

**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: October 6, 2008

Oversight Reviewer: Harold Jergenson, Oversight Specialist

Focus of Visit: Announced Visit

Date: February 17, 2009

Introduction

The Office of Juvenile System Oversight (OJSO) conducted an announced visit on October 6, 2008, at the Kiamichi Youth Services Emergency Youth Shelter, located in Idabel. The purpose of the visit was to assess compliance with established responsibilities and facility policy and procedures. The facility was licensed as a Residential Child Care Facility by the division of Oklahoma Child Care Services (OCCS) of the Oklahoma Department of Human Services (OKDHS). The Kiamichi Youth Services Emergency Youth Shelter was licensed for ten beds, male and female. On the day of the OJSO visit, the census was nine.

Interviews Conducted

- Entry interview and exit conference with the Youth Services Director and the Assistant Shelter Manager
- Three employees
- Three residents

Documents Reviewed

- Facility census
- Oklahoma State Department of Health Food Inspection report dated September 4, 2008
- Office of the Oklahoma State Fire Marshal report dated January 1, 2008, citing deficiencies/violations
- OKDHS OCCS Residential Child Care Facility Inspection report dated September 19, 2008

- Copy of the OKDHS license as a Residential Child Care Facility dated November 1, 2001, for a maximum of ten residents
- Fire drill log for 2008
- Four personnel files
- Four personnel training files
- Four resident files
- Critical incident reports for 2008
- Food menu
- Recreation schedule

Areas Toured

- Four resident rooms
- Two bathrooms
- Food preparation and dining areas
- Laundry room
- Pantry
- Common Area
- Activity room

Findings

Resident Interviews

The OJSO interviewed three residents. No concerns were noted from the interviews.

Staff Interviews

The OJSO interviewed three staff members. No concerns were noted from the interviews.

Observational Tour

The OJSO conducted a tour of the facility. No concerns were noted during the tour.

Personnel File Review

Four personnel files were reviewed. The OJSO noted:

- Two personnel files did not contain three personal references prior to employment.
- Three personnel files indicated that criminal background checks had been completed months after employment began.

Personnel Training Files

Two full-time and two part-time personnel training files were reviewed. The OJSO noted:

- Four staff members did not complete behavior management training within thirty days of employment.
- One staff member did not complete orientation training within thirty days of employment.

Resident File Review

Four resident files were reviewed. The OJSO noted:

- One resident file did not document immunizations.
- One resident Service Plan had not been signed by the resident or the custodian.

Areas of Concern

1. On September 18, 2008, OKDHS OCCS visited the facility and noted that no tornado drill was documented for 2008. The facility conducted two drills following the OKDHS visit, both in the month of October.
2. One of the resident files reviewed had a Service Plan that was not signed by the custodian or the resident.

Violations

1. One staff member did not complete orientation training within thirty days of employment. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3-153.1, Personnel, (l), Orientation, states, "Staff receive orientation within 30 days of employment."
2. Four staff members did not complete behavioral intervention techniques training within thirty days of employment. OKDHS Licensing Requirements for Residential Child care Facilities, OAC 340:110-3-153.1, Personnel, (m), Staff Training, (5), Behavioral intervention techniques, 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 that includes: (A) rules and appropriate consequences of various interventions; (B) techniques for early de-escalation and preventive intervention; (C) team approaches to behavior management; (D) verbal crisis intervention; and (E) safe and appropriate physical restraint."
3. Two personnel files did not contain three employment references. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3-153.1, Personnel, (g), Employment requirements, (1), References, states, "The facility obtains a minimum of three references for all staff prior to employment. (A) References include the date, interview questions, responses, and the interviewer's signature. (B) Copies of the references are maintained in the employee's personnel record."
4. Criminal background checks for three staff members were obtained after their employment had begun. OKDHS Licensing Requirements for Residential

Child care Facilities, OAC 340:110-3-153.1, Personnel, (h), Criminal history investigations, (1), Owner or executive director responsibility, (B), states, "Section 404.1 et seq. of Title 10 of the Oklahoma Statutes requires that every child care facility arrange, prior to employment, for a criminal history investigation for . . . each applicant for employment prior to hiring, including all caregivers, substitutes, support staff, and any other person employed by the facility or program."

5. One resident file did not document immunizations. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3-154.3, Health and medical services, (d), Immunizations, states, "Each resident is immunized against communicable diseases in accordance with the rules and regulations of the Oklahoma State Department of Health."

