

The Gary E. Miller – Canadian County
Children’s Justice Center
7905 East Highway 66
El Reno, OK 73036
(405) 262 – 0202

Response to Area(s) of Concern
OCCY Juvenile System Oversight’s Visit
Ft. Reno Adolescent Center
December 18, 2008

Area(s) of Concern	Response
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.	The grievance form has been revised to include a date when the grievance was filed.
3. Three of the grievances did not have signatures by the grievant or the grievance coordinator.	The grievance form has been revised to include the grievance coordinator’s signature, the grievant, the grievant’s signature, and the date when the grievance was filed.
4. Once grievance indicated that a resolution had been met; however, the grievant’s signature and the date were missing.	Program Director met with the Grievance Coordinator to emphasize that the forms must be completed, even if the grievance has been manually duplicated by the grievant.

Submitted by:

Bill Sharp, Ph.D.
Director of Behavioral Health Services

Date