

**County of San Diego - Juvenile Justice Commission
2013 Inspection**

According to Welfare and Institutions Code 229, the Juvenile Justice Commission conducts annual inspections of the juvenile detention facilities in San Diego County. It shall report the results of such inspections together with its recommendations based thereon, in writing, to the Juvenile Court and to the Board of State and Community Corrections.

A. Detention Facility Information:

Facility Name:	
GIRLS REHABILITATION FACILITY	
Facility Address: 2801 Meadow Lark Drive San Diego, CA 92123	Date of Inspection: March 24, 2014 and June 19, 2014
	JJC Chair: Kimberly Allan
	JJC Administrative Officer: Marc Regier
	JJC Secretary: Kathi Hamill
	Chief Probation Officer: Mack Jenkins
	Presiding Judge of the Juvenile Court: Hon. Carolyn Caietti
Facility Administrator: Craig E. Stover, Probation Director	Telephone: (858) 694-4501
Detention Facility Contact: SPO Tyra Myles	Telephone: (858) 694-4511
JJC Inspection Team: Kathleen Edwards / Melanie Delgado	

B. Recommendations:

The 2013-2014 Juvenile Justice Commission recommends to the San Diego County Probation Department:

- 1. A study needs to be conducted to evaluate location and access to information about each detained minor by stakeholders involved in treatment. There exist at least four databases which contain various aspects of court orders, psych reports, mental and physical health treatment history, Child Welfare Services (CWS) reports, competency evaluations, and Probation reports on each detained minor. Three of these systems are Anasazi, used by the Mental Health providers; Justice Electronic Library System (JELS) and Probation Case Management System (PCMS), used by the Courts and Probation. CWS currently uses its own database program, as does OPTUM, for T.E.R.M. treatment and evaluation reports. In the interest of appropriate case management of detained youth, coordination and access to information in these systems needs to be accessed by Probation, Mental Health,*

CWS, Public Defenders and District Attorneys. It is understood that certain mental health records cannot be shared, but the importance of coordinated case management cannot be overlooked.

2. *Continue collaboration regarding efficacy of newly developed Suicide Watch Protocol.*
3. *Protocols are put in place for secure storage of gardening tools.*
4. *Minors should not lose educational time to participate in ROP experience (horticulture or culinary programs.)*
5. *Addition of security surveillance cameras in common areas would enhance safety and allow review of incidents.*

The 2013-2014 Juvenile Justice Commission recommends that the San Diego County Office of Education:

1. *Consider staggering the vacation of regular educational staff so as not to have an entire contingent of substitute personnel at any one time. (See comment H.4, page 20).*
2. *Initiate additional SST meetings for minors with a history of school credit problems, poor grades, poor attendance, etc. Only two minors were on IEP's on the day of the inspection, which would constitute only a 10 percent rate of disability. As research reveals, many of these minors are victims of trauma and have concurrent learning issues. A more realistic number of IEP's for this population would be 30 percent. Returning to a home school with additional supports and services available will support lower recidivism.*
3. *Minors should not lose educational time to participate in ROP experience (horticulture or ROP.)*

C. General Comments:

GRF appears to be a generally well-maintained, comprehensively conceived, program. Supervisory staff appears caring, and supportive of this unique rehabilitative "camp" environment. For the past several months, investigations, changes in population, protocols, and staff have required considerable adaptation and adjustment. Due to stipulations in AB 109, which requires supervision vs. probation, many new field staff were hired and promoted and is central to many of the current staff changes. While changes in administration and staffing occur regularly, the number of changes has required additional administrative oversight and staff training. The current and recent census at GRF is at a historic low. This is partially a function of Alternatives to Detention.

D. Population & Staffing Information:

Average Daily Population:

	Adult Male	Adult Female	Juvenile Male	Juvenile Female	Total
Facility Capacity	0	0	0	45	45
Facility Average Daily Population	0	0	0	41 (2012) 34 (2013)	41 (2012) 34 (2013)

Has the facility exceeded capacity since the last inspection?

Yes No

Does the facility house minors under California Welfare & Institutions Code Section 601?

Yes No

If yes, are youth adjudicated pursuant to 601 separated from youth adjudicated pursuant to 602?

