Juvenile Justice and Delinquency Prevention Commission
San Mateo County, California

Group Home Inspection

Facility Name: EPA Teen Home          Facility Capacity: 6
Address: 2265 Oakwood Dr., EPA, CA 94303-1448          Current Population 3
Contact Person: Sheila George          Annual Population: 12-15
Phone Number: 650 324 8487

Date of this Inspection: 8/15/2013
Date of Last Inspection: NA
Commission Inspection Team: Susan Swope and Margot Rawlins
Presiding Juvenile Court Judge: Susan Irene Etezadi

Major Concerns, Observations, and Recommendations

Fire Inspection Report: Yes ☒ No          Date: ~ 4-5 years ago
Health Department Report: Yes ☒ No          Date: they say it is not required
Miscellaneous: 

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General Information

Stated purpose of facility: □ To meet the needs of and benefit teenage residents and teenage mothers with children who are in the foster care system, in order that they may live in a safe, clean, alcohol/drug-free, and supportive home environment in San Mateo County

Type of operating license: _______ Group Home

License number: 415600001

Most recent licensing inspection: _____________________________ ????

Rating level: ______________________ 9 __________________________

Target population of juveniles: _______6 females and their children________________

Age range of juveniles: _______0 (unborn) to 18 years________________

Juveniles’ home counties: _Merced, Santa Clara, San Francisco (have had San Mateo residents in the last year)__________________

Pre-Plan for Emergencies: ☒ Yes ☐ No Date of Last Drill: _______ May 2013 __________________

Comments: _______ They have a safe house at the corner of the street to which they evacuate

Staffing

Describe staff specialties: _____ 4 full time, 3 part time—They are have child care workers, a case manager and a facilities manager ____________________________

Describe staff including numbers, background, ethnicity, language: _______ Staff are Hispanic and African American. They speak Spanish and English. ____________________________

Educational requirements for Staff: _______ Minimum is an AA and two years experience. ____________________________
Training provided for staff: Seneca Center provides a 2 hour training on the 2nd Monday of every month on a wide variety of subjects. They also send staff to Foster Care Support Network training.

Staff to minor ratio: Awake 1:2  Sleeping 1:3

How is staff backup handled during grave-yard shift?: Shirley George, Lanel Burleson and one other staff member are on call as needed.

Describe staff turnover, including frequency and reason: Staff is pretty stable. They recently had major turnover. One 12 year staff retired, one 8-year staff moved. One of the current staff has been there for 20 years.

Describe general staff and minor interactions: Atmosphere seemed familial. Staff and residents interacted comfortably.

Comments:

Conditions of Grounds and Building Exterior

Give a general description of the property: Facility is a two-story house. The second floor has a bedroom suite for two, a deck and a study/therapy room. The first floor has a visiting/recreation room, a living room, two bedrooms (one with its own bathroom, a combination kitchen/dining room and an office. The property has mature trees and comfortable seating place in the front. There is no lawn and the backyard has a patio with table and chairs and a barbeque.

Give a general description of the main facility including housekeeping and sanitation: The girls all have their chores. Staff supervises and instruct in proper procedures where they need to be taught how to clean. Staff and residents clean the facility together every day.

Lawns: ☐ Acceptable ☐ Unacceptable: no lawn to speak of

Playing Fields: ☐ Acceptable ☐ Unacceptable: no playing fields

Blacktop: ✗ Acceptable ☐ Unacceptable: 

Paint: ☐ Acceptable ☐ Unacceptable: They are putting in new windows and are in the process of preparing to paint the inside of the house.
Roof: ☑ Acceptable ☐ Unacceptable: 

Drains and Gutters: ☑ Acceptable ☐ Unacceptable: 

General Appearance: ☑ Acceptable ☐ Unacceptable: 

Condition of Interior of Building

Walls: ☑ Acceptable ☐ Unacceptable: 

Paint: ☑ Acceptable ☐ Unacceptable: Notre Dame students are going to help them paint. Even so, the inside does not look unacceptable. 

