

**San Diego County Juvenile Justice Commission
2018 Inspection Report**

Data from Calendar Year 2017

Camp Barrett	
Facility Address: 21077 Lyons Valley Road Alpine, CA 91901	Date of Inspection: May 31, 2018
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I. Executive Summary

A. Institution Overview

Although the material provided applied to calendar year 2017, it is anticipated that this Juvenile Justice Commission inspection of the rural camp located at 21077 Lyons Valley Road in Alpine, California will be the last at this site. The County of San Diego has announced that it is closing this rural camp and moving the boys' camp to Kearny Mesa in October 2018. The arrangements for the new "urban camp" were discussed during the JJC's May 31, 2018 inspection. The plans are to model the new Camp Barrett after the Girls' Rehabilitation Facility (GRF) taking over two or three of the closed boys' units at the Kearny Mesa Juvenile Detention Facility, providing new furnishings, and altering the sleeping quarters utilizing the half-door rooms like GRF. Thus, dorms for sleeping would be eliminated and food services would probably be altered.

1. Population Trends

The capacity at Camp Barrett has been 156 boys. But since two dorms have been closed, the average daily population is 79. On the date of our inspection there were 55 boys; 18 in Alpha dorm and 37 in Delta dorm. Charlie dorm is used for programming and Bravo dorm appeared to be closed. The commitments are either for 56 days or 84 days.

2. Educational Achievements

"Camp Barrett High School" is a fairly new complex with seven classrooms. It was stated that this high school has the highest number of graduates of any of the County Office of Education high school programs. College-level courses and career technical education (CTE) is available. Culinary arts, fire service training, horticulture/landscaping, and graphic design are offered. Boys are permitted to take work back to their dorm. Each student has a personal learning plan and some have Individual Education Plans (IEPs). Note: The day of our inspection was a Thursday and each Thursday is a shortened school day for staff development and we did not observe any classroom teaching.

3. Improvements to Evidence Based Practices

Unknown. We were given a list of a number of programs, some of which might be evidence-based. We discussed the "team leader/gold hat" program with staff and with some of the boys.

4. Serious Incidents Trends and Use of Pepper Spray

There were 61 critical incident reports and 19 instances of the use of pepper spray in 2017. This appears to be a reduction from the prior year and it is noted that pepper spray use during the first five months of 2018 is down to about five instances.

5. Coordination of Behavioral Health Services Care

The STAT (Stabilization, Treatment, Assessment, and Transition) team is doing well and new staff has been hired to coordinate mental health services. Note: All suicidal behavior is referred out to either East Mesa Juvenile Detention Facility or Kearny Mesa Juvenile Detention Facility.

6. Improved Transition Services and Results

There is a running club which allows for activities outside the camp. Work readiness programs are in place to help with job prospects upon release.

B. Commission Recommendations

1. The JJC recognizes that the current facilities have structural limitations with regards to the kitchen designs, garden placements, and recreational areas but strongly recommend that these issues are proactively taken into consideration when designing the layout and amenities available at the new campus.

Important considerations should include:

- a. shared garden areas (not limited to access to only girls or boys);
 - b. dining and classroom options for gender integrated activities for appropriate youth (based on age or other considerations). The San Diego County Office of Education could use a model like the coeducational class instruction facilitated at San Pasqual Academy;
 - c. open recreational spaces;
 - d. improved meal plans that incorporate healthy foods that are not degraded by reheating;
 - e. kitchen facilities that permit actual cooking, rather than limited (e.g., reheating) functions in order to facilitate culinary art training, dining and hospitality training;
 - f. adequate individual meeting and classroom spaces for confidential meetings with health professionals, advocates and lawyers etc., as well as an outside provider and community groups providing services or classes (e.g., parenting classes etc.); and
 - g. expanded Career Technical Education (CTE) options available to youth (e.g. horticulture, media arts).
2. The JJC continues to recommend the use of both evidenced based practices and programs. For future reports, we would appreciate listings for each facility, indicating which provided services are ‘practices’ and which are actual programs being offered by contracted services. Data from contracted services should be accessible on completion (and where possible during follow-up) for fidelity monitoring and oversight.
 3. The JJC recommends continued Trauma Informed Practices training for all staff, and the use of these practices with all youth. We encourage the use of local resources and consultants when possible.
 4. The JJC continues to recommend that OC spray be minimally used, as recent reports are indicating. We further recommend continued and enhanced staff training (trauma informed practices, conflict resolution, Professional Assault Crisis Training, etc.), while exploring alternatives that are as effective as the use of OC spray and eventually eliminate the need for OC spray or tools with negative health consequences

5. Specific considerations for Camp Barrett facility include:
 - a. With the transition to an urban camp in October 2018, the JJC recommends that Camp Barrett build into its regular schedule some aspects of outdoor activities such as hikes, museum trips, or beach outings. One of the teams of boys could do outdoor activities on a scheduled school holiday (President's Day); another team could do so on another school holiday (Veteran's Day). There could even be an outdoor activity on Thursday afternoons when teachers have staff development time; and
 - b. The JJC recommends that family visits be expanded to some weekday nights in addition to the limited Sunday afternoons from 1:00 p.m. to 3:00 p.m.

