

LOS ANGELES COUNTY PROBATION DEPARTMENT
LOS PADRINOS JUVENILE HALL
CORRECTIVE ACTION PLAN – AUGUST 8, 2024 – FINAL

Title 15. Section	Regulation	BSCC Preliminary Finding	Probation's Corrective Action Plan	Assigned To	Completion Date
§ 1371. Programs, Recreation, and Exercise.	(a) Programs. All youth shall be provided with the opportunity for at least one hour of daily programming to include, but not be limited to, trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or pro-social interventions and activities designed to reduce recidivism.	A review of video on randomly selected days in June indicates that many programs indicated on the facility schedule and documented on facility activity logs and program provider youth signoffs did not occur. Additionally, when a scheduled and documented program was observed on video, there were many times that the duration of the program did not match the time indicated on documentation.	<p><u>Summary:</u> The Department will ensure youth have the required programming time each day at Los Padrinos Juvenile Hall (LPJH) by, among other steps, instituting an Activities Block in the afternoons at the facility. Unit supervisors will do rounds during this block to ensure youth receive programming, and if outside organization is not available or did not complete the full required time, the supervisor or probation staff will fill in the gaps of any missing programming time. Further, the Department will assign staff – Activities and Program Coordinator (APC) -- specifically for programming and accountability of outside providers. The Department will also focus on accuracy of paperwork and staff accountability, review of paperwork and CCTV, and staffing trainings/briefings.</p> <p>The Corrective Action Plan is divided into three sections: 1. Ensuring Youth Receive Programming, 2. Programming Enrichment and Youth Engagement, and 3. Quality Assurance and Staff Accountability. More details for each step is provided below.</p> <p><u>1. ENSURING YOUTH RECEIVE PROGRAMMING</u></p> <p><u>a. Create an Activities Block:</u> The facility will create an Activities Block throughout the facility that schedules recreation, exercise and programming. The Activities Block will create a facility monthly schedule that weaves together the exercise, programming, and recreation to maximize the facility space and time. This allows for the facility to better track programming throughout the facility and allow for supervisors, directors and executive facility staff to observe units – remotely (see below) or in person.</p> <p>Unit staff will provide a standardized program sign-in sheet for the programing and it will be signed by the youth in attendance and the CBO staff.</p> <p>The unit supervisor will verify that the programming is occurring during rounds or through communication with the unit staff, collect the sign in sheet at the end of the programming, and sign the programming sheet as acknowledgment. The current programming sheet will be updated to ensure space for supervisor signature.</p>	Kim Binion, Facility Head Marshel Marshall, Probation Director Mozella Evans, Probation Director Loyda Duckett, Assistant Probation Director	10/15/24

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			<p>The officers will conduct a life-skills circle or other program with the youth when regularly scheduled programming is unavailable. The sign in sheet (with the updated program), and written documentation why a scheduled program did not occur – via memo or report to be determined by facility -- will be collected by the supervisor and provided to their director, and scanned to the BSCC unit, Behavioral Management Program (BMP) unit, LPJH Directors.</p> <p><u>PROOF OF PRACTICE:</u> 1. Programming monthly calendars; 2. Programming sign-in sheets</p> <p style="text-align: right;">to be completed by August 10, 2024</p> <p><u>b. Incentivize Programming Participation:</u> The APCs will develop an incentive matrix for youth participating in programs and reconcile with the BMP with engagement from Youth Council. Premium program participation will be tied in with the behavior modification plan, and violence reduction plan.</p> <p>A reward system will also be developed for a certain level of whole unit programming participation.</p> <p><u>PROOF OF PRACTICE:</u> 1. APC Roles and Responsibilities; 2. Incentive matrix; 3. Notice of assignment memorandum to BSCC on staff assigned as APC</p> <p style="text-align: right;">to be completed by August 12, 2024</p> <p><u>2. PROGRAM ENRICHMENT AND YOUTH ENGAGEMENT</u></p> <p><u>a. Programming-related Positions:</u> LPJH has created the positions of an Activities and Program Coordinator (APC). Two APCs have been identified and will split the units at LPJH. Their role and responsibilities are attached.</p> <p><u>PROOF OF PRACTICE:</u> 1. APC Roles and Responsibilities; 2. Unit Log sheets; 3. Programming sign in sheets</p> <p style="text-align: right;">to be implemented by August 12, 2024</p>		

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			<p><u>b. Stakeholder Engagement:</u> Probation is not the only entity providing programming inside the juvenile hall and throughout this process, the Department will engage with its stakeholders to ensure effectiveness of the programming.</p> <p>APCs will work with Probation Education Services to host a quarterly Program Provider Meeting.</p> <p><u>PROOF OF PRACTICE:</u> 1. Meeting agendas, sign-in sheets, and/or minutes</p> <p style="text-align: right;">to be completed by September 1, 2024</p> <p><u>c. Community Advisory Group</u> The LPJH Community Advisory Group will review minutes from quarterly townhalls with youth on Programming (see below for more details). The goal is to improve existing programs and to ensure programs are gender responsive, age specific, and being provided to youth.</p> <p><u>PROOF OF PRACTICE:</u> 1. Minutes from townhalls with youth</p> <p style="text-align: right;">to be completed by August 30, 2024</p> <p><u>d. Youth Engagement:</u> Executive-level (Chief Deputy, Deputy Director over Juvenile Services, Superintendent, or Assistant Superintendent) townhall quarterly with youth discuss effectiveness of programming offered to youth.</p> <p><u>PROOF OF PRACTICE:</u> 1. Minutes from townhalls with youth</p> <p style="text-align: right;">to be implemented by August 30, 2024</p> <p><u>3. QUALITY ASSURANCE AND STAFF ACCOUNTABILITY</u></p> <p><u>a. Facility Leadership:</u> A bi-weekly meeting has been set between the Superintendent and Probation Director who oversees facility programs (Program Director). The meetings will include:</p> <ul style="list-style-type: none"> • Review of all program providers and compare it to the youth's interest. • Reconcile duration, with Activity Logs, ensuring accuracy of paperwork. 		