Yes No

List the languages spoken by Probation staff members: English, Spanish, and Sign Language

Inspection Team Comment: *Services for deaf detainees and those of other language groups are accommodated, throughout the day via Interpreters Unlimited and Deaf Community Services contracts.*

Probation Staffing Ratios:

Awake: 1 / 15

Asleep: 1 / 30

Probation Staffing: (As of date of inspection)	# Filled	# Open
Director	1	0
Supervisors	1	0
DPOs	0	0
CDPOs	17	0
Admin/Support	1	0
Other Senior Probation Officers (SrPO)	3	0
Psychologist and Drug & Alcohol Counselor	2	0

Inspection Team Comment: *Psychologist and Drug/Alcohol Personnel (above) are not Probation employees, yet are permanently assigned to service within the GRF. This may include additional County of San Diego Behavioral Health (STAT) and privately contracted medical (CFMG) personnel.*

E. CSA/Other Inspections:

List inspections conducted by other agencies and dates of most recent inspection:

<u>Agency</u>	<u>Date</u>
BSCC (Formerly CSA)	01-10-2012
Title 15	10-22-2013
US Marshals	09-10-2013
City of San Diego Fire Rescue Dept.	10-16-2013
California Medical Association (Medical Accreditation)	06-05-2013

Date of last Fire drill: 12-14-2013

F. Serious Incidents in Facility During the Calendar Years:

Calendar Year 2012	Totals
Deaths	0
Suicides	0
Attempted Suicides	0
Attempted Homicide	0
Minor's Transported to Hospital/Psych Facility	2

Serious Acts of Violence Involving three or more youth	2
Assault on Staff	0
Assault on Minor	5
OC Incidents/Non Fight	2
OC Incidents Fights	2
Injury to Staff/Contract Staff Requiring Medical Treatment	0
Criminal Conduct by Staff/Contract Staff	0
Totals	13

Serious Acts of Violence Involving three or more youth may also be counted in OC Incidents Fights.

Calendar Year 2013	Totals
Deaths	0
Suicides	1
Attempted Suicides	1
Attempted Homicide	0
Minor's Transported to Hospital/Psych Facility	1
Serious Acts of Violence Involving three or more youth	0
Assault on Staff	0
Assault on Minor	0
OC Incidents/Non Fight	1
OC Incidents Fights	0
Injury to Staff/Contract Staff Requiring Medical Treatment	0
Criminal Conduct by Staff/Contract Staff	0
Totals	4

Serious Acts of Violence Involving three or more youth may also be counted in OC Incidents Fights.

G. Problems/Complaints Affecting Facility During the Calendar Years:

2012:

- Court Orders Affecting Facility (Please have a Copy, if Available): Yes No
- Pending Litigation: Yes No
- Number of Written Complaints / Grievances Involving:
 - Residents: 388
 - Attorneys: 0
 - Family Members: 0
 - Medical: 0
 - Abuse: 0

2013:

- Court Orders Affecting Facility (Please have a Copy, if Available): Yes No
- Pending Litigation: Yes No

• Number of Written Complaints / Grievances Involving:

- Residents: 283
- Attorneys: 0
- Family Members: 0
- Medical: 0
- Abuse: 0

H. Visual Review of Facility:

Inspection Team Comment: *GRF is a clean and well-maintained camp facility. It has a reduced "institutional" feel and is, in some areas, "inviting and homey." However, low census numbers make it difficult to determine what the normal operating capacity conditions may be. An addition of surveillance cameras in common areas will enhance ability to visualize minors and review any incidents.*

I. Review of Confinement Conditions:

Inspection Team Comment: *GRF has made remediation by retrofitting room doors and vent systems to increase detainee and officer safety.*

SECTION A: ADMINISTRATION/MANAGEMENT

A.1 Policy Development and Monitoring

Who is primarily responsible for creating, updating, or modifying policies and procedures?

Title: Facility Director/Superintendent

How often are policies and procedures reviewed for accuracy and consistency with daily practices? Ongoing (Every two weeks)

Are policy and procedure manuals available on site? Yes No

Does the manual include the title, and contact information of the staff member to whom one can report a grievance or complaint? Yes No

Does the manual include the title, and contact information of the staff member to whom one can propose a change to a policy? Yes No

If yes, list the number of manuals available and the locations:

Number 3 paper copies & Online (Shared Drive)

Locations Supervisor's Office, SrPO Office, KMJDF Director's Office, & Shared Drive

Are probation staff members permitted to access these manuals? Yes No

Are contractors familiarized with these manuals during contractor orientation? Yes No

Are the youths' attorneys permitted to access these manuals via subpoena? Yes No

A.2 Internal Inspections and Reviews

Does the administrator in charge ever conduct a walk-through/visual inspection of the entire facility? Yes No

If yes, how often: Weekly or as needed

How often does the administrator in charge meet with probation staff members to discuss operations?

Weekly or as needed

How often does the administrator in charge meet with medical staff to discuss operations?

Weekly or as needed

How often does the administrator in charge meet with mental health staff to discuss operations and services?

Weekly or as needed

How often does the administrator in charge meet with contracted programming representatives to discuss operations and services?

Weekly or as needed

How often does the administrator in charge meet with school/education staff members to discuss operations and services?