II. GENERAL ADMINISTRATION

A. Population and Staffing Information

1. Average Daily Detainee Population

	Adult Male	Adult Female	Juvenile Male	Juvenile Female	Total
Facility Capacity	0	0	156	0	156
Facility Average Daily Population	0	0	78	0	79.9

- a. Has the facility exceeded capacity since the last inspection? Yes No
- b. Does the facility house youth under California Welfare & Institutions Code Section 601 (truancy and status offenders)? Yes No
- c. If yes, are youth adjudicated pursuant to WIC 601 separated from youth adjudicated pursuant to WIC 602 (delinquent youth)? Yes No
- d. List the languages spoken by Probation staff members:
English _____ Spanish _____

2. Probation Staffing Ratios

Awake: 1 / 15 Asleep: 1 / 30

Probation Staffing (As of date of inspection)	# Filled	# Open
Division Chief	1	0
Supervisors	7	0
Deputy Probation Officer	0	0
Correctional Deputy Probation Officer	62	6
Admin/Support	4	0
Other (Senior Probation Officers)	4	0

B. Admissions and Orientation

1. How are youth oriented to rules and procedures in a developmentally appropriate manner? During intake youth receive CB Handbooks (Available in Spanish). Youth also receive an orientation about Camp Barrett. Interpreters are used as needed.
2. Are youth given copies of rules and procedures? Yes No
3. What languages are the rules and procedures provided in other than English?
Spanish _____
4. How does facility staff ensure that youth understand rules and procedures? Rules are explained verbally and in writing. Youth are also encouraged to ask questions.

5. Where are rules and procedures posted in the facility? Information is posted in the Administration office and in the dorms.

C. Personal Property and Money

1. Is personal property and money recorded, stored, and returned upon release? Yes No
2. Please list the types of personal property that may be kept in sleeping rooms:
Letters Certificates/diplomas
Photos Phone numbers and Addresses

D. Youth Records

1. Are case records regarding individual youth kept on site? Yes No
- If yes, what steps are taken to protect these records? All case records are secured and stored electronically in the Probation Case Management System (PCMS). Additionally, youth records are securely stored in filing cabinets in the Senior/Supervisor offices in each dorm.

E. Classification, Review, and Housing

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

a. If yes, what classifications are used?

Commitment type via court order

2. How often are reclassification reviews conducted? As needed

F. Access to Legal Services

1. Are youth permitted to have reasonable contact with their attorneys? Yes No
2. In the last calendar year has an attorney complained that they were not able to communicate with a youth/client? Yes No
3. In the last calendar year has a parent complained that their child was denied access to his or her attorney? Yes No

G. Telephone and Video Conferencing (Skype) Access

1. Are youth permitted to use the telephone/video conferencing (Skype) to contact:
- a. Parents/guardians? Yes No
- b. Anyone other than parents/guardians and attorneys? Yes No
- i. If no, are youth permitted to use the telephone/video conferencing (Skype) to contact other close family members under special circumstances (such as upon the recommendation of a counselor or therapist)? Yes No
2. Are telephone calls monitored? Yes No
3. Are telephone calls recorded? Yes No
4. In the last calendar year has a parent/guardian complained that their child was denied reasonable access to the telephone? Yes No

H. Family Visits

1. What are the visiting hours for this facility? Sundays 1 PM – 3 PM
2. Who may visit youth? Check all that apply:
 - Parents/Legal guardians
 - Adult siblings
 - Minor siblings
 - Other: Other family members approved by the Court/Probation Officers/or due to Special Camp Events (i.e. Holiday Visitation Events)
3. Is there ample space in the facility for visitation? Yes No
4. Are youth permitted to have private conversations with visitors? Yes No
5. Do probation staff members supervise visits? Yes No
6. In the last calendar year has there been an instance of a visitor bringing contraband into the facility? Yes No
7. In the last calendar year has there been an instance of a visitor threatening a youth or staff member? Yes No
8. Are there transportation alternatives for family members who want to visit youth? Yes No
9. What is the policy on undocumented parents/family members of a youth? Undocumented parents/family members are allowed to visit as long as cleared by the P.O. and on the approved visiting list. All visitors are required to present a valid picture I.D.
 - a. How is this policy disseminated to parents/family members? There is no specific policy regarding undocumented parents/family members. However, the Probation website can be accessed to check visitation rules/hours. Likewise, parents/family members can contact CB staff or the youth's PO by telephone to verify the visitation policy.

