



STATE OF OKLAHOMA
OFFICE OF JUVENILE AFFAIRS
CENTRAL OKLAHOMA JUVENILE CENTER
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January 13, 2010

Janice Sharp, Oversight Specialist
Oklahoma Commission on Children and Youth
1111 N. Lee Avenue, Suite 500
Oklahoma City, OK 73103

Dear Ms. Sharp,

The following are responses to areas of concern and violations listed in your report dated December 28, 2010, regarding your oversight visit in September 2010.

Areas of Concern

Concerns/recommendations will be taken into consideration and necessary changes will be made, as needed.

Violations:

1. Three of the nine interviewees reported that they had been cursed at by staff, and four interviewees reported that they had witnessed other residents having been cursed at by staff. **Response: Staff using profanity in the presence of juveniles is addressed through corrective action. In April 2010, a YGS staff received an Oral Reprimand for using profanity in the presence of a juvenile, and in November 2010, another YGS staff received a Written Reprimand for using profanity directed at or in the presence of juveniles. The Superintendent issued a memo on October 27, 2010, regarding the use of profanity in the presence of juveniles. A copy is attached. This has also been addressed at shift briefings and unit/department meetings, and extra emphasis has been placed on this issue during training of new staff and existing staff.**
2. Resident interviewees reported that a staff member sometimes held the mail for a few days before he/she distributed the mail to the residents. **Response: The JJS supervisor investigated this allegation and feels confident the mail is distributed to juveniles in accordance with procedure. The supervisor reviewed mail signature forms for the months included in this report and spoke with juveniles interviewed. No evidence was found indicating any JJS held mail in violation of procedure. The JJS supervisor routinely reviews procedure regarding mail distribution during the JJS staff meeting and will continue to do so, as well as monitoring mail sign-in sheets and speaking with juveniles to assure the JJS is following procedure regarding mail distribution.**
3. Seven of the ten resident files reviewed contained individualized treatment plans that did not document the required signatures to indicate participation. **Response: The parent/guardian/legal custodian is given the opportunity to participate in the development of the juvenile's treatment plan during the RAS meeting. Both the JSU worker and facility staff notify the guardian regarding the time and date of this meeting. However, rarely does the family participate in this meeting. The facility will do a better job of indicating on the treatment plan whether the guardian attended the RAS meeting and if they provided input into the juvenile's treatment plan. If the guardian is unable to attend, this will also be documented.**

4. The grievance tracking log was not a complete, accurate record. **Response: The Deputy Superintendent will meet with the Advocate to discuss the deficiencies in the grievance tracking logs and to ensure all areas are completed prior to submitting.**

5. Required timeframes or the due dates assigned were not always met for resolving grievances. **Response: Training has been scheduled to review the grievance process and address issues noted in this report. All staff routinely assigned grievances will be required to attend.**

6. The boxes were not always checked on the grievance form to indicate whether or not the resident accepted the resolution or wanted to file an appeal. **Response: The above-mentioned training will address this issue, as well.**

If additional information is needed, please advise.

Respectfully,

M.D. Moriarity
Institutional Superintendent

attachment