Weekly or as needed

Inspection Team Comment: *GRF, Probation Operations, and the STAT team are working together to develop a more comprehensive and official protocol for communicating regarding GRF youth that have significant behavioral health concerns. Completion of the draft process is anticipated in April 2014, with ratification in an unknown timeframe.*

A.3 Youth Records

Are case records regarding individual youth kept on site? Yes No

Inspection Team Comment: *While cases are discussed in a multidisciplinary fashion, there is a division of access to confidential information wherein important, but often overly generalized, information is shared between medical, psychological, and probation team members.*

A.4 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: 20

Locations: In all occupied rooms

A.5 Personal Property and Monies

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

Inspection Team Comment: *Few personal items are permitted. However, with increasing program completion, additional items can be introduced; contingent on continued progress and compliance.*

A.6 Youth Release and Transition

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

Do facility probation staff members ("inside POs") consult with the probation officer that will be assigned to the youth when they leave ("outside POs") to discuss transition-related concerns? Yes No

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

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

A.7 Accommodations for the Disabled

Does the facility accept youth with disabilities? Yes No

Has this facility been determined to be an inappropriate facility for a youth with a disability (physical, developmental, emotional, psychological, intellectual, etc.) in the 2012 Calendar Year? Yes No
 in the 2013 Calendar Year? Yes No

SECTION B: SECURITY AND CONTROL

B.1 Post Orders

Do probation staff members have access to a detailed copy of their job description? Yes No

Do probation staff members have performance reviewed annually? Yes No

B.2 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? 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

B.3 Security Features

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

Inspection Team Comment: GRF is officially a "camp" facility. As such, it is subject to far less security requirements and is actually prohibited from many of the cameras, locks, and alarms, as may be found in "detention" facilities. Safety and security are, of course, the essential priority.

B.4 Security Inspections

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

If yes, how often: Weekly

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

If yes, how often: _____

B.5 Control of Contraband

Has a weapon been found in the possession of a youth in the facility during the 2012 Calendar Year? Yes No
during the 2013 Calendar Year? Yes No

Has a controlled substance (i.e. alcohol, tobacco, illegal drugs, or prescription drugs for which the youth in possession does not have a prescription) been found in possession of a youth during the2012 Calendar Year? Yes No
2013 Calendar year? Yes No

Describe if there have been a high number of incidents related to a specific type of contraband: No

B.6 Detainee Searches

Do probation staff search sleep areas/rooms? Yes No

If staff search sleep areas/rooms, do probation staff members search the room 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

B.7 Accountability and Supervision

Inspection Team Comment: Director and Senior staff provide a monitoring level of supervision in all aspects of GRF programing, including complaints, discipline, and grievances, if they occur. Staff and detainee responsibility is documented and cross-checked in standard processes. Complaints and grievances are reviewed at multiple levels, in an attempt to provide supervision and mitigate bias. Notably, fewer grievances were resolved in favor of the detainees than reported last year. There may be no remarkable significance here; however, it may be useful for supervisory staff to conservatively address any further trending in that direction.

B.8 Use of Force

Are there written policies in place to ensure that force is used only when necessary? Yes No

Are there written policies in place to ensure that force is used only as long as necessary? Yes No

Is each instance of a use of force documented? Yes No

If yes, are these documents reviewed by the administrator in charge? N/A Yes No

When there is an instance where force is used, does an internal committee or task force convene to discuss the incident? Yes No

B.9 Use of Oleoresin Capsicum (OC) Spray

Are there written policies in place to ensure that OC spray is used only when necessary? Yes No

Are there written policies in place to ensure that OC spray is used only as long as necessary? Yes No

Is each instance of OC spray documented? Yes No

If yes, are these documents reviewed by the administrator in charge? N/A Yes No

B.10 Non-routine Use of Restraints

- Are there written policies in place to ensure that restraints are used only when necessary? Yes No
- Are there written policies in place to ensure that restraints are used only as long as necessary? Yes No
- Is each instance of a use of restraints documented? Yes No
- If yes, are these documents reviewed by the administrator in charge? N/A Yes No
- When there is an instance where use of restraints is used, does an internal committee or task force convene to discuss the incident? Yes No

B.11 Confinement

- Are there written policies in place to ensure that solitary confinement is used only when necessary? N/A Yes No
- Are there written policies in place to ensure that solitary confinement is used only as long as necessary? N/A Yes No
- Is each instance of solitary confinement documented? N/A Yes No
- If yes, are these documents reviewed by the administrator in charge? N/A Yes No

B.12 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

B.13 Weapons Control

- Are weapons of any types permitted in the facility? Yes No
- Is there a weapons locker on site? Yes No
- If yes, where is it located? Outside of front door (Main entrance)

B.14 Discipline

- Are there written policies that describe the discipline process? Yes No
- Are measures taken to ensure that due process is preserved? Yes No
- Of a random sample of 40 grievances, approximately what percent of grievances/appeals related to disciplines are resolved in favor the youth? Less than 10 %

B.15 Supervision for Special Housing

Inspection Team Comment: *There is no special housing at GRF. Minors needing special housing are transferred to KMJD.*

B.16 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
 - Other: *Medical Emergencies, Hostage Situations, Bomb Threats, Explosions, & Floods.*
 - Other: *Violence in the Workplace, Africanized Honey Bees & Wildlife Emergency, and Nuclear Attacks.*
-

SECTION C: FOOD SERVICE

C.1 Sanitation and Meal Service

Are kitchen staff members trained regarding sanitation and food handling procedures? Yes No

Have kitchen staff members received any training in the last year other than training given to newly hired employees? Yes No

If yes, describe what the training included: Training is provided by the Sheriff's Department on an on-going basis.

