



**Juvenile Justice Commission
Delinquency Prevention Commission**

Joint Meeting

November 19, 2024

5:15 pm

Location and public participation instructions can be found on page 3

AGENDA

Public comment will be accommodated under Item II for items not on the agenda. The Commission requests that members of the public, who wish to comment on items on the agenda, submit a request to the Chair prior to the start of the meeting or raise their hand to speak, so that they may be recognized at the appropriate time.

I. Preliminary Business

- a. Call to Order
- b. Translation Services for JJDPC meetings
- c. Roll Call and Establish Quorum
- d. Vote on Candidacy of Niklas Klemmer

II. Oral Communications - Public Comment

This item provides an opportunity for public comment on items not on agenda (Time limit – three (3) minutes per person. There will be opportunity for public comment on agenda items as they are considered.

III. Meeting Agenda and Minutes

- a. Action to Set Agenda

IV. Updates From System Partners

- a. Private Defender Program – Ron Rayes
- b. Probation: Institutions– Sanam Aram
- c. Probation Services– Nora Cullen
- d. BHRS – Ornit Shoham
- e. County Office of Education – Sarah Notch
- f. HSA – Children & Family Services – John Fong
- g. FLY –Fresh Lifelines for Youth - Maria Delgado

Hon. Susan Etezadi
Presiding Judge
Juvenile Court

David Canepa
Board of Supervisors
District 5

Judith Holiber
Deputy County Counsel

Commissioners

Johanna Rasmussen
Chair

Karin Huber-Levy
Vice Chair
Administration

Ruchi Mangtani
Vice Chair
Membership

Jennifer Blanco

Paul Bocanegra

Whitney Genevro

Ameya Nori

Sathvik Nori

Susan Swope

Tiffany Uhila-Hautau

Kenneth Williams



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V. Nomination Officer Nominations: 2025

- a. Chair
- b. Vice Chair Administration
- c. Vice Chair Membership

VI. Membership Update: Commissioner Mangtani

VII. Inspection Reports

- a. Education: Hillcrest
- b. Facility: Elysian STRTP

VIII. Project Updates

- a. Countywide Educational Summit: Commissioner Blanco

IX. Announcements

- a. Special Meeting: December 10, 2024
 - i. 2025 Election of Officers
 - ii. Inspection Reports

X: Matters of Commission Interest

XI. Adjournment of Joint Meeting



**Juvenile Justice Commission
Delinquency Prevention Commission
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November 19, 2024
5:15 pm**

Public Participation Instructions

Meeting Location

The College of San Mateo
1700 W. Hillsdale Boulevard, San Mateo, CA 94402
College Heights Conference Room
Building 10 4th Floor, Room 468
Free parking is available near the entrance to Building 10
[Campus Map](#)

Join Zoom Webinar

Please click the link below to join the webinar:

<https://smcgov.zoom.us/j/83616752877>

Webinar ID: 836 1675 2877

Spanish Translation services are available via Zoom videoconference

If you wish to speak to the Commission during public comment, you may raise your hand using Zoom with the Reactions button at the bottom of your screen, or indicate that you would like to speak if you are attending in person. If you have any materials that you wish distributed to the Commission and included in the official record, please send them via email to sanmateojjdp@gmail.com, prior to the meeting and attach the materials.

NEXT MEETING

Special Meeting

Tuesday, December 10, 2024 at 5:15 p.m.

Monthly meetings are held in the same location each month

Meetings are accessible to people with disabilities. individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Connie Juarez-Diroll cjuarez-diroll@smcgov.org at least 72 hours in advance of the meeting to enable the county to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. attendees to this meeting are reminded that other attendees.

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Presiding Judge
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COUNTY OF SAN MATEO

Juvenile Justice and Delinquency Prevention Commission

222 Paul Scannell Drive • San Mateo, CA 94402 • (650) 312-5254

APPLICATION FOR COMMISSION

Special Requirements: **APPLICATIONS WILL NOT BE CONSIDERED UNLESS APPLICANT:**

1. HAS ATTENDED TWO (2) MEETINGS OF THE COMMISSION
2. IS A RESIDENT OF SAN MATEO COUNTY

Information provided on this application is public information and may be made available to other applicants, members of the press, or to the general public.

WOULD YOU BE ABLE TO ATTEND COMMISSION MEETINGS, WHICH ARE SCHEDULED THE LAST TUESDAY OF THE MONTH FROM 5:15 P.M. TO 7:15 P.M.? YES NO

NAME: Niklas Klemmer EMAIL: [REDACTED] PHONE: [REDACTED]

STREET ADDRESS: [REDACTED]

ZIP CODE: 94025 CITY: Menlo-Park NEIGHBORHOOD: Felton-Gables

LENGTH OF RESIDENCE IN SAN MATEO COUNTY: 14 yrs

WHICH MEETINGS HAVE YOU ATTENDED? August 10th, 27th, September 24th

HOW DID YOU BECOME AWARE OF THE OPENING? Former Commissioner Recommendation

WHY ARE YOU SEEKING THIS APPOINTMENT? I am seeking this commission to learn more about San Mateo County's Juvenile Justice program & assist in ongoing efforts to increase its equity. With my background in youth-justice reform, this opportunity is appealing.

EDUCATIONAL BACKGROUND: MENLO-ATHERTON Highschool

PROFESSIONAL EXPERIENCE: 1: Guild Theatre Liaison: Sep 2021 - Jan 2022

2: Personal Legal Research; experience in excel

3 formal research process (June 2024 - Now)

EMPLOYER AND EMPLOYER'S ADDRESS: Tom Bailey, Guild Theatre,
949 El Camino Real, Menlo-Park, 94025

CIVIC ACTIVITIES (Please include present or past membership on boards, committees, and participation in the activities of community groups and organizations.):

Leo - Club President: September 2022 - Now

Director of Outreach at Justice Brand: March 2024 - Now

Yale Young Global Scholars, Politics, Law, Economics: July 2024

Stanford Klingenstein Fellowship speaker: January 2019

League of Creative Minds Debate & Model UN: August 2023 - Now

Sam Liccardo For Congress Intern: August 2024 - Now

Senator Becker Intern: August 2024 - Now

Founder of Scribe Circle (Journalism website): Nov 2023 - Now

Book Club President at Menlo-Atherton HS: August 2024 - Now

National Honor Society: September 2023 - Now

California Scholarship Federation: September 2023 - Now

Volunteer for Ecumenical Hunger: December 2023 - Now

WHAT STRENGTHS AND SKILLS WOULD YOU BRING TO THE COMMISSION? (Include languages.)

1: Experience in Excel, 2: Public/Im promptu speaking,
3: Fluent in French, 4: Formal Research, 5: Strong-Writing
Capability 5: Leadership, 6: Legal knowledge, 7: Unique LGBTQ+

HAVE YOU WORKED WITH OR ADVOCATED FOR YOUTH? (Please describe.)

Yes, I've worked with & advocated for youth as director of outreach
for Justice Board, a presidential service recognized student-
run nonprofit dedicated to supporting youth in the criminal
Justice s. system. I've also helped mentor students in Berkeley
& Leo club, as well as in Debate.

DO YOU OR HAVE YOU HAD A PERSONAL CONNECTION WITH SOMEONE IN THE JUVENILE
JUSTICE SYSTEM? (Please provide context):

Judge Leonard Edwards: mentor & sponsor of Justice Board
Ruchi Mengstani: Former commissioner & founder of Justice
Board

OF OUR CURRENT PROJECTS, WHICH ARE MOST INTERESTING TO YOU AND WHY?

I find the 2022 JJDR report on diversion programs & SRDS in
SMC to incredibly fascinating. Particularly, I found it interesting
that there was a conversation of the lack of Diversion Programs
in certain communities & historic 21 injustices faced
by BIPOC youth, including the over policing of SRDS in
certain scenarios

7-10 hours weekly

Signature

Date

10/17/24

NIKLAS KLEMMER

Summary

A driven high school student with a passion for law, political advocacy, and public service. As the Director of Outreach for Justice Bound, a youth criminal advocacy and prison reform non-profit, I have developed strong leadership, communication, and organizational skills. As of my junior year, I have taken a total of 7 AP classes, including AP US Government, AP US History, AP Macroeconomics, and AP Language and Composition, demonstrating a commitment to academic rigor. I am dedicated to community service through various volunteer roles, internships with local politicians, and participation in debate and Model UN. My strong interest in research, particularly in criminal justice and public policy, drives my goal of contributing to meaningful societal change.

Expirence

Director of Outreach, Justice Bound

July 2024- Present

Youth criminal advocacy & prison reform non-profit

- Supports incarcerated juveniles by mailing books, assisting with employment, and raising awareness through articles, workshops, and research.
- Awarded the Youth Justice Certificate of Excellence and recognized as a certified organization for the President's Volunteer Service Award

Campaign Intern, Senator Becker and Congressman Liccardo

August 2024-Present

- Conducted research, wrote policy briefings, and drafted constituent communications.
- Assisted in organizing community events focused on voter engagement and policy awareness.
- Assisted with Congressman Liccardo's Election and Senator Becker's Reelection

Debate and Model UN, League of Creative Minds

September 2023-Present

- Honed skills in negotiation, diplomacy, and critical issue analysis.
- Actively participated in Model UN and debate competitions, refining public speaking skills.
- Harvard Model Congress Honorable Delegate (2023)

Founder of Scribe Circle Publication and Website

November 2023-Present

Student-led journalism and creative writing initiative

- Provides a dynamic platform for students to publish thought-provoking articles, poetry, and other writing, highlighting diverse voices.
- Encourages a rich exchange of ideas and perspectives, fostering intellectual growth through humanities-focused content.
- Promotes research-driven and expressive writing, empowering young writers to share their unique viewpoints with a broader audience.

Yale Young Global Scholars Alumni

July 2024 Session II

- Attended Yale Young Global Scholars Politics, Law, and Economics Session
- Engaged with intellectually challenging work, conversation, and lecture, with a global community of students and professors

President of Leo Club and Book Club

August 2022-Present

- Student-led community service initiatives
- Worked closely with Ecumenical Hunger, Silicon Valley Humaine Society, Menlo Park VA Hospital, Project Pheonix's Prison Book Drive

National Honor Society Member

August 2022-Present

- Recognized member of the Menlo-Atherton Highschool NHS Chapter
-

Education

Menlo-Atherton Highschool

- Class of 2026
- 3.85 UW GPA 4.22 Weighted GPA



**JUVENILE JUSTICE COMMISSION
ANNUAL EDUCATIONAL PROGRAM REVIEW & EVALUATION
HILLCREST SCHOOL - JUVENILE HALL
2023-2024**

FACILITY NAME: Hillcrest School – Juvenile Hall		
FACILITY ADDRESS: 400 Paul Scannell Dr. San Mateo, CA 94402		
SCHOOL PHONE NUMBER: (650) 312-5302		
DATE EVALUATED: September 24, 2024		
EVALUATION PERIOD: August 1, 2023 - July 31, 2024		
CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1302	JUVENILE HALL X	CAMP
EDUCATION PROGRAM EVALUATION	DEFICIENCIES OR NON-COMPLIANCE ISSUES NOTED <input type="checkbox"/> YES <input type="checkbox"/> NO	
EDUCATION PROGRAM EVALUATOR(S): <ul style="list-style-type: none">● Ameya Nori, Commissioner (Educational Evaluation Lead) (650) 505-8939● Karin Huber-Levy, Commissioner: (650) 773-8707● Jennifer Blanco, Commissioner: (650) 834-3038● Johanna Rasmussen, Commissioner: (650) 537-3545		
PRESIDING JUVENILE COURT The Honorable Susan I. Etezadi		
SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS Nancy Magee		



**JUVENILE JUSTICE COMMISSION
ANNUAL EDUCATIONAL PROGRAM REVIEW & EVALUATION
HILLCREST SCHOOL - JUVENILE HALL
2023-2024**

COUNTY OFFICE OF EDUCATION STAFF INTERVIEWED

ADMINISTRATION

Sarah Notch
Executive Director, Center for Access and
Engagement
(650) 802-5629
Dr. Jesús Jiménez
Director, School Programs
(650) 598-2179
Tina Perdices
School Psychologist

HILLCREST EDUCATORS

Lauren Sneed
Educational Liaison Academic Counselor
(650) 312-5323
John Bordagaray
Teacher, Social Studies & Physical Education
Julie Naested
Teacher, English and Study Skills
Roger Wroblewski
Teacher, Math and Science

ABOUT THE FACILITY

Hillcrest is a year-round court school operated by the San Mateo County Office of Education (SMCOE) in accordance with Title 15, Section 1370, Title 1, and the California Education Code, and with WASC certification. Court schools are mandatory and serve students who have been ordered by juvenile court to probation department programs. Hillcrest, located inside the Youth Services Center, educates youth who are detained in San Mateo County's Juvenile Hall. In the past, students had remained in Juvenile Hall for relatively short periods of time, but with changes to admission policies and the passage of AB823 (the Department of Juvenile Justice was closed as of July 1, 2023, and youth are now held in county facilities until age 25), a significant number of students will be detained for longer periods; some youth will remain in detention for years.

This report is part of the San Mateo County Juvenile Justice Commission (SMCJJC) mandated annual inspection of juvenile detention facilities in its role as representatives of the community. It is submitted as part of the SMCJJC's Youth Services Center inspection report to BSCC, the Board of Supervisors, and the San Mateo County juvenile court judges.

It is the responsibility of the County Superintendent of Schools to provide an annual evaluation of the facility's court school program with certification that the program meets Title 15 Standard and California Education Code requirements. For the 2022-23 school year this evaluation was conducted by the Santa Cruz County Office of Education.



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HILLCREST SCHOOL - JUVENILE HALL
2023-2024**

EXECUTIVE SUMMARY

SMCJJC has the responsibility to inspect the Youth Services Center and evaluate the educational programming provided there from a community perspective, taking into account the difficulties of providing education services in a detention facility. SMCJJC represents the public conscience in the best interests of incarcerated youth, serving as proxies for parents and the larger community who do not have access to schools operating within the juvenile detention facility. This year, our four-member evaluation team included a Trustee on the San Bruno Park School Board, an Attorney, a Sequoia Union High School District student, and the parent of a former Hillcrest student.

On the date of our visit to Hillcrest (September 24, 2024), 14 students were in attendance (13 High School/ 1 Middle School). Six of these students are English Learners (ELs). We also observed students from the SOARR program who were participating in college level courses.

Overall, SMCJJC continues to have concerns about the quality of education available to our youth in detention and its implications for these youth as they transition out of detention back to their home schools and communities.

SMC Court and Community Schools are now facing a second consecutive year without a principal. We have also noted that some teachers with single-subject credentials are teaching subjects outside their authorization areas; we were informed that all teachers are appropriately credentialed per alternative education requirements. There are currently no teachers with subject-specific certifications to teach Science, Physical Education, and Career Technical Education (CTE), although no CTE classes are currently being offered at the school.

We commend the school for creating an emotionally supportive learning environment, recognizing that this has been an area of significant investment by SMCOE. We have observed that the students who have been at Hillcrest for extended periods of time demonstrate strong agency over their academic endeavors. Students often finish high school and enroll in classes at local community colleges. We noted that many students in the current cohort are ambitious and have created opportunities for their own learning. However, data on student learning and our overall impression is that the school is not providing a “rigorous, quality” educational experience promised by Title 15, Section 1730 and Ca. Educ. Code § 48645(d) despite deep commitment by teachers and staff. We have confidence that SMCOE is aware of the challenges and working towards this objective.



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Student learning is critical to improving outcomes for detained youth. This report provides our observations and recommendations for changes to the learning environment to support student learning.

AREAS OF CONCERN

1. **Staffing:** Faculty demonstrate high adaptability and resilience given the challenges inherent in this learning environment. However, staffing is fragmented. Staff rotate through multiple school sites each day. The Physical Education Teacher position continues to be filled by the Social Studies teacher for a second year. A new principal was hired for 2024-25, but was placed on leave within weeks of the start of the school year. A review of past staffing suggests that inconsistent staffing is a chronic issue for SMCOE to address.
2. **Suspensions & Classroom Removals:** Teachers report that probation staff frequently remove students from classrooms without consulting school administration. This practice interferes with the teachers ability to teach, is unresponsive to behavioral accommodations provided in students' IEPs, and disruptive to the class. On their face, these actions appear inconsistent with the stated understanding between Probation and SMCOE that, except in emergencies, it is the principal (or school administration if there is no principal), in consultation with teachers, who is to make the determination to suspend or remove a student from class.
3. **Secure Youth Track Facility (SYTF) Programming:** The OYCR document "[Building Higher Education Pathways for Secure Treatment Youth in California: A Call to Action](#)" provided recommendations for creating effective SYTF educational programming. At Hillcrest, high school graduates are provided use of the computer lab classroom to complete community college coursework. A probation officer is stationed at the door to the room to observe and maintain order. Many of these students also have had documented learning challenges but there are no teachers, aides, or specialized support staff to assist them. Students complete their course modules in cubicle-like stations lining the walls. The space seems lacking in academic stimulation, however students appeared eager to learn and committed to achieving their academic goals. The introduction of a paraeducator and targeted aesthetic enhancements would ensure students receive the support needed to transform the space into a vibrant learning hub that fosters academic success and supports students' transition back to their communities..
4. **Parent & Family Engagement:** Title 1 requires that a Parent and Family Engagement Policy (parent handbook) be made available to parents in both English and Spanish. Digital copies of the parent handbook



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are missing from the SMCOE website and printed copies could not be located. None of the parents we interviewed had received a copy of the parent handbook.

5. **Public Reporting:** SMCOE needs to identify services in the Single Plan for Student Achievement and Local Control and Accountability Plan by site. The current format suggests that a program only offered at one site is available at other sites and, at times, groups learning outcomes together although the populations at Hillcrest, Camp Kemp, Canyon Oaks, and Gateway differ. Other COE's issue unique reports by school.
6. **Failure to Support & Track Student Re-Enrollment Upon Release:** Hillcrest students and their families have long encountered significant challenges and prolonged delays when attempting to enroll in school upon their release. While re-enrollment data is tracked by the SMCOE, the Commission has been unable to obtain this information despite multiple requests. The issue has become such a chronic problem that the Stanford Law Center, in collaboration with the Private Defender Program, stepped in to assist students and families with enrollment during this evaluation period.

JUVENILE FACILITY EDUCATION PROGRAM REVIEW AND EVALUATION

REVIEWED	YES	NO	N/A	COMMENTS
1370. Education Program The County Board of Education shall provide for the administration and operation of juvenile court schools in conjunction with the Chief Probation Officer, or designee pursuant to applicable State laws.	X	<input type="checkbox"/>	<input type="checkbox"/>	
The school and facility administrators shall develop and implement written policy and procedures to ensure communication and coordination between educators and probation staff.	<input type="checkbox"/>	X	<input type="checkbox"/>	The policies must exist in written form and have not existed since this requirement was added to Title 15. This was also noted in the prior inspection cycle.



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<p>Required elements: The facility school program shall comply with the State Education Code and County Board of Education policies.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Youth shall be provided a rigorous, quality educational program that responds to the different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education.</p>	<input type="checkbox"/>	X	<input type="checkbox"/>	<p>Teachers apply differentiated learning modalities.</p> <p>We continue to have concerns relating to academic rigor and outcomes.</p> <p>SMCOE set new learning outcomes in the 2024-25 LCAP without providing data about the attainment of past learning objectives as is required and without providing new metrics for evaluating success. No data was available.</p> <ul style="list-style-type: none"> ● Instructional objectives and strategies are not sufficiently differentiated. ● The SMCJJC continues to be concerned about outcomes as described in the Review of Court School Assessment Data (2023). ● Science and social studies texts are 17 years old. SMCOE is in the process of embarking on a curriculum pilot for Board adoption this year. ● The Science teacher does not have subject matter authorization to teach Science. The teacher teaching PE does not have subject matter authorization to teach PE. ● Teachers reported that the paraeducators/ instructional aide(s) are not trained in the needs of Special Education students. ● The student population at the juvenile hall is expanding in diversity and challenges.



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				Students range from Middle School (7th grade) to college (sophomores).
The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.	<input type="checkbox"/>	X	<input type="checkbox"/>	<p>The high school program is limited to courses required for high school graduation.</p> <p>While SMCOE held a small CTE-oriented training during the last school year, there is still no meaningful and engaging CTE program in place for students.</p> <p>Edgenuity is used for credit recovery. Short-term students may log into the Edgenuity platform of their home school to continue their coursework. This is very helpful progress in improving the transition back to home school experience.</p> <p>Juvenile hall schools are not required to offer “comparability of services” under Title 1 part A. However, providing enrichment opportunities, tutoring (which disappeared during COVID-19), Career and Technical Education (CTE) and certifications, and engaging extracurricular activities would be valuable and impactful additions to support youth in their rehabilitation and ultimate transition back to their communities.</p>
Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Youth shall be informed of post-secondary education and vocational opportunities.	X	<input type="checkbox"/>	<input type="checkbox"/>	School counselor Lauren Sneed does an excellent job advising and preparing students for community college.



