

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

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**Name and Location of Facility:** Ft. Reno Adolescent Center  
El Reno, Oklahoma

**Date of Visit:** December 18, 2008

**Oversight Reviewer:** Anthony Kibble, Oversight Specialist

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

**Date:** March 26, 2009

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**Introduction**

The Office of Juvenile System Oversight (OJSO) conducted an announced visit on December 18, 2008, at the Ft. Reno Adolescent Center, located in El Reno, Oklahoma. The purpose of the visit was to assess compliance with established responsibilities. The center is a coeducational, adolescent drug and alcohol treatment facility that contracted with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS). The Ft. Reno Adolescent Center was licensed as a Residential Treatment Facility by the Division of Oklahoma Child Care Services (OCCS) of the Oklahoma Department of Human Services (OKDHS) for twenty-four beds. On the day of the OJSO visit, the census was twenty.

**Interviews Conducted**

- Entry interview with the Facility Administrator
- Two Youth Guidance Specialists
- Six residents
- Exit conference with the Facility Administrator, Assistant Program Director, and Grievance Coordinator

**Documents Reviewed**

- Two Youth Guidance Specialist personnel files
- Six resident files
- Grievance Tracking Log from August 1, 2008 through December 18, 2008
- Office of the Oklahoma State Fire Marshal report dated January 29, 2008
- Oklahoma State Department of Health Food Inspection report dated December 20, 2007
- OKDHS OCCS Residential Child Care Facility Inspection report dated November 19, 2008

- ODMHSAS contract for treatment services FY2009

## **Findings**

### Resident Interviews

The OJSO interviewed six residents. The interview questions pertained to facility standards, program services, quality of life, and discipline practices. The OJSO noted no concerns from the resident interviews.

### Staff Interviews

The OJSO interviewed two youth guidance specialists. The Youth Guidance Specialists indicated they would like more structure during the evening shift. The OJSO noted no other concerns during the staff interviews.

### Resident File Review

Six resident files were reviewed. One resident file did not contain an individualized service plan (ISP). The files were well organized and complete, with the exception mentioned above. The OJSO noted no other concerns from the resident file review.

### Personnel File Review

The OJSO reviewed the personnel files of two youth guidance specialists. The OJSO noted no concerns with the personnel files reviewed.

### OKDHS Division of Child Care Inspection Report

The OJSO reviewed the OKDHS division of Child Care inspection report dated November 19, 2008. The facility was cited for the following:

- Two staff members did not have out of state background checks performed prior to employment.
- One staff member did not complete behavior management training within the thirty day time frame.

### Grievance Tracking Log

The OJSO reviewed the facility Grievance Tracking Log for August 1, 2008, through December 18, 2008. The OJSO noted:

- Six of the grievances did not have dates listed on the forms.
- Three grievances did not have signatures by the grievant and/or the grievance coordinator.
- One grievance indicated that a resolution had been met; however, the signature by the grievant and the date were missing.

The OJSO noted no additional concerns from the Grievance Tracking Log.

## **Areas of Concern**

1. One resident file did not contain an individualized service plan (ISP). The OJSO addressed the concern with the facility administration during the exit conference. The OJSO was provided a copy of the individualized service plan subsequent to the visit.
2. Six of the grievances reviewed did not have dates listed on the forms.
3. Three of the grievances did not have signatures by the grievant or the grievance coordinator.
4. One grievance indicated that a resolution had been met; however, the grievant's signature and the date were missing.

## **Summary**

On the date of the oversight, the facility administration and staff were accommodating and cooperative. The OJSO commended the facility for correcting the practices cited in the last OJSO report. During the exit conference, the OJSO discussed the findings and the areas of concern with the administrators and staff. It should be noted that subsequent to the visit, the OJSO did receive a copy of the individualized service plan that had been missing from a resident file.