

Appendix A
Beltz, Monitor's Report on Findings (June
2007)

**Selected Safety and Welfare and Mental Health Remedial Plan Audit Items: Report of Findings
June 2007
Monitor Cathleen Beltz**

On February 28, 2007, the monitor submitted formal requests for documentation of DJJ's compliance with certain Safety and Welfare Remedial Plan and Mental Health Remedial Plan requirements. Requested documentation covered items designated to be monitored by the Office of the Special Master ("OSM") with implementation deadlines through January 1, 2007. On April 19, 2007, the OSM received some of the requested documentation. On May 11, 2007, the monitor sent a second formal request for the remaining items with implementation deadlines through January 1, 2007 as well as safety and welfare plan OSM monitoring items with implementation deadlines through March 2007.

In May 2007, the monitor conducted site visits at three facilities and met with staff at DJJ's central office to obtain information about (1) DJJ's compliance with all safety and welfare plan action items designated to be monitored by the OSM with deadlines through March 2007, (2) mental health plan action items designated to be monitored by the OSM with deadlines through March 2007 and (3) additional mental health plan action items, at the request of the mental health experts for their review, with deadlines through March 2007.¹ This report covers DJJ's compliance with safety and welfare plan and mental health plan items that were monitored wholly at DJJ central office. Items requiring site visits will be reported on in the next report, after the monitor completes the current round of site visits.

I. Safety and Welfare Remedial Plan

¹ The monitor visited O.H. Close on May 22, 2007, N.A. Chaderjian on May 23, 2007 and DeWitt Nelson on May 30, 2007. On May 31, 2007, the monitor met with staff at DJJ central office: Doug Ugarkovich, Ed Morales, Paul Woodward, Cynthia Flores-DeLyon, Sue Easterwood, Eleanor Silva, Susan Sonoyama-Jenkins and Jay Aguas. In finalizing this report, the monitor had follow-up telephone conversations with DJJ staff in June 2007: Dorene Nylund, Paul Woodward, Yvette Marc-Aurette, Ramon Martinez and Bob Eden.

A. Add Central Office Staff (S&W 2.1)²

The Safety and Welfare Remedial Plan requires that DJJ fill several key central office positions and establish teams of DJJ staff to manage and guide the reform effort.³ Appointees to these positions/teams are responsible generally for leading, managing and facilitating the implementation of the remedial plans and specifically for program and policy development and implementation, training and quality assurance.

The safety and welfare plan requires that DJJ appoint a director of programs.⁴ The implementation deadline for this requirement was October 1, 2006.⁵ According to DJJ's draft organizational charts provided in 2006 and 2007, that position reports directly to the chief deputy secretary and supervises the heads of all treatment and rehabilitation programs. To date, the director of programs position remains unfilled.⁶

The safety and welfare plan also requires that DJJ hire/appoint a *Farrell* project manager. The implementation deadline for this requirement was October 1, 2006. The position was filled from October 1, 2006 through most of January 2007. During that period, DJJ improved its tracking of *Farrell* commitments and its responsiveness to information requests from experts and the OSM. The position has been vacant since January 2007.⁷

The safety and welfare plan requires that DJJ create three central office teams: the program development and implementation, the temporary transition and the compliance teams. The implementation deadline for this requirement was October 1, 2006. These teams are

² "S&W 2.1" refers to section 2.1 of the Safety and Welfare Remedial Plan Standards and Criteria. All "S&W" citations are to section/items of Safety and Welfare Remedial Plan Standards and Criteria.

³ See, Safety and Welfare Remedial Plan, pp. 19-21.

⁴ *Id.* at 20.

⁵ *Ibid.*

⁶ Statements of DJJ staff, central office meeting, May 2007.

⁷ On July 16, 2007, DJJ reported that it appointed Carmen Delgado as *Farrell* project director. E-mail, Michelle Angus, July 2007.

responsible for (1) program development, implementation, training and quality assurance, (2) facilitating implementation of the reform plan and cultural change and (3) monitoring compliance with the *Farrell* remedial plans.⁸ The three teams are supposed to include at least 11 members plus dedicated analysts and support staff as necessary. The safety and welfare plan also requires hiring an additional 18 trainers and quality assurance specialists. The implementation deadline for this requirement was June 30, 2007.⁹

DJJ provided the OSM with a list of 16 individuals and duty statements for “Integrated Behavior Treatment Model Trainer[s]” for each of nine staff classifications: Chief Psychologist (2), Lieutenant (1), Sergeant (1), Parole Agent II (Supervisor) (2), Parole Agent II (Specialist) (3), Supervising Casework Specialist I (3), Supervisor of Correctional Education Programs (3), Training Officer I (1) and Treatment Team Supervisor (2). The 16 individuals comprise the current program development and implementation team.¹⁰ DJJ central office staff report that team positions are single assignments and that no one on the team is concurrently assigned other duties. Team members were unavailable for interview the day of the central office meeting because they were off-site training.¹¹ Formation of the temporary transition and temporary compliance teams have been on hold pending designation of the project director.¹²

B. Policy Development (S&W 2.1.4a)

The safety and welfare plan requires that DJJ create a master schedule for updating DJJ policy.¹³ The implementation deadline for this requirement was January 31, 2007.¹⁴ DJJ has not

⁸ See, Safety and Welfare Remedial Plan, pp.19 and 21.

⁹ See, Safety and Welfare Remedial Plan, p. 21.

¹⁰ Statements of DJJ staff, central office meeting, May 2007.

¹¹ *Ibid.*

¹² *Ibid.*

¹³ S&W 2.1.4a

¹⁴ *Ibid.*

created the policy schedule.¹⁵

C. Update Job Descriptions (S&W 2.2.6)

The safety and welfare plan requires that DJJ update job descriptions “for all living unit and management staff at the treatment team leader and above, incorporating duty requirements and performance measures consistent with agency policy. . .” The implementation deadline for this requirement was January 31, 2007.¹⁶ The monitor requested, but DJJ did not provide updated job descriptions.

D. Management Information Systems (S&W 2.3.2, 2.3.3a, 2.3.3b and 2.3.3c)

The safety and welfare plan requires that DJJ complete the “WIN exchange.”¹⁷ The implementation deadline for this requirement was January 1, 2007.¹⁸ The “Ward Information Network” (“WIN”) is DJJ’s database for stored information about youth confined in DJJ facilities. Information is entered into WIN at each facility and is stored on site. The WIN exchange is the consolidation and transfer of information currently stored at each site into a master database that will allow for the sharing of that information among facilities. Information stored in WIN will include among other data, medical and mental health notes, referrals for treatment, education information, accommodations required for youth with disabilities, disciplinary and grievance information, restricted program data and case notes. Completion of the WIN exchange has been delayed until August 1, 2007 to allow for system testing and staff training on new features.¹⁹

¹⁵ Statements of DJJ staff, central office meeting, May 2007.

¹⁶ See, Safety and Welfare Remedial Plan, p. 21 and S&W 2.2.6 audit criteria.

¹⁷ See, Safety and Welfare Remedial Plan, p. 22.

¹⁸ *Ibid.*

¹⁹ Statements of DJJ staff, central office meeting, May 2007 and follow-up telephone conversation, June 2007. The date for the completion of the WIN exchange was originally postponed to March 31 (DJJ memorandum “Deadlines for All Remedial Plans Through January 2007”), then to May 31, 2007 (Krisberg, *Interim Report on Standards and Criteria for the S&W Plan*, April 2007 (“*Krisberg Interim Report*”), p.5).