I. Mail and Email

1. Are youth permitted to receive mail? Yes No
2. Are youth permitted to send mail? Yes No
3. Is postage provided at no charge to youth? Yes No
4. Is mail screened for contraband? Yes No
5. Does a staff member read mail addressed to a youth? Yes No
6. Are youth permitted to send or receive email? Yes No

J. Staff-Youth Communications

1. Are youth provided opportunities to communicate with staff in writing? Yes No
2. Are youth provided opportunities to communicate with staff verbally? Yes No

3. Are communication aids (translators, hearing aids, etc.) provided when necessary? Yes No

K. Grievances

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

Grievance Involving	Number of Occurrences
Residents	0
Attorneys	0
Family Members	0
Medical	0
Abuse	0

L. Clothing and Bedding

1. Are additional blankets available on request? Yes No
2. How often is bedding laundered? Weekly
3. How often are youth given clean clothes? Daily

M. Non-Hazardous Furnishings

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

N. Personal Hygiene/Showers

1. How frequently may youth shower?
- a. Showers per week: 7
- b. Minutes per shower: 5

2. Please list the hygiene products available to youth and indicate with an asterisk (*) which products are ethnically appropriate:

<u>Soap</u>	<u>Shampoo</u>
<u>Deodorant</u>	<u>Combs/Picks*</u>
<u>Toothpaste</u>	<u></u>

3. How do staff members balance privacy and safety concerns? Youth are allowed to shower inside shower stalls. They are supervised by Officers from the outside of the shower room.

III. Education Services

A. Staffing

1. Positions Filled or Open

Staff Type	# Filled	# Open
Credentialed Teachers	7	0
Credentialed Special Education Teachers	1	0
Teachers' Aides	3	0
Paid Tutors	0	0
Volunteer Tutors	0	0
Other	1	0

2. Average Student/Teacher Ratio & Average Daily Attendance By Month

Month	Avg. Student/Teacher Ratio	Avg. Daily Attendance
January	10.7 / 1	74.8
February	11.5 / 1	80.2
March	11.6 / 1	81.8
April	12.1 / 1	85.1
May	12.6 / 1	87.7
June	11.1 / 1	77.8
July	11.5 / 1	80.7
August	12.2 / 1	84.9
September	12.5 / 1	87
October	10.9 / 1	76.5
November	9.3 / 1	65.4
December	11 / 1	76.5

B. Capacity and Attendance

1. Number of classrooms in the facility? 7
2. For each classroom indicated in Question 1, please indicate the following:

For Each Classroom Used During the Calendar Year	Classroom Capacity	Average Number of Students per Classroom	Number of computers per classroom
1	25	12	20
2	25	12	20
3	25	12	20
4	25	10	20
5	25	15	20
6	25	15	20

C. Absences

- 1.

Absences During the Calendar Year	#
How many students did not attend school for one or more days?	0
Average days of absence?	0
Average days of absence due to illness?	0
Average days of absence for disciplinary reasons?	0
Average days of absence for reasons other than illness or discipline?	0

2. When is absence from the classroom or expulsion used as a disciplinary tool?
N/A
 - a. Please provide the written policy for using absence from the classroom or expulsion as a disciplinary tool. N/A
3. Please list reasons other than illness or discipline why a student would not attend school:

<u>To attend Court</u>	<u>Medical appointment</u>
<u>Probation mandated programming</u>	

D. Supplies

1. Does each student have their own textbook for each subject? Yes No

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

Course	# Textbooks	# Students
N/A		

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

N/A

2. Are the textbooks the most recent version available in California? Yes No

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

i. Name: Dr. Leilah Kirkendoll

ii. Title: Principal

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

Paper, pencils, erasers Scissors

Chromebooks Math manipulatives – rulers, etc.

Art-Supplies – paint, markers, etc. Journals

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

Paper Homework

Texts

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

i. Name: Dr. Leilah Kirkendoll

ii. Title: Principal

5. Do students use computers on a daily basis in each classroom? Yes No

a. How many hours per day do students use computers? 2-3 hours

6. Are students limited in the amount of time that they can use a computer during the school day? Yes No

a. If yes, why? N/A

7. Are students able to work on homework after the school day ends? Yes No

i. If yes, how? They are able to take work to the dorms; this includes literature and other core work necessary for credit recovery.

E. High School Diploma and GED Programs

1. On average, how soon after a student is admitted to facility does school staff have access to their previous records? Student's records are available immediately as they are already in our Student Information System.
2. Is SDCOE working to get partial credits earned in a facility recognized by a student's home district? Yes No
 - a. If yes, what is being done; if no, why not? Students receive a personal learning plan. That plan is made such that partial credits may be consolidated and made whole. This has been and continues to be the practice of JCCS. The Academic Counselor, the Teachers, Student Support Specialist, and Transition Technician work to complete courses and combine credits and fulfil the plans of the students.
3. Percentage of students who are not academically prepared to complete work at a 9th grade level? 40%
 - a. What interventions are used for these students? Students are provided with differentiated instruction, accommodations and modifications to the curriculum that include, but are not limited to, talk to text, small group instruction, 1:1 instruction; use of remediation and technologies, etc. Teachers are also using methodologies which incorporate projects, presentations, and various styles that incorporate different learning modalities. The goal is for all students to rise to their highest level of ability, despite where they begin. Ultimately, our goal is for all students to be prepared for college and career.
 - b. Are these students assessed for IEPs? Yes No
 - i. If no, why not? Not all students performing below grade level need special education services. Many students who are below grade level have had major gaps in their education and need recovery in skills.