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<p>Administration of the High School Equivalency Tests as approved by the California Department of Education, shall be made available when possible.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>No students took High School Equivalency Tests during this evaluation period.</p>
<p>Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>Two Teacher on Special Assignment positions were added last year to provide additional instruction and support, and specifically to address behavioral issues prior to suspension.</p> <p>We are not able to evaluate whether grade level standards were met, as this data was not provided to us.</p>
<p>The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools. The facility administrator, in conjunction with education staff, must ensure that operational procedures do not interfere with the time afforded for the minimum instructional day. Absences, time out of class or educational instruction, both excused and unexcused, shall be documented.</p>	X			<p>Juvenile court schools require a minimum instructional day of 240 minutes – Hillcrest meets this requirement.</p> <p>Codes, court, therapy and student-selected non-attendance interfere with the time afforded for the instructional day.</p> <p>Teachers report that students are routinely pulled from class by probation staff and BHRS clinicians. Students’ academic attendance must be prioritized.</p>



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<p>Education shall be provided to all youth regardless of classification, housing, security status, disciplinary or separation status, including room confinement, except when providing education poses an immediate threat to the safety of self or others. Education includes, but is not limited to, related services as provided in a youth's Section 504 Plan or Individualized Education Program (IEP).</p>	X			<p>SMCOE put multiple interventions into place during the last school year (including two new TOSA positions) to address a high suspension rate.</p> <p>As a result, Hillcrest is no longer in Comprehensive Support and Improvement (CSI) status. (There had been 34 instances in the 2022/23 school year when students were excluded from school for behavioral reasons.)</p>
<p>Recommendations</p>	<ol style="list-style-type: none"> 1. Put in place robust and engaging Career and Technical Education and Certification programs. 2. Resume tutoring (which was halted due to COVID-19) 3. Provide enrichment and extracurricular opportunities. 			
SCHOOL DISCIPLINE				
REVIEWED	YES	NO	N/A	COMMENTS
<p>Positive behavior management will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facility's overall behavioral management plan and security system.</p>	X			<p>The positive relationships between students and faculty is a key strength of Hillcrest and is a significant accomplishment.</p> <p>5-Star PBIS is effectively implemented through professional learning communities, and “plan, do, study, act” cycles. School climate is a typical challenge in court schools, furthermore, <u>positive SEL is suggested to be protective against learning loss.</u></p>



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<p>School staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.</p>	<p>X</p>		<p>Teachers reported that certain probation staff (ISMs Ramirez and Richwood) routinely remove students from classrooms without consulting teacher(s) or school administrators.</p> <p>Teachers informed us that this practice interferes with their ability to teach students, many of whom have IEP's with accommodations to address behavior while remaining in class. Removing students in this manner also disrupts the entire class when it occurs, which can be several times a week.</p> <p>A standing agreement exists between the Probation and School Departments stating that, except in emergency situations (code), the decision to remove students from the classroom will be made by the principal in consultation with the teacher(s).</p>
<p>Except as otherwise provided by the State Education Code, expulsion/suspension from school shall be imposed only when other means of correction fails to bring about proper conduct. School staff shall follow the appropriate due process safeguards as set forth in the State Education Code including the rights of students with special needs. School staff shall document the other means of correction used prior to imposing expulsion/suspension if an expulsion/suspension is ultimately imposed</p>			<p style="text-align: center;">X</p> <p>We have serious concerns that suspensions are not being handled appropriately.</p> <p>The number of suspensions which occurred during the 2023-24 school year has not been disclosed to us. In answer to our request for a written description or policy of what "other means of correction" for suspension entails, we were provided with a verbal description of multiple supports that were put in place by SMCOE in order to address high suspension incidents in the 2022-23 school year, and confirmed that Hillcrest is not currently in CSI status.</p>



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<p>The facility administrator, in conjunction with education staff will develop policies and procedures that address the rights of any student who has continuing difficulty completing a school day.</p>	X			<p>There is no written policy in place, however there are a variety of procedures for communicating and addressing student absences, including structures to ensure that those needs are communicated across shift changes. SMCOE are continually in communication with facility staff regarding student absences, have a weekly standing MDT meeting, and a daily standing morning meeting with school staff.</p>
<p>Recommendations</p>	<ol style="list-style-type: none"> 1. Reduce classroom removals by ensuring the Probation Department consistently adheres to established agreements and protocols. 2. Ensure adequate accommodations are in place to prevent students with identified behavioral challenges from being unnecessarily removed from the classroom. 			
PROVISIONS FOR SPECIAL POPULATIONS				
REVIEWED	YES	NO	N/A	COMMENTS
<p>State and federal laws and regulations shall be observed for all individuals with disabilities or suspected disabilities. This includes but is not limited to child find, assessment, continuum of alternative placements, manifestation determination reviews, and implementation of Section 504 Plans and Individualized Education Programs.</p>	X			<p>Many accommodations are available, including extra time for and shortened assignments, alternative settings for testing (separate room), calculators, use of computers for most things, graphic organizers and support with executive functioning.</p> <p>However, for students with moderate to severe needs, the school is not equipped to provide the IEP accommodations as written.</p>



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HILLCREST SCHOOL - JUVENILE HALL
2023-2024**

<p>Youth identified as English Learners (EL) shall be afforded an educational program that addresses their language needs pursuant to all applicable state and federal laws and regulations governing programs for EL students.</p>	X			<p>Typically, approx. 30% of detained students are EL.</p> <p>The strategy outlined in the LCAP is to train the Principal in English Learner pedagogy, to train the Assistant Principal in proctoring the English Language Proficiency Assessments for California (ELPAC), and to use a paraeducator to provide more individualized support for English Learners.</p> <p>English Learners are provided support through the Board-adopted ELA curriculum which has an ELD component to it. Teachers are trained to develop English language skills through their methodology. In the past, the school had an EL specialist.</p> <p>The school has a bilingual family counselor, who has been on staff since October 2023.</p>
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EDUCATIONAL SCREENING AND ADMISSION

REVIEWED	YES	NO	N/A	COMMENTS
Youth shall be interviewed after admittance and a record maintained that documents a youth's educational history, including but not limited to:	X			
School progress/school history;	X			
Home Language Survey and the results of the State Test used for English language proficiency;	X			



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Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs;	X			
Discipline problems;	X			
Youth will be immediately enrolled in school. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses;	X			Students are immediately enrolled, but do not attend school for 2-3 days. Students are provided a paper-based work packet.
After admission to the facility, a preliminary education plan shall be developed for each youth within five school days.	X			We received and reviewed the document "Multi-tiered system of Supports - Individual Learning Plan and Student Progress Monitoring" (copy attached) , which combines a preliminary educational plan with follow up on differentiated learning objectives.
Upon enrollment, education staff shall comply with the State Education Code and request the youth's records from his/her prior school(s), including, but not limited to, transcripts, Individual Education Program (IEP), 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits. Upon receipt of the transcripts, the youth's educational plan shall be reviewed with the youth and modified as needed. Youth should be informed of the credits they need to graduate.	X			



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Parent-Student Handbook		X		We were informed that this is currently being revised.
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EDUCATIONAL REPORTING

REVIEWED	YES	NO	N/A	COMMENTS
The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.	X			We received and reviewed a copy of the “Hillcrest Education Transition Plan” document (attached). We were advised by the Academic Counselor that Mr. Jonas Barbour, Coordinator, Transition Services for Court & Community Schools is providing support to youth in transition back to home schools, coordinating with Department of Rehabilitation (which provides specialized services including paying for college tuition, books, supplies and parking permits, career assessments and counseling, career education and training, assistive technology) and following up with parents.
The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school in accordance with the State Education Code.	X			The Commission hears that students are still not getting units that transfer, particularly for partial course credit. Receiving schools are required by Title 1 to accept full and partial coursework completed in a court school. This is an ongoing issue, noted in past inspections.

TRANSITION AND RE-ENTRY PLANNING

REVIEWED	YES	NO	N/A	COMMENTS
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<p>The Superintendent of Schools and the Chief Probation Officer or designee, shall develop policies and procedures to meet the transition needs of youth, including the development of an education transition plan, in accordance with the State Education Code and in alignment with Title 15, Minimum Standards for Juvenile Facilities, Section 1355.</p>		X		<p>Policies continue to be under development. We received and reviewed a copy of the Hillcrest Education Transition Plan. We are missing data about the transition needs of youth. SMCOE was scheduled to present this to the SMCJJC in January 2024, but did not.</p>
<p>School Enrollment - Post Release</p>	X			<p>In 2023, the Stanford Law Center (in partnership with the Private Defender Program) began to assist students with enrollment in school upon their release from juvenile hall. Hillcrest students and families have historically faced challenges and extensive delays when returning to their home schools.</p>
POST-SECONDARY EDUCATION				
REVIEWED	YES	NO	N/A	COMMENTS



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<p>The school and facility administrator should, whenever possible, collaborate with local post-secondary education providers to facilitate access to educational and vocational opportunities for youth that considers the use of technology to implement these programs.</p>	X		<p>Post-secondary academic opportunities are available to long term and Secure Track students who have graduated from high school. Secure Track students also have access to online programs offering certification in Personal Training (ISSA) and IT (Coursera) made available through their court ordered Individualized Rehabilitation Plans (IRP) that are funded by the Probation Department.</p> <p>One long-term youth transitioning out of juvenile hall was able to leave the facility to attend one class at the College of San Mateo.</p> <p>It would be helpful to encourage and facilitate concurrent college enrollment for longer term high-school students at Hillcrest.</p> <p>Post-secondary classes are held with mainstream, non-detained students. As professors may not be aware of detained students' status, any absences due to facility operations are especially problematic for these students, in addition to missed coursework</p>
Classroom Teachers, Aides & Support Staff		X	There are no teachers, aides, tutors, or support staff assigned to the computer lab where college students take their online classes.
Special Education Support & Accommodations		X	There are no accommodations or supports in place in the computer lab where college students take their online classes.
Technology & Internet Access	X	X	Students lack <u>consistent</u> access to computers, laptops, and printers. Internet restrictions prevent students from accessing websites needed to participate and complete coursework on time.
Post-Secondary Educational Space	X		Post-secondary students take online classes in the computer lab classroom.



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<p>Obstacles to Student Success</p>	<p>In interviews with teachers, we were informed of teachers’ concerns of instances of probation staff (ISM’s) not acting in a manner which prioritizes the secondary education efforts of students, for example, not providing students with access to the tools and support they need to succeed.</p> <p>There is no designated staff person available to support college students in the computer lab classroom.</p> <p>There are no educational support and accommodations in place for students with learning challenges.</p> <p>Students have no access to the school department building or computers during non-school hours, weekends, holidays, and summer break.</p> <p>Internet security settings are too restrictive and block access to the websites students need to successfully participate in classes and complete their course work.</p> <p>Students have inconsistent access to desktop and personal laptop computers in the housing unit which leads to missed classes, delays in completing assignments, inadequate study time for exams, and even missed exams. We were informed that as a result students have had to drop or withdraw from classes to protect their GPAs and maintain financial aid eligibility.</p> <p>In cases of computer-related rule violations, students reported that probation staff have frequently imposed restrictions on use of computers and the internet on all students, regardless of individual involvement in the violation. These broad punitive measures negatively impact students’ ability to achieve their educational goals. Among the six college students interviewed, two reported that these restrictions have postponed their graduation by an entire semester.</p>
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CAREER & TECHNICAL EDUCATION

REVIEWED	YES	NO	N/A	COMMENTS
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CTE Programs		X	<p>Probation purchased Paxton & Patterson Construction Modules (a \$70k CTE program) to support the effort to provide programming to SYTF youth. Unfortunately, implementation of this program to SYTF youth has been delayed and is currently on hold until Probation and SMCOE come to an agreement on who will implement, manage, and staff the program.</p>
Credentialed Teachers		X	<p>Hillcrest did not have a credentialed CTE teacher during this evaluation period.</p>
Comments	<p>It is disappointing and concerning that robust and engaging CTE programs are not being made available to long-term & SYTF students at Hillcrest.</p> <p>This seems to be due to not having a credentialed CTE teacher on staff, as well as the apparent lack of coordination and agreement on responsibility to provide CTE programming (ie. stalled negotiations between SMCOE and Probation in implementing the Paxton & Patterson program), and lack of any further identified programming.</p>		
Recommendations	<ol style="list-style-type: none"> 1. Hire a credentialed CTE teacher 2. Identify further CTE programming 3. Resolve any issues standing in the way of implementing the Paxton & Patterson construction modules program. 		



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SIGNATURES OF JUVENILE JUSTICE COMMISSIONERS PREPARING THIS REPORT:

Commissioner Ameya Nori

Date: November 15, 2024

Commissioner Karin Huber-Levy

Date: November 15, 2024

Commissioner Johanna Rasmussen

Date: November 15, 2024

Commissioner Jennifer Blanco

Date: November 15, 2024



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Classroom Observations 9/24/2024

Hillcrest

The evaluation team observed students in English, Study Skills, Social Studies, and P.E. classes at Hillcrest.

The main object of each of the subject classes appeared to be adapting the class to a level that all of the students could understand. The teachers are flexible in changing the curriculum and teaching new content throughout a youth's enrollment at Hillcrest.

During the Hillcrest English class, we witnessed one youth become agitated during a journal assignment at the start of class. The youth became frustrated by the journal question, and the teacher was successful in de-escalating the situation. The teacher reported that every student in that class was a Spanish speaker.

During Social Studies class, students watched a video on civil rights, located various countries on the life size map on the classroom wall, and played "Jeopardy". Students were engaged in each of the lessons.

Study Skills class provided tutoring to students.

Educational Cohorts

There were three educational cohorts during this evaluation period. Two high school cohorts and one college cohort.



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Academic Plans for Students with High School Diploma or Equivalency Certificate

Students who have completed high school or passed the High School equivalency class are pursuing further education on-site via online, mainstream community college classes.

The following support measures are in place for students who have completed high school:

Skyline College’s Academic Counselor meets regularly with the graduates for:

- Course selection
- Course management
- FAFSA
- Online Tutoring
- Ordering of college snacks (quite the hit!)

City College of San Francisco: The “Project ReBound” team regularly meets with program participants for:

- Course selection
- Course management
- FAFSA
- Online Tutoring
- Laptop Computer
- End of Semester in-person team meetings

College Students Transitioning From Juvenile Hall

Students participating in the Phoenix Re-Entry program are eligible to attend college classes both in-person and online at the College of San Mateo. During this evaluation period one long-term youth was enrolled in this program.

San Mateo County Juvenile Justice Commission

The JJDPC secured the funding needed to purchase laptop computers for seven college students. A goal for SMCJJC is to ensure every college student at the facility is equipped with the technology and tools needed to successfully complete educational goals.



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SMCOE Court & Community School Staff

Administration, Academic Counselor, SpEd Teacher, and TOSA

- Perform check-ins (social-emotional)
- Provide supervision coverage when Probation is short-staffed
- Provide graduates access to the internet for their courses
- Print assignments and materials for graduates
- Help graduates with basic organization, assignments, essays, etc.
- Explore higher education pathways with students
- Support Special Education teacher in helping students with IEPs sign up for services offered through the Department of Rehabilitation.
- Act as liaison between the Community Colleges, School Counselor, and the Probation Department.
- Ensure management and upkeep of the computer lab where the graduates spend most of their time
- Attend weekly MDT meetings to discuss student needs and supports
- Attend monthly IRP meetings for Secure Track students
- Coordinate with college counselors on enrollment, financial aid, school supplies, etc.

Probation Staff

- Supervise college students in the “Computer Lab” of the School Department
- Ensure the safety of graduates, students, and staff
- Escort students to and from the School Department



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Requested Documents For 2023-2024 Educational Inspection

1. A sample preliminary educational plan for Hillcrest (Title 15 § 1370(e))
2. A sample educational transition plan for a non-IEP Hillcrest youth (Title 15 § 1370(g))
3. A copy of the student exit survey for Hillcrest (mentioned in WASC documents)
4. A sample “other means of correction” for a suspension initiated by a GS
5. A description of positive behavioral management used in juvenile hall if it already exists in written form (Title 15 § 1370(c))
6. Parent Annual Notification booklet for Hillcrest and Kemp in English and Spanish
7. Identified learning outcomes or objectives differentiated for all students and for students who have been at the facility for more than x days
8. LCFF budget overview for parents
9. Any Uniform Complaint Procedure, Williams Act, or ESEA complaints since the last inspection for juvenile hall
10. Most recent LCAP
11. [WASC](#)



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San Mateo County Office of Education 2024- 2025 LCAP

Document Link:

[https://go.boarddocs.com/ca/smcoe/Board.nsf/files/D6FRQU6EB853/\\$file/6.C.2024-2025%20Proposed%20LCAP%20-%20Final%20Version.pdf](https://go.boarddocs.com/ca/smcoe/Board.nsf/files/D6FRQU6EB853/$file/6.C.2024-2025%20Proposed%20LCAP%20-%20Final%20Version.pdf)

Excerpts from [2021-22 School Accountability Report Card \(SARC\) - Hillcrest \(English\)](#)

Hillcrest Educational Transition Plan



SAN MATEO
COUNTY
OFFICE OF
EDUCATION

Youth Name: _____ Date of Birth: _____

Date of Plan: _____ Facility: _____

Case Manager/Educational Liaison: _____

Anticipated Release Date: _____ Current Grade Level: _____

Special Education Status, if applicable (Yes/No; specify IEP or 504 plan): _____

Career Interests: _____

I. Education History

- Previous Schools Attended: _____

- Educational Achievements: _____

- Areas of Strength: _____

- Areas of Need: _____

2. Current Educational Status

- Current Coursework: _____

- Credits Earned During Incarceration: _____

- Behavioral and Attendance Record: _____

3. Transition Goals

- Short-Term Educational Goals

- Goal 1:

- Goal 2:

- Long-Term Educational Goals

- Goal 1:

- Goal 2:

4. Support Services Required

- Academic Support (list any tutoring, mentorship, or additional instructional support needed):

- Behavioral and/or Social-Emotional Support (counseling, behavioral intervention plans, or social-emotional support needed):

- Special Education Services (detail any accommodations, modifications, or services required under IEP/504):

5. Re-Enrollment Plan

- Target School/Program for Re-Enrollment (School Name/Program, Address, Contact Person):


- Enrollment Date (Anticipated date of re-enrollment):

- Transportation Plan (Detail transportation arrangements, if necessary):

6. Collaboration with Outside Agencies

- Probation Department (Contact Name, Role, and Details on Coordination):

 - Mental Health Services (Contact Name, Role, and Details on Coordination):

 - Social Services (Contact Name, Role, and Details on Coordination):
- 

7. Family and Community Involvement

- Family Engagement Plan (strategies for involving family in educational planning and support):

- Community Resources (list any community organizations, mentors, or resources available to support the youth):

8. Monitoring and Follow-Up

- Progress Monitoring (how and when progress will be monitored post-release):

- Check-In Schedule (regular check-ins with case manager/educational liaison):

- Plan Review Date (date when the plan will be reviewed and updated, if necessary):

Signatures:

- Youth: _____ Date: _____

- Case Manager/Educational Liaison: _____ Date: _____

- Parent/Guardian: _____ Date: _____

- School Representative: _____ Date: _____

- Probation Officer: _____ Date: _____

Appendix:

- Documentation of Special Education Status (if applicable)

- Copies of Transcripts and Credits Earned

- Contact Information for Support Services



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San Mateo County Office of Education

Multi Tiered System of Supports

Individual Learning Plan & Student Progress Monitoring

Name (Last, First, M.)	Stu. ID:	Date of Birth	Grade	IEP_____
School	Language Classification:	Language	Classification Date	

Student Data										
CAASPP			ELPAC			Local Assessment Data		Attached Documents:	Is the student on track to meet graduation requirements?	_____
	ELA	Math	Science	Oral Lg.	Written Lg.	Overall		<input type="checkbox"/> Report Card/Transcript <input type="checkbox"/> Writing Sample <input type="checkbox"/> _____	Credits Earned: _____	
Date									Credits Needed: _____	
Score										

Student strengths and successes	Student needs based on initial data

	Academic Support Examples	Social Emotional/Health Support Examples	Behavioral Support Examples
Tier 1 Supports	<ul style="list-style-type: none"> • Teacher proximity • Increase check for understandings • Multiple/flexible groupings • Extended time • Manipulatives • Graphic organizers • Language Development Strategies • Check-in on grad status • Increase scaffolds and/or discourse opportunities • Set objectives and provide feedback • Vary student response opportunities • Increase visuals, charts, models • Reteach and reassess • Re-entry Plan Check In • Technology tools • Adjust collaboration opportunities • Primary language reference materials • Monitor, revisit, and adjust goals • Teacher/home correspondence • Reengagement activities • Other: _____ 	<ul style="list-style-type: none"> • Clear consistent routines with visual aids • Vision/Hearing accommodations • Referral to Wellness Center • Effective Solutions connection • Classroom meetings • Other: _____ 	<ul style="list-style-type: none"> • Clear consistent routines with visual aids (PBIS) • Review rules and routines • Routine reteaching of expectations • Reinforcement with 5 Star check ins • Increase teacher proximity • Multisensory techniques/tools • Other: _____
Tier 2 Supports	<ul style="list-style-type: none"> • Varied texts/assignments • Additional time in small group w/teacher or IA • Academic contracts (meet with student to review progress, set goals, and plan of action) • Copies of notes • Small group/1:1 reteach/reengagement activities • Peer tutoring/support • Weekly check ins with teacher • Extended day opportunities • Online supplemental programs • Executive functioning skills support • Other: _____ • Student Conference with Counselor • Credit recovery enrollment • Preferential seating • Extended time on assignments • Peer mentor support • Alternate seating options • Other: _____ • Referral to partner agency 	<ul style="list-style-type: none"> • Small group SEL Support • School SEL Support • Homeless Liaison • Weekly Check in and connect • Weekly behavior correspondence • Setting goals for personal SEL support 	<ul style="list-style-type: none"> • Weekly behavior log • Small group behavior review • Alternate/modified break • Increased Positive reinforcement plan • Student Conference with Counselor • Cool down/ Transition time • Student/Parent Classes • Peer mentor support • Alternate seating options • Other: _____



