

San Diego County Juvenile Justice Commission

Pre-Inspection Worksheet

Data from Calendar Year 2023

Facility Name: San Pasqual Academy	
Facility Type: Residential School for Foster Children	
Facility Address: 17701 San Pasqual Valley Road Escondido, CA 92025-5301	Date of Inspection: 08/15/2024 and 10/04/2024
	JJC Chair: Yvette D Klepin
	JJC Admin. Officer: Scott Brown JJC Admin. Assistant: Vanessa Ramirez
	CFWBS Director: Kimberly Giardina
	Presiding Judge of the Juvenile Court: Honorable Ana España
Facility Administrator: Richard Boyer, Director of Rite of Passage	Telephone: (858) 874-1054
JJC Inspection Team: Yvette D. Klepin and Caitlin Radigan	
Staff and Representatives Interviewed / Met with in Person: SPA staff participating in the inspection included the Assistant Director of Child Family Well-Being (CFWB), Chief of Agency Operations CFWB, Rite of Passage Director, SDCOE SPA Principal, Access Program representative and San Diego Center for Children representative.	
Overview: <i>See Commission Comments and Recommendations Section</i>	

The San Diego County Juvenile Justice Commission is a state-mandated, court-appointed citizens' commission. Its purpose is to inquire into the administration of juvenile court law in San Diego County and to promote an effective juvenile justice system operated in an environment of credibility, dignity, fairness and respect for the youth of San Diego County

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COMMISSION COMMENTS & RECOMMENDATIONS

Several years ago, Federal and California governments withdrew their support for congregant care “group homes” in favor of family reunification plans. San Pasqual Academy (SPA) was not going to be allowed to operate as a long-term facility and was scheduled for closure June 2022. However, a group of supporters filed a lawsuit in August 2021 against the California Department of Social Services and others to prevent the closing of SPA and on December 1, 2021, San Diego Superior Court Judge Ronald Dahlquist ruled that the state and county should develop new license requirements that would keep SPA open. During this time the COVID pandemic was in full swing. Therefore, the last inspection of SPA by the Juvenile Justice Commission was in Calendar Years (CY) 2021 with student interviews in 2022.

During that inspection New Alternatives INC provided services to residents at SPA. Since then, a new five-year contract was awarded to Rite of Passage (ROP). They have been in operation at SPA for approximately 16 months.

2024 Juvenile Justice Recommendations:

1. **Quarterly Serious Incident Report (SIR) Review:** SPA and CFWB staff collaborate with the JJC to conduct quarterly reviews of SIRs, focusing on AWOL, suicide attempts or ideation, use of restraints, violent incidents including those involving substantial bodily harm to residents and staff, any and all incidents by residents and staff regarding sexual misconduct, illegal drugs, and substantial bodily harm.
2. **Anonymous Grievance Process:** SPA to implement an anonymous grievance process with drop boxes in additional areas frequented by youth to encourage open and safe communication of concerns. Areas to consider can include medical/mental health offices, school area, and youth’s homes.
3. **Grievance Process:** SPA to ensure youth are educated regarding their rights and the process to appeal grievance outcomes.
4. **Parenting Classes:** The JJC recommends that SPA provide optional parenting education to youth.
5. **Enhanced Staff Training:** Provide additional training for SPA staff on identifying and managing triggers for critical incidents and ensure compliance with Title 22 regulations.
6. **Youth Voice Inclusion:** SPA and CFWB coordinate youth and staff availability for the JJC to randomly interview in a confidential setting during the inspection process.
7. **Youth Voice Inclusion:** The Student/Alumni Advisory Board should be a priority and functional by December 2025.
8. **Psychological Evaluation for Staff:** The JJC recommends that all incoming staff undergo a thorough psychological evaluation as part of the hiring process.
9. **Staff Training:** SPA continue to provide trauma informed staff training and allow for additional hands-on training for newly hired staff with observation by more experienced staff.

COMMENDATIONS:

SPA is commended for developing an orientation process where Case Managers tailor the introduction process to the individual needs of each youth.

SPA is commended for offering programs that are designed to support the educational and personal development of the youth, including the Associated Student Body (ASB), the Social/Emotional Club ("Bring Change to Mind"), and The Movement (college readiness).

Sand Diego County Office of Education is commended for significantly decreasing suspension rates from 20.4% in FY2022-2023 to 6% in FY2023-2024.

GENERAL COMMENTS FROM THE INSPECTION TEAM:

SPA Staff

SPA staff participating in the inspection included the Assistant Director of Child Family Well-Being (CFWB), Chief of Agency Operations CFWB, Rite of Passage Director, SDCOE SPA Principal, Access Program representative and San Diego Center for Children representative.

When Rite of Passage began working at SPA there were 39 supervision staff, today they have a staff range in the 90s. Eight new employees began a week prior to the on-site inspection. The minimum staff to resident ratio is 1:8 but usually it is 2:8. Additionally there is a shift supervisor on 24 hours a day, seven days a week. Although the number of staff has improved the challenge becomes properly training the staff and retaining them so they can become experienced staff.

When discussing how all of the different agencies work together the inspection team was told the working relationship over the past 16 months has been based upon a philosophy of partnership. Services provided to youth are all encompassing, and each helps the other to improve the chances of youth being able to thrive.