F. Special Education

1. IEP Plan

Type of Plan	# Students with Pre-Existing	# Students Tested After Entry	# Students Who Receive After Entry
504 Plan	79	1	81
IEP Plan	5	2	7
IEP Plan with ERMHS ¹ Services	6	1	7
IEP Plan with BSPs or BIPs ²	90	5	9
Total	79	1	81

¹ ERMHS – Educationally Related Mental Health Services

² BSP – Behavior Support Plan; BIP – Behavior Intervention Plan

2. Who determines if a student admitted to the facility has an IEP?
 - a. Name: Connie Leon
 - b. Title: Special Education Aide
3. How soon is this determination made after a student is admitted? Usually 1-3 days
4. How are a student's IEP records obtained? JCCS utilizes a database that districts in San Diego County use; therefore, we have electronic access to special education records. We also submit request for records using written and faxed request forms and from calling the District's Special Education Liaison.
5. How long does it typically take to obtain such records? Varies by district, 24 hours – 1 week
6. For students with IEPs, please provide the following:

Type of Service	Provided at Facility?	In a separate room?	How often is it provided?	Who provides?
ERMHS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	As identified by ERMHS	School Psychologist and Vista Hill
Counseling	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IEP Team designates	School Psychologist Mental Health Caseworker, School Social Worker
Speech and Language Services	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IEP Team designates	Speech and Language Therapist
Occupational Therapy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IEP Team designates	Occupational Therapist

- a. If the answer to any of the above is no, why not? N/A

7. General Education Teachers
 - a. What training do general education teachers have to recognize when a student requires an initial assessment to determine eligibility of special education services? All instructional staff members receive professional learning in the identification of students who have special needs. This training is completed by SDCOE Special Education Services, as well as from the site special education teachers and the site administrators at monthly staff meetings. Disability Awareness and the Diagnostic Center Trainings Mental Health in Schools provide additional services.
 - b. What training do general education teachers have with regard to effectively teaching students with:
 - i. A learning disability? Differentiated Instructions; co-teaching model; working with content area specific coach; monthly staff meeting, SDCOE professional development calendar, Disability Awareness

- ii. An emotional disturbance? Co-teaching model with Educational Specialist; Disability Awareness and the Diagnostic Trainings Mental Health in Schools provide additional services.
- iii. Significant attention issues? Differentiated Instruction, co-teaching model, working with content area specific coaches, monthly staff meetings, SDCOE professional development calendar, and Disability Awareness.
8. Credentialed Special Education Teachers
- a. How many credentialed special education teachers are at the facility full-time?
One
- b. Do credentialed special education teachers participate in lesson planning and curriculum development? Yes No
- i. If yes, how often do they meet with teachers? Daily, weekly
- c. Do credentialed special education teachers instruct students in any classes?
 Yes No
9. IEP Meetings
- a. Are IEP meetings held whenever annual meetings for an eligible student are due?
 Yes No
- b. Are IEP meetings held when an eligible student arrives in the facility and attends school?
 Yes No
- c. What is the average length of time between a student's arrival at the facility and his/her first IEP meeting? 25-30 days. Upon entry a thirty-day interim placement is developed. At the end of the 30-day interim placement an IEP meeting is convened.
- d. Are IEP meetings held if a student is in the facility for more than thirty days?
 Yes No
- i. If no, why not? _____
- e. Are parents notified of the meetings? Yes No
- i. If yes, how? Written notice, phone calls, and electronic mail
- f. Describe the most common obstacle to IEP compliance: Parents returning correspondence and obtaining consent for evaluation
10. General Special Education Questions
- a. Are staff trained to implement BSP's and BIP's? Yes No
- b. What resources available to accommodate students with special education needs?
All classes are provided with an Educational Specialist and/or an assistant, dependent upon the needs of the student as shared in their IEP. All staff are provided the list of accommodations, modifications and supports needed for their students.
- c. How many students are brought to the facility directly from school? N/A

- d. In the last calendar year, how many students were referred by the IEP Team at the facility to a Residential Treatment Center? 0
- e. In the last calendar year, how many students were referred by Probation to a Residential Treatment Center? This is a transition question for SD Probation.

G. Post-High School/GED Programs

- 1. How many students are taking courses for college credit online? 6
 - a. At what college(s)? Palomar, Mira Costa, and Southwestern Community Colleges
- 2. Are students given information and counseling regarding community college and four-year college options? Yes No
- 3. Are students given information and counseling regarding financial aid options for college? Yes No
- 4. Are students given resources for college entrance exam preparation? Yes No
- 5. Do students in the facility take military readiness testing? Yes No
 - a. If yes, are they required to do so? Yes No

H. Career Technical Education (CTE)

- 1. What Career Technical Education (CTE) programs are available in the facility?
Graphic Design Horticulture
Work Readiness Counseling Culinary Arts
Fire Science
- 2. Do CTE opportunities have sufficient space and resources for the number of students who are interested in participating? Yes No
- 3. Are programs scheduled so all students can participate in all programs? Yes No
 - a. If no, how many students have been denied participation in one of these programs in the last calendar year? Students are not denied access to CTE programming. Their availability and interest, based on their Individualized Learning Plan, assist in enrollment for the various CTE programs.

I. Special Programs and Activities

- 1. What other special programs or activities are take place in the classroom?
Art classes Playwright's Project
Work Readiness Job Fairs Career Fairs
- 2. What programs or situations would result in a student leaving the classroom during school hours? Probation mandated courses, visitation. Minor consequences might include a time-out or conference as needed. More extreme disciplinary measures might cause a student to be removed for a period of time, as deemed necessary by probation and teachers.

