

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

Name and Location of Facility: Kiamichi Youth Services
Emergency Youth Shelter
Idabel, Oklahoma

Date of Visit: November 9, 2006

Oversight Reviewer: Sara Vincent-Spain, Oversight Specialist

Focus of Visit: Announced Visit

Date: January 4, 2007

General Information

The Office of Juvenile System Oversight (OJSO) conducted an announced visit on November 9, 2006, to the Kiamichi Youth Services' emergency shelter, located in Idabel, Oklahoma. The purpose of the visit was to assess compliance with established responsibilities and facility policy and procedures. The facility was licensed by the Division of Child Care of the Department of Human Services (DHS) for ten beds. On the day of the OJSO visit, the census was two.

Persons Interviewed

- Entry interview and an exit conference with the interim shelter director
- One direct care staff member
- One resident

Documentation Reviewed

- Two staff files
- Files on three residents
- DHS Division of Child Care inspection report, dated August 24, 2006

Areas Toured

- Four resident rooms
- Two bathrooms
- Food preparation and dining areas
- Laundry room

- Pantry
- Common area
- Activity room

Overview

Interviews

Only one resident was available for a resident interview with the OJSO. The interview questions pertained to the resident's perception of safety, program services, the rights of residents, discipline practices, and other shelter program issues. No issues of concern were noted.

One direct care staff member was available for interview. The interview questions pertained to the staff member's perception of program services, the rights of residents, discipline policies, and other shelter program issues. No issues of concern were noted.

File Reviews

The OJSO reviewed the files on three residents. No concerns were identified.

Two staff files were reviewed. The OJSO noted:

- One staff file documented that the part-time employee had completed eight of the twelve required hours of annual training in 2005.
- Documentation indicated behavioral intervention training had not been completed by the two employees within thirty days of hire.
- Two of the three required references were documented in one of the staff files reviewed.

Observational Tour

The OJSO conducted a tour of the facility. A copy of the OJSO Facility Inspection Form was left at the facility and is attached to this report. The Interim Director agreed to correct the items listed on the inspection form within thirty days.

Exit Conference

The OJSO and the interim shelter director discussed the OJSO's findings. The OJSO recommended that the facility include the discharge plans for the residents in the residents' service plans. The OJSO was advised of the vacancies of the shelter director position and the Kiamichi Youth Services executive director position.

Annual inspections were overdue by the Office of the Oklahoma State Fire Marshal and the Oklahoma State Department of Health. The OJSO was informed that the facility had made numerous unsuccessful attempts requesting the inspections.

Findings

1. Behavioral intervention training was not documented as occurring within thirty days of hire for two employees. Department of Human Services licensing standards, Section 153.1, Personnel, (m), Staff training, (5), Behavioral intervention techniques, (A)-(E), in part, states, "Within 30 days of employment, all child care staff and those support staff who occasionally provide instruction or training to residents complete training in behavioral intervention techniques"
2. Required annual training was not documented in the personnel file of a part-time employee. Department of Human Services licensing standards, Section 153.1, Personnel, (m), Staff training, (3), Training for child care staff, (B), states, "Part-time child care staff obtain a minimum of 12 clock hours per calendar year of staff development courses."
3. Documentation did not indicate the three required references were obtained for an applicant prior to the employee's hire date. Department of Human Services licensing standards, Section 153.1, Personnel, (g), Employment requirements, (1), References, states, "The facility obtains a minimum of three references for all staff prior to employment."

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