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Multi Tiered System of Supports

Individual Learning Plan & Student Progress Monitoring

Tier 3 Supports	<ul style="list-style-type: none"> • Daily check-ins with teacher • Extended day Opportunities 	<ul style="list-style-type: none"> • Tutor • Referral for SpEd. • DOR Eligibility Review and Referral 	<ul style="list-style-type: none"> • Other: _____ • 	<ul style="list-style-type: none"> • Daily check-in and connect • Daily behavior log • Referral for SpEd. 	<ul style="list-style-type: none"> • Homeless liaison • Individual SEL Support Plan • Other: _____ 	<ul style="list-style-type: none"> • Behavior log • 1:1 behavior review • Alternate/modified breaks 	<ul style="list-style-type: none"> • 504 plan (if qualifies) • Referral for SpEd. • Other: _____
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Meeting Date	Notes and Supports Provided (who, when, what, how, and measurement)	Progress Notes (Every 4-8 Weeks)
End of Year Summation		
End of Year Summation		
End of Year Summation		



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Multi Tiered System of Supports

Individual Learning Plan & Student Progress Monitoring

Initial Meeting #1 Date: _____ **Time:** _____

Participant's Signatures

Student: _____ Parent/Guardian: _____ TOSA: _____

Administrator: _____ Teacher: _____ Additional Staff: _____

Additional Staff: _____ Additional Staff: _____ Additional Staff: _____

Student Progress Monitoring Plan Status		
_____ Student has not yet shown adequate progress. Supports need to be revised/modified.	Please note revised/modified items in notes	
_____ Student has continued to not show adequate progress. Student is referred for an SST	SST Meeting Date/Time:	
_____ Student is making some progress. Continue with the current plan with a scheduled follow-up meeting	Follow-up Meeting Date/Time:	

Follow-Up Meeting: Date: _____ **Time:** _____

Participant's Signatures

Student: _____ Parent/Guardian: _____ TOSA: _____

Administrator: _____ Teacher: _____ Additional Staff: _____

Additional Staff: _____ Additional Staff: _____ Additional Staff: _____



**Juvenile Justice Commission
Group Home Inspection Report
Elysian STRTP**

FACILITY NAME: Elysian
FACILITY TYPE: Short Term Residential Treatment Facility (STRTP) for Emotionally Disturbed Children
CAPACITY: 6

FACILITY ADDRESS: 31 Tower Road, San Mateo, CA 94402
FACILITY PHONE NUMBER: 650-312-5320

FACILITY STAFF/MANAGER INTERVIEWED: Aimee Salazar Nunez, Mileu Program Specialist

COMMISSION INSPECTORS: Johanna Rasmussen, Paul Bocanegra, & Whitney Genevro
PRESIDING DEPENDENCY COURT JUDGE: The Honorable Susan Etezadi
DIRECTOR OF CHILDREN & FAMILY SERVICES: John Fong
FACILITY MILIEU PROGRAM SPECIALIST SUPERVISOR: Aimee Salazar

INSPECTION PERIOD: August 1, 2023 - July 31, 2024
INSPECTION DATES: August 14, 2024

BACKGROUND INFORMATION

After Continuum of Care Reform (AB403) was introduced in 2015, congregate care has been limited to short term therapeutic interventions and resulted in the closure of group homes. Since this time, the State has recognized the gap in services that resulted, particularly with emergency placements. In January 2017, California added the classification of “Resource Parent” and “Resource Family”—to encompass extended family members, foster parents and other eligible caregivers.

San Mateo County currently has 18 Short-Term Residential Therapeutic Program (STRTP) beds, divided between Canyon Oaks Youth Center (12 beds), and Elysian (6 beds).

EXECUTIVE SUMMARY

The Inspection Team met with Ms. Aimee Salazar and her staff on Wednesday, August 14, 2024. The team arrived at 9:00 am and spent approximately 5.5 hours inspecting the facility, reviewing secure documents, and conducting interviews with youth and staff. The team spent an additional 18 hours reviewing non-secure documents offsite. There was one youth in residence at the time of our visit.

The Human Services Agency operates Elysian, a 6-bed STRTP that supports dependent youth aged 12 to 17.5 who have experienced abuse and/or neglect and are exhibiting trauma-related behaviors that impact their social and educational functioning. Elysian is not designed to serve youth with severe developmental disabilities or complex medical needs. While physical restraints are not utilized at this facility, staff are trained in their use should they need to respond to a youth posing an immediate safety risk to themselves or others.

Elysian employs evidence-based, trauma-informed approaches to address the physical, mental, and behavioral effects of trauma. Youth generally live at the facility for 6-9 months, and can stay longer if continued treatment is warranted and in their best interest. Treatment and services are identified and documented in individual Needs and Services Plans. Youth attend school in the community. To minimize disruptions to their educational progress and preserve relationships with peers and teachers, staff make every effort to keep youth enrolled in their home schools. Regular Child Family Team (CFT) meetings are conducted to discuss the youth's progress towards treatment goals and collectively evaluate and coordinate services. CFT participants typically include the youth and their family member(s), social worker, mental health professional, attorney, school representative, CASA, service providers, and a member of staff.

Once a youth has stabilized and met their STRTP treatment goals, they transition into a less restrictive lower level of care—either with a parent/guardian or resource family. Young adults aged 18+ may transition into an AB12—housing programs. The facility's placement team is responsible for identifying resource homes and coordinating the transition. Due to the limited number of resource homes available in San Mateo County, most youth must be placed outside of the county—which separates them even further from their family members, friends, schools, advocates, and communities. The long-distance separation can result in additional trauma and negatively impact the progress made while in treatment. The lack of available resource homes is not unique to San Mateo County. Due to the high cost of housing in the Bay Area, the vast majority of available resource homes are located in the Central California Sacramento regions of the state.

The County of San Mateo has created an exceptional, homelike environment for its most vulnerable youth. The facility is clean, well-maintained, updated, and tastefully furnished. Security measures are sufficient, and established systems ensure smooth operations. Youth report feeling safe, valued by staff, and express high satisfaction with the quality of the meals provided. The facility is well-managed and adequately staffed with qualified professionals who demonstrate enthusiasm, creativity, and a strong commitment to the care they provide. Staff actively involve youth in decision-making whenever possible, fostering a sense of empowerment and striving to make a meaningful impact in their daily lives. Youth are provided with a generous supply of ethnically appropriate hygiene products, quality bedding, mattresses, linens, and towels. Ample storage for personal belongings is also provided. The landscaped grounds offer ample outdoor recreational space, further contributing to the positive environment. Overall, the County of San Mateo has done an exceptional job designing and maintaining this facility.

While no major issues were identified during this inspection, the Commission has outlined five areas for improvement. Our recommendations are detailed below.

¹ AB 12 allows eligible child welfare or probation youth to remain in the Foster Care system until age 21.

COMMENDATIONS

The commission wishes to thank Mr. John Fong and Ms. Aimee Salazar for their responsiveness, professionalism, and commitment to transparency throughout the inspection process. As this was the Juvenile Justice Commission's first inspection of the Elysian facility, their cooperation, engagement and assistance were greatly appreciated.

RECOMMENDATIONS

Placement Challenges for Transitioning Youth

San Mateo County faces a critical shortage of resource homes for youth transitioning out of care, leaving most young people exiting both Elysian and the Temporary Shelter Care Facility without local placement options. As a result, many are relocated outside the county, separating them from their families, friends, schools, advocates, and communities. This displacement can exacerbate trauma and hinder the progress they achieved while at Elysian. Unfortunately, this issue is not unique to San Mateo County. The high cost of housing in the Bay Area has pushed available resource homes to more affordable areas of the state—primarily the Central California and Sacramento regions. Without changes in legislation and/or substantial increases in foster care reimbursement rates, the county will need to engage in robust outreach efforts to recruit new resource families. Equally important is preserving our existing resource homes. Regional collaboration will be required to increase the total number of resource homes in the Bay Area and keep our youth closer to their families, friends, and natural communities.

OUTDOOR RECREATION SPACE

Despite the thoughtful design the outdoor recreation spaces remain underutilized. Key factors contributing to the underutilization of these recreation areas include:

- Exposure to direct sunlight from sunrise to sunset
- Lack of shade trees, structures, and sails to protect youth from the sun
- Metal picnic tables and benches that become hot on warm day
- Absence of patio furniture
- Lack functional recreational equipment, games, and sports balls

These deficiencies undermine the intended purpose for this space—to provide a safe, enjoyable, environment for young people to gather, play, and enjoy the outdoors. Implementing the following improvements will increase utilization of this space and improve the overall quality of life for youth at the facility.

- Install strategically placed shade sails
- Provide heat-resistant patio furniture
- Install umbrellas on the existing metal picnic tables
- Remove the damaged volleyball poles and net
- Purchase new recreation equipment and games

Due to the population fluctuations at the facility, providing recreation equipment and games that can be utilized by groups and individuals are key. i.e., basketball hoops, sports balls, and games such as ladder ball and corn hole.

BACKYARD GARDEN AREA

The backyard lacks a water source to support the large garden that was recently planted. We recommend installing a hose bib and purchasing an extra long hose that is capable of reaching the garden area.

WEEKLY ALLOWANCE

Under current law, youth are entitled to an age-appropriate weekly allowance. At Elysian, allowance is capped at \$5.00 per week, regardless of age or individual needs. This flat rate fails to account for the principles of equity, as it does not reflect the age, history, and individual needs of the youth. The current amount is woefully inadequate, as fails to cover the cost of a soda and a bag of chips. We recommend increasing the allowance to at least \$25 per week– \$3.57 per day—to ensure all youth are provided with a more fair and dignified level of support.

CONTACT WITH SOCIAL WORKERS, ATTORNEYS

The youth we interviewed reported limited contact with their social worker and were unaware of their attorney’s name or contact information. We recommend providing this information during the orientation process to ensure youth are fully informed and appropriately supported.

DOCUMENTATION

REVIEWED	YES	NO	N/A	COMMENTS
Community Care License	X	<input type="checkbox"/>	<input type="checkbox"/>	Effective March 11, 2025 Expires: March 10, 2025
Fire Life & Safety Inspection: San Mateo County Fire Department				Initial Annual Inspection. Passed on April 17, 2024. There were no violations.
Natural Disaster & Fire Safety Evacuation, Drills, & Equipment	X	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers, smoke alarms, and carbon monoxide detectors were all present at the facility.
Mission Statement	X	<input type="checkbox"/>	<input type="checkbox"/>	See attached
Pre-Intake & Intake Procedures	X	<input type="checkbox"/>	<input type="checkbox"/>	
Admissions	X	<input type="checkbox"/>	<input type="checkbox"/>	Admission determinations are made by the leadership Milieu Program Specialist and Supervising Mental Clinician in collaboration with Children and Family Services (CFS).

<p>Staffing Ratios: 84665.5</p> <p>Sections 84065.5 and 84065.7 do not apply to Temporary Shelter Care Facilities</p>	<p>X</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><u>During the hours of 7:00 am - 10:00 pm</u></p> <ul style="list-style-type: none"> ● One child present: At least one direct care staff who is awake and on duty at the facility. ● Two to four children present, at least two awake direct care staff on duty and present at the facility. ● Five or more children present, at least one direct care staff member awake and on duty for every four children, or fraction thereof, present at the facility. <p><u>During the hours of 10:00 pm - 7:00 am</u></p> <ul style="list-style-type: none"> ● One child present, At least one direct care staff who is awake and on duty at the facility. ● Two to six children present, at least two awake and on duty direct care staff present at the facility. ● Seven or more children present, at least one awake and on duty direct care staff present at the facility for every six children, or fraction thereof, present at the facility. ● Activities Away From the Facility: At least one awake and on duty direct care staff present for each four children participating in planned activities. ● Additional staff shall be on call and capable of arriving at the facility within 30 minutes. ● If the children require special care and supervision because of age, problem behavior or other factors, the number of on-duty facility staff must be increased. ● A Supervisor, a licensed social worker, is always on staff
<p>Admissions</p>	<p>X</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Admission determinations are made by the leadership Milieu Program Specialist and Supervising Mental Clinician in collaboration with Children and Family Services (CFS).</p>
<p>Removal and/or Discharge Procedures</p>	<p>X</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Received and reviewed.</p>
<p>Youth Handbook</p>	<p>X</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Handbook is available in English & Spanish. A copy is attached.</p>

Facility Rules	X	<input type="checkbox"/>	<input type="checkbox"/>	See attached
Positive Discipline Policies & Procedures	X	<input type="checkbox"/>	<input type="checkbox"/>	See attached
Emergency Intervention Plan	X	<input type="checkbox"/>	<input type="checkbox"/>	See attached
Complaints Investigation Reports	X	X	<input type="checkbox"/>	Department of Social Services Community Care Licensing: There were no substantiated complaints made during this inspection period.
Medication	X	<input type="checkbox"/>	<input type="checkbox"/>	Medications are secured and documented accordingly.
Use of Restraints	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility does not use physical restraints.
Trauma Informed Interventions & Treatment Practices	X	<input type="checkbox"/>	<input type="checkbox"/>	Elysian utilizes evidence-based trauma treatment practices to address youth's physical, mental, and behavioral manifestations of their trauma. Elysian guiding principles of Trauma Informed Care: <ul style="list-style-type: none"> ● Safety ● Trustworthiness and Transparency ● Peer Support ● Collaboration and Mutuality ● Empowerment, voice, and choice ● Cultural, Historical, and Gender Issues
LGBTQ & Gender Inclusive Programming				Elysian is a gender inclusive program. All staff receive training at least annually on current LGBTQ+ issues by allies and experts, consult with allies and experts when identifying supports for youth and families, and work to ensure the environment of the residence reflects such. Elysian utilizes community-based resources to access specialized services for youth contemplating their sexual orientation, gender identity, and/or gender expression (SOGIE). Staff also work with parents in CFT meetings and other venues to educate them on LGBTQ issues of their children. The therapeutic team will also discuss ways in which the parent/guardian and/or resource parent can best support their children.

Nutrition & Meals				Menu is attached
Weekly Allowance	X	<input type="checkbox"/>	<input type="checkbox"/>	Legislation mandates youth receive an age-appropriate weekly allowance. At Elysian, however, youth can earn up to \$5.00 per week, irrespective of age. This sum is strikingly insufficient, failing to cover the cost of a soda and a bag of chips. We advocate for an increase to at least \$25 per week, equivalent to \$3.57 per day, to better align with the youth's age and personal needs.
Transportation	X	<input type="checkbox"/>	<input type="checkbox"/>	Transportation is provided by facility and county staff.
Other:	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility is located in unincorporated San Mateo County and is serviced by the Sheriff's Department.

PROGRAMS & SERVICES

REVIEWED	YES	NO	N/A	COMMENTS
Assessments	X	<input type="checkbox"/>	<input type="checkbox"/>	Assessments include: <ul style="list-style-type: none"> ● Medical ● Developmental ● Behavioral ● Mental Health ● CSEC ● Court Ordered
Health Related Services	X	<input type="checkbox"/>	<input type="checkbox"/>	Residents receive all health related care in the community, as needed.
Education	X	<input type="checkbox"/>	<input type="checkbox"/>	Children and youth attend school in the community. Every effort is made to maintain students in their home schools, to minimize disruptions and preserve their relationships with peers and teachers.
Programming Schedule	X	<input type="checkbox"/>	<input type="checkbox"/>	See attached
Recreation Schedule	X	<input type="checkbox"/>	<input type="checkbox"/>	See attached
Needs and Services Plan	X	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed on site

Placement Planning	X	<input type="checkbox"/>	<input type="checkbox"/>	The placement team is responsible for placing youth in approved foster homes. Due to the lack of available foster homes in the county, the majority of youth are placed in homes that are located outside of the Bay Area.
CFT Meetings	X	<input type="checkbox"/>	<input type="checkbox"/>	CFT meetings are routinely held. Participants typically include youth and their family members, social worker, mental health professionals, attorney, CASA, and other service providers and a member of staff.
Transitional Independent Living Plan	X	<input type="checkbox"/>	<input type="checkbox"/>	
Extracurricular, enrichment, and social activities	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth are encouraged to participate in extracurricular, enrichment, and social activities. The facility covers the cost of fees and expenses (registration fees, prom tickets, etc.)
Mentorship and Peer Support Programs	X	<input type="checkbox"/>	<input type="checkbox"/>	Most youth who come into the facility already have a CASA. Referrals are requested for youth who do not.
Visiting	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth are allowed to visit with approved family members and adults. Youths are free to socialize with friends and classmates. The county provides transportation to court ordered and supervised visits with parents and family members.
Telephone	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth are able to use their personal cell phones at all times. If they need to use it at night they ask just to turn down the volume. A landline is also available for youth to use.
Mail	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth have access to both electronic and traditional mail.
Technology & Internet Use	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth are allowed to have cell phones and access to the internet for part of the day.
Outings	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth routinely go on outings with staff. Outings include walks, and hikes. Shopping for clothing and personal items, attending community events, etc.

PHYSICAL INSPECTION

EXTERIOR OF FACILITY

REVIEWED	YES	NO	N/A	COMMENTS
Parking Lot	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility offers ample parking in the lot in front of the building. The parking lot is monitored.
Paint	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility is tastefully painted. The color is vibrant and welcoming.
Roof, Gutters, & Drainage	X	<input type="checkbox"/>	<input type="checkbox"/>	No issues were noted. Roof and gutters appeared to be in good condition. No drainage issues were noted.
Windows & Doors	X	<input type="checkbox"/>	<input type="checkbox"/>	Clean and in good working order.
Sidewalks, Ramps, and Patios	X	<input type="checkbox"/>	<input type="checkbox"/>	No issues noted
Gates & Fencing	X	<input type="checkbox"/>	<input type="checkbox"/>	Chain link fencing surrounds the sides and rear of the property.
Security	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility has security camera located throughout the perimeter of the property and adjacent parking
Lighting	X	<input type="checkbox"/>	<input type="checkbox"/>	We inspected the facility on a sunny summer day. No issues were noted or reported by residents or staff.
Landscaping	X	<input type="checkbox"/>	<input type="checkbox"/>	The landscaping in the front of the facility is very well maintained.
Garden	X	<input type="checkbox"/>	<input type="checkbox"/>	There is a garden located at the rear of the building, between the outdoor recreation spaces. The garden was recently created by a youth. It contains vegetables, fruits, and herbs. The area lacks a water source or a hose.
Renewable Energy	X	<input type="checkbox"/>	<input type="checkbox"/>	There are solar panels erected on several areas on the property. The panels are located beyond the fenced area.
Storage Shed	X	<input type="checkbox"/>	<input type="checkbox"/>	There are at least two large storage sheds on the property.
Comments	The facility is designed to resemble a spacious county home, painted in a vibrant yellow that creates an inviting atmosphere upon arrival. The front is thoughtfully landscaped			

	with native plants and shrubs, enhancing its charm. The grounds, including the adjacent parking lot, are impeccably maintained, free of litter and debris. It's clear that significant effort went into creating a space that feels welcoming and comforting for the youth entering the facility.
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Recommendations	<i>The backyard lacks a water source to support the large garden. We recommend installing a hose bib and purchasing a hose that is capable of reaching the garden area.</i>
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OUTDOOR ACTIVITY SPACE

REVIEWED	YES	NO	N/A	COMMENTS
Outdoor Recreation				<p><u>Northern Side of Facility</u> Located outside the kitchen/dining room. It contains a large cement patio, two metal picnic tables, two Webber BBQ's and a storage shed. There are no trees and the area receives full sun from sunrise to sunset, making the picnic tables unusable on hot days. A large well manicured lawn extends beyond the patio. There was no recreation equipment, balls, or games in this space.</p> <p><u>Southern Side of Facility</u> The recreation area on the southern side of the property is made up of a cement walkway and large grassy area. The entire area is in direct full sun all day. There are no shade trees. There is a metal bench and metal picnic table that become too hot to use on hot days. There is a volleyball net that is in need of replacement. There was no recreation equipment, balls, or games in this space.</p> <p>The outdoor recreation areas are lacking in adequate shade, with no trees to provide relief and constant exposure to direct sunlight throughout the day. We recommend adding umbrellas to all three metal picnic tables, installing several sun shade sails, and purchasing recreation equipment and games for use in these spaces.</p>
Patio & Walkways	X			Patios and walkways are in good condition.
Recreation Equipment		X		The area features a lone volleyball net that is damaged beyond repair. There were no games, balls, or other equipment noted.
Recreation: Hiking	X			The facility is set in a rural part of unincorporated San Mateo County, offering frequent opportunities for nature walks and

				hikes in the immediate and surrounding areas.
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Comments	<p>Despite its thoughtful design and excellent maintenance, these spaces remain underutilized. Key factors contributing to the underutilization include:</p> <ul style="list-style-type: none"> • Prolonged exposure to direct sunlight • Insufficient shade to provide relief • Metal surfaces that cannot be used on warm days • Absence of patio furniture • Lack functional recreational equipment 			
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Recommendations	<p>We recommend making the following improvements:</p> <ul style="list-style-type: none"> • Install strategically placed shade sails • Introduce shade trees • Provide heat-resistant patio furniture • Install umbrellas on the existing picnic tables • Remove the damaged volleyball set • Purchase new recreation equipment and game 			
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MAIN ENTRANCE, LOBBY, & ADMINISTRATIVE OFFICES

REVIEWED	YES	NO	N/A	COMMENTS
Furniture	X	<input type="checkbox"/>	<input type="checkbox"/>	There is a seating area inside the lobby.
Walls & Flooring	X	<input type="checkbox"/>	<input type="checkbox"/>	No issues were noted.
Doors	X	<input type="checkbox"/>	<input type="checkbox"/>	The main entrance opens to a small lobby, separated from the administrative offices by a locked door. Inside, there are two additional locked doors: one leading to the STRTP and the other to the Receiving Home. Access to these areas is limited to authorized staff. While the doors are locked to control entry, they can always be opened from the inside, allowing youth the option to leave the facility at any time.
Hallway	X	<input type="checkbox"/>	<input type="checkbox"/>	The main hallway is clean, free of clutter, and has art displayed on the walls.
Meeting & Therapy Rooms	X	<input type="checkbox"/>	<input type="checkbox"/>	Private spaces available for therapy; can facilitate therapy in a different room or off-site with staff.
Administrative Offices	X	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Records are kept by community worker (AKA office manager) in locked room • When youth becomes of age, files sent to storage, and

				<p>are destroyed at age 21</p> <ul style="list-style-type: none"> • Main files are kept in Redwood City • Youth can receive their file if requested
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Comments	Building is well kept and inviting. Staff are friendly and welcoming. Facility is not locked from the inside, so youth are free to leave at any time.			
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FACILITY INTERIOR

INDOOR ACTIVITY SPACE / DAYROOM

REVIEWED	YES	NO	N/A	COMMENTS
Staff Office	X	<input type="checkbox"/>	<input type="checkbox"/>	The staff office is centrally positioned between both facilities and provides a secure, enclosed environment. This space allows staff to monitor and access youth in both facilities. It is equipped with a desk telephone, computer, non-secure records, logs, and security camera monitors.
Cleanliness	X	<input type="checkbox"/>	<input type="checkbox"/>	Very clean and well organized.
Walls & Flooring	X	<input type="checkbox"/>	<input type="checkbox"/>	Colorful art and wall hangings are displayed throughout the dayroom. The flooring is a wood laminate that provides a very clean and homelike feel to the space.
Doors & Windows	X	<input type="checkbox"/>	<input type="checkbox"/>	Doors and windows are well maintained and secured. Cannot enter from the outside.
Furniture	X	<input type="checkbox"/>	<input type="checkbox"/>	On one side of the room there is a table with chairs and a bookcase with books, board games, and arts and crafts. On the other side there are two couches, tables, and a TV mounted on the wall.
Fixtures: Cabinets	X	<input type="checkbox"/>	<input type="checkbox"/>	Built-in cabinets are filled with throw blankets that the children and youth can use when watching movies or TV.
Study Room/Office	X	<input type="checkbox"/>	<input type="checkbox"/>	There is a study room/office access adjacent to the day room. The room is furnished with a desk and chairs. There is a computer on the desk that is connected to the internet. Youth can use the room to study or to meet with service providers.

