



*Making Social Care
Better for People*

inspection report

FOSTERING SERVICE

The Children`s Family Trust

**MKA House
4-6 St Andrew's Road
Droitwich
Worcs
WR9 8DN**

Lead Inspector
Jacqueline Dunster

Announced Inspection
7th – 11th November 2005 10:00

The Commission for Social Care Inspection aims to:

- Put the people who use social care first
- Improve services and stamp out bad practice
- Be an expert voice on social care
- Practise what we preach in our own organisation

Reader Information	
Document Purpose	Inspection Report
Author	CSCI
Audience	General Public
Further copies from	0870 240 7535 (telephone order line)
Copyright	This report is copyright Commission for Social Care Inspection (CSCI) and may only be used in its entirety. Extracts may not be used or reproduced without the express permission of CSCI
Internet address	www.csci.org.uk

This is a report of an inspection to assess whether services are meeting the needs of people who use them. The legal basis for conducting inspections is the Care Standards Act 2000 and the relevant National Minimum Standards for this establishment are those for *Fostering Services*. They can be found at www.dh.gov.uk or obtained from The Stationery Office (TSO) PO Box 29, St Crispins, Duke Street, Norwich, NR3 1GN. Tel: 0870 600 5522. Online ordering: www.tso.co.uk/bookshop

Every Child Matters, outlined the government's vision for children's services and formed the basis of the Children Act 2004. It provides a framework for inspection so that children's services should be judged on their contribution to the outcomes considered essential to wellbeing in childhood and later life. Those outcomes are:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a contribution; and
- Achieving economic wellbeing.

In response, the Commission for Social Care Inspection has re-ordered the national minimum standards for children's services under the five outcomes, for reporting purposes. A further section has been created under 'Management' to cover those issues that will potentially impact on all the outcomes above.

Copies of *Every Child Matters* and *The Children Act 2004* are available from The Stationery Office as above

This report is a public document. Extracts may not be used or reproduced without the prior permission of the Commission for Social Care Inspection.

SERVICE INFORMATION

Name of service The Children`s Family Trust

Address MKA House
4-6 St Andrew's Road
Droitwich
Worcs
WR9 8DN

Telephone number 01905 798229

Fax number 01905 798230

Email address carolyn@thecft.org.uk

Provider Web address

Name of registered provider(s)/company (if applicable) The Children`s Family Trust

Name of registered manager (if applicable) Mrs Lois Penelope Highton

Type of registration Fostering Agencies

No. of places registered (if applicable) 0

Category(ies) of registration, with number of places

SERVICE INFORMATION

Conditions of registration:

Date of last inspection 28th February 2005

Brief Description of the Service:

The Children's Family Trust (the Trust) is a voluntary, not for profit childcare charity, operating as a fostering agency. It is governed by a Board of Trustees.

The Trust was established in 1946 with the guiding philosophy that looked after children had the right to live a "natural family life" which would endure beyond the age when they left the formal care system. The Trust has a successful history of providing permanent homes for children fostered through it.

In 2003, following some years of reduction in fostering households, the Trust determined to establish a pattern of growth and development in its fostering services. While maintaining its core philosophy the Trust has begun to recruit carers who will be able to provide short term and respite placements in addition to long-term placements. The Trust aims to provide a stable family life for children and young people and to provide for their education and "establishment in life". It undertakes recruitment, assessment, training and support of carers.

At the time of the inspection the Trust supported 8 fostering households with 8 children and young people in placement.

SUMMARY

This is an overview of what the inspector found during the inspection.

During the inspection the Trust's policies and procedures were examined. The manager completed a self-assessment form and a pre-inspection questionnaire. Five questionnaires were returned from fostering households, two from children in placement and three from placing officers. Responses were received from two local authorities within which foster carers reside.

Three fostering households were case tracked of which two were visited and one interviewed by telephone. The registered manager, senior practitioner and a supervising social worker were interviewed.

Panel was observed on 18th April 2005 and the chair of panel interviewed during the main inspection period.

The last inspection report of the Children's Family Trust noted the hard work and commitment it had demonstrated in addressing previous requirements and recommendations. Given this, the current inspection mainly focused on areas where requirements and recommendations were previously raised. All other standards were fully met or exceeded at the last inspection. The current inspection confirmed that these standards continue to be fully met or exceeded.

