

California Department of Corrections and Rehabilitation
Division of Juvenile Justice

**QUARTERLY REPORT
FARRELL vs. TILTON**



OCTOBER - 2007

California Department of Corrections and Rehabilitation
Division of Juvenile Justice

**QUARTERLY REPORT
FARRELL IMPLEMENTATION STATUS**

TO: SPECIAL MASTER AND PLAINTIFF'S COUNSEL

Report Number: 2007-3

Period Covered: July 2007 - September 2007

Date: October 30, 2007

INTRODUCTION

This report is submitted to comply with the Department's agreement to provide Plaintiff's Counsel and the Special Master with a quarterly report of progress toward implementation of the agreements made in the *Farrell v. Tilton* Consent Decree. This report addresses the time period from July 2007 through the end of September 2007. Each section has a narrative and a matrix. The narrative is a snapshot of tasks that have had updates within this last quarter. The matrix reflects the narrative updates, per task item.

This report includes the status of:

- Wards with Disabilities Program Remedial Plan
- Health Care Services Remedial Plan
- Education Services Remedial Plan
- Sexual Behavior Treatment Program Remedial Plan
- Safety and Welfare Remedial Plan
- Mental Health Remedial Plan

Reports will be submitted quarterly on the last working day of the month following the end of the quarter. Reports will address action during the reporting quarter. The format has been developed to meet the needs of the Plaintiff's Counsel, the Special Master and the Department in tracking progress toward implementation. The format is subject to modification based on the Department's experience in the preparation and use of the reports, recommendations of the Special Master and Plaintiff's Counsel.

In the past quarter DJJ continues its efforts in the implementation of the *Farrell* Remedial Plans and has made strides in the areas of workforce development, hiring, and improvements in central office operations.

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I.A.

**WARDS WITH DISABILITIES
PROGRAM REMEDIAL PLAN**

WARDS WITH DISABILITIES PROGRAM REMEDIAL PLAN

QUARTERLY REPORT

JULY – SEPTEMBER 2007

I. INTRODUCTION

In response to *Farrell vs. Tilton*, the California Department of Corrections and Rehabilitation (CDCR), Juvenile Justice Division (DJJ) filed the Ward with Disabilities Program (WDP) Remedial Plan with the court on May 31, 2005. This document reports the activities of the WDP for the reporting period of July 1 – September 30, 2007. The WDP Quarterly Report is organized with the following attachments:

- (A) Matrix Tracking Document
- (B) Architectural (physical) Barriers Removal Report

II. UPDATED MATRIX TRACKING DOCUMENT

The WDP Remedial Plan Matrix Tracking document has been updated for this reporting period. The matrix is the primary tracking document utilized by the WDP Unit to keep DJJ management informed of WDP issues, status and progress. (See Attachment A: Matrix Tracking Document)

III. ARCHITECTURAL BARRIERS REMOVAL STATUS

DJJ Headquarters and the facilities continue to work with CDCR's Office of Facilities Management (OFM) in monitoring and completing the work of removing the architectural barriers identified in the WDP Remedial Plan. The documents provided by OFM for this reporting period cover the period of June 30 through September 7, 2007. The status of each item presented has been identified either as Completed, In Construction, In Procurement, or Seeking Funding. (See Attachment C: Architectural (Physical) Barriers Removal Report).

IV. WARD INFORMATION NETWORK (WIN)

As reported in the last Quarterly Report, significant progress has been made in updating WIN. All components are ready to be used by staff once it is deployed.

The WIN component related to the WDP was activated on August 8, 2007 at O.H. Close Youth Correctional Facility and is currently being beta-tested. Medical staff is inputting data into the General Health Palette. Once sufficient data is entered, staff monitoring will ensure the WIN

system is effectively and consistently providing, accurate information prior to deploying it within the remaining facilities.

V. WDP STAFFING

All authorized WDP staffing positions at Headquarters and facilities are currently filled.

VI. WDP POLICY

The WDP policy package that has been signed and approved by the Chief Deputy Secretary of DJJ has been submitted to the relevant unions for labor negotiations. A Meet and Discuss meeting was completed with Bargaining Unit 6 in April 2007. Additional meetings were scheduled for late July 2007 and then cancelled by CCPOA. Another meeting on this issue has been scheduled with CCPOA on November 13, 2007.

VII. WDP TRAINING ACTIVITIES

Disability Awareness (DA) Training and Staff Assistant Training was provided for 19 staff on July 12 at N. A. Chaderjian Youth Correctional Facility.

On July 25, the WDP Manager attended the Students with Disabilities Youth Leadership Forum (YLF). The YLF provides young people with disabilities more opportunities. The YLF facilitates the interchange of learning between the participant youth. Through YLF, successful adult leaders with disabilities are role models who provide learning and inspiration. Such a forum benefits not only the participants, but also all young people with disabilities, communities in general.

The WDP Manager and WDP Coordinator represented DJJ as a member of the YLF Steering Committee.

In September 2007, the Office of Training and Professional Development officially authorized integration of the DA Training into the Basic Cadet Academy curriculum. The course is currently being evaluated to determine the level of competency required to pass the course as determined by test scores. It is anticipated this process will conclude in December 2007. Once the criterion has been established, the course will be scheduled into future Basis Academy training. Contacts have been made with Academy staff to schedule Training for Trainers (T4T) session for the instructors that will be delivering the DA instruction.

The In-Service Training version of the DA Training is currently awaiting final sign-off and approval. The estimated date for the completion of this task is November 2007. Once approved, a T4T will be scheduled and each facility will be able to deliver the training to all untrained employees.

VIII. EXPERT’S AUDITS AND CORRECTIVE ACTION PLANS

The WDP Expert conducted an audit at Preston Youth Correctional Facility on September 20. Three other facilities are scheduled through December 2007 and the remaining after the first of the calendar year.

IX. ASSESSMENT OF CURRENT WARD POPULATION FOR WARDS WITH DISABILITIES

A meeting was held on April 30, 2007, with Health Care, Education, Legal, and WDP staff to discuss how to identify wards with developmental disabilities. Dr. Morales was designated the workgroup lead. Consultation is presently underway with Dr. Trupin, court appointed Mental Health Expert, for the development of a Developmental Disabilities screening instrument to be used at reception or when a potential need is identified at another facility. Once the workgroup develops a draft instrument, it will be shared with key stakeholders, including the court appointed experts, for review.

Initially it was anticipated a draft instrument might be ready for review by mid-August 2007. It was determined by medical and mental health staff, with agreement by education staff, that there is not a “screening tool” that we can develop to specifically determine developmental disabilities. They further agreed that DJJ’s current “screening” of wards for disabilities, including developmental disabilities is functioning well. The “screening tool” that DJJ is currently using, which works well, is used to assess every ward that comes into DJJ. This information was shared with the Disability Expert on September 26, 2007.

ATTACHMENT - A

**WDP
MATRIX TRACKING DOCUMENT**

CDCR-DIVISION OF JUVENILE JUSTICE

WARDS WITH DISABILITIES PROGRAM REMEDIAL PLAN MATRIX TRACKING DOCUMENT

Updated: 09/28/07

REMEDIAL REQUIREMENTS				
Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>ADA Rights Notification As part of the Clinic process, all wards will be advised of their rights under the ADA and Section 504. DJJ shall develop a provisional form that contains a written advisement of these rights in simple English and Spanish by August 2005. The information contained in the form shall be reviewed with each ward.</p>	Aug. 2005	Forms were created in English and Spanish. A directive was sent out to the Reception Centers to begin use of the form.	COMPLETED	Aug. 30, 2005
<p>Wards with Disabilities Program Policy CDCR will complete the Department's Disabilities Policy for wards and submit to the Directorate for approval. When approved, DJJ shall complete all action steps related to the implementation of the Departmental Disabilities Policy for wards, including hiring staff, all levels of reviews, forms, electronic documentation development, labor negotiations, and training curriculum.</p>	Aug. 1, 2005	Initial draft policy was completed on 8/1/05. Revisions made based upon feedback from Legal Counsel. Once revisions completed, Labor Relations reviewed. Conversion of the WDP Remedial Plan into DJJ policies and procedures was delayed due to resolution of issues related to assistive devices and graduation requirements. The final draft of the WDP Policy and Procedures document was submitted for Labor review and opinion on June 5, 2006. Labor's review and comments were returned to DJJ 6/23/06.	IN PROGRESS Policy approved and signed by Bernard Warner, DJJ Chief Deputy Secretary, on September 26, 2006. Implementation is pending a 2 nd meet and discuss with Bargaining Unit 6 on the potential workload impact of this policy. The first Meet and Discuss was held on April 5, 2007. The 2 nd meeting was scheduled for July 25 th and 26 th , 2007. The July meeting was cancelled by CCPOA due to a scheduling conflict.	
<p>Final List of Projects (Appendix C) CDCR will file the final list of projects (Appendix C) upon approval by all parties.</p>	Aug. 15, 2005		COMPLETED	Sept. 15, 2005
<p>WIN 2000 Modifications/Tracking The Department shall ensure wards with disabilities that require accommodations are tracked through the WIN system and that an accurate record is maintained for wards with disabilities that allows for the collection of individual and aggregate data. Complete modifications to the WIN 2000</p>	Sept. 2005	A WDP section implemented in the WIN system. Legal opinions received as to what info is can be shared by program staff with respect to education, mental health, and medical confidentiality. Meetings were held March 13 and March 20 with Health Care, Legal, WIN, and Policy to standardize criteria for WDP inclusion and reporting requirements.	IN PROGRESS WIN has been piloted at OH Close Correctional Facility on August 8, 2007. Deployment at the remaining facilities will begin once beta-testing has been completed and any problems have been worked out.	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Wards with Disabilities Program (WDP) Coordinator CDCR will hire a full time WDP Coordinator.	Oct. 2005	Permanent Full Time WDP Coordinator was hired and in place in February 2006, and a WDP Manager was hired and in place on 2/21/06.	COMPLETED	Feb. 21, 2006
Developmental Disabilities Study CDCR will conduct a study regarding the need for a residential program for wards with certain developmental disabilities within six months of the filing of this plan; CDCR will develop a plan based on the results of the study if applicable.	Nov. 2005	Establish a work group/ committee to address wards with developmental disabilities.	IN PROGRESS Our first meeting was held on August 21, 2007 with the WDP Disability Expert, Medical and Mental Health, Legal, and WDP staff. Refer to "Assessment of Current Ward Population for Wards with Developmental Disabilities."	
IEP Working Committee Education Services Branch will establish a working committee consisting of the Disability Expert, one Education Expert, the SELPA Director and the Manager of Special Education programs. The charge of the committee is to: 1) Study and make recommendations to improve the adult wards' and parents' meaningful participation during IEPs, 2) Encourage more active participation, 3) Provide informational material for parents/surrogates, 4) Study the need for and evaluate the ability of various public/private groups or agencies to assist with means for parents to attend IEP meetings 5) Study the need to include a wider variety of individualized accommodations in IEPs	Dec. 2005		COMPLETED	March 2006

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Tenets of Advocacy The Department will implement a policy that each specialist that is assigned as a case carrier, or alternate, will discuss the tenets of advocacy with the ward and surrogates prior to the IEP meeting.</p>	Dec. 2005	Page 59 of the Special Education Policy and Procedures Manual (revised October 2006) addresses the Tenets of Advocacy. Education Specialist/ Student's Case Carrier; 1) Will discuss the role and responsibilities of advocacy with the student, and if applicable a surrogate parent, prior to the IEP meeting. 2) Will inform the student of his/her present levels of performance, any new assessment reports and any other information that will prepare the student to be an active participant in the IEP meeting. 3) When appropriate, will serve as an advocate of the student in the IEP team meeting. [M. Farrell - v - W. Allen III, WWD Program Remedial Plan, Section VIII (A) (9)]	COMPLETED	Oct. 2006
<p>Surrogate Parent Training All individuals who serve as surrogate parents will receive annual training in the role and responsibilities of a surrogate.</p>	Dec. 2005	Will be completed annually. This training will be ongoing and given as new surrogates come in.	COMPLETED/ONGOING Training was held at the following dates and locations this quarter: Heman G. Stark – April 2, 2007 SYCRCC – April 25, 2007 (4 Surrogate Parents) Stockton Complex – May 15, 2007 (42 Surrogate Parents) There will be future trainings conducted as needed at Preston, Ventura and El Paso de Robles	
<p>Standardized Emergency Announcement Protocol-The Department shall ensure that wards with hearing and other impairments who require accommodations, benefit from effective communication regarding public address announcements and reporting procedures, including those regarding visiting, school, recreation period, movements, count, or emergency situations. The Department WDP Coordinator will develop a standardized emergency announcement protocol.</p>	Dec. 2005	A draft policy was written for DJJ review. Disability Expert review indicated acceptance however, indicates the need for more specificity on procedural notification of wards with physical and psychiatric disabilities. Policy was revised to reflect changes requested by the disability expert.	IN PROGRESS Protocol was modified in October 2006. Revised protocol was submitted to the Policy Unit in December 2006 to facilitate policy review, and approval process. The policy is under executive review.	
<p>Statewide Disability Coordinators Meeting Statewide meeting to discuss remedial plan, role of coordinators and compliance tours.</p>	Dec. 9, 2005	All DJJ facilities were represented during the meeting.	COMPLETED	Dec. 9, 2005

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Internal Compliance Review Compliance reviews will commence to ensure implementation of the Remedial Plan.</p>	Jan. 2006	DJJ Headquarters staff needs to establish a plan of action, develop an internal auditing instrument, and provide staff with WDP training. Corrective Action Plans (CAPs) received from each facility to address areas identified by the disability expert as being in partial compliance or below.	<p>ONGOING Headquarters WDP Manager and support staff participated in all facility compliance audits w/Disability Expert. CAP documents created and used by all facilities to establish internal compliance review schedule by March 30, 2007. Working with the Farrell implementation team to establish standardized compliance protocols which eventually include the WDP compliance monitoring.</p>	Developed Corrective Action Plans in 2006
<p>WDP Facility Coordinators Facility WDP Coordinator positions will be filled.</p>	Feb. 2006	All eight DJJ facilities have established WDP Coordinators.	COMPLETED	Aug. 1, 2006
<p>Needs Assessment and Training Material CDCR will conduct a needs assessment and prepare department-wide ADA/disability training materials.</p>	June 2006		COMPLETED	Dec. 31, 2006
<p>Wheel Chair Vans The DJJ shall procure two wheelchair accessible vans to transport wards with disabilities by July 2006.</p>	July 2006	A purchase order was placed on September 8, 2006 to acquire the vans.	<p>IN PROGRESS The anticipated delivery date of vans for March 2007 has been delayed. The Chevrolet factory is backlogged in creating the chassis for the vehicle. Without the -chassis, the vendor cannot start the production of the vehicles.</p>	Sept. 8, 2006 Purchase Order
<p>Develop System to Document the Mental and Physical Impairments Of Wards. Department will develop and maintain a system that documents the mental and physical impairments of wards with disabilities and any reasonable accommodations.</p>	July 2006	Meetings were held on March 13 and 20, 2007 with Health Care, Legal, Policy, and WDP staff to discuss the criteria for inclusion into WDP and how to document.	<p>IN PROGRESS Significant progress has been made and all components have been built into WIN, which is awaiting deployment. Beta-testing began at OH Close on August 8, 2007.</p>	
<p>Develop the Disability Health Services Referral Form.</p>	Dec. 2005	It was decided that the WDP Assessment Form that was going to serve as a staff/self-referral is not the best approach. The Health Care Services Request form (DJJ 8.018) was revised again in March 2007 to include a box that says Disability (WDP). This will serve as a request for sick call.	COMPLETED	March 2007

REMEDIAL REQUIREMENTS				
Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Assessment of Current Ward Population for Wards with Developmental Disabilities (DD). CDCR will complete an assessment of the current ward population for wards with developmental disabilities in order to identify any wards that may not have been previously identified.	Dec. 2006		IN PROGRESS Please refer to Narrative (IX Assessment of Current Ward Population for Wards with Developmental Disabilities)	
Develop Comprehensive Plant Modification List. DJJ will provide the Disability Expert and Plaintiff's Counsel with a comprehensive list identifying each plant modification project as either Category One, Two, or Three and prioritizing the two project categories to be completed.	July 15, 2005		COMPLETED	July 15, 2005
El Paso de Robles YCF Room. Complete room modifications to the El Paso de Robles YCF.	Aug. 2005		COMPLETED	Jan. 27, 2006
Dewitt Nelson YCF Room Complete room modifications.	Dec. 2005		COMPLETED	Lassen completed Sept. 11, 2006 Modoc completed Sept. 29, 2006
O.H. Close YCF Room Complete room modifications.	Dec. 2005		COMPLETED	El Dorado completed Oct. 25, 2006
PLANT MODIFICATIONS				
Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Preston YCF Room Complete room modifications.	Dec. 2005		COMPLETED	Dec. 30, 2005
SYCRCC Room Modification Complete 2nd room modifications.	June 2006	In construction phase- Approx. two-month delay in construction completion was result of major modifications to the shower enclosure that needed to be completed in the field in order to fully comply with ADA requirements.	COMPLETED	Sept. 24, 2006.

PLANT MODIFICATIONS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Appendix C- Category 1 Projects Complete first category of projects.	Sept 30, 2006		IN PROGRESS See DJJ Physical Barrier Removal Report.	N.A. Chaderjian YCF completed Aug. 11, 2006 Dewitt completed Sept. 29, 2006
Appendix B- "Critical Disability Related Barriers" Complete list of critical disability related structural barriers per schedule	FY May 2006 thru Aug. 2009		IN PROGRESS Anticipated completion date: 08/09. See DJJ Physical Barrier Removal Report.	
Appendix C- Category 2 Projects Complete second category of projects.	Sept. 30, 2008		IN PROGRESS Anticipated completion date: 9/29/08.	
DWNYCF Compliance Audit Compliance monitoring by expert	Sept. 15-16, 2005		COMPLETED	Sept. 15-16, 2005
El Paso de Robles Compliance Audit Compliance monitoring by expert	Oct. 13-14, 2005		COMPLETED	Oct. 13-14, 2005
YCF Compliance Audit Compliance monitoring by expert	Nov. 17-18/05		COMPLETED	Nov. 17-18, 2005
HGSYCF Compliance Audit Compliance monitoring by expert	Dec. 13-16, 2005		COMPLETED	Dec. 15-16, 2005
SYCRCC Compliance Audit Compliance monitoring by expert	Dec. 13-16, 2005	Rescheduled for February 16 & 17, 2006.	COMPLETED	Feb. 16-17, 2006
Referral Document YA 1.411 CDCR will revise the Referral Document, YA 1.411 to replace "handicap" with "disability" within 30 days of the filing of this plan.	WSD		COMPLETED	June 9, 2005
Interim Solutions to PYCF Visiting Area CDCR will confer with the Disabilities Expert to explore and implement, as reasonably appropriate, interim solutions to address architecture at the existing PYCF visiting area until the new facility is opened in July 2006. Note: Work with DJJ facility director to ensure compliance.	WSD	Disability Expert's visit to Preston YCF on 4/13/06. Interim solutions in place have been implemented by placement of signage, correctional staff members assisting disabled persons through doorways at all entrances and exits. Awaiting completion of the new visiting facility scheduled to open July 2006.	COMPLETED	Jan. 2007

REMEDIAL REQUIREMENTS -WITHOUT SPECIFIC DATES (WSD)

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Evacuation Procedures Shall be implemented at each facility to protect the safety of staff, wards, and the general public, protect property, preserve the organizational structure and facilitate the continuity and resumption of essential services.</p>	WSD	Will need to incorporate procedures for disabled populations into existing facility emergency evacuation plans. These plans are incorporated with current development of the Standardized Emergency Announcement Protocol. Meetings held to discuss strategies and implementation of safe and effective evacuation procedures for disabled wards. Gathered information from adult corrections practices and procedures for review.	<p>IN PROGRESS These evacuation procedures are part of the recent draft policy of the standardized emergency announcement protocol. Currently in final executive review. Estimated date of Policy to be turned into Mr. Warner for signature is November 9, 2007.</p>	
<p>Implementation of Security Procedures CDCR staff shall be aware of accommodation to wards with disabilities in developing and implementing security procedures including use of force, count, searches, transportation, visiting, and property.</p>	WSD	WDP Headquarters' Office preparing a draft document to identify specific disability needs to be addressed.	<p>IN PROGRESS Work group has been established with participants from various facilities and programs. WDP information has been incorporated into the Use of Force Policy. The policy is pending additional input (outside of WDP).</p>	
<p>Staff Assistants All wards with disabilities that require accommodations shall be assigned a staff assistant from the facility team. Each facility shall have a team with at least one representative from each of the following disciplines: mental health, health care, and education.</p>	WSD		<p>COMPLETED All facilities have established working Staff Assistant teams with representatives from each of the required remedial plan disciplines.</p>	March 21, 2006
<p>WDP Coordinator Training The WDP Coordinator will receive a higher level of training provided by qualified trainers/consultants from outside the Department within six months of the court approval of the plan.</p>	WSD	Transfer of Knowledge (TOK) Seminar on Education Services and Disabilities attended by Headquarters and Facility WDP Coordinators on 3/06 & 4/06. Joining the National ADA Coordinator's Association.	<p>COMPLETED Training of WDP Coordinators will be ongoing.</p>	Nov. 03, 2006
<p>Facility WDP Coordinator Training Facility WDP Coordinators will receive a higher level of training provided by qualified trainers/consultants from outside the Department.</p>	WSD	WDP Program Coordinator to request facility WDP Coordinators to attend next National ADA Coordinators Conference to be held in San Diego, CA 10/30/06-11/3/06.	<p>COMPLETED All DJJ facility WDP Coordinators and Assistant WDP Coordinators attended the National ADA Conference in San Diego, CA. Conferences are held annually in various locations.</p>	Oct. 29 – Nov. 3 2006. (This type of training will be ongoing)

REMEDIAL REQUIREMENTS -WITHOUT SPECIFIC DATES (WSD)