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			<ul style="list-style-type: none"> Ensure appropriate tracking of attendees and refusals for programs. <p><u>PROOF OF PRACTICE:</u> 1. Meeting agendas</p> <p style="text-align: right;"><i>(Completed; assessments & meetings on-going)</i></p> <p><u>b. Staff Accountability:</u> An LPJH Probation Director reviewed the activity logs in comparison with CCTV, listed all names of staff and supervisors, and is being administratively addressed in accordance with holding staff accountable for such violations.</p> <p style="text-align: right;"><i>(Completed)</i></p> <p><u>c. Director Access to CCTV</u> All LPJH Probation Directors will have the CCTV program accessible from their desktop computers. LPJH Probation Directors assigned to facility buildings will conduct three CCTV random reviews weekly, coinciding with the dates and time of programming documented as having occurred for each unit in which they oversee. The Director will review the activity logs in comparison with CCTV and address documentation errors with staff.</p> <p><u>PROOF OF PRACTICE:</u> 1. Weekly Director CCTV Review form</p> <p style="text-align: right;">to be implemented August 10, 2024</p> <p><u>d. Staff Briefing:</u> Starting July through August staff meetings, Supervisors and Directors will review policy, activity log documentation, give expectations, and remind staff that we inspect the integrity of our work to ensure compliance with minimum standards. The meeting minutes will reflect this agenda item.</p> <p><u>PROOF OF PRACTICE:</u> 1. Meeting agendas and/or minutes</p> <p style="text-align: right;">to be completed by September 1, 2024</p> <p><u>e. Trainings:</u></p> <ul style="list-style-type: none"> <i>Train staff in absence of CBOs</i> – At times when our Community-Based Organizations cannot attend their scheduled programming hours, or when there is a gap in the programming schedule, specific Probation staff will be trained to provide necessary programming. 		

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			<p><u>PROOF OF PRACTICE:</u> 1. Training rosters</p> <p style="text-align: right;">to be completed by September 21, 2024</p> <p><u>EVALUATION PERIOD:</u> To ensure the fidelity and integrity of the corrective actions, the Department will continue to closely monitor and immediately correct any deficiencies discovered after the above steps have been implemented prior to seeking reinspection. During this time, the Department will also seek any needed technical assistance and welcomes the BSCC staff on-site to review and provide on-the-ground assistance during the corrective action period.</p> <p>Implementation Dates: July 8, 2024 and progressive implementation through September 21, 2024</p> <p>Evaluation period: September 1 – October 15, 2024</p>		

Activities and Program Coordinator: Roles & Responsibilities



Los Padrinos Juvenile Hall

7/30/2024

The role of Activities and Program Coordinators (APC) assigned to Los Padrinos Juvenile Hall (LPJH) will include but is not limited to working with key community-based programs and county partners (Department of Youth Development, Public Health, Parks & Recreation, etc.) to identify suitable programs for LPJH youth. One APC will be assigned to North LPJH units, and one APC will be assigned to Southern LPJH units.

The APCs are non-sworn staff, and they will be assigned to the Probation Education Services Division under the supervision of a Supervising Program Analyst. They will be located onsite at LPJH.

GENERAL DUTIES

- Coordinators will liaison with community program providers to support the planning of programs, special activities, and events for the facility.
- Develop and maintain relationships with local community, non-profit and faith-based organizations, including e.g. law enforcement, colleges and universities, community and faith-based agencies, county agencies Department of Youth Development, Public Health, Parks and Recreation, and community stakeholders.
- Determines what programs are needed and make the necessary connections to work with partners or collaborators to establish programs for LPJH.
- Track the progress of program Memorandums of Understanding, contracts, provisional clearances, background clearances, etc. for providers.
- Conducts a minimum of one random unit round during scheduled program times and documents their completed rounds in the unit log, noting the date, time, and an observation note.
- Recruit youth participants for LPJH Youth Council and serve as the staff advisor for LPJH Youth Council.
- Coordinate Townhalls with youth to discuss programming effectiveness and create and distribute surveys, if necessary.

- Participate in community, multi-agency and other meetings representing Probation to discuss Probation programs, service gaps, etc. with outside agencies.
- Develop and update biannually an incentive matrix, separate from the Behavioral Management Program (BMP) incentives to recognize youth participating in surveys, Youth Councils, and ongoing involvement with unit programs.
- Work with Probation Youth Education Services to host a quarterly LPJH program providers meeting to present survey outcomes, LPJH Advisory group recommendations, and receive program provider input.
- Develop, maintain, and distribute monthly program and activities calendar for LPJH and ensure most current calendars are posted in all living units.
- Other duties as assigned.