

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

Name and Location of Facility: LeFlore County Youth Services Inc. Youth Shelter
Poteau, Oklahoma

Date of Visit: December 5, 2008

Oversight Reviewer: Sara Vincent-Spain, Oversight Specialist

Focus of Visit: Announced Visit

Date: March 11, 2009

Introduction

The Office of Juvenile System Oversight (OJSO) conducted an announced visit on December 5, 2008, at the LeFlore County Youth Services Inc. Youth Shelter, located in Poteau, Oklahoma. The purpose of the visit was to assess compliance with established responsibilities and facility policy and procedures. The shelter was licensed for eight children/youth as a Residential Child Care Facility by the division of Oklahoma Child Care Services (OCCS) of the Oklahoma Department of Human Services (OKDHS). The LeFlore County Youth Services agency contracted with the Office of Juvenile Affairs (OJA) to provide emergency shelter services to both OJA and OKDHS custody children. The agency also provides emergency youth shelter services for families in need of a seventy-two hour cooling-off period. The census during the oversight visit was one. The Poteau Public Schools provide educational services for the shelter residents.

Interviews Conducted

- Entrance and exit conferences conducted with the Executive Director
- One resident

Documents Reviewed

- Three personnel files
- Three closed resident files
- One current resident file
- Office of the Oklahoma State Fire Marshall report dated December 5, 2008
- OKDHS OCCS Residential Child Care Facility Inspection report dated September 12, 2008

- Oklahoma State Department of Health Food Inspection report dated September 11, 2008
- Oklahoma Association of Youth Services Peer Review report dated February 26, 2008

Findings

Resident Interview

The OJSO interviewed one resident. The interview questions pertained to the resident's perception regarding safety, program services, resident rights, and discipline practices. No concerns were noted.

Personnel File Review

Three personnel files were reviewed. One full-time employee file did not contain documentation that the employee completed the required number of training hours for calendar year 2008.

Resident File Review

Three closed resident files were reviewed. The OJSO noted the following:

- None of the resident files contained a copy of the resident's immunization record or the facility's request of the record.
- None of the resident files contained signed documentation that the resident and the resident's parents or custodian received written copies of the facility's policies on resident rights, grievance procedures, behavior management policies, trips away from the facility, use of volunteers, and frequency of reports to the parent or custodian.

Violations

1. One file did not contain documentation that the employee completed the required number of training hours for calendar year 2008. The OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3-153.1, Personnel, (m), Staff training, (3), Training for child care staff, (A), states, "Full-time child care staff obtain a minimum of 24 clock hours per calendar year of staff development courses. Hours are prorated at two hours per month for staff who have not been employed for a full year."
2. None of the resident files contained a copy of the resident's immunization record or the facility's request of the record. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3-154, Social services, (e), Resident's records, (l), D), states, in part, "The facility maintains a written record for each resident, which is retained for three years following the resident's discharge. The record includes: . . . medical records"

Summary

During the exit conference the OJSO informed the executive director of the noted violations and recommended that the facility create a signature form to verify that the resident and parents or custodian have been provided written copies of the facility's policies on resident rights, grievance procedures, behavior management policies, trips away from the facility, use of volunteers, and frequency of reports to the parent or custodian.

