

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

Name and Location of Facility: Community Children's Shelter and Family Service Center, Inc.
Ardmore, Oklahoma

Date of Visit: October 24, 2008

Oversight Reviewer: Sara Vincent-Spain, Oversight Specialist

Focus of Visit: Announced Visit

Date: February 3, 2009

Introduction

The Office of Juvenile System Oversight (OJSO) conducted a routine announced visit on October 24, 2008, at the Community Children's Shelter and Family Service Center, located in Ardmore. The purpose of the oversight visit was to assess compliance with established responsibilities and with internal facility policies. The shelter is licensed for twelve children as a Residential Child Care Facility by the division of Oklahoma Child Care Services (OCCS) of the OKDHS. The Community Children's Shelter and Family Service Center, Inc., is a youth services agency that contracts with the Office of Juvenile Affairs (OJA) to provide emergency shelter services. The census during the oversight visit was six juveniles. Five of the six juveniles were under the age of five years old on the day of the visit. The facility provides emergency shelter services to both OJA and OKDHS custody children. The facility does not maintain an education program. The shelter residents attend the Ardmore Public Schools for educational services.

Interviews Conducted

- Entrance and exit interviews with the facility Program Director
- One resident

Documents Reviewed

- Four personnel files
- Three resident files
- Office of the Oklahoma State Fire Marshal report dated October 20, 2008
- Oklahoma State Department of Health Food Inspection report dated June 13, 2008

- OKDHS OCCS Residential Child Care Facility Inspection report dated August 6, 2008
- Grievance logs
- Recreation schedule/log for October 2008
- Fire and tornado drill log

Areas Toured

- Resident rooms
- Resident bathrooms
- Kitchen area and dining room area
- Common areas
- Food pantry
- Infant area

Findings

Resident Interview

The OJSO interviewed one resident. The interview questions pertained to the resident's perceptions of safety, shelter program services, the rights of residents, discipline practices, and other residential issues. No concerns were noted.

Staff interview

The direct care staff member on duty declined the OJSO request to participate in the interview process.

Resident File Review

The OJSO reviewed six resident files for compliance with OKDHS licensing standards. The OJSO noted the following concerns:

- Two of the files did not contain the resident's immunization record or the facility's request for the record.
- Three files did not contain documentation that the resident received a physical examination within seven days of admittance to the shelter.

Personnel File Review

The OJSO reviewed four personnel files for compliance with OKDHS licensing standards. The OJSO noted the following concerns:

- Two files documented that the employee's CPR certification had expired.
- Two files did not contain documentation that the employee had received CPR training and certification.
- Two files did not contain documentation that the employee had received first aid training and certification.
- One file contained two of the three required personal references.

- One file contained the employee's performance evaluation that did not document the employee's signature.
- One file did not contain documentation that the employee had received the required yearly number of training hours for the 2008 calendar year.

Observational Tour

The OJSO conducted a tour of the facility for compliance with standards related to safety, security, quality of life, and other items. No concerns were noted.

Area of Concern

1. One file contained the employee's performance evaluation which did not document the employee's signature.

Violations

1. Two files did not contain the resident's immunization record or the facility's request for the record. OKDHS Licensing Standards for Residential Child Care Facilities, OAC 340:110-5-154, Social Services, (e), Resident's records, states, "The facility maintains a written record for each resident, which is retained for three years following the resident's discharge." Section (1) under paragraph (e) continues, "The record includes: . . . (D), medical records. . . ."
2. Three files did not contain documentation that the resident received a physical examination within seven days of admittance to the shelter. OKDHS Licensing Standards for Residential Child Care Facilities, OAC 340:110-5-167, Requirements for children's shelters, (e), Admission, (4), states, "Each child remaining in a shelter for over seven days receives a health screening by an RN or LPN. However, a documented medical exam performed within the 12 months prior to admission is acceptable when a child is transferred from another licensed facility."
3. Two files documented that the employee's CPR certification had expired. OKDHS Licensing Standards for Residential Child Care Facilities, OAC 340:110-5-153.1, 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."
4. Two files did not contain documentation that the employee had received CPR training and certification. OKDHS Licensing Standards for Residential Child Care Facilities, OAC 340:110-5-153.1, 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.”
5. Two files did not contain documentation that the employee had received first aid training and certification. OKDHS Licensing Standards for Residential Child Care Facilities, OAC 340:110-5-153.1, 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.”
 6. One file contained two of the three required personal references. OKDHS Licensing Standards for Residential Child Care Facilities, OAC 340:110-5-153.1, Personnel, (g), Employment requirements, (1), References, states, “The facility obtains a minimum of three references for all staff prior to employment.”
 7. One file did not contain documentation that the employee received the required yearly number of training hours for 2008. OKDHS Licensing Standards for Residential Child Care Facilities, OAC 340:110-5-153.1, 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. Hours are prorated at two hours per month for staff who have not been employed for a full year.”