

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

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**Name and Location of Facility:** Catholic Charities Holy Family Home  
Midwest City, Oklahoma

**Date of Visit:** October 15, 2008

**Oversight Reviewer:** Tina Pendergraft, Oversight Specialist

**Focus of Visit:** Announced Visit, 2008

**Date:** October 28, 2008

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### **Introduction**

The Office of Juvenile System Oversight conducted a routine, announced visit on October 15, 2008, at the Catholic Charities Holy Family Home, located in Midwest City, Oklahoma. The purpose of the visit was to assess compliance with established responsibilities. The facility was a private, non-profit agency that is funded by Associated Catholic Charities and private donations. Holy Family Home contracted with the Oklahoma Department of Human Services (OKDHS) for two beds each for two adolescent residents and two infants. The facility was licensed as a Residential Child Care Facility by the OKDHS division of Oklahoma Child Care Services (OCCS) and had a licensed capacity for 12. On the day of the OJSO visit, four girls and two infants were residing at the facility.

### **Interviews Conducted**

- Entry and exit conferences with the facility Director
- Two residents
- Activities Director
- Life Skills Specialist

### **Documents Reviewed**

- Four resident files and immunization records
- Four personnel files and training records
- Incident reports and grievances for the past year
- OKDHS non-expiring license dated November 1, 2001
- [Independent company] security fire inspection report that expires June 21, 2012
- Oklahoma State Department of Human Food Inspection report dated January 12, 2008

- Midwest City Fire Department report dated August 21, 2008
- Range hood inspection report dated April 3, 2008
- OKDHS OCCS inspection report dated October 1, 2008

### **Areas Toured**

- Four resident rooms and bathrooms
- Kitchen
- Dining hall
- Laundry room
- Counseling room
- Houseparent room and office
- Chapel
- Resource room

### **Findings**

#### Interviews

The OJSO conducted interviews with two residents and two staff members. No concerns were identified from the resident and staff interviews.

#### File Reviews

Four resident files and immunization records were reviewed. No concerns were identified from the resident file review.

Four personnel files and training records were reviewed. The OJSO noted:

- One file did not contain documentation to indicate a criminal record background check had been requested prior to the employee's hire date.
- One file did not contain a copy of the employee's driver's license.
- One file contained a copy of a driver's license with an expired renewal date.
- One file did not contain documentation to indicate the staff member had completed all required training.

No other concerns were identified from the staff file review.

#### Documents Review

The OJSO reviewed incident reports and grievances for the past year. One grievance alleged inappropriate conduct of an employee. The incident had been referred to the OKDHS Office of Client Advocacy (OCA); the OCA had returned the grievance to the facility for a caretaker conduct review. Facility documentation indicated that after having met with the facility director concerning the incident, the employee did not return to work.

## Observational Tour

The OJSO conducted a tour of the facility. No concerns were noted from the observational tour.

## **Area of Concern**

1. One of the four staff files reviewed indicated that the staff member had not completed all required training. The director advised that the employee would complete the required training by the end of December 2008.

## **Violations**

1. One of the four staff files did not contain documentation to indicate a criminal history check had been requested prior to the employee's hire date. OKDHS Licensing Standards for Child Care Facilities OAC 340:110-3-153.1, Personnel, (h), Criminal history investigations, (1), Owner or executive director responsibility, (B), in part, states, "Section 404.1 et seq. of Title 10 of the Oklahoma Statutes requires that every child care facility arrange, prior to employment, for a criminal history investigation for each applicant for employment prior to hiring, including all caregivers, substitutes, support, and any other person employed by the facility or program."
2. One of the four staff files did not contain a copy of the employee's driver's license, and another staff file contained a copy of a driver's license with an expired renewal date. OKDHS Licensing Standards for Child Care Facilities OAC 340:110-3-154.5, Transportation, (d) Transportation records, (1), states, "The facility maintains on file the name of each driver who transports residents and a copy of the valid driver's license for that person."

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