Do youth work in the kitchen? Yes No

If yes above, have they been trained? N/A Yes No

Are youth permitted to converse during meals? Yes No

If yes, may a youth seated at one table converse with a youth seated at a different table? N/A Yes No

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? Sheriff Department

Describe the types of work youth perform: Prepare meal trays, deliver food to the units, and clean up after meals in the kitchen .

C.2 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? 2800 calories Yes No

Are weaker youths protected from having food taken from them? Yes No

What approximate percent of calories are from the following:

- Protein: 17 %
- Carbohydrate: 56 %
- Fat: 27 %

C.3 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 2013 calendar year? Yes No
- 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 during the 2013 calendar year? Yes No

SECTION D: COMMUNICATION

D.1 Staff-Youth Communication

- Are youth provided opportunities to communicate with staff in writing? Yes No
- Are youth provided opportunities to communicate with staff verbally? Yes No
- Are communication aids (translators, hearing aids, etc.) provided when necessary? Yes No

D.2 Interpersonal Communication/Diversity Training

- Do Probation staff members participate in training to provide them with the skills to communicate with youth in a developmentally appropriate manner? Yes No

List types of diversity training attended by Probation staff members:

Safe Crisis Management, Embracing Diversity/Encouraging Respect, & Sexual Harassment, and Integrated Behavioral Intervention Strategies (IBIS).

D.3 Grievances

- Is there a formal grievance policy? Yes No
- Are written grievances reviewed daily? Yes No
- Are grievances tracked in some manner that would permit facility leaders to observe trends in grievance report? Yes No
- Is there a method for youth to be able to express concerns about the facility to a Probation Department official who is not assigned to the facility? Yes No
- Are youth made aware on a routine basis that they can express concerns about their detention to their attorneys? Yes No
- Is there a formal grievance process available for parents? Yes No
- If yes, how many parents have submitted grievances in 2012? 0
- If yes, how many parents have submitted grievances in 2013? 0

SECTION E: SAFETY AND SANITATION

E.1 Fire Safety

- Do facility leaders have specific concerns about fire safety? Yes No

E.2 Non-Hazardous Furnishings

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

E.3 Control of Dangerous Materials

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

E.4. Environmental Control

Does the facility appear clean and sanitary? Yes No

Does the facility appear appropriately ventilated? Yes No

On the day of inspection, did the facility's temperature seem appropriate for the season and weather? Yes No

E.5 Clothing and Bedding

Are additional blankets available on request? Yes No

How often is bedding laundered? Sheets: Weekly, Blankets: Monthly

How often are youth given clean clothes? Daily

E.6 Personal Hygiene/Showers

How frequently must youth shower?

Showers per week: 7

Minutes per shower: 5-6 minutes

E.7 Physical Facility and Equipment

Does this facility have a court holding area? Yes No

If yes, is there access to water and a toilet? Yes No

SECTION F: SERVICES AND PROGRAMS

F.1 Classification, Review, and Housing

Are youth assessed upon intake to determine appropriate classification? Yes No

Do facility leaders conduct adequate re-classification reviews periodically? Yes No

F.2 Religious Practices

Are youth religious services offered in the facility? Yes No

If yes, list the religious/faith traditions for which services are offered: Catholic, Protestant, and any other services requested

Are religious services offered in a language other than English? Yes No

Are youth offered religious or faith-based counseling services? Yes No

Are youth permitted to keep religious texts in their sleeping rooms? Yes No

F.3 Work Assignments

Are sentenced youth in the facility permitted to work or perform chores on a *voluntary* basis? Yes No

Inspection Team Comment: *Work Assignments are a required aspect of GRF participation.*

Are unsentenced youth in the facility permitted to work or perform chores on a *voluntary* basis? N/A Yes No

Inspection Team Comment: *All GRF youth are "sentenced."*

Are sentenced youth in the facility *required* to work or perform chores? Yes No

Inspection Team Comment: *Work Assignments are a required aspect of GRF participation.*

Are unsentenced youth in the facility *required* to work or perform chores? N/A Yes No

F.4 Programming

For which of the following areas are formalized programs or services offered (either by probation staff members or a contractor)? Check all that apply:

- Anger management classes/Counseling/Groups
- Conflict resolution skills
- Diversity/Tolerance/Human relations
- Domestic/Relationship violence education
- Family reunification planning
- Financial literacy education
- Gang awareness/Prevention/Intervention
- Health and wellness education
- Parenting education
- Sexual health education
- Social/interpersonal skills
- Substance abuse counseling
- Survivors of abuse/maltreatment/violence counseling
- Victim awareness
- Vocational training
- Other: CSEC – Sexual Exploitation of Children
- Other: _____

F.5 Exercise and Out-of-Sleeping Room Opportunities

Are youth given opportunities for physical recreation/exercise? Yes No

If yes, how many hours per day? Weekdays: 3 hrs per day, Weekends/Non-School days: 5 hrs per day

Is participation in physical recreation/exercise required? Yes No

Inspection Team Comment: *Non-compliance with programing is met with counseling, disciplinary writing assignments, loss of status, and potentially, removal from the GRF camp program; medical excuses notwithstanding.*

Are youth given opportunities for other types of recreation outside of their sleep rooms (play games, watching movies, etc.)? Yes No

If yes, how many hours per day? Weekday: 1, Weekend: 3

F.6 Access to Legal Services

- Are youth permitted to have reasonable contact with their attorneys? Yes No
- Has an attorney in in the 2013 calendar year complained that they were not able to communicate with a youth/client? Yes No
- Has a parent complained in the 2013 calendar year that their son or daughter was denied access to his or her attorney? Yes No

F.7 Telephone Access

- Are youth permitted to use the telephone to contact parents/guardians? Yes No
- Are youth permitted to use the telephone to contact anyone other than parents/guardians and attorneys? Yes No
- If no above, are youth permitted to use the telephone to contact other close family members under special circumstances (such as upon the recommendation of a counselor or therapist)? Yes No
- Are telephone calls monitored? Yes No
- Are telephone calls recorded? Yes No
- Has a parent/guardian complained in the 2013 calendar year that their son or daughter was denied reasonable access to the telephone? Yes No

F.8 Visitation Privileges

What are the visitation hours for this facility? Thursdays: 6:00pm-8:00pm, Sundays: 9am-11am

Who may visit youth? Check all that apply:

- Parents/Legal guardians
- Adult siblings
- Minor siblings
- Other: Court ordered, if cleared. Special circumstance, weekly child visits

- Is there ample space in the facility for visitation? Yes No
- Are youth permitted to have private conversations with visitors? Yes No
- Do probation staff members supervise visits? Yes No
- Has there been an instance in the 2013 calendar year of a visitor bringing contraband into the facility? Yes No
- Has there been an instance in the 2013 calendar year of a visitor threatening a youth or staff member? Yes No

List the primary reasons why family members do not visit youth: Transportation,
Child Care, visitation hours conflict with work hours.

F.9 Detainee Mail and Correspondence

- Are youth permitted to receive mail? Yes No
- Are youth permitted to send mail? Yes No
- Is postage free? Yes No
- Is mail screened for contraband? Yes No
- Does a staff member read mail addressed to a youth? Yes No

SECTION G: HEALTH CARE

Medical Staffing: <i>(At time of inspections)</i>	#Filled	# Open	Contractor (Y/N)
Physician	1	0	Yes
Physician's Assistant	1	0	N/A
Registered Nurse	5	0	Yes
Licensed Vocational Nurse	12	0	Yes
Nurse Practitioner	1	0	Yes
Emergency Medical Tech	0	0	N/A

Inspection Team Comment: *Not Probation staff; CFMG is a contracted medical provider.*

G.1 Intake Health Screening

Which of the following health screenings are conducted upon intake? Check all that apply:

- Medical
- Dental
- Vision
- Mental health/Psychological
- Sexually transmitted infections
- Pregnancy tests (if females are held in the facility)
- Other: _____

G.2 Medical, Dental, and Mental Health Appraisals

Which of the following complete health appraisals are conducted within 14 days of admission to the facility? Check all that apply.

- Medical (Complete history and physical)
- Dental
- Vision
- Mental health/Psychological
- Sexually transmitted infections
- Pregnancy tests (if females are held in the facility)
- Other: _____

G.3 Access to Routine, Chronic, and Emergency Health Services

- Is there a procedure in place for youth to request medical services? Yes No
- Is there a procedure in place for youth to request dental services? Yes No
- Is there a procedure in place for youth to request mental health services? Yes No
- Are probation staff members permitted to refer youth for medical treatment? Yes No
- Are probation staff members permitted to refer youth for mental health services? Yes No

Who makes the determination whether or not a minor is seen after a sick call slip is turned in?

Every minor is seen after a call slip is turned in accordance of triage of urgency.

Of a random sample of 50 sick call slips, how many were responded to and in how many hours? All were responded within 8 hours.

Are reasonable arrangements made to permit youth to see their personal or family healthcare providers?