The Trust has many areas of strength, is effective in the provision of foster care and committed to improvement. The challenge ahead lies in maintaining this level of service and quality while increasing the number of carers. The Trust has in place sound policies and practices which should encourage it to achieve expansion of its services over the next year.

What the service does well:

The Children's Family Trust continues to offer foster care which reflects its driving ethos of a family for life.

This guiding principle has ensured that the Trust offers excellent matching of carers to children, evidenced by a negligible rate of placement disruption.

The Trust has extremely committed social work practitioners and foster carers who continue to develop their skills year on year.

The Trust excels in a number of areas and exceeds minimum standards in providing suitable foster carers, training of carers, matching, preparation for adulthood, supervision of carers and maintenance of children's records.

The Trust has met or exceeded all national minimum standards over the last two inspections demonstrating a very positive attitude to regulation and skill in applying its demands to practice.

What has improved since the last inspection?

Most policies and procedures have been reviewed. The Trust now has in place comprehensive, user-friendly, relevant policies written within the context of the demands of child protection and care.

The Trust has addressed virtually all the requirements and recommendations from the last inspection with the result that standards which were not met at the last inspection are now fully met.

Provision for respite is now properly regulated and carers are recruited, assessed and approved for the respite task.

The standard of administrative and bureaucratic processes in the organisation has improved immeasurably.

The fostering panel is developing into a robust and effective resource.

What they could do better:

The Trust fully meets national minimum standards in education and health. They agree that the development of their own educational and therapeutic resources could enable them to exceed these standards in the future.

The most recent, and compliant, Foster Placement Agreement should be put in place for all placements.

The fostering panel should ensure it undertakes case-by-case quality control of reports to aid the longitudinal quality assurance of assessments.

Processes should be fully developed to address performance management of panel members.

Please contact the provider for advice of actions taken in response to this inspection.

The report of this inspection is available from enquiries@csci.gsi.gov.uk or by contacting your local CSCI office.

DETAILS OF INSPECTOR FINDINGS

CONTENTS

Being Healthy

Staying Safe

Enjoying and Achieving

Making a Positive Contribution

Achieving Economic Wellbeing

Management

Scoring of Outcomes

Statutory Requirements Identified During the Inspection

Being Healthy

The intended outcomes these Standards are:

- The fostering service promotes the health and development of children.(NMS 12)

The Commission considers Standard 12 the key standard to be inspected at least once during a 12 month period.

JUDGEMENT – The intended outcomes for these Standards are

Standard 12 was inspected.

JUDGEMENT:

The health and development needs of children and young people are prioritised throughout the fostering process. Children and young people are encouraged to participate in their own health development.

EVIDENCE:

The Children's Family Trust's policies and practices recognise that children in the looked after system are likely to suffer deficits in health outcomes in comparison to the general population. They recognise that these deficits will impact widely on children throughout their lives, affecting their ability to enjoy and achieve into adult life.

The Foster Placement Agreement contains substantial health information through the "Identified Health Needs and Arrangements for Meeting these" section.

The Trust has developed a Child Health Record and Monitoring Form. This enables carers to record accurately all health matters and interventions in relation to children placed with them. It is recognised as good practice that the Trust encourages children and young people to participate in the maintenance of these records.

The Trust ensures that medical consents are in place at the outset of placements and that health checks are completed.

Links have been established with CAMHS, a Well-Woman clinic, Brook and primary health care services. The Trust is currently developing policy and practice regarding support of sexual health needs for young people.

Carers' records indicate that they undertake post-approval core training in First Aid, Health and Safety and Promoting Health.

Staying Safe

The intended outcomes these Standards are:

- Any persons carrying on or managing the service are suitable. (NMS 3)
- The fostering service provides suitable foster carers.(NMS 6)
- The service matches children to carers appropriately.(NMS 8)
- The fostering service protects each child or young person from abuse and neglect.(NMS 9)
- The people who work in or for the fostering service are suitable to work with children and young people.(NMS 15)
- Fostering panels are organised efficiently and effectively.(NMS 30)

The Commission considers Standards 3, 6, 8, 9, and 15 the key standards to be inspected at least once during a 12 month period.

JUDGEMENT – The intended outcomes for these Standards are

Standards 3, 6, 8, 9, 15 and 30 were inspected.