HALLWAYS

REVIEWED	YES	NO	N/A	COMMENTS
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Cleanliness	X	<input type="checkbox"/>	<input type="checkbox"/>	Hallway was clean, and free of clutter and obstructions.
Walls & Flooring	X	<input type="checkbox"/>	<input type="checkbox"/>	Wood laminate flooring is clean and well maintained.
Doors	X	<input type="checkbox"/>	<input type="checkbox"/>	All doors operate properly and are free from damage.
Fixtures	X	<input type="checkbox"/>	<input type="checkbox"/>	Built in cabinets are used for linen, towels, and personal hygiene items.
Supply Closet	X	<input type="checkbox"/>	<input type="checkbox"/>	Room includes a large supply of hygiene, clothing, cleaning, and other supplies.
Gym	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility is equipped with an indoor gym. Residents also have access to the YMCA and the B Street Boxing Center.
Laundry Room	X	<input type="checkbox"/>	<input type="checkbox"/>	Well maintained and organized

BATHROOMS

REVIEWED	YES	NO	N/A	COMMENTS
Cleanliness	X	<input type="checkbox"/>	<input type="checkbox"/>	Bathrooms are updated, very clean and well organized. There is space for personal items
Toilets	X	<input type="checkbox"/>	<input type="checkbox"/>	Clean, operable, and in good condition
Showers	X	<input type="checkbox"/>	<input type="checkbox"/>	Clean, operable, and in good condition
Sinks	X	<input type="checkbox"/>	<input type="checkbox"/>	Clean, operable, and in good condition
Toiletries & Towels	X	<input type="checkbox"/>	<input type="checkbox"/>	Toiletries are of good quality and specific to each child/youth.
Windows & Doors	X	<input type="checkbox"/>	<input type="checkbox"/>	There are no windows in the bathrooms. Doors are operable and in good condition.
Walls & Flooring	X	<input type="checkbox"/>	<input type="checkbox"/>	Mirrors are anchored to the walls above the sinks. The Floor is in good condition.
Lighting	X	<input type="checkbox"/>	<input type="checkbox"/>	Overhead lighting is adequate for the space.
Ventilation	X	<input type="checkbox"/>	<input type="checkbox"/>	No issues were noted.

Comments	The updated bathrooms, shared among 1- 2 to youth, are thoughtfully designed with modern fixtures and an emphasis on comfort and functionality. Clean and meticulously maintained and ensure privacy for residents. Each bathroom is equipped with premium-quality toiletries, plush towels, and all essential amenities.
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KITCHEN - DINING ROOM

REVIEWED	YES	NO	N/A	COMMENTS
Cleanliness	X	<input type="checkbox"/>	<input type="checkbox"/>	The area is very clean. There are no residual odors of any kind present.
Appliances	X	<input type="checkbox"/>	<input type="checkbox"/>	Appliances are updated, clean, and in good repair.
Food Storage / Panty	X	<input type="checkbox"/>	<input type="checkbox"/>	There is plenty of space for food storage. The pantry is fully stocked.
Furniture	X	<input type="checkbox"/>	<input type="checkbox"/>	The dining room is thoughtfully designed to foster a sense of community, with ample space and flexibility for all youth to dine together. The tables can be easily rearranged in the space. The set up encourages creativity and collaboration.
Windows & Doors	X	<input type="checkbox"/>	<input type="checkbox"/>	There is lots of natural light. Sliding glass door and lots of windows.
Walls & Flooring	X	<input type="checkbox"/>	<input type="checkbox"/>	Flooring is updated and well maintained.
Lighting	X	<input type="checkbox"/>	<input type="checkbox"/>	Lots of natural light
Ventilation	X	<input type="checkbox"/>	<input type="checkbox"/>	There is a vented hood above the stove. The space is free from any residual odors.

Comments	The kitchen and dining area merge seamlessly into a single, expansive great room, characterized by high ceilings and an abundance of natural light. This thoughtfully designed space combines functionality with warmth, offering a modern, fully equipped kitchen that exudes a welcoming, home-like ambiance. Youth participate in meal planning and proportion ensuring a sense of inclusion and personalization. The pantry is fully stocked. A thoughtfully curated monthly menu provides diverse and nourishing meal options. Accentuated plants, the kitchen's décor enhances its vibrant and inviting atmosphere. While structured mealtimes and snack schedules provide consistency, staff staff are flexible and accommodate the needs of youth outside these designated times.
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BEDROOMS

REVIEWED	YES	NO	N/A	COMMENTS
Number of youth per bedroom	X	<input type="checkbox"/>	<input type="checkbox"/>	Rooms can accommodate up to two residents. However, residents are provided their own room whenever the population allows.
Cleanliness	X	<input type="checkbox"/>	<input type="checkbox"/>	The bedrooms are very clean and well organized.
Personal Property	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth have storage areas to be able to store their personal items.
Clothing <ul style="list-style-type: none"> ● clothing ● seasonal ● outdoor ● shoes 	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth receive an annual clothing allowance of \$200 from CFS/HSA. The facility also has an emergency clothing fund. Local businesses and Community Based Organizations also donate gift cards and new items for the youth.
Personal Hygiene Items	X	<input type="checkbox"/>	<input type="checkbox"/>	Upon arrival, youth receive a collection of culturally and ethnically appropriate hygiene products designed to meet their individual needs. Items include, premium-quality lotions, shampoos, conditioners, and skincare items tailored to promote well-being and self-care. The facility has established partnerships with local programs that supply much of these products free of charge.
Personal Storage: Closet/Wardrobe	X	<input type="checkbox"/>	<input type="checkbox"/>	Each room is equipped with a closet/wardrobe for each resident to hang and store their personal items.
Furniture	X	<input type="checkbox"/>	<input type="checkbox"/>	Each room is furnished with 1-2 beds, dressers, a desk, and a chair.
Bed & Mattress	X	<input type="checkbox"/>	<input type="checkbox"/>	Bed and mattress appear to be clean and in good condition.
Bedding & Pillows	X	<input type="checkbox"/>	<input type="checkbox"/>	Bedding and pillows are clean and in good condition.
Windows & Doors	X	<input type="checkbox"/>	<input type="checkbox"/>	Each room has a window. Solid bedroom doors allow for privacy.
Walls & Flooring	X	<input type="checkbox"/>	<input type="checkbox"/>	Clean and in good condition
Room Temperature	X	<input type="checkbox"/>	<input type="checkbox"/>	Temperature was mild and comfortable.

Ventilation	X	<input type="checkbox"/>	<input type="checkbox"/>	The bedrooms appear to be well ventilated.
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Comments	Furniture must stay in the rooms, but youth are able to and encouraged to rearrange the room as they desire			
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YOUTH INTERVIEWS

REVIEWED	YES	NO	N/A	COMMENTS
Youth Appearance: Clothing, hair, nails, skin, general demeanor	X	<input type="checkbox"/>	<input type="checkbox"/>	The youth we spoke to was well dressed, properly groomed, and in a pleasant mood. They were very engaged and enjoyed talking with us and showing us the garden they created.
Did you go through orientation and receive a handbook when you arrived at the facility?	X	<input type="checkbox"/>	<input type="checkbox"/>	I wake up, eat breakfast, hang out, and talk to the staff. Sometimes we go out or go for a hike. I work in my garden and watch TV.
Has anyone explained why you are here and how long you may stay?	X	<input type="checkbox"/>	<input type="checkbox"/>	Yes, I'll probably be here for 6 months or a year.
Is this your first time here?	<input type="checkbox"/>	X	<input type="checkbox"/>	No, I have been here three times.
Do you feel safe here?	X	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know the rules at this facility?	X	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been provided a copy of the Foster Care Bill of Rights?	X	<input type="checkbox"/>	<input type="checkbox"/>	
What are the meals and snacks like?	X	<input type="checkbox"/>	<input type="checkbox"/>	"The food is really good. They ask us what we want to eat and we can help cook the meals if we want to"

Do you have adequate clothing?	<input type="checkbox"/>	X	<input type="checkbox"/>	The youth we interviewed had been at the facility less than a month and expressed a need for shoes and pants.
Do you have the personal hygiene items you need?	X	<input type="checkbox"/>	<input type="checkbox"/>	
Are you attending school?	<input type="checkbox"/>	X		The youth reported that staff was attempting to locate a school to enroll them in.
Do you have an IEP? If so, do you have the support you need to succeed? i.e. tutors accommodations	X	<input type="checkbox"/>	<input type="checkbox"/>	Student has an IEP. School placement is pending.
Do you participate in any sports or extracurricular activities? i.e. sports, clubs,	<input type="checkbox"/>	X	<input type="checkbox"/>	
Do you receive an allowance If so, is the amount adequate?	X	<input type="checkbox"/>	<input type="checkbox"/>	The allowance is \$5.00 a week. The amount is not enough. We note that \$5.00 a week doesn't even cover the cost of a bag of chips and a soda.
Have you seen a doctor, nurse, dental, or behavioral health staff?	X	<input type="checkbox"/>	<input type="checkbox"/>	Nurse and behavioral health. A dental appointment had also been scheduled.
Have you participated in natural disaster drills?	X	<input type="checkbox"/>	<input type="checkbox"/>	Fire Drills
Do you know what a grievance is and how to file one if needed?	X	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any immediate needs, general questions, or concerns?	X	<input type="checkbox"/>	<input type="checkbox"/>	I would like to get a phone and some shoes.

Is there anything else that you would like to share?	X	<input type="checkbox"/>	<input type="checkbox"/>	“This place is way better than my last group home. The staff is cool too.”
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YOUTH SURVEY RESULTS

Survey Key: 1 Strongly Disagree 2 Disagree 3 No Opinion 4 Agree 5 Strongly Agree

ANSWER	QUESTIONS
Agree	Staff here are supportive and want me to succeed
No Opinion	I feel heard and valued as an individual
Strongly Agree	I am getting enough to eat
Strongly Agree	I am getting enough sleep
Disagree	I have clothing and shoes that fit me properly
Strongly Agree	I have enough ethnically appropriate hygiene products
Agree	My medical and dental needs are being met
Strongly Disagree	I am making progress in school We note that this youth had not yet been enrolled in school. However, we recognize the delay in enrollment was tied to the County Office of Education’s Court & Community Schools and not the facility.
Agree	The programs and services I receive are helping me
Disagree	I am in contact with my attorney when needed.
No Opinion	I have been informed of my rights
Disagree	I have contact with my Social Worker when needed
No Opinion	My Social Worker helps me and understands my needs
Disagree	The weekly allowance I receive is fair and reasonable for someone my age
Notes	We note that the youth we interviewed had not yet been enrolled in school. However, we recognize the delay was largely due to issues stemming from the County Office of Education’s Court & Community Schools.

STAFF INTERVIEWS

REVIEWED	YES	NO	N/A	COMMENTS
Do you have the training, tools, and resources needed to successfully complete your job duties?	X	<input type="checkbox"/>	<input type="checkbox"/>	
Are there an adequate number of supervisors?	X	<input type="checkbox"/>	<input type="checkbox"/>	
Staff Training	X	<input type="checkbox"/>	<input type="checkbox"/>	Staff participate in various trainings throughout the year. Each position has some form of mandatory training or continuing education hours.
Do you feel the promotion process is fair and transparent?	X	<input type="checkbox"/>	<input type="checkbox"/>	Employee turnover is minimal and most employees have worked their way up to their current positions.
What are the biggest challenges facing the facility?	X	<input type="checkbox"/>	<input type="checkbox"/>	The lack of available resource homes in the county makes it very difficult to place children. More needs to be done to secure local placement options for youth. Placing youth outside the county separates youth from their family, friends, and support systems. Increasing resource family rates, adding in additional stipends and incentives would help offset the high cost of living in the Bay Area.
Internal Communication	X	<input type="checkbox"/>	<input type="checkbox"/>	Information is conveyed to staff orally during change of shift. Information is also documented in the log book.
External Communications: Social Workers, educators, service providers	X	<input type="checkbox"/>	<input type="checkbox"/>	Communication is communicated through confidential email, telephone, and during regular MDT meetings.
Employee Morale	X	<input type="checkbox"/>	<input type="checkbox"/>	Employee morale is very good. Employees work well as a team and help support each other. get along well.
Is there anything we have not covered that you	X	<input type="checkbox"/>	<input type="checkbox"/>	The staff at this facility have been employed here for many years and care deeply about the children and youth they serve. Many have worked their way up to their current positions and have sought degrees to better serve the youth

would like to add?				and advance their careers.
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Signatures of Juvenile Justice Commissioners preparing this report



Commissioner Johanna Rasmussen

Date:



Commissioner Paul Bocanegra

Date:



Commissioner Whitney Genevro

Date:

ATTACHMENTS

- Mission Statement
- Facility Rules
- Positive Discipline Policies & Procedures
- Emergency Intervention Plan
- Meal & Snack Menu
- Program Schedule
- Recreation Schedule

PLAN OF OPERATION

A. Vision, Mission, Purpose, Goals and Philosophies

San Mateo County Human Services Agency (SMC HSA) provides a comprehensive range of services to serve children and families entering the child welfare system (CWS). These therapeutic case management and supportive services include Positive Parenting Programs (Triple P), Therapeutic Visitation Services (TVS), in-home counseling services, Pathways to Well-Being (PTW), mental health coordination and mental health counseling, Resource Family Assessment (RFA), Foster Family Agency (FFA) services, and all other court related requirements relating to assisting children and families achieving safety permanency and well-being.

SMC HSA also currently runs a 6-bed Temporary Shelter Care Facility called the Receiving Home. The Receiving Home is a 10 day shelter, serving youth ages 6-17 years, and is located on the southside of the building and is separate from Elysian STRTP.

Elysian Short Term Residential Therapeutic Program (STRTP) provides a comprehensive 6-bed intensive residential therapeutic treatment program to youth ages 12-17. Elysian's mission and vision is to provide trauma-informed, culturally relevant, and multi-disciplinary services to assist youth in addressing their treatment needs by developing the youth's natural resources in themselves, their family, school and community setting; helping maintain normalcy in their daily lives; maintaining an overall connection with positive relationships and stepping them down to a family based setting in their community in the most structured and supportive manner possible. We respect the rights of residents to explore life's options and maximize each youth's individual strengths and capacities.

The primary goal and philosophy of Elysian is to assist youth in addressing their treatment needs and step them down to a lower level of care in their community within the shortest time frame possible. The treatment will focus on developing the youth's natural resources in themselves, their family, school and community setting. Throughout the residential treatment process, the focus will be on maintaining normalcy in their daily lives including attending school of origin, participating in community-based activities, spending time with appropriate friends and family members, and maintaining an overall connection with the positive relationships in their lives. The treatment team will provide a structured therapeutic and supportive setting and will be focused on meeting the needs of each youth's individual strengths and capacities.

The program will include trauma-informed, culturally relevant, and multidisciplinary services such as medication evaluation and monitoring, therapeutic support services, occupational therapy, substance abuse services, academic support, medical support, art therapy, mindfulness therapy, family therapy, social skill development, after-care services in the family setting and/or resource family home, comprehensive placement

Short-Term Residential Therapeutic Program

assessments, and collaborative case planning through Child and Family Team (CFT) meetings.

In order to meet the goal of stepping down children from the residential therapeutic program facility into a lower level of care within the shortest possible timeframe, Elysian utilizes its unique standing as a county owned and operated facility. Currently, the San Mateo County child welfare system conducts our own RFAs and operates our own FFA under the same child welfare agency. As a result, Elysian is able to seamlessly work with the RFA team to get potential homes approved as soon as possible and have step-down CFT meetings with the FFA care providers from the moment the youth enters residential treatment. This approach maintains and supports Elysian philosophy for the youth to maintain normalcy in their daily lives while in treatment and to keep them connected to their natural resources including care providers and relatives who could potentially become placement options. The other benefit of being a county owned and operated treatment facility is that we can work closely with the youth's current CFT team to provide continuity of services after residential treatment. This includes the youth's assigned service providers such as Behavioral Health and Recovery Services (BHRS) therapist, the youth's education liaison, the youth's public health nurse, the youth's Pathways to Well-Being clinical services coordinator, and the entire child welfare treatment team.

15. HOUSE RULES

Resident Daily Goals, Color Reached for the Day, and Incentives

Daily Goals

The daily goals are to support every resident with moving forward in their treatment progress. Daily goals help residents learn how to develop new coping skills, become independent with hygiene needs, educational needs, and therapeutic needs. Every day the residents try their best to reach each goal. Each day the resident starts out fresh, yesterday's challenges will not be today's challenges. The HSCC assist residents with reaching their target goal each day.

Color of the Day

HSCC's will be responsible for identifying how the resident reaches their goal during each shift. The resident will be placed on a color-coded goal for their daily achievements. A resident can receive a Color Drop, due to inappropriate behaviors; resident can only receive 1 drop per day. Residents have the ability to perform one set of 5 Turnaround tasks after receiving a drop, in order to obtain their ideal goal color and encourage positive behavior.

Each color achieved has different incentives to obtain. All residents on any color receive allowance and can obtain extra incentives such as gift cards for helping a peer out or for utilizing their coping skills.

Achievable Color-Coded Goals:

Orientation

New residents who first enter Elysian will be placed on Orientation for the duration of 14 days. This will allow residents to become oriented with Elysian's program and will give the opportunity for the resident and staff to learn about one another.

Benefits to ORIENTATION include:

- Room time/Bedtime Sun-Thurs at 10pm, Friday-Sat at 10:30pm
- Supervised walks with Staff
- Educational, community outings, or exercise outings
- Earn up to \$5.25 a week (unless on Reflection)

Gold

A resident on Gold has shown no behavioral issues for the day and has worked on their

Short-Term Residential Therapeutic Program

daily target goals all day. They have shown respect towards others including staff, completed all chores, followed directions, positive peer interactions, worked on their targeted behavioral goals and took part in activities for the day.

Benefits to GOLD include:

- Room time/Bedtime Sun-Thurs at 10pm, Friday-Sat at 12 midnight
- 90 min. walk each day
- All outings
- Earn up to \$20 allowance for the week
- Gift card incentives
- Elysian game console privileges

Silver

A resident on Silver have displayed minor challenges and have worked on majority of their targeted goals throughout the day. Some goals that may have not been met are: not cleaning their bedroom, not cleaning after themselves in common areas or kitchen, not going to bed on time, eating in the living room, watching inappropriate age television shows, and not following directions.