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>N.A. Chaderjian Room Modification Current shower room will need to be expanded to a minimum 60" width to allow for a wheelchair to make a complete turn.</p>	WSD	This project was not included as part of the original construction projects plan, but would be undertaken and completed separately by the Office of Facilities Management (OFM).	<p>IN PROGRESS (OFM) is in the schematic phase of this project. The project was incorporated as an additional project. The site has been surveyed, and proposal submitted. Working drawings were completed on 11/1/06. Construction is pending funding. Construction is pending year-end budget funding or special repair funding.</p>	
<p>Shower/Lavatories There will be at least one fully accessible shower and/or lavatory at each facility.</p>	WSD	Part of Office Facility Management's Construction Matrix & Monthly Report.	<p>IN PROGRESS See Physical Barrier Removal Report.</p>	Jan. 27, 2006 El Paso de Robles YCF; Dec. 30, 2005 & Aug. 18, 2006 Preston YCF; Sept. 11, 2006 Dewitt Nelson YCF; OH Close 10/25/06
<p>Ward Parole Hearings The Department shall ensure that wards with disabilities have access to all Youth Authority Board (YAB) proceedings. To this end the Department shall provide reasonable accommodations to wards with disabilities preparing for parole and YAB proceedings.</p>	WSD	Inform facilities of requirements to provide reasonable accommodations.	<p>COMPLETED All Superintendents were issued a memo on 4/20/06 requiring a specific advisement be read to wards prior to all board hearings. Advisement to ensure effective communication and reasonable accommodations to wards with disabilities.</p>	April 20, 2006
<p>Annual Evaluations Department management staff shall evaluate all DJJ programs, services, and activities on an annual basis to ensure equal access by wards with disabilities.</p>	WSD		<p>ONGOING See Internal Compliance Section of this report.</p>	
<p>WDP Reporting The Departmental WDP Coordinator shall ensure that a WDP report is completed monthly, quarterly, and annually for each site.</p>	WSD	The initial facilities monthly report was developed and implemented with the first reporting period to WDP Coordinator on March 10, 2006. Monthly disability reports being received and tracked by the 10th of each month by WDP Manager.	<p>COMPLETED</p>	March 10, 2006
<p>ADA Advisement Posters/Signs Placement of ADA wards rights advisement posters at each facility/camp.</p>	WSD	Advisement signs have been created and submitted to PIA (Folsom State Prison-Sign Shop) for production. Upon completion of posters, they'll be sent to each facility/camp for placement in all living units and common areas.	<p>COMPLETED All advisement signs posted at each DJJ facility and camp.</p>	Sept. 2006

REMEDIAL REQUIREMENTS -WITHOUT SPECIFIC DATES (WSD)

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>WDP Meetings and Training Effective immediately, the WDP Coordinator shall conduct regular meetings and trainings, as required, with all facility WDP Coordinators.</p>	WSD	Initial WDP Coordinator meeting was held on Dec. 9, 2005 with all facilities present. WDP Coordinator and support staff has provided auditing preparation, training, and assistance in coordination with Disability Expert compliance audits.	<p>COMPLETED/ONGOING Statewide WDP and Assistant Coordinators meeting held again August 2, 2006 in Stockton, CA. Meetings to be held on a quarterly basis with all coordinators.</p>	Meeting held Aug. 2, 2006
<p>Psychotropic Drug Study Establish a special working group in coordination with mental health experts to study the effects of certain psychotropic drugs on wards.</p>	WSD	Contact mental health experts within the department to establish working group and schedule meetings.	<p>IN PROGRESS A workgroup has been established and the first meeting was held with the WDP Disability Expert, Legal, Medical and Mental Health, and WDP Staff on September 4, 2007. A follow-up meeting was scheduled for September 11th but then rescheduled for September 26th to include the Medical and Mental Health Experts from their Remedial Plans.</p>	
<p>Facility Corrective Action Plans (CAPS) Disability Expert's identification of areas, which were rated as being in Partial Compliance (PC) or below. Facilities plan to correct these areas of deficiency or inconsistency.</p>	WSD	Memorandums for facility Corrective Action Plans (CAPS) sent to all eight facilities visited by Disability Expert on 4/17/06 (5 facilities) and 6/7/06 (3 facilities).	<p>COMPLETED All eight facilities submitted their CAPs to the WDP Coordinator in July 2006.</p>	July 2006
<p>Safety and Welfare Issues Establishment of special working group to address the safety and welfare issues for wards with disabilities, as they would relate to and be included in the Safety and Welfare Remedial Plan.</p>	WSD	Establish working group to review Safety and Welfare Remedial Plan upon its completion and approval.	<p>IN PROGRESS Need to review Safety and Welfare Plan in its entirety to address any specific items related to WDP. Anticipate review by December 2007.</p>	
<p>Staff Assistant Training/Course The Staff Assistants (SAs) shall complete a course to become a SA that contains modules that define SA roles and responsibilities, describe cognitive/emotional disabilities, mental/physical disabilities, and present an overview of the DDMS and grievance process.</p>	WSD		<p>COMPLETED</p>	Dec. 2006
<p>Closed Captioning Televisions DJJ shall ensure that youth have access to at least one facility television located in their assigned living unit that utilizes the closed captioning function at all times.</p>	WSD		<p>COMPLETED</p>	June 30, 2006

REMEDIAL REQUIREMENTS -WITHOUT SPECIFIC DATES (WSD)

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Health Care Working Group Coordinate with those working on the Health Care Remedial Plan to document the inclusion of several specific items for wards with disabilities.	WSD	Establish a working group with Health Care Services to review and document the inclusion of specific items for wards with disabilities.	IN PROGRESS This workgroup will start after completion of the Assessment of Developmental Disabilities and the residential program plan for those with DDs. Anticipated start date is January 2008.	
Telecommunication Device for the Deaf (TDD) Equipment/Interpreter Services Wards with disabilities shall be provided use of a TDD and telephones for people with disabilities. Qualified sign language interpreters shall be provided for all due process functions and medical consultations.	WSD		COMPLETED All facilities have acquired and are capable of utilizing TDD. All facilities have current contracts for qualified sign language interpreters.	March 31, 2006

ATTACHMENT - C

**DJJ PHYSICAL BARRIER
REMOVAL REPORT**

**Division of Juvenile Justice
Physical Barrier Removal Report**

**Pursuant to Wards with Disabilities Program
Remedial Plan**

Includes ADA-Compliant Rooms and Shower/Lavatories

And

Appendix B and C Projects

September 28, 2007

ADA Compliant Rooms and Shower/Lavatories

* Construction on numerous projects was delayed following the merger of the former Youth Authority into the California Department of Corrections and Rehabilitation July 1, 2005. The CDCR Office of Facility Management began to work on the projects at that time, expediting projects and procurement whenever possible. However, some projects could not be completed before the deadlines as stated in the Remedial Plan and related appendices. Each of these projects is noted with an asterisk in the last column.

Project	Court Deadline	Completed	Anticipated Completion	Explanation If Not Completed By Deadline
I. ADA Compliant Rooms				
a. Southern Reception (1 st Room)		Completed prior to WDP filing		
b. Ventura		Completed prior to WDP filing		
c. N.A. Chaderjian	6/30/06		12/31/07 Construction phase	<p>* ADA-related modifications at the facility were completed several years ago. However, a recent OFM review identified issues that need to be addressed in order to make the room fully accessible.</p> <p>6/15/06 - This project was submitted to OFM for implementation in July 06. Funding to be identified in the future. 3/28/07 - Funding identified</p> <p>6/8/07 - Construction completion date revised from 7/30/07 to 11/9/07.</p> <p>9/06/07 - Construction completion date revised from 11/09/07 to 12/31/07 to account for additional delays in the procurement of doors, frames and hardware.</p>
d. Heman G. Stark		Completed prior to WDP filing		
e. El Paso de Robles	8/31/05	Completed 1/27/06		

f. DeWitt Nelson	12/31/05	Lassen Unit Completed 9/11/06 Modoc Unit Completed 9/29/06		
g. O.H. Close	12/31/05	El Dorado Unit Completed 10/25/06		
h. Preston	12/31/05	Completed 12/30/05		
i. Southern Reception (2 nd Room)	6/30/06	Old Marshall Room Completed 9/24/06		
Project	Court Deadline	Completed	Anticipated Completion	Explanation If Not Completed By Deadline
II. Modify Shower/Lavatory in Close Proximity to Modified Rooms				
a. Southern Reception (1 st Room)	6/30/06	Completed prior to WDP filing		
b. Ventura	6/30/06	Completed 4/30/05		
c. N.A. Chaderjian	6/30/06		12/31/07 Construction phase	ADA-related modifications at the facility were completed several years ago. However, Logan Hopper, Disability Expert during his initial site visit to audit compliance identified issues that need to be addressed in order to make the shower fully accessible. A fully accessible shower/lavatory is being incorporated within the ADA compliant room. 6/15/06 - This project was submitted to QFM for implementation in July 06. Funding to be identified in the future. 3/28/07 - Funding identified on 3/28/07. 6/8/07 - Construction completion date revised from 7/30/07 to 11/9/07, to

				allow additional time for the procurement of long lead items. 9/06/07 – Construction completion date revised from 11/09/07 to 12/31/07 to account for additional delays in the procurement of doors, frames and hardware.
d. Heman G. Stark	6/30/06	Living Units C&D Completed 11/8/06 Living Units A&B Completed 4/9/07		
e. El Paso de Robles	6/30/06	Los Osos West Completed 1/27/06		
f. DeWitt Nelson	6/30/06	Lassen Unit completed 9/11/06 X Modoc Unit completed 9/29/06		
g. O.H. Close	6/30/06	El Dorado & Humboldt LU Completed 10/25/06		
Project	Court Date	Complete	Anticipated Completion	Explanation If Not Completed by Deadline
h. Southern Reception (2 nd Room)	6/30/06	Education Rest Room Completed 11/08/06 Admin Rest Room Completed 12/01/06		

III. Eight Shower/Lavatory Modifications in Housing Units

a. O.H. Close (1) El Dorado/Humboldt	6/30/07	Completed 10/25/06		
b. DeWitt Nelson (3) Sierra, Plumas, and Angeles Units	6/30/07		10/31/07 Construction phase	6/8/07 Construction completion date revised from 8/18/07 to 9/28/07 to account for abatement of asbestos and lead found in this area. 9/6/07 – Construction completion date revised from 9/28/07 to 10/31/07 to account for delays with hazmat removal and in relocating the wards to make the project site available for construction.
c. Heman G. Stark (4) I, J, K, and L Living Units	6/30/07		I & J 12/31/07 Construction phase K & L 4/30/08 Construction phase	I & J Unit (Sex Offender Unit) 3/2/07 – Construction completion date revised from 10/01/07 to 12/31/07, to allow additional time to procure long lead items. 5/8/07 – Area was found to contain both asbestos (ceiling) and lead (walls). Asbestos abatement contract will be issued which may delay the actual completion date for this portion of the project. 5/8/07 – Construction completion date of 4/30/07 is subject to LU being fully vacated by Institution and made available, no later than 08/01/07. 7/10/07 – Construction completion date delayed from 12/31/07 to 4/30/08 as a result of asbestos and lead abatement.
d. Preston (2) Redwood and Oak Living Units	6/30/07	Completed 8/18/06		

APPENDIX B PROJECTS

* Construction on numerous projects was delayed following the merger of the former Youth Authority into the California Department of Corrections and Rehabilitation July 1, 2005. The CDCR Office of Facility Management began to work on the projects at that time, expediting projects and procurement whenever possible. However, some projects could not be completed before the deadlines as stated in the Remedial Plan and related appendices. Each of these projects is noted with an asterisk in the last column.

Project	Court Date	Complete	Anticipated Completion	Explanation If Not Completed by Deadline
N.A. Chaderjian Youth Correctional Facility				
Sliding doors at front entrance	6/30/09	Completed 07/20/07		Scheduling delays Construction completion date revised from 06/30/07 to 07/20/07, to allow additional time to procure items.
Drinking fountains Admin/visiting/education	6/30/06	Completed 8/11/06		9/08/06 - Construction completed ahead of schedule from 8/31/06 to 8/11/06.
Ward restroom in Parole Board Hearing area	6/30/07	Completed 07/20/07		5/8/07 – Construction completion date revised from 6/30/07 to 7/20/07, to allow additional time to procure items.
Ward restrooms in visiting area	6/30/07	Completed 07/20/07		5/8/07 – Construction completion date revised from 6/30/07 to 7/20/07, to allow additional time to procure items.
Male ward restroom in education	6/30/06	Completed 8/11/06		*- Only male ward restroom renovated since the institution does not house female wards

O.H. Close Youth Correctional Facility

Ramp and sliding doors at front entrance	6/30/09		TBD 07/08	9/29/06 – Construction start and completion dates TBD after future year.
Male and female restroom in Admin Bldg	6/30/09		TBD 07/08	9/29/06 – Construction start and completion dates TBD after future year funding is identified in 2007/2008 and beyond.
Security station window with pass through	6/30/06	Completed 10/25/06		* - Project required re-design.
Drinking fountains Admin/visiting/education	6/30/08		TBD 07/08	9/29/06 – Construction start and completion dates TBD after future year funding is identified in 2007/2008 and beyond.
Ward restrooms in Parole Board Hearing area	6/30/07	Completed 6/30/07		
Project	Court Date	Complete	Anticipated Completion	Explanation If Not Completed by Deadline
Male and female restrooms in visiting area	6/30/09		TBD 07/08	9/29/06 – Construction start and completion dates TBD after future year funding is identified in 2007/2008 and beyond
Male ward restroom in education	6/30/06	Completed 10/25/06		

DeWitt Nelson Youth Correctional Facility

Sliding door at front entrance	6/30/09		8/18/07 Construction phase	Canceled project due to anticipated facility closure.
Security station service window pass-thru	6/30/09		8/18/07 Construction phase	Canceled project due to anticipated facility closure.
Drinking fountains Admin/visiting/education	6/30/07		10/31/07 Construction phase	6/8/07 – Construction completion date revised from 8/18/07 to 9/28/07 to account for delays in the procurement of long lead items. 9/6/07 – construction completion date revised from 9/28/07 to 10/31/07 to account for delays with hazmat removal and in relocating the wards to make the project site available for construction.

Ward restrooms in Parole Board Hearing area	6/30/07		10/31/07 Construction phase	6/8/07 – Construction completion date revised from 8/18/07 to 9/28/07 to account for abatement of asbestos and lead found in this area. 9/6/07 – Construction completion date revised from 9/28/07 to 10/31/07 to account for delays with hazmat removal and in relocating the wards to make the project site available for construction.
Male/female/ward restrooms in visiting area	12/31/06	Completed 9/29/06		
El Paso de Robles Youth Correctional Facility				
Sliding doors at front entrance	6/30/09		9/10/07 Construction phase	6/8/07 – Construction completion date was revised from 6/30/07 to 8/10/07 to account for delays associated with numerous unforeseen conditions. 7/10/07 – Construction completion date revised from 8/10/07 to 9/10/07 to account for continued delays in the procurement of doors, hardware and comby units.
Security station service window pass-thru	6/30/09	3/30/07 Complete (Re-assessed and found in compliance)		
Ward restrooms in Parole Board Hearing area	6/30/07		9/10/07 Construction phase	5/8/07 – Construction completion date may be revised due to anticipated late delivery of comby (toilet/sink combo) units. 6/8/07 – Construction completion date was revised from 6/30/07 to 8/10/07 to account for delays in the procurement of items and the resolution of numerous unforeseen conditions. 7/10/07 –

				Construction completion date revised from 8/10/07 to 9/10/07 to account for continued delays in the procurement of doors, hardware and comby units.
Project	Court Date	Complete	Anticipated Completion	Explanation If Not Completed by Deadline
Ward restrooms in visiting area	6/30/08		9/10/07 Construction phase	5/8/07 – Construction completion date may be revised due to anticipated late delivery of comby (toilet/sink combo) units. 6/8/07 – Construction completion date was revised from 6/30/07 to 8/10/07 to account for delays in the procurement of items and the resolution of numerous unforeseen conditions. 7/10/07 – Construction completion date revised from 8/10/07 to 9/10/07 to account for continued delays in the procurement of doors, hardware and comby units.
Preston Youth Correctional Facility				
Ward restrooms in Parole Board Hearing area	6/30/08		TBD 07/08	8/15/06 – Construction start and completion dates TBD after future year funding is identified in 2007/08 and beyond.
Male ward restrooms in education	6/30/08		TBD 07/08	Only male ward restroom will be renovated since the institution does not house female wards. 8/15/06 – Construction start and completion dates TBD after future year funding is identified in 2007/08 and beyond.

Southern Youth Correctional Reception Center and Clinic				
Sliding door at front entrance in Visiting area	6/30/09	Completed 4/2/07		
Male and female restroom in Admin Bldg	6/30/09	Completed 12/11/06		
Drinking fountains in Admin and education	6/30/09	Completed 4/2/07		
Ward restroom in Parole Board Hearing area	6/30/07	Completed 5/3/07		
Male ward restrooms in education	6/30/06	Completed 11/8/06		<ul style="list-style-type: none"> - Project required re-design. Male ward restroom will be addressed since the institution does not house female wards.
Heman G. Stark Youth Correctional Facility				
Sliding door at front entrance in Visiting area	6/30/09		12/31/07 Construction phase	3/2/07 – Construction completion date revised from 10/01/07 to 12/31/07, to allow additional time to procure items.
Male and female restroom in Admin Bldg	6/30/08		4/30/08 Construction phase	3/2/07 – Construction completion date revised from 10/01/07 to 12/31/07, to allow additional time to procure items. 7/10/07 – Construction completion date delayed from 12/31/07 to 4/30/08 as a result of asbestos and lead abatement.
Project	Court Date	Complete	Anticipated Completion	Explanation If Not Completed by Deadline
Drinking fountains in education	6/30/09		4/30/08 Construction phase	3/2/07 – Construction completion date revised from 10/01/07 to 12/31/07, to allow additional time to procure items. 7/10/07 – Construction completion date delayed from 12/31/07 to 4/30/08 as a result of asbestos and

				lead abatement.
Ward restroom in Parole Board Hearing area	6/30/07		12/31/07 Construction phase	3/2/07 – Construction completion date revised from 10/01/07 to 12/31/07, to allow additional time to procure items.
Ward restroom in visiting area	6/30/07		12/31/07 Construction phase	3/2/07 – Construction completion date revised from 10/01/07 to 12/31/07, to allow additional time to procure items.
Male ward restrooms in education	6/30/06	Completed 10/6/06		*Male ward restroom will be addressed since the institution does not house female wards.
Ventura Youth Correctional Facility				
Sliding door at front entrance in Visiting area	6/30/09		TBD 07/08	8/15/06 – Construction start and completion dates TBD after future year funding is identified in 2007/08 and beyond.
Male and female restroom in Admin Bldg	6/30/08		TBD 07/08	8/15/06 – Construction start and completion dates TBD after future year funding is identified in 2007/08 and beyond
Security station service window pass-thru	6/30/09		TBD 07/08	8/15/06 – Construction start and completion dates TBD after future year funding is identified in 2007/08 and beyond
Drinking fountains Admin/visiting/education	6/30/06	Completed 9/13/06		
Ward restrooms in Parole Board Hearing area	6/30/07	Completed 6/30/07		
Male ward restrooms in education	6/30/08		TBD 07/08	*Female ward restroom will be renovated since the institution does not house male wards. 8/15/06 – Construction start and completion dates TBD after future year funding is identified in 2007/08 and beyond

APPENDIX C PROJECTS

All projects due to be completed by 9/30/06 were completed by 3/31/06, with the following exceptions:

Project	Court Date	Complete	Anticipated Completion	Explanation If Not Completed by Deadline
N.A. Chaderjian				
Renovate restroom in administration lobby	9/30/06	Completed 8/11/06		
Renovate staircase to second tier in Smith and American living units	9/30/06	Completed 8/11/06		
Renovate staircase to second tier on Tuolumne and San Joaquin living units	9/30/06	Completed 8/11/06		
DeWitt Nelson				
Renovate ward restroom in new Visiting building	9/30/06	Completed 9/29/06		
O.H. Close				
Adjust main entry/exit door pressure and install threshold ramp at the Education Office	9/30/06	Completed 7/30/07		Had to be completed by A & E and IWL due to design complexities This was originally a Category 1 project due to its complexity and would be undertaken and completed by A & E and IWL. 7/10/07 – Construction completion date revised from 6/30/07 to 7/20/07, to allow additional time to procure long lead items. 7/15/07 – Construction completion date delay from 7/20/07 to 7/30/07 is attributed to the unavailability of the facility, due to Parole Board hearings.

<p>Replace main entry door threshold at Humboldt and El Dorado living units</p>	<p>9/30/06</p>	<p>Completed 7/30/07</p>		<p>Had to be completed by A & E and IWL due to design complexities. This was originally a Category 1 project due to its complexity would be undertaken and completed by A & E and IWL. 7/10/07 – Construction completion date revised from 6/30/07 to 7/20/07, to allow additional time to procure long lead items. 7/15/07 – Construction completion date delay from 7/20/07 to 7/30/07 is attributed to the unavailability of the facility, due to Parole Board hearings.</p>
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I.B.

**HEALTH CARE SERVICES
REMEDIAL PLAN**

HEALTH CARE SERVICES REMEDIAL PLAN

QUARTERLY REPORT

JULY – SEPTEMBER 2007

I. INTRODUCTION

The Health Care Services Remedial Plan was filed with the court on February 24, 2006, and on June 7, 2006, the court ordered the plan to be implemented. The following report covers the activities of the Health Care Services Remedial Plan.

For the reporting period of July 1 through September 30, 2007, this narrative summary highlights, significant accomplishments, items in progress, and potential implementation challenges of the Health Care Services Remedial Plan. The matrix-tracking document which follows the summary provides updated information and status on specific Health Care Services Remedial Plan implementation tasks/actions.

II. SIGNIFICANT ACCOMPLISHMENT DURING THE PAST QUARTER

- Significant progress was made on during the reporting quarter on contracts for Health Care. Over the past several months, Health Care management has been meeting with management from the CDCR Contracts Unit, the CDCR Office of Legal Affairs, and the Office of the Special Master. As a result of these meetings DJJ finalized and fully executed the following statewide Master Service contracts:
 - Psychologist;
 - Psychiatrist;
 - Nurse Practitioner;
 - Psychiatric Technician;
 - Dentist/Dental Assistant;
 - Pharmacist/Pharmacy Technician;
 - RN/LVN;
 - Laboratory Technician;
 - X-Ray Technician;

The remaining Master Service contract (physician) is scheduled to be advertised for bid by October 1, 2007.