JUDGEMENT:

The Trust is managed and staffed by suitable persons to work with children and young people.

The Trust continues to exceed minimum standards in the provision of suitable foster carers.

The Trust has managed to translate its priority of keeping children safe into practice and policy. Its use of Safe Caring policies is an example of good practice.

Children are very well matched to carers who can meet their needs.

The agency has, over the last year, established its own fostering panel which is proving effective and efficient. It places stringent demands on the quality of assessments and reviews. It encompasses a wide range of experience and skills to enable it to fulfil its duties. The panel needs to develop a policy on performance management of the panel members.

EVIDENCE:

The Children's Family Trust carries out the required checks into the suitability of staff. CRB checks and telephone reference enquiries are made. The personnel files contained full records of these employment checks. The recruitment policies are directed to achieving quality and experience in staffing and are transparent. Staff are suitably qualified and those interviewed were able to demonstrate a good understanding of foster care, knowledge and skills. The Trust continues its efforts to fill historical gaps in the personnel files of panel members and it is important that these last pieces of information are gained as soon as possible.

Foster homes were found to provide safe, healthy and nurturing environments. They were warm and welcoming with sufficient space to meet everyone's needs and free from hazards. Health and safety checks and unannounced visits are carried out at the homes and carers undertake health and safety training.

Traditionally the Trust has provided long-term placements for children. Consequently it has been able to carefully match children's needs to carers' skills. Full introductions are the accepted norm and an example was seen of how this worked in practice. A recent placement was preceded by almost daily contact with the children to be placed over a period of two weeks. These meetings involved the birth children, the carers, the current carer, their family and relevant professionals. Time and distance made this a demanding task but the time spent establishing this placement has borne dividends. The children settled into the placement quickly and began to make almost immediate progress.

Another placement has lasted long-term, despite its extreme demands, largely because the complementary skills of the two carers were well matched to the needs of that child.

The challenge for the Trust will be to maintain its good record on matching as it increases its remit to provide more short term and emergency placements in the future.

The most recent Foster Placement Agreement is now fully compliant with standards. It is recommended that the Trust ensure all placements have this most recent agreement put in place.

Each household has a Safe Caring Policy. It is tailored to the specific needs of the placement. In an example of good practice foster carers are told to "...involve all the household in preparing a safer caring statement, adhere to it and review it regularly as a household. Do not get complacent about it". The

evidence from case tracking is that the Trust takes care to understand the changing circumstances within households and to work with carers to reflect these through changes in practice.

The Trust has clear and comprehensive policies on child protection which carers and staff understand. They are aware of the procedures for dealing with allegations, complaints and absconding. These practices are set against a very good policy on managing behaviour and understanding child development in relation to the management of behaviour. This is strengthened by training in managing behaviour, boosting self-esteem, safer caring, posttraumatic stress syndrome, and child protection.

The Trust has provided physical intervention training and updates in relation to a specific identified need and in collaboration with the young person concerned. The management of these interventions is closely monitored.

Observation of the fostering panel and discussions with its chair indicate that it requires high standards in assessments and reviews. Form F assessments which were viewed during inspection were of a consistently high standard. Reviews were also of a good quality and carers are expected to attend panel when their first review is being considered.

The panel was well managed by the chair who demonstrated a clear understanding of his duties and role. The members of panel are experienced in family law, health, education and foster caring which aids rigorous analysis of assessments.

The chair monitors the performance of the panel and assessments through an annual review. This is a fulsome document which highlights areas for development. The inspection concurred with the chair's view that a policy should be fully developed on the performance management of panel members. The Trust would also be advised to develop a process of case-by-case quality assurance of assessments through feedback from panel members. The chair believes there should be a "healthy tension" with the Trust to encourage constructive debate and evidence is that this is happening.

Enjoying and Achieving

The intended outcomes these Standards are:

- The fostering service values diversity.(NMS 7)
- The fostering service promotes educational achievement.(NMS 13)
- When foster care is provided as a short-term break for a child, the arrangements recognise that the parents remain the main carers for the child.(NMS 31)

The Commission considers Standards 7, 13, and 31 the key standards to be inspected at least once during a 12 month period.

JUDGEMENT – The intended outcomes for these Standards are

Standard 13 was inspected.

JUDGEMENT:

The Children's Family Trust continues to demonstrate it values diversity in terms of culture and disability.