Floors: ☑ Acceptable ☐ Unacceptable: Carpets are cleaned every six months 

Ceilings: ☑ Acceptable ☐ Unacceptable: 

Drains: ☑ Acceptable ☐ Unacceptable: 

Plumbing Fixtures: ☑ Acceptable ☐ Unacceptable: 

Air Vents/Heating/Windows: ☑ Acceptable ☐ Unacceptable: 

Smoke Alarms: ☑ Acceptable ☐ Unacceptable: They have smoke and carbon monoxide alarms 

Storage of Cleaning Fluids/Chemicals: ☑ Acceptable ☐ Unacceptable: Locked up when not in use 

Recreation/Sports Equipment: ☑ Acceptable ☐ Unacceptable: 

Hallways Clear/Doors Propped Open: ☑ Acceptable ☐ Unacceptable: 

Sleeping Rooms: ☑ Acceptable ☐ Unacceptable: Max of two girls per room 

Beds ☑ Acceptable ☐ Unacceptable: 

Art, Books, Personal Items Allowed in Rooms: ☑ Acceptable ☐ Unacceptable: Residents can keep possessions with them at their own risk or staff will lock them up and provide them when residents want to use them. 

Graffiti Present: ☑ Acceptable ☐ Unacceptable: No graffiti 

Ample Blankets: ☑ Acceptable ☐ Unacceptable: 

Study Area: ☑ Acceptable ☐ Unacceptable: 

Adequate Lighting: ☑ Acceptable ☐ Unacceptable:
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Temperature: ☑ Acceptable ☐ Unacceptable: ________________________________

Orientation of Minors

What is the intake process for the facility? ___ They get a phone call about availability of a bed. If yes, the referer faxes paperwork. Staff review and decide whether the young woman is appropriate for their Level 9 facility. The process takes about 24 hours. ______________________________________

Are minors oriented to the house rules and procedures?: ☑ Yes ☐ No Explain: ___ Staff have a one-on-one orientation to the house rules and they are given to them in a packet. ______

Are house rules and grievance procedures posted?: ☑ Yes ☐ No Explain: ___ They are usually posted in the kitchen. They had been taken down in preparation for painting. ______

What is in place to ensure that these rules and procedures are understood by minors?: ___ They go over the rules at the House Meeting that is held every Monday. ______________________________________

Are clothing and possessions inventoried on arrival and departure? How are juvenile’s clothing and possessions protected or stored? ___ Possessions are inventoried at arrival and departure and the documentation becomes part of the young woman’s file. Some residents arrive with nothing. ____________________________

Interviewed Minors: ☑ Yes ☐ No Details: ___ None of the current residents are San Mateo County residents. They all seemed fine with the home. Note that staff were within earshot during discussions.

Meals/Nutrition

Kitchen: ☑ Acceptable ☐ Unacceptable: ________________________________

Do the youth share in preparation of meals?: ☐ Yes ☑ No Details: ___ They can if they want to. ______

Are meals served family style?: ☑ Yes ☐ No Details: ________________________________

Are minors permitted to converse during meals?: ☑ Yes ☐ No Details: _______________________

Are staff present and supervising during meals?: ☑ Yes ☐ No Details: ___ The cook ______

Are weekly menus posted?: ☑ Yes ☐ No Details: ___ Minors help plan menu. It was not posted during our visit in preparation for interior painting. ______

Are servings ample, nutritious, appetizing?: ☑ Yes ☐ No Details: ________________________________

Weaker minors protected from having food taken from them?: ☑ Yes ☐ No Details: ___________ Based on the amount of food available, this would not be a problem.
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Are snacks and beverages available?: ☒Yes ☐ No Details: Granola bars, fruit, trail mix, etc.

How do you meet special nutritional needs? Rarely happens. They follow doctor’s orders when provided.

Length of time allowed to eat?: As long as they want. Until they finish eating.

Mealtimes (no more than 4 hours between meals, breakfast to dinner, without a snack).

  Breakfast: School days 6:30 am; Non-school days 9:30 am  Lunch: noon to 1 pm
  Dinner: ~ 5 pm

Comments: Residents can prepare their own lunches if they wish.

Personal Appearance of Minor

Appearance: ☒Acceptable ☐ Unacceptable: 

Showers (frequency, privacy, supervised): ☒Acceptable ☐ Unacceptable: Daily shower required

Condition of clothing (clean, fit, etc.): ☒Acceptable ☐ Unacceptable: 

Clothing appropriate to current weather: ☒Acceptable ☐ Unacceptable: 

Programs

Recreation (type, amount, etc.): ☒Acceptable ☐ Unacceptable: They have memberships in the EPA YMCA and the Boxing Club if they wish. They can go to the YMCA whenever they wish.

