

Department of
SOCIAL SERVICES

Community Care Licensing

FACILITY EVALUATION REPORT

Facility Number: 435390032

Report Date: 01/04/2024

Date Signed: 01/04/2024 02:38:52 PM

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STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY	CALIFORNIA DEPARTMENT OF SOCIAL SERVICES COMMUNITY CARE LICENSING DIVISION CCLD Regional Office, 2580 N. FIRST STREET, STE. 350 SAN JOSE, CA 95131
FACILITY EVALUATION REPORT	

FACILITY NAME: EMBARK AT SAN MARTIN

FACILITY 435390032

NUMBER:

ADMINISTRATOR: PRINCESS GARCIA

FACILITY TYPE: 730

ADDRESS:

TELEPHONE:

CITY:

STATE:

ZIP CODE:

CAPACITY: 6

CENSUS:

DATE: 01/04/2024

TYPE OF VISIT: Office

ANNOUNCED

TIME BEGAN: 12:30 PM

MET WITH: Christy Boutin

TIME

COMPLETED: 02:20 PM

NARRATIVE	
1	An informal meeting is held on January 4, 2023 at 12:30 PM. The following are topics to be discussed are regarding the concerns the department has.
2	
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4	
5	Present in the meeting: Licensing Program Managers, (LPM) Carolyn Flynn, LPM Helga Wong, Licensing Program Analyst (LPA) Shikya Belfield, LPA Paul Simien, Brian Rogers, Princess Garcia, Christy Beaudin, Brian Beutin, Amir Rafiei, and Heather Schaffer.
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7	
8	
9	. The following topics are discussed due to concerns on recent non-compliance of the regulation and citations:
10	
11	
12	
13	- Reporting requirements: Facility had administrative changes to their board of directors and administrative organization; these changes were not reported to the Department.
14	
15	
16	
17	- Plan of Operation: Practices regarding food and snack supplies are not available to youths, staff training not meeting the requirements, staff are not trained on the regulations, the facility is not in compliance with applicable laws and regulations on personal rights of clients in care, criminal record clearance, and using restraint that was not part of their plan of operation.
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24 - **Recent complaints and citations:** Facility was cited for substantiated allegations for
25 failing to report incidents to the Department. Facility was cited for not complying
regarding pool safety, records not available for review by the Department, staffing
being out of ratio, not providing notification to parents of crucial information
(complaint regarding youth's health and not eating opened 4/12/2023), crisis
response, and concerns with lack of supervision (complaint closed on 7/1/2023).

SUPERVISOR'S NAME: Carolyn Flynn

TELEPHONE: (408) 324-2112

LICENSING EVALUATOR NAME: Shikya Belfield

TELEPHONE: (408) 316-8950

LICENSING EVALUATOR SIGNATURE:



DATE: 01/04/2024

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:



DATE: 01/04/2024

This report must be available at Child Care and Group Home facilities for public review for 3 years.

LIC809 (FAS) - (06/04)

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STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL
SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 2580 N. FIRST STREET,
STE. 350
SAN JOSE, CA 95131

FACILITY NAME: EMBARK AT SAN MARTIN

FACILITY NUMBER: 435390032

VISIT DATE: 01/04/2024

NARRATIVE

- 1 **Criminal Record Clearance:** Concerns regarding lack of fingerprint clearance and
2 having individuals working in the facilities.
3
4 **Concerns with restraint policies and procedures:** Facility staff using restraint when
5 not necessary, blocking clients, placing clients on 5150. (Complaint opened
6 11/8/2023).
7
8 **Crisis Response / protocol:** Based on an investigated complaint opened on
9 10/24/2023, the facility did not have supervisor / manager / administrator or a
10 person in charge to respond to police during a crisis. The response was handled by a
11 staff member and the report of this incident was not reported to the Department.
12
13 **- Food service:** Each facility must have the required amount of food per the
14 regulations. The facility has been observed and cited for not having the proper amount
15 of food in each home. Although the chef cooks at one home, each home must have
16 proper food supply for the clients in care.
17
18 Plan for compliance:
19
20
21 • **Reporting requirements:**
22 ■ Facility will submit a written plan to ensure changes to their board of directors and
23 administrative organization will be reported to the Department within 7 days and
24 designate multiple staff that are responsible to reporting requirements.
25
26
27 • **Plan of Operation:**
28
29

30 Facility will submit and update on their Plan of Operation to ensure snack are available
31 for the youths in care; staff training on applicable laws and regulations on personal
32 rights of clients in care, criminal record clearance, and using restraint, emergency
intervention plan, and trauma informal; and update emergency intervention plan on
restraint. All discussed the possibility of transitioning the group homes from co-ed to
single sex. This was discussed but no decision was made regarding this.

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FACILITY EVALUATION REPORT (Cont)

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VISIT DATE: 01/04/2024

NARRATIVE

1 **Recent complaints / citations:**

2 Facility will submit an update plan

3 ■ Regarding pool safety and supervision when youths using the pool

4 ■ Records available for review during the Department Inspection

5 ■ New LIC 500 form to ensure staffing being in of ratio.

6 ■ Contact with youth's responsible authority representative/parent when an incident
7 happened to them.
8
9

10
11 • **Criminal Record Clearance:**

12 Facility will submit an update plan to ensure all individuals working at the facility have
13 Criminal Record Clearance before starting work at the facility and management
14 oversight on this hiring process.
15
16

17 • **Concerns with restraint policies and procedures:**

18 Facility will submit a new plan on restraint policies and procedures and ensuring staff
19 received training
20
21

22 • **Crisis Response / protocol:**

23 Facility will submit a new plan to have additional managers on Crisis Response.
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25
26

27 LPA discussed the submission of the updated application with Christy Beutin and they
28 stated they would submit during the week of January 8, 2024.
29
30

31 The meeting was concluded.
32

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