The Trust successfully promotes the educational achievement of children placed. It is effective in working in cooperation with both mainstream and special needs educational providers.

EVIDENCE:

Standard 7 was not fully inspected on this occasion, having been fully met at the last inspection. The Trust has demonstrated that it promotes the needs of children who are disabled or need support in relation to their identity. It continues to take action to meet gaps in relation to these needs and to fully meet the standard.

The Trust has developed a very user-friendly policy on education. It has in place an educational toolkit assessment which measures carers' knowledge of the educational system and their role within it. This toolkit is in use at the earliest stages through the assessment process of new carers. Using it, the Trust is able to identify gaps in knowledge in which the carers will be supported. There are clear expectations in place concerning carers' involvement in education. Case tracking evidenced the active role carers had taken in appealing educational decisions on behalf of children in placement.

Initial referral forms and the Foster Placement Agreement address needs regarding education.

The matching process addresses the educational environment available at the placement. Good information is sought on schools and resources which are available in the area and how they are performing to allow the child to be matched in terms of their educational requirements.

No child in this organisation is placed in a respite placement which does not allow them to attend their educational establishment and respite carers are expected to meet the same demands in terms of education as the main carer.

Making a Positive Contribution

The intended outcomes these Standards are:

- The fostering service promotes contact arrangements for the child or young person. (NMS 10)
- The fostering service promotes consultation.(NMS 11)

The Commission considers Standards 10 and 11 the key standards to be inspected at least once during a 12 month period.

JUDGEMENT – The intended outcomes for these Standards are

Standards 10 and 11 were inspected.

JUDGEMENT:

The Trust continues to promote contact arrangements and consultation.

EVIDENCE:

Carers with the Children's Family Trust have access to a detailed policy on contact. This is supported by training within the Skills to Foster and NVQ training for carers. Case tracking demonstrated the efforts carers make to maintain contact arrangements and they are fully supported through supervision in achieving this.

The Trust provides children with a high quality, user-friendly guide which advises how they might address concerns or complaints. The Trust employs an innovative SOS scheme. If a child is unhappy or distressed they are able to send a postage paid card to the Trust which indicates their name and alerts the Trust to the need to establish contact with the child as a matter of urgency. The scheme has been seen to work in practice during a previous inspection.

Birth and foster children are consulted about carers' reviews and there is an expectation that the supervising social worker will befriend children in placement. Children's questionnaires confirmed a high satisfaction rate with

consultation by the Trust. Regular consultative exercises are carried out to garner children's views. The small size of the Trust and the permanency of placements have enabled it to build meaningful relationships with children in placement. Again the Trust will need to rise to the challenge of maintaining this level of consultation and involvement with children while increasing the size of its carer pool.

Achieving Economic Wellbeing

The intended outcomes these Standards are:

- The fostering service prepares young people for adulthood.(NMS 14)
- The fostering service pays carers an allowance and agreed expenses as specified.(NMS 29)

The Commission considers Standards 29 the key standard to be inspected at least once during a 12 month period.

JUDGEMENT – The intended outcomes for these Standards are

Standards 14 and 29 were inspected.

JUDGEMENT:

The Trust continues to excel in preparing young people for adulthood.

The Trust pays carers promptly and accurately.

EVIDENCE:

The guiding ethos of the Trust is a belief in the right of looked after children to family life, for life. This has been translated into practice through ongoing involvement with young people after their 18th birthday, financial assistance for young people beyond that stage and financial provision for further education. Children who have been fostered, historically and presently, maintain strong links with their foster carers.

There are written expectations for carers in preparing young people for adulthood. The carers were seen to be carrying these out in practice. The agency provides a good review of the Children (Leaving Care) Act 2000 for carers.

With one young person there was evidence that this work is being done in a developmentally appropriate way. It acknowledges that preparation for adulthood may have to be a very long process.

Concerted efforts are made to acquire Pathway Plans, to consult with young people and their social workers. One placing social worker stated in her comments to a matching panel that "The ethos of the agency and the carers is very much akin to an adoption placement. They are really offering a family for life. The agency...is proud of its reputation at only ever having one disrupted placement in their 60-year history. They have been able to demonstrate how they have continued to support children long after they have reached the age of 18 and are currently funding one young person through university".