Training

SPA staff undergo an initial training program provided by Rite of Passage (ROP), which includes 40 hours of instruction on various critical topics such as First Aid/CPR, restraint techniques, de-escalation practices, trauma-informed care, emergency responses, communication, boundaries, defensive driving, and other required training per Title 22 regulations. Additionally, all staff are required to participate in annual training, covering these and other essential topics. Weekly staff training sessions further reinforce knowledge on supervision, safety, and policies/procedures. Notably, staff receive specialized training in LGBTQI+ competency, including ally and bystander training, to ensure a safe and inclusive environment for all youth. Training being conducted via video can be enhanced by shadowing seasoned staff. After the exit meeting ROP staff provided a training schedule for 2025 that showed weekly training and topics that included trauma informed training, Title 22, Professional boundaries, Safe Crisis Management topics, as well as students' rights.

General Education teachers at SPA are trained to recognize when a student may require an initial assessment to determine eligibility for Special Education services, utilizing Student Success Team (SST) and referral training. Teachers are also equipped with specialized training to effectively support students with various needs such as:

- Learning Disabilities: Reading and writing intervention strategies.
- Emotional Disturbances: Positive Behavior Intervention System (PBIS), trauma-informed care, Crisis Prevention Institute (CPI) training, and restorative practices.
- Significant Attention Issues: PBIS training.

The inspection team learned staff and youth relationships could be improved. Building a relationship of trust is paramount to the youth's program and success. Many youths have experienced trauma in their lives. Even though staff receive some training in the area of being trauma informed, staff could benefit from more training and hands-on practice in what they learned.

Safety

The inspection team discussed accountability and supervision. The inspection team in particular inquired as to sexual safety and were informed there has been incidents in the past, but not in Rite of Passages' experience. Rite of Passage representative relayed they do utilize the Prison Rape Elimination Act (PREA) training components. There is a required safety requirement with CFWB as part of case management. Mental Health services make sure to incorporate sexual education and support. There are rules prohibiting sex and sexual acts. They follow a state requirement to enforce sexual safety through CFWB. The residents have access to confidential sexual healthcare as well. Data for this inspection was obtained for CY 2023. After the onsite inspection the inspection team learned of an alleged sexual incident that occurred between staff and resident in June of 2024. This incident was reported to the local police. The staff and resident are no longer at SPA.

The inspection team inquired as to staff background checks and noted on the pre-inspection worksheet Rite of Passage does not require potential employees meet with a psychologist prior to being employed. They do however have LIVE scan requirements. This will identify those with criminal cases but not necessarily identify potential predators/perpetrators. Having potential employees meet with a psychologist is intended to identify and prevent predatory individuals from gaining employment, thereby ensuring the safety and well-being of the vulnerable youth. Implementing this protocol could help create a safer environment by safeguarding against potential risks posed by individuals who may seek to exploit their position.

Programs Summary

SPA offers a variety of programs designed to support the educational and personal development of the youth, including the Associated Student Body (ASB), the Social/Emotional Club ("Bring Change to Mind"), and The Movement (college readiness). These programs are regularly reviewed and updated to meet the evolving needs of the students.

The Student/Alumni Advisory Board is still in development, with efforts underway to engage alumni and gauge their interest in participating. Three alumni have committed to joining the board, with applications being distributed to expand membership. The Student Advisory Board, which will be held once a month by the Director of Student Services, aims to launch in early September 2024.

The Student/Alumni Advisory Board will have a significant role in shaping campus conditions, activities, and policies. They will provide continuous feedback on various aspects of campus life, including food and activities. Additionally, students will have input on revisions to the student handbook, ensuring that it reflects their needs and preferences. Efforts are also being made to expand program offerings at SPA, including agriculture, computer skills, and music, to further enrich the students' experience.

The inspection team inquired as to if there were any residents who were parents. Facility staff responded there were not any residents known to be parents. As to males who could be fathers, they said they would not know unless the resident told them. Mental Health staff stated they would be open to hosting parenting classes, not only for youth but for their families they may reunify with. There is not a clear protocol in place to identify residents as being parents or any protocol in place should a resident become pregnant while at SPA.

Educational Services

The Academy provides a comprehensive educational program tailored to the needs of the youth, with 70% of the students receiving Special Education (SpEd) services. There are five students who attend

school in the community that have IEPs. The inspection team noted the diligent efforts of the SPA Principal in maintaining a high standard of education. These minutes are tracked using a system called Synergy, which has been in use for the past 1-2 years and is managed by a Special Ed aide.

Weekly IEP meetings are held to review requirements and accommodations, involving a team of five staff members: a general education teacher, a counselor, an education specialist, an administrator, and potentially an elective teacher. Additionally, a psychologist is onsite 1-2 days per week to provide support.

The inspection team asked for quantitative evidence of how educational goals are being met, considering students' qualifiers and trials. The school at SPA uses multiple indicators to demonstrate proficiency, including grades, attendance, and test scores. Suspension rates have significantly decreased, from 20.4% in FY2022-2023 to 6% in FY2023-2024. Suspensions are primarily for physical assaults, intoxication, or possession of substances, with each suspension lasting one day last year, and prior suspensions not exceeding two days. Youth are required to stay in their house (grounded) during suspensions, followed by reentry interviews with the principal.

The Academy offers a mild to moderate special education program, where a teacher and special education aide collaborate in the classroom to support students with IEPs. For students with more severe needs, who require a moderate to severe program, referrals may be made to San Pasqual High School.

Post-secondary progress and accomplishments of students are tracked with the assistance of Friends of San Pasqual, which recognizes and provides additional financial support to students moving into post-secondary education.