Benefits to SILVER include:

- Room time/Bedtime Sun-Thurs at 10:00 pm and Fri-Sat at 11:30pm
- 60 min. walk each day
- All outings
- Earn up to \$14.00 allowance for the week
- Elysian game console privileges

Bronze

A resident on Bronze may have had difficult day and needs extra support from staff. Behaviors include disrespectful to staff/residents or others, slamming doors or objects, not following staff directions, using profanity towards others, minimal hygiene, and some effort targeted behavioral goals etc.

Benefits to BRONZE include:

- Room time/Bedtime Sun-Thurs at 10pm and Fri-Sat 11:00pm
- Walks with staff
- All outings
- Earn up to \$10.50 allowance for the week

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Copper

A resident on Copper may have had a difficult day and requires multiple prompts from staff and being redirected throughout the day. Behaviors or daily goals that may have not been met can include no completion of hygiene, lack of room cleanliness, not following directions, lack or no positive adult/ peer relations, minimal effort in school (multiple missing assignments, tardiness to school), refusal of chores or refusal to work on targeted behavioral goals.

Benefits to COPPER include:

- Room time/Bedtime Sun-Thurs at 10pm and Fri-Sat 10:30pm
- Walks with staff
- All outings
- Earn up to \$7.00 allowance for the week

Reflection

Given for: physical fighting, AWOL'ing, school suspensions, skipping school, contraband, major property destruction, threatening staff/other residents, fire setting, setting off any alarms, under the influence, stealing, sexualized behavior in the milieu that poses a safety risk, and major disruptive behaviors.

Residents will remain on reflection of a minimum of 16 awake hours and must complete Restorative Reflection or Restitution during this time. Sometimes residents may need a day to cool off. If a resident refuses, the counselors will make every effort to find a creative way to discuss what happened, how they felt, and how can the resident shift on how situations are handles in the future.

Restorative Reflection may include a written letter about their feelings during the action, apology letter to victim, a check-in with a therapist and listing coping skills that can be used, mediation, etc.

During this time, a resident may be limited to outings if their behavior poses a safety risk.

A resident will be provided with:

- 1:1 support to get through the day
- Sun –Thurs Bedtime at 9pm * Bedtime Fri-Sat 9:30 pm
- All outing if deemed safe to do so
- Maximum allowance of \$2 a week.

It is important to note that the color system is not a universal system, and the Elysian team can determine adaptations to the color system for each individual resident according to their strengths and needs at any point in their stay. The program and clinical teams

Short-Term Residential Therapeutic Program

will work together to determine an appropriate trauma-informed system for each resident and document any alternative plans or variations in the Needs and Services Plan which is reviewed by the team, the resident, and the social worker.

Elysian Resident Handbook

Upon intake, all residents will receive a copy of the Elysian Handbook. The Elysian house guide and rules can be found within this resident handbook. Some of the rules included in this handbook are dress code, prohibited behaviors, use of entertainment equipment, curfew (bedtimes), school time, the level system, and dating. A copy of the resident handbook can be found attached to this section. The contents of this handbook will be discussed below.

General Prohibited Behaviors

The following are behaviors that are not permitted at any time:

- No alcohol, drugs, or weapons are allowed on the premises.
- No smoking of any kind is allowed.
- No physical contact between residents is allowed at any time. This includes (but is not limited to) hugging, hand holding, hitting, kicking, punching, biting, slapping, poking, and wrestling.
- No physical and/or verbal assault toward other residents or staff.
- No threatening words/behaviors. Threats made toward others will be taken seriously.
- Profanity is not to be used at any time.
- Residents are not permitted to leave without permission. Should a resident leave without permission, they will be considered AWOL.
- Stealing of any kind is not permitted.
- Property damage is not permitted.
- Due to confidentiality, residents are not allowed in the staff office.
- Due to confidentiality, residents cannot use cell phones, tablets, computers, or any other electronic device with a camera outside of designated areas.
- Residents must abide by the dress code. No clothing that displays gang, drug, or alcohol affiliation will be permitted.
- Residents are not allowed in another resident's bedroom without permission and staff supervision.
- Residents are never allowed in others' bedrooms
- No food or drink is allowed in resident bedrooms.
- Residents are only allowed in the kitchen with staff supervision or to complete daily chores.
- Residents cannot share clothing, cell phones, or other personal property with other residents. Elysian is not responsible for lost or stolen items as the result of sharing

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with other residents.

- Residents cannot take unsupervised walks together.

Dress Code

Elysian residents are permitted to wear their own clothing, as long as they abide by the following rules:

- No items with gang, alcohol, and/or drug affiliation
- No bare midriffs
- No sheer or see-through clothing
- No very short skirts or shorts
- No revealing clothes or under garments
- No undergarments showing
- No excessively sagging pants or shorts
- Pajamas must be worn at all times for sleeping, including in resident bedrooms
- Bare feet are not allowed at any time for health reasons

Should any prohibited clothing be found during a resident's belonging inventory at intake or at any time during a resident's stay, staff will confiscate those items. Confiscated items will be placed in storage until the resident is discharged from the program.

Residents are discouraged from borrowing and lending. Elysian is not responsible for lost or stolen articles unless it is due to staff negligence.

Curfew

Resident curfew for minors is one hour before bedtime.

Sunday - Thursday: Curfew is 9pm.

Friday - Saturday: Curfew is 10pm.

Residents are not allowed on unsupervised outings during the week due to the school and program schedule. However, exceptions can be made for special events, family gatherings, and holidays.

NMDs are to share their work and/or school schedules with Elysian staff. Should a NMD decide that they will be out of the facility beyond school and/or work schedule, they will need to inform staff. Otherwise, curfews are as stated below:

Sunday- Thursday: Curfew is 10pm.

Friday - Saturday: Curfew is 11pm.

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Dating

As long as the relationship is positive and age appropriate, residents may engage in a relationship with another individual. Residents are not allowed to date other residents participating in the Elysian program. Elysian supervisors will utilize the Prudent Parent Standard when approving a resident's attendance of an outing with their significant other. Residential Counselors will regularly facilitate discussions regarding intimate relationships to assist residents in obtaining and maintaining a healthy relationship. Elysian residents will also have access to their assigned Public Health Nurse (PHN) should they desire a confidential conversation regarding their intimate relationship and any health concerns they may have. Elysian residents will have access to age appropriate sexual and reproductive health care.

Elysian fosters a culturally inclusive atmosphere and will work in a manner which honors, respects, and values the residents' experiences, as well as be considerate of their culture, beliefs, and traditions. Elysian staff ensures that residents participate in culture specific events and/or programs to allow for the development of positive culturally relevant relationships.

School and Homework

While admitted in the Elysian program, residents are expected to attend school. Each resident is assigned an Education Liaison through Foster Youth Services. The Education Liaison will assist residents in creating a positive school experience, address any education needs, and monitor attendance. Should a resident refuse to attend school, they will be placed on room time for the day and may not reintegrate into the milieu until 5pm. If a resident refuses to attend school at the designated school start time, Elysian staff will continue to support the resident in waking up and create a goal on going to school on time.

The program schedule will have one to two hours set aside for homework/studying per day. Should a resident need more time, Elysian staff will accommodate those needs. If a resident is expressing difficulty with their schoolwork, Elysian staff will assist them as best they can and will communicate the need for a tutor to the Education Liaison and Social Worker. Computers are only to be used for schoolwork during this time. If a computer is not used properly, staff may deny ability to use the computer. Television and other entertainment equipment cannot be used until homework assignments are completed.

Groups and Therapeutic Program

The Elysian program is designed to allow for residents to participate in on-site community and therapeutic groups. These groups are a safe, trauma-informed space for residents.

Short-Term Residential Therapeutic Program

At times, these groups can cover triggering topics for residents. It is expected that a resident in the Elysian program will make a genuine effort in participating in these groups. However, should a resident express feeling uncomfortable or feel they are unable to participate, Elysian staff will respect their space and will not force a resident to participate. Elysian staff will assist any residents having difficulty in therapeutic groups with developing coping skills to help them better manage these feelings toward difficult group topics.

Outside of therapeutic groups, residents at Elysian will be participating in a weekly house meeting. The purpose of the house meeting is for residents to discuss how they are feeling in the program/facility, any needs or concerns they have, and for outing requests to be made. House meetings are also a time for staff to share praise with the residents, share any facility issues that are present, including issues with chores, following program rules, and facility maintenance requests that may impact the residents. Residents are also encouraged to give feedback during these meetings or ask for activities they may like to participate in. As well as the resident providing their input on the grocery list, menu planning, etc.

Chores and Personal Cleanliness

Residents at Elysian are expected to contribute to keeping the facility, themselves, and their personal belongings clean. Residents will actively complete chores throughout the day in order to develop independent living skills. The completion of chores will allow residents to reach their daily goals and earn extra incentives such as gift cards.

Residents are responsible for cleaning their own bedrooms. No bedrooms should have food, beverages, excess amounts of trash, or clothing/other items on the floor. Residents are expected to make their beds every morning. Residents must wash and replace their bedding at least one time per week. Residents are responsible for doing their own laundry. Residents will sign up for a laundry day and time every week and must complete their laundry on that day to avoid overcrowding the laundry machines. Residential Counselors will assist any resident who does not know how to do their laundry until that resident is able to complete the chore on their own. Should a resident require more frequent laundry days, staff will work to accommodate the need.

Residents are expected to complete personal hygiene daily. This includes taking a shower, brushing their teeth, washing their face, and grooming. Residents may take showers in the mornings or evenings. In the evenings, showers must be completed 30 minutes before bedtime.

Residents are assigned chores daily by Elysian staff to assist in keeping the common areas of the facility clean. Daily chores will be rotated throughout the week to allow for fairness and for all residents to learn how to complete each task. These chores can

Short-Term Residential Therapeutic Program

include (but are not limited to) washing dishes, drying dishes, sweeping the floors in the kitchen/bathrooms/living rooms/recreation rooms, wiping down the kitchen counters, wiping down the tables in kitchen/living room/recreation room, putting all sports and recreation equipment away, mopping floors, and putting away all leftover food after dinner. Elysian staff may assign other facility chores they find appropriate for the resident as needed.

Daily chores are used to develop life skills that will be helpful for a resident's transition into adulthood. Should a resident express difficulty completing their chores or personal cleanliness, Elysian staff will assist and teach the resident how to successfully complete those tasks.

Entertainment Equipment

At Elysian, residents will have access to various entertainment equipment. Each resident bedroom will be equipped with a radio alarm clock. The clocks can be used to listen to music in bedrooms, as well as to set alarms for school or appointments.

Residents may check out their music devices during free time. If the music device has a camera, residents will only be allowed to use it in the designated areas of the facility. Residents may not share their personal music devices with other residents to prevent them from being lost or stolen.

All Elysian residents will have access to MP3 players to support with their day-to-day regulation and to utilize music as a coping skill. MP3 players will all have age-appropriate music with a wide range of music genres to appeal to our residents. MP3 players must be returned to staff by bedtime.

For safety reasons, no earphones/headphones may be used at bedtime. Residents may use the provided radio alarm clocks for music at bedtime, as long as it is at an appropriate volume.

Television is allowed during free time at staff discretion. On weekdays, television is not allowed until after learning time/study hour, chores, and groups are completed. TV shows/movies with ratings R or TV-MA are never allowed. Staff may not allow residents to watch certain television shows/movies if-the subject matter is inappropriate, regardless of the rating. Television time is to be shared between all residents. If residents cannot agree on what to watch, staff will choose.

Elysian also has multiple video game consoles, including a Wii and PlayStation, that are only allowed to be used during free time. Use of these consoles is at staff discretion. Video game consoles are to be shared by all residents who desire to use them.

Short-Term Residential Therapeutic Program

Cell phone and landline phone use must be ended one hour before bedtime. No phone calls, with the exception of emergencies, will be permitted after that time.

Telephone Calls

All Phone calls are allowed except to those persons specified on the "Do Not Call" listed by the Social Worker along with a court order or Needs and Service Plan.

House Phone

- Phone calls are usually limited to 30 minutes when another resident is waiting to use the phone otherwise calls can be extended; unless there are supervisory needs or other concerns where staff may ask for the call to be terminated.
- All calls on the house phone are to be made and received before and/or after school and 1 hour before bedtime or as directed on their Needs and Services Plan.
- Residents are to request the use of the house phone via staff.
- Phone conversations may be terminated if staff overhears any phone call that poses an imminent safety concern or security risk to the resident and/or staff (i.e. resident giving facility address with threats)

Cellular Phones

- Cell phones can be used
- Resident are encouraged to follow the Communication Device Policy. This applies provided that such calls are not prohibited by the child's Needs and Services Plan, do not infringe upon the rights of other resident(s), do not disrupt planned activities, and are not prohibited by court order or by the resident's authorized representative.

Resident Outings and Passes

At Elysian, residents will get the opportunity to participate in off-site outings with staff. While on these outings, residents are to remain in eyesight of Elysian staff at all times and follow staff direction. Residents are to remain respectful and polite when in public. Residents are to keep all safety gear fastened while in the county vehicles. Attendance at these off-site outings is at staff discretion. If resident's behavior is unsafe, staff may deny the resident's attendance on the outing. Should a resident leave the outing location without permission, the resident will be considered AWOL and law enforcement will be contacted.

If a resident is permitted a pass; they are to inform staff where they are going, how they can be contacted if needed, and when they will be returning to the facility. Residents who do not returned at the indicated time and cannot be reached will be considered AWOL.

Short-Term Residential Therapeutic Program

No outings or passes will be permitted to begin until all daily chores are completed.

Prudent Parent Standards

Elysian staff will implement the Prudent Parent standard when determining whether to allow a child to participate in age-appropriate and developmentally appropriate extracurricular, enrichment, cultural, and social activities. Elysian staff will consider a child's age, maturity, developmental level, potential risk factors, behavioral history, and overall best interest of the child when making these decisions. These decisions will not result in a denial of rights for any resident.

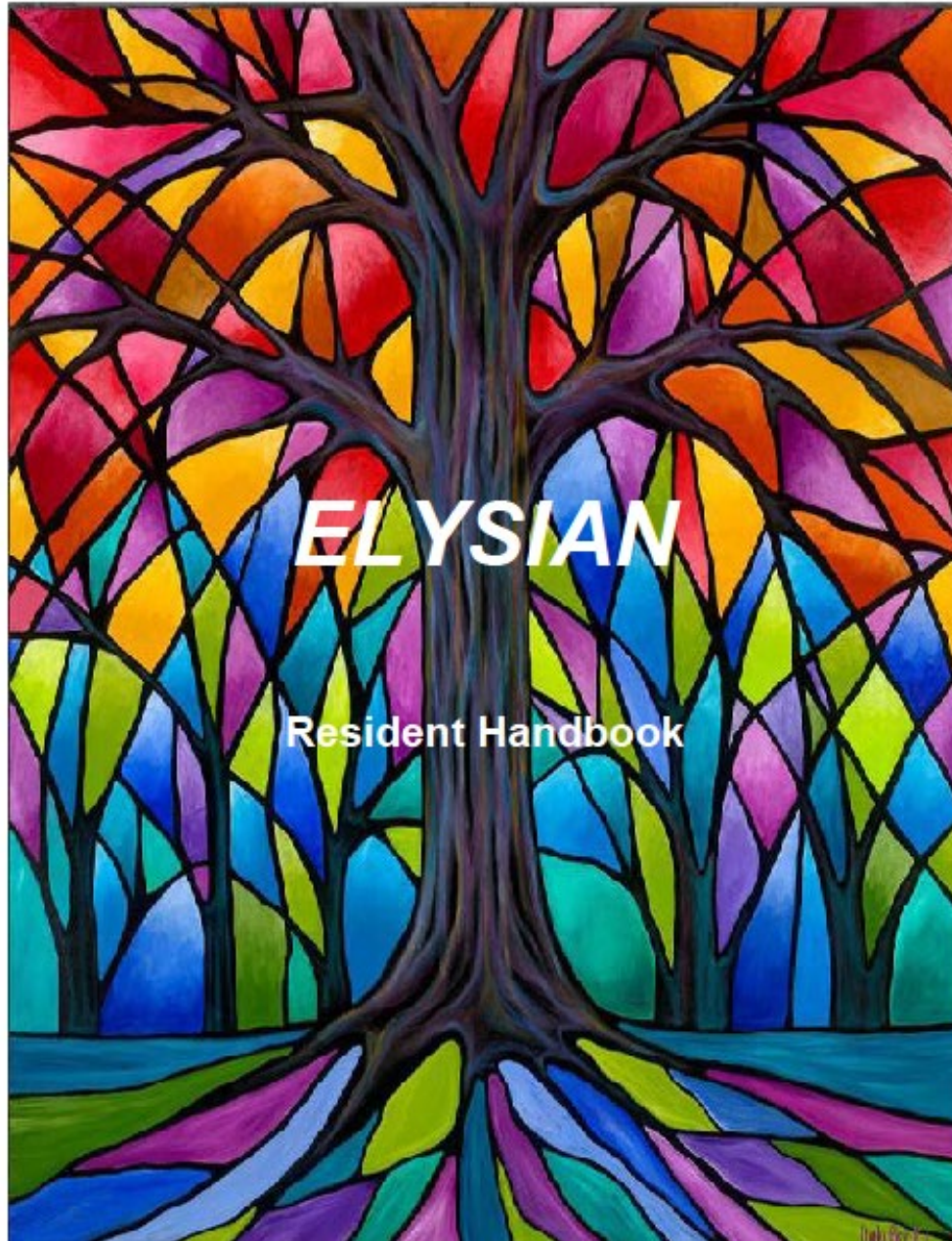


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San Mateo County
Human Services Agency

Elysian

Mission Statement

“It is the Mission Statement of Elysian to provide trauma-informed, culturally relevant, and multi-disciplinary services to assist youth in addressing their treatment needs by developing the youth’s natural resources in themselves, their family, school and community setting; helping maintain normalcy in their daily lives; maintaining an overall connection with positive relationships and step them down to a resource family home in their community in the most structured and supportive manner possible. We will respect the rights of residents to explore life’s options and maximize each youth’s individual strengths and capacities.”



WELCOME TO ELYSIAN!!!

Our goal for this booklet is to help you understand the expectations of the Elysian Program during your stay with us.

HOUSE GUIDE



Supervision and safety are the counselor's most important responsibilities. Therefore, we need to know where each person is at all times. The counselors are here to provide support and can assist you with helping you reach your short and long term goals. Please ask the counselors for help or if you need something such as hygiene items, clothing, or you would like to plan an activity or provide feedback on the Elysian program.

Here are some important guidelines to know:

- Due to confidentiality, the staff office is off-limits at all times.
- Due to privacy and safety issues, please do not go into others bedrooms. Ask the staff for a chair and you can sit outside of the doorway to another room that is not yours.
- We do not allow any types of drugs or weapons on the premises. This includes knives or other dangerous objects. The police can be called in this situation.



CLOTHING

Since Elysian is a co-ed facility, there is a dress code. You may wear your own clothing here with these exceptions: **no gang-affiliated or drug clothes, no bare midriffs, no sheer or see-through clothing, no very short skirts or shorts, no revealing clothes or underclothing, no under garments showing, and no excessively sagging pants or shorts.** In addition, everyone must wear pajamas for sleeping. For health reasons, no bare feet. You are allowed to keep your own clothing with you as long as you keep your things neat. Extra storage is available if needed. We suggest that you use a permanent marker to mark your clothing and other belongings with your name or initials.



We discourage all borrowing and lending and will not be responsible if you lend your things. Elysian is not responsible for lost or stolen articles unless it is due to staff negligence.

If you do not have clothing here, please see a counselor who will check in the clothing closet. If extra clothing is needed, staff will contact your Social Worker. During admission intake, staff will be responsible for completing initial and ongoing clothing inventory list. We would like to encourage you to remind staff when you may need to update your inventory list.



You will be given a room with a closet and dresser to securely keep your clothes and other belongings. If any clothing or unidentified property is found

around Elysian, it will be put in the Elysian clothing closet to be used by anyone. Therefore, it is important to clearly identify your belongings and list them in your file. Remember, if you cannot prove that something belongs to you, it stays here.

Staff is here to assist you if you need help doing your own laundry. If you have delicate or new items, you may want to hand wash them yourself.

You will be provided with a comb, toothbrush, and other personal care products that you need. If additional hygiene items are needed, please inform staff. We have hair dryers and a clothing iron available for your use. However, due to safety issues, ironing is allowed only with supervision by the staff.

PROPERTY

All of your other personal property should be put into the secured storage area and may include electronic items, jewelry and other valuables. We are not responsible for, nor can we replace, any lost, broken, or stolen property unless caused by staff negligence.

If you have valuables, please give them to a staff who will log and store them for you. Money is easily lost or stolen and we cannot replace it. For your own protection, we strongly suggest that all monies over \$20.00 be locked in the safe by one of the supervisors. All monies stored and returned back will be signed out by you and a staff member. **Your money can be accessed anytime Monday through Friday between 9:00 am and 5:00 PM.**

If you lose something, let the counselors know immediately. A reasonable effort to locate your property will be made.

SMOKING

There is absolutely no smoking at any time of any type permitted at Elysian, including but not limited to e-cigs, vaping, etc.