The safety and welfare plan requires that DJJ contract for the implementation of Performance-based Standards (“PbS”) and assign facility level and state wide PbS coordinators.²⁰ The implementation deadline for this requirement was September 1, 2006. DJJ provided a copy of the first page of a contract between DJJ and PbS for the term October 10, 2006 - June 30, 2007. The contract was approved October 23, 2006. DJJ has assigned a state-wide PbS coordinator and each facility has assigned PbS coordinators and an additional AGPA (assistant government program analyst) or SSA (staff services analyst) to coordinate data collection and input.²¹ The monitor interviewed the state-wide and facility PbS coordinators and AGPAs/SSAs at O.H. Close, N.A. Chaderjian and DeWitt Nelson. All of these coordinators and analysts demonstrated an understanding of PbS and all reported that they had sufficient time to perform all duties in the PbS duty statements.

E. Tracking Violence and Use of Force (S&W 3.5 and 3.6a)

The safety and welfare plan requires that DJJ develop and utilize databases that reliably track incidents of violence, injuries to youth and staff and use of force.²² The implementation deadline for this requirement was January 1, 2007.²³ DJJ was to consult with the safety and welfare expert, plaintiff’s counsel and the special master in creating the system.²⁴ In July – September 2006, the OSM was consulted and provided input to then Director of Facilities, Ed Wilder. At that time, Mr. Wilder expected a new uniform reporting format for daily security operational reporting by the fall of 2006.²⁵ In March 2007, DJJ consulted *Farrell* Safety and Welfare Expert, Dr. Barry Krisberg, regarding its tracking and reporting system. Dr. Krisberg is

²⁰ See, Safety and Welfare Remedial Plan p. 22.

²¹ See, Attachment 1, Duty Statement for SSA Performance Based Standards.

²² See, Safety and Welfare Remedial Plan p.31; and S&W 3.5 audit criteria.

²³ *Ibid.*

²⁴ *Ibid.*

²⁵ E-mail, OSM to Anderson, Hanretty and Wilder, September 27, 2006.

expected to report on the system in August 2007. Plaintiff's counsel has not yet been consulted.²⁶ DJJ claims that by the end of June 2007, modifications to its daily security operational reporting format combined with data it will collect using COMPSTAT will satisfy the safety and welfare plan requirements.²⁷

The safety and welfare plan requires that DJJ begin implementing Performance-based Standards ("PbS"), tracking injuries to youth, injuries to staff, injuries to youth by other youth, assaults on youth and assaults on staff.²⁸ The implementation deadline for this requirement was November 1, 2006.²⁹ These data will allow DJJ to report PbS Safety outcome measures 2-4, 11 and 12 for every day of the year.³⁰ This tracking is now scheduled to begin by the end of June 2007 with the modified daily operational security reports.³¹

F. System Reform for Females (S&W 7.0 and 7.4)

The safety and welfare plan requires that DJJ issue a request for letters of interest from local government entities and qualified private parties to provide "secure residential and rehabilitative" contract services to DJJ's female population.³² The plan also requires that DJJ request legislative authority and funding to contract for those services.³³ The implementation deadline for these requirements was July 1, 2006.³⁴ DJJ complied with these requirements.

DJJ sent a formal request for information regarding contract services for girls and young women to approximately 150 stakeholders and potential bidders in April 2006.³⁵ DJJ received

²⁶ Correspondence, Sara Norman, July 5, 2007.

²⁷ DJJ initially reported that the databases would be complete by February 28, 2007 (DJJ "Deadlines for All Remedial Plans Through January 2007").

²⁸ See, Safety and Welfare Remedial Plan, p. 26; and S&W 3.5 audit criteria.

²⁹ *Ibid.*

³⁰ S&W 3.5 audit criteria and master schedule.

³¹ Statements of DJJ staff, central office meeting, May 2007.

³² See, Safety and Welfare Remedial Plan p. 58.

³³ *Ibid.*

³⁴ *Ibid.*

³⁵ DJJ provided the OSM a copy of a cover letter to "Juvenile Justice Stakeholders/Potential Bidders" from Bernard

24 responses to its request, 10 from private and non profit entities and 14 from county probation departments.³⁶ DJJ received legislative authorization and funding for contract services.³⁷

Since the request for information and receipt of responses, DJJ has consulted with national experts on gender-responsive programming and issued a request for proposals for services for girls and young women, which Dr. Krisberg will address in his August 2007 report.³⁸

G. Designation of Community/Court Liaison Staff (S&W 8.1.2)

The safety and welfare plan requires that DJJ begin improving communication with county agencies by designating staff as community/court liaisons.³⁹ The implementation deadline for this requirement was December 1, 2006. The liaisons are responsible for improving “communication, relationships, and collaboration with community, courts, probation and law enforcement.”⁴⁰ Their responsibilities include, “interpreting and clarifying intake policies and procedures and assisting counties with identifying alternative strategies for youth rejected by DJJ.”⁴¹ In addition, the liaisons will “track cases that are rejected, identify trends in commitments, and monitor requests for court documents and corrections to commitment orders” and “help expedite the flow of information between committing counties and DJJ and facilitate the physical acceptance of new commitments.”⁴²

DJJ created four Intake, Court and Community Liaison positions. The first position was filled in October 2006 and the second and third were filled in November 2006. A fourth position

Warner, dated April 17, 2006, and a formal “Request for Information” regarding contract services for girls and young women as well as an “RFI Master Mailing List” with 154 recipients.

³⁶ DJJ provided copies of responses to requests for information.

³⁷ *Krisberg Interim Report* and excerpt from Governor’s budget proposal for Juvenile Safety and Welfare Remedial Plan requesting an additional \$5.2 million for FY 2005-06 and \$47.5 million for FY 2006-07, provided by DJJ, March 13, 2007.

³⁸ *Krisberg Interim Report*, p. 4.

³⁹ See, Safety and Welfare Remedial Plan, p. 61.

⁴⁰ *Ibid.*

⁴¹ *Ibid.*

⁴² *Ibid.*

was approved May 31, 2007 and DJJ estimates the appointee will begin the assignment mid June 2007.⁴³ DJJ provided job descriptions for community/court liaisons detailing areas of responsibility.⁴⁴ The monitor interviewed the first appointed liaison who summarized her duties consistent with those outlined in the job description.⁴⁵ This liaison also reported that while she has sufficient time to perform all the duties set forth in her job description, she and other liaisons will be able to conduct more outreach to county officials once the fourth position is filled.⁴⁶

H. Master Planning (S&W 8.10.4)

The safety and welfare plan requires that DJJ create a “juvenile justice operational master plan” and a “facilities master plan” to address broad reform and treatment issues.⁴⁷ To assist in the creation of these plans, DJJ was required to designate a project coordinator for the master plans by September 1, 2006.⁴⁸ DJJ has never had a full-time master plan project coordinator position; however, there was an identified project coordinator from September 1, 2006 to February 2007. At this time, the position is unfilled.⁴⁹

II. Mental Health Remedial Plan

A. Collaboration with California Department of Mental Health (MH 5.20)⁵⁰

The Mental Health Remedial Plan requires that beginning November 30, 2006, DJJ meet periodically with the Department of Mental Health (“DMH”) to “strengthen communication, expedite transfers to DMH of youth who are appropriately referred for inpatient mental health

⁴³ “Request for Personnel Action” forms for two liaison positions (filled in November 2006) and a “Request for Hire” form for the fourth position that was approved on May 31, 2007.

⁴⁴ See, Attachment 2, “Intake, Court and Community Liaison Parole Agent III, Youth Authority Workload.”

⁴⁵ DJJ central office meeting, May 2007.

⁴⁶ *Ibid.*

⁴⁷ See, Safety and Welfare Remedial Plan, pp. 67-68 and 77.

⁴⁸ S&W 8.1.4 master schedule.

⁴⁹ Statements of DJJ staff, central office meeting, May 2007.