Youth Voice

When asked about youth voice being incorporated in the program the inspection team learned the youth voice is incorporated into the program. In particular the inspection team inquired about grievances. The inspection team learned all staff are trained to take all complaints seriously no matter the history of a youth. The Ombudsman contact information is posted in the homes. There is also a grievance box in the administration office with grievance forms next to the box. During a subsequent visit it was noted there were not any grievance forms available for youth to take. During the on-site visit the administrative office was the only place where a grievance box was located. After the on-site pictures were sent to the JJC showing a grievance box was located in the Café. The boxes are checked daily by a compliance manager. As the grievance box is only located in two high supervision traffic areas youth may not feel comfortable voicing their concerns using this method. To ensure that youth feel safe to voice their concerns, the JJC recommends incorporating a more anonymous grievance process by placing boxes in other areas throughout the site such as in their home environment. In review of the grievance form there was not any information regarding appeals if the youth did not agree with the outcome. After the on-site visit the inspection team was informed youth can appeal the process. It is not clear where the outcome of the appeal is documented or when youth are educated on the process.

Health Services

SPA staff related they ensure youth have access to necessary health services, including routine medical care and emergency services. There is a medical clinic on site however, SPA is currently looking for a nurse to staff the clinic Monday-Friday from 8 am – 5 pm. For now, the ROP staff and house staff ensure youth are provided and receive their medication. If medical treatment is needed the youth are taken to a medical clinic in the community. The staff diligently document all health-related incidents, including minor issues, in the Serious Injury Report.

Population Overview: SPA receives 5-6 referrals for new youth monthly, with a maximum capacity of 80 students. Over the past 16 months, the student population has ranged between 38 to 59. The

day of the on-site inspection the population was 48. The facility has a capacity of 80 beds. There are 10 homes on site with two homes currently under renovation. The criteria for admittance include the youth's behaviors, strengths, placement history, criminal background, and their desire to be placed at SPA. When youth are referred to SPA a packet containing basic information about the youth is reviewed. If appropriate, the Director of Rite of Passage at SPA will interview the youth. Further in the process youth able to tour the site. The tour is conducted by youth residents. This provides an opportunity to hear firsthand what the program is about. Rite of Passage relayed 80-85% of those interviewed move to the tour phase.

If accepted youth are oriented upon arrival at SPA. They are oriented by Case Managers who tailor the introduction process to the individual needs of each youth. This gradual approach helps avoid overwhelming students and allows them to acclimate at their own pace. Students are provided with a developmentally appropriate "student handbook" that outlines the rules and procedures at SPA. The residents participated in the revision of the handbook. During the orientation the staff must ensure the youth adequately understand what to expect when attending SPA. Due to developmental issues periodic check-in with youth can be beneficial.

Housing:

Each resident house has a "House Parent" that oversees the resident quarters. Room checks are conducted. During the room checks contraband has been found. When discussing how contraband enters the facility the staff relayed the youth have weekend passes, that can include home visits, shopping at the mall and other activities in the community such as attending schools in the community where contraband can be obtained. There have been times that interaction with youth produced results of youth being under the influence.

Mental Health Services:

The inspection team learned about the mental health services provided at SPA and their ongoing efforts to enhance support for the residents. Each resident is assigned a case manager, with SPA currently having five case managers under the supervision of the Director of Student Services. Counseling services are provided through a partnership with the San Diego Center for Children (Center), which delivers individual therapy, group therapy, and psychiatric services, particularly for youth on psychotropic medication. The SPA administration is working closely with the Center to address the mental health needs of students. Although current staffing is based on present needs, the budget allows for additional staff as necessary. Mental Health staff meet with youth prior to their arrival. If need be, they will open a case three months before the resident arrives and remain working with the youth for six months after leaving SPA. Child and Family Teams facilitate meetings with the youth, families, care giver, and mental health at least twice per year, when there is a placement change and before the youth leaves SPA. The youth is asked who they want at the meeting.

The San Diego Center for Children has identified the need to better motivate students to engage in therapy by integrating discussions about mental health into campus life with the same emphasis as academics and extracurricular activities. Most mental health crises occur during the school day, with therapy sessions typically scheduled during school hours or lunch breaks. Psychiatrists are available on campus from 9 AM to 7 PM on weekdays. Therapy services are comprehensive, offering individual, small group, family, and couple's therapy.

SPA is actively working to normalize therapy as an essential part of students' journeys, aiming to destigmatize mental health care. The majority of mental health staff are people of color, reflecting the diverse student body. A new therapy center, "The Spot," is under construction, further signaling the school's commitment to expanding mental health resources.

Use of Force, Restraints and Reviews

SPA was provided a worksheet that included questions about use of force. On the worksheet it was noted by SPA staff they do not use force. However, under the question about restraints it was marked they do use restraints. Further discussion was had, and ROP Director stated they use a program

called Safe Crisis Management which entails mostly how to avoid restraints. Restraints are used as a last resort. They differentiate use of force and restraints. There is a clear protocol for the use of restraints that includes immediate debriefing and review of any incident. The Review Committee regularly assesses these incidents to ensure compliance with established guidelines. SPA utilizes Special Incident Reports (SIRs) similar to those at Polinsky Children's Center. These reports cover a wide range of incidents, including minor medical issues and are sent to the California Department of Social Services.

The inspection team discussed the reporting and review processes at SPA. The staff stated that any incident involving restraint is followed by a debriefing session to assess whether the situation was handled appropriately and if any triggers could have been identified earlier. Written documentation of the incident and debriefing is maintained.

Sanitation

The inspection found that sanitation standards at SPA are well-maintained, contributing to a safe and healthy environment for youth and staff. Current housing renovations include replacing carpet with new linoleum wood flooring. Common areas are kept clean by the youth, who are responsible for completing assigned chores.