CELL PHONE POLICY

- Residents who do not have a court ordered restriction may use their cell phone.
- All residents have access to the house phone.
- Recording and/or taking photos of residents and staff is not acceptable, please allow for everyone to have their privacy.
- Remember to go over the communication device policy with the counselors.
- You are **not allowed** to share phones with other residents.
- Elysian does not get involved if you lose your phone or if the phone is stolen.
- Residents may not use devices while participating in program activities. Cell phone use cannot interfere with program activities.
- Keep your passwords to your phone and social media private.
- You are responsible for your cell phone bill.



RADIOS/MUSIC ELECTRONICS/HEADSETS

Personal handheld electronics are OK to keep and use except during meals and groups. They may be used at bedtime at staff discretion, if played quietly (to respect other sleeping residents). For safety reasons, no earphones or headphones with cords may be used at bedtime (**while sleeping***)



Other rules are:



- When using headphones, the volume must be low enough that other cannot hear.
- Please respond to all staff directions regarding their use or they will be placed in storage until you leave.
- See a counselor if you would like to borrow an MP3 player.

PHONE CALLS/MAIL

Calls are allowed except to those persons specified on the “Do Not Call” list by your Social Worker along with a court order. Phone calls are usually limited to 30 minutes when another resident is waiting to use the phone. If no one else is waiting to use the phone,

the call time can be extended. However, if there are safety concerns, the staff can ask you to end the call. Calls are to be made and received **one hour** before room time/bedtime. You may use the phone only with staff permission and phone conversations may be terminated if staff overhears any phone call that poses a safety or security risk to residents and/or staff.

**This applies provided that such calls are not prohibited by your needs and services plan and are not prohibited by court order or by your authorized representative.*

Do not infringe upon the rights of other residents and do not disrupt planned activities.



You may send and receive mail using the Elysian address. Staff will not open your mail unless it presents a safety issue.

TELEVISION/VIDEO GAMES/ STREAMING VIDEOS

TV viewing is at staff discretion.

We do not allow violent PG-13, PG-14, MA or R- rated videos or movies or any programs that do not have an appropriate rating.

TV time is limited daily.

On school days, there is no TV in the mornings, Monday through Friday, except to watch news.

THERE IS NO TV, VIDEO GAMES, STREAMING IN THE AFTERNOONS, MONDAY THROUGH THURSDAY, UNTIL AFTER GROUP AND LEARNING TIME. NO EXCEPTIONS!

ROOM BREAKS

Room break is given when you are having trouble regulating and the counselors see you may need to take some space. The Elysian will prompt you to remind you to take space in order to allow time for you to calm down. **Room breaks are usually 15 to 30 minutes in length; however, it may be extended depending on your needs.**

If you are on a room break, you must remain in your room – not hanging around in the hallway or the bathroom or talking with other kids.

Room breaks can be given for:

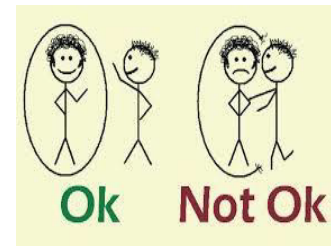
- Inappropriate behavior or language.
- Truancy or Dismissal from School.

ROOM SEARCHES

We understand every person's need for privacy. During your stay at Elysian, we will make every effort to ensure your privacy. However, there are times when it is important to ensure the safety and security of all the residents and staff here. Therefore, if we feel it is important and have reasonable cause, we will do unannounced room searches. This can be a difficult event and will only be conducted when staff has reasonable suspicion that there is a safety or security issue (i.e. weapons, drugs, stolen items, any sharp/harmful objects, etc.)

PERSONAL SPACE & PHYSICAL CONTACT

No physical contact of any kind is allowed between residents at any time. Therefore, there is no: wrestling, poking, punching, slapping, kicking, mugging, hand holding or other kinds of physical horseplay or contact. Opposite sex bedroom areas are off-limits at all times.



AWOLS (UNAUTHORIZED LEAVES)

If you are thinking of leaving, please think about the following things:

- a. Do you have a safe place to stay?
- b. What will you do if you get sick or hurt?
- c. What will you eat and where will you sleep?
- d. What will you do if someone tries to hurt you?
- e. Could you hurt your chances to go to the best possible placement?

If you AWOL, several things will happen; we call the police, your parents, and your Social Worker. Upon return, you will meet with a counselor and your therapist to reflect on what happened.

If you are feeling upset, uneasy, nervous, angry, depressed, afraid, sad, confused, crowded, whatever, and you think that leaving will help, please try to talk to a counselor. They all want to make your stay here the best that it can be and to be as open and helpful as they can.

DISCIPLINARY MEASURES

At Elysian we do not use any of the following as punishment: corporal punishment; adverse stimuli; withholding food or water; inflicting physical or psychological pain; demeaning, shaming or degrading language or activities; unnecessarily punitive restrictions including cancellation of visits or work assignments; punishment by other residents, group punishment or discipline for individual behavior or unwarranted use of invasive procedures or activities as disciplinary actions or measures.

SCHOOL

School is a priority at Elysian and you will attend school while you are here. You will be assigned an Educational Liaison who will have contact with your school to help you with problems and to monitor your attendance. Your primary counselor can also assist you. If you are too sick to attend school, you must remain in your room until dinner time (around 5:00 pm). If you are having challenges with homework the counselors are here to help you. The counselors also can request a tutor through your social worker.

DAILY GOALS

While at Elysian the team will encourage and assist you in achieving your daily goals. In this program, every day is a new day so each day you will work toward a new goal. Yesterday's challenges will not be today's challenges.

The counselors will document how you met your daily goals and each day you will receive a color for your achieved goals.

ORIENTATION

New residents who first enter Elysian will be placed on Orientation for the duration of 14 days. This will allow residents to become orientated with Elysian's program and will give the opportunity for the resident and staff to learn about one another.

Benefits to ORIENTATION include:

Room time/Bedtime Sun-Thurs at 10pm, Friday-Sat at 10:30pm

Supervised walks with Staff

Educational, community outings, or exercise outings

Earn up to \$5.25 a week

COPPER

A resident on Copper may have had a difficult day and requires multiple prompts from staff and being redirected throughout the day. Behaviors or daily goals that may have not been met can include no completion of hygiene, lack of room cleanliness, not following directions, lack or no positive adult/ peer relations, minimal effort in school (multiple missing assignments, tardiness to school), refusal of chores or refusal to work on targeted behavioral goals.

Benefits to COPPER include:

Room time/Bedtime Sun-Thurs at 10pm and Fri-Sat 10:30pm

Walks with staff

All outings

Earn up to \$7.00 allowance for the week

BRONZE

A resident on Bronze may have had difficult day and needs extra support from staff. Behaviors include disrespectful to staff/residents or others, slamming doors or objects, not following staff directions, using profanity towards others, minimal hygiene, and some effort targeted behavioral goals etc.

Benefits to BRONZE include:

Room time/Bedtime Sun-Thurs at 10pm and Fri-Sat 11:00pm

Walks with staff

All outings

Earn up to \$10.50 allowance for the week

SILVER

A resident on Silver have displayed minor challenges and have worked on majority of their targeted goals throughout the day. Some goals that may have not been met are: not cleaning their bedroom, not cleaning after themselves in common areas or kitchen, not going to bed on time, eating in the living room, watching inappropriate age television shows, and not following directions.

Benefits to SILVER include:

Room time/Bedtime Sun-Thurs at 10:00 pm and Fri-Sat at 11:30pm

60 min. walk each day

All outings

Earn up to \$14.00 allowance for the week

Elysian game console privileges

GOLD

A resident on Gold has shown no behavioral issues for the day and has worked on their daily target goals all day. They have shown respect towards others including staff, completed all chores, followed directions, positive peer interactions, worked on their targeted behavioral goals and took part in activities for the day.

Benefits to Gold include:

Room time/Bedtime Sun-Thurs at 10pm, Friday-Sat at 12 midnight

90 mins. walk each day

All outings

Earn up to \$20 allowance for the week

Gift card incentives

Although Elysian's usual population age is 12 to 17. Bedtimes are based on program level and age-appropriate recommended amount of sleep needed. If you show signs of needing more sleep (i.e. trouble getting up in the morning), your bedtime may be adjusted in order to better meet your needs

REFLECTION

Given for: physical fighting, AWOL'ing, school suspensions, skipping school, contraband, major property destruction, threatening staff/other residents, fire setting, setting off any alarms, under the influence, stealing, sexualized behavior in the milieu that poses a safety risk, and major disruptive behaviors.

Residents will remain on reflection of a minimum of 16 awake hours and must complete Restorative Reflection or Restitution during this time. Sometimes residents may need a day to cool off. If a resident refuses, the counselors will make every effort to find a creative way to discuss what happened, how they felt, and how can the resident shift on how situations are handles in the future.

Restorative Reflection may include a written letter about their feelings during the action, apology letter to victim, a check-in with a therapist and listing coping skills that can be used, mediation, etc.

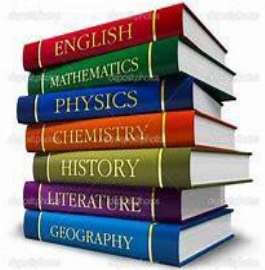
During this time, a resident may be limited to outings if their behavior poses a safety risk.

A resident will be provided with:

- 1:1 support to get through the day
- Sun –Thurs Bedtime at 9pm * Bedtime Fri-Sat 9:30 pm
- All outing if deemed safe to do so
- Maximum allowance of \$2 a week.

LEARNING TIME

The most important thing you can do for yourself is to get an education. Learning Time is a tool we use to help you succeed. Sunday through Thursday, Learning Time is held for 1 hour after school or in the evening (Sundays, it is held at a time determined by staff). It is conducted in the living room area which provides the best study environment. During this time, you will work on homework or work agreed on with staff. There is no TV, radio, recreation, or magazines reading during the hour.



Art projects and computer time must be homework related. If Learning Time is held off-site (i.e. the library), all residents must be in the same area.

PERSONAL CLEANLINESS

Since Elysian is a group living situation, each person is expected to keep themselves and the house, neat and clean. You are expected to shower every day and keep your clothing clean. You can shower in the morning or evening, as long as you let staff know beforehand. Evening showers must be taken at least 30 minutes before bedtime. We supply clean bedding once a week, but you are free to ask for a change more frequently if you need to. You will be expected to make your bed each morning before breakfast. It is your responsibility to keep your room, bed, closet, and belongings clean at all times and floors clear of clutter. The counselors will inspect these areas daily and if your room is in order, you can earn points toward a higher level.



CHORES



Since Elysian is a residential facility. It needs help from everyone to maintain a decent living environment. We expect you to help with whatever chores need to be done. What phase you're on will determine your selection of chores. The chores are assigned by staff. Extra chores can be done voluntarily, and gift card incentives can be earned.

PRIMARY COUNSELORS

All Elysian residents are assigned a "Primary" Counselor who will be the key person to assist you with whatever you need. We ensure that the Primary Counselor chosen for you is the most suitable based on your needs. They will work with your school, social worker, CASA worker, family, friends, and anyone else you need them to.

PERSONAL INFORMATION

In order to assess and best meet your needs, you may be asked for personal information by Elysian staff. You will only be asked for pertinent information related to your assessment. All information will be kept confidential, unless it's related to risk or safety.

THERAPY

While at Elysian, you will be assigned to therapists. They will set up an initial appointment with you and are available to talk with. At Elysian there are therapeutic groups two times per week. Please see your primary or individual therapist if you would like to co-host a group.

MEDICAL ATTENTION

You will have a physical examination within the first 30 days you are here. This exam is for everyone to make sure you are healthy. We will also get you any additional medical attention that you need.



HOUSE MEETINGS

House meetings are held one time a week. This is a time to express yourself to other kids and staff about feelings you may have, both positive and negative. If you are having problems with another resident, or wish clarification on house rules, this may be the time to express them. Other kids may feel the same way you do about things.



Sometimes, your peers may have ideas or suggestions that might help. This is also a time to thank anyone who may have helped you out.

VISITS

You may have visitors while you are at Elysian unless it poses safety, security, or confidentiality issues.

- All supervised visits are arranged by your Social Worker.
- All visitors must sign the Visitation log before meeting with you or taking you out.
- Please inform staff in advance of any pending visits in order to allow staff to make the appropriate arrangements for the visit, (i.e. a meeting room reservation, your availability, etc.)

This applies provided that such visitations are not prohibited by your needs and services plan and are not prohibited by court order or by your authorized representative.

APPOINTMENTS

Most appointments for Elysian residents are scheduled after school. These might include: visits, meetings with social workers, attorneys, Court, therapy appointments, medical or dental appointments etc. Occasionally, these appointments must be scheduled during school time. If this happens, we will try to have you attend at least part of the day.

FOOD

Meals are served as follows:

BREAKFAST – 6 AM – 8: 40AM
SNACK – 10:30 AM
LUNCH – 12 PM – 1 PM (DRINKS = MILK/WATER ONLY)
SNACK – 3:30 P.M.
DINNER– 5:30 PM – 6:30 PM (DRINKS = MILK/WATER ONLY)
SNACK – 8:30 P.M.

In the event that you miss a meal and are hungry, you will be offered fruit, yogurt and/or juice. Other foods will not be available until the regularly scheduled mealtime.

At Elysian we encourage healthy eating, therefore, no soda is allowed in the house. We also do not allow cans or energy drinks in the facility at any time due to safety. If you have a dietary need, we will accommodate you accordingly. In addition, if you have fast food or any type of snack, dessert or soda, from outside the facility, we encourage you not to bring it back into the house and finish it prior to returning to the facility. Eating outside of the kitchen area is allowed under special circumstances only. Water is allowed in all areas.



GRIEVANCES

If you are having difficulty regarding a rules, policies, or practice, you may follow these steps to obtain answers or discuss problems:

- If you have difficulty working with a counselor, you should first try to talk with that person to resolve the situation.
- If you are still not able to resolve the problem, you can talk to another counselor and they will try to resolve the situation.
- If you are not satisfied with the outcome, you may complete a formal written grievance and talk with a Residential Supervisor or Administrator and/or request the issue be brought up at Staff Meeting.
- If you feel that the outcome is unfair, you may call CCL.

CLOSING

We hope that this description of our program and rules will help you feel a little more comfortable during your stay with us. Please go to a counselor if you have any questions or if you just want to talk. Again, welcome to Elysian!

CONNECTIONS

Name	Phone Number
Elysian	(650) 312-5320
CPS hotline/On call Social Worker	(650) 802-7922
CCL (Community Care Licensing)	(650) 266-8800 or (650)266-8843
Foster Care Ombudsman	1-877-846-1602
Planned Parenthood	1-800-967-PLAN (7526)
Rape Crisis Hotline	(650) 493-RAPE (7283)
Rape Trauma Services	(650) 692-7273 or (650) 652-0598
<u>24 Hour Crisis Hotlines</u>	
YFES	(650) 579-0350, 1-800-273-TALK (8255)
YPA Crisis Intervention & Suicide Prevention Center	San Mateo: 1-800-SUICIDE (784-2433) Daly City: (650) 692-6655 Belmont-EPA: (650) 368-6655 Coastside: (650) 726-6655
Alcohol & Drug Help-line	(650) 573-3950
San Mateo Police Dept	(650) 522-7700
San Mateo County Sheriff Dept	(650) 363-4911

17. POSITIVE DISCIPLINE POLICIES

Type Of Discipline Permitted

Room Time - Room time is given to residents as a consequence of acting out behaviors including fighting with other residents, refusing to follow directions from staff, throwing objects in the facility, picking on other residents, verbal aggressiveness, refusal to attend school, smoking, etc.

No cash award - Residents may earn cash awards on a weekly basis for positive behaviors. Under certain conditions as with placement plans residents may not be allowed to earn the cash awards such as being AWOL or refusing or not cooperating with placement plans.

- **Off-Program (1 day)** - Residents may be determined to be Off-Program for fighting, going AWOL, possession of contraband or refusing placement. A resident who is OP is not allowed to participate in regular program activities such as recreation room, TV, Stereo, walks, etc. for that day. They are allowed on exercise outings only.
- **Extended Off-Program** - Residents maybe determined to be Off-Program for an unspecified amount of time for refusing or undermining placement plans. Their OP status is reviewed every staff meeting and if they begin to comply, they can be released from EOP. While on EOP they are not eligible to participate in regular program activities described above.
- **Contracts** - At times, contract will be made between staff and residents to attempt to outline some agreements that may reduce acting out behavior and provide the resident with a means to obtain a desired benefit.
- **Physical Restraint** - All staff are trained yearly in Crisis Prevention Intervention (CPI). The training program teaches staff means to de-escalate acting out behaviors in residents and steps to take to avoid the necessity of physically restraining residents. At times, if a resident is in danger of hurting him/her self, hurting another resident or a staff, staff will follow the training guidelines for restraining the resident.

Types Of Discipline That Are Not Permitted

Elysian prohibits the use of corporal punishment, adverse stimuli, withholding of food or water, infliction of physical or psychological pain, use of demeaning, shaming, or degrading language or activities, unnecessarily punitive restrictions including cancellation of visits or work assignments, punishment by other residents, group punishment or discipline for individual behavior or unwarranted use of invasive procedures or activities as disciplinary actions.

SEXUAL ORIENTATION, GENDER IDENTITY, GENDER EXPRESSION

Elysian will ensure that youths' sexual orientation, gender identity and gender expression are not violated, discriminated against or punished by providing a setting that is a welcoming, respectful, safe and culturally competent community. Staff will make accommodations as needed and refer residents to resources as needed.

- Staff will be trained annually on current LGBTQ issues by allies and experts.
- Staff will utilize community base resources such as San Mateo County PRIDE, San Mateo Medical Center (SMMC), and Public Health.
- Staff will work closely and connect residents to the following programs and agencies such as San Mateo Medical Center, PRIDE Center, San Mateo County Public Health Nurse Program, Education Liaisons, therapist and overall CFT team.
- Staff will refer and encourage residents to participate in programs like
- De Amiente II - San Mateo, GSA Network (Gay-Straight Alliance Network), QT Cafe- Palo alto (LGBTQ Youth Space), Peninsula Metropolitan Community Church, Planned Parenthood Mar Monte, CORA (community Overcoming Relationship Abuse).

Commercially Sexually Exploited Children

Staff of Elysian will provide a supportive, welcoming, respectful, and culturally competent and safe environment. Staff will not criminalize or provide judgement to youth who identify as Commercially Sexually Exploited Children (CSEC) or at risk of being CSEC. Staff will understand that the CSEC is youth abuse and report as such (see CSEC information in this section). Staff will be committed to engaging CSEC in a positive way. Staff will make accommodation as needed and refer residents to resources as needed.

- Staff will be trained annually on CSEC by experts.
- Staff will partner with Starvista, Missey, BHRS. Rape Trauma Services, Our Home, One Door, and West Coast Children Center.
- Staff will address unique physical and emotional safety consideration to relevant support persons.
- Staff will support and refer residents who identify as CSEC or youth at risk participate in training, events and activities that addresses CSEC issues.

Discipline Policies

Upon admission, resident and his/her authorized representative are informed of the discipline policy (see the end of this section) which they sign that they acknowledge. If any incident occurred with the resident, the authorized representative would be informed via telephone or email.

Attachment: Discipline Policy

Elysian DISCIPLINE POLICY

Upon admission, each resident is provided with a handbook which includes the rules and policies of the program. The following are guidelines of consequences for breaking rules, or refusal to adhere to the policies to insure the safety of all residents.

1. PROGRAM CONSEQUENCES:

- A. **Room time** – Room time is given to residents as a consequence of acting out behaviors including; fighting with other residents, refusing to follow direction from staff, throwing objects in the facility, picking on other residents, verbal aggressiveness, refusal to attend school, smoking, etc.
- B. **Reduced Cash Award** – Residents may earn cash allowance on a weekly basis for positive behaviors. Under certain conditions, they may not be allowed to earn their full allowance or may be required to pay restitution. Behaviors in which reduced allowance or restitution may occur; being AWOL from Elysian or school, stealing another resident's belongings, causing property damage, etc.
- C. **Reflection (2 Awake Shifts/16 hours)** – Residents may be placed on Reflection Phase for; fighting, AWOL'ing, possession of contraband, destructive behavior, causing property damage, etc. A resident who is on Reflection will have an earlier bedtime, non-paid outing, and earn a reduced allowance until they have reflected on the incident that let the resident to be place on Reflection. (See Reflection Phase for details of phase privileges)
- D. **Extended Reflection** – Residents may be placed on Reflection for an extended time due to; not participating in reflecting on their behavior, skipping school, repetitive AWOL's, property damage, destructive behavior etc.
- E. **Contracts** – At times, contracts will be made between staff and residents to attempt to outline some agreements that may reduce acting out behavior, and provide the resident with a means to obtain a desired benefit.
- F. **Physical Restraint** – All staff are trained yearly in CPI. The training program teach staff means to de-escalate acting out behaviors in residents, and steps to take to avoid the necessity of physically restraining residents. At times, if a resident is in danger of hurting themselves, hurting another resident, or hurting staff, staff will follow the training guidelines for restraining the resident.

2. DISCIPLINE NOT PERMITTED:

No forms of physical discipline are permitted at any time. No violations of a resident's personal rights are permitted at any time. Prone containment is discussed in the employee handbook as not permitted at any time.

I _____ have read and understand the discipline policies at Elysian STRTP. I have also signed the Grievance procedure, and understand that I may talk to the Senior Counselor or Community Care Licensing if I have questions or a grievance regarding the use of discipline during my stay here.