⁵⁰ “MH 5.20” refers to section 5.20 of the Mental Health Remedial Plan Standards and Criteria. All “MH” citations are to section/items of Mental Health Remedial Plan Standards and Criteria.

services, and facilitate transition of youth no longer in need of such care back to DJJ facilities.”⁵¹ DJJ provided the OSM with documentation of two meetings with DMH in October 2006 and January 2007.⁵² In collaboration with DMH, DJJ created a DJJ “coordinated clinical assessment team (‘CCAT’) Process” to resolve issues with DMH referrals.⁵³

B. Training and Attendance at National and Regional Conferences (MH 6.10)

The mental health plan requires that DJJ authorize and provide funding for key DJJ mental health staff to attend appropriate national and regional conferences in evidence based treatment.⁵⁴ The implementation deadline for this requirement was September 1, 2006.⁵⁵ DJJ provided a list of clinical staff from its central office and six DJJ facilities along with dates and locations of conferences they attended and courses in which they enrolled.⁵⁶

C. Pay Parity with Comparable Adult Division Staff (MH 7.1)

The mental health plan requires that DJJ ensure the pay for all DJJ mental health care providers is comparable to pay given to California Department of Corrections and Rehabilitation (“CDCR”) adult division mental health care providers.⁵⁷ The implementation deadline for this requirement was September 1, 2006.⁵⁸ DJJ provided the OSM with a pay letter from the Department of Personnel Administration, issued April 16, 2007, that states, “In accordance with the *Farrell v. Allen* consent decree”, . . . “DJJ [is] to implement the Health Care Services Remedial Plan. . .”⁵⁹ The letter identifies pay differential and salary range amendments that

⁵¹ See, Mental Health Remedial Plan, p. 45.

⁵² E-mail, meeting minutes (October) and agenda (January) from Katie Riley to Paul Woodward, May, 2007.

⁵³ See, Attachment 3, “DJJ Coordinated Clinical Assessment Team (CCAT) Process.”

⁵⁴ See, Mental Health Remedial Plan, pp. 48 and 54.

⁵⁵ *Ibid.*

⁵⁶ See, Attachment 4, “DJJ-Mental Health Training.”

⁵⁷ See, Mental Health Remedial Plan pp. 56 and 60.

⁵⁸ MH 7.1 master schedule.

⁵⁹ See, Attachment 5, DPA Pay Letter dated April 16, 2007.

include mental health positions.⁶⁰

D. Recruitment (MH 7.2)

The mental health plan requires that DJJ begin working with the CDCR Office of Workforce Planning to participate in job fairs and other recruitment events for mental health clinical staff.⁶¹ The implementation deadline for this requirement was September 1, 2006.⁶² DJJ provided an email string indicating an advertisement for mental health positions was posted to “Craiglist” on January 29, 2007.⁶³ DJJ also provided emails and notes from mental health administrators’ participation in a recruitment event in La Jolla, California, May 9-11, 2007.⁶⁴ DJJ did not provide any additional documentation for this action item.

E. Additional Mental Health Offices and Treatment Space (MH 11.1)

The mental health plan requires DJJ to create an implementation plan for the renovation of existing structures and the use of modular buildings to create additional office and mental health treatment space.⁶⁵ The implementation deadline for this requirement was January 31, 2007.⁶⁶ DJJ provided email communication dated April 25 and 26, 2007 that reiterates the OSM’s request for evidence of an implementation plan and a responsible staff member’s brief response.⁶⁷ DJJ has commenced some projects to add mental health office and treatment space, and it appears to have plans for additional projects. Some projects have been halted due to regulatory issues. To date, DJJ has not provided documentation of a coherent plan.

F. Implementation of the Mental Health Plan (MH 12.1, 12.2 and 12.3)

⁶⁰ *Ibid.*

⁶¹ *See*, Mental Health Remedial Plan, pp. 56 and 60.

⁶² MH 7.2 master schedule.

⁶³ E-mail, Geri Freeland, January 2007.

⁶⁴ Notes on “California Coalition on Sexual Offending” and E-mail string from Ed Morales, May 8, 2007.

⁶⁵ *See*, Mental Health Remedial Plan pp. 72-73.

⁶⁶ MH 11.1 master schedule.

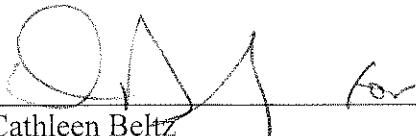
⁶⁷ E-mail, Keith Beland, April 26, 2007.

The mental health plan requires DJJ to appoint a “senior administrator with experience in implementing mental health programs to oversee and direct implementation of [the mental health] remedial plan and its coordination with other remedial plans.”⁶⁸ The implementation deadline for this requirement was February 29, 2007. As of May 31, 2007, no appointment had been made.⁶⁹

The mental health plan requires DJJ to appoint four senior clinicians and/or senior administrators, “with expertise in mental health services” to the program development and implementation team.⁷⁰ The implementation deadline for this requirement was October 31, 2006. As of May 31, 2007, two of the four senior clinicians/administrators with mental health expertise had been appointed.⁷¹

Finally, the mental health plan requires DJJ to create a “dedicated mental health training team consisting of at least three licensed clinicians plus an instructional designer and office technician.”⁷² The implementation deadline for this requirement was January 31, 2007. As of May 31, 2007, the office technician position was filled with a staff support analyst. DJJ has not identified any other team members.⁷³

Dated: June, 2007


Cathleen Beltz
Monitor

⁶⁸ See, Mental Health Remedial Plan, pp.75-76.

⁶⁹ Statements of DJJ staff, central office meeting, May 2007.

⁷⁰ See, Mental Health Remedial Plan, pp.75-76.

⁷¹ See, Attachment 1.

⁷² See, Mental Health Remedial Plan, pp.75-76.

⁷³ Statements of DJJ staff, central office meeting, May 2007.

Attachment 1
Duty Statement for SSA Performance Based
Standards

O. H. CLOSE YOUTH CORRECTIONAL FACILITY
STATEMENT OF DUTIES AND PERFORMANCE STANDARDS
STAFF SERVICES ANALYST (General)
PERFORMANCE-BASED STANDARDS

PRIMARY RESPONSIBILITY

The most efficient and effective method to manage and provide treatment in a safe and secure facility is for our valuable staff to be aware of critical issues and important information within the ward population. Therefore, in order to accomplish this goal, it is the primary responsibility of all line staff to conduct themselves in such a manner as to provide our wards with the opportunity and ability to communicate with line staff on a routine basis. In the outside criminal justice environment, this concept is called "community policing." In the correctional setting, this management concept is called "direct supervision."

CONCEPT OF THE POSITION:

This position is under the supervision of the facility Program Administrator (PbS Site Coordinator). The Staff Services Analyst is responsible for providing support to Division of Juvenile Justice's (DJJ) Performance Based Standards (PbS), which includes assisting in data collection, site report and division improvement plans and covers the areas of safety, order, security, health/mental health, programming, justice and reintegration.

TYPICAL TASKS

- 40% Coordinate data collection by working with various facility sections to identify what data is needed and ensure that each section collects and submits the requested data, as required for each cycle. Ensure validity/quality/accuracy of data by conducting comparative samples from each section on a monthly basis; adhere to project definitions/glossary; and document work. Assure compliance with PbS privacy certificate and policy – staff and youth must check-off consent or assent forms as applicable. Ensure PbS data is collected using the following forms: administrative forms, youth records, incident reports, youth climate surveys, staff climate surveys, and youth exit interviews. Submit collected PbS data twice a year to Council of Juvenile Correctional Administrators (CJCA) for analysis of outcomes and performance over time and in comparison to field averages of other correction/detention facilities. Respond timely to concerns/questions from PbS staff. Maintain frequent contacts with division coordinators, via phone or e-mail.
- 35% Enter PbS data into CJCA/PbS web portal during data collection months. Review data and present site report findings to facility management team. Develop, with input from division PbS coordinators, draft improvement plans using findings of the site reports and present draft to facility management for approval. Incorporate Facility Improvement Plan (FIP) into facility plans (strategic) and daily operations. Enter FIPs online as well as updating progress notes every other month. Assist in the implementation of facility improvement plan. Modify improvement

O. H. CLOSE YOUTH CORRECTIONAL FACILITY
STATEMENT OF DUTIES AND PERFORMANCE STANDARDS
STAFF SERVICES ANALYST – PERFORMANCE -BASED STANDARDS

plans as directed by the reporting system and enter updates online. Monitor improvement plans and enter progress updates online every other month.