ADMINISTRATION / MANAGEMENT

Admission and Orientation:

Are minors oriented to rules and procedures? Yes No

Are minors given copies of rules and procedures? Yes No

Can minors request that rules and procedures be provided in a language other than English? Yes No

Can parents request that rules and procedures be provided in a language other than English? Yes No

Are minors required to sign a document indicating they understand rules and procedures? Yes No

Are rules and procedures posted anywhere in the facility? Yes No
If yes, please indicate the number of postings and the locations.

Number: 8

Locations: each house currently open on campus

Are staff trained in LGBTQI+ competency? Yes No

Has special LGBTQI+, ally and/or bystander training been implemented? Yes No

Do you ask youth their gender identity and preferred pronouns during intake? Yes No

How are LGBTQI+ youth identified upon admission to the facility?

This is done during the screening process. This may occur in reviewing a youth's referral packet, during the tour and or interview process. Additionally, once a youth is admitted during the onsite intake process, we also ask the youth what pronoun they want to be referred as.

How do you work with youth who identify as non-binary, queer, queergender, non-conforming (neither male nor female)?

ROP will ensure those youth have access to any community resources and or education related to this topic. Students have a right to be placed in housing that corresponds to what they identify with. If a student wants to be placed where they identify at, ROP will assess any safety issues involving the other students in the home prior to the other student moving.

What safety measures are in place to ensure that LGBTQI+ youth are safe and protected from harmful encounters?

ROP does not tolerate discrimination or bullying. Students are able to speak with their case manager or social worker about any concerns. ROP would address any safety concern right away. All students at SPA are educated about bullying and consequences associated.

What safety measures are in place to help and protect youth transitioning to male or female?

Increased supervision will occur if appropriate. More frequent check ins from case manager, therapist, management staff.

Are youth made aware of anti-bullying policies and procedures? Yes No

What steps are taken to ensure that minors are explained the rules and procedures in a developmentally appropriate manner?

Case Managers are in charge of orienting new students when they arrive. Based on the individual need of a student the case manager may take a few days to explain rules and may explain a few rules each day to not overwhelm a student. Each student is provided with a "student handbook" that explains rules and procedures.

Personal Property and Monies:

Are personal property and monies recorded, stored, and returned upon release? Yes No

Describe the types of personal property that may be kept in sleeping rooms:

Students are allowed to keep their personal property in their bedrooms, as long as it is not identified as potentially harmful or contraband.

Youth Release and Transition:

Are there established protocols for transitioning youth out of the facility and into the community? Yes No

**Please attach policy/protocol.*

Are transition concerns regarding youth relayed to assigned staff in the community? Yes No

Has the facility received any complaints from parents/guardians regarding the transition process? Yes No

If so, how many? N/A

Has the facility received any complaints from attorneys regarding the transition process? Yes No

If so, how many? N/A

Accommodations for the Disabled:

Does the facility accept youth with disabilities (Emotional, Physical, Special Needs)? Yes No

Is the facility ADA compliant? Yes No

Has the facility been found to be non-ADA compliant in the calendar year? Yes No

Has the facility received any complaints regarding the placement of Youth with disabilities (Emotional, Physical, Special Needs)? Yes No

Does the facility offer Free and Appropriate Education (FAPE) to Youth with Disabilities? Yes No

EDUCATION/SUPPORT SERVICES

Does the facility provide Educational Services on site?

Yes No

If no, how are Educational Services provided?

N/A

If Educational Services are provided on-site, please fill out the information below.

Staffing

Positions Filled or Open

STAFF TYPE	NUMBER FILLED	OPEN
Credentialed Teachers	<u>5</u>	<u>0</u>
Credentialed SpEd Teachers	<u>1</u>	<u>0</u>
SpEd Instructional Aides	<u>1</u>	<u>0</u>
Paid Tutors	<u>0</u>	<u>0</u>
Volunteer Tutors	<u>0</u>	<u>0</u>
Other	<u>N/A</u>	<u>N/A</u>

Average Student/Teacher Ratio & Average Daily Attendance by Month

MONTH	AVERAGE STUDENT TO TEACHER RATIO	AVERAGE DAILY ATTENDANCE
January	<u>12:1</u>	<u>35</u>
February	<u>12:1</u>	<u>35</u>
March	<u>15:1</u>	<u>40</u>
April	<u>15:1</u>	<u>40</u>
May	<u>N/A</u>	<u>N/A</u>
June	<u>N/A</u>	<u>N/A</u>
July	<u>N/A</u>	<u>N/A</u>
August	<u>N/A</u>	<u>N/A</u>
September	<u>N/A</u>	<u>N/A</u>
October	<u>N/A</u>	<u>N/A</u>
November	<u>N/A</u>	<u>N/A</u>

December	<u>N/A</u>	<u>N/A</u>
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Capacity and Attendance

Number of classrooms in the facility? N/A

For each classroom indicated in Question 1, please indicate the following:

For Each Classroom Used During the Calendar Year	Classroom Capacity	Average Number of Students per Classroom	Number of computers per classroom
1	<u>20</u>	<u>15</u>	<u>15</u>
2	<u>20</u>	<u>15</u>	<u>15</u>
3	<u>20</u>	<u>15</u>	<u>15</u>
4	<u>20</u>	<u>15</u>	<u>15</u>
5	<u>20</u>	<u>15</u>	<u>15</u>
6	<u>20</u>	<u>15</u>	<u>15</u>

Absences

Absences During Calendar Year	Number
How many students did not attend school for one or more days?	<u>35</u>
Average days of absence?	<u>2</u>
Average days of absence due to illness?	<u>2</u>
Average days of absence for disciplinary reasons?	<u>1</u>
Average days of absence for reasons other than illness or discipline?	<u>3</u>

When is absence from the classroom or expulsion used as a disciplinary tool?