J. Independent Study

- 1. What independent study options are available?
N/A

2. When is independent study used? Independent Study as a program strategy is not employed in Juvenile Court Schools as an alternative to classroom enrollment/attendance/participation. However, as deemed necessary by the student's individualized learning plan, they may take work and complete it for credit in areas of need.

IV. Health Care Services

A. Medical Staffing

Staff Type	# Staff	# Contractors	# Positions Open	Avg. Number of Hour per Week at Facility
Physician	1	0	0	Tele-Medicine once a week (Youth are sent to KM/EM if in-depth or hands on exam required by provider)
Physician's Assistant	0	0	0	0
Registered Nurse	2	0	0	12hrs/day x 5 days/week (M-F) 0900-2100 13 hrs./day x 2 days/week (S-S) 0800-2100
Licensed Vocational Nurse	1	0	0	8 hrs./day (M-F) 0600-1400
Nurse Practitioner	0	0	0	0
Emergency Medical Tech	0	0	0	0

B. Health Screening

Type of Health Screening	Not Given	Given at Intake	Given within 14 Days	Who Administers?	What Test is Used?
Medical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LVN/RN at KM	
Dental	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nurses/MD	Dentist on-site at EMJDF on Fridays
Vision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LVN/RN	Snellen Eye Chart
Behavioral Health/Psychological	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done by Mental Health via referral	
Sexually transmitted infections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LVN/RN	Public Health
Pregnancy test (if females are held in facility)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

C. Medical and Dental Health Needs

1. What is the procedure for youth to request:
 - a. Medical services/treatment? Youth place sick call slips in box and they are picked up once daily in the morning; Probation and STAT Team may refer or request an exam.
 - b. Dental services/treatment? Sick call slip & referred by nursing staff or MD
2. Are probation staff members permitted to refer youth for medical/dental treatment? Yes No
3. On average, how many health services staff are available to respond to the medical needs of the youth in the facility? Day shift M-F 2, pm shifts and weekends 1
4. What medical equipment is available to respond to the medical needs of the youth in the facility? First Aid kits, AEDs (3), Emergency bags, oxygen, glucose monitoring, cervical immobilization, and gurney
5. Are the youth's medical needs addressed in private treatment rooms only? Yes No
 - a. If yes, how many treatment rooms does the facility have? 1
 - b. If no, where are the youth treated? _____
6. On average, how long does it take for clinic staff to respond to:
 - a. An emergency? 2-3 minutes depending on location of the emergency
 - b. A request for an inhaler? 2-8 minutes
7. Call Slips
 - a. Who makes the determination whether or not a youth is seen after a sick call slip is turned in? RN or PA triages sick call slips within 8 hours
 - b. Of a random sample of 25 sick call slips:
 - i. How many were responded to? 25
 - ii. What was the average response time? 6-12 hours
8. Personal/Family Healthcare Providers
 - a. Are youth permitted to see their personal or family healthcare providers? Yes No
 - b. If yes, how is a visit arranged? Appointment is scheduled by the clinic with MD order and permission from Probation.
 - c. How many youth saw a personal healthcare provider during the calendar year? 33

D. Intoxicated Youth

1. Please provide the written procedure for handling youth under the influence of any intoxicating substances. CFMG does not accept compromised youth into the facility.

2. Are medical clearances obtained prior to booking any youth who displays outward signs of intoxication or is known or suspected to have ingested any substance that could result in a medical emergency? Yes No
3. Who provides medical clearance for these youth? Youth are taken to local Emergency Rooms for clearance.
4. Did the facility detain any youth determined to be under the influence of an intoxicating substance? Yes No
If yes:
 - a. Was medical clearance obtained? Yes No
 - b. Were these detentions documented? Yes No
 - c. Were there documented safety checks at least once every 15 minutes? Yes No

E. Hunger Strikes

Explain any instances in the last calendar year where the written plan provided to the inspection team was not followed in response to a youth on a hunger strike: N/A

F. Death

Explain any instances in the last calendar year where the written plan provided to the inspection team was not followed in response to the death of a youth: N/A

G. Informed Consent/Involuntary Treatment

1. Is informed consent obtained, when appropriate, prior to the delivery of care? Yes No
2. Are youth fully explained the nature of the care they receive and the side effects or complications that may occur as a result of treatment or medications? Yes No
3. Under what circumstance would a youth undergo an involuntary medical test or treatment? Life threatening or unconsciousness

H. Experimental Research

1. Are youth permitted to be subjects of any of the following types of research?

Research Type	Permitted?
Behavioral/Psychological	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Biomedical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Cosmetic	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Pharmaceutical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

2. Do youth consent to participation in research? N/A Yes No
3. Do parents consent to participation in research? N/A Yes No