25% Attend all required training for site coordinators – orientation/local, and regional. Assist in training new members of the facility PbS team. Present PbS to facility staff. Serve as facility contact person for PbS projects, related inquiries and events. Participate, along with team members, in all PbS Distant Learning Calls. Comply with all requests for information from CJCA or other PbS staff. Develop and send progress and other required updates, to division coordinators, on an every other month basis. Monitor PbS website often for project updates.


MYRTLE MILLER, PbS Coordinator

9-20-06
Date


ERIN BROCK, Program Administrator

9-20-06
Date

Attachment 2

Intake, Court and Community Liaison
Parole Agent III, Youth Authority Workload

Department of Corrections and Rehabilitation
Division of Juvenile Justice

Intake, Court and Community Liaison
Parole Agent III, Youth Authority
Workload

Under the direction of the Youth Authority Administrator, the Parole Agent III, Youth Authority Community/Court Liaison will serve as a link between the local juvenile justice system and the Division of Juvenile Justice (DJJ). This position will work extensively with the counties to improve communication, relationship and collaboration with the community, court and law enforcement. This position will be out posted in the community, Probation or DJJ Facilities.

Specific areas of responsibility will include:

- 40% Liaison Services: Maintain and update knowledge of law, court decisions and departmental policies affecting intake. Interpret and clarify intake policies and procedures for DJJ staff, courts, probation, attorney and others. Provide technical assistance to judges, attorneys, probation officers and others on individual cases concerning disposition alternatives, laws, procedures, and policies. Provide information about DJJ programs. Represents the Division of Juvenile Justice in court as an expert witness to provide information about DJJ services and programs in selected cases. Responsible for maintaining liaison with counties which may include regular attendance at meetings of local justice groups/agencies, working with appropriate county personnel to resolve intake related problems. Assist counties with identifying alternative strategies for cases that are rejected. Coordinate and facilitate institution tours for outside groups, probation, attorneys, judges and other juvenile justice organizations. Establish and maintain cooperative relationship with counties and community organizations who serve youth in the community.
- 25% Intake Case Processing: Assure that assigned cases are processed within established policy and time constraints. Analyze cases that are referred/committed to DJJ by the courts and makes decisions concerning acceptance/rejection. Calculate youthful offender confinement time and determine date of jurisdiction termination, Board Hearing Category, Annual Review and Projected Board dates. Request additional materials as needed. Prepare correspondence to court for clarification/correction of orders. Track cases requiring follow-up action. Complete corrections of records.
- 15% Training: Provide training to judges, attorneys, probation officers, other interested parties and DJJ staff concerning intake policy and laws related to DJJ commitments and referrals and available DJJ service and programs.
- 10% Supervision: Responsible for supervising analytical staff (SSA, AGPA) and clerical support staff (OA, OT, OSS II) in the absence of the Administrator of the Case Services Section when necessary at the Headquarters office. Serves as the acting Administrator in the absence of the Administrator of the Case Services Section.
- 10% Other Duties: Prepare written analysis of proposed legislation with potential impact on the operation policies or procedures of the Intake Section and DJJ commitments. Prepare written correspondence for the Governor, Agency Secretary, DJJ Chief Deputy Secretary, as directed. Review and cross sign the work of other Community/Court Liaisons. Ensure timely completion of the intake process, case quality control oversight and respond to requests for DJJ information, such as the acceptance criteria, from outside entities.

Minh Nguyen

Date

Department of Corrections and Rehabilitation
Division of Juvenile Justice

Intake, Court and Community Liaison
Parole Agent III, Youth Authority
Workload

Under the direction of the Youth Authority Administrator, the Parole Agent III, Youth Authority Community/Court Liaison will serve as a link between the local juvenile justice system and the Division of Juvenile Justice (DJJ). This position will work extensively with the counties to improve communication, relationship and collaboration with the community, court and law enforcement. This position will be out posted in the community, Probation or DJJ Facilities.

Specific areas of responsibility will include:

- 40% Liaison Services: Maintain and update knowledge of law, court decisions and departmental policies affecting intake. Interpret and clarify intake policies and procedures for DJJ staff, courts, probation, attorney and others. Provide technical assistance to judges, attorneys, probation officers and others on individual cases concerning disposition alternatives, laws, procedures, and policies. Provide information about DJJ programs. Represents the Division of Juvenile Justice in court as an expert witness to provide information about DJJ services and programs in selected cases. Responsible for maintaining liaison with counties which may include regular attendance at meetings of local justice groups/agencies, working with appropriate county personnel to resolve intake related problems. Assist counties with identifying alternative strategies for cases that are rejected. Coordinate and facilitate institution tours for outside groups, probation, attorneys, judges and other juvenile justice organizations. Establish and maintain cooperative relationship with counties and community organizations who serve youth in the community.
- 25% Intake Case Processing: Assure that assigned cases are processed within established policy and time constraints. Analyze cases that are referred/committed to DJJ by the courts and makes decisions concerning acceptance/rejection. Calculate youthful offender confinement time and determine date of jurisdiction termination, Board Hearing Category, Annual Review and Projected Board dates. Request additional materials as needed. Prepare correspondence to court for clarification/correction of orders. Track cases requiring follow-up action. Complete corrections of records.
- 15% Training: Provide training to judges, attorneys, probation officers, other interested parties and DJJ staff concerning intake policy and laws related to DJJ commitments and referrals and available DJJ service and programs.
- 10% Supervision: Responsible for supervising analytical staff (SSA, AGPA) and clerical support staff (OA, OT, OSS II) in the absence of the Administrator of the Case Services Section when necessary at the Headquarters office. Serves as the acting Administrator in the absence of the Administrator of the Case Services Section.
- 10% Other Duties: Prepare written analysis of proposed legislation with potential impact on the operation policies or procedures of the Intake Section and DJJ commitments. Prepare written correspondence for the Governor, Agency Secretary, DJJ Chief Deputy Secretary, as directed. Review and cross sign the work of other Community/Court Liaisons. Ensure timely completion of the intake process, case quality control oversight and respond to requests for DJJ information, such as the acceptance criteria, from outside entities.

Minh Nguyen

Date

Attachment 3
DJJ Coordinated Clinical Assessment Team
(CCAT) Process

DJJ Coordinated Clinical Assessment Team (CCAT) Process

The Coordinated Clinical Assessment Team (CCAT) is currently used with the Department of Corrections and Rehabilitation (CDCR) adult facilities to resolve issues relating to referrals. As some of you are aware, the Department of Mental Health (DMH) has also tailored this process to meet the needs of the Division of Juvenile Justice (DJJ).

The Referral Process

1. The referral is sent from the DJJ Institution and the DMH Hospital.
2. DMH will review the referral packet and the clinical team determines appropriateness as defined by the Memorandum of Understanding (MOU).

If the referral is rejected, it will proceed to the CCAT Process.

1. DMH hospital will prepare a rejection letter and send to the DJJ Institution and DMH Headquarters (HQ). All rejections will automatically be submitted by DMH to the Coordinated Clinical Assessment Team (CCAT) within 24 hours of rejection.
2. DMH HQ will set up a CCAT conference call within 24 hours of the rejection. The following teams will attend the CCAT conference call: DMH HQ, DJJ HQ, the DMH Clinical Staff and DJJ Clinical Staff. DMH HQ will notify DJJ HQ and DMH Clinicians of the specific phone number and designated time. DJJ HQ will notify their staff of the meeting.
3. During the CCAT conference all pertinent information will be reviewed and clarification will be sought from the referring clinician as well as the DMH clinicians in order to determine the appropriate outcome for the case. Decisions regarding admission or non-admission will be rendered at the conclusion of the meeting unless additional information is required.
4. For those cases where the CCAT cannot come to agreement, the Assistant Deputy Director, LTCS, DMH or designee, and the Chief Psychiatrist, DJJ, or designee, will be contacted and the case turned over to them to reach a final decision. The final decision will be rendered within two working days from the date all supporting documentation is received.