**Please provide the written policy for using absence from the classroom or expulsion as a disciplinary tool.*

The policy in place for exclusionary discipline is to engage students in restorative practices that may include community service, therapy or loss of extra-curricular activities.

Please list reasons other than illness or discipline why a student would not attend school:

Students may have medical appointments, court appointments, or other business appointments as necessary.

Supplies:

Does each student have their own textbook for each subject?

Yes No

If not, what is the ratio of students to textbook for each subject:

N/A

Please list the reason(s) why students may need to share textbooks:

N/A

Are the textbooks the most recent version available in California?

Yes No

Who is responsible for making sure that textbooks are up to date?

Name: Allison Wulff

Title: Coordinator JCCS Base Operations

What school supplies are available to the students (pens, pencils, paper, etc.)?

All materials related to education are provided to the youth,

What school supplies are students allowed to take to their rooms?

Per school staff students are allowed to take all school supplies home, including laptops.

Who is responsible for making sure there are adequate school supplies?

Name: Althea Varela

Title: Office Administrator 1

Do students use computers on a daily basis in each classroom?

Yes No

If yes, how many hours per day do students use computers? N/A

Are students able to work on homework after the school day ends?

Yes No

If yes, how? Students have access to the internet from their residence, and they are also able to use the technology center for tutoring.

Special Education:

IEP/504 Plan/Autism/Learning Disorders

Type of Plan	Number of Students with Pre-existing IEP's/504 plans	Number of Students tested upon entry to facility	Number of Students receiving support services after entry	Percentage of Students
504 Plan	<u>2</u>	<u>1</u>	<u>2</u>	<u>5%</u>
IEP Plan	<u>28</u>	<u>2</u>	<u>N/A</u>	<u>70%</u>
IEP Plan with ERMHS Services	<u>0</u>	<u>0</u>	<u>N/A</u>	<u>0%</u>
IEP Plan with BIP's or BSP's	<u>0</u>	<u>0</u>	<u>N/A</u>	<u>0%</u>
Total	<u>30</u>	<u>3</u>	<u>N/A</u>	<u>75%</u>

The JJC is seeking information regarding the disability classifications of each youth with an IEP. Please indicate how many youths with IEP's this year were classified under each of the following disability classifications:

IEP Classification	Number	IEP Classification	Number
Autism	<u>2</u>	Intellectual Disability	<u>0</u>
Deaf and Blindness	<u>0</u>	Traumatic Brain Injury	<u>0</u>
Deaf	<u>0</u>	Specific Learning Disability	<u>14</u>

Emotional Disturbance	<u>0</u>	Speech and Language Impairment	<u>2</u>
Hard of Hearing	<u>0</u>	Orthopedic Impairment	<u>0</u>
Visual Impairment	<u>0</u>	Other Health Impairment	<u>7</u>
Multiple Disabilities	<u>12</u>	Communication Disabilities	<u>0</u>

Who determines if a student admitted to the facility has an IEP/504Plan?

Name: Elmer Vigilia/Michelle Adams/ Chris Toomey

Title: Education Specialist/ Special Education Aide/Counselor

How soon is this determination made after a student is admitted?

As soon as possible—usually determined prior to being admitted, unless no student records were available at the time of enrollment

How are a student’s IEP/504 Plan records obtained?

Requested through previous district of attendance (SPA uses SEIS and Synergy programs for student record keeping)

How long does it typically take to obtain such records?

3-5 days and sometimes weeks

For students with IEP/504 Plans, please provide the following:

Type of Service	Provided at Facility?	In a Separate setting?	How often?	Provider
ERMHS	<u>Yes</u>	<u>Yes</u>	<u>Weekly</u>	<u>Tonali Juarez</u>
Counseling	<u>Yes</u>	<u>Yes</u>	<u>Weekly</u>	<u>Celeste Garcia</u>
Speech and Language Services	<u>Yes</u>	<u>Yes</u>	<u>Weekly</u>	<u>Gabriella Alderete</u>
Occupational Therapy	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

***If the answer to any of the items in the table is no, please explain:**

No students require occupational therapy at this time.

General Education

On average, how soon after a student is admitted to facility do school staff have access to their previous records?

Approximately a couple of days to three weeks, depending on the student’s school of origin.

What is the timeline between disenrollment and enrollment in school?

This varies depending on the school of origin but typically 24 hours.

What is the average grade level of students at the facility?

12th Grade

What training do General Education teachers have to recognize when a student requires an initial assessment to determine eligibility of Special Education services?

SST and referral training.

What training do General Education teachers have with regard to effectively teaching students with:

- A. A learning disability? Reading and writing intervention
- B. An emotional disturbance? PBIS trauma informed care, CPI training, restorative practices
- C. Significant attention issues? PBIS

Credentialed Special Education Teachers:

Do Credentialed Special Education teachers participate in lesson planning and curriculum development? Yes No

If yes, how often do they meet with teachers? Daily

Do credentialed Special Education teachers instruct students in any classes? Yes No

IEP Meetings:

Are IEP meetings held whenever annual meetings for an eligible student are due? Yes No

Are IEP meetings held when an eligible student arrives in the facility and attends school? Yes No

What is the average length of time between a student's arrival at the facility and their first IEP meeting? Yes No

Are IEP meetings held if a student is in the facility for more than thirty days? Yes No
If no, why not? N/A

Are parents notified of the meetings? Yes No
If yes, how? CASA, attorney, ROP informed during meetings and through IEP documentation

Describe the most common obstacle to IEP compliance:
Obtaining current IEPs or assessments from other districts

General Special Education Questions:

Are staff trained to implement BSP's and BIP's? Yes No

What resources available to accommodate students with Special Education needs? Yes No

How many students are brought to the facility directly from school? All students reside and attend their school program on site.

