

March 2, 2010

Curtis Peters, Director  
J.D. McCarty Center  
202 East Robinson Street  
P.O. Box 490  
Norman, Oklahoma 73070

RE: Annual Visit, 2009

Dear Mr. Peters:

The Office of Juvenile System Oversight (OJSO) conducted an unannounced visit at the J.D. McCarty Center on December 16 and 18, 2009. Joanne Verity represented the OJSO. The facility is licensed by the Oklahoma Department of Health as a Specialized Hospital for Rehabilitation for thirty-six beds. On December 16, 2009, the census was twenty-seven. During the oversight visit, the OJSO spoke with three administrators, three staff, one teacher, and one resident; reviewed documents and four personnel files; and toured the facility school and group home four. The specific documents reviewed are listed in Attachment A to this correspondence. The purpose of the visit was focused on facility policies and procedures, staff training, the resident high school education program, and compliance with established safety responsibilities. The OJSO found no concerns or violations, but had several recommendations for the facility. During the exit conference, the OJSO discussed the recommendations with the facility director. The OJSO recommendations were the following:

1. The OJSO recommended that the facility consider requiring a criminal background check for volunteers who work directly with children. The OJSO also recommended that the facility consider a policy regarding volunteers who work in the school.
2. The OJSO recommended that the Staff Orientation training materials add "report abuse and neglect as required by state law" to the "DCS Duties and Responsibilities" document and the "DCS Inservice". The OJSO also recommended that the Staff Orientation training materials include copies of Facility Policy 1001.18 Child and adult abuse and neglect reporting and documenting and Facility Policy 2025.1 Incident or Injury Reporting.
3. The OJSO recommended that the Inservice Training requirements for DCS that became effective December 31, 2009, include the number of

training hours required each year in order for staff to maintain good standing. The OJSO indicated that it would be helpful if the facility developed an excel report that included each employee's training record.

The OJSO noted that by the end of the oversight visit, the facility had amended the "Patient Incident Report Form" to include notations for "Family/DHS notified" and for "Oklahoma Department of Human Services Office of Client Advocacy (OCA) notified". Also by the end of the oversight visit, facility staff had followed up on and obtained a resolution for one OCA referral that had been open since August 10, 2009.

No other issues or concerns were noted during the visit. The OJSO commended the J.D. McCarty Center for its transition programs, particularly those for the high school age residents. The OJSO appreciated the assistance and cooperation of all who helped on the days of the oversight visit.

No response is necessary to this report. We will wait thirty days before publishing this correspondence on the web page; however, this correspondence has been sent to all appropriate state agencies.

If you have any questions or comments concerning this correspondence, please call me at 405-606-4900.

Sincerely,

Joanne L. Verity  
Programs Manager

c: Dean Bay

## ATTACHMENT A

### Documents Reviewed

- Daily census for December 16, 2009, which included residents' birth dates
- Facility documentation of resident admit dates
- Oklahoma Department of Health Food Inspection Report dated November 16, 2009
- Four personnel files
- Documentation of staff training
- Relevant Oklahoma Statutes pertaining to the Cerebral Palsy Commission and the J.D. McCarty Center
- Relevant Oklahoma Administrative Code provisions
- J.D. McCarty organizational charts
- J.D. McCarty Center Policy and Procedure Manual:
  - Policy 1001.18 Child and adult abuse and neglect reporting and documenting
  - Policy 1035.7 Patient Rights/Freedom of Movement
  - Policy 2001.11 Staff Continuing Education and Training
  - Policy 2001.12 Continuing Education/In-Service
  - Policy 2010.14 Competency Assessment Program for Direct Care Staff
  - Policy 2025.1 Incident or Injury Reporting
  - Policy 2025.3 Reporting of accident or injury
  - Policy 3035.4 Orders for Restraint and seclusion
  - Policy 3035.5 Use of restraint in Emergency Situations
  - Policy 3035.6 Use of seclusion in Emergency Situations
  - Policy 3035.7 Use of Time Out
  - Policy 3035.8 Mandt Training Restraint/Seclusion
  - Policy 4025.13 Volunteers
  - Policy 4025.16 Volunteers
  - Policy 4025.18 Location of Volunteer Files
  - Policy 4025.22 Use of Volunteers in Housekeeping
  - Policy 6020.46 Pre-Employment Background Check
- U.S. Department of Health and Human Services Centers for Medicare and Medicaid Services Summary Statement of Deficiencies dated May 7, 2007, and revisit review dated June 21, 2007, and J.D. McCarty plan of correction (expired January 31, 2010)
- Volunteer Handbook
- Fire Drill logs for calendar year 2009
- The medication administration records in a cottage
- Oklahoma State Department of Health license effective February 1, 2009, through January 31, 2010
- J.D. McCarty Center Medication Variance Report form

- Amended and Restated Bylaws for the J.D. McCarty Center for Children with Developmental Disabilities adopted September 2009
- J.D. McCarty Center for Children with Developmental Disabilities Quality Assurance and Performance Improvement Plan 2007-2008
- Pamphlet “A Case Manager’s Resource for Children with developmental disabilities”
- Office of the Oklahoma State Fire Marshall report dated February 4, 2009, and J.D. McCarty Center Inspection Deficiency Response dated February 12, 2009
- J. D. McCarty Center Grievance Notice form
- Staff training materials concerning time out
- New Staff orientation training materials
- Direct Care Staff Inservice training materials
- Ten patient recreation schedules for the month of November 2009
- Individualized weekly schedules for twenty-seven residents
- Contract between Norman Public Schools and the J. D. McCarty Center, effective July 1, 2009, through June 31, 2009
- J.D. McCarty Patient Incident Report form
- Oklahoma Department of Human Services Office of Client Advocacy referral log, and caretaker conduct review and investigation records for September, October, and November 2009
- J.D. McCarty Patient Grievance log from December 27, 2007, through the date of the oversight visit
- Patient Incident Reports for September, October, and November 2009