4. Describe any research studies in which youth in the facility participated in the last calendar year. N/A

I. Infectious Disease

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

J. Accommodations for the Disabled

1. Does the facility accept youth with disabilities? Yes No

V. Programs

A. All Programs

1. Please list every program and/or service offered to youth at the facility either by probation staff members, a contractor, or a volunteer. (Examples of such programs are substance abuse counseling financial literacy education, anger management classes, conflict resolution skills, book club and/or counseling, incentive building or team leader programs.)
 - a. Aggression Replacement Training
 - b. College Education
 - c. CTE Culinary Arts Academy
 - d. CTE Fire Science
 - e. CTE Graphic Arts
 - f. CTE Horticulture
 - g. CTE Work Readiness
 - h. Forensic Counseling
 - i. High School Diploma
 - j. HI-SET Program
 - k. HIV-STD Education
 - l. Life Skills
 - m. Literacy
 - n. McAlister Forward Thinking
 - o. Multi-Disciplinary Treatment Team Meeting (MDT)
 - p. PREA Education Programming
 - q. Reading Legacies
 - r. Religious Services
 - s. Running Program
 - t. Social Tolerance Program/ Gang Intervention
 - u. Special Education
 - v. Teen Relationship Violence (TRV)

For each program listed above, please fill out the questions listed in Appendix A.

B. Religious Practices

1. Are youth religious services offered in the facility? Yes No
 - a. If yes, list the religious/faith traditions for which services are offered:
Catholic Protestant
2. Are religious services offered in a language other than English? Yes No
 - a. If yes, list the languages in which services are offered:
Spanish
3. Are youth offered religious or faith-based counseling services? Yes No
4. Are youth permitted to keep religious texts in their sleeping rooms? Yes No

C. Work Assignments

1. Are unsentenced youth in the facility permitted to work or perform chores on a voluntary basis? N/A Yes No
2. Are unsentenced youth in the facility required to work or perform chores? N/A Yes No
3. Are sentenced youth in the facility permitted to work or perform chores on a voluntary basis? Yes No
4. Are sentenced youth in the facility required to work or perform chores? Yes No

D. Exercise and Out-of-Sleeping Room Opportunities

1. How many hours per day are youth given opportunities for physical recreation/exercise? Minimum 3 hours per day during the week, and 5 hours per day during weekends and school days.
2. Is participation in physical recreation/exercise required? Yes No
3. Please provide the written policy for handling youth who refuse to participate in physical recreation/exercise. Please see Institutional Services Policy Section 6 (6.2.3.3)
4. How many hours per day are youth given opportunities for other types of recreation outside of their sleep rooms (play games, watching movies, etc.)? 3 hours on Weekdays; 5 hours on Weekends
5. How do Probation Officers ensure that homework is completed before free-time activities occur? Youth are afforded opportunities to complete homework during Reading & Writing periods in the dorm.

E. Transition and Release

1. Are there established protocols for transitioning youth out of the facility and into the community? Yes No
2. Do facility probation staff members (“inside POs”) consult with the probation officer that will be assigned to the youth when they leave (“outside POs”) to discuss transition-related concerns? Yes No
3. Has the facility received any complaints from parents regarding the transition process? Yes No
4. Has the facility received any complaints from attorneys regarding the transition process? Yes No
5. In the last calendar year has this facility been determined to be an inappropriate facility for a youth with a disability (physical, developmental, emotional, psychological, intellectual, etc.)? Youth are medically and psychologically cleared and this facility is not ADA compliant. Yes No

VI. Security and Control

A. Security Features

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

B. Security Inspections

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

a. If yes, how often? As needed.

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

a. If yes, how often? As needed.

C. Control of Contraband

1. In the last calendar year has a weapon been found in the possession of a youth in the facility? Yes No

2. In the last calendar year has a controlled substance (i.e. alcohol, tobacco, illegal drugs, or prescription drugs for which the youth in possession does not have a prescription) been found in possession of a youth in the facility? Yes No

a. If there have been a high number of incidents related to a specific type of contraband, please describe: Screws, permanent markers, Pens, Tagging Instruments.

D. Searches

1. Do probation staff search sleep areas/rooms? Yes No

2. If staff search sleep areas/rooms, do probation staff members search the room in the presence of the youth? Yes No

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

E. Discipline

1. Please provide the written policy for the discipline process. Please see Institutional Services Manual Section 7.

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

3. Of a random sample of 25 grievances, approximately what percent of grievances/appeals related to disciplines are resolved in favor the youth? 16.7%

F. Serious Incidents

1.

Incident Type	Number of Occurrences
Suicides	0
Attempted suicides	0
Deaths from other causes	0
Escapes	0
Attempted escapes	0
Serious assaults on detainees	22
Serious assaults on staff	2
Other serious incidents	37
Serious incidents above for which there is a written record	61

2. Are there policies and procedures in place that describe the types of incidents and occurrences which must be documented on a daily basis? Yes No
3. Are these logs stored electronically? Yes No
4. If logs are stored electronically, is there sufficient technical support to ensure that the electronic files that contain these logs are not compromised, corrupted, or deleted?
 N/A Yes No

G. Use of Force

1. Are there written policies in place to ensure that force is used only when necessary? Yes No
2. Are there written policies in place to ensure that force is used only as long as necessary? Yes No
3. Is each instance of a use of force documented? Yes No
 - a. If yes, are these documents reviewed by the administrator in charge?
 N/A Yes No
4. What level of review occurs when there is an instance of use of force? Check all that apply.