In the last calendar year, how many students were referred by the IEP Team at the facility to a Residential Treatment Center? 0

Post-High School/GED Programs:

How many students are taking courses for college credit online? 12.

At what college? Palomar College

Are students given information and counseling regarding community college and four-year college options?

Yes No

Are students given information and counseling regarding financial aid options for college?

Yes No

Are students given resources for college entrance exam preparation?

Yes No

Do students in the facility take military readiness testing?

Yes No

If yes, are they required to do so?

Career Technical Education (CTE):

What Career Technical Education (CTE) programs are available in the facility?

Culinary arts; Life skills

Do CTE opportunities have sufficient space and resources for the number of students who are interested in participating?

Yes No

Are programs scheduled so all students can participate in all programs?

Yes No

If no, how many students have been denied participation in one of these programs in the last calendar year? N/A

What are the credential/certificates of the CTE educators?

Designated Subjects Credential

Special Programs and Activities:

What other special programs or activities take place in the classroom?

None

What programs or situations would result in a student leaving the classroom during school hours?

Counseling, court appointments, medical appointments, religious

Independent Study:

What independent study options are available?

Dual enrollment through JCCS

When is independent study used?

When students go on trips to visit family during school days and times to ensure they are keeping up with their studies.

SECURITY AND CONTROL

Permanent Logs:

Are there policies and procedures in place that describe the types of incidents and occurrences which must be documented on a daily basis? Yes No

Are these logs stored electronically? N/A Yes No

If logs are stored electronically, is there sufficient technical support to ensure that the electronic files that contain these logs are not compromised, corrupted, or deleted? N/A Yes No

Security Features:

Does the facility have security features (cameras, locks, alarms, etc.)? Yes No

If yes, please describe security features:

There are window sensors on windows so if a student opens a window the staff will be made aware. There are a few locations on campus where there are security cameras (i.e. front entrance). No security cameras are placed in student homes.

Are there staff members on site who have the skills to maintain security features? Yes No

Security Inspections:

Does the administrator in charge visually inspect the facility for security-related concerns? Yes No

If yes, how often: daily

Are random reviews of security tapes conducted? N/A Yes No

If yes, how often: This varies, but cameras are usually checked when there is a concern detected (i.e. an unknown vehicle enters the campus)

Control of Dangerous Materials:

Are dangerous materials (toxins, biohazards, etc.) stored on site? Yes No

If yes:

A. What materials are stored?

Paints, hand sanitizer, lab chemicals

B. Where are materials stored?

Classrooms and janitorial closet

C. Do youth have access to the dangerous materials? Yes No

If yes, what protocols are in place to ensure Youth safety?

Science lab protocols and custodial processes

Non-Hazardous Furnishings:

Are mattresses and bedding fire-resistant and non-toxic? Yes No

Control of Contraband:

Are there written policies that describe contraband? Yes No

Are there written policies that describe the disposition of contraband? Yes No

Has a weapon been found in the facility during the calendar year? Yes No

If yes, where?

BB gun

Has a Youth been found in possession of any illegal controlled substance (i.e. alcohol, tobacco, or drugs) during the calendar year? Yes No

A. How many incidents during the calendar year? 2-3 incidents per month

B. Please describe the type of contraband:

Vapes, marijuana

Resident Searches:

Do staff search sleep areas/rooms? Yes No

If staff search sleep areas/rooms, do staff search in the presence of the youth? Yes No

If staff search sleep areas/rooms, is clean bedding or clothes mixed with soiled bedding or clothes during this process? Yes No

Accountability and Supervision:

Describe measures taken to ensure that youth are supervised in a manner that provides for youth and staff safety.

Use of Force:

Does the facility utilize "use-of-force" techniques? Yes No

If yes, does the facility have written policies regarding use of force? N/A Yes No

Please highlight if the policy includes the following:

- A. Staff Development
 - a. Including "staff-to-staff" intervention strategies
 - b. Training (Evidenced based/Culturally Competent)
- B. Documentation Process
- C. Reporting Process
- D. Use of Force Review Process

If not, how do you ensure staff development, documentation, reporting, and review processes occur?

N/A

Use of Restraints:

Does the facility utilize "restraint" techniques? Yes No

If yes, does the facility have written policies regarding "use-of-restraint"? N/A Yes No

Please highlight if the policy includes the following:

- A. Staff Development
 - a. Including "staff-to-staff" intervention strategies
 - b. Training (Evidenced based/Culturally Competent)
- B. Documentation Process
- C. Reporting Process
- D. Use-of-Restraint Review Process

If not, how do you ensure staff development, documentation, reporting, and review processes occur?

N/A

Tool & Equipment Control:

Is there a written policy to ensure the adequate control of keys? Yes No

Is there a written policy to ensure the adequate control of tools? Yes No

Is there a written policy to ensure the adequate control of culinary utensils and equipment? Yes No

Is there a written policy to ensure the adequate control of medical equipment? Yes No

Is there a written policy to ensure the adequate control of supplies? Yes No

Is there a written policy to ensure the adequate control of vehicles? Yes No

Weapons Control:

Are weapons of any types permitted in the facility? N/A Yes No

Is there a weapons locker on site? N/A Yes No

Discipline:

Does the facility have written policies that describe the discipline process? Yes No

If yes, Do the policies include Culturally Competent and Evidence Based practices? Yes No

Are measures taken to ensure that due process is preserved? Yes No

What percentage of discipline grievances/appeals are resolved in support of the Youth? 100%

Contingency/Emergency Plans:

Are there written plans in place for the following contingencies/emergencies? Check all that apply.