Yes No

G.4 Experimental Research

Are youth permitted to be subjects of any of the following types of research? Check all that apply:

Behavioral/Psychological

Biomedical

Cosmetic

Pharmaceutical

Other: Experimental research is not applicable

Do youth consent to participation in research?

N/A Yes No

Do parents consent to participation in research?

N/A Yes No

Describe any research studies in which youth in the facility participated in the 2013 calendar year:

Research at GRF currently includes an NIH/NICHD funded efficacy and effectiveness trial of Seeking Safety, a concurrent PTSD and substance use Cognitive Behavioral intervention, relative to treatment as usual. An NICHD funded study on neurobehavioral profiles associated with trauma ended at GRF in 2013, as well as a National Institute on Minority Health and Health Disparities funded study on health risk behaviors, including health focus groups.

For inspection questions that ask about Probation compliance to standards, basic protections etc. related to research:

- 1. Research projects are assessed on a case by case basis by the San Diego County Probation Department, sometimes in conjunction with the Juvenile Court. The specifics of each approved project vary (e.g., who is responsible for the research – i.e., the Principal Investigator, specific approvals sought, regulatory agencies involved, training required or provided etc.) and depend, in part, on whether the research involves only archival data or collaborative data analysis conducted in conjunction with the Probation Department research office versus data collected directly from minors in custody at Probation run facilities or minors who are Wards of the Court but living in the community.*
- 2. An ongoing inter-disciplinary research program led by Dr. Amy E. Lansing and funded by the National Institute of Health (e.g., National Institute of Child & Human Development, National Center on Minority Health & Health Disparities), NIH-supported organizations within the University of California, San Diego system (e.g., UCSD's Clinical & Translational Research Institute, UCSD's Comprehensive Research Center in Health Disparities) and UCSD organizations (e.g., Academic Senate) utilize the following criteria to protect youth who participate in their research as well as UCSD staff:*
 - a. Juvenile Court applications are submitted to request access to Wards of the State. After review, any needed modifications, and approval, a Juvenile Court Order provides access to youth in Probation facilities and/or monitored by the Probation Department.*

- b. *Project requests are made to the San Diego County Chief Probation Officer and appropriate Deputy Chiefs (e.g., Deputy Chief of Institutional Services for research occurring on site at Probation Department facilities). Probation Department approval is sought for each research project.*
- c. *The Institutional Review Board (IRB) at the University of California, San Diego (and IRBs at any collaborating institutions such as Yale University, San Diego State University) must first approve any research project before it begins. The IRB always consists of a Prisoner Representative, as well as other members with specific expertise relevant to each reviewed project (e.g., Developmental Psychologist, Neuropsychologist, Radiologist, Pediatrician, Neurologist etc.). See <http://irb.ucsd.edu/3.7.pdf>*
- d. *After UCSD IRB approval is obtained, the research protocol and all consent and assent forms are sent to the California Department of Health and Human Services for review related to Subpart C regulations (43 FR 53655; Additional DHHS Protections Pertaining to Biomedical and Behavioral Research Involving Prisoners as Subjects). Research involving incarcerated youth may only begin after this additional approval is obtained. See <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html#subpartc>*
- e. *All youth participants voluntarily assent (13-17 year olds) or consent (18 year olds), following ethical standards and using language geared toward adolescents. A hierarchy of specific questions are asked of the youth even after assent/consent is obtained, to confirm that the youth does understand what participation in the study means.*
- f. *Parental Consent is sought for minors and neutral Participant Advocates facilitate youth and/or parental consent.*
- g. *Consent/Assent (answering questions, reviewing right to withdraw from the study at any time etc.) is an ongoing process during participation.*
- h. *A Federal Certificate of Confidentiality is obtained for each research project and protects collected data. See <http://grants.nih.gov/grants/policy/coc/>*
- i. *UCSD Youth Study staff who have contact with the youth and/or collect archival data at Probation run facilities each go through:*
 - i. *UCSD's background check for Staff (non-salaried/non-staff students go through Probation's background check, see ii below);*
 - ii. *San Diego County Probation Department's Volunteers in Probation process (See VIP details at: http://www.sdcounty.ca.gov/probation/volunteer_opportunities.html) which includes submitting a personal application, being cleared after a County health appointment, providing finger print records, and completing a background check and clearance;*
 - iii. *Collaborative Institutional Training Initiative for human subjects' protections training. See <https://www.citiprogram.org/aboutus.asp?language=english>;*
 - iv. *Basic training related to the Prison Rape Elimination Act (e.g., assessing and detecting sexual abuse and assault) and mandated reporting criteria under a Federal Certificate of Confidentiality;*
 - v. *Safety orientations specific to requirements at each site (e.g., Girls Rehabilitation Facility);*
 - vi. *Assessing mental health issues (e.g., suicidality, homicidal ideation, non-suicidal self-injury etc.) and/or protection of information (HIPAA, see <https://www.privacyrights.org/fs/fs8a-hipaa.htm>) relevant to that staff member's contact with youth and/or archival data.*

j. *UCSD Youth Studies Principal Investigator Contact Information:*

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G.5 Response to Medical, Mental, and Dental Health needs

Does the facility have adequate staff to respond to the medical needs of the youth in the facility? M-F staff on site, Weekends/off-hours staff on call Yes No

Does the facility have adequate staff to respond to the mental health needs of the youth in the facility? Yes No

Does the facility have adequate medical equipment to respond to the medical needs of the youth in the facility? Yes No

Does the facility have adequate clinic space and treatment rooms to respond to the medical needs of the youth in the facility? Yes No

On average, how long does it take for clinic staff to respond to a sick call slip?