- Another item that had been identified on previous reports as a barrier has been resolved. DJJ has been working to streamline the process of clearing new employee physicals examinations in a timelier manner. In the past, DJJ Health Care peace officer and non-peace officer classifications were required to obtain a full physical examination prior to

employment. A contract physician (who worked 1 day per week) then reviewed this physical and in numerous cases, this review resulted in additional exams or lab work being required of the applicant, thereby slowing the process further. After working with CDCR Personnel, all physicals for these classifications will be conducted and processed in the same manner as Adult Services employees. New CDCR-DJJ employees will request their personal physician to complete and sign a DJJ approved health questionnaire, which verifies the new employee's physical ability. Once the form is returned to CDCR Personnel no further will be required;

- The first Statewide Pharmacy and Therapeutics Meeting was held during this quarter;
- The Quality Management Program was fully implemented at all DJJ facilities. This included:
 - Training of all appropriate facility staff;
 - Development of monitoring tools, documentation, reporting formats, and calendar of monitoring activities;
 - Initiation of monitoring activities; and
 - Initiation of facility Quality Management meetings;
- The first statewide Executive Quality Management Committee meeting was held in September 2007.
- A central operating procedure was developed in October 2007, for implementation at the DJJ facility level related to the storage and security of controlled medications;
- Expenditure reports involving the prescribing of psychotropic medications and quetiapine (Seroquel) were developed and presented at the Statewide Pharmacy and Therapeutics Committee on September 18, 2007;
- Medical staff prescribing protocols for the administration of benzodiazepines and quetiapine (Seroquel) were developed and implemented on September 4, 2007;
- The Nurse Instructor for Central Region has been hired and started on September 17, 2007;
- Another Quarterly meeting of all Health Care management and supervisory staff occurred during the past quarter.

III. ITEMS IN PROGRESS

The following items are in progress as part of the Health Care Services Remedial Plan implementation and will continue to be followed to completion:

- Development of an Adverse Drug Reaction procedure;
- Development of a (drug) Night Locker procedure;
- Development of a medication management process for secondary (fall back) identification of youth at the time of medication administration;
- Finalization of Local Operating Procedures (LOPs). LOP drafts were reviewed and edited for clarification of content before the LOPs can be implemented. The LOPs are being formatted. We anticipate this process will be completed by October 31, 2007. Once the LOPs are reviewed and revised for clarity, an instruction/orientation program will be developed for

- the LOPs and the Supervising Registered Nurses (SRNs) and the Nurse Instructors will be able to educate the nurses on the specifics of the LOPs;
- The educational plans to integrate identified needs into the Nursing Sick Call Protocols are projected to be completed during the next quarter. Assessment of nursing staff to develop and implement Nursing Sick Call Protocols began with the hire of the Northern Regional Nurse Instructor. The plan for development and implementation of the protocols was determined to include a pilot program for sick call protocols as nursing standards for assessment and triage of care with nursing treatments and referral to the physician or nurse practitioner for higher level of care as needed;
 - Plans for the education of the custody and education staff regarding the Health Care Services Temporary Departmental Orders (TDOs) have been established with custody and educational management input. A meeting was held with the Chiefs of Security and Training Officers for all the facilities to discuss the problematic areas in the TDOs that will impact successful implementation. Problem solving of general issues was conducted and plans were made for meetings with the executive management staff in each facility to continue the implementation. The potential problems will be identified and measures determined to address them so that the line staff can be educated on them in the next quarter;
 - DJJ continues to attempt to fill the remaining Health Care Services leadership position:
 - The Clinical Record Administrator is the sole remaining vacant Health Care leadership position;
 - To this end, we have requested that this position be reclassified to the classification of "Medical Records Director". The specifications for these two positions are compatible, and qualifications are essentially the same. In preparation for this reclassification request we queried the Medical Records Director list and found that there were nine (9) candidates on the list. Once the reclassification request is approved, we will obtain the certification list and interview interested candidates;
 - In the interim, we have prepared another Request for Bid (RFB) to obtain a contractor until the position can be filled on a permanent basis. The previous RFB yielded no qualified bidders. We have since modified the bid proposal and are awaiting a response.

IV. **POTENTIAL BARRIERS/CHALLENGES TO IMPLEMENTATION**

None at this time

**HEALTH CARE SERVICES
MATRIX TRACKING DOCUMENT**

CDCR- DIVISION OF JUVENILE JUSTICE

HEALTH CARE SERVICES REMEDIAL PLAN MATRIX TRACKING DOCUMENT

Updated: 09/28/07

REMEDIAL PLAN REQUIREMENTS				
Action/Task	Plan Required Completion Date	Action Steps	Status	ACTUAL Completion Date
Essential Policies Essential policies will be submitted to the Court Experts.	March 13, 2006	Draft policies, provide to the field for review/input.	COMPLETED Documents submitted.	March 13, 2006
Finalization of Essential Policies Court Experts to meet with Health Care leadership to finalize essential policies.	March 31, 2006		COMPLETED Meeting conducted.	March 28-29, 2006
In-Services Training Non-primary care physicians will receive in-service training on chronic care management.	March 31, 2006	Medical Director instructed the Chief Medical Officers who had non-primary care providers to ensure that those providers received training regarding chronic illness, to include clinical guidelines from the National Commission on Correctional Health Care, as well as DJJ policy.	COMPLETED Training Completed.	May 31, 2006
Internal Review Process for New Policies Internal review and processing of essential policies, to include review/discussion with Labor, will be completed.	June 15, 2006		COMPLETED/IN PROGRESS Internal review and processing of 30 of the 32 essential policies was completed on July 6, 2006. 30 policies were signed by the Chief Deputy Secretary, and issued as Temporary Departmental Orders (TDOs). The final 2 policies are in the vetting process. DJJ Health Care and Labor Relations completed discussions with the various labor organizations regarding potential impact of the Health Care policies (issued as Temporary Departmental Orders [TDOs]). Accordingly, these TDOs can now be fully implemented.	Aug. 2006

REMEDIAL PLAN REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	ACTUAL Completion Date
<p>Remedial Plan Audit Instrument The Experts will develop the audit instrument that will evaluate compliance with the requirements of the Remedial Plan.</p>	<p>June 15, 2006</p>		<p>IN PROGRESS "Field testing" of the Health Care Services Remedial Plan audit tool developed by the Health Care Experts was completed during this past quarter. At the conclusion of field testing, Health Care management and Legal Affairs Division worked with the Experts to agree on the final format and content of the tool, and a meeting was held at the end of May with this group and Special Master to finalize the tool. The Experts will finalize the Instruction manual for the tool, based on the final edits, and will be providing when complete.</p>	
<p>Nursing Protocol Manual Nursing Protocol manual will be completed.</p>	<p>Oct. 1, 2006</p>	<p>Director of Nursing will work with the Experts, Nurse Consultant, Nurse Instructors and nursing supervisors to develop.</p>	<p>IN PROGRESS Assessment of nursing staff to develop and implement Nursing Sick Call Protocols began with the hire of the Northern Regional Nurse Instructor. The plan for development and implementation of the protocols was determined to include a pilot program for sick call protocols as nursing standards for assessment and triage of care with nursing treatments and referral to the physician or nurse practitioner for higher level of care is needed. The educational plans to address the educational needs determined from the assessment are projected for development in the next quarter</p>	

REMEDIAL REQUIREMENTS-WITHOUT SPECIFIC DATES (WSD)

Action/Task	Plan Required Completion Date	Action Steps	Status	ACTUAL Completion Date
<p>Local Operating Procedures and Training All local operating procedures completed, all staff trained, and essential policies implemented.</p>	Nov. 1, 2006	Local operating procedures are being developed at the facility level using the previously developed templates as guides.	<p>IN PROGRESS Local Operating Procedures (LOPs) drafts were reviewed and edited for clarification of content before the LOPs can be implemented. The LOPs are being formatted. We anticipate this process will be completed by October 31, 2007. Once the LOPs are reviewed and revised for clarity, an instruction/orientation program will be developed for the LOPs and the Supervising Registered Nurses (SRNs) and the Nurse Instructors will be able to educate the nurses on the specifics of the LOPs.</p>	
<p>Quality Management Program Full implementation of the Quality Management (QM) program in all facilities.</p>	June 30, 2007	Interview and hire Standards Compliance Coordinator, Health Program Specialist I, and Mental Health Specialist positions (Quality Management Team). The QM Team will develop the overall structure of the Quality Management Program along with documentation and review requirements consistent with the Quality Management policy. QM Team will develop a training program and working with the Health Care management, provide training to the health care staff at the facilities. Facilities will initiate QM reviews and report findings to the headquarters QM Team and Health Care management.	<p>COMPLETED The Standards Compliance Coordinator and the Health Program Specialist have provided training to all facilities, to include monitoring tools, documentation, reporting formats and calendar of monitoring activities. QM meetings at all facilities have commenced and the first statewide Executive QM Committee met in September.</p>	September 18, 2007
<p>Chronic Illness Audits The management of chronic illness will be audited every 6 months.</p>	WSD	Develop audit; train appropriate staff on audit mechanism; conduct audits.	<p>ONGOING This is part of the overall Quality Management program. The Chief Medical Officers have been directed to use the Audit Tool and to work with physicians whose documentation "scores" were low, in order to improve their documentation in the management of chronic illness.</p>	

REMEDIAL REQUIREMENTS-WITHOUT SPECIFIC DATES (WSD)

Action/Task	Plan Required Completion Date	Action Steps	Status	ACTUAL Completion Date
Additional Policies Additional policies will be identified and developed as necessary.	WSD		ONGOING Additional policies will be identified, drafted, and pursued through our internal vetting process.	
Health Care Leadership Positions Fill remaining Health Care Leadership positions.	WSD	Establish/Convert positions as necessary; advertise; interview; fill position.	IN PROGRESS The Clinical Record Administrator is the sole remaining vacant Health Care leadership position, and has been vacant since August 2006. We have advertised for this position on several occasions, and while the position has "continuous filing" status (meaning any qualified candidate can submit an application and be placed on the eligible list at any time) there are no new applicants since early 2005. To this end, we have requested that this position be reclassified to the classification of "Medical Records Director". The specifications for these two positions are compatible, and qualifications are essentially the same. In preparation for this reclass request, we queried the Medical Records Director list and found that there were nine (9) candidates on the list. Once the reclass request is approved, we will obtain the certification list and interview interested candidates. In the interim, we have prepared another Request for Bid (RFB) to obtain a contractor until the position can be filled on a permanent basis. The previous RFB yielded no qualified bidders. We have since modified the bid proposal and are awaiting a response.	
Qualifications for New Chief Medical Officers All newly hired Chief Medical Officers(CMO) will be Board Eligible/Certified in Adolescent Medicine, Pediatrics, Internal Medicine, Emergency Medicine or Family Practice.	WSD		COMPLETED	
Pay Parity All healthcare providers employed by DJJ Health Care will have pay parity with healthcare providers employed by Adult Health Care.	WSD		COMPLETED DPA issued pay letter #06-46b on December 15, 2006.	Dec. 15, 2006

REMEDIAL REQUIREMENTS-WITHOUT SPECIFIC DATES (WSD)

Action/Task	Plan Required Completion Date	Action Steps	Status	ACTUAL Completion Date
<p>New Employee Orientation Orientation for all new healthcare staff will be completed within 30 days of employment.</p>	WSD		<p>COMPLETED Orientation process is currently in place. As developed, will include all new/revised policies.</p>	
<p>Training for Healthcare Staff Healthcare staff will be trained within 60 days of the promulgation or revision of policy.</p>	WSD	<p>Training plan to be developed by headquarters, in consultation with the Office of Training. Office of Training will not be available to assist with the development of training texts until 2008.</p>	<p>ONGOING Plans for the education of the custody and education staff regarding the Health Care Services Temporary Departmental Orders (TDOs) have been established with custody and educational management input. A meeting was held with the Chiefs of Security and Training Officers for all the facilities to discuss the problematic areas in the TDOs that will affect successful implementation. Problem solving of general issues was conducted and plans were made for meetings with the executive management staff in each facility to continue the implementation. The potential problems will be identified and measures determined to address them so that the line staff can be educated on them in the next quarter.</p>	

I.C.

**EDUCATION SERVICES
REMEDIAL PLAN**

EDUCATION SERVICES REMEDIAL PLAN

QUARTERLY REPORT

JULY - SEPTEMBER 2007

I. INTRODUCTION

The following report covers the activities of the DJJ Education Services Remedial Plan for the reporting period of July 1, 2007 to September 30, 2007. This narrative summary highlights significant accomplishments, items in progress, and potential implementation challenges of the Education Services Remedial Plan. The matrix-tracking document which follows the summary provides updated information and status on specific Education Services Remedial Plan implementation tasks/actions.

II. SIGNIFICANT ACCOMPLISHMENTS DURING THE PAST QUARTER

- The 2007 Mathematics Curriculum Guide revised edition is complete and available on the DJJ intranet. Newly adopted mathematics curriculum materials (Business Mathematics) have been received at each DJJ youth correctional facility school site.
- The remaining Aztec software orders were approved by the Department of General Services (DGS) and the purchasing process is completed. DJJ is in the process of server installation, which will launch the software to site classrooms in January 2008.
- Core and supplemental curriculum orders (social science, English Language Arts, CAHSEE prep) were approved by DGS and delivery of materials has been initiated and is continuing to all of the schools.

III. ITEMS IN PROGRESS

- Distance Learning – T1 lines have been ordered to solve this problem. T1 lines have been installed at some sites but have not been configured for use. Additional hardware might be required before the lines can be used.
- The student attendance tracking system is being beta-tested in the WIN. Meetings with both the DJJ Attendance Coordinators and the WIN programmers have occurred in order to address some issues. Further training on the WIN system will occur prior to full implementation. In the meantime, data for reporting purposes continues to be pulled from the original Student Ward Attendance Tracking system (SWAT).
- The DJJ Superintendent of Education met with the Director of Facilities regarding the draft Performance Expectations for access and attendance in education. After discussion with the Director of Facilities, the draft has been forwarded to Executive Management for review.

- The pilot for Phase I of the Behavior Management System began in April of 2007 at the Johanna Boss High School. Assessment of data collected to evaluate the pilot demonstrates program success. One finding was that after an initial spike in the number of users, the number of users dramatically reduced. Students are opting to attend regular classroom instruction and complete work when issues arise. All schools have been directed to implement the Behavior Management System no later than January 7, 2008.
- Four of the eight DJJ high schools (Dewitt, O.H. Close, YTS and SYCRCC) have an automated library system in place. Purchasing requests for the remaining schools have been completed, routed for CDCR HQ procurement section approval, and forwarded to DGS.

IV. POTENTIAL BARRIERS/CHALLENGES TO IMPLEMENTATION

- As we attempt to update our inventories/resources to come into compliance with certain mandates, many of our purchases require specific technological elements to be in place. Central office education staff has met with EIS staff to begin a dialogue relative to writing a Feasibility Study Report (FSR). The FSR will provide education services with the authority to purchase needed technology.

ATTACHMENT - A

**EDUCATION SERVICES
MATRIX TRACKING DOCUMENT**

CDCR- DIVISION OF JUVENILE JUSTICE

EDUCATION REMEDIAL PLAN MATRIX TRACKING DOCUMENT

Updated: 09/28/07

REMEDIAL REQUIREMENTS				
Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
File Remedial Plan CYA to file Education Remedial Plan with court.	March 2005		COMPLETED Plan filed with the Court.	March 1, 2005
Survey Credentialed Staff at Each Site Complete Credential Survey.	March 2005		COMPLETED/ONGOING Completed surveys are filed at each school site. Survey completed annually.	March 2006
Identify Misaligned Instructional Staff at Each Site Principals to identify and report any misaligned instructional staff to Superintendent of Education.	March 2005		COMPLETED Reports from Principals who identified misaligned staff are on file in office of Superintendent of Education. Misalignments have been corrected and teachers are assigned to teach courses aligned with their credential.	March 2005
Core Curriculum Provided to Special Education Students in General Education Classrooms. General education teachers will document the accommodations and/or modifications to the core curriculum provided in the general education classroom.	March 2005		COMPLETED Documented accommodations and/or modifications on file in classroom teacher files at each individual school. Observations done by Education Administrators.	March 2005
Student Consultation Team (SCT) Training Administrator responsible for special education services will ensure that each high school receive in-service training on Student Consultation Team policies, procedures and forms.	April 2005		COMPLETED Training conducted at all sites over a four-month period. Agenda and Training Rosters at each school site. Refresher training conducted annually. Last completed training was October 2006.	Oct. 2006
SCT Tracking System for Intervention Effectiveness Develop a SCT tracking system to document the effectiveness of recommended interventions and verification that on-going reviews are conducted.	April 2005		COMPLETED/ONGOING A second round of in-service training was provided to each site and the SCT training power point is currently on the DJJ intranet. Further "in-house" monitoring is being scheduled for those sites not in compliance.	Dec. 2006

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Remediate Deficient Student Access/Attendance All facility superintendents and high school principals will present to the Director and his/her Executive Team their collaborative plan to remediate deficient student access and/or student attendance</p>	<p>April 2005</p>	<p>The Superintendent of Education is working with the Director of Facilities to remediate deficient student access/attendance issues. The COMPSTAT report is being utilized to provide the attendance data monthly and quarterly. A multidisciplinary group is being deployed at headquarters to update the attendance codes, develop, and provide training for all staff statewide. The outcome will be a collaborative plan.</p> <p>The Principals were directed to develop site-level MOUs that include the Superintendents' signatures. Two of the eight sites (visited most recently) have MOUs on file.</p>	<p>IN PROGRESS/ONGOING</p>	
<p>Complete Proposal for Budget Instructional Positions CDCR will develop a proposal for the Department of Finance to budget instructional positions for the following fiscal year on an annual projection adjusted for declining population once at the end of each fiscal year.</p>	<p>May 2005</p>		<p>COMPLETED 208 positions approved for 05-06, 70 positions for 06-07.</p>	<p>May 2005</p>
<p>Trade Advisory Committee Each school site Principal will develop a trade advisory committee or equivalent. The committee is to meet quarterly to provide local support and input in district-level planning.</p>	<p>May 2005</p>		<p>COMPLETED Each school has developed a local Trade Advisory Committee process. Each school has documentation/meeting minutes. These were in evidence at each site. Since the DWNHS was the first school audited, the process was not clear to the education experts. Upon subsequent audits and the experts' review of the same documentation at the other sites (starting with MCRHS), the experts stated, "In lieu of a formal advisory committee, vocational teachers visit employers in the community. This practice appears to accomplish the intended purpose of obtaining input on vocational programs." District CTE Steering Committee meeting minutes are on file at Headquarters.</p>	<p>Oct. 2005</p>

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Survey for Instructional Space/Services Complete a new study of adequacy of instructional space based on increased staff and access to instructional services for each eligible student.</p>	May 2005		<p>COMPLETED Space Analysis Report on file at Headquarters Education Admin. Office.</p>	May 13, 2005
<p>Temporary Space/Portable Classrooms Complete a review to determine the need for temporary space and identify available funding to support installation of portable classrooms.</p>	June 2005		<p>COMPLETED A report outlining the educational space needs for instruction was completed in 2005. DJJ received \$2.1 million to help over these costs. Part of this funding will be used to provide modulars for classroom space at selected schools. The modular project began in December 2006. The infrastructure to place modulars is in progress AT DWNHS and JBHS.</p>	Aug. 8, 2005 Dec. 2006
<p>"Program Service Day" An Inter-Branch workgroup selected by the Director will implement a "program service day" that includes all components of ward services (education, treatment, medical, etc.)</p>	June 2005	Program Service Day minimum standards are in the process of being drafted providing guidelines for facility scheduling of a student's day (which includes education access).	<p>IN PROGRESS A draft plan is in progress.</p>	
<p>Schedule for "Program Service Day" Each facility management team will identify a program service day schedule that allows time for all treatment and educational programs, medical services, training and routine maintenance needs that will be met during the work day/week without loss of mandatory time.</p>	June 2005	Once the Program Service Day minimum standards are finalized, each facility will be required to develop a schedule that includes all components of a student's day as facilities are phased in by the Safety & Welfare Remedial Plan (including: education, treatment, medical, etc.).	<p>IN PROGRESS (same as above)</p>	
<p>Science Curriculum Guide CEA will complete the Science Curriculum Guide aligned with California's academic content standards adopted by the State Board of Education</p>	June 2005		<p>COMPLETED Science Curriculum Guide completed and provided to each school site. All curriculum guides are available electronically.</p>	June 30, 2005
<p>Distance Learning Capabilities Distance learning capabilities will be available at each site.</p>	WSD		<p>COMPLETED Distance Learning equipment is in place at all school sites.</p>	June 2005

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Distance Learning Format (Use of On-Line Courses) Pilot Program Fully implement Pilot Program at the NA Chaderjian High School</p>	<p>June 2005</p>	<p>A Scope Document for the Distance Learning Project was completed by Steven King (Education LAN support from EIS) in April.</p> <p>From this document, T1 lines were priced and ordered. An installment schedule is being developed.</p> <p>ESB is researching the feasibility of also ordering Digital Video Recorders with this package. It would allow us to offer an option when "real time" is not feasible.</p>	<p>IN PROGRESS Distance Learning at the N. A. Chaderjian High school was implemented; however, there was a break in the service contract thus disabling the system.</p> <p>Meetings occurred with Enterprise Information Services (EIS) and T1 lines have been ordered.</p> <p>T-1 lines have been installed at Chad. Distance learning technology is in working condition at Chad.</p>	
<p>Reading/Language Arts Curriculum Implement the first phase of the CEA plan addressing the reading/language arts curriculum.</p>	<p>June 2005</p>		<p>COMPLETED The Reading/Language Arts program has been implemented at all sites. Appropriate staff has been trained in providing the High Point and Holt Curricula (the CEA adopted literacy curriculum) to our student population.</p>	<p>June 2005</p>
<p>Student/Ward Attendance Tracking System and WIN Database Integrate the Student/Ward Accountability Tracking system into the current WIN database.</p>	<p>July 2005</p>	<p>Meetings with the WIN programmers are being scheduled to outline continued attendance needs within the system. Until reports are completed in the WIN, attendance coordinators will track attendance data in the old system. The WIN team is aware of the need and is working on this (as well as other requirements) for the Remedial Plans.</p>	<p>IN PROGRESS Student/Ward Attendance Tracking System has been integrated into WIN at all sites, however not all reports are complete or accessible in the WIN yet. The Attendance Coordinators have been trained on both the old system (SWAT) and the new system (WIN) and are utilizing both systems for tracking until the WIN is fully operational. A recent beta test of the WIN system showed "glitches" that need to be fixed, prior to changing over to this system completely.</p>	
<p>Internet Surveys for Career Technical Education Programs The CEA administrator responsible for career-technical education will have conducted Internet surveys of the business occupational areas for CTE programs and have developed a report for the Supt. Of Education.</p>	<p>July 2005</p>		<p>COMPLETED Internet Surveys Report filed at Headquarters Education Admin. Supt. Office.</p>	<p>July 2005 Annually thereafter</p>