Elysian STRTP Biannual Reviews of Emergency Intervention Plan
ILS V3.1 Section 87095 (c) (1)(A-C)

Elysian STRTP promotes a safe environment and provides necessary resources to keep staff and residents safe, and to minimize the use of restrictive behavior management interventions. Elysian behavior support and management policies and practices comply with federal, state, and local legal and regulatory requirements.

All of the following Elysian STRTP staff receive an initial eight (8) hours of Crisis Prevention Intervention (CPI) training and are CPI-certified:

- Residential Administrator (Social Work Supervisor)
- Human Services Care Counselors II/Extra Help Human Services Care Counselors I
- Senior Human Services Care Counselors
- Clinical Head of Service (Supervising Mental Health Clinician)
- Mental Health Program Specialist
- Clinicians (Psychiatric Social Workers)
- Community Worker
- Custodian

CPI training includes how to reduce the need for behavior management, including de-escalation and prevention techniques. All Elysian Staff receive an additional three (3) hours of refresher training annually. Elysian has two onsite CPI trainers.

Elysian STRTP policy is to never seclude or restrain a resident and only to intercede if the behavior(s) create a danger to self or others. Elysian believes in safety first and promotes a supportive environment. Elysian STRTP staff utilize CPI techniques to identify, respond, and prevent behaviors from arising and escalating into a crisis. The staff use active listening and de-escalation techniques, to help resident(s) regain control and encourage the following: self-calming behaviors, separating individuals involved in an altercation, providing space to allow the resident(s) to calm down, offering to escort the resident(s) to a safe location, and other non-restrictive methods to de-escalate the situation. External community supports such as the resident's identified supportive adults or Family Urgent Response System (FURS) are additional services available to help de-escalate the resident.

CPI Physical Interventions are only used as, "*last resort*" when residents are a danger to themselves and others. For example, to prevent a resident from running into traffic or from assaulting another resident.

If all methods of de-escalation are ineffective and the resident's behavior is jeopardizing the safety of themselves and/or others, Elysian staff will call Law Enforcement for assistance. When staff call Law Enforcement, a San Mateo County SMART Car is requested for a Mental Health Risk Assessment.

August



8/2024 Menu	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Breakfast	Chorizo / Eggs Waffles / Pancakes Fresh Fruit Milk Juice	Cereal (Hot Or Cold) Bagels Fresh Fruit Milk Juice	French Toast Cereal (Hot Or Cold) Fresh Fruit Milk Juice	Eggs Bacon Fresh Fruit Milk Juice	Cereal (Hot Or Cold) Cinnamon Toast Fresh Fruit Milk Juice	Waffles English Muffins Fresh Fruit Milk Juice	Pancakes Cereal (Hot Or Cold) Fresh Fruit Milk Juice
Morning Snack	Choices: Popcorn Power Bars Fresh Fruit, Nuts Milk / Juice	Choices: Popcorn Power Bars Fresh Fruit, Nuts Milk / Juice	Choices: Popcorn Power Bars Fresh Fruit, Nuts Milk / Juice	Choices: Popcorn Power Bars Fresh Fruit, Nuts Milk / Juice	Choices: Popcorn Power Bars Fresh Fruit, Nuts Milk / Juice	Choices: Popcorn Power Bars Fresh Fruit, Nuts Milk / Juice	Choices: Popcorn Power Bars Fresh Fruit, Nuts Milk / Juice
Lunch	Chicken salad lettuce wraps Milk/Water	Turkey Sandwich Soup Salad Fresh Fruit Milk / Juice	Chili Salad Corn Chips Fresh Fruit Milk / Juice	Grilled Ham & Cheese Soup Tortilla Chips Fresh Fruit Milk / Juice	Club Sandwich Salad Corn Chips Fresh Fruit Milk / Juice	Tuna Salad Sandwich Salad Tortilla Chips Fresh Fruit Milk / Juice	Chicken Sandwich Salad Milk/Water
Afternoon Snack	Choices: Popcorn or Power Bar Yogurt or String Cheese Crackers Fresh Fruit, Nuts Milk / Juice	Choices: Popcorn or Power Bar Yogurt or String Cheese Crackers Fresh Fruit, Nuts Milk / Juice	Choices: Popcorn or Power Bar Yogurt or String Cheese Crackers Fresh Fruit, Nuts Milk / Juice	Choices: Popcorn or Power Bar Yogurt or String Cheese Crackers Fresh Fruit, Nuts Milk / Juice	Choices: Popcorn or Power Bar Yogurt or String Cheese Crackers Fresh Fruit, Nuts Milk / Juice	Choices: Popcorn or Power Bar Yogurt or String Cheese Crackers Fresh Fruit, Nuts Milk / Juice	Choices: Popcorn or Power Bar Yogurt or String Cheese Crackers Fresh Fruit, Nuts Milk / Juice
Dinner					8/1. Oven Baked Rotisserie Chicken, Instant Pot Baked Potatoes, Maple Glazed Carrots, Milk/Water	8/2. Ground Turkey Tacos, Cilantro Lime Rice, Chips served with salsa and/or Guacamole Milk/Water	8/3. Chicken Bacon Ranch Flatbread, Arugula Pear Salad, Garlic Roasted Vegetables Milk/Water

Dinner	8/4. Crock Pot Pineapple Chicken, Asian Spicy Mayo, Rice, Fudge Brownies Milk/Water	8/5. Chicken and Tortellini, Italian Side Salad, Sautéed Spinach Milk/Water	8/6. Hot Honey Chicken Breast, Oven Roasted Vegetables, Buttermilk Cornbread Milk/Water	8/7. Mediterranean Ground Chicken Pitas, Homemade Tzatziki Sauce, Mediterranean Chickpea Salad, Roasted Potato Wedges Milk/Water	8/8. Pulled BBQ Pork, Macaroni and Cheese, Coleslaw Milk/Water	8/9. Southwest Burger, Cilantro Lime Pasta Salad, Oven Roasted Green Beans Milk/Water	8/10. Cheeseburger Pasta, The Best Roasted Veggies, Easy Dinner Rolls Milk/Water
Dinner	8/11. Cheesy Taco Skillet, Semi-Homemade Canned Black Beans, Chips, Zucchini Chips or Kale Chips, Mexican Street Corn Casserole Milk/Water	8/12. Chicken Veggie Stir Fry, Asian Cucumber Salad, Rice Milk/Water	8/13. Italian Grinder Sliders, Parmesan Roasted Cauliflower, Veggies and Dip Milk/Water	8/14. Crockpot Spaghetti Meat Sauce, Italian Dressing, Garlic Cheese Bread Milk/Water	8/15. Teriyaki Chicken Bites, Sautéed Spinach, Rice or Grains Milk/Water	8/16. Buffalo Chicken Flatbread, Broccoli Cauliflower Salad Strawberry Crumble Bars Milk/Water	8/17. Garlic Herb Butter Steak, Perfect Roasted Vegetables, Garlic Smashed Potatoes Milk/Water
Dinner	8/18. Baked BBQ Chicken, Creamy Southern Coleslaw, Homemade Buttermilk Cornbread Milk/Water	8/19. Cheeseburger Stuffed Meatloaf, Corn on the Cob, Baked Mac Milk/Water	8/20. Southwest Chicken, Mango Salsa, Cilantro Lime Rice Milk/Water	8/21. Tuscan Chicken Pizza, Best Roasted Veggies, Classic Wedge Salad Milk/Water	8/22. Baja/Chicken Bowls, Homemade Guacamole and salsa. Easy Mexican Cornbread Milk/Water	8/23. Baked Bean Burritos, Chips and salsa, Mexican Street Corn Casserole, Birthday Cake Cookies Milk/Water	8/24. BBQ Chicken Flautas, Broccoli Slaw, Pico de Gallo and Chips Milk/Water
Dinner	8/25. Rotisserie Chicken, Baked Potatoes, Maple Glazed Carrots Milk/Water	8/26. Garlic Steak Bites, House Salad, Corn Casserole Milk/Water	8/27. Rotisserie Chicken Salad, Classic Tomato Cucumber, Potato Wedges Milk/Water	8/28. Easy Baked Chicken Fajitas, Black Beans, Mexican Rice, Milk/Water	8/29. Baked Meatballs Parmesan, Garlic Roasted Vegetables, Parmesan Mashed Potatoes Milk/Water	8/30. Philly Cheesesteak, Baked Potato Wedges, Classic Tomato Cucumber Salad, Milk/Water	8/31. Mexican Shredded Beef Bowls, Mexican Rice or cauliflower rice, Toppings – Sour cream, shredded lettuce, pico de

Elysian Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday	Sunday
5:30AM – 8:00 AM	Wake up/ Shower/ Clean Rooms/ Breakfast (clean up)/ Prepare for School	Wake up/ Shower/ Clean Rooms/ Breakfast (clean up)/ Prepare for School	Wake up/ Shower/ Clean Rooms/ Breakfast (clean up)/ Prepare for School	Wake up/ Shower/ Clean Rooms/ Breakfast (clean up)/ Prepare for School	Wake up/ Shower/ Clean Rooms/ Breakfast (clean up)/ Prepare for School	8:30 – 9:30 AM	Wake up/ Shower/ Clean Rooms/ Breakfast (clean up)	Wake up/ Shower/ Clean Rooms/ Breakfast (clean up)
8:30 AM– 2:30 PM	School/ Study Time Lunch & Chores Educational Time	School/ Study Time Lunch & Chores Educational Time	School/ Study Time Lunch & Chores Educational Time	School/ Study Time Lunch & Chores Educational Time	School/ Study Time Lunch & Chores Educational Time	9:30 AM	All bedding changed and replaced with fresh clean bedding	All bedding changed and replaced with fresh clean bedding
						10 AM – 2:30 PM	Outings or supervised rec at ELYSIAN	Outings or supervised rec at ELYSIAN
2:30PM – 3:30 PM	Return from School/Snack/ Study Time	Return from School/Snack/ Study Time	Return from School/Snack/ Study Time	Return from School/Snack/ Study Time	Return from School/Snack/ Study Time	Noon – 1 PM	Lunch/clean up	Lunch/clean up
3:30PM – 5:30 PM	Group/ Individual Counseling/DBT	Group/ Individual Counseling/	Group/ Individual Counseling/DBT	Group/ Individual Counseling/	Group/ Individual Counseling/DBT	1 – 5:30 PM	Walks/ Supervised Rec/Outing	Walks/ Supervised Rec/Outing
5:30PM- 6:30 PM	Dinner	Dinner/Supper Club	Dinner	Dinner	Dinner	3:30 – 3:45 PM	Snack/clean up	Snack/clean up
	Chores (check in with staff to be excused to living room)		Chores (check in with staff to be excused to living room)	Chores (check in with staff to be excused to living room)	Chores (check in with staff to be excused to living room)		Chores (check in with staff to be excused to living room)	5:30 – 6:30 PM
6:30 – 7:00 PM	Community Groups		House Meeting	Community Groups	Resident/Staff choice/Evening activity/Outing/Free Time/PM Snack/Clean Up			
7 – 8 PM	Quiet/Study Time	Quiet/Study Time	Quiet/Study Time	Quiet/Study Time		6:30 – 7 PM		Supervised Rec Time
8 PM	PM Snack/ Clean up	PM Snack/ Clean up	PM Snack/ Clean up	PM Snack/ Clean up		7 – 8 PM		Quiet/Study Time
8:30 – 10 PM	Evening Shower/ Free Time	Evening Shower/ Free Time	Evening Shower/ Free Time	Evening Shower/ Free Time		8 PM	Outing or supervised rec	Snack/clean up
10 PM	Bed Time	Bed Time	Bed Time	Bed Time		8 – 10 PM	Snack/clean up	
11 PM					Bed Time*	11 PM	Lights out	Supervised Rec/Bed Time @ 10 PM

AUGUST, 2024

8/2024 Activity	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Week 1					8/1. AM: Breakfast-Snack PM: Game Night Museum De Young	8/2. AM: Breakfast-Snack PM: Friday Night Movie	8/3. AM: Breakfast-Snack Morning Film PM: Bowling
Week 2	8/4. AM: Breakfast-Farmer Market PM: Sunday Dinners Meditation	8/5. AM: Breakfast-Snack PM Mindfulness group Boxing	8/6. AM: Breakfast-Snack Morning Activity PM: Movie Theater	8/7. AM: Breakfast-Snack PM: Poetry Boomers	8/8. AM: Breakfast-Snack PM: Soccer Park	8/9. AM: Breakfast-Snack PM: Friday Night Movie	8/10. AM: Breakfast-staff PM: Great America
Week 3	8/11. AM: Breakfast Farmer Market PM: Sunday Dinners Movie	8/12. AM: Breakfast-Snack PM Mindfulness group Boxing Night Drive Snack	8/13. AM: Breakfast-Snack, School Study Hour PM: Group-Paint Night Night Drive SCHOOL START	8/14. AM: School Snack Study Hour PM: Free Time/TV/ Night Drive	8/15. AM: School Snack PM: Free Time/TV/ Mindfulness grp Study Hour	8/16. AM: Breakfast-staff Snack PM: Friday Night Movie	8/17. AM: Breakfast-Snack Morning Film PM: Hike Zoo Outing
Week 4	8/18. AM: Breakfast Farmer Market PM: Sunday Dinners Night drive	8/19. AM: School Snack Study Hour PM: Group- Staff Boxing Paint Night Night Drive	8/20. AM: Breakfast-Snack, School Study Hour PM: Group-Paint Night Night Drive Night Drive Drive Milk/Water	8/21. AM: School Snack Study Hour PM: Free Time/TV/ Game night Walk Night Drive	8/22. AM: School Snack Study Hour PM Free Time/TV/ YMCA Cooking group Night Drive	8/23. AM: Breakfast-staff Snack PM: Friday Night Movie	8/24. AM: Breakfast-Snack Morning Film PM: Exploring the City Cultural restaurant
Week 5	8/25. AM: Breakfast-Snack Yoga PM: Sunday Dinners Meditation (Holiday)	8/26. AM: School Snack Study Hour PM: Group- Staff Paint Night Night Drive	8/27. AM: Breakfast-Snack, School Study Hour PM: Group-Paint Night Night Drive	8/28. AM: School Snack Study Hour PM: Free Time/TV/ YMCA Cooking group Night Drive	8/29. AM: School Snack PM: Friday Night Movie	8/30.	8/31.



June & July Activity Guide	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	<p>AM: Breakfast, walk/reflection</p> <p>Volleyball with snacks and music</p>	<p>AM: Breakfast walk/learn about different flowers</p> <p>Planting Day: Plant flowers or herbs in pots for the facility garden</p>	<p>AM: Breakfast, look at different baking recipes</p> <p>Baking Day: Cake Making/ decorating</p>	<p>AM: Breakfast walk/get our art inspiration</p> <p>Arts & Crafts Session: Create personalized journals</p>	<p>AM: Breakfast walk/reflection on week</p> <p>Movie Marathon: Watch a series of films with popcorn and snacks</p>	<p>AM: Breakfast walk /talk about favorite sports</p> <p>Outdoor Sports Day: Play soccer, volleyball, basketball, or frisbee outdoors</p>	<p>AM: Breakfast walk/learn about different animals we will see today</p> <p>Bay Area Outing: Explore a zoo or aquarium for a day of animal encounters</p>
Week 2	<p>AM: Breakfast walk/getting art inspiration</p> <p>Painting and drawing sessions or DIY crafts (bracelet making, origami)</p>	<p>AM: Breakfast walk/create a fun relay race</p> <p>Soccer and basketball games; Relay races and tug of war</p>	<p>AM: Breakfast, learn about different plants to watch for</p> <p>Guided nature walk in a local park</p>	<p>AM: Breakfast pick a community service idea</p> <p>Community Service Day: Clean up a local park or community</p>	<p>AM: Breakfast Learn about different cultures through presentations and videos, Cultural cooking</p>	<p>AM: Breakfast walk/meditate</p> <p>Board games and card games/ video game tournament</p>	<p>AM: Breakfast walk/ yoga</p> <p>Organize a tournament with different sports (soccer, basketball, volleyball)</p>

			with a picnic	area	sessions, and taste-testing		
Week 3	<p>AM: Breakfast draw favorite flowers</p> <p>Plant flowers or vegetables in a garden area; Later paint a garden scenery</p>	<p>AM: Breakfast plan day out and pack lunches</p> <p>Amusement Park Day: Visit a Local Amusement Park today</p>	<p>AM: Breakfast Visit a local zoo or aquarium.</p> <p>Chess lessons and practice games</p>	<p>AM: Breakfast go over water safety, pack lunch.</p> <p>Beach/ Lake Day: Trip to a local beach or lake for swimming and sandcastle building</p>	<p>AM: Breakfast Yoga and meditation session;</p> <p>Create /decorate new month poster</p>	<p>AM: Breakfast Visit a library and pick out books,</p> <p>creative writing workshop, and storytelling.</p>	<p>AM: Breakfast Visit a local art gallery</p> <p>Create personal art pieces inspired by the visit</p>
Week 4	<p>AM: Breakfast walk and talk about the importance of college. Watch PowerPoint</p> <p>College Day: Visit two colleges and tour around</p>	<p>AM:Breakfast. Learn basic survival skills such as safety and first aid.</p> <p>Go on a hike in Pacifica</p>	<p>AM:Breakfast. Learn basic magic tricks and illusions;</p> <p>Perform a magic show for the group.</p>	<p>AM: Breakfast Share about previous pets and memories</p> <p>Animal Day; Visit an animal shelter and learn about pet care</p>	<p>AM Breakfast learn about different music styles</p> <p>Learn Different Dance Styles; Perform Group Dance</p>	<p>AM: Breakfast Take a hike in one of San Mateo County's beautiful parks!</p>	<p>AM: Breakfast Science Day: Visit a local tech or science center</p>
Week 5	<p>AM: Breakfast walk/reflection,</p>	<p>AM: Breakfast walk in</p>	<p>AM: Breakfast Meditation:</p>	<p>AM: Breakfast</p>	<p>AM: Breakfast walk /listen to</p>	<p>AM: Breakfast</p>	<p>AM: Breakfast</p>

	<p>talk about the city</p> <p>Pier 39 Day: Visit Pier and have lunch in SF today</p>	<p>nature, go to the library</p> <p>DIY Art Project: Paint or decorate canvas tote bags</p>	<p>Practice mindfulness and relaxation techniques</p> <p>Visit the library for an activity day</p>	<p>meditation</p> <p>Bay Area Outing: Trip to the beach or a nearby park for outdoor activities</p>	<p>Music Jam Session: Bring instruments or use music apps to create music</p>	<p>Learn about local business</p> <p>Tour a local business or factory to learn about their operations.</p>	<p>Museum Visit:</p> <p>Reflect on the month's activities and share experiences</p>
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5/2024 Activity	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Week 1				5/1 AM: Breakfast-staff SNACK PM: Group Night Drive	5/2. AM: Breakfast-staff SNACK PM: Game Night	5/3.	5/4.
Week 2	5/5. AM: Breakfast-Snack Yoga PM: Sunday Dinners Meditation	5/6. AM: Breakfast-Snack PM Mindfulness group Night Drive Snack	5/7. AM: Breakfast-Snack PM: Drumming Night Drive Snack	5/8. AM: Breakfast-Snack PM: Poetry Night Drive Snack	5/9. AM: Breakfast-Snack PM: Soccer Night Drive Snack	5/10. AM: Breakfast-staff Snack PM: Friday Night Movie	5/11. AM: Breakfast-staff PM: Explore the city Snack
Week 3	5/12. AM: Breakfast Farmer Market PM: Sunday Dinners Movie	5/13. AM: Breakfast-Snack PM Mindfulness group Night Drive Snack	5/14. AM: Breakfast-Snack, School Study Hour PM: Group-Paint Night Night Drive	5/15. AM: School Snack Study Hour PM: Free Time/TV/ Night Drive	5/16. AM: School Snack PM: Free Time/TV/ Mindfulness grp Study Hour	5/17. AM: Breakfast-staff Snack PM: Friday Night Movie	5/18. AM: Breakfast-Snack Morning Film PM: Hike Zoo Outing
Week 4	5/20. AM: Breakfast Farmer Market PM: Sunday Dinners Night drive	5/21. AM: School Snack Study Hour PM: Group- Staff Paint Night Night Drive	5/22. AM: Breakfast-Snack, School Study Hour PM: Group-Paint Night Night Drive Night Drive Milk/Water	5/23. AM: School Snack Study Hour PM: Free Time/TV/ Game night Walk Night Drive	5/24. AM: School Snack Study Hour PM Free Time/TV/ YMCA Cooking group Night Drive	5/25. AM: Breakfast-staff Snack PM: Friday Night Movie	5/26. AM: Breakfast-Snack Morning Film PM: Exploring the City Cultural restaurant
Week 5	5/27. AM: Breakfast-Snack Yoga PM: Sunday Dinners Meditation (Holiday)	5/28. AM: School Snack Study Hour PM: Group- Staff Paint Night Night Drive	5/29. AM: Breakfast-Snack, School Study Hour PM: Group-Paint Night Night Drive	5/30. AM: School Snack Study Hour PM: Free Time/TV/ YMCA Cooking group Night Drive	5/31. AM: School Snack PM: Friday Night Movie (Last day of School)		