Up to 72 hours, by contract; usually <8 hrs, by practice.

On average, how long does it take for clinic staff to respond to an emergency?

"...within minutes"

On average, how long does it take for clinic staff to respond to a request for an inhaler?

"...within minutes"

G.6 Suicide Prevention

Is there a written suicide prevention plan in place? Yes No

Have there been any instances in the 2012 calendar year where the written plan was not followed in response to a youth at risk of suicide? N/A Yes No

Have there been any instances in the 2013 calendar year where the written plan was not followed in response to a youth at risk of suicide? N/A Yes No

G.7 Intoxicated Minors:

Does the facility have written procedures for the handling of minors under the influence of any intoxicating substances? N/A Yes No

Are medical clearances obtained prior to booking any minor who displays outward signs of intoxication or is known or suspected to have ingested any substance that could result in a medical emergency? N/A Yes No

Who provides medical clearance for these minors? Clinic staff or Children's Hospital

Did the facility detain any minors determined to be under the influence of an intoxicating substance? N/A Yes No

If yes:

Was medical clearance obtained? Yes No

Were these detentions documented? Yes No

Were there documented safety checks at least once every 15 minutes? Yes No

G.8 Hunger Strikes

- Is there a written plan that describes the appropriate response to a youth who engages in a hunger strike? Yes No
- Have there been any instances in the 2012 calendar year where the written plan was not followed in response to a youth on a hunger strike? Yes No
- Have there been any instances in the 2013 calendar year where the written plan was not followed in response to a youth on a hunger strike? Yes No

G.9 Death

- Is there a written plan that describes the response to a youth's death in the facility? Yes No
- Have there been any instances in the 2012 calendar year where the written plan was not followed in response to the death of a youth? Yes No
- Have there been any instances in the 2013 calendar year where the written plan was not followed in response to the death of a youth? Yes No

G.10 Informed Consent/Involuntary Treatment

- Is informed consent obtained, when appropriate, prior to the delivery of care? Yes No
- Are youth fully explained the nature of the care they receive and the side effects or complications that may occur as a result of treatment or medications? Yes No

G.11 Infectious Disease

- Is there an infection control program that aims to ensure that safety of youth, staff, and visitors? Yes No

SECTION H: EDUCATION

School Staffing: <i>(At time of inspection)</i>	#Filled	# Open	SDCOE/JCCS? (Y/N)
Credentialed Teachers Total	2	0	Yes
Credential Special Education Teachers Total	1	0	Yes
Teachers' Aides	1	0	Yes
Paid Tutors	0	0	N/A
Volunteer Tutors	0	0	No
Other (Substitute Teachers)	0	0	N/A

H.1 School Capacity/Attendance

- How many youth are attending school? 20 (all attend)
- Estimate the average grade level of youth participating in school in the facility: 9-10
- Estimate the average age of youth participating in school in the facility: 16 years old

Is there adequate classroom space for the number of youth attending school? Yes No

H.2 Supplies

Are there an adequate number of textbooks? Yes No

Are the textbooks available up-to-date and consistent with educational standards in the State of California? Yes No

Are there adequate school supplies (pens, pencils, paper, etc.)? Yes No

Are there a sufficient number of computers available for teachers and school staff to use? Yes No

Are there computers available for youth to use? Yes No

If yes, are youth supervised while using the computers? Yes No

H.3 High School Programs/GED

Do youth have the opportunity to receive high school credits that can be transferred to their home school districts? Yes No

Are records from previous schools available to facility school staff? Yes No

Are youth given an opportunity to take the California High School Exit Examination (CAHSEE) when appropriate? Yes No

H.4 Post-High School/GED

Are there educational opportunities available for youth you have completed high school or their GED? Yes No

Are youth given information and counseling regarding community college and four-year college options? Yes No

Are youth given information and counseling regarding financial aid options for college? Yes No

Are youth given resources for college entrance exam preparation when appropriate? Yes No

Are youth able to take courses for college credit online? Yes No

Do youth in the facility take military readiness testing? Yes No

If yes, are they required to do so? N/A Yes No

Inspection Team Comment: *There was some voiced concern, by Probation staff, that contracted educational personnel often take annual leave at the same time; in a manner which places all youth under the supervision of substitute personnel, simultaneously. The lack of educational continuity here is potentially problematic.*