Attachment 4
DJJ-Mental Health Training

DJJ - Mental Health Training

FACILITY	TITLE	NAME	COURSE	DATE	LOCATION OF TRAINING
HEADQUARTERS					
HEADQRTS	Chief Psychiatrist	Morales, Ed	Pain, Palliation, and Politics	January 6, 7, 2006	Disneyland Hotel, Anaheim
HGS					
HGS	Staff Psychiatrist	Blasquez, Jaime	Research, Clinical Development & Treatments	May 19,20,21,22,23,24,2007	San Diego
HGS	Senior Psychologist	Cacianfi, Debra	Psychopharmacology & Psychotherapy	January 5, 2006	Cross Country Edu, San Bernardino
HGS	Psychologist	Clippis, Teri	Childhood Grief & Traumatic Loss	March 8, 2007	Burbank Aiport Marriott Hotel and Convention Center
HGS	Psychologist	Clippis, Teri	Multicultural Issues in Psychotherapy	August 5, 2006	Pasadena
HGS	Psychiatrist	Firoz, Sofia	Oslar Psychiatry Board Review Course	January 11, 12, 2006	Oster Institute Psy Board, San Francisco
HGS	Psychiatrist	Firoz, Sofia	Oslar Board of Psychiatry	Sept 14,15,16,17, 2005	Oslar Institute, Minneapolis
HGS	Psychologist	Grover-Courtney	Human Sexuality	October 5 & 6, 2006	Workforce Development Center Riverside
HGS	Senior Psychologist	Kim, Ji Hong	Memory, Aging, & Sleep	March 30, 2007	Marriott Ontario Airport Hotel
HGS	Senior Psychologist	Kim, Ji Hong	Practical Treatment Approaches	February 23, 2007	Alliant University
HGS	Psychologist	Krishtal, Elena	The Individual w/Schizphrenia	April 11, 2007	Marriott Newport Beach
HGS	Psychologist	Krishtal, Elena	Creative Approaches in Treatment of Eating Disorders	February 23, 2007	aatbs on-line
HGS	Senior Psychologist	Petito, Peter	Borderline Personality Disorder	Online Course (Fiscal Yr 06-07)	On-line
HGS	Senior Psychologist	Petito, Peter	Neuropsychology 101	Online Course (Fiscal Yr 06-07)	On-line
HGS	Senior Psychologist	Petito, Peter	Schizophrenia	Online Course (Fiscal Yr 06-07)	On-line
HGS	Senior Psychologist	Petito, Peter	Depression	Online Course (Fiscal Yr 06-07)	On-line

DJJ - Mental Health Training

FACILITY	TITLE	NAME	COURSE	DATE	LOCATION OF TRAINING
HGS	Senior Psychologist	Petito, Peter	Bipolar Disorder: Current Research from NIMH	Online Course(Fiscal Yr 05-06)	On-line
HGS	Senior Psychologist	Petito, Peter	Diagnosis, Etiology, & Treatment of Mental Disorders	Online Course(Fiscal Yr 05-06)	On-line
HGS	Senior Psychologist	Petito, Peter	Legal & Ethical Risks & Risk Management	November 12, 2005	Riverside Conv Ctr, Riverside
HGS	Psychologist	Pine, Charles	Self Mutillation Behavior	May 18, 2006	Hilton, San Bernardino
HGS	Psychologist	Pine, Charles	Emergency Mental Health	April 20, 2006	Hilton, San Bernardino
HGS	Senior Psychologist	Poncin, Laura	Psychopharmacology Update	March 22, 2007	Marrriott Ontario Airport Hotel
HGS	Senior Psychologist	Poncin, Laura	Anxiety Disorders	July 26, 2006	Hilton San Bernadino
HGS	Senior Psychologist	Poncin, Laura	Memory Management	January 26, 2006	Riverside
HGS	Staff Psychiatrist	Reynolds, Gayani	12th Annual Psychopharmacology Update	February, 22,23,24, 2007	Las Vegas, Nevada
HGS	Psychologist	Stineford, Lawrence	Public Policy & Current Sex Offender Treatment & Management	May 9,10,11, 2007	Mariott, San Diego, La Jolla
HGS	(A) Senior Psychologist	Talbert, Inga	Violence Risk & Threat Assessment	June 15, 16, 2006	Specialized Training Serv, Los Angeles
HGS	(A) Senior Psychologist	Talbert, Inga	Counseling Victims of Sexual Trauma	June 14, 2006	Specialized Training Serv, Los Angeles
NAC					
NAC	Psychologist	Johnson, Sophia	Legal & Ethical Issues in Psychotherapy	September 29, 2006	Allian, San Francisco
NCYCC					
NCYCC	Chief Psych-Northern	Wall, Margaret	Treating Compulsive Sexual Behaviors	May 19, 2007	Cross Country University, Sac
PRESTON					
PRESTON	Psychologist	Custer, Oral	Workshop for CA Psychology Supplemental Exam	April 1, 2, 2006	Assoc for Advanced Training, Ventura

DJJ - Mental Health Training

FACILITY	TITLE	NAME	COURSE	DATE	LOCATION OF TRAINING
PRESTON	Senior Psychologist	Datta, Purna	CA Coalition on Sexual Offending	May 10, 11, 12, 2006	Mariott, San Mateo
PRESTON	Psychiatrist	Rajappa, Muniyapla	18th Annual CA Premier Conference	October 6, 7, 8, 2006	Laguna Cliff Marriott Resort, Dana Point
PRESTON	Psychiatrist	Rajappa, Muniyapla	American Psychiatric Association - Annual Meeting/Toronto Canada	May 20, 21, 22, 23, 24, 25, 26, 2006	American Psy Asso, Toronto, Canada
PRESTON	Psychologist	Randolph, Robert	Disruptive Behavior Spectrum Disorders	October 25, 2006	Sacramento Marriott, Rancho Cordova
PRESTON	Psychologist	Randolph, Robert	Conducting Effective Mental Status	October 12, 2006	Sacramento Marriott, Rancho Cordova
PRESTON	Psychologist	Randolph, Robert	Dialectical Behavior Therapy	November 16, 2005	Mariott, Rancho Cordova
PRESTON	Psychologist	Randolph, Robert	Diagnosis/Treatment of Bipolar Spectrum Disorder	October 5, 2005	Mariott, Rancho Cordova
SYCRCC					
SYCRCC	Psychologist	Bostwick, James	Mastering the Secrets of the Interview	February 5 & 6, 2007	Anaheim, CA
SYCRCC	Staff Psychiatrist	Brody, David	Child & Adolescent Psychopharmacology	April 5, 6, 2007	Harvard Medical School
SYCRCC	Psychiatrist	Brody, David	Home Study: Practical Treatment Strategies	June 7-9-21-23, 2006	Home study
SYCRCC	Senior Psychologist	Caciantti, Debra	Chemical Dependency	March 30, 2007	Allian International University, Irvine
SYCRCC	Staff Psychiatrist	De Silva, Constance	American Psych Association Annual Meeting	May 18, 21, 22, 23, 2007	APA Member Center, San Diego
SYCRCC	Staff Psychiatrist	De Silva, Constance	12th Annual Psychopharmacology Update	February 23, 24, 25, 26, 27, 2007	Las Vegas, NV,
SYCRCC	Staff Psychiatrist	De Silva, Constance	Annual Symposium Forensic Psychiatry	Mar. 8-9-10-11-12-13, 2006	American College Forensic Psy, San Fran
SYCRCC	Staff Psychiatrist	De Silva, Constance	57th Institute on Psychiatric Svs.	Oct. 5, 6, 7, 2005	San Diego, CA
SYCRCC	Psychologist	Du Bow, Michelle	Ethical Decision Making in Psychotherapy	Homestudy 1/21/2007	Home study
SYCRCC	Psychologist	Du Bow, Michelle	Violence Risk & Threat Assessment	June 15, 16, 2006	Sheraton, Culver City