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Educational Benefit Exercise Each school will conduct on an annual basis an "education benefit" exercise with one or more IEP cases.</p>	July 2005		<p>COMPLETED All schools have completed their education benefit exercise. This is an annual task with the next exercise due July 2007.</p>	July 2006 Annually thereafter
<p>Access and Attendance in Education Programs/Performance Expectations I&C's Deputy Director and the Superintendent of Education will review statutes, regulations, policies, Student/Ward Attendance Tracking system data and practices relating to access and attendance in education programs and develop per. expectations.</p>	July 2005		<p>IN PROGRESS Draft Performance Expectations were developed based upon review of statutes, regulations, and policies, Student/Ward Attendance Tracking system data and practices. Finalization of the Performance Expectations is pending final review and signatures.</p>	
<p>Special Education Training Special Education training will be provided to treatment and custody staff, administrators, and other stakeholders as appropriate.</p>	July 2005	Even though several trainings have occurred for a variety of staff, further training is needed to ensure that custody and treatment staffs who work with our students have the knowledge of the varying needs of those students with special needs within our system.	<p>COMPLETED/ONGOING Special Education training has been provided to Education staff, and Administrators, and started at all sites in 7/05. Another Transfer of Knowledge (TOK) Workshop was held March 2007 in the South and included Mental Health staff. A TOK Workshop for the North is scheduled for April 2007. TOK Workshops are being conducted annually. Several trainings (power-point) have been placed on the DJJ intranet to expedite staff access.</p>	March 2007
<p>Annual Academic Calendar An Annual Academic Calendar will be developed and approved by the Chief Director of CDCR</p>	Aug 2005		<p>COMPLETED The Annual Academic Calendar was developed by August 2005. Negotiations ensued, an agreement was reached and implementation began as of April 1, 2006. Full implementation began August 2006.</p>	Aug. 2006
<p>Inventory Instructional Materials and Conduct a Needs Assessment Complete an annual inventory of the adopted instructional materials and needs assessment from each site to determine if additional materials and equipment are needed. Report this information to CDCR in advance of the annual budget cycle.</p>	Aug 2005		<p>COMPLETED The inventories were completed at each school site and based upon the needs assessment; additional materials were purchased for schools that were deficient. Inventory scheduled to be conducted annually each August.</p>	Aug. 2005 Annually thereafter

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Practices and Products for Cognitive and Learning Disabilities Update and standardize assessment practices and products for cognitive and learning disabilities at the three reception center clinics.</p>	Aug 2005		<p>COMPLETED Standardized assessment practices and products have been established. Directive from Superintendent of Education sent to principals at Reception Centers regarding standardized assessment and practices. Assessment Orders (IORS) on file at Headquarters Education Admin. Office.</p>	Aug. 2005
<p>Reporting Assessment Completion (Clinic Intake Process) Implement the process for school administrators to report assessment completion rates.</p>	Aug 2005		<p>COMPLETED The clinic Principals report Assessment Data monthly as part of the Principal's Monthly Report. The intake processes, assessment practices and products were updated and standardized at all three clinics.</p>	Aug. 2005
<p>Education Stakeholders Committee Establish an Education Stakeholders Committee.</p>	Aug 2005	The Education Stakeholders meeting is held every quarter.	<p>COMPLETED Minutes of meetings on file at Headquarters Education Admin. Office.</p>	Aug. 2005
<p>Special Education Policy Manual Approve the Special Education Policy Manual.</p>	Sept 2005		<p>COMPLETED The Special Education Policy Manual was approved and distributed to each school site and Headquarters Education Admin. Office.</p>	Sept. 2005
<p>Core Academic Curriculum Guides The core academic curriculum guides will be available electronically on the CDCR Intranet.</p>	Dec 2005		<p>COMPLETED Core academic curriculum guides are available on the DJJ intranet as well as the CDCR internet.</p>	Dec. 2005
<p>County Intake Process The CEA will work with counties to ensure special education documentation is provided upon ward's admission to the Department.</p>	Dec 2005	<p>DJJ Education Administrators will continue to attend meetings quarterly with DJJ Intake and Court Services and the counties.</p> <p>Relationships have been developed at these meetings. MOUs will be drafted and presented at subsequent meetings for signatures.</p>	<p>COMPLETED/ONGOING Meeting minutes are available.</p>	April 2007 & quarterly thereafter
<p>Policy, Regulations and Procedures The Superintendent of Education and the Deputy Director of I&C will update the policy, regulations and procedures.</p>	Dec 2005		<p>COMPLETED Policies have been reviewed and signed by the Deputy Secretary – DJJ.</p>	March 2007

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Department-Wide Training for Staff Working In Restricted Settings Conduct Department-wide training including those working in restricted settings.</p>	Dec 2005	<p>The Training Needs Assessment was completed. However, CDCR-Office of Training and Professional Development continues to work with Chico State and DJJ on the "roll-out" of training for the total reform effort. As the Reform Team identifies priorities and plans for training, Education will participate in that effort so we can be in alignment with the whole remedial effort. Treatment and custody staff have been receiving training on our special Transfer of Knowledge trainings on topics surrounding special education. Our special education grant is paying for this.</p>	<p>IN PROGRESS The DJJ Management Team is in the process of prioritizing training needs division-wide.</p>	

COMPLIANCE AUDITS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Automated Library System Install an automated library system at each high school that will provide tracking and easy access to library materials.</p>	June 2006	<p>The needed paperwork for purchasing has been completed and sent to Enterprise Information Systems (EIS) and to the procurement section at headquarters. Education Services continues to work through procurement delays both with EIS, headquarters procurement, and ultimately Department of General Services.</p>	<p>IN PROGRESS Four of the eight high schools have an automated library system. All schools are upgrading and are in process of ordering "Alexandria" system. Out of the 8 schools: 2 have Alexandria up and running; 4 have Alexandria but have not yet installed the program; and the other 2 do not have Alexandria.</p>	
<p>Global Classrooms Global Classrooms will be available at each site.</p>	June 2006		<p>COMPLETED/ONGOING See notes for Distance Learning on page 4 of this document.</p>	March 2006
<p>CEA Strategic Plan for Mathematics Implement second phase of CEA strategic plan for mathematics.</p>	June 2006		<p>COMPLETED The newly adopted mathematics texts have been received at each site. The diagnostic tests and the revised math courses have been implemented. The revision of the mathematics curriculum guide is complete. Will be available mid July 07-See narrative on page one.</p>	July 2006

COMPLIANCE AUDITS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Electronic Access to Educational Policies Electronic access to educational policies will be available to all staff members through the CDCR intranet.	June 2006	Development of policies is in process. As soon as approved, electronic access will be provided.	COMPLETED/ONGOING Policies are on the intranet.	Oct. 2006 and ongoing
220-Day Academic Calendar Implement an annual 220-day Academic Calendar.	Aug. 2006		COMPLETED	Aug. 4, 2006

REMEDIAL REQUIREMENTS-WITHOUT SPECIFIC DATES (WSD)

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Update Staffing Formula Update staffing formula for teacher in CEA to meet the unique needs of the ward population	WSD		COMPLETED	July 1, 2005
Credential Alignment Plan Superintendent of Education will develop a credential alignment plan for the Director	WSD		COMPLETED	Dec. 2005
Core Books for Libraries The Education Services Branch will identify the core books that will comprise the mini-libraries.	WSD		COMPLETED	July 1, 2005
Revision of IEP Goals IEP teams will develop or review and revise existing behavioral goals for special education students who are placed in restricted programs	WSD		COMPLETED/ONGOING	July 1, 2005

I.D.

**SEXUAL BEHAVIOR
TREATMENT PROGRAM
REMEDIAL PLAN**

SEXUAL BEHAVIOR TREATMENT PROGRAM REMEDIAL PLAN

QUARTERLY REPORT

JULY – SEPTEMBER 2007

I. INTRODUCTION

The following report covers the activities for implementing the Sexual Behavior Treatment Program Remedial Plan during the reporting period of July 1 through September 30, 2007. This narrative summary highlights significant accomplishments, items in progress, and potential implementation challenges of the Sexual Behavior Treatment Program Remedial Plan. The matrix-tracking document which follows the summary provides updated information and status on specific Sexual Behavior Treatment Program Remedial Plan implementation tasks/actions.

II. SIGNIFICANT ACCOMPLISHMENTS DURING THE PAST QUARTER

The Sexual Behavior Treatment Program Remedial Plan Matrix (Attachment A) provides an update of those items contained in the Remedial Plan. In addition to these, there are several areas where items either were completed or have undergone significant on-going progress. These include:

- The SBTP Coordinator has assumed full responsibility for the placement of all youth into SBTP programs, and this was announced statewide to notify all DJJ staff.
- The Office of Training and Professional Development (OTPD) continues to list areas of training development on the California Department of Corrections and Rehabilitation (CDCR) website for Sexual Behavior Treatment. A hiring workshop and departmental presentation was conducted at the NCYCC campus in September that drew seventeen licensed psychologists as interested potential candidates.
- A policy manual has been established and will contain future policies for the SBTP, each of which remains at various stages of planning and development.
- The contract approval process to incorporate Dr. Robert Prentky's JSOAP II screening tool for youth placement into Sexual Behavior Treatment Programs was completed. A select group of approximately 25 staff from Headquarters, Parole, and DJJ institutions statewide were trained on the scoring and implementation of the JSOAP II at DJJ Headquarters across a three-day period, thereby fulfilling the majority portion of the contract.
- Sexual Behavior Treatment work groups continued to meet with the SBTP Coordinator.

- The court appointed expert, Dr. Barbara Schwartz, conducted an audit and inspection of the Sutter Program at SYCRCC, and of the HGS Facility in the South, in the company of the SBTP Coordinator and other DJJ representatives.
- DJJ SBTP representation has been initiated at the State Authorized Risk Assessment Tool for Sexual Offenders (SARATSO) meeting and the SBTP Coordinator, and key psychologists from the SBTP Task Force, attended two sessions at the Department of Mental Health headquarters (DMH) this quarter. This will continue for the duration of the SARATSO.
- The SBTP curriculum writer, Dr. Henry Cellini, resumed meetings with the SBTP Task Force across a two-day period at DJJ Headquarters, Sacramento, the second day of which included a conference call meeting with the court expert, Dr. Barbara Schwartz. Dr. Cellini shared portions of the Healthy Living Curriculum and expects to have the first draft of this completed for SBTP Coordinator and Task Force review by early October.
- Additionally, the SBTP Coordinator toured and inspected the SBTP programs at the HGS facility where an additional wing for future placement of wards designated for SBTP has recently opened. Placement slots in the SBTP wing are rapidly filling as the availability of these needed resource becomes known throughout DJJ.
- The SBTP Coordinator conducted a follow-up meeting with NCYCC Health Care Administrator Rose Bustillos, and N. A Chaderjian Youth Correctional Facility (NACYCF). Chief psychologist, Dr. Eric Kunkel, will formulate hiring and retention strategies for DJJ psychologists, and related disciplines, and plan hiring events.
- Representation for the SBTP at the 1800 Policy Development Meeting, an area of significant impact for many youth receiving treatment in the SBTP, was continued throughout the quarter.
- Representation for the SBTP in the Farrell Implementation Work Group Teams was introduced this quarter to orchestrate the unfolding of SBTP in a manner congruent with changes introduced through other Remedial Plans, and will continue in the months to come.
- The SBTP Coordinator continues to meet with representatives from the CDCR Office of Workforce Planning (OWP), and from DJJ, at the NCYCC Complex to collaborate about strategies for hiring psychologists and other professionals for the SBTP.

III. **VACANT POSITIONS FOR SEXUAL BEHAVIOR TREATMENT PROGRAM**

The Division of Juvenile Justice continues to actively recruit for all positions in the Sexual Behavior Treatment Program.

- Recruitment efforts continue to include:
 - Contact and collaboration with CDCR personnel liaisons.
 - Ongoing advertisement in leading professional journals at the national level.
 - Further inquiries regarding DJJ registration with the National Health Service Loan Repayment Program (registration for DJJ is still

pending).

- Increased salaries retroactive to January for CDCR/DJJ psychologists, which became effective in May 2007.
- Ongoing advertisement in the Department, both statewide and at the facility level, via the CDCR/DJJ intranet.
- Development of centralized listings for vacant/filled positions for the SBTP and other Remedial Plans.
- SBTP hiring representation at the American Psychological Association (APA) Conference in San Francisco in August 2007, and at the upcoming ATSA Conference, scheduled to occur in San Diego, California, from October 31 through November 3, 2007.
- Meetings conducted between the SBTP Coordinator, the Resident Chief Psychologist, and the Health Care Services Administrator at NCYCC to develop strategies for drawing qualified applicants to the Northern Region, continue.
- There are ongoing inductions of new psychologists, and psychology interns into the DJJ and into SBTP programs throughout the state.
- Regular inclusion of the SBTP Coordinator into interview and hiring panels, particularly at the NCYCC campus.

IV. SEXUAL BEHAVIOR TREATMENT PROGRAM POLICY

All initial drafts were completed by the expected due date of February 2007. Binders were fashioned in anticipation of future progress and will eventually contain the policies for the SBTP department. Content is still being reviewed to integrate areas with the Safety and Welfare, Mental Health, ADA, and other policies.

V. SEXUAL BEHAVIOR TREATMENT TRAINING

Approximately 30 staff from SBTP programs statewide will attend the ATSA Conference in La Jolla, California, in October – November, 2007. This represents a new benchmark in terms of the number of individuals that DJJ has exposed to an international conference on the subject. Twenty five staff were trained to implement and train others in DJJ on the use of the JSOAP II tool this quarter.

VI. SEXUAL BEHAVIOR TREATMENT TASK FORCE WORK GROUPS

The SBTP Task Force met with Dr. Cellini in August, and Dr. Schwartz via conference call. Plans are under way to incorporate representatives from other areas. The matrix-tracking device for curriculum was approved by Barbara Schwartz. An SBTP Task Force meeting that will include Dr. Schwartz, is to be scheduled in the coming quarter. Informal work group meetings continued between the members of the SBTP Task Force, and other disciplines, to facilitate discussion regarding training, program development, and to help promote a multi-disciplinary approach. Additionally, visits to the SBTP programs by the SBTP Coordinator will continue to occur, to determine the status of the programs as they develop. Meetings have been initiated, and will continue to be conducted with the DJJ Research Unit, and with IT personnel, to determine our research and evaluation needs, and these

discussions are expected to unfold in the Farrell Work Team units that are now finally under way. These will help to identify how to formulate realistic timelines for incorporating SBTP and other changes system-wide, once they are proposed and approved by Executive Management, and will help to explore ways and methods of tracking progress for our in way that are collaborative, uniform, and multidisciplinary in conception, and eventual implementation.

VII. BARRIERS

- Hiring of SBTP staff continues to be a barrier. We are seeing increased interest in positions due to active recruitment efforts, pay-parity and nation wide advertisement. Hiring process with in CDCR have improved due to the increased coordination with DJJ and CDCR.

VIII. CONCLUSION

- The successful hiring of several new psychologists at particularly the Northern facilities, where the dearth was greatest, and the hiring of an Office Technician for the SBTP, which fulfills another expressed requirement outlined in the SBTP Remedial Plan are other important and promising developments.

ATTACHMENT - A

**SEXUAL BEHAVIOR
TREATMENT PROGRAM
MATRIX TRACKING DOCUMENT**

CDCR- DIVISION OF JUVENILE JUSTICE

SEXUAL BEHAVIOR TREATMENT PROGRAM REMEDIAL PLAN MATRIX TRACKING DOCUMENT

Updated: 06/30/07

REMEDIAL REQUIREMENTS				
Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Filing of Remedial Plan: CYA to file Sexual Behavior Treatment Remedial Plan with Court: 1/31/05 Stipulation, Section 1 (extended to 5/16/05.)	May 16, 2005		COMPLETED Plan filed with Court.	May 16, 2005
Sexual Behavior Task Force (SBTF): Task Force to be appointed and meet quarterly.	Sept. 2005		COMPLETED Task Force established in July 2005. Quarterly Meetings ongoing.	July 2005
Compliance Audit of all Sexual Behavior Programs: Monitoring tours by Dr. Schwartz of OHC, NAC, HGS and SYCRCC Sexual behavior Treatment Programs.	Oct. 20-26, 2005		COMPLETED Audit Report received 1/24/06 from Special Master.	Oct. 20-26, 2005
Sex Offender Referral Document (SORD): Evaluate the validity of the SORD as it relates to the protocol and placement procedures.	Jan. 2006		COMPLETED Plan for evaluating SORD complete. Recommendation is to discontinue with SORD and use JSOAP II.	Sept. 2005
Healthy Sexuality Program Curriculum: Complete a plan for curriculum development.	Jan. 2006	A plan was developed in January 2006.	COMPLETED	Jan. 2006
Healthy Sexuality Program Curriculum: Develop curriculum for the Healthy Sexuality Program.	Jan. 2006	The first draft of the program curriculum was completed in March 2006. A new contract with the Dr. Cellini is in effect, and he has provided DJJ with a new timeline for the completion of curriculum.	IN PROGRESS	
Healthy Sexuality Program Curriculum: Implement curriculum for the Healthy Sexuality Program. (This is the first level of treatment for the SBTP.)	Jan. 2006	A new contract with Consultant Dr. Cellini is in effect, and he has provided DJJ with a new timeline for the completion of the curriculum.	IN PROGRESS	
Dynamic & Experiential Guide: Complete a plan to develop a Dynamic & Experiential Guide for the Residential Sexual Behavior Treatment Program (RSBTP).	Jan. 2006	Experiential exercise guides are to be included throughout all curricula and not a stand-alone guide. DJJ will seek to amend this requirement per the expert's recommendation.	IN PROGRESS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Research Treatment Modalities and Develop a Curriculum for Female Wards with a History of Sexual Offenses: Research appropriate treatment modalities specific to the female population and develop a separate curriculum.</p>	<p align="center">March 2006</p>	<p>DJJ has contracted with two experts in gender responsive programming for female offenders to complete a comprehensive assessment of DJJ needs for female programming. The experts will also assist in the development of a Request for Proposal for contracting out services and housing for female offenders.</p> <p>DJJ currently has (1) identified female with a history of sexual offenses. It is recommended by the female response experts that a separate curriculum is not necessary. Treatment for this population is being handled on an individual basis by appropriate clinical/treatment staff.</p>	<p>IN PROGRESS</p>	
<p>Re-evaluate Existing Curricula Based on Developmental Differences: Existing curricula re-evaluated based on developmental differences and alter assignments accordingly.</p>	<p align="center">June 2006</p>	<p>During curriculum development, consideration will be given to assignments, which may need to be altered for youth with developmental differences.</p>	<p>IN PROGRESS</p>	
<p>Publish Curriculum Through the Change Company:</p>	<p align="center">June 2006</p>	<p>Develop Contract with Change Company. Once a curriculum is complete, publishing will be completed via the Change Company. DJJ will seek to amend completion date based upon delay of curriculum development.</p>	<p>IN PROGRESS</p>	
<p>Policy & Procedures Manual: Complete a Policy and Procedures Manual.</p>	<p align="center">July 2006</p>		<p>IN PROGRESS</p>	
<p>Sexual Behavior Task Force (SBTF) Meetings:</p>	<p align="center">On-going</p>	<p>Conduct regular quarterly meetings.</p>	<p>COMPLETED/ONGOING</p>	<p align="center">July 2005</p>

REMEDIAL REQUIREMENTS-WITHOUT SPECIFIC DATES (WSD)

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Senior Psychologist /Sex Offender Program Coordinator: Hire a Senior Psychologist to provide statewide oversight for Sexual Behavior Treatment Programs.	WSD		COMPLETED	Nov. 2006
Research Specialist I for Headquarter: Research Specialist to monitor, evaluate, and prepare regular reports.	WSD		COMPLETED	April, 2006
Outpatient Sexual Behavior Treatment Program Curriculum: Complete a plan for curriculum development.	WSD	A plan was developed in January 2006.	COMPLETED	Jan. 2006
Outpatient Sexual Behavior Treatment Program Curriculum: Implement curriculum for the Outpatient Sexual Behavior Treatment Program.	WSD	A new contract is in effect for Dr. Henry Cellini, and he has provided DJJ with a new timeline on completing all areas of the curriculum.	IN PROGRESS	
Residential Treatment Program: Complete a plan for curriculum development.	WSD	A plan was developed in January 2006.	COMPLETED	Jan. 2006
Residential Treatment Program: Develop curriculum for the Sexual Behavior Treatment Program.	WSD	A new contract is in effect for Dr. Henry Cellini, and he has provided DJJ with a new timeline on completing all areas of the curriculum.	IN PROGRESS	
Residential Treatment Program: Implement curriculum for the Sexual Behavior Treatment Program.	WSD	A new contract is in effect for Dr. Henry Cellini, and he has provided DJJ with a new timeline on completing all areas of the curriculum.	INCOMPLETE	
Treatment Availability: Sexual Behavior treatment will be afforded to all wards that have a need for treatment.	WSD	Develop comprehensive assessment process and placement protocol for appropriate treatment level.	IN PROGRESS	
Standardized psychological assessment: Pre and post-testing will be utilized and reasonable accommodations will be made to administer a battery of psychometric pre and post-program measures that are consistent with industry standards.	WSD	Research testing materials to determine which standardized tests to utilize statewide. Order and distribute testing materials to all facilities. (See above reference to JSOAP II Assessment)	IN PROGRESS	