<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Assistant Chief
<input checked="" type="checkbox"/> Division Chief	<input type="checkbox"/> Assistant Chief
<input checked="" type="checkbox"/> Deputy Chief	<input type="checkbox"/> Committee
5. Number of instances in the last calendar year: 67

H. Use of Oleoresin Capsicum (OC or Pepper) Spray

1. Are there written policies in place to ensure that OC spray is used only when necessary? Yes No
2. Are there written policies in place to ensure that OC spray is used only as long as necessary? Yes No
3. Is each instance of OC spray documented? Yes No
 - a. If yes, are these documents reviewed by the administrator in charge? N/A Yes No
4. What level of review occurs when OC spray is used? Check all that apply.
 Supervisor Assistant Chief
 Division Chief Chief (if needed)
 Deputy Chief
5. Number of instances in the last calendar year: 19

I. Use of Restraints

1. Are there written policies in place to ensure that restraints are used only when necessary? Yes No
2. Are there written policies in place to ensure that restraints are used only as long as necessary? Yes No
3. Is each instance of a use of restraints documented? Yes No
 - a. If yes, are these documents reviewed by the administrator in charge? N/A Yes No
4. What level of review occurs when restraints are used? Check all that apply.
 Supervisor Assistant Chief
 Division Chief Committee
 Deputy Chief
5. Number of instances in the last calendar year: Camp Barrett does not have a restraint chair or other fixed restraint device.

J. Room Confinement N/A

1. Are there written policies in place to ensure that room confinement is used only when necessary? Yes No
2. Are there written policies in place to ensure that room confinement is used only as long as necessary? Yes No
3. Is each instance of room confinement documented? Yes No

a. If yes, are these documents reviewed by the administrator in charge?

N/A Yes No

4. Number of instances in the last calendar year: _____

VII. Safety and Sanitation

A. Fire Safety

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

B. Control of Dangerous and/or Toxic Materials

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

C. Environmental Control

1. Does the facility appear clean and sanitary? Yes No
2. Does the facility appear appropriately ventilated? Yes No
3. On the day of inspection, did the facility's temperature seem appropriate for the season and weather? Yes No

D. Physical Facility and Equipment

1. Does this facility have a court holding area? Yes No
- a. If yes, is there access to water and a toilet? Yes No

E. Tool and Equipment Control

1. Is there a written policy to ensure the adequate control of keys? Yes No
2. Is there a written policy to ensure the adequate control of tools? Yes No
3. Is there a written policy to ensure the adequate control of culinary utensils and equipment? Yes No
4. Is there a written policy to ensure the adequate control of medical equipment? Yes No
5. Is there a written policy to ensure the adequate control of supplies? Yes No
6. Is there a written policy to ensure the adequate control of vehicles? Yes No

F. Weapons Control

1. Are weapons of any types permitted in the facility? Yes No
2. Is there a weapons locker on site? Yes No
- a. If yes, where is it located? Main Front Door Entrance in the Administration Building

G. Contingency and Emergency Plans

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

- Contagious disease outbreak (Tuberculosis, Flu, etc.)
- Earthquake
- Fire
- Power outage/failure
- Unit disturbance
- Other: Bomb Threats
- Other: African Honey Bees

VIII. Food Services

A. Sanitation and Meal Service

1. Are kitchen staff members trained regarding sanitation and food handling procedures? Yes No
2. Have kitchen staff members received any training in the last year other than training given to newly hired employees? Yes No
 - a. If yes, describe what the training included: All kitchen staff are Servsafe Certified and current on Monthly PREA training
Food services training –Disaster feeding, handling of food recall, Menu changes, 5 food groups, Special diet, Cross contamination
Current on LMS training which includes Sheriff's Policy & Procedure
3. Do youth work in the kitchen? Yes No
 - a. If yes above, have they been trained? Yes No
4. Are youth permitted to converse during meals? Yes No
 - a. If yes, may a youth seated at one table converse with a youth seated at a different table? N/A Yes No
5. Are meals served cafeteria style? Yes No
6. Are youth permitted 20 minutes or more to eat? Yes No
7. Who/what agency maintains the kitchen area? Probation / Sheriff Food Services Division
8. Describe the types of work youth perform in the kitchen: Kitchen Persons, KPs, currently 8 assigned, getting Food Handler's and Servsafe training on Fridays and Saturdays. They are kitchen helpers for Senior Cooks and Kitchen PO. Under Supervision, they help in food preparation, Service, receiving deliveries, preparing midday and night snacks, cleaning kitchen dining areas. They also clean kitchen equipment & wash dishes. Preparing, cooking food. Salad Man – prepares salad bar, cut veggies for cooking. Waiters – set and clean dining tables. Water Boy – provides iced water in pitchers to tables. Scullery Men – wash dishes, clean assigned areas.