DJJ - Mental Health Training

FACILITY	TITLE	NAME	COURSE	DATE	LOCATION OF TRAINING
SYCRCC	Psychologist	Du Bow, Michelle	Coping with Grief	February 16, 2006	Holiday Inn, Anaheim
SYCRCC	Psychologist	Du Bow, Michelle	Personality Assessment	October 12, 2005	Metropolitan State Hospital
SYCRCC	Psychologist	Jones-Bunn, Shawn	Violence Risk & Threat Assessment	June 15, 16, 2006	Sheraton, Culver City
SYCRCC	Psychologist	Jones-Bunn, Shawn	Advanced Clinical Supervision	March 14 & 21, 2006	Metropolitan State Hospital, Norwalk
SYCRCC	Senior Psychologist	Jurilla-Pastrana, Lina	Parent Empowerment: Counseling Parents	June 6, 2006	Cross Country Edu, Anaheim
SYCRCC	Senior Psychologist	Jurilla-Pastrana, Lina	Advanced Supervision	March 14, 2006	Metropolitan State Hosp, Norwalk
SYCRCC	Senior Psychologist	Jurilla-Pastrana, Lina	The Addicted Brain	February 10, 2006	Radisson Hotel, Anaheim
SYCRCC	Senior Psychologist	Jurilla-Pastrana, Lina	Transforming The Difficult Child	November 9, 2005	Norwalk Marriott Hotel, Norwalk
SYCRCC	Psychologist	Leong, Deborah	Forgiveness: A Necessary Clinical Tool	January 24, 2007	Holiday Inn Media, Ctr, Burbank
SYCRCC	Psychologist	Leong, Deborah	Pigs Eat Wolves	December 22, 2006	Home study
SYCRCC	Psychologist	Leong, Deborah	Motivational Interviewing	December 8, 2006	Home study
SYCRCC	Psychologist	Leong, Deborah	The Womens Conference(Submitted late for reimbursement for 2005)	October 21, 2005	Sofitel Hotei, San Francisco
SYCRCC	Psychologist	Leong, Deborah	Emotional Truma & The Journey Home	April 28, 2006	Westin South Coast Pl, Costa Mesa
SYCRCC	Senior Psychologist	Widerynski, Leslie	Law & Ethics Update	January 27, 2006	Psycho Legal Assoc, Del Mar
VENTURA					
VENTURA	Psychologist	Baca, Cecilia	Grief Counseling	May 30, 2006	Four Points Sheraton, Ventura
VENTURA	Psychologist	Baca, Cecilia	Advanced Clincial Supervision	March 14, 2006	Metro State Hosp, Norwalk
VENTURA	Psychologist	Baca, Cecilia	Dialectical Behavior Therapy	March 1, 2006	Sherman Oaks, CA

DJJ - Mental Health Training

FACILITY	TITLE	NAME	COURSE	DATE	LOCATION OF TRAINING
VENTURA	Psychologist	Baca, Cecilia	Legal & Ethical Issues in Psychotherapy	December 16, 2005	Alliant International University, Alhambra
VENTURA	Psychologist	Barra, Lisa	ADHD w/Comorbid Disorders	Home Study/Fiscal Yr 06-07	online course
VENTURA	Psychologist	Barra, Lisa	Neurosocial Disorders	September 18, 2006	Cross Country Edu, Sherman Oaks
VENTURA	Psychologist	Barra, Lisa	Dialectical Behavior Therapy	March 1, 2006	Courtyard by Marriott, Sherman Oaks, CA
VENTURA	Psychologist	Daube, Edward	Aggressive & Violent Youth	May 8, 2007	N/A
VENTURA	Psychologist	Daube, Edward	Dealing w/Depression/Co-occurring D.O.	May 2, 2007	N/A
VENTURA	Psychologist	Daube, Edward	Through the Path of Mindflowers	November 9, 2006	Courtyard by Marriott, Sherman Oaks, CA
VENTURA	Psychologist	Daube, Edward	Home Study: Law, Ethics & HIPAA	Home Study/Fiscal Yr 05-06	Home Study
VENTURA	Psychologist	Daube, Edward	Home Study: The Art of the Question	Home Study/Fiscal Yr 05-06	Home Study
VENTURA	Psychologist	Fazlian, Farideh	North American Correctional & Criminal Justice	June 7, 8, 9, 2007	N/A
VENTURA	Psychologist	Fazlian, Farideh	Clinical Supervision	April 7, 2006	Psycho Legal Associates, Pasadena
VENTURA	Psychologist	Fazlian, Farideh	Psychiatric Congress	November 7 & 8, 2005	Psycho Congress, Las Vegas, NV
VENTURA	Psychologist	Freeland, Gerilyn	The Addicted Brain	January 4, 2006	Hotel Mar Monte, Santa Barbara
VENTURA	Psychologist	Landon, Sophia	Clinical Dilemmas in Assessment & Treatment	May 2, 2007	N/A
VENTURA	Psychologist	Landon, Sophia	Aggressive & Violent Youth	May 8, 2007	N/A
VENTURA	Psychologist	Landon, Sophia	Understanding Personality Disorders	March 26, 2007	Pierpoint Inn, Ventura
VENTURA	Psychologist	Landon, Sophia	Cognitive Behavior Treatment of Obesity	Online Study/Fiscal Yr 06-07	online course
VENTURA	Psychologist	Landon, Sophia	Laws & Ethics Update	May 12, 2006	Marriott Ventura Bch Resort, Ventura

Attachment 5

DPA Pay Letter dated April 16, 2007

DJJ
COPY

Division of Juvenile Justice

Proof of Practice

Document Submission

Date: 4/25/07

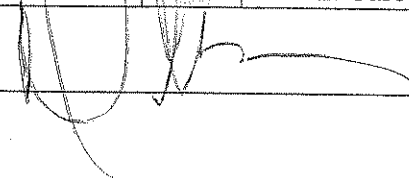
Name/Description of Submitted Document(s):	Pay letter from DPA issued on 4/16/07 identifying that pay parity with comparable CDCR adult operations for DJJ licensed MH staff has now occurred.

Document(s) Submitted for:	Remedial Plan	Section#	Item#	Due Date
	Mental Health	7	1	9/1/06

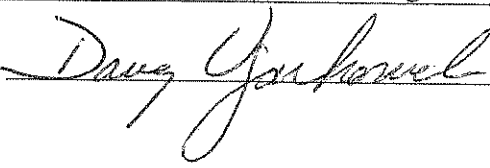
Standards & Criteria Description of Action Item:	<i>"Mental health care providers employed by DJJ will have pay parity with mental health care staff employed by Adult Operations and Adult Programs."</i>
--	---

Document(s) Submitted to:	Donna Brorby	Title:	Special Master
	Eric Trupin	Title:	Mental Health Expert/Monitor
	Terry Lee	Title:	Mental Health Expert/Monitor

Document(s) Source	Dave Gransee	Title:	Health Care Administrator
--------------------	--------------	--------	---------------------------

Signature:  Date: 4/25/07

DJJ Litigation Representative	Doug Ugarkovich	Title:	Farrell Litigation Coordinator
-------------------------------	-----------------	--------	--------------------------------

Signature:  Date: 4/25/07

PAY LETTER: 07-16
ISSUE DATE: April 16, 2007

DEPARTMENT OF PERSONNEL ADMINISTRATION
SECTION I

SUMMARY OF REVISIONS TO THE FIFTY THIRD EDITION (JULY 2006) OF THE CALIFORNIA
STATE CIVIL SERVICE PAY SCALES
LOCATED ON DPA'S PUBLIC WEB SITE

http://www.dpa.ca.gov/jobinfo/pay_scales/toc.shtml

For questions regarding Section I, call (916) 324-9381, (ATSS) 454-9381
Technical questions will be referred to the appropriate DPA analyst.