REMEDIAL REQUIREMENTS-WITHOUT SPECIFIC DATES (WSD)

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Annual Training for Treatment Developmentally Disabled/lower Functioning Youth: A selected group from each program will visit other sexual behavior treatment programs at such places as Developmental Centers and State Hospitals.</p>	WSD	The Sexual Behavior Task Force is developing a plan for training program staff in this area.	IN PROGRESS	
<p>Additional training for staff that treats psychopathic youth with sexual offenses/Task Force to monitor new research related to the treatment of psychopathic individuals: SBTF will monitor new research related to the treatment of psychopathic individuals with a history of sexual offenses and make recommendation to alter the curriculum and treatment approach as needed. This includes making training recommendations for staff.</p>	WSD	The SBTP Task Force will monitor for research regarding sex offenders with psychopathic behavior. This topic was discussed with the expert, Dr. Schwartz, and a decision made to alter the treatment approach, and assign youth with psychopathic behavior to outpatient treatment program. The SBTP Task Force will identify and report on new research and training opportunities, at least quarterly, and on an ongoing basis.	IN PROGRESS	
<p>Monitor number of developmentally disabled wards in all outpatient and residential sexual behavior treatment programs: Sexual Behavior Treatment Program Coordinator will monitor number of developmentally disabled youth in all outpatient and residential sexual behavior treatment programs.</p>	WSD	The SBTP will coordinate with Education Services and the Wards with Disabilities Program to determine current number of developmentally disabled wards in SBTP and monitor on a monthly basis.	IN PROGRESS	
<p>Cases on Appeal: Youth who claim to have an appeal pending and report that they are unable to participate in Sexual Behavior Treatment will be required to provide a letter from their attorney. Documentation will be forwarded to the SBTP Coordinator to track and monitor the appeal.</p>	WSD	Develop Temporary Departmental Order (TDO) to ensure standardization of practice. Task Force members are to work with the recently assigned policy writer.	IN PROGRESS	
<p>Unsuccessful Residential Youth: An interdisciplinary treatment team case conference will be conducted for youth that are unsuccessful in residential sexual behavior treatment. The team will assess and devise a revised treatment plan.</p>	WSD	DJJ will develop Temporary Departmental Order (TDO) to ensure standardization of practice. The SBTP Task Force members will work with recently assigned policy writer and legal counsel before moving forward.	IN PROGRESS	

REMEDIAL REQUIREMENTS-WITHOUT SPECIFIC DATES (WSD)

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Treatment Modalities: Treatment hours on the SBTP will be 20 hours a week, with exception of institutional emergencies.</p>	WSD		<p>IN PROGRESS The expert has recommended a reduction of treatment hours, to 6-8 hours per week for the residential, and 3-5 hours per week for the outpatient program. The Healthy Living treatment program is designed to provide three hours of treatment per week. The SBTP Task Force has developed a draft form to standardize the documentation of treatment delivered to youth. Expert has recommended to amend the required number of treatment hours.</p>	
<p>Sexual Behavior Treatment Consultant: The Department will seek a Sexual Behavior Treatment Consultant to provide the Department with guidance on the implementation of the remedial plan.</p>	WSD	<p>1.) Dr. Henry Cellini was hired as a consultant during fiscal year 2005-2006. 2.) A contract for 2007-2008 has been executed.</p>	COMPLETED/ONGOING	May 2005; May 2007
<p>Family Counseling: In the residential Sexual Treatment Program, there will be a family-counseling component.</p>	WSD		<p>IN PROGRESS DJJ will develop a Family-Counseling Guide in conjunction with Sexual Behavior Treatment Consultant. More specific information on procedure as the curriculum and policy/procedures become developed.</p>	
<p>Discharge Criteria: The determination of residential sexual offender program successful completion will be competency based and determined by measurable objectives reflecting treatment completion and goal obtainment.</p>	WSD	<p>Criteria for promotion at each stage will indicate treatment and goal completion. Successful completion of all stages is criteria for discharge. The SBTP Task Force has developed, and is now modifying a form for use at each youth case conference to confirm the completion of stages.</p>	IN PROGRESS	
<p>Maintenance Stage: Each institution will conduct at least one Maintenance Group. Each institution's outpatient psychologist and Youth Correctional Counselor are recommended to lead the maintenance group.</p>	WSD	<p>Policies and procedures for the Maintenance Stage will be developed in conjunction with the outpatient curriculum.</p>	IN PROGRESS	
<p>Evaluation Process: An effective evaluation shall be developed which will be able to provide proof of practice.</p>	WSD	<p>The Sexual Behavior Task Force has developed a form that documents the youth's completion of treatment stages and proof of practice in all areas of treatment. The expert is awaiting approval of the LAN.</p>	IN PROGRESS	

REMEDIAL REQUIREMENTS-WITHOUT SPECIFIC DATES (WSD)

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Staff Training: Staff working on Sexual Behavior Treatment Programs shall receive initial orientation training, yearly in-service training, and outside professional development for select staff.</p>	WSD	The SBTP Task Force has worked with the DJJ Training Facility and developed a draft-training plan.	IN PROGRESS	
<p>Residential Treatment Program Meetings: Each residential team shall be provided the opportunity for yearly team meetings.</p>	WSD	The policy and procedures being drafted will include interdisciplinary team meetings.	IN PROGRESS	
<p>Staffing on Residential Treatment Programs: The four residential treatment programs which house between 50 and 60 youth, and will have the following staffing ratio: nine youth correctional counselor, one senior youth correctional counselor, one parole agent, one supervising casework specialist, three psychologists, one program administrator, and one office technician.</p>	WSD	The newly established plan for the SBTP's will include a reduced number of youth on each living unit.	IN PROGRESS	
<p>Staff for Outpatient Sexual Behavior Treatment Programs: The staffing for these programs will be for every 50 general population youth. The staffing is as follows: one youth correctional counselor, one clinical psychologist and one office technician per program.</p>	WSD	Facilities are currently advertising, recruiting and interviewing to fill vacant positions. Twenty-four of thirty-four positions are still vacant. This does not include any psychologist's positions.	IN PROGRESS	

I.E

**SAFETY AND WELFARE
REMEDIAL PLAN**

SAFETY AND WELFARE REMEDIAL PLAN

QUARTERLY REPORT

JULY – SEPTEMBER 2007

I. INTRODUCTION

On December 1, 2005, the Division of Juvenile Justice (DJJ) filed the initial draft of the Safety and Welfare Remedial Plan. As part of a Stipulated Agreement, which was also filed on December 1, 2005, the parties agreed to hire a panel of national experts to: review the plans, submit a revised draft plan, and to develop certain cost-neutral interim measures in specific areas.

The revised draft plan was presented to the parties in April 2006. After several months of revisions and negotiations, a final Safety and Welfare Remedial Plan was filed on July 10, 2006. The Standards and Criteria were filed October 31, 2006.

II. SIGNIFICANT ACCOMPLISHMENT DURING THE PAST QUARTER

- Proof of Practice Toward Compliance documents were submitted to the Safety & Welfare Expert for the following action items:
 - Superintendent quarterly reports on conditions to Director of Facilities. (Section 8.9, Item 2)
 - Policy exceptions to timelines for disciplinary hearings tracked and if necessary revised. (Section 8.4, Item 2c)
 - Plan to ensure access by attorneys (phone and in person). (Section 8.7, Item 8).
 - Policy specifies range of time periods for behavior contracts. (Section 8.6, Item 2b)
 - Earn-back policy revised to allow restoration after 6 months. (Section 8.6, Item 3a)
 - Consolidated report on SMP use prepared by Headquarters and sent to S&W Expert, Prison Law Office and the Office of the Special Master. (*On-going item* - Section 9.1, Item 3)
 - Qualify 18 staff in crisis management training. (Section 3, Item 4a)
- DJJ is on target to develop the schematic design for a new prototypical facility. The architectural programming phase of this process has been completed and an architect has been selected to begin design.
- Orbis Partners Inc. is developing the Risk Needs Assessment (RNA). They will also assist in the development and implementation of the Integrated Behavioral Treatment Model and Cognitive Behavioral

Intervention techniques that correlate to the RNA. They will begin training on "Effective Casework" and a program developed for female youth called "Moving On", as well as a substance abuse program and group facilitation skills.

- JKM Training, Inc. certified 22 DJJ staff to be instructors in "Safe Crisis Management". DJJ instructors will now move forward with delivering their program to our staff.
- DJJ has finalized a contract with UC San Diego to provide Motivational Interviewing training to direct care staff. Executive summits begin in December and staff training begins in January.
- DJJ is establishing a unit to monitor *Farrell* compliance.
- LETRA Inc. has certified 12 staff as instructors, including selected Crisis Intervention Team Members, as trainers in Conflict Resolution and Mediation.

III. ITEMS IN PROGRESS

The following items are in progress and/or are scheduled to begin implementation during the next quarter:

- As indicated in the other sections, DJJ is working to improve processes for recruitment, hiring, and contracting to ensure implementation of remedial plans.
- DJJ has streamlined the policy process, resulting in a 145% increase of policies distributed over the last quarter, compared to the same timeframe last year.
- Training will begin for staff on key components of reform plans. Safe Crisis Management Training, Aggression Replacement Therapy (ART). Contracts have been drafted for Normative Culture and the Change Company and are pending approval.
- DJJ is in the process of certifying Conflict Resolution Teams with some having completed the entire process while other DJJ staff have completed certification as trainers in Crisis Intervention and Mediation.
- DJJ will continue renovations and modifications at existing facilities; to provide additional treatment and education space needed to implement the Farrell plans.
- DJJ will complete fact sheets to educate families, probation, and court personnel regarding DJJ's programs and services.
- October will be the final month of PbS candidacy and will move DJJ into full fledge membership.

IV. POTENTIAL BARRIERS/CHALLENGES TO IMPLEMENTATION

- Uncertainty regarding facility consolidations has suspended some conversion activities until a determination is made as to which facility(s) will be impacted by consolidation.

ATTACHMENT - A

SAFETY AND WELFARE MATRIX TRACKING DOCUMENT

CDCR- DIVISION OF JUVENILE JUSTICE

SAFETY AND WELFARE REMEDIAL PLAN MATRIX TRACKING DOCUMENT

Updated: 09/28/07

REMEDIAL REQUIREMENTS				
Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Create Capacity for Change				
Add Central Office Resources				
File the Standards and Criteria Audit Tool.	Oct. 31, 2006	Filed with the Court on 10/31/2006.	COMPLETED	Oct. 31, 2006
Add or appoint a Director of Programs.	Oct. 01, 2006	Selection of candidate pending approval.	IN PROGRESS	
Add or appoint a Farrell Project Director.	Oct. 01, 2006	Appointed Sarah Magnum on 10/01/06. Left the position at the end of January. Position filled. Appointed Carmen Delgado July 14, 2007	COMPLETED	Oct. 01, 2006
Add or appoint a transition team, and a compliance team.	Oct. 01, 2006	Seven staff redirected pending the establishment of positions and hiring process. Remaining positions approved by DPA on 2/15/07. Positions advertised and applications received. Pending interviews for the transition team and compliance team.	IN PROGRESS	
Add or appoint an administrator for matters pertaining to female youth.	Oct. 01, 2006	Female Offender Administrator position established. In the interim DJJ has identified an existing position to be responsible for these functions. Interim position became vacant Sept. 07. Recruitment and hiring activities are in progress.	IN PROGRESS	
DJJ will have sufficient and appropriate dedicated staffing for developing and maintaining policies for juvenile corrections based on contemporary standards of care and practice. Policies will be reviewed annually and updated as necessary.	Nov. 21, 2007 Master "Table of Contents" and "Schedule" date of Jan. 15, 2007	DJJ is in the process of identifying the complete workload related to policy development and revision. Master "Table of Contents" and "Policy Development Schedule" are developed and to be forwarded for approval.	IN PROGRESS	
Consistent with the need to maintain clear separation between juvenile and adult training content and expectations, added staff will include dedicated personnel for developing/approving juvenile training curricula, certifying trainers for juvenile corrections as appropriate, and setting standards and maintaining records for DJJ employee certification and recertification.	June 30, 2008	DJJ is working on a plan with the CDCR Office of Training and Professional Development to ensure these goals are met.	IN PROGRESS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
DJJ will hire at least 18 trainers/quality assurance specialists.	June 30, 2007	Sixteen of the 18 Trainer/Quality Assurance Specialists hired.	IN PROGRESS Proof of practice provided to S&W expert on June 07, 2007. All 18 positions were filled by September 2007. However, there are now 2 vacant positions will need to be filled.	
Clarify Lines of Authority and Create a System for Auditing and Corrective Action				
Produce an organizational chart for central office consistent with principles outlined in this section.	Sept. 01, 2006		COMPLETED Proof of Practice provided to S&W Expert on June 28, 2007	Oct. 2006
Produce an organizational chart for each DJJ facility consistent with principles outlined in this section.	Oct. 01, 2006		COMPLETED Proof of Practice provided to S&W Expert on June 28, 2007	June 2007
Designate staff to act as facility compliance monitors and to develop an internal compliance schedule for all operations.	July 31, 2007	A Compliance Unit has been established and staffed in DJJ. .	IN PROGRESS	September 2007
Develop a system for corrective action planning, implementation, and review.	July 31, 2007	The Compliance Unit led by Bob Moore is developing the framework for the unit	IN PROGRESS	
Rewrite local directives and procedures consistent with agency policy. This will be completed incrementally as facilities are phased in.	Following the "Policy Master Schedule"		NO REPORTABLE STATUS	
Produce updated job descriptions for all living unit and management staff at the treatment team leader and above, incorporating duty requirements and performance measures consistent with agency policy.	Jan. 31, 2007	Job descriptions will be developed as living units are converted and will evolve as the rehabilitative model is clearly defined.	IN PROGRESS	
Produce comprehensive annual reports substantially similar to that described above, these reports will be provided to the Court, the Legislatures, and made available to the public.	Aug. 30, 2007		NO REPORTABLE STATUS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Improve MIS Capability				
Complete the WIN exchange.	Jan. 01, 2007	Expected completion August 2007 Five new electronic tracking features were developed in the Ward Information Network (WIN). Those five features are Classification, Suicide Watch/High Risk Observation, Restricted Programming, Youth with Disabilities, and Incidents of Violence. These elements are being beta tested at O. H. Close Youth Correctional Facility. Successful completion of testing is a necessary step in the finalization of the WIN Exchange Program.	IN PROGRESS Proof of practice provided to S&W expert on June 02, 2007.	
Assess management information systems to identify the existing deficiencies and develop a plan to address these deficiencies. The plan will address the issue of having sufficient technical staff to assist in programming changes to ensure that the system is responsive to user needs.	Jan. 31, 2007	DJJ is working with Enterprise Information Systems and has reestablished information Technology Priority Board. With the IT Priority Board, DJJ and EIS will meet on a regular basis to develop an IT plan and prioritize all DJJ current and future IT project requests.	IN PROGRESS Monthly meetings with Exec. Management Staff	
Contract for implementation of Performance-based Standards.	Sept. 01, 2006		COMPLETED Proof of Practice provided to S&W Expert on March 13, 2007	Oct. 01, 2006
Establish a statewide coordinator and site coordinators for PbS in time for the first data collection.	Nov. 11, 2006	First Standards data collection was conducted in December 2006	COMPLETED Proof of Practice provided to S&W Expert on March 13, 2007	Oct. 01, 2006
Add Resources at DJJ Facilities				
DJJ will ensure that the facility has Program Manager(s) responsible for high-risk, low-risk, and re-entry programs as needed.	Varies by Facility Jan. 01, 2007 – July 01, 2009	DJJ is currently determining the appropriate allocation of these positions.	IN PROGRESS	
DJJ will ensure that the facility has a Volunteer Services Coordinator/Positive Incentives Coordinator.	Varies by Facility Jan. 01, 2007 – July 01, 2009	All facilities have staff working in these positions.	ONGOING Proof of practice provided to S&W expert on June 02, 2007.	
DJJ will ensure that the facility has a Vocational Specialist to provide vocational and career counseling and coordination with parole and re-entry specialists.	Varies by Facility July 01, 2007 – Jan. 01, 2010		NO REPORTABLE STATUS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
DJJ will ensure that the facility has a Victim Services/Restitution Specialist.	Varies by Facility July 01, 2007 – Jan. 01, 2010		NO REPORTABLE STATUS	
DJJ will ensure that the facility has a Training Officer.	Varies by Facility July 01, 2007 – Jan. 01, 2010		NO REPORTABLE STATUS	
DJJ will ensure that the facility has Conflict Resolution Team(s).	Varies by Facility Jan. 01, 2007 – July 01, 2009	On June 14, 2007, the Director of Juvenile Facilities advised Superintendents to hire the Conflict Resolution Team positions. It is anticipated that all the teams will be hired in the next quarter. All facilities have hired Conflict Resolution Teams members.	IN PROGRESS	
DJJ will ensure that the facility has a Work Assignment Coordinator to seek out and develop work assignments for youth throughout the facility, monitor and assure that the maximum number of youth are attending Free Venture programs, and coordinate and develop external job assignments, work experience programs, and job furlough programs.	Varies by Facility July 01, 2007 – Jan. 01, 2010	Heman G. Stark YCF has a full-time Work Assignment Coordinator. Three other facilities have staff performing these duties as secondary assignments.	NO REPORTABLE STATUS	
DJJ will ensure that the facility has Facility administrators responsible for each of the following areas: operations, programs, and business services.	Varies by Facility Jan. 01, 2007 – July 01, 2009	DJJ is developing a plan for this.	IN PROGRESS	
Research				
Research will oversee, or conduct, the validation studies described in Section 4 of this Plan and the collection and analysis of information for use in the annual reports described above. Research may also assist with other data analysis and reporting requirements, such as the collection of Safety Outcome data elements in the PbS system as described in Section 3, "Reduce Violence and Fear."	Assist with Annual Reports July 01, 2007 Oversee Validation Studies June 01, 2008		NO REPORTABLE STATUS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Reduce Violence and Fear				
DJJ will work with Safety and Welfare Consent Decree Expert Barry Krisberg to develop a schedule for implementing the custody classification, living unit assignment, and performance measure processes described in this section.	Aug. 01, 2006		COMPLETED Proof of practice provided to S&W expert on March 14, 2007.	Aug. 01, 2006
The dates agreed to by DJJ and Dr. Krisberg will be incorporated in the Standards and Criteria Section of this Remedial Plan, which will be filed in accordance with the schedule described in Section 1.	High Risk separated from Low Risk Jan. 12, 2007 Measures for High Risk dormitories Feb. 13, 2007	DJJ has implemented a Security classification system. Facilities have separated youth accordingly. In April 2007, DJJ met and consulted with S&W expert to review a reporting vehicle that measures high-risk dormitories.	COMPLETED Proof of practice provided to S&W expert on March 13, 2007.	Jan. 12, 2007
DJJ will revise the Use of Force policy as necessary to be consistent with this Plan, including policies and procedures relating to accommodations in the use of force for mentally and physically ill youth.	Aug. 01, 2007		IN PROGRESS	
DJJ will implement the Use of Force Review Model at each facility.	Jan. 01, 2007		COMPLETED Proof of Practice provided to S&W Expert on June 04, 2007	Sept. 30, 2006
DJJ will create and begin operating Violence Reduction Committees at each facility.	Jan. 01, 2007	All eight of the eight DJJ facilities have a Violence Reduction Committee in operation. Monthly reports are submitted to DJJ Headquarters. Violence Reduction Committee protocols have been finalized.	COMPLETE/ONGOING Proof of Practice provided to S&W Expert on June 27, 2007	June 01, 2007
DJJ will qualify a minimum of 18 staff as trainers by a crisis management organization agreed upon by the plaintiff's counsel and/or hire an outside organization to provide this training to all direct care staff.	July 07, 2007	To date, JKM Training, Inc. has certified 22 Instructors through the Safe Crisis Management Instructor training program.	IN PROGRESS	
Direct care staff of at least two facilities will receive the agreed upon crisis management training.	Nov. 01, 2007	To date, 22 staff have completed as instructors the Safe Crisis Management training, although only 18 were required per plaintiff's counsel. 217 staff attended this training in July and August 2007.	IN PROGRESS	
Staff in all remaining facilities will receive the agreed upon crisis management training.	July 01, 2008	To date, 22 staff have completed as instructors the Safe Crisis Management training. 217 staff attended this training in July and August 2007.	IN PROGRESS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
DJJ will, in consultation with the plaintiff's counsel and the relevant Consent Decree expert, develop and adopt a database to track all incidences of violence and use of force. DJJ will use this system until a more complete centralized MIS is implemented.	Jan. 01, 2007	Initial draft of database in beta testing stage. Anticipated completion was August 2007 with the activation of WIN Exchange. Due to contract expiration, new funding is being sought to complete WIN.	IN PROGRESS Proof of practice provided to S&W expert on June 04, 2007.	
DJJ will implement a system to regularly record the data elements collected for PbS Safety Outcome Measures 2, 3, 4, 11, and 12 for every day of the year.	Nov. 01, 2006	Initial draft of database in beta testing stage. See above.	IN PROGRESS Proof of practice provided to S&W expert on June 04, 2007.	
DJJ will develop formats and procedures for reporting results and share these quarterly with plaintiff's counsel, the relevant consent Decree expert, and Special Master.	April 01, 2007		IN PROGRESS	
DJJ will implement a six-month pilot program to monitor the use of chemical agents as described above. In consultation with, and subject to the approval of, plaintiff's counsel, a determination will be made whether to use this system at other DJJ facilities, test or implement an alternative system, or discontinue the pilot project due to lack of material benefit.	Sept. 30, 2006	Pilot program was completed at EPDRYCF in August, 2007	IN PROGRESS Proof of Practice provided to S&W Expert on March 13, 2007.	
DJJ will consult with a national expert to help develop strategies and procedures to safely integrate gangs and racial groups.	June 01, 2007	DJJ is working to integrate this action item with others, including crisis management training, integrated behavior treatment model, and violence redirect committees.	IN PROGRESS	
DJJ will develop strategies and procedures to safely integrate gangs and racial groups.	Jan. 01, 2008		FUTURE DEADLINE NO REPORTABLE STATUS	
DJJ will provide training in strategies and procedures to safely integrate gangs and racial groups, to all staff involved in their implementation.	July 01, 2008		FUTURE DEADLINE NO REPORTABLE STATUS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
DJJ will open Behavior Treatment Program units as specified.	Varies by Facility Interim BTPs June 30, 2007 – March 31, 2008 Full BTPs Sept. 30, 2008	Specific Facility action plans under development at Heman G. Stark, Preston, and DeWitt Nelson.	IN PROGRESS	
DJJ will use improved data from the new assessment instruments and process, disciplinary review process, and monitoring systems established to measure violence and use of force, to make annual estimates of the number of BTP units that will be needed for the following two years.	Ongoing Begins July 01, 2008		FUTURE DEADLINE NO REPORTABLE STATUS	
DJJ will have sufficient capacity in BTPs to provide treatment/rehabilitation for the estimated number of youth requiring BTP level treatment/rehabilitation during fiscal year 2008-2009.	July 01, 2008		FUTURE DEADLINE NO REPORTABLE STATUS	
DJJ will consult with national expert(s) to develop methodology for training impartial observers to conduct regular surveys of youth and staff using the PbS Staff Climate Survey and Youth Climate Survey or similar instruments at each facility.	March 31, 2007	Impartial observers were trained in October 2006, January 2007, May 2007, and most recently in September 2007. DJJ completed the PbS Staff and Youth Climate surveys in Dec. 2006. Regular surveys of youth and staff are scheduled and conducted every April and October. In October, DJJ will be in the final candidacy phase for PbS.	IN PROGRESS/ONGOING	
DJJ will begin producing twice-yearly reports on staff and youth attitudes about facility safety by a date to be specified in the Standards and Criteria Section of this Remedial Plan. The sample size for each survey will be established by the national experts to ensure that changes observed from one time period to the next are statistically significant at a level designated by the experts.	July 31, 2007	Dependent on completion of previous item.	FUTURE DEADLINE NO REPORTABLE STATUS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Identify a Rehabilitative Treatment Model				
DJJ will issue an RFP for a risk/needs assessment tool.	Oct. 01, 2006	DJJ issued an RFP in April 2007 to include a Risk/Needs assessment, conduct training, and design interventions to reduce youth's risk to re-offend. Contract awarded to Orbis Partners in June 2007.	COMPLETED Formal Information Request submitted to S&W expert in June 2007.	
All case managers, casework specialists, and other staff involved in risk/needs assessment will be trained in use of the instrument.	Feb. 01, 2009		FUTURE DEADLINE NO REPORTABLE STATUS	
DJJ will consult with experts in cognitive-behavioral treatment for juvenile offenders to adapt the Washington Integrated Treatment Model to the needs of DJJ with specific emphasis on modifications needed for: older youth, gang involved youth, youth with racist attitudes and behaviors, and any other area DJJ deems necessary.	July 01, 2007	DJJ issued an RFP in April 2007 to include a Risk/Needs assessment, conduct training, and design interventions to reduce youth's risk to re-offend. Contract awarded to Orbis Partners in June 2007. Orbis has begun initial work with DJJ.	IN PROGRESS Proof of practice provided to S & W expert in June 2007.	
DJJ will produce a written description and manual for its adopted treatment/rehabilitation model.	Nov. 15, 2008		FUTURE DEADLINE NO REPORTABLE STATUS	
Lay the Foundation for Treatment Reform				
DJJ must consult with subject matter experts to help develop program designs and content.	May 30, 2007	DJJ issued an RFP in April 2007 to include a Risk/Needs assessment, conduct training, and design interventions to reduce youth's risk to re-offend. Contract awarded to Orbis Partners in June 2007.	IN PROGRESS Proof of practice provided to S & W expert in June 2007.	
DJJ must develop an adapted treatment model which will incorporate the following components: DJJ's Integrated Treatment Model, Risk Needs Assessment, Treatment/Rehabilitation Plan Development, Motivational Interviewing, Normative Culture, Interactive Journaling, and other formal treatment/rehabilitation programs adopted by DJJ.	Aug. 01, 2007	DJJ issued an RFP in April 2007 to include a Risk/Needs assessment, conduct training, and design interventions to reduce youth's risk to re-offend. Contract awarded to Orbis Partners in June 2007. Contracts for Motivational Interviewing, ART and Interactive Journaling are in the final approval process. Training will be scheduled in the next quarter.	IN PROGRESS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Develop or obtain the training curricula and materials for the components listed above and establish a schedule for training. (DJJ's Integrated Treatment Model, Risk Needs Assessment, Treatment/Rehabilitation Plan Development, Motivational Interviewing, Normative Culture, Interactive Journaling, and other formal treatment/rehabilitation programs adopted by DJJ).	Varies by curriculum April 01, 2008 – June 15, 2009		FUTURE DEADLINE NO REPORTABLE STATUS	
Hire or train trainers in each of the areas noted above. (DJJ's Integrated Treatment Model, Risk Needs Assessment, Treatment/Rehabilitation Plan Development, Motivational Interviewing, Normative Culture, Interactive Journaling, and other formal treatment/rehabilitation programs adopted by DJJ)	Varies by area; specific dates to be declared in the interim training schedule; last item is April 01, 2009		FUTURE DEADLINE NO REPORTABLE STATUS	
Establish new job classification(s) or modify existing ones for treatment team staff, including treatment team leaders, case managers and treatment team members as necessary. The new classification(s) or changes are to ensure that: treatment teams have qualified leadership and participants, salaries are competitive and attractive to new recruits and promoting staff, and there are opportunities for promotion.	Feb. 08, 2007	DJJ is requesting an extension on the deadline to coincide with the development of the IBTM Model. Job descriptions will be developed as living units are converted and will evolve as the rehabilitative model is clearly defined.	IN PROGRESS Items related to the development of the IBTM will need new timelines consistent with the deliverables of the contract.	
Convert Facilities to the Rehabilitative Model				
DJJ will phase in the rehabilitative model one facility at a time. It will convert at least one facility to the rehabilitative model as described in this Plan.	July 01, 2007	Specific Facility action plans under development at Heman G. Stark.	IN PROGRESS	
DJJ will phase in the rehabilitative model one facility at a time. Complete conversion of all facilities to the rehabilitative model.	July 01, 2010	Specific Facility action plans under development at all facilities impacted this fiscal year.	IN PROGRESS	
DJJ will establish statewide minimum standards for the Program Service Day.	Oct. 01, 2006	Minimum standards have been established, current work focusing on developing specific schedules for each facility. See above.	COMPLETED	Nov. 01, 2006

