goal is the inter-disciplinary training of professionals. These professionals include: Children's Social Workers, Public Health Nurses, Drug Treatment Counselors, Regional Center Workers, and Probation Officers.

Evaluation Components – The most widely accepted model of categorizing training evaluation was proposed by Kirkpatrick (1959). He proposed 4 levels of training evaluation to assess: (1) participant satisfaction with the training; (2) whether the participants gained knowledge or skills from the training; (3) whether new skills are applied on the job and; (4) if the training is affecting the desired outcome.

**Participant Satisfaction (level 1):** The UCLA TEAMS Project staff evaluates participant satisfaction of their training program. This is done after every session over the 6-month training period. Based upon these evaluations, professionals have consistently reported that they have derived benefits from their participation in the training. For the last contracting period (1998-2001) 228 professionals participated in TEAMS interdisciplinary training. Trainee satisfaction related to the didactic sessions and various clinical consultation sessions has ranged from 3.14 to 3.92 on a scale of 1 to 4 (1=not useful, 2=somewhat useful, 3=good, and 4=very good) in reference to the categories of organization of session/workshop, content/information presented, applicability to trainees current position, instructor's responsiveness to questions, and overall rating of the session.

During the last contracting period (1998-2001), trainees were requested to complete a final evaluation form at the end of their 6-month training period. In order to leave the evaluation process as open as possible to a wide variety of responses, this form consisted of open-ended questions. Trainees listed what they found to be valuable aspects of Project TEAMS training, if there was anything about the program that they would do differently, if they benefited from their participation in Project TEAMS training, and whether or not the children and families that they serve benefited as a result of their (the professional's) participation in the training.

For the 3-year period that this open-ended method was used 74% of the 228 participants reported that they gained new knowledge and information regarding children from substance abusing families. Eighty (80) percent reported that they learned more about the functions of professionals from disciplines other than their own and how to access and utilize the skills of other professionals who are providing services to children and families in the Department. Seventy-five (75) percent reported that they were able to use what they had learned through Project TEAMS to enhance

Evaluation of Professional Component of UCLA Project TEAMS Training  
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their ability to provide services and to make referrals to resources in the community for the children and families on their caseload.

**Knowledge Gain (level 2):** Project TEAMS began administering an evaluation of knowledge gain of professional participants in November 2001, as part of the new contract.

This is done through the administration of pre and post-tests. The first results of this evaluation will not be available for 6 months, until the 1<sup>st</sup> training group to participate in this evaluation completes the TEAMS training cycle.

**Improvement in Work Performance and Client Outcomes (levels 3 & 4):** The Department and UCLA are in the process of collaborating to develop evaluation tools to measure improvement in work performance by Children's Social Workers and Public Health Nurses as well as improvement in client outcomes. The Department will commit the resources of our Research Section to implement and monitor these evaluation elements. The evaluation design/methodology best suited to measure levels 3 and 4 is longitudinal. Due to the complexity of this design results of these evaluations will not be available for 12 to 18 months.

## CARING FOR THE DRUG-EXPOSED CHILD

- I. Prenatal Drug Exposure: Medical and Developmental Concerns
  - A. Identification of the Newborn Exposed to Drugs
    1. Maternal History, Behaviors, and Symptoms
    2. Infant Symptoms
    3. Toxicology Screens
  - B. Effects of Prenatal Drug Exposure on Newborns
    1. Signs and Symptoms
      - a. Irritability
      - b. Tremors and Jitteriness
      - c. Prolonged Cry
      - d. High-Pitched Cry
      - e. Hyperreflexia/Hypertonia
      - f. Alternating States of Lethargy and Irritability
      - g. Diarrhea
      - h. Frantic Sucking
      - i. Fever
      - j. Abnormal Eye Movements
      - k. Seizures
    2. Indications for Drug Therapy
  - C. Fetal Effects
  - D. Common Medical Problems
    1. Prematurity
      - a. Chronic Lung Disease/Bronchopulmonary Dysplasia (BPD)
      - b. Intraventricular Hemorrhage (IVH)
      - c. Retinopathy of Prematurity (ROP)
      - d. Apnea and Bradycardia
    2. Exposure to Infectious Diseases-Venereal Diseases
      - a. Syphilis
      - b. Gonorrhea
      - c. Herpes
      - d. Hepatitis