The following changes are now updated on the electronic Pay Scales. Changes to the Alphabetical and Schematic Listing (Section 15) will be updated within the first week of each month.

This pay letter is in accordance with the Farrell v. Allen consent decree (Case No. R03079344) and court order "Directing DJJ to implement the health care services remedial plan" filed on June 7, 2006 and addresses the Department of Corrections and Rehabilitation, Division of Juvenile Justice (DJJ).

SECTION 11: ALTERNATE RANGE CRITERIA

- Alternate Range Criteria 448 amended: (Effective 01/01/07)

SECTION 14: PAY DIFFERENTIALS

1. PAY DIFFERENTIAL 147
RECRUITMENT AND RETENTION DIFFERENTIAL PAY – UNIT 16 is amended:
(Effective 01/01/07)

Location N is deleted from the following class as this pay differential is included as compensation in the employee's base salary.

Class

Code

Class Title

9758 Staff Psychiatrist, Correctional and Rehabilitative Services (Safety)

DOCUMENTATION: Departments or the State Controller's Office will delete Earnings ID: 8K37 for employees in the above class/location within the 335/335 correct transaction processed per the Special Salary Adjustments section below.

2. PAY DIFFERENTIAL 150
RECRUITMENT AND RETENTION DIFFERENTIAL PAY – UNIT 19 is amended:
(Effective 01/01/07)

- The following class is deleted as this pay differential is included as compensation in the employee's base salary.

<u>Class Code</u>	<u>Class Title</u>
9283	Psychologist-Clinical, Correctional Facility

- Employees in class codes 9286 and 9872 at the Department of Corrections and Rehabilitation within the Division of Juvenile Justice are not eligible for compensation under this pay differential.

DOCUMENTATION: Departments or the State Controller's Office will delete Earnings ID: 8K, 8K2, 8K15, or 8K18 for employees in the above classes/locations within the 335/335 correct transaction processed per the Special Salary Adjustments section below.

3. PAY DIFFERENTIAL 151
RECRUITMENT AND RETENTION DIFFERENTIAL PAY – UNIT 19 AND EXCLUDED
EMPLOYEES is amended: (Effective 01/01/07)

- Locations B and C are deleted from the following class:

<u>Class Code</u>	<u>Class Title</u>
9283	Psychologist-Clinical, Correctional Facility

DOCUMENTATION: Departments or the State Controller's Office will delete Earnings ID: 8K18 for employees in the above class/locations within the 335/335 correct transaction processed per the Special Salary Adjustments section below.

4. PAY DIFFERENTIAL 154
RECRUITMENT AND RETENTION DIFFERENTIAL PAY - EXCLUDED EMPLOYEES is amended: (Effective 01/01/07)

- The following classes are deleted from this pay differential as this pay differential is included as compensation in the employee's base salary:

<u>Class Code</u>	<u>Class Title</u>
9288	Senior Psychologist, Correctional Facility (Supervisor)
9761	Senior Psychiatrist (Supervisor), Correctional and Rehabilitative Services (Safety)
9859	Chief Psychologist, Correctional Facility

- Location V is deleted from the following class:

<u>Class Code</u>	<u>Class Title</u>
9774	Chief Psychiatrist, Correctional and Rehabilitative Services (Safety)

DOCUMENTATION: Departments or the State Controller's Office will delete Earnings ID: 8K14, 8K15, or 8K35 for employees in the above classes/location within the 335/ 335 correct transaction processed per the Special Salary Adjustments section below.

5. PAY DIFFERENTIAL 232
PILOT PROGRAM RECRUITMENT AND RETENTION DIFFERENTIAL – UNIT 18 is amended: (Effective 01/01/07)

Employees in class codes 8252 and 8253 at the Department of Corrections and Rehabilitation within the Division of Juvenile Justice are not eligible for compensation under this pay differential. The location of Department of Corrections and Rehabilitation, Division of Juvenile Justice, is added to the footnote.

DOCUMENTATION: Departments or the State Controller's Office will delete Earnings ID: 8K59 for employees in the above classes/location within the 335/335 correct transaction processed per the Special Salary Adjustments section below.

SPECIAL SALARY ADJUSTMENTS: (Effective 01/01/07)

1.

<u>Class Code</u>	<u>Class Title</u>		<u>OSR</u>		<u>NSR</u>
8252	Senior Psychiatric Technician (Safety)	Rg A	\$3,317 – 4,029	Rg A	\$3,317 – 4,029
		Rg B	\$3,470 – 4,214	Rg B	\$3,470 – 4,214
		Rg C	\$3,636 – 4,417	Rg C	\$3,636 – 4,417
				Rg P	\$5,058 – 5,184
				Rg Q	\$5,277 – 5,443
				Rg R	\$5,512 – 5,715

Range P

Employees at the following location shall move from Range A to Range P, 5% above the minimum of the salary range not to exceed the maximum of the salary range of \$5,184. Employees shall receive a new salary anniversary date of MAX.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Range Q

Employees at the following location shall move from Range B to Range Q, 5% above the minimum of the salary range not to exceed the maximum of the salary range of \$5,443. Employees shall receive a new salary anniversary date of MAX.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Range R

Employees at the following location shall move from Range C to Range R, 5% above the minimum of the salary range not to exceed the maximum of the salary range of \$5,715. Employees shall receive a new salary anniversary date of MAX.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Employees eligible for Alternate Range Criteria 448 are no longer eligible for Pay Differential 232 as this pay differential is included as compensation in the new range.

2.

<u>Class Code</u>	<u>Class Title</u>		<u>OSR</u>		<u>NSR</u>
8253	Psychiatric Technician (Safety)	Rg A	\$2,959 – 3,560	Rg A	\$2,959 – 3,560
		Rg B	\$3,078 – 3,715	Rg B	\$3,078 – 3,715
		Rg C	\$3,202 – 3,890	Rg C	\$3,202 – 3,890
				Rg P	\$4,585 – 4,697
				Rg Q	\$4,740 – 4,855
				Rg R	\$4,915 – 5,035

Range P

Employees at the following location shall move from Range A to Range P, 5% above the minimum of the salary range not to exceed the maximum of the salary range of \$4,697. Employees shall receive a new salary anniversary date of MAX.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Range Q

Employees at the following location shall move from Range B to Range Q, 5% above minimum of the salary range not to exceed the maximum of the salary range of \$4,855. Employees shall receive a new salary anniversary date of MAX.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Range R

Employees at the following location shall move from Range C to Range R, 5% above minimum of the salary range not to exceed the maximum of the salary range of \$5,035. Employees shall receive a new salary anniversary date of MAX.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Employees eligible for Alternate Range Criteria 448 are no longer eligible for Pay Differential 232 as this pay differential is included as compensation in the new range.

3.

<u>Class Code</u>	<u>Class Title</u>	<u>OSR</u>		<u>NSR</u>
9283	Psychologist- Clinical, Correctional Facility	\$4,655 – 6417	Rg A Rg P Rg Q	\$4,655 – 6,417 \$6,882 – 7,125 \$8,124 – 8,636

Range P

Employees at the following locations shall move to Range P, 5% above the minimum of the salary range not to exceed the maximum of the salary range of \$7,125. Employees shall receive a new salary anniversary date of MAX.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Range Q

Departments shall determine which employees are eligible for Range Q based on the provisions of Alternate Range Criteria 449 and move the employees appropriately.