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
DJJ will establish a Program Service Day schedule for N.A. Chaderjian by.	Nov. 01, 2006	DJJ is currently conducting surveys of other states and DJJ facilities for sample program schedules. A Program Service Day schedule will be dependent upon the development of the ITBM Model and labor negotiations at each facility.	IN PROGRESS	
DJJ will establish the Program Service Day schedule for the first facility converted to the rehabilitative model.	December 01, 2006	DJJ is currently conducting surveys of other states and DJJ facilities for sample program schedules. A Program Service Day schedule will be dependent upon the development of the IBTM Model and labor negotiations at each facility.	IN PROGRESS	
The Program Service Day schedule will be implemented at each facility as it is converted to the rehabilitative model.	Varies by Facility Jan. 01, 2007 – July 01, 2009	DJJ is currently conducting surveys of other states and DJJ facilities for sample program schedules. A Program Service Day schedule will be dependent upon the development of the IBTM Model and labor negotiations at each facility.	IN PROGRESS	
DJJ will develop a Program Service Day Schedule for each BTP unit to maximize out of room time and to ensure structured activity based on evidence-based principles for 40 to 70 percent of waking hours.	HQ Standards by December 15, 2006 Varies by Facility Jan. 01, 2007 – July 01, 2009	A working group has been established to focus on this. In addition, DJJ is currently conducting surveys of other states and DJJ facilities for sample program schedules. A Program Service Day schedule will be dependent upon the development of the IBTM Model and labor negotiations at each facility.	IN PROGRESS	
DJJ will complete training on its Integrated Treatment Model, including the Risk Needs Assessment, Motivational Interviewing, Normative Culture, and other key treatment components.	Varies by area; specific dates to be declared in the interim training schedule; last item is Aug. 15, 2009		FUTURE DEADLINE NO REPORTABLE STATUS	
System Reform for Females				
DJJ will issue a request for Letters of Interest from local governmental entities and qualified private parties to provide secure residential and rehabilitative services to females committed to DJJ.	July 01, 2006		COMPLETED Proof of Practice provided to S&W Expert on March 13, 2007. Proof of Practice provided to S&W Expert on June 04, 2007	May 31, 2006
DJJ will consult with one or more national experts to begin development of gender specific programs for females and adaptation of the Integrated Treatment Model to the DJJ female population.	Aug. 01, 2006	DJJ has been consulting with two experts in gender specific programs to develop the RFP for female offenders.	COMPLETED/ONGOING Proof of Practice provided to S&W Expert on March 13, 2007.	February 2005 to Present

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
The administrator for female programs will develop an implementation plan and schedule and ensure that gender-specific services for females are provided at contracted facilities and/or one or more DJJ facilities that are equal to those provided to males under the rehabilitative model described in this Plan.	June 30, 2008		FUTURE DEADLINE NO REPORTABLE STATUS	
DJJ will request legislative authority and funding to issue a Request for Proposals by enter into contracts for services for females upon successful negotiation with responsive bidders.	July 01, 2006	DJJ received the necessary funding and authority in the budget account of 2006/07. In April 2007, DJJ issued an RFP to place female offenders committed to DJJ in secure placements outside DJJ's facilities. In May 2007, the RFP was cancelled to allow for a provision to cover health care services.	COMPLETED Proof of Practice provided to S&W Expert on March 13, 2007. Formal Information Request sent to S&W expert on 6/26/07.	July 1, 2006
In the event DJJ is unable to contract for services for some or all females, DJJ will convert all or part of an existing facility, or build one or more new facility, to provide rehabilitative services to females. The number and type of females for whom services are provided through contracts will affect the size and mission of the state facility, or facilities.	June 30, 2008	Pending decisions made during the FY 07/08 Legislation Session. This is a 2008 date. However, the Orbis contract includes Gender Responsive interventions/training to address the DJJ female offender population.	IN PROGRESS	
Other Issues				
Acceptance/Rejection Criteria				
DJJ will promulgate a process and criteria for determining whether youth with certain medical conditions, persistent and serious mental health care needs and/or developmental disabilities are accepted into DJJ for potential material benefit.	Sept. 01, 2006	The TDO was distributed in Sept. 2006.	COMPLETED Proof of Practice provided to S&W Expert on June 27, 2007	Sept. 26, 2006
DJJ will designate Community/Court Liaison staff.	December 01, 2006		COMPLETED Proof of Practice provided to S&W Expert on March 13, 2007 Proof of practice provided to S&W expert on June 02, 2007.	June 2007

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
DJJ will clarify its policies to accept only youth who are appropriate for the state's facilities (i.e., those who are higher risk/higher need) and will work with the counties to develop strategies to ensure that youth who do not meet the criteria for commitment to DJJ, but have exhausted all local options, are appropriately served.	Feb. 28, 2008	Contact with counties throughout the state were ongoing throughout this quarter.	FUTURE DEADLINE NO REPORTABLE STATUS	
DJJ will begin working with counties on statewide definitions related to "risks" and "needs" and will explore long-term strategies for conducting initial classification/assessment while the youth is in county custody.	July 01, 2007		NO REPORTABLE STATUS	
DJJ will work with counties to analyze the effectiveness of the current "sliding scale" fee schedule and, if appropriate, make recommendations for alternative strategies to better serve the state's public safety needs.	April 30, 2008		FUTURE DEADLINE NO REPORTABLE STATUS	
Orientation				
Education families, probation, court personnel regarding: DJJ services, programs, expectations and family involvement.	Dec. 1, 2006		COMPLETED/ONGOING Proof of Practice provided to S&W Expert on June 28, 2007	
DJJ will standardize orientation processes for all youth and add material on victim impact and restitution, the disciplinary system, and on the positive incentives program.	March 15, 2009		FUTURE DEADLINE NO REPORTABLE STATUS	
DJJ will develop strategies to improve outreach and inclusion of parents and families immediately upon a youth's commitment to DJJ.	July 01, 2007	See Community Assessment Report section under Family Involvement.	NO REPORTABLE STATUS	
Pending available resources, DJJ will provide orientation at the county/juvenile hall level. Information provided there will give youths an opportunity to learn about and understand the resources available within DJJ. Reliable information should help alleviate youth's fears and dispel the myths about DJJ.	July 01, 2008		FUTURE DEADLINE NO REPORTABLE STATUS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
DJJ will improve orientation by developing curriculum, providing training, and updating the Youthful Offenders' Rights Handbook. All materials used for orientation to DJJ (as opposed to facility orientation materials) will be standardized.	March 15, 2009		FUTURE DEADLINE NO REPORTABLE STATUS	
Family Involvement				
DJJ will begin conducting Community Assessment Reports for each youth at intake, which will include contacts and interviews with parents, close relatives and community service providers who are available and willing and who can provide significant information about the youth. The Community Assessment Reports will include measures to assess family background, strengths, and functioning.	July 01, 2007	Policy drafted. Pending formal policy review and labor review process.	IN PROGRESS	
Telephone contact between the youth and his/her family will be facilitated within 24 hours of arrival at the reception center to assist the youth in the early adjustment to his/her confinement.	Nov. 01, 2006		COMPLETED Proof of Practice provided to S&W Expert on March 13, 2007. Proof of Practice provided to S&W Expert on June 27, 2007	
Ongoing telephone contact between the youth and his/her family will be facilitated on a regular basis during the entire period of the youth's confinement. Strong efforts will be made to maintain contact with and engage the youth's family after placement in the appropriate DJJ facility.	December 01, 2006	Minimal phone contact standards contained in Ward Incentive Policy; ability to gather additional calls is afforded each ward based on achieved incentive level. Policy pending formal policy review process.	IN PROGRESS	
DJJ will consult with a nationally recognized expert to develop a model for re-entry and transition services that are strength-based and family focused.	As facilities are converted to the reform model	DJJ is consulting with nationally recognized expert to develop a model for re-entry and transition services that are strength based and family focused. Contract executed in April 2007. OH Close Youth Correctional Facility (OHCYCF) selected as the pilot site. Family Justice staff met with OHCYCF management team and toured the facility on April 9, 2007. A diagonal workgroup was established at OHCYF which includes staff from all disciplines, levels, parole services and the community. The first diagonal workgroup was facilitated by Family Justice on June 13, 2007.	COMPLETED/ONGOING	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
DJJ will organize quarterly "Family Visiting Days" to encourage further participation of families in the youth's treatment/rehabilitation.	March 01, 2007	The high/low risk program description committee has been assigned the responsibility for incorporating family visiting days into its program descriptions. Draft of descriptions was sent to facility superintendents for review and comment. Additionally, draft language regarding family visiting days is being imbedded in the revision of the visiting policy draft. DJJ is currently revising its visiting policy to incorporate existing provisions where we are incorporating family involvement.	IN PROGRESS	
Disciplinary System				
DJJ will hire Disciplinary Coordinators and support staff for all facilities that currently do not have them.	Jan. 31, 2007	All five positions have been filled.	COMPLETED Proof of Practice provided to S&W Expert on June 27, 2007	November 2006
Training for Disciplinary Coordinators and others involved in the disciplinary system will be reviewed and updated as needed.	March 31, 2007	Will take effect when new policy is implemented. Policy pending formal policy review process.	IN PROGRESS	
A standard duty statement will be written for Disciplinary Coordinators.	March 31, 2007	Duty statement was developed prior to hiring.	COMPLETED Proof of Practice provided to S&W Expert on June 27, 2007	July 1, 2006
New hires and current disciplinary staff will receive full or refresher training on a competency basis.	March 31, 2007	Will take effect when new policy is implemented. Policy pending formal policy review process.	IN PROGRESS	
Along with this expansion of resources, the length of time it takes to process Level 3 serious misconduct cases will be reduced. For fact finding hearings, instead of 24 days, the maximum time before a hearing is held will be reduced to 14 days. The current standard of 14 days for disposition hearings will be reduced to seven days.	March 31, 2007	Will take effect when new policy is implemented. Policy pending formal policy review process.	IN PROGRESS	
DJJ will provide assistance for youth with disabilities consistent with the Wards with Disabilities Remedial Plan.	Deferred to the WDP	Training on "Overview of Staff Assistance" started on Oct 12, 2006 Over view of DDMS for all staff assistance completed at all sites by Dec. 2006.	COMPLETED	Dec. 2006
DJJ will add a process for appeals of Level 1 infractions.	March 31, 2007	Will take effect when new policy is implemented. Policy pending formal policy review process.	IN PROGRESS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
DJJ will develop a standard for presentation of court cases to district attorneys.	July 01, 2007	Committee established and working on policy.	IN PROGRESS	
DJJ will increase the ability for youths to earn back disciplinary time with good behavior. (See "Time Adds," below.) Eligibility for restoration of disciplinary time will be reviewed at each youth's case conference.	March 31, 2007	Policy pending formal policy review process. Will take effect when new policy is implemented.	IN PROGRESS	
DJJ will take steps to promote participation in the Ward Incentives Plan and to standardize and expand the ability to earn incentive points through restorative justice projects.	March 31, 2007	DJJ has developed a list of additional incentives and is currently working to incorporate them into automated ward incentive program system.	COMPLETED/ONGOING Proof of Practice provided to S&W Expert on June 27, 2007	
The Chief Deputy Secretary will establish a team of internal and external experts to develop a broader array of graduated sanctions and to propose additional positive incentives. This team will explore the possibility of further reducing projected board date extensions as a disciplinary measure in the long-term.	March 01, 2007	DJJ is developing a list of internal and external experts to complete this task.	IN PROGRESS	
Grievance System				
Forms on which to file grievances or complaints alleging staff misconduct will be made available on all living units in a location accessible to youths without requiring assistance from staff or clerks.	March 31, 2007	Will take effect when new policy is implemented.	IN PROGRESS	
A lock box will be installed on every living unit for submission of forms to prevent lost grievances.	March 31, 2007	As of March 1, 2007, lock boxes have been installed.	COMPLETED Proof of Practice provided to S&W Expert on June 04, 2007	March 1, 2007
The role of the clerk will be redefined to ensure this position is no longer responsible for issuing, recording, submitting and tracking grievances, but rather is responsible for ensuring that there is an adequate supply of forms on the living unit and educating and assisting youths in the grievance process.	March 31, 2007	Will take effect when new policy is implemented.	IN PROGRESS	
Youths will be notified upon receipt of grievances and complaints alleging staff misconduct.	March 31, 2007	Will take effect when new policy is implemented.	IN PROGRESS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Each facility will have one or more grievance coordinator who, among other things, will prepare monthly reports on grievances and grievance trends for use of the superintendent and his/her management team. The design and content of these reports will be developed in consultation with the Safety and Welfare Court Expert.	March 31, 2007	As of 12/06 all 12 grievance positions (AGPA's) have been filled.	COMPLETED Proof of Practice provided to S&W Expert on June 27, 2007	Dec. 2006
The superintendent will review all allegations of staff misconduct.	March 31, 2007	Will take effect when new policy is implemented.	IN PROGRESS	
A process will be developed to address abuse of the grievance system with regard to excessive filing, inappropriate statements (profanity, obscene language), excessive verbiage (pointless verbiage or voluminous unrelated documentation), and lack of cooperation (refusal to be interviewed or cooperate with the reviewer).	March 31, 2007	Will take effect when new policy is implemented.	IN PROGRESS	
Monitoring will be improved at the facilities by scanning, tracking and monitoring all grievances and complaints alleging staff misconduct, as well as by collecting and presenting data to the local management team on a monthly basis for review of trends and development of intervention strategies. Weekly and monthly reports will be developed and automated.	March 31, 2007	Will take effect when new policy is implemented.	IN PROGRESS	
Headquarters will improve oversight by reviewing timeframes and quality of responses on a regular/random basis as well as by collecting and evaluating data, reporting findings, and assisting facility staff with the development of action plans to address deficiencies.	March 31, 2007	Will take effect when new policy is implemented.	IN PROGRESS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
A standardized duty statement will be developed for staff responsible for monitoring and processing grievances. Duties will include monitoring timeframes, reviewing and ensuring adequate responses, training staff, holding monthly meetings, training grievance clerks, preparing reports, reviewing data for trends, developing intervention strategies, and conducting inquiries into complaints alleging staff misconduct.	March 31, 2007	As of 12/06 AGPA duty statements were developed prior to hiring all Facility Ward Grievance Coordinators.	COMPLETED	Dec. 2006
Complaints alleging staff misconduct will be separated from grievances.	March 31, 2007	Will take effect when new policy is implemented.	IN PROGRESS	
All staff whose job responsibilities include direct, ongoing contact with youths will be trained on the Grievance System. Staff responsible for tracking, monitoring, conducting inquiries and responding to grievances will be provided specialized training.	March 31, 2007	Will take effect when new policy is implemented.	IN PROGRESS	
Youths with disabilities who require accommodations, including youths with cognitive or other disabilities that limit reading and writing abilities, will be provided assistance in the grievance process consistent with the Wards with Disabilities Remedial Plan. Staff who assist youths with disabilities and staff who respond to grievances filed by youths with disabilities will be provided adequate training consistent with the Wards with Disabilities Remedial Plan.	Deferred to the WDP	Training on "Overview of Staff Assistance" started on Oct 12, 2006.	COMPLETED/ONGOING	Dec. 2006
Time Adds				
DJJ will expand its earned program credit policy to allow youths (not excluded by policy from the 50 percent earn back provision described below) to contract for program credits in an amount not to exceed the number of months added to his/her parole board date for disciplinary reasons.	March 31, 2007	Pending Policy approval.	IN PROGRESS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
DJJ will revise the earn back policy for time adds so that 50 percent of disciplinary time adds can be earned back following six consecutive months of good behavior, except for those behaviors excluded from current policy. [1]	March 31, 2007	Will take effect when new policy is implemented.	IN PROGRESS	
DJJ will increase offsets to time ads through increased use of positive reinforcement for good behavior.	March 31, 2007	Will take effect when new policy is implemented.	IN PROGRESS	
The description of the Ward Incentive Program will be simplified.	March 31, 2007		COMPLETED/ONGOING Proof of Practice provided to S&W Expert on June 27, 2007	
DJJ will provide full program credit when failure to participate in school, work, or treatment occurs through no fault of the youth.	March 31, 2007		COMPLETED Proof of Practice provided to S&W Expert on June 04, 2007	
Standards will be developed for award of incentive points for restorative justice projects. For example, working x hours on a restorative justice project might be worth one program credit, participating in a blood drive might be worth several credits, etc.	March 31, 2007	DJJ has developed a list of additional incentives and is currently working to incorporate them into the automated ward incentive program system.	COMPLETED Proof of Practice provided to S&W Expert on June 04, 2007	
DJJ research will conduct an analysis of program time ads and identify the reasons, and the frequency of these reasons, for them. DJJ will use this analysis to develop a plan to address the needs identified in the analysis. The goal of this plan will be to reduce the frequency and duration of time ads based on inadequate access to programs.	June 30, 2007		IN PROGRESS	
Access to Court and Law Library				
Education Services Branch (ESB) will assume full responsibility for the operations of DJJ law libraries, including the budget.	Aug. 30, 2007		NO REPORTABLE STATUS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
DJJ will revise the Youthful Offenders' Rights Handbook and orientation program to include information regarding access to the law library and attorneys, specifically addressing concerns raised in the Expert's Report, Summer 2001.	March 15, 2009		FUTURE DEADLINE NO REPORTABLE STATUS	
DJJ will conduct annual School Site audits to determine compliance and will purchase needed law library materials.	Aug. 30, 2007	DJJ has established a Compliance Unit in September 2007 to monitor Farrell compliance.	ONGOING	
DJJ will develop a tracking system within WIN to indicate the number of times the law library is used at each site and whether a youth visited the library or information was gathered for him/her.	Aug. 01, 2007		NO REPORTABLE STATUS	
DJJ will replace existing print libraries with either electronic (CD) or internet libraries.	Aug. 30, 2007		FUTURE DEADLINE NO REPORTABLE STATUS	
DJJ will develop clear and consistent policies and procedures regarding access to courts and law library and will develop compliance measurements for monitoring performance in the area of access to courts.	Oct. 01, 2007		NO REPORTABLE STATUS	
DJJ will develop, and train staff on, curriculum addressing access to courts and law library. In addition to the initial training, refresher training will be developed.	Oct. 01, 2007		NO REPORTABLE STATUS	
DJJ will develop a plan in consultation with plaintiff's counsel and attorneys for youth to ensure appropriate access to attorney visits and phone calls.	Feb. 01, 2007	DJJ conducted workgroup with PAIII's, Public Defenders and plaintiff's counsel to develop policies in this area. The formal policy review process has been completed pending final executive review and approval.	IN PROGRESS	
Access to Religious Programs and Functions				
DJJ will have a system in place to provide oversight to monitor and ensure compliance with policies and regulations regarding Access to Religious Programs in a Correctional Setting.	June 30, 2007	This activity requires the Religious Coordinator position that will become effective upon the release of the Governor's 2007/2008 Final Budget.	NO REPORTABLE STATUS	
A Religious Coordinator will oversee uniform enforcement of legally mandated religious programming to youths in all DJJ facilities.	June 30, 2007	This position is effective upon the release of the Governor's Final 2007/2008 Budget.	NO REPORTABLE STATUS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
The Religious Coordinator will also be responsible for oversight of religious policy, manual revisions, and chaplain training.	June 30, 2007	This activity requires the Religious Coordinator position that will become effective upon the release of the Governor's Final 2007/2008 Budget.	NO REPORTABLE STATUS	
DJJ will revise the Youthful Offenders' Rights Handbook to reflect changes in policy and regulations.	March 15, 2009		FUTURE DEADLINE NO REPORTABLE STATUS	
Refresher training will be developed and provided to staff on revisions to the religious programming policy, reporting requirements, and modifications to WIN.	June 01, 2008		FUTURE DEADLINE NO REPORTABLE STATUS	
Physical Plant Improvements				
The Director of Juvenile Facilities will provide a quarterly report to the Chief Deputy Secretary outlining a complete inspection of DJJ facilities, identifying deficient sanitary and physical conditions by type and location and including recommendations to remedy those deficiencies.	Jan. 05, 2007	On April 27, 2007, a memo was sent to all Superintendents instructing them to submit their quarterly reports to include environmental health issues, sanitary and physical conditions and corrective action plans. The first quarterly report will be completed and submitted to the Chief Deputy Secretary in the next quarter.	IN PROGRESS	
The superintendent of each facility is responsible and accountable for the sanitary and physical condition of every occupied building and outdoor area at his or her facility. A copy of each quarterly inspection report, and any other written finding relating to physical plant condition, will be kept in a working file in the office of the Director of Juvenile Facilities. The Director of Juvenile Facilities will include these findings in a written annual performance review.	July 01, 2007		IN PROGRESS	
Master Planning				
DJJ will prepare a Juvenile Justice Facilities Master Plan.	July 01, 2007	Completion will be dependant upon decisions made and the Legislation and budget hearings. DJJ will not be able to complete this by July 2007, given the uncertainty about the numbers and type of offenders to be housed at DJJ.	IN PROGRESS	