The Trust recognises the importance of developing social as well as practical skills. Young people are encouraged to participate in their local communities through engagement in leisure and education opportunities which is increasing the sociability and confidence of the children in placement. Likewise the Trust recognises that barriers to future enjoyment and achievement will be compounded by the impact of ethnicity and disability and ask carers to work in a way which acknowledges this extra hurdle for many young people.

The Trust continues to exceed the standard for preparing young people for adulthood.

Questionnaires and discussion with carers indicate that the Trust continues to make payments promptly and accurately.

Management

The intended outcomes these Standards are:

- There is a clear statement of the aims and objectives of the fostering service and the fostering service ensures that they meet those aims and objectives.(NMS 1)
- The fostering service is managed by those with the appropriate skills and experience. (NMS 2)
- The fostering service is monitored and controlled as specified. (NMS 4)
- The fostering service is managed effectively and efficiently.(NMS 5)
- Staff are organised and managed effectively.(NMS 16)
- The fostering service has an adequate number of sufficiently experienced and qualified staff.(NMS 17)
- The fostering service is a fair and competent employer.(NMS 18)
- There is a good quality training programme. (NMS 19)
- All staff are properly accountable and supported.(NMS 20)
- The fostering service has a clear strategy for working with and supporting carers.(NMS 21)
- Foster carers are provided with supervision and support.(NMS 22)
- Foster carers are appropriately trained.(NMS 23)
- Case records for children are comprehensive.(NMS 24)
- The administrative records are maintained as required.(NMS 25)
- The premises used as offices by the fostering service are suitable for the purpose.(NMS 26)
- The fostering service is financially viable. (NMS 27)
- The fostering service has robust financial processes. (NMS 28)
- Local Authority fostering services recognise the contribution made by family and friends as carers.(NMS 32)

The Commission considers Standards 17, 21, and 24 the key standards to be inspected at least once during a 12 month period.

JUDGEMENT – The intended outcomes for these Standards are

Standards 1, 2, 4, 16, 17, 20, 21, 22, 23, 24 and 25 were inspected.

JUDGEMENT:

The Trust has a comprehensive, clear and recently reviewed statement of purpose. It is effective in communicating the very particular ethos of the Trust. The Children's Guide is of a very high quality and given to all children in placement.

The Trust is managed effectively and efficiently by people with the relevant skills and knowledge.

The Trust has established clear procedures for monitoring and controlling the activities of the service and ensuring quality of performance. There are good lines of communication and accountability within the organisation.

The Trust continues to be managed effectively and efficiently.

The Children's Family Trust has adequate numbers of sufficiently qualified staff. They are organised and managed effectively. Staff understand their duties, responsibilities and the levels of support and appraisal to which they are entitled.

The Trust provides a comprehensive package of supervision and support to carers. Carers receive a very high standard of supervision from a skilled and committed supervising social worker.

Carers continue to receive diverse, frequent training of a high standard. The Trust continues to exceed the standard.

Records are well maintained, accessible and comprehensive. Carers' recording is of a high standard.

Carers are providing a very good quality of life story work to children and young people.

EVIDENCE:

The Trust's Statement of Purpose meets all the demands of National Minimum Standards. It is effective in conveying the "family for life" ethos of the Trust. It is evident through discussions with staff and carers that this ethos affects their approach to the foster care task and is reflective of it. The "Your Welcome Pack" forms a high quality Children's Guide.

The registered manager is soon to complete her NVQ management training. The agency has allowed time for her to fulfil the standard despite the logistical difficulties this presents to a small organisation. A senior practitioner has been temporarily employed to facilitate this.

The registered manager and responsible individual continue to take responsibility for gathering information for the purposes of monitoring. This is analyzed and used to develop practice through the manager-responsible individual forum as well as various forums involving trustees and social workers.

The agency has policies and practices which reflect the demands of organising and managing staff to deliver an efficient and effective foster care service. Staff and carers were able to demonstrate knowledge of lines of accountability within the organisation. The senior practitioner and manager provide regular, supportive supervision to staff.

It is accepted that further administrative support will need to be provided to the supervising social worker in the Northeast of the country. The Trust is taking steps to ensure this is forthcoming.

Staff files and agency policies evidence a sufficient level of staff experience and numbers. Recruitment strategies for staff and carers yield good quality team members in terms of skills and experience.