- e. Acquired Immune Deficiency Syndrome (AIDS)

#### E. Medical and Developmental Follow-Up Recommendations

- 1. Pediatric Evaluation
- 2. Developmental Evaluation
  - a. What is a Developmental Assessment
  - b. Areas of Assessment

#### F. Long-Term Developmental Concerns

- 1. 6 Months
  - a. Increased Muscle Tone
  - b. Normal Gross Motor Skills
  - c. Poor Fine Motor Development
  - d. Minimal Vocalizations
  - e. Irritability
  - f. Unpredictable Sleeping Patterns
- 2. 18 Months
  - a. Normal Gross Motor Skills
  - b. Poor Fine Motor Development
  - c. Delayed Language

## II. Parenting Special-Needs Infants, Toddlers, and Preschoolers

### A. Intervention Techniques

- 1. Infants
  - a. Soothing
  - b. Sleeping and Feeding
- 2. Toddlers
  - a. Adapt Toys to accommodate Fine Motor Problems
  - b. Be Purposeful in Teaching Communication Skills
  - c. Model Organized Play
  - d. Provide Positive Reinforcement for Accomplishments

3. Preschoolers

- a. Adapt Toys to the Child's Developmental Level
- b. Teach Communication Skills: Model Appropriate Language and Expression of Feelings
- c. Obtain Eye Contact with the Child before Communicating
- d. Prepare the Child for Transitions
- e. Partialize Tasks and Keep Them Simple
- f. Validate Small successes
- g. Adjust Expectations to the Child's Abilities
- h. Provide Opportunities for the Child to Re-Group after Over-Stimulation

B. Common Issues for Caregivers

1. Lack of Resources and Knowledgeable Professionals
2. Struggles with Complicated Systems
3. Difficulty in Locating Affordable and Responsible Child Care
4. Special-Needs Children: Multiple Requirements and Frequent Appointments
5. Fears Regarding the Children's Future Health and Development
6. 24-Hour-a-Day Commitment Affecting Every Family Member
7. Loss of Privacy
8. Infants' High Risk for Child Abuse and/or Neglect

III. Community Resources

Project T.E.A.M.S.  
UCLA Department of Pediatrics  
County of Los Angeles

**RESOURCES**

**Child Care Resources**  
(Refers you to agencies in your area)

(800) 424-2246

**Los Angeles County Department of Health Services**

(213) 250-8055

**(WIC)** agency for the following areas:

Public Health Foundation  
(818) 856-6600  
Lawndale, CA

San Gabriel Valley, Los Angeles (West & East areas), Santa Monica, Culver City, Inglewood, Hawthorne, and Beach Communities

**Regional Centers**

East Los Angeles Regional Center  
1000 South Fremont Avenue  
P.O. Box 7916  
Alhambra, CA 91802  
(626) 299-4700

South Central Regional Center  
2160 West Adams Boulevard  
Los Angeles, CA 90018  
(213) 763-7800

Harbor Regional Center  
21231 Hawthorne Boulevard  
Torrance, CA 90503  
(310) 540-1711

Westside Regional Center  
5901 Green Valley Circle, Third Floor  
Culver City, CA 90230  
(310) 258-4000

Frank D. Lanterman Regional Center  
3440 Wilshire Boulevard, Suite 400  
Los Angeles, CA 90010  
(213) 383-1300

North Los Angeles Regional Center  
15400 Sherman Way, Suite #300  
Van Nuys, CA 91406  
(818) 778-1900

Initially contact Intake Worker. If denied evaluation appointment, contact other staff.

Supervisor, Early Intervention Unit  
Chief of Consumer Services  
Executive Director