REMEDIAL REQUIREMENTS

Action/Task	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
DJJ will prepare an Operational Master Plan, in substantial conformance to the description provided above.	July 01, 2008	DJJ has completed the architectural programming phase and is transitioning to the design phase.	FUTURE DEADLINE NO REPORTABLE STATUS	
DJJ will prepare a proposal for the first prototypical facility.	July 01, 2007	Process has transitioned from the architectural programming phase to the design phase.	IN PROGRESS	
DJJ will assign a person to be a dedicated project coordinator for these master plans.	Sept. 01, 2006	Assigned to Elizabeth Siggins on 09/01/06. She left the position at the end of March 2007. Assignment of dedicated project coordinator is currently pending.	COMPLETED/IN PROGRESS	Sept. 1, 2006

I.F.

**MENTAL HEALTH
REMEDIAL PLAN**

MENTAL HEALTH REMEDIAL PLAN

QUARTERLY REPORT

JULY - SEPTEMBER, 2007

I. INTRODUCTION

The Division of Juvenile Justice (DJJ) filed a revised draft of the Mental Health Remedial Plan that was presented to the parties in May 2006. After several months of revisions and negotiations, including review and input from a panel of national experts, the final Mental Health Remedial Plan was filed on August 25, 2006. According to the terms of the final remedial plan, a plan for monitoring compliance, including Standards and Criteria, was filed on December 15, 2006.

Dr. Juan Carlos Arguello has been appointed as the Chief Psychiatrist (A) responsible for administering the Mental Health remedial Plan implementation, in lieu of Dr. Ed Morales, DJJ Chief Psychiatrist, who is on Military leave for a one-year temporary assignment in Germany.

The following summary reports significant accomplishments, items in progress, and potential implementation challenges of the Mental Health Remedial Plan during the period from July 1 to September 30, 2007. The matrix-tracking document which follows the summary provides updated information and status on specific Mental Health Remedial Plan implementation tasks/actions.

II. SIGNIFICANT ACCOMPLISHMENT DURING THE PAST QUARTER

- The identification of data elements for the Mental Health Services Tracking System has been submitted for final approval.
- Since July 1, 2007, the V-DISC is being administered to each new ward at DJJ intake. On a monthly basis the data from the V-DISC, supplemented with additional data, is being sent to Columbia University for review. Follow-up training was provided to the staff at the three DJJ reception centers in July of 2007.

- Active recruitment at conferences and job fairs to fill vacant positions is being conducted. Third quarter recruitment events were conducted at the American Psychological Association's Annual Conference, San Francisco (August 16-17, 2007) and at a job fair at the Stockton complex on September 26, 2007.
- Significant gains have been made in filling vacancies of psychiatrists and psychologists. Recruitment efforts yielded five qualified candidates that could fill the remaining vacant psychologist positions in the northern half of the state.
- The Mental Health Specialist was hired on July 5, 2007. Her duties are actively collecting data to demonstrate proof of practice. She is also coordinating quality assurance measures for Mental Health Services.
- Quarterly meetings between DMH and DJJ continue to occur and are producing positive results.
- The Dispute Resolution protocol is being reviewed by Mr. Warner.
- The eleven (11) residential mental health units (SCP, ITP and IBTP) are all at or below target populations expected by June 30, 2007. In addition, seven (7) of the eleven (11) residential mental health units are already at or below target populations expected by June 30, 2008.
- A final draft of the Mental Health Table of Contents has been completed. This draft is under review.
- A Mental Health Management Team that meets weekly to discuss goals and track progress on all Mental Health tasks was established.
- A chief or senior psychologist was assigned to each of the three new work groups (Classification/Intake, Programs, and Reentry) to ensure that there will be integration of proposed Mental Health policies and procedures with all other aspects of DJJ programs.
- DJJ held a conference call with the Department of Health Services on October 4, 2007 to discuss options for licensed mental health beds in DJJ facilities.
- DJJ finalized and distributed the Dispute Resolution protocol.

III. ITEMS IN PROGRESS FOR NEXT QUARTER

The following items are in progress and/or are scheduled to begin implementation during the next quarter:

- A Memorandum of Understanding (MOU) will be negotiated between the state Department of Mental Health (DMH) and DJJ for the 20-bed Intermediate Care Facility (ICF) at SYCRCC. The anticipated changes being requested by DJJ include elimination of the requirement for admission of a primary Axis I diagnosis (as opposed to a primary Axis II diagnosis) allowing DJJ females to have access to an intermediate care inpatient facility.
- Actively recruiting for a Senior Supervising Psychiatrist (A) to fill the position temporarily vacated by Dr. Juan Carlos Arguello.

- Actively recruiting candidates for staff psychiatrist positions in DJJ at the Academy of Child & Adolescent Psychiatry 54th Annual Meeting, October 23-28, 2007.
- Actively recruiting psychologists and psychology interns at the Association for the Treatment of Sexual Abusers (ATSA) in San Diego October 31 through November 3, 2007.
- DJJ will finalize the data elements for the Mental Health Services Tracking.
- DJJ will finalize and distribute the new WIC 1800/1800.5 policy.
- DJJ will finalize and distribute the new SPAR policy.
- Planning to prepare and train DJJ staff on new SPAR WIC 1800/1800.5 policy will continue.
- Additional Mental Health policies will be assigned to the appropriate work group. The work groups will ensure that these policies integrate with all aspects of DJJ programming and operations, such as education services, facilities operations, integrated behavioral treatment, and medical services.

IV. POTENTIAL BARRIERS/CHALLENGES TO IMPLEMENTATION

The complicated and lengthy processes involved in developing policies have resulted in some delays in meeting set deadlines. Ms. Brigid Hansen has been working diligently to drastically reduce the steps in the policy development/review process to reduce the time involved considerably.

The likelihood of an announcement that at least one of our eight DJJ facilities will be closing in the coming months (due to new legislation resulting in a sharp increase in our population attrition rate) creates challenges for MH Services that go beyond the great uncertainty in the minds of DJJ staff as the inevitable announcement is anticipated. In addition, recruitment and retention becomes challenging as new candidates and current employees fear that positions will be lost with closure of a facility. Planning for changes to the MH programs in DJJ facilities will continue to be tentative until the MH Services Management Team knows the closure plan.

It is expected that some or all of the three mental health units at Preston Youth Correctional Facility will be moved to N. A. Chaderjian Youth Correctional Facility. Mental health staff will be hired and trained for these positions. Because of the uncertainty of the timing of the move, Preston is unable to fill any of their Licensed Psychiatric Technician (LPT) positions.

ATTACHMENT - A

**MENTAL HEALTH
MATRIX TRACKING DOCUMENT**

CDCR-DIVISION OF JUVENILE JUSTICE

MENTAL HEALTH REMEDIAL PLAN MATRIX TRACKING DOCUMENT

Updated: 09/28/07

REMEDIAL REQUIREMENTS				
ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Training Funds: Effective immediately, DJJ will provide funding for ongoing training and attendance at national and regional conferences for appropriate mental health staff.</p>	Sept. 1, 2006		<p>COMPLETED Funding is available for national and regional conferences.</p>	Sept. 1, 2006
<p>Pay Parity DJJ will ensure that mental health care providers employed by the Division of Juvenile Justice have pay parity with comparable staff employed by CDCR adult operations. DJJ may also use pay differentials to aid in recruitment and retention of mental health staff for specific facilities or regions.</p>	Sept. 1, 2006		<p>COMPLETED DJJ psychiatrists, psychologists (chief, senior and clinical) and psychiatric social workers received pay parity effective May 1, 2007.</p>	May 1, 2007
<p>Recruitment Immediately on the filing of this plan, DJJ Mental Health Services will work with the CDCR Office of Workforce Planning to arrange participation in mental health job fairs at DJJ facilities and recruitment events at professional schools and/or conferences.</p>	Sept. 1, 2006		<p>COMPLETED/ON-GOING DJJ Mental Health Services Division continues to work with CDCR Office of Workforce Planning to arrange mental health job fairs. The Stockton complex (NCYCC) hosted a job fair for psychologists on 9/26/2007, yielding five candidates that could fill most of the current vacancies in the four northern DJJ facilities. HGSYCF, SYCRCC and VYCF have been quite successful filling their mental health vacancies for clinical staff. DJJ sent a representative to the American Psychological Association conference in San Francisco in mid-August. DJJ will also be represented at the American Academy of Child and Adolescent Psychiatry in Boston, MA in late October.</p>	Sept. 1, 2006

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Staffing DJJ will add or appoint four senior clinicians and/or senior administrators with expertise in mental health services to represent mental health issues and facilitate implementation of this plan. These staff will be part of the divisions' reform implementation team. They will be added or appointed no later than October 31, 2006.</p>	Oct. 31, 2006		<p>IN PROGRESS Positions were initially established and advertised in 2006. Three positions have been filled.</p>	
<p>Waiting list Prioritization By November 20, 2006, DJJ will develop a system to track and objectively prioritize youth placed on waiting lists for residential mental health programs.</p>	Nov. 20, 2006		<p>COMPLETED The SPAN objectively prioritizes and tracks youth placed on waiting lists for SCP, ITP and IBTP beds.</p>	Nov. 20, 2006
<p>DMH communication By November 30, 2006, DJJ will collaborate with DMH to strengthen communication, expedite transfers to DMH of youth who are appropriately referred for inpatient mental health services, and facilitate transition of youth no longer in need of such care back to DJJ facilities.</p>	Nov. 30, 2006		<p>COMPLETED/ON-GOING Meetings between DJJ and DMH were held in October 2006, January 2007 and May 2007 and August 2007. The next quarterly meeting is scheduled in November. Communication has improved measurably and admissions and discharges to DMH units are being handled efficiently.</p>	Oct. 17, 2006
<p>Standards and Criteria A plan for monitoring for compliance, including Standards and Criteria and identification of Actions Necessary to Achieve Compliance, will be filed with the Court by December 15, 2006.</p>	Dec. 15, 2006		<p>COMPLETED: Filed on December 15, 2006</p>	Dec. 15, 200
<p>DMH transfers By no later than December 31, 2006, DJJ will develop written policies and procedures on transfer to DMH, or return to the committing court, of youth requiring long-term inpatient care in a licensed facility.</p>	Dec. 31, 2006	Continued discussions with DMH and the court system to develop this policy are being conducted. Policy and procedure development to be completed by 11/30/07.	<p>IN PROGRESS MH Services is in the process of writing a draft of a policy for placing DJJ youth in need of long-term inpatient psychiatric care in DMH facilities. The process of having their commitment to DJJ rescinded and transferred to DMH involves changes in several laws. Estimated completion date is January 31, 2008.</p>	

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>UOF, Restraints, and discipline with MH In consultation with Consent Decree mental health experts, DJJ will develop policies regarding mentally ill youth and the use of force, use of restraints, and the disciplinary process. These policies will be consistent with the descriptions in this section. These modifications will be completed by December 31, 2006.</p>	<p align="center">Dec. 31, 2006</p>	<p>Initial modifications to the Use of Force and DDMS policy have been made in a TDO. The UOF policy is being reviewed in committee. Additional modifications may be required following the evaluation of alternate uses of force program.</p>	<p>IN PROGRESS The disciplinary policies, including time-add, has been completed within and approved for purposes of the Safety and Welfare Remedial Plan. DJJ had concerns, however, that this new policy does not satisfy the requirements of the Mental Health Remedial Plan. DJJ workgroups will review the policy and modify as necessary.</p>	
<p>Levels of Care Criteria In consultation with the Consent Decree mental health experts, DJJ will adopt formal criteria for referring youth to each mental health level of care described in this section. These criteria will be fully implemented no later than January 31, 2007.</p>	<p align="center">Jan. 31, 2007</p>		<p>IN PROGRESS The existing Level of Care Policy requires revision. Level of care criteria are in development.</p>	
<p>Licensed Mental Health Beds Mental Health staff will work with the Consent Decree mental health experts to evaluate current practices, and if appropriate, propose alternative solutions for contract mental health beds. In particular, the experts will provide input on the adequacy of contract services and, based on objective evidence, treatment concerns relating to transporting youth needing acute inpatient care, and the impact on family involvement and continuity of care for Northern California youth transported to Southern California for acute or sub acute care. This evaluation will address contract services for males and females and youth under 18 and those 18 and older. This evaluation will be completed no later than Jan. 31, 2007.</p>	<p align="center">Jan. 31, 2007</p>	<p>The experts have conducted several tours. DJJ received the draft version of the MH experts' report in late June 2007. DJJ is finalizing initial feedback to the experts regarding accuracy and completeness of the facts in the report. A detailed action plan in response to the experts' recommendations will be provided in the coming months.</p>	<p>IN PROGRESS DJJ's detailed action plan in response to the Experts' report is being written at this time. Final draft is expected to be completed by November 1, 2007.</p>	

REMEDIAL REQUIREMENTS,

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Space Needs Mental Health staff will develop an implementation plan for creating offices and mental health treatment rooms using renovations and modular buildings as described in this section. This implementation plan will identify locations and schedules for addressing deficiencies in this area. Deficiencies will be remedied in as expeditious a manner as possible. This implementation plan will be completed no later than January 31, 2007. Remodels and installation of modular facilities will follow the schedules developed in the implementation plan.</p>	<p align="center">Jan. 31, 2007</p>		<p>IN PROGRESS Mental Health management staff have participated and collaborated with Facilities Planning on the development of modular space. MH will attend ongoing meetings as requested.</p>	
<p>Mental Health Training Team Mental Health staff will develop a dedicated mental health training team consisting of at least three licensed clinicians plus an instructional designer and office technician by no later than January 31, 2007.</p>	<p align="center">Jan. 31, 2007</p>		<p>IN PROGRESS A Staff Services Analyst and Office Technician were hired.</p>	
<p>Psychosis Assessment By February 15, 2007, in consultation with the mental health experts, DJJ will use or develop and implement a structured clinical assessment to assess the presence or absence of psychotic disorders of all youth upon admission to the reception center.</p>	<p align="center">Feb. 15, 2007</p>		<p>IN PROGRESS The procedure for use of the Psychosis Assessment Tool will be incorporated into the Policy on Initial Assessments and will be scheduled for development as part of the policy review process.</p>	
<p>Feasibility of Family Engagement Model DJJ will investigate the feasibility of using the Family Engagement Model, or other evidence based models for family engagement it chooses to review, in its mental health programs. This feasibility review will be completed by no later than May 15, 2007.</p>	<p align="center">May 15, 2007</p>		<p>IN PROGRESS</p>	

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Feasibility of Parent Partners DJJ will investigate the feasibility of implementing a program of parent partners. This feasibility review will be completed by no later than May 30, 2007.</p>	<p>May 30, 2007</p>		<p>IN PROGRESS</p>	
<p>Family Integrated Transition No later than May 30, 2007, DJJ will initiate a pilot using the Family Integrated Transition model for youth in its specialized mental health programs and the Family Justice ("La Bodega") model for youth in core treatment programs.</p>	<p>May 30, 2007</p>	<p>The Family Justice ("La Bodega") model to be piloted at OHCYCF to assess feasibility of its application elsewhere in DJJ.</p>	<p>IN PROGRESS The Family Justice ("La Bodega") model is being piloted at OHCYCF. No progress on Family Integrated Transition model in MH units.</p>	
<p>Adequacy of Current Inpatient Resources Based on the analysis of the tracking data and evaluation of use of contract beds noted above, DJJ will reassess the adequacy of current inpatient resources for females and for Northern California males, and make any necessary plans to ensure timely and appropriate care for youth in need of inpatient services, including plans with respect to licensed acute and/or sub acute beds, no later than four (4) months following completion of the analysis and evaluation. DJJ will begin implementing these plans the following fiscal year.</p>	<p>May 31, 2007</p>		<p>IN PROGRESS DJJ's detailed action plan in response to the Experts' report is being written at this time. Final draft is expected to be completed by November 1, 2007.</p>	
<p>Information Sharing In consultation with local governmental entities, DJJ will establish a policy, process to receive and share behavioral, and assessment information about youth committed to DJJ by June 1, 2007.</p>	<p>June 1, 2007</p>		<p>IN PROGRESS Intake and Court Services has a policy and process for obtaining behavioral and assessment information from the counties. There is also a process in place for providing the committing courts with annual updates regarding each DJJ youth.</p>	
<p>Implement Information Sharing The policy and process described in the previous action plan item will be implemented no later than 12/01/07.</p>	<p>June 1, 2007</p>		<p>IN PROGRESS</p>	

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Forensic Evaluation Policy DJJ will develop and implement a policy regarding forensic evaluations that is consistent with the principles discussed in this section by June 1, 2007.</p>	<p>June 1, 2007</p>		<p>Completed</p>	
<p>Monthly Reviews The Mental Health Team will establish a protocol so that monthly treatment team reviews for any youth who has been in an IBTP or SCP for more than four months, or an ITP for more than two months, includes participation by at least one clinician not regularly involved in the treatment of the youth. This protocol will include the requirement for ongoing participation by a clinician not involved in the youth's treatment and central office review of treatment team meetings requiring the presence of an outside clinician consistent with this section. This protocol will be established and implemented by June 1, 2007.</p>	<p>June 1, 2007</p>	<p>Action steps to be determined</p>	<p>IN PROGRESS</p>	
<p>Treatment Planning In consultation with the Consent Decree mental health experts, DJJ will develop a policy and procedure for developing a treatment plan for each youth within three working days of admission to a residential mental health unit, for weekly treatment team meetings, and for monthly treatment team reviews to evaluate the need for continued stay in the program, refinement of the treatment plan, or recommendation for placement in an alternative treatment program. This policy and procedure will be implemented by June 30, 2007.</p>	<p>June 30, 2007</p>	<p>Action steps to be determined</p>	<p>IN PROGRESS A team has been appointed to develop policy for this treatment planning process.</p>	