Exercise (daily schedule, amount, etc.): ☒Acceptable ☐ Unacceptable: No exercise in home. They get exercise at school or the YMCA gym. They go for hikes on trails.

Access to Religious Services: ☒Acceptable ☐ Unacceptable: Any resident who wishes to go to religious service can go. They are all in walking distance from the home.

Access to Medical Services: ☒Acceptable ☐ Unacceptable: They use the Ravenswood Clinic and Stanford. All pregnant residents have their babies at Stanford.

Access to Mental Health Services: ☒Acceptable ☐ Unacceptable: They all get individual counseling for an hour a week at the residence. Some also see a psychiatrist once a week or once a month

Individual Counseling: ☒Acceptable ☐ Unacceptable: 

Group Counseling: ☒Acceptable ☐ Unacceptable: Available as needed
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Substance Abuse Counseling: ☒ Acceptable ☐ Unacceptable: Provided by EPA One Drug and Alcohol, El Centro in Redwood City. They refer to Hope House if residential treatment is needed.

Victim Awareness Classes: ☑ Acceptable ☐ Unacceptable: Provided in Redwood City is needed (prescribed by judge)

Gang Awareness Classes: ☑ Yes ☐ No  Details: Provided if ordered by judge

Sexual Harassment Classes: ☐ Yes ☒ No  Details: Have not been needed thus far

Parenting Classes: ☐ Yes ☑ No  Details:

Vocational Classes: ☒ Yes ☐ No  Details: Stanford students provide tutoring

Work Program: ☒ Yes ☐ No  Details: During the summer, they can work if they want to

Other: 

Discipline of Minors

Describe the discipline process of minors: Depending on the infraction, e.g., home late, they will have time reduced from their pass. In other cases, they may be required to remove themselves from the floor (to their rooms). In extreme cases, staff would call 911.

Grievances

Grievance Process: ☒ Acceptable ☐ Unacceptable: A resident would fill out a grievance form and staff would talk to each party separately and then bring them together. This usually works to bring them to the truth

Number of grievances this year: None

Correspondence / Telephone

Access US Mail?: ☐ Yes ☑ No  Details: They can receive mail except that from a jail or juvenile hall.

Postage Free?: ☑ Yes ☐ No  Details:

Incoming/Outgoing Mail (screened? Confidential?): ☐ Yes ☑ No  Details: Screening is only for originating address. Content is not screened.

Access to Telephone?: ☒ Yes ☐ No  Details: Most residents have their own mobile phone.

Visiting
Visiting Schedule: Weekdays noon to 8 pm, Weekends noon to 9 pm, Special Events ________

Do all minors have access to visitations?: Yes ☐ No ☑ Details: Parents have only to call ahead to say they are coming. Friends have to be cleared in advance. ______

Under what circumstances would visitation be restricted?: Visits are not allowed during programming. Might be restricted if a resident skipped school or was guilty of other misbehavior. Sometimes there are judges’, social workers’ or probation officers’ restrictions. 

Are visitation logs kept?: Yes ☑ No ☐ Details: All visitors must sign in __________________________

Adequate Space: Acceptable ☑ Unacceptable: There is a separate room used for visits. __________________________

Staff Supervision: Acceptable ☑ Unacceptable: The door must be open and there are cameras, but conversation is private. __________________________

Privacy Provided: Yes ☑ No ☐ Details: __________________________

Games or Activities Provided: Yes ☑ No ☐ Details: They have table games like Monopoly, magazines, books. But the residents mainly into texting and talking. Crafts are also available. __________________________

School

List the schools your residents attend: ______ Carlmont and Redwood High School __________________________

How is transportation to school provided: School bus picks them up and drops them off __________________________

Are students able to participate in school-based extra curricular activities?: Yes

Is tutoring available?: Yes through Stanford, the library and the high school __________________________

Adequate Supplies, Books, Paper, Computer?: A local Church provides backpacks with all the supplies they need. __________________________

Access to computers/Internet? How is this managed?: They can use the computers at the library. All residents get a library card. __________________________

Describe the relationship between school and staff: They have a good relationship. The Director will fight for her kids to make sure they get a fair shake. __________________________

Comments: __________________________

________________________________________
Comments

General comments or concerns that should be noted that haven’t already been addressed?:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Commissioner(s) preparing this report:

/s/Susan Swope _______________________________ Date: 9/5/2013

/s/Margot Rawlins _______________________________ Date: 9/5/2013

________________________________________________________________________ Date: __________________