B. Adequate and Varied Meals

1. Is there a weekly menu posted? Yes No
2. Does a nutritionist, dietitian, or other health professional participate in the creation of the menu? Yes No
3. How many calories per day does a youth who eats all of the standard meals provided consume? 3160 Calories/day
4. Are youth protected from having food taken from them? Yes No
5. What approximate percent of calories are from the following:
Protein: 16 % Carbohydrate: 67 % Fat: 17 %

6. What is the procedure for handling a youth's request for second helping/additional food?
No second serving provided.
-

C. Special Diets

1. Can special diets be accommodated when medically necessary? Yes No
2. In the last calendar year was the facility unable to accommodate a special diet based on medical reasons? Yes No
3. Can special diets be accommodated when based on a youth's religious practices or beliefs? Yes No
4. In the last calendar year was the facility unable to accommodate a special diet based on a youth's religious practices or beliefs? Yes No

IX. Administration and Management

A. Post Orders

1. Do probation staff members have access to a detailed copy of their job description? Yes No
2. Do probation staff members have performance reviewed annually? Yes No

B. Policy Development and Monitoring

1. What is the title of the person primarily responsible for creating, updating, or modifying policies and procedures? Supervising Probation Officer
2. How often are policies and procedures reviewed for accuracy and consistency with daily practices? Monthly
3. Are policy and procedure manuals available onsite? Yes No
4. Does the manual include the title, and contact information of the staff member to whom one can report a grievance or complaint? Yes No
5. Does the manual include the title, and contact information of the staff member to whom one can propose a change to a policy? Yes No
 - a. If yes, list the number of manuals available: Electronic On-Line (Intranet)
 - b. Where are the manuals located? Probation Department SharePoint Site
6. Are probation staff members permitted to access these manuals? Yes No
7. Are contractors familiarized with these manuals during contractor orientation? Yes No
8. Are the youths' attorneys permitted to access these manuals via subpoena? Yes No

C. Interpersonal Communication and Diversity Training

1. Do Probation staff members participate in training to provide them with the skills to communicate with youth in a developmentally appropriate manner? Yes No
2. List types of diversity training attended by Probation staff members:
Embracing Diversity & Encouraging Respect LGBT: Creating Safe Spaces

D. Internal Inspections and Reviews

1. Does the administrator in charge ever conduct a walk-through/visual inspection of the entire facility? Yes No
 - a. If yes, how often: As Needed

2. How often does the administrator in charge meet with the following groups to discuss operations and services:
- a. Probation staff members? Weekly or As Needed
 - b. Medical staff? Weekly or As Needed
 - c. Mental health staff? Weekly or As Needed
 - d. Contracted programming representatives? As Needed
 - e. School/education staff? As Needed
 - f. Volunteers? As Needed

E. Staff Background and Reference Checks

- 1. Do staff members have an initial background before they are hired? Yes No
- 2. Do staff members have reference checks before they are hired? Yes No
- 3. Do staff members meet with a psychologist before they are hired? Yes No
- 4. Do staff members undergo drug testing before they are hired? Yes No
- 5. Do staff members undergo periodic criminal history checks after they are employed?
 Yes No

F. Staff Training, Licensing, and Credentialing

1. For which of the following topics below do staff members receive training?

Training Type	Does Staff Attend?	How Often	Who Provides?
Adolescent Development	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	As available	IBIS/STAT Team/Probation
Appropriate Relationships/Boundaries with Youth	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Monthly	IBIS/PREA/E-Blast
Appropriate Disciplinary Techniques	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Annually	Probation Dept.
Confidentiality	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every Two Years	Probation Dept.
Conflict Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every Two Years	Probation Dept.
CPR/First Aid	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every Two Years	Outside Provider
Emergency Response	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Annually	Probation Dept.
Ethical Decision Making	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every Two Years	Probation Dept.
Identification and Treatment for Mentally Ill and/or Suicidal Youth	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every Two Years	STAT Team & CFMG
Identification and Referral of Youth for Special Education Services	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Inclusion Methods for Youth with Disabilities or Special Needs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	As available	Probation Dept.
Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs In the Facility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Monthly	PREA E-Blast
Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs Outside the Facility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Monthly	PREA E-Blast
Sexual Harassment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every Two Years	Probation Dept.
Signs of Abuse or Neglect	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every Two Years	CFMG
Use of Force	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Annually	Probation Dept.
Use of Restraints	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Annually	Probation Dept.
Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		

G. Staff Misconduct

1. Please provide the written policy for addressing staff misconduct. Please see Department Policies 903 and 914
2. Please provide the written policy that ensure youth are not bullied by staff. Please see Overview of Institutional Services Policies 1, 2, 5, and 7. Complete policies also attached.
3. In the past calendar year, have there been any allegations of the following:

Type of Misconduct By Staff Member	Occurred in Past Calendar Year?	To a Youth In Custody	To a Youth Out of Custody
Physically Assaulting Youth	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sexually Assaulting Youth	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Verbally Threatening Youth	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Touching a Youth in an Inappropriate Way	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Commenting on the Physical Appearance of Youth in a Manner Outside Scope of Staff Member's Job Duties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Entering a Youth's Sleeping Room for Any Reason that was Outside the Scope of the Staff Member's Job Duties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

- a. If the answer is yes to any of the questions above, please provide written documentation of the incident, follow-up, and responsive action.

X. Budget and Fiscal Concerns

Please describe any impacts to the facility in the last calendar year that were caused by a loss or change to funding or funding sources (include staff vacancies, program reductions, contractor changes, etc.):N/A