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Population Reduction No later than June 30, 2007, DJJ will reduce the maximum size of its Intensive Treatment Programs (ITP) and Specialized Counseling Programs (SCP) living units to 30, and its IBTP living units to 20 (exclusive of mentors).</p>	<p align="center">June 30, 2007</p>		<p>COMPLETED As of 6/30/2007, 11 of 11 residential mental health programs are at or below target populations. Daily population monitoring will occur to ensure continued compliance with reduced population requirement. While all of these units continue to be at or below 6/30/2007 target populations, as of 9/30/2007, 7 of the 11 residential mental health units are at or below the June 30, 2008, target populations.</p>	<p align="center">6/30/07</p>
<p>New Facilities As new facilities are being built and new mental health needs are identified, DJJ will work with DHS Licensing and Certification to explore licensing options in a timely manner. DJJ will also seek the assistance of the Licensing and Certification Division to ensure that it successfully distinguishes between youth who may be treated in no licensed DJJ mental health programs and youth who are required to be treated in licensed facilities. DJJ will develop screening and assessment policies and procedures that clarify the distinction by June 30, 2007.</p>	<p align="center">June 30, 2007</p>	<p>Further action steps to be determine</p>	<p>IN PROGRESS DJJ had a mental health representative on the new facilities planning committee. The architectural programming for the first prototypical facility is on schedule. The first new facility is not scheduled to have any MH units. Planning for the second new facility has not yet started.</p>	
<p>Dispute Resolution DJJ will institute a protocol at each facility, and for the Division, for resolution of disputes related to the exercise of clinical and professional judgment by mental health personnel. This protocol will be in place by July 1, 2007.</p>	<p align="center">July 1, 2007</p>	<p>Protocol to be developed by Mental Health Management team.</p>	<p>IN PROGRESS A dispute resolution policy was completed in October 2007. The final draft is being reviewed by Mr. Warner.</p>	

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>V-DISC Effective July 1, 2007, DJJ will use the Voice Diagnostic Interview Schedule for Children (V-DISC) on all youth upon admission to the reception center pending its validation on older youth or replacement by a screening instrument validated for youth over 18.</p>	<p align="center">July 1, 2007</p>	<ul style="list-style-type: none"> -Identify data collection rights to the information (DJJ vs. Columbia University). -Determine what information on the youth can be given to Columbia. -Determine if administration of the V-Disc to all current youth is necessary. -Complete contact modifications requiring the resubmission of the budget, scope of work, and timeline of activities. -Get licensing agreement signed with Columbia University to allow DJJ to load software onto computers. -Develop a clinical protocol for V-Disc. -Identify space needs and administrative personnel. -Collect remaining hardware. -Identify responsible party (DJJ vs. CU) for data analysis for first 12-month trial period. 	<p>COMPLETED/IN PROGRESS DJJ began administering the V-DISC on schedule in three reception centers July 1, 2007. Health Care Services staff provided training at each reception center during the first two weeks of July to supplement the training provided by Columbia University at the end of June 2007. We experienced a printer problem, which has been diagnosed and a solution proposed.</p>	<p align="center">7/1/07</p>
<p>Treatment Programs By July 1, 2007, DJJ will implement five (5) Intensive Treatment Programs, seven (7) Specialized Counseling Programs, and one (1) Intensive Behavior Treatment Program, as described in this section.</p>	<p align="center">July 1, 2007</p>		<p>IN PROGRESS Planning and collaboration continues with Safety and Welfare to move and enhance treatment programs. DJJ has five active Intensive Treatment Programs at this time. DJJ has five active Specialized Counseling Programs (SCPs) at this time. MH has one active Intensive Behavior Treatment Program at this time. Opening of new residential treatment units are on hold until the impact of new legislation, which will result in a steeper decline in the DJJ population, can be assessed. ACTION/TASK is managed by the new Work Groups.</p>	

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Movement between Levels of Care In consultation with Consent Decree mental health experts, DJJ will develop policies and procedures to guide and direct movement between mental health levels of care and programs. These policies and procedures will be fully implemented by July 31, 2007. DJJ will continue with its current process of central monitoring and oversight until policies and new procedures are in place.</p>	<p align="center">July 31, 2007</p>	<p>Team to be established to review policies and procedures for movement between mental health levels of care and programs. This team will also look at program descriptions.</p>	<p>IN PROGRESS This task is dependent upon the completion of the Levels of Care Descriptions (not yet been finalized).</p>	
<p>Outpatient MH Staff No later than July 31, 2007, DJJ will have increased outpatient mental health staff consistent with the staffing standards included in this section.</p>	<p align="center">July 31, 2007</p>		<p>IN PROGRESS Advertising continues for all budgeted positions. Interviews being conducted at the facility level with Headquarters collaboration.</p>	
<p>MAYSI-2 Effective immediately, DJJ will use the Massachusetts Youth Screening Instrument-Version 2 (MAYSI-2) at initial intake of all youth upon admission to the reception center.</p>	<p align="center">Sept. 1, 2006</p>	<p>IT Program Issues for the scoring of the MAYSI-2 are currently being identified and discussed.</p>	<p>IN-PROCESS</p>	
<p>SRSQ Effective immediately, DJJ will use the DJJ Suicide Risk Screening Questionnaire for sociality at initial intake of all youth upon admission to the reception center.</p>	<p align="center">Sept. 1, 2006</p>		<p>COMPLETED</p>	<p align="center">Sept. 1, 2006</p>

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>MH Tracking System DJJ will develop tracking systems to document requests for, and receipt of, medical, psychiatric, and testing information from other facilities and agencies; successful and unsuccessful attempts to contact family members or guardians throughout a youth's stay in DJJ facilities; the type of screenings and assessments conducted; and the time such screenings and assessments were completed. These tracking systems will be in place no later than Nov. 1, 2007.</p>	<p align="center">Nov. 1, 2007</p>	<p>Will develop a team to collaborate with current Information Technology Division and WIN Program Analyst to determine the adequacy of current system and needed modifications to address need. Will explore other options if current system is inadequate.</p>	<p>IN PROGRESS This task will not be completed by November 1, 2007. No progress to date.</p>	
<p>IT for residential MH programs DJJ will develop a plan for providing appropriate technology for residential mental health programs and staff as described in this section. This plan will be completed no later than January 15, 2008. DJJ will request funding as necessary and begin implementation at the beginning of the fiscal year for which funds are appropriated.</p>	<p align="center">Jan. 15, 2008</p>	<p>To be determined</p>	<p>IN PROGRESS</p>	
<p>Review of FIT and FJ program By February 2008, DJJ will complete a review of outcomes from the Family Integrated Transition model and the Family Justice model pilot programs.</p>	<p align="center">Feb. 1, 2008</p>	<p>Develop a team to review Family Integrated Transition Model and Family Justice Model.</p>	<p>IN PROGRESS</p>	
<p>Tracking system for Family contact DJJ will develop and implement a system to document and track: (1) attempts to engage families in their child's treatment program, (2) family participation in their child's treatment, and (3) family notification of suicide attempts, hospitalizations, and movement to different levels of care, serious injuries, and serious offenses committed against the youth consistent with DJJ policies. This system will be in use not later than Feb. 29, 2008.</p>	<p align="center">Feb. 29, 2008</p>	<p>To be determined. Review will need to include collaboration with the Information Technologies Division.</p>	<p>IN PROGRESS A Scope of Work request for the development of a system to document and track attempts to engage families in their child's treatment program, etc will be communicated to EIS.</p>	

REMEDIAL REQUIREMENTS				
ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
Implement Family programs If found feasible and appropriate for the DJJ population, DJJ will work with the Consent Decree experts to develop an implementation plan to continue the Family Integrated Treatment and Family Justice programs beyond the pilot phase no later than April 30, 2008.	April 30, 2008		IN PROGRESS	
Reduce MH unit Populations No later than June 30, 2008, DJJ will reduce the maximum size of its ITP and SCP living units to 24, and its IBTP living units to no more than 16 (exclusive of mentors).	June 30, 2008		COMPLETED / ON-GOING Population goals for 7/1/07 have been met and are being monitored. Mechanisms for further population reductions are in place. Seven of the current 11 MH units are already at or below June 30, 2008 target populations.	7/1/07
Publications Budget No later than June 30, 2008, DJJ will provide a budget for acquisition of professional journals and publications at each facility. The Director of Mental Health Services/Chief Psychiatrist will oversee maintenance of the professional libraries.	June 30, 2008	Establish budget and identify pertinent journals. Explore potential for electronic resources	FUTURE DEALDINE No reportable status	
Family Engagement Model If a Family Engagement Model, or other evidence-based model for family engagement, is found to be feasible and appropriate for DJJ's population, an implementation plan will be developed and the model will be implemented no later than July 31, 2008.	July 31, 2008	To be determined	IN PROGRESS	
Implement parent partners If a program of parent partners is found feasible and appropriate for DJJ's population, an implementation plan will be developed and DJJ will begin implementation no later than August 10, 2008.	Aug. 10, 2008	To be determined	FUTURE DEALDINE	

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Analyze efficacy of assessments By November 1, 2008, and periodically thereafter, DJJ will analyze the efficacy of screening and assessment instruments for youth under 18 and those 18 and older. On an ongoing basis, using these analyses and data from the scientific literature, DJJ will substitute improved instruments and discontinue the use of those found less effective.</p>	Nov. 1, 2008	To be determined	FUTURE DEADLINE	
<p>Substance Abuse Program In consultation with national experts, DJJ will develop a new Substance Abuse/Dependence Treatment Program, including admission and exit criteria, as part of the Integrated Behavior Treatment Model on the timeframe described in the Safety and Welfare Remedial Plan. The new Substance Abuse/Dependence Treatment Program will be implemented by July 1, 2009.</p>	July 1, 2009	Establish a team to research and develop a substance abuse program.	FUTURE DEADLINE No reportable status	
<p>Intervention Training As applicable to each clinician, DJJ will provide instruction in the evidence based interventions for high frequency diagnoses and maladaptive behaviors identified above to all mental health clinicians in intensive treatment programs by July 15, 2009.</p>	July 15, 2009	Establish team to identify pertinent interventions and work with Training Division to develop training.	FUTURE DEADLINE No reportable status	
<p>MH unit population reduction By June 30, 2010, DJJ will reduce the maximum number of youth in its residential mental health programs to the size determined in conjunction with the Consent Decree mental health and safety and welfare experts.</p>	June 30, 2010	To be determined	FUTURE DEADLINE No reportable status	

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Sr. Administrator DJJ will add or appoint a senior administrator with experience in implementing mental health programs to oversee and direct implementation of this Remedial Plan and its coordination with other Remedial Plans. This person will be hired or appointed no later than February 29, 2007.</p>	Feb. 28, 2007		<p>IN PROGRESS MH Services has not been authorized to fill the previously funded Sr. Administrator position. Depended upon the ability to fill the funded position.</p>	
<p>New Treatment Programs In fiscal year 2007/2008, DJJ will establish one additional Intensive Treatment Program and one additional Intensive Behavior Treatment Program. The intent of Actions Plan items 12 and 13 is to create sufficient capacity at each level of care to provide for the mental health needs of all youth in a timely way. Compliance will be measured by providing sufficient capacity, with minimal waiting time for youth, not simply by adding the units listed above. Consequently, plans for mental health treatment units may be modified based on the analysis of populations and needs for various levels of care, as described in this section.</p>	June 30, 2008		<p>IN PROGRESS Some preliminary considerations being given in DJJ realignment process. Further discussions and planning needs to be done.</p>	
<p>New Mental Health Facilities DJJ will ensure that planning for new mental health facilities is done in conformance with the principles outlined in this section. These plans will be implemented in accordance with the schedule developed as part of the Facilities Master Plan.</p>	TBD	To be determined	<p>IN PROGRESS</p>	
<p>MH Records Other actions pertaining to mental health records will be taken in conjunction with the Health Care Services Remedial Plan and be governed by that plan.</p>	Refer to Health Care	Coordinate with Health Care Remedial Plan	<p>IN PROGRESS This procedure requires the expertise of a Medical Records Administrator. The Medical Records Administrator position in Health Care Services has been vacant 1 year.</p>	

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Peer Review All other actions relative to implementation of a quality management and peer review system will be taken in conjunction with the Health Care Services Remedial Plan and be governed by that plan.</p>	Refer to Health Care	Coordinate with Health Care Remedial Plan	<p>IN PROGRESS Peer Review Policy was submitted to PPPR by HCS in 2006 for review. MH implementation of peer review is based on this policy. Progress on this ACTION/TASK is being managed by PPPR.</p>	
<p>MH Beds Needs Assessment DJJ will identify an expert approved by the Consent Decree mental health experts and plaintiff's counsel to conduct an assessment and projection of the numbers and types of beds needed for each level of care and to develop an ongoing system to track the need for and use of those beds. The systems will be in place, and reports generated on a monthly basis by a date to be determined in the Standards and Criteria section.</p>	Sept. 1, 2007		<p>IN PROGRESS The Mental Health Experts have completed facility tours to assess need for licensed beds. The draft version of their report was submitted to DJJ in late June. Additional assessment will need to be organized to determine the need for and use of residential mental health beds.</p>	
<p>Modifications to MH Beds By a date set in the Standards and Criteria section, and in consultation with the Consent Decree mental health experts and the expert identified pursuant to the preceding paragraph, DJJ will determine if modification to the current array of residential mental health programs, especially ITPs and SCPs, is appropriate and needed. DJJ will provide its evaluation and determination in writing, with a summary of the experts' opinions and recommendations, to the Consent Decree experts, the Special Master and plaintiff's counsel. Any recommendations to modify the ITPs and SCPs will be implemented by a date to be set in the Standards and Criteria section.</p>	Jan. 1, 2008	To be determined	<p>IN PROGRESS Some preliminary considerations being given in DJJ realignment process. Further discussions and planning needs to be done. .</p>	

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Analysis of Treatment DJJ will conduct an analysis of treatment intervention efficacy and of the treatment needs of its population either through use of an existing mental health monitoring system or by developing its own by a date to be set in the Standards and Criteria section.</p>	<p align="center">May 31, 2007</p>	<p>DJJ will establish a team to evaluate deficiencies identified by experts. Team will modify current plan for residential beds, if necessary</p>	<p>IN PROGRESS</p>	
<p>Modification of Treatment Based on the analysis treatment intervention efficacy and of the treatment needs of its population described in the previous action plan item, DJJ will modify its treatments and identify and implement new training as required by a date to be set in the Standards and Criteria section.</p>	<p align="center">TBD</p>	<p>DJJ will establish team to evaluate deficiencies identified by the experts, and develop a plan for making modifications</p>	<p>IN PROGRESS</p>	
<p>IBTM Training Schedule By a date to be specified in the Standards and Criteria section, DJJ will establish a schedule for training staff based on the timeframes, which various components of the Integrated Behavioral Treatment Model are developed, including evidence based treatment for identified high frequency diagnoses and maladaptive behaviors.</p>	<p align="center">TBD</p>	<p>To be determined</p>	<p>IN PROGRESS MH Services has not been authorized to fill previously funded training positions. A Staff Services Analyst and Office Technician were hired and are currently providing general support services. Progress on this ACTION/TASK is determined by the ability to fill funded positions.</p>	
<p>Policies In consultation with Consent Decree mental health experts, DJJ will develop a comprehensive set of essential policies and procedures for the delivery mental health services as described in this section. DJJ will provide plaintiff's counsel and the Special Master with copies of proposed policies and procedures for their review and comment prior to adoption. Updated mental health polices and procedures will be completed by a date to be specified in the Standards and Criteria section. Policy and procedure pertaining to psychopharmacological services will be coordinated with policy development consistent with the Health Care Services Remedial Plan.</p>	<p align="center">March 1, 2007</p>	<p>Obtain current set of existing policies. Identify deficient policies and review all policies. Share existing policies with mental health experts and identify needed policies</p>	<p>IN PROGRESS MH Services drafts of policies are being developed and undergoing final review. They will be submitted to the Policy Unit for process before training and implementation can begin. Additional policies are in the beginning stages of development.</p>	

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Review of records system By a date to be set in the Standards and Criteria section, DJJ will review the current records systems to address problems related to redundancy and lack of access to clinical/treatment information.</p>	Ongoing	Identify current deficiencies and establish feedback loop for communication	<p>IN PROGRESS A review of the current records system requires the expertise of a Medical Records Administrator. The Medical Records Administrator position in Health Care Services has been vacant for 1 year. Alternate resources to develop an Information Sharing policy are not currently available. Progress on this ACTION/TASK is managed by HCS.</p>	
<p>Computerized records system By a date to be set in the Standards and Criteria section, DJJ will identify or develop an appropriate computerized record system to address problems of redundancy and lack of access identified in the previous action plan item.</p>	Ongoing	To be determined	<p>IN PROGRESS The development of this system requires the expertise of a Medical Records Administrator. The Medical Records Administrator position in Health Care Services has been vacant approximately 1 year. Alternate resources to develop an Information Sharing policy are not currently available. Progress on this ACTION/TASK is managed by HCS.</p>	
<p>MH Audit system DJJ will develop an internal audit system for mental health services consistent with the Health Care Services quality management and peer review program and with the recommendations of the experts consulted in the development of this Remedial Plan. This audit system will be in place by a date to be specified in the Standards and Criteria section.</p>	Date to be specified by the Health Care Remedial Plan Standards and Criteria Document	Coordinate with Health Care Remedial Plan	<p>IN PROGRESS MH policies are currently being written to include quality improvement indicators as part of an internal audit system. The Mental Health Specialist is at headquarters to assist with QA/QM processes.</p>	
<p>IBTM Training All direct care staff will be trained on the Integrated Behavior Treatment Model in accordance with the implementation schedule for core program rehabilitation/treatment units described in the Safety and Welfare Remedial Plan and the implementation schedule for intensive treatment units as described below.</p>	April 1, 2009	Develop model, training, and schedule. Train trainers	<p>FUTURE DEADLINE MH Services has not been authorized to fill previously funded training positions. A Staff Services Analyst and Office Technician were hired and are currently providing general support services. Progress on this ACTION/TASK is determined by the ability to fill funded positions.</p>	

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ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>Treatment Hierarchy DJJ will develop a treatment hierarchy as described in this section as part of the Integrated Behavior Treatment Model on the timeframe described in the Safety and Welfare Remedial Plan.</p>	<p align="center">Aug 1, 2007</p>	<p>Collaboration with Integrated Behavior Treatment Model Team to identify treatment hierarchy</p>	<p>IN PROGRESS Depended upon the development of the Integrated Behavior Treatment Model guidelines on Treatment Hierarchy.</p>	
<p>Unit Size for New Facilities DJJ will determine the appropriate size of mental health living units in new facilities planned and implemented on the master-planning schedule provided for in the Safety and Welfare Remedial Plan.</p>	<p align="center">July 1, 2007</p>	<p>Mental Health management team to determine size.</p>	<p>IN PROGRESS Some preliminary considerations being given in DJJ realignment process. Further discussions and planning needs to be done.</p>	
<p>Program Service Day DJJ will develop a Program Service Day Schedule for each intensive treatment unit prior to bringing it on line. These schedules will be developed to ensure constructive program hours and out-of-room time consistent with the standards articulated in this section.</p>	<p align="center">June 30, 2007</p>	<p>A multidisciplinary team is being established to develop a program service day for each facility.</p>	<p>IN PROGRESS</p>	
<p>IBTM Training DJJ will implement training in the Integrated Behavior Treatment Model as described in the Safety and Welfare Remedial Plan.</p>	<p align="center">April 1, 2009</p>	<p>Establish a training schedule</p>	<p>FUTURE DEADLINE No reportable status</p>	
<p>Mental Health Issues DJJ will ensure that mental health issues are taken into account in the Juvenile Justice Operational Master Plan and Facilities Master Plan on the schedule set forth in the Safety and Welfare Remedial Plan.</p>	<p align="center">Ongoing</p>	<p>Continue to have a mental health representative on multidisciplinary teams</p>	<p>ON GOING MH staff hired by the Juvenile Justice Reform team is participating as part of a multidisciplinary team. MH Services provides minimal participation due to inability to hire a Chief Psychologist for Implementation.</p>	
<p>Mental Health Administrator DJJ will appoint a mental health program administrator at each facility with one or more residential mental health program prior to the date the program is implemented (or an existing program is modified) as described in this section.</p>	<p align="center">TBD</p>	<p>Consult with Institution and Camps and Safety and Welfare to determine status.</p>	<p>IN PROGRESS MH Services has not been authorized to full the positions. Progress on this ACTION/TASK is determined by the ability to fill the funded position.</p>	

REMEDIAL REQUIREMENTS

ACTION/TASK	Plan Required Completion Date	Action Steps	Status	Actual Completion Date
<p>MH Review Team DJJ will establish a centralized Mental Health Review Team to review recommendations for placement of a youth in an inpatient or residential mental health program and recommendations for changes in levels of care. This review team will be responsible for determining if these recommendations are appropriate. The Mental Health Review Team will be in place prior to bringing the first modified, or new, residential mental health living unit on line.</p>	<p align="center">July 1, 2007</p>	<p>Establish a centralized team and review protocol for placing youth in treatment programs</p>	<p>IN PROGRESS Centralized review is completed by an assigned MH non-clinical staff. No clinical positions have been approved for a centralized MH Review Team. Progress on this ACTION/TASK is determined by the ability to fill positions.</p>	
<p>Additional Interventions Over the course of the next three years, DJJ will develop an implementation plan to incorporate additional interventions into the IBTM. The priority and type of interventions will be determined in conjunction with the Consent Decree mental health experts.</p>	<p align="center">TBD</p>	<p>Consult with Safety and Welfare Remedial Plan</p>	<p>IN PROGRESS</p>	