The assessment process for carers has now been defined and requires few changes to make it a wholly useful tool.

Supervision files demonstrate that staff receive timely appraisal, supervision and regular support. They demonstrated clarity about their duties and responsibilities and the policies and procedures of the organisation. There are regular staff meetings.

Carers reported a very high level of support from supervising social workers. Questionnaires and discussion with carers indicated that they are supported by an out-of-hours service, regular supervision, support groups, training, support

and advice on dealing with other professionals and membership of the Fostering Network. They indicate that the role and format of support groups has been changed in response to their own requests. The Trust now has in place a clear strategy for working with carers.

Supervision is regarded as both caring and challenging by foster carers. It is focussed to benefit the development of key tasks for foster carers and identified areas of weakness while also supporting the emotional needs of carers. Questionnaires were extremely positive about the responsive support they receive from their supervising social worker in regular supervision as well as in crisis.

The Trust maintains records of allegations and has comprehensive guidance and policies on complaints and allegations.

Carers and children's files read during the inspection were well maintained, comprehensive, legible and accessible. Registers and other administrative records are subject to audit.

Carers produce records of appropriate detail and standards. Their daily and routine recordings were observed to be of a very high standard. In one case carers had gone to considerable lengths to ensure comprehensive but differentiated records were kept on a number of siblings.

Children are very much encouraged to contribute to and access records kept on them. Evidence was seen of a young person doing so. Guidance to staff and carers and the Children's Guide in "seeing your own records" strongly encourages this participation. This is good practice.

Evidence was seen of an excellent standard of life story work with one young person which was appropriate to her learning needs and sensitive to her need to understand her own life. Carers within the Trust understand the importance of maintaining a history of the children and are active in doing so.

SCORING OF OUTCOMES

This page summarises the assessment of the extent to which the National Minimum Standards for Fostering Services have been met and uses the following scale.

4 Standard Exceeded (Commendable) **3** Standard Met (No Shortfalls)
2 Standard Almost Met (Minor Shortfalls) **1** Standard Not Met (Major Shortfalls)

"X" in the standard met box denotes standard not assessed on this occasion

"N/A" in the standard met box denotes standard not applicable

BEING HEALTHY	
<i>Standard No</i>	<i>Score</i>
12	3

STAYING SAFE	
<i>Standard No</i>	<i>Score</i>
3	3
6	4
8	4
9	3
15	3
30	3

ENJOYING AND ACHIEVING	
<i>Standard No</i>	<i>Score</i>
7	3
13	3
31	N/a

MAKING A POSITIVE CONTRIBUTION	
<i>Standard No</i>	<i>Score</i>
10	3
11	3

ACHIEVING ECONOMIC WELLBEING	
<i>Standard No</i>	<i>Score</i>
14	4
29	3

MANAGEMENT	
<i>Standard No</i>	<i>Score</i>
1	3
2	3
4	3
5	3
16	3
17	3
18	X
19	X
20	3
21	3
22	4
23	4
24	4
25	3
26	X
27	X
28	X
32	N/a

No

Are there any outstanding requirements from the last inspection?

STATUTORY REQUIREMENTS

This section sets out the actions, which must be taken so that the registered person/s meets the Care Standards Act 2000, Fostering Services Regulations 2002 and the National Minimum Standards. The Registered Provider(s) must comply with the given timescales.

No.	Standard	Regulation	Requirement	Timescale for action

RECOMMENDATIONS

These recommendations relate to National Minimum Standards and are seen as good practice for the Registered Provider/s to consider carrying out.

No.	Refer to Standard	Good Practice Recommendations
1	FS30	The Trust should develop a policy and procedure for performance management of panel members.
2	FS8	The Trust should ensure that all placements have the most recent version of the Foster Placement Agreement in place.
3	FS30	The panel should continue to develop a case-by-case quality control of assessments presented to them.

Commission for Social Care Inspection

Worcester Local Office

Commission for Social Care Inspection

The Coach House

John Comyn Drive

Perdiswell Park, Droitwich Road

Worcester WR3 7NW

National Enquiry Line: 0845 015 0120

Email: enquiries@csci.gsi.gov.uk

Web: www.csci.org.uk

© This report is copyright Commission for Social Care Inspection (CSCI) and may only be used in its entirety. Extracts may not be used or reproduced without the express permission of CSCI