



Southwestern Oklahoma State University  
Cedar Canyon Adventure Program

TO: Dana S. Holden, Oversight Specialist  
Oklahoma Commission on Children and Youth

FROM: Wes Warren, Director  
Cedar Canyon Adventure Program

DATE: May 25, 2009

RE: Response to Office of Juvenile System Oversight's Visit

cc: Dr. Ken Rose  
Robert E. Christian  
Mike Heath  
Donna Glandon  
Susan Case

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In reference to your Oversight Report on May 18 2009, please find attached our written response to the findings in this report.

If you have any questions or concerns, please feel free to call me at 580-343-2132.

**AREAS OF CONCERN:**

1. Training records for two child care staff members did not document the required training hours.

**Response #1:** Staff supervisor is aware that all Direct Care staff must have the required training hours with in the fiscal year.

2. Training records for two social service staff members did not document the required training hours.

**Response #2:** After reviewing social service staff member's personnel file, the files indicated one employee attended training on October 22<sup>nd</sup>-24<sup>th</sup> 2008 which counted for 14 hours. The second social service staff member attended training on February 14 2008,

March 19<sup>th</sup> 2008, June 6<sup>th</sup> 2008, and October 22<sup>nd</sup> 2008, which counted for 24.5 hours. According to our policy they met the required hours for the calendar year.

3. Documentation indicated that medicines were not administered as prescribed for two residents. The dosage unites remaining of a medicine for one of these two residents was not recorded accurately.

**Response #3:** Case Manager is aware of the inconsistency of logging and dispensing of the residents medication. Case Manager completed additional training with the full time Direct Care Staff on this matter. On each shift a designated full time staff is responsible for dispensing all medication.

Wes Warren, M.Ed.

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