Employees eligible for Alternate Range Criteria 448 are no longer eligible for Pay Differentials 150 and 151 as these pay differentials are included as compensation in the new range.

4.

<u>Class Code</u>	<u>Class Title</u>		<u>OSR</u>		<u>NSR</u>
9286	Recreation Therapist, Correctional Facility	Rg A Rg F	\$2,992 – 3,725 \$2,493.33 – 3,104.17	Rg A Rg F Rg P	\$2,992 – 3,725 \$2,493.33 – 3,104.17 \$5,492 – 6,158

Range P

Employees at the following locations shall move to Range P, 5% above the minimum of the salary range to the salary rate of \$5,767. Employees shall retain their salary anniversary date and those employees that are at the maximum of the old range shall have a new salary anniversary date of 01/01/08.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Employees eligible for Alternate Range Criteria 448 are no longer eligible for Pay Differential 150 as this pay differential is included as compensation in the new range.

5.

<u>Class Code</u>	<u>Class Title</u>	<u>OSR</u>	<u>NSR</u>
9287	Senior Psychologist, Correctional Facility (Specialist)	\$5,111 – 7,046	Rg A \$5,111 – 7,046 Rg P \$8,139 – 9,068

Range P

Employees at the following locations shall move to Range P, 5% above the minimum of the salary range to the salary rate of \$8,546. Employees shall retain their salary anniversary date and those employees that are at the maximum of the old range shall have a new salary anniversary date of 01/01/08.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

6.

<u>Class Code</u>	<u>Class Title</u>	<u>OSR</u>	<u>NSR</u>
9288	Senior Psychologist, Correctional Facility (Supervisor)	\$5,528 – 7,397	Rg A \$5,528 – 7,397 Rg P \$8,948 – 9,300

Range P

Employees at the following locations shall move to Range P, 5% above the minimum of the salary range not to exceed the maximum of the salary range of \$9,300. Employees shall receive a new salary anniversary date of MAX.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Employees eligible for Alternate Range Criteria 448 are no longer eligible for Pay Differential 154 as this pay differential is included as compensation in the new range.

7.

<u>Class Code</u>	<u>Class Title</u>	<u>OSR</u>	<u>NSR</u>
9758	Staff Psychiatrist, Correctional and Rehabilitative Services(Safety)	Rg A \$10,178 – 13,299 Rg B \$10,473 – 13,686	Rg A \$10,178 – 13,299 Rg B \$10,473 – 13,686 Rg P \$18,426 – 21,031 Rg Q \$18,911 – 21,641

Range P

Employees at the following locations shall move from Range A to Range P, 5% above the minimum of the salary range to the salary rate of \$19,347. Employees shall retain their salary anniversary date and those employees that are at the maximum of the old range shall have a new salary anniversary date of 01/01/08.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Range Q

Employees at the following locations shall move from Range B to Range Q, 5% above the minimum of the salary range to the salary rate of \$19,857. Employees shall retain their salary anniversary date and those employees that are at the maximum of the old range shall have a new salary anniversary date of 01/01/08.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Employees eligible for Alternate Range Criteria 448 are no longer eligible for Pay Differential 147 as this pay differential is included as compensation in the new range.

8.

<u>Class Code</u>	<u>Class Title</u>		<u>OSR</u>		<u>NSR</u>
9761	Senior Psychiatrist (Supervisor), Correctional and Rehabilitative Services (Safety)	Rg A	\$9,985 – 13,686	Rg A	\$9,985 – 13,686
		Rg B	\$10,724 – 14,012	Rg B	\$10,724 – 14,012
				Rg P	\$19,713 – 22,745
				Rg Q	\$20,138 – 23,291

Range P

Employees at the following location shall move from Range A to Range P, 5% above the minimum of the salary range to the salary rate of \$20,699. Employees shall retain their salary anniversary date and those employees that are at the maximum of the old range shall have a new salary anniversary date of 01/01/08.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Range Q

Employees at the following location shall move from Range B to Range Q, 5% above the minimum of the salary range to the salary rate of \$21,145. Employees shall retain their salary anniversary date and those employees that are at the maximum of the old range shall have a new salary anniversary date of 01/01/08.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Employees eligible for Alternate Range Criteria 448 are no longer eligible for Pay Differential 154 as this pay differential is included as compensation in the new range.

9.

<u>Class Code</u>	<u>Class Title</u>		<u>OSR</u>		<u>NSR</u>
9774	Chief Psychiatrist, Correctional and Rehabilitative Services (Safety)	Rg A	\$11,614 – 14,112	Rg A	\$11,614 – 14,112
		Rg B	\$12,179 – 14,309	Rg B	\$12,179 – 14,309
				Rg P	\$20,672 – 24,267
				Rg Q	\$21,068 – 24,874

Range P

Employees at the following locations shall move from Range A to Range P, 5% above the minimum of the salary range to the salary rate of \$21,706. Employees shall retain their salary anniversary date and those employees that are at the maximum of the old range shall have a new salary anniversary date of 01/01/08.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Range Q

Employees at the following locations shall move from Range B to Range Q, 5% above the minimum of the salary range to the salary rate of \$22,121. Employees shall retain their salary anniversary date and those employees that are at the maximum of the old range shall have a new salary anniversary date of 01/01/08.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Employees eligible for Alternate Range Criteria 448 are no longer eligible for Pay Differential 154 as this pay differential is included as compensation in the new range.

10.

<u>Class Code</u>	<u>Class Title</u>	<u>OSR</u>		<u>NSR</u>
9859	Chief Psychologist, Correctional Facility	\$6,090 – 8,161	Rg A Rg P	\$6,090 – 8,161 \$11,016 – 11,410

Range P

Employees at the following location shall move to Range P, 5% above the minimum of the salary range not to exceed the maximum of the salary range of \$11,410. Employees shall receive a new salary anniversary date of MAX.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Employees eligible for Alternate Range Criteria 448 are no longer eligible for Pay Differential 154 as this pay differential is included as compensation in the new range.

11.

<u>Class Code</u>	<u>Class Title</u>	<u>OSR</u>		<u>NSR</u>
9872	Clinical Social Worker (Health/Correctional Facility)-Safety	\$3,437 – 4,284	Rg A Rg P Rg Q	\$3,437 – 4,284 \$5,368 – 6,525 \$5,775 – 6,995

Range P

SCO will move all employees in the following locations to the minimum of Range P. Employees shall retain their salary anniversary date and employees at the maximum of the old range shall have a new salary anniversary date of 01/01/08 upon movement to the Range P minimum rate. Departments will then process equity adjustments up to the maximum of the salary range. Departments shall determine appropriate salary anniversary dates upon equity movement which shall reflect either 01/01/08 or MAX.

Department of Corrections and Rehabilitation, Division of Juvenile Justice

Range Q

Departments shall determine which employees are eligible for Range Q based on the provisions of Alternate Range Criteria 450 and move the employees appropriately.

Employees eligible for Alternate Range Criteria 448 are no longer eligible for Pay Differential 151 as this pay differential is included as compensation in the new range.

DOCUMENTATION: Except for intermittent time base employees and full-time/part-time employees in class codes 9283 or 9872, the State Controller's Office will process 335 or 335 correct transactions to move employees to the appropriate range as outlined above. The 335 transactions will also reflect the base pay/anniversary date changes as identified above and the pay differential changes per Section 14 above.

Departments must process 335 or 335 correct transactions for employees who are paid at an intermittent time base. The 335 transaction should reflect the appropriate range, base pay/anniversary date changes as identified above and the pay differential changes per Section 14 above.

For full-time/part-time employees in class code 9283 or 9872, the State Controller's Office will process 335 or 335 correct transactions to move the employees to Range P along with the base pay/anniversary date changes as identified above and the pay differential changes per Section 14 above. Departments will then correct the 335 transactions to move employees to Range Q per Alternate Range Criteria 449 or 450 or to provide the equity adjustments for employees in Range P of class code 9872.