Contagious disease outbreak (Tuberculosis, Flu, etc.)

Earthquake

Fire

Power outage/failure

Unit Disturbance or Riot

Other: N/A

Other: N/A

HOSPITALIZATION, ASSAULT AND AWOL HISTORY:

Peer-to-Peer Assaults in Calendar Year:

Total number of Peer-to-Peer Assaults: 7

Total number of Peer-to-Peer Assaults resulting in injury requiring treatment: 2

Total number of Peer-to-Peer Assaults resulting in referral to:

1 Community Based Organization

0 Social Worker

 Probation

1 Law Enforcement

 Other:

Total number of Peer-to-Peer Assaults resulting in youth being removed from the facility by:

1 Law Enforcement

0 Probation

0 Social Worker

Resident-to-Staff Assaults in Calendar Year:

Total number of Resident-to-Staff Assaults: 1

Total number of Resident-to-Staff Assaults resulting in injury requiring treatment: 0

Total number of Resident-to-Staff Assaults resulting in referral to:

0 Community Based Organization

0 Social Worker

0 Probation

0 Law Enforcement

0 Other:

Total number of Resident-to-Staff Assaults resulting in youth being removed from the facility by:

0 Law Enforcement

0 Probation

1 Social Worker

Serious Incidents During the Calendar Year:

Number of suicides: 0

Number of attempted suicides: 0

Number of deaths from other causes: 0

**Please provide written policies and procedures related to Suicide and Suicide Attempts.*

Hospitalizations:

Number of instances of injury that required: first aid, medical intervention, or hospitalization in Calendar Year: 10

Number of Youth Hospitalized due to Mental Health reasons in Calendar Year: 1

Average length of stay in Hospital: 24 hours

Number of Youth that returned to the facility after hospitalizations: 1

**Please provide written policies and procedures related to Youth Hospitalization.*

AWOLS

Number of Instances: 3

Number of Youth (non-duplicated): 3

Does the facility have written policy and procedures regarding AWOL?

Yes No

**Please provide a copy*

FACILITY BACKGROUND

Other Inspections (please list most recent inspections and dates):

Community Care Licensing: 03/27/2024

Fire Marshal: 02/14/2023

Department of Environmental Health: 03/23/23

Other: N/A

Other: N/A

Date of Last Fire Drill: 09/10/2024

Date of Last Lock Down Drill: Unknown

Resident/Staff Composition and Communication:

The residents communicate with SPA staff on a daily basis. They have a house parent, supervision staff, school staff and ROP staff they can talk to. There is a grievance process available as previously stated in this report.

General Facility Condition:

The facility was well maintained inside and out. The landscaping was well maintained. The housing units were clean. There are housing units currently under remodel. The remodels include removing the carpeting in the living room area and replacing with laminate floor materials. This allows for better sanitation when cleaning.

Housing/Sleeping Accommodations:

Youth are provided a bedroom that allows for privacy and personal space.

Storage:

Youth have separate storage areas in their room for personal belongings.

Facility Capacity:

N/A

Average Length of Stay:

N/A

TRAINING, PERSONNEL, AND MANAGEMENT

Child Supervision and Staffing Levels:

Minimum 1:8 at all times

Training: *[Specify types, frequency and what roles are required to attend]*

ROP has an initial training program for new staff that includes First Aid / CPR, restraint technique, de-escalation practices, trauma informed care, emergency responses, communication, boundaries, defensive driving, and other required training per Title 22 regulations. The first weeks of training totals 40 hours. ROP also has required annual trainings for all staff. Lists of the training topics can be provided to the JJC during audit and explained in more in detail during audit. We also conduct a weekly staff training that covers various topics such as supervision, safety and policies/procedures.

Staff Background and Reference Checks:

- | | |
|--|---|
| Do staff members have an initial background before they are hired? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Do staff members have reference checks before they are hired? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Do staff members meet with a psychologist before they are hired? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Do staff members undergo drug testing before they are hired? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Do staff members undergo periodic criminal history checks after they are employed? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If yes, date of last periodic background check: N/A

If no, what safeguards are in place to capture staff criminal conduct?

Community Care Licensing will notify provider if a staff member's clearance gets revoked

GRIEVANCES, REPORTING INCIDENTS AND STAFF MISCONDUCT

Problems/Complaints Affecting Facility During the Calendar Year:

- Court Orders Affecting Facility (please have available, if applicable): Yes No
- Pending Litigation: Yes No
- Does the facility have a formal grievance policy? Yes No

Grievances:

Number of Written Complaints / Grievances Involving:

- Residents (youth): 3
- Attorneys: 0
- Family Members: 1
- Medical: 1
- Other: N/A

- Are written grievances reviewed daily? Yes No
- Are grievances tracked in some manner that would permit facility leaders to observe trends in grievance reports? Yes No
- Is there a method for youth to be able to express concerns about the facility to a staff member who is not assigned to their cottage? Yes No
- Are youth made aware on a routine basis that they can express concerns about their placement to their case worker, social worker and/or attorneys? Yes No

Reporting of Incidents:

Staff are trained on incident report writing. A SIR template was developed for San Pasqual Academy and approved by the county which is the template ROP is currently using to document incidents. The SIRs are then reviewed by the Program Director, comments are added by the Program Director and then sent (securely) via email to county officials and licensing.