March /April 2024 Calendar for Elysian

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	<p>AM- Breakfast/ Snack</p> <p>Outdoor Sports Day: Play soccer, basketball, or frisbee outdoors</p>	<p>AM- Breakfast/ Snack School</p> <p>Indoor Movie Night: Watch a classic film together and discuss afterward</p>	<p>AM- Breakfast/ Snack School</p> <p>Arts & Crafts Session: Create personalized journals</p>	<p>AM- Breakfast/Snack School</p> <p>Talent Show: Showcase talents, such as singing, dancing, or comedy</p>	<p>AM- Breakfast/ Snack School</p> <p>Group Therapy Session: Discuss coping strategies and share experiences</p>	<p>AM- Breakfast/ Snack School</p> <p>Game Night: Play board games and group activities</p>	<p>AM- Breakfast/ Snack</p> <p>Bay Area Outing: Visit a local museum or art gallery</p>
Week 2	<p>AM- Breakfast/ Snack</p> <p>Nature Walk: Explore nearby trails and enjoy the outdoors</p>	<p>AM- Breakfast/ Snack School</p> <p>Indoor Sports Day: Organize mini basketball, soccer, or volleyball games</p>	<p>AM- Breakfast/ Snack School</p> <p>Creative Writing Workshop: Explore storytelling and poetry</p>	<p>AM- Breakfast/ Snack School</p> <p>Movie Marathon: Watch a series of films with popcorn and snacks</p>	<p>AM- Breakfast/ Snack School</p> <p>Cooking Class: Learn basic cooking skills and prepare a meal together</p>	<p>AM- Breakfast/ Snack School</p> <p>Puzzle Challenge: Work on jigsaw puzzles individually or in teams</p>	<p>AM- Breakfast/ Snack</p> <p>Bay Area Outing: Trip to the beach or a nearby park for outdoor activities</p>
Week 3	<p>AM- Breakfast/ Snack</p> <p>Relaxation Yoga: Practice yoga and meditation for stress relief</p>	<p>AM- Breakfast/ Snack School</p> <p>DIY Art Project: Paint or decorate canvas tote bags</p>	<p>AM- Breakfast/ Snack School</p> <p>Book Club Meeting: Discuss a chosen book and share thoughts</p>	<p>AM- Breakfast/ Snack School</p> <p>Music Jam Session: Bring instruments or use music apps to create music</p>	<p>AM- Breakfast/ Snack School</p> <p>Group Meditation: Practice mindfulness and relaxation techniques</p>	<p>AM- Breakfast/ Snack School</p> <p>Board Game Tournament: Compete in various board games for prizes</p>	<p>AM- Breakfast/ Snack</p> <p>Bay Area Outing: Visit an amusement park or arcade for fun and games</p>
Week 4	<p>AM- Breakfast/ Snack</p> <p>Community Service Day: Volunteer at a local shelter or community garden</p>	<p>AM- Breakfast/ Snack School</p> <p>Indoor Scavenger Hunt: Create a list of items to find around the facility</p>	<p>AM- Breakfast/ Snack School</p> <p>Movie Making Workshop: Learn about filmmaking and create short films</p>	<p>AM- Breakfast/ Snack School</p> <p>Outdoor Picnic: Enjoy lunch or snacks outdoors, weather permitting</p>	<p>AM- Breakfast/ Snack School</p> <p>Planting Day: Plant flowers or herbs in pots for the facility garden</p>	<p>AM- Breakfast/ Snack School</p> <p>Art Exhibition: Display artwork created throughout the month</p>	<p>AM- Breakfast/ Snack</p> <p>Bay Area Outing: Explore a zoo or aquarium for a day of animal encounters</p>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Activity Calendar		2024		
				1 Winter Break AM- Breakfast/ Snack PM- Study Hour, Hike/walk MC/BG	2 Winter Break AM- Breakfast/ Snack PM -Free time Baking or Craft Night T/TC	3 AM- Breakfast / Snack PM-Explore a museum, city, or attend teen event AF/TC
4 AM- Breakfast / Snack Beach Drive, Walk or explore a city PM-Art Class DN/MC	5 AM- Breakfast/ Snack School PM- Study Hour, Book Club, physical activity LR/MC	6 AM- Breakfast/ Snack School PM -Study Hour, Street Chalk Supper Club DN/KM	7 AM- Breakfast/ Snack School PM- PM- Group Activity, Study Hour at the Library, Elysian Movie AF/JB	8 AM- Breakfast/ Snack School PM- Study Hour, Hike/walk MC/BG	9 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Baking or Craft Night T/TC	10 AM- Breakfast / Snack PM-Explore a museum, city, or attend teen event. AF/TC
11 AM- Breakfast / Snack Beach Drive, Walk or explore a city PM-Art Class DN/MC	12 AM- Breakfast/ Snack School PM- Study Hour, Book Club, physical activity LR/MC	13 AM- Breakfast/ Snack School PM -Study Hour, Street Chalk Supper Club MC/DN	14 AM- Breakfast/ Snack School PM- PM- Group Activity, Study Hour at the Library, Elysian Movie AF/TC	15 AM- Breakfast/ Snack School PM- Study Hour, Hike/walk MC/BG	16 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Baking or Craft Night T/TC	17 AM- Breakfast / Snack PM-Explore a museum, city, or attend teen event. AF/TC
18 AM- Breakfast / Snack Beach Drive, Walk or explore a city PM-Art Class DN/MC	19 AM- Breakfast/ Snack School PM- PM- Study Hour, Book Club, physical activity LR/MC	20 AM- Breakfast/ Snack School PM -Study Hour, Street Chalk Supper Club MC/DN	21 AM- Breakfast/ Snack School PM- Group Activity, Study Hour at the Library, Elysian Movie AF/TC	22 AM- Breakfast/ Snack School PM- Study Hour, Hike/walk MC/KM	23 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Baking or Craft Night T/TC	24 AM- Breakfast / Snack PM-Explore a museum, city, or attend teen event. AF/TC
25 AM- Breakfast / Snack Beach Drive, Walk or explore a city PM-Art Class DN/MC	26 AM- Breakfast/ Snack School PM- PM- Study Hour, Book Club, physical activity LR/MC	27 AM- Breakfast/ Snack School PM -Study Hour, Street Chalk Supper Club DN	28 AM- Breakfast/ Snack School PM- Group Activity, Study Hour at the Library, Elysian Movie AF/TC	29 AM- Breakfast/ Snack School PM- Study Hour, Hike/walk MC		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 2024 Activity Guide Purple-Winter Break Blue- School Week Yellow-Weekends	1 AM- Breakfast/ Snack PM-, Free time Volleyball, Basketball game MP/HA/MC	2 Winter Break AM- Breakfast/ Snack PM -Free time Yoga Class Led by Donna MC/DN	3 Winter Break AM -Breakfast/ Snack PM- Elysian Movie or Drive DN/AF/Badria	4 Winter Break AM- Breakfast/ Snack PM- Free time Drawing or Paint Night AF/DN/MC/Badria	5 Winter Break AM- Breakfast/ Snack PM -Free time Baking or Craft Night HA	6 AM- Breakfast / Snack Explore a museum PM-Boba, Restaurant, or Movie AF/Aracely
7 AM- Breakfast / Snack Beach Drive, Walk or explore a city PM- Bingo Night HA/DN/MC	8 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Volleyball, Basketball game Aracely/HA/LR/MC	9 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Yoga Class Led by Donna Supper Club MC/DN	10 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Group Therapy Elysian Movie or Drive AF/DN	11 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Drawing or Paint Night AF/DN/MC	12 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Baking or Craft Night JB/HA	13 AM- Breakfast / Snack Explore a museum PM-Boba, Restaurant, or Movie HA/KM/AF/TC
14 AM- Breakfast / Snack Beach Drive, Walk PM explore a city HA/DN/MC	15 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Volleyball, Basketball game LR/MC	16 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Yoga Class Led by Donna Supper Club DN/Badria	17 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Group Therapy Elysian Movie or Drive AF/DN/TC	18 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Drawing or Paint Night AF/DN/MC/Badria	19 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Baking or Craft Night HA/JB/TC	20 AM- Breakfast / Snack Explore a museum PM-Boba, Restaurant, or Movie HA/JB/AF/TC
21 AM- Breakfast / Snack Beach Drive, Walk PM explore a city HA/DN/MC	22 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Volleyball, Basketball game LR/MC	23 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Yoga Class Led by Donna Supper Club MC/Giselle/DN	24 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Group Therapy Elysian Movie or Drive AF/DN/TC	25 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Drawing or Paint Night AF/DN/MC/Giselle/ Badria	26 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Baking or Craft Night JB/TC	27 AM- Breakfast / Snack Explore a museum PM-Boba, Restaurant, or Movie HA/JB/AF/TC
28 AM- Breakfast / Snack Beach Drive, Walk PM explore a city HA/DN/MC	29 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Volleyball, Basketball game LR/MC	30 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Yoga Class Led by Donna Supper Club TC/MC/Giselle/DN	31 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Group Therapy Elysian Movie or Drive AF/DN/TC			

DEC 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Baking or Craft Night	2 AM- Breakfast / Snack Yoga PM-Boba, Restaurant, or Movies
3 AM- Breakfast / Snack Beach Drive and Walk PM-Loteria Bingo Night	4 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Volleyball, Basketball game	5 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Yoga Class Led by Donna	6 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Group Therapy Elysian Movie or Drive	7 AM- Breakfast/ Snack School PM- PM- Homework time/ Studying, Free time Paint Night	8 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Baking or Craft Night	9 AM- Breakfast / Snack Outdoor Walk PM-Boba, Restaurant, or Movies
10 AM- Breakfast / Snack Beach Drive and Walk PM-Loteria Bingo Night	11 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Volleyball, Basketball game	12 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Yoga Class Led by Donna	13 AM- Breakfast/ Snack School PM- Homework time/ Studying Group Therapy Elysian Movie or Drive	14 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Paint Night	15 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Baking or Craft Night	16 AM- Breakfast / Snack Explore a city PM-Boba, Restaurant, or Movies
17 AM- Breakfast / Snack Beach Drive and Walk PM-Loteria Bingo Night	18 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Volleyball, Basketball game	19 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Yoga Class Led by Donna	20 AM- Breakfast/ Snack School PM- Homework time/ Studying Group Therapy Elysian Movie or Drive	21 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Paint Night	22 AM- Breakfast/ Snack School PM- Homework time/ Studying, Free time Baking or Craft Night	23 AM- Breakfast / Snack Explore a museum PM-Boba, Restaurant, or Movies
24 AM- Breakfast / Snack Beach Drive and Walk PM-Loteria Bingo Night	25 CHRISTMAS DAY! Winter Break Volleyball, Basketball game	26 Winter Break ----- Yoga Class Led by Donna	27 -----> Group Therapy Elysian Movie or Drive	28 -----> Paint Night	29 -----> Baking or Craft Night	30 AM- Breakfast / Snack Petting zoo or visit Animal sanctuary PM-Boba, Restaurant, or Movies

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NEW YEARS EVE!!

AM- Breakfast / Snack

Beach Drive and Walk

PM-Loteria Bingo Night

December 2023 Activity Guide

November 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 AM Breakfast-staff SNACK PM Tuesday Night Supper Club Night Drive	1 AM Breakfast-staff SNACK PM Group Night Drive	2 AM Breakfast-staff SNACK PM Game Night	3 AM Breakfast-staff SNACK PM Friday Movie Night	4 AM Breakfast-staff SNACK Yoga PM Explore Nature with Staff
5 AM Breakfast- Snack Yoga PM Sunday Dinners Meditation	6 AM Breakfast- Snack PM Mindfulness grp Night Drive snack	7 AM Breakfast- Snack PM Drumming Night Drive snack	8 AM Breakfast- Snack PM Poetry Night Drive snack	9 AM Breakfast- Snack PM Soccer Night Drive snack	10 AM Breakfast-staff SNACK AM School Snack PM Friday Night	11 AM Breakfast-staff Zoo Snack PM Explore the city snack
12 AM Breakfast Farmer Market PM Sunday Dinners Movie	13 AM School Snack Study Hour PM Group- Staff Paint Night Night Drive	14 AM School Snack Study Hour PM Free Time/TV/ Tuesday Night Supper Club Night Drive	15 AM School Snack Study Hour PM Free Time/TV/ YMCA Cooking group Night Drive	16 AM School Snack PM Free Time/TV/ Mindfulness grp Study Hour	17 AM School Snack PM Friday Night Movie	18 AM Breakfast- Snack Morning Film PM Exploring the City Cultural restaurant
19 AM Farmer Market PM Sunday Dinners Night walk	20 AM Snack Snack Holiday Break PM Group- Staff Paint Night Night Drive	21 AM Snack Holiday Break PM Free Time/TV/ Tuesday Night Supper Club Night Drive	22 AM Snack Holiday Break PM Free Time/TV/ Life skills Walk Night Drive	23 AM Snack Holiday Break PM Free Time/TV/ College group Study Hour	24 AM Snack Holiday Break PM Friday Night Movie	25 AM Breakfast- Snack Morning Film PM Hike Zoo Outing
26 AM Breakfast Farmer Market PM Sunday Dinners Night drive	27 AM School Snack Study Hour PM Group- Staff Paint Night Night Drive	28 AM School Snack Study Hour PM Free Time/TV/ Tuesday Night Supper Club Night Drive	29 AM School Snack Study Hour PM Free Time/TV/ Game night Walk Night Drive	30 AM School Snack PM Free Time/TV/ Science group Study Hour		

October 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 AM Breakfast-staff SNACK PM Tuesday Night Supper Club Night Drive	2 AM Breakfast-staff SNACK PM Group Night Drive	3 AM Breakfast-staff SNACK PM Game Night	4 AM Breakfast-staff SNACK PM Friday Movie Night	5 AM Breakfast-staff SNACK Yoga PM Explore Nature with Staff
6 AM Breakfast- Snack AM Breakfast- Farmer Market Meditation Group PM Sunday Dinners	7 AM Breakfast- Snack PM Free Time/TV/ Tuesday Night Supper Club	8 AM Breakfast- Snack PM Free Time/TV/ Tuesday Night Supper Club	9 AM Breakfast- Snack PM Free Time/TV/ Skills group Supper Club	10 AM Breakfast- Snack PM Free Time/TV/ Tuesday Night Supper Club	11 AM Breakfast-staff SNACK AM School Snack PM Friday Night Movie	12 AM Breakfast-staff Zoo Breakfast- Snack Morning Film PM Fishing Cultural restaurant
8 AM Breakfast- Farmer Market Basketball PM Sunday Dinners	9 AM Breakfast- Snack PM Group- Staff Library Night Drive	10 AM Breakfast- Snack PM Free Time/TV/ Tuesday Night Supper Club Night Drive	11 AM School Snack <i>Study Hour</i> PM Free Time/TV/ YMCA activity Supper Club Night Drive	12 AM School Snack PM Free Time/TV/ ILP group <i>Study Hour</i>	13 AM School Snack PM Friday Night Movie	14 AM Breakfast- Snack Morning Film PM Cultural Day Art Museum Explore Half Moon
15 AM Breakfast Farmer Market Yoga or Hike PM Sunday Dinners	16 AM School Snack <i>Study Hour</i> PM Group- Staff Art group Night Drive	17 AM School Snack <i>Study Hour</i> PM Free Time/TV/ Tuesday Night Supper Club Night Drive	18 AM School Snack <i>Study Hour</i> PM Free Time/TV/ Dance group Supper Club Night Drive	19 AM School Snack PM Free Time/TV/ Make up group <i>Study Hour</i>	20 AM School Snack PM Friday Night Movie	21 AM Breakfast- Snack Morning Film PM Fishing Cultural restaurant
22 AM Breakfast Farmer Market Crystal Springs Walk PM Sunday Dinners	23 AM School Snack <i>Study Hour</i> PM Group- Staff Drumming Night Drive	24 AM School Snack <i>Study Hour</i> PM Free Time/TV/ Tuesday Night Supper Club Night Drive	25 AM School Snack <i>Study Hour</i> PM Free Time/TV/ Poetry group Supper Club Night Drive	26 AM School Snack PM Free Time/TV/ Journeling <i>Study Hour</i>	27 PM Friday Night Movie	28 AM Breakfast- Snack Morning Film PM Hike Pumpkin Patch
29 AM Breakfast Farmer Market Volleyball PM Sunday Dinners	30 AM School Snack <i>Study Hour</i> PM Group- Staff Ceramics Night Drive	31 AM School Snack <i>Study Hour</i> PM Free Time/TV/ Halloween Night Drive				

September 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 AM Breakfast-staff SNACK PM Tuesday Night Supper Club Night Drive	2 AM Breakfast-staff SNACK PM Group Night Drive	3 AM Breakfast-staff SNACK PM Game Night	4 AM Breakfast-staff SNACK PM Friday Movie Night	5 AM Breakfast-staff SNACK Yoga PM Explore Nature with Staff
6 AM Breakfast- Snack Yoga PM Sunday Dinners meditation	7 AM Breakfast- Snack PM Mindfulness grp Night Drive snack	8 AM Breakfast- Snack PM Drumming Night Drive snack	9 AM Breakfast- Snack PM Poetry night drive snack	10 AM Breakfast- Snack PM Soccer night Drive snack	11 AM Breakfast-staff SNACK AM School PM snack PM Friday Night	12 AM Breakfast-staff Zoo Snack PM Explore the city snack
10 AM Breakfast Farmer Market PM Sunday Dinners Movie	11 AM School Snack Study Hour PM Group- Staff Paint Night Night Drive	12 AM School Snack Study Hour PM Free Time/TV/ Tuesday Night Supper Club Night Drive	13 AM School Snack Study Hour PM Free Time/TV/ YMCA Cooking group Night Drive	14 AM School Snack PM Free Time/TV/ Mindfulness grp Study Hour	15 AM School Snack PM Friday Night Movie	16 AM Breakfast- Snack Morning Film PM Exploring the City Cultural restaurant
17 AM Breakfast Farmer Market PM Sunday Dinners Night walk	18 AM School Snack Study Hour PM Group- Staff Paint Night Night Drive	19 AM School Snack Study Hour PM Free Time/TV/ Tuesday Night supper Club Night Drive	20 AM School Snack Study Hour PM Free Time/TV/ Life skills WARR Night Drive	21 AM School Snack PM Free Time/TV/ College group Study Hour	22 PM Friday Night Movie	23 AM Breakfast- Snack Morning Film PM Hike Zoo Outing
24 AM Breakfast Farmer Market PM Sunday Dinners Night drive	25 AM School Snack Study Hour PM Group- Staff Paint Night Night Drive	26 AM School Snack Study Hour PM Free Time/TV/ Tuesday Night supper Club Night Drive	27 AM School Snack Study Hour PM Free Time/TV/ Game night WARR Night Drive	28 AM School Snack PM Free Time/TV/ Science group Study Hour	29 AM School Snack PM Friday Night Movie	30 AM Breakfast- Snack Morning Film PM Exploring the City Cultural restaurant

August 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 AM Breakfast-;staff SNACK PM Tuesday Night Supper Club Night Drive	2 AM Breakfast-;staff SNACK PM Group Night Drive	3 AM Breakfast-;staff SNACK PM Game Night	4 AM Breakfast-;staff SNACK PM Friday Movie Night	5 AM Breakfast-;staff SNACK Yoga PM Explore Nature with Staff
6 AM Breakfast- Snack PM Swimming at the lake	7 AM Breakfast- Snack PM Group- Staff Paint Night Night Drive	8 AM Breakfast- Snack PM Free Time/TV/ Tuesday Night Supper Club Night Drive	9 AM Breakfast- Snack PM Group- Staff Study Hour Free Time Night Drive	10 AM Breakfast- Snack PM Game Night	11 AM Breakfast-;staff SNACK PM Friday Movie Night	12 AM Breakfast-;staff Zoo Snack PM Explore the city
13 AM Breakfast- Farmer Market PM Sunday Dinners	14 AM Breakfast- Snack PM Group- Staff Paint Night Night Drive	15 AM Breakfast- Snack PM Free Time/TV/ Tuesday Night Supper Club Night Drive	16 AM School Snack <i>Study Hour</i> PM Free Time/TV/ Tuesday Night Supper Club Night Drive	17 AM School Snack PM Free Time/TV/ College group <i>Study Hour</i>	18 AM School Snack PM Friday Night Movie	19 AM Breakfast- Snack Morning Film PM Cultural Day Art Museum Cultural restaurant
20 AM Breakfast Farmer Market PM Sunday Dinners	21 AM School Snack <i>Study Hour</i> PM Group- Staff Paint Night Night Drive	22 AM School Snack <i>Study Hour</i> PM Free Time/TV/ Tuesday Night Supper Club Night Drive	23 AM School Snack <i>Study Hour</i> PM Free Time/TV/ Tuesday Night Supper Club Night Drive	24 AM School Snack PM Free Time/TV/ College group <i>Study Hour</i>	25 AM School Snack PM Friday Night Movie	26 AM Breakfast- Snack Morning Film PM Exploring the City Cultural restaurant
27 AM Breakfast Farmer Market PM Sunday Dinners	28 AM School Snack <i>Study Hour</i> PM Group- Staff Paint Night Night Drive	29 AM School Snack <i>Study Hour</i> PM Free Time/TV/ Tuesday Night Supper Club Night Drive	30 AM School Snack <i>Study Hour</i> PM Free Time/TV/ Tuesday Night Supper Club Night Drive	31 AM School Snack PM Free Time/TV/ College group <i>Study Hour</i>		

PLEASE NOTE: ALL OUTING ARE
SUBJECT TO CHANGE> THISMUST BE
POSTED TO BE IN COMPLIANCE