

**OKLAHOMA COMMISSION ON CHILDREN AND YOUTH  
OFFICE OF JUVENILE SYSTEM OVERSIGHT**

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**Name and Location of Facility:** Area Youth Shelter  
Ada, Oklahoma

**Date of Visit:** September 29, 2008

**Oversight Reviewer:** Harold Jergenson, Oversight Specialist

**Focus of Visit:** Announced Visit

**Date:** February 12, 2009

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**Introduction**

The Office of Juvenile System Oversight (OJSO) conducted an announced visit on September 29, 2008, at the Area Youth Shelter, located in Ada, Oklahoma. The purpose of the visit was to assess compliance with established responsibilities and facility policy and procedures. The Area Youth Shelter was licensed as a Residential Child Care Facility by the division of Oklahoma Child Care Services (OCCS) of the Oklahoma Department of Human Services (OKDHS). The Area Youth Shelter was licensed for twelve beds, male and female. On the day of the OJSO visit, the census was four.

**Interviews Conducted**

- Entry conference with the Executive Director
- Two employees
- Two residents
- Exit conference with the Executive Director

**Documents Reviewed**

- Census for the facility
- Oklahoma State Department of Health Food Inspection report dated August, 3, 2007
- Ada, Oklahoma Fire Marshal report dated August 20, 2008, citing deficiencies /violations
- OKDHS OCCS Residential Child Care Facility Inspection report dated July 15, 2008
- Copy of the OKDHS license as a Residential Child Care Facility dated June 30, 2001, for a maximum of twelve residents
- Fire drill log for 2008

- Six personnel files
- One full-time staff training file
- Five part-time staff training files
- Three resident files
- Critical incident reports for 2008
- Food menu
- Recreation schedule
- Medication Log

### **Areas Toured**

- Resident Rooms
- Kitchen and dining areas
- Common Area
- Bathrooms
- Food pantry

### **Findings**

#### Resident Interviews

The OJSO interviewed two residents. No concerns were noted from the interviews.

#### Staff Interviews

The OJSO interviewed two staff members. One staff noted that staff morale was low due to understaffing.

#### Observational Tour

The OJSO conducted a tour of the facility, no concerns were noted.

#### Personnel File Review

Six personnel files were reviewed. Three files did not contain Yearly Evaluations and one file did not contain a copy of the staff's Drivers' License.

#### Personnel Training File Review

The files of five part-time employees and one full-time employee were reviewed. The OJSO noted:

- Four training files did not have documentation that showed the staff members had completed Behavior Management Training within thirty days of employment.
- Training files for the full-time staff who were employed at the facility during 2007 and 2008 did not have documentation verifying twenty-four hours of training for calendar year 2007.

- One training file for a part-time staff who had been employed at the facility during 2007 and 2008 did not have documentation verifying twelve hours of training for calendar year 2007.
- Two training files did not have documentation that showed the staff members had completed training in first aid.
- Three training files did not have documentation that showed the staff members had completed training in cardiopulmonary resuscitation (CPR).

### Resident File Review

Three resident files were reviewed. The OJSO noted:

- Three resident files did not document immunizations.
- The Service Plans for two of the residents did not have a custodian's signature.
- Two of the residents did not have a discharge plan in their Service Plan.
- One resident had been at the shelter for longer than thirty days without any documentation from the OKDHS worker.
- One resident did not have a receipt for the Residents Handbook.
- One resident's prescription medication instructions were not consistent with the Medication Logs.

### **Areas of Concern**

1. The instructions on one resident's prescription medications were not consistent with documentation in the Medication Log.
2. Two of the resident files reviewed had Service Plans that were not signed by the custodian or those who had participated in the development of the plan.
3. Two of the resident files reviewed had Service Plans that were missing the discharge plan.
4. One resident had been placed at the facility for over thirty days without any documentation from the OKDHS worker.
5. One resident did not have a receipt for the Residents Handbook.

### **Violations**

1. Three resident files did not document immunizations. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3-154.3, Health and medical services, (d), Immunizations, states, "Each resident is immunized against communicable diseases in accordance with the rules and regulations of the Oklahoma State Department of Health."
2. One of the three resident files reviewed (who had been placed at the shelter for more than three days) did not have a Service Plan. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3-167, Requirements for children's shelters, (f), Service plan, states, "Children's shelters are exempt from the rules contained in Section 154(b)(1) regarding

service plans. A written service plan is developed and documented for each resident within three days of admission.”

3. One personnel training file reviewed indicated the full-time staff completed less than twenty-four hours of training during calendar year 2007. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3-153.1, Personnel, (m), Staff training, (3), Training for child care staff, (A), states, “Full-time child care staff obtain a minimum of 24 clock hours per calendar year of staff development courses.”
4. One personnel training file reviewed indicated the part-time staff completed less than twelve hours of training in calendar year 2007. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3-153.1, Personnel, (m), Staff training, (3), Training for child care staff, (b), states, “Part-time child care staff obtain a minimum of 12 clock hours per calendar year of staff development courses.”
5. Four staff did not complete behavioral intervention techniques training within thirty days of employment. OKDHS Licensing Requirements for Residential Child care Facilities, OAC 340:110-3-153.1, Personnel, (m), Staff Training, (5), Behavioral intervention techniques, states, “Within 30 days of employment, all child care staff and those support staff who occasionally provide instruction or training to residents complete training in behavioral intervention techniques that includes: (A) rules and appropriate consequences of various interventions; (B) techniques for early de-escalation and preventive intervention; (C) team approaches to behavior management; (D) verbal crisis intervention; and (E) safe and appropriate physical restraint.”
6. Two training files reviewed had no documentation to show the staff members had completed first aid and three training files reviewed had no documentation to show staff members had completed CPR training. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3-153.1, Personnel, (m), Staff Training, (3), Training for child care staff, (E), states “Within 90 days of employment, all child care staff complete training in first aid and cardiopulmonary resuscitation (CPR), including infant and child, if appropriate. Child care staff maintain current training in CPR and first aid thereafter.”
7. Three personnel files had no current staff yearly evaluation. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3-153.1, Personnel, (o), Personnel records, (2), states, “The facility maintains on file a written personnel record for each employee working at the facility, which is kept for at least one year following an employee’s separation from employment. The personnel record includes; (E) annual performance evaluations and any reports and notes relating to the individual’s employment with the facility.”