Staff Misconduct:

- Are there written policies for addressing staff misconduct? Yes No
- Have there been any allegations in the calendar year of a staff member physically assaulting a youth? Yes No
- Have there been any allegations in the calendar year of staff member sexually assaulting a youth? Yes No
- Have there been any allegations in the calendar year of a staff member verbally threatening a youth? Yes No
- Have there been any allegations in the calendar year of a staff member touching a youth in any inappropriate way? Yes No
- Have there been any allegations in the calendar year of a staff member commenting on the physical appearance of a youth in a manner that is outside

the scope of the staff member's job duties? Yes No

Have there been any allegations in the calendar year of a staff member entering a youth's sleeping room for any reason that was outside the scope of the staff member's job duties? Yes No

If the answer is yes to any of the inquiries related to allegations, is there written documentation of the incident, follow-up, and responsive action? Yes No

Please describe the circumstances related to any of the allegations noted above:

There was an incident of a staff member being verbally inappropriate with a youth (not threatening) – this incident was investigated, and the staff member was terminated from employment.

CLASSIFICATION

Describe how youth are identified and appropriately placed within the facility:

The agency Program Director (PD) receives all referrals from the county. The PD reviews all referrals and then makes a determination whether the youth could be appropriate for placement. Factors considered include dangerous/unsafe behaviors, sexually inappropriate behaviors and developmental level. If this youth is considered for placement, a campus tour and interview are scheduled and conducted with the youth's Social Worker. The tour is conducted by a current youth living on the campus and the interview is usually conducted by the Program Director. If the student is interested in placement and appears to be an appropriate fit, the county is informed, and an intake date/time are scheduled.

COUNSELING AND CASEWORK SERVICES

Each student has a case manager assigned to them. ROP currently has 5 case managers and a Director of Student Services who supervises them.

Counseling services are not provided by ROP. These services fall under the mental health contract with San Diego Center for Children which ROP is working closely with. They are able to provide individual therapy, group therapy and psychiatric services if the youth takes psychotropic medication.

PROGRAMS AND ACTIVITIES

School Program:

On site school is operated by San Diego Office Education. The majority of students attend the on-campus school, however there are 3 students who attend San Pasqual Union Elementary School that are in 8th grade and there are 6 students that attend San Pasqual High School. One student also attends Del Lago High School. Off-site High School is only considered if the on-campus school cannot meet the educational needs of the youth.

Parenting Classes:

None currently offered.

Recreation and Exercise:

On campus recreational activities include football, basketball, softball, volleyball, golf, track and field, biking, yoga, hiking, swimming and kickball.

Houseparents/ lead staff plan off site outings such as beach days, movies, fairs, festivals, trampoline park, etc. and additional age-appropriate excursions.

Our intergenerational program (i.e. grandparent program) also requires that all volunteers participate in activities with youth a minimum of 10 hours a week.

Religious Program:

Available if students request. We currently transport a youth to their Mosque every Friday at 1:00pm.

Work Program/Vocational Training:

ROP does currently employ a couple of students in the kitchen. The ACCESS program is located at San Pasqual Academy which is a workforce development program that assists students with job placement and financial literacy. Some students also work at off-site locations including McDonalds.

Visiting:

All students have approved visitor lists that have been vetted and pre-approved by their county social worker. Visits are scheduled with the student's case manager. Our staff provide transportation for off-site visitation.

Correspondence:

Students are able to receive and send mail freely unless prohibited by court-order. Students also receive packages that are delivered to the main office on campus.

Access to Legal Services:

Students have access to their attorney and ROP transports them to court if they choose to attend their hearings. Students are allowed to contact the attorneys at any time.

HEALTH SERVICES

MEAL SERVICE

Are kitchen staff members trained regarding sanitation and food handling procedures?

Yes No

Have kitchen staff members received any training in the calendar year other than training given to newly hired employees?

Yes No

If yes, describe what the training included:

Ongoing training directly related to food service.

Do youth work in the kitchen?

Yes No

If yes above, have they been trained?

Yes No

Describe the types of work youth perform: serve food, clean tables, wash dishes, put dishes away

Are meals served cafeteria style?

Yes No

Are youth permitted 20 minutes or more to eat?

Yes No

Who/what agency maintains the kitchen area? Rite of Passage currently operates the kitchen. Meals are served 3x a day in the cafeteria during the week, and on weekends all meals are cooked family style in the youth's home with staff and youth.

Adequate and Varied Meals:

Is there a weekly menu posted?

Yes No

Does a nutritionist, dietitian, or other health professional participate in the creation of the menu?

Yes No

How many calories per day does a youth who eats all of the standard meals provided consume? 2,000/day

What approximate percent of calories are from the following:

Protein: 10-35 %

Carbohydrate: 45-65 %

Fat: 20-35 %

Are weaker youths protected from having food taken from them?

Yes No

Special Diets:

Can special diets be accommodated when medically necessary?

Yes No

Was the facility unable to accommodate a special diet based on medical reasons during the calendar year?

Yes No

If yes:

A. What accommodations was the facility unable to meet?

none

- B. What modifications to accommodate the youth?
N/A

Can special diets be accommodated when based on a youth's religious practices or beliefs?

Yes No

Was the facility unable to accommodate a special diet based on a youth's religious practices or beliefs in the calendar year?

Yes No

If yes:

- A. What accommodations was the facility unable to meet?
none

- B. What modifications to accommodate the youth?
N/A

SANITATION

Clothing and Personal Hygiene:

Are youth provided with personal hygiene products upon entry to the facility?

Yes No

If yes, what policies are in place to ensure Culturally sensitive products are provided accordingly?

If no, are youth provided a stipend to purchase their own products?

Yes No

Bedding and Linens:

How often are clean linens provided to youth? as often as needed/requested

How often are clean blankets provided to youth? as often as needed/requested