

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

Office of Juvenile System Oversight Visit

September 30 and October 1, 2009

Response to the Areas of Concern

Area of Concern	Response
1. The OJSO noted that the facility did not contract with the Oklahoma Office of Juvenile Affairs (OJA), yet the facility administration and staff acknowledged that, although infrequently, OJA custody youth had been residents of the facility in the past.	Facility administration will explore undertaking a memo of understanding with OJA.
2. The OJSO noted that although the OKDHS OCCS had visited the facility on July 30, 2009, the posted License for the facility was dated February 22, 2007. The OJSO also noted that the posted License indicated that the facility was licensed to operate a "Residential".	Facility administration will inquire from OKDHS about receiving an updated license with appropriately stated licensure status.
3. The OJSO noted that although the OKDHS OCCS documentation for its visit on July 30, 2009, indicated that the facility grievance process had been approved by the OKDHS OCA, the facility was unable to produce documentation indicating OCA approval.	Facility administration will inquire from OKDHS regarding documentation that facility grievance process has been approved.

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Areas of Concern	Response
<p>4. Once incident report dated August 30, 2009, had no resolution or supervisory signatures on the form.</p>	<p>Facility administration will direct a review of said report so that a resolution and supervisory signatures may be obtained.</p>
<p>5. The Facility Policy and Procedure Manual did not note the date of its last review by the governing board, and the manual did not reference newly enacted Oklahoma statutory requirements for reporting alleged abuse and neglect. The OJSO noted that staff did not demonstrate a clear understanding of the state law requirements regarding whom to report suspected abuse or neglect.</p>	<p>An addendum will be included within the Facility Policy and Procedure Manual indicating its last review by the governing entity. Policy and procedure referencing newly enacted Oklahoma statutory requirements for reporting alleged abuse and neglect will be indicated within the Canadian County Children's Justice Center Health and Safety Manual, and Facility Policy and Procedure Manual. A training will be scheduled for direct care staff designed to clarify the state law requirements regarding whom to report suspected abuse or neglect.</p>
<p>6. The facility incident report form only allowed for one individual to describe what happened, and for others to sign the form. In addition, the form did not indicate whether the matter had been referred to the OKDHS OCA.</p>	<p>The facility incident report form will be revised to allow for others to describe what happened, and for others to sign the form. The revision will also be revised to include whether the matter had been referred to the OKDHS OCA.</p>
<p>7. Two resident files reviewed did not have documentation regarding parental non-participation in the development of the resident's comprehensive treatment plan. One resident file reviewed did not have documentation regarding parental nonparticipation in the resident's service plan review.</p>	<p>The files reviewed will be remedied regarding documentation of parental inclusion. A brief training with those responsible for obtaining such documentation will be scheduled.</p>

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Areas of Concern

- 8. The Ft. Reno Staff Handbook was dated July 2008, and the handbook did not address how staff were to report alleged abuse and neglect.

Response

Ft. Reno Staff Handbook will be revised to include how the staff are to report alleged abuse and neglect. Additionally, all center staff are provided with a copy of the Children’s Children’s Justice Center’s Health and Safety Manual which provides a procedure for reporting alleged abuse and neglect.

Bill Sharp, Ph.D.

November 18, 2009

Director of Behavioral Health Services

Date