H.5 Vocational Programs/ROP

Do vocational programs and ROP opportunities have sufficient space and resources for the number of youth interest in participating? N/A Yes No

Has a youth been denied participation in one of these programs in the 2012 calendar year? N/A Yes No

Has a youth been denied participation in one of these programs in the 2013 calendar year? N/A Yes No

H.6 **Special Education/IEP Programs**

Do credentialed special education teachers participate in lesson planning and curriculum development? Yes No

How many youth in the facility have an Individualized Education Program (IEP)? 2

Are regular IEP meetings held? Yes No

Are parents notified of these meetings? Yes No

Are parents permitted to attend these meetings? Yes No

Describe the most common obstacle to IEP compliance: Delay in receiving records, and lack of parental response.

Are there sufficient resources available to accommodate youth with special education needs? Yes No

H.7 **Special Programs and Activities**

Describe other special programs or activities sponsored by school staff: _____

1. ROP Program 2. GED Prep program for boys and girls 17 years old and behind in credit.

H.8 **Independent Study**

Are independent study options available? Yes No

H.9 **Relationship with Other Stakeholders**

Inspection Team Comment: Multidisciplinary Operations meeting occur monthly, including Probation, Medical, MH, and Contracted vendors of specialized services. Weekly and ad hoc communication is ongoing. The strategic task force of the Commission on Children and Youth contains community stakeholders, probation, and bench officers.

SECTION I: WORKFORCE INTEGRITY

I.1 **Staff Background and Reference Checks**

Do staff members have an initial background before they are hired? Yes No

Do staff members have reference checks before they are hired? Yes No

Do staff members meet with a psychologist before they are hired? Yes No

Do staff members undergo drug testing before they are hired? Yes No

Do staff members undergo periodic criminal history checks after they are employed? Yes No

I.2 **Staff Training, Licensing, and Credentialing**

For which of the following topics below do staff members receive training? (Check all that apply)

Adolescent development. If yes, how often? Yearly SCM

Appropriate relationships/boundaries with youth. If yes, how often? Yearly SCM

Appropriate disciplinary techniques If yes, how often? Yearly

Confidentiality. If yes, how often? Yearly

Conflict management. If yes, how often? SCM Yearly

CPR/First Aid. If yes, how often? Every 2 years

- Emergency response. If yes, how often? Yearly
- Ethical decision-making. If yes, how often? ISOPS/CORE Every 2 years
- Inclusion methods for youth with disabilities or special needs.
If yes, how often? As needed (ISOPS/CORE)
- Reporting requirements for abuse, neglect, or maltreatment that occurs in the facility.
If yes, how often? Every 2 years
- Reporting recruitments for abuse, neglect, or maltreatment that occurred outside the facility. If yes, how often? Every 2 years
- Sexual harassment. If yes, how often? Every 2 years
- Signs of abuse or neglect. If yes, how often? Every 2 years
- Use of force. If yes, how often? DTAC (Twice per year)
- Use of restraints. If yes, how often? Every 6 months (DTAC)
- Other: Medical issues in Jail co-presented by mental health STAT team and Medical team CFMG

I.3 Staff Misconduct

Are there written policies for addressing staff misconduct? Yes No

Have there been any allegations during the calendar year of a staff member physically assaulting a youth?

2012:

- Yes No
- Yes No Minors in custody
- Yes No Minors out of custody

2013:

- Yes No
- Yes No Minors in custody
- Yes No Minors out of custody

Have there been any allegations during the calendar year of staff member sexually assaulting a youth?

2012:

- Yes No
- Yes No Minors in custody
- Yes No Minors out of custody

2013:

- Yes No
- Yes No Minors in custody
- Yes No Minors out of custody

Have there been any allegations during the calendar year of a staff member verbally threatening a youth?

2012:

- Yes No
- Yes No Minors in custody
- Yes No Minors out of custody

2013:

- Yes No
- Yes No Minors in custody
- Yes No Minors out of custody

Have there been any allegations during the calendar year of a staff member touching a youth in any inappropriate way?

2012:

- Yes No
- Yes No Minors in custody
- Yes No Minors out of custody

2013:

- Yes No
- Yes No Minors in custody
- Yes No Minors out of custody

Have there been any allegations during 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?

2012:

- Yes No
 Yes No Minors in custody
 Yes No Minors out of custody

2013:

- Yes No
 Yes No Minors in custody
 Yes No Minors out of custody

Have there been any allegations during 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?

2012:

- Yes No
 Yes No Minors in custody
 Yes No Minors out of custody

2013:

- Yes No
 Yes No Minors in custody
 Yes No Minors out of custody

SECTION J: BUDGET AND FISCAL CONCERNS

Inspection Team Comment: *None indicated.*