

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

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**Name and Location of Facility:** Logan County Youth and Family Services, Inc.  
Emergency Youth Shelter  
Guthrie, Oklahoma

**Date of Visit:** February 9, 2007

**Oversight Reviewer:** Sara Vincent-Spain, Oversight Specialist

**Focus of Visit:** Announced Visit, 2006

**Date:** April 26, 2007

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### **General Information**

The Office of Juvenile System Oversight (OJSO) conducted an announced visit on February 9, 2007, to the Logan County emergency youth shelter, located in Guthrie, Oklahoma. The purpose of the visit was to assess compliance with established responsibilities. The shelter was licensed for eleven residents by the Division of Child Care of the Department of Human Services (DHS). The program accepts Office of Juvenile Affairs (OJA) and DHS-custody children and parental placements. On the day of the OJSO visit, the census was four.

### Persons Interviewed

- Entry interview and an exit conference with the shelter coordinator
- Three residents

### Documents Reviewed

- Files on four residents
- Personnel files and training records of three staff members
- Office of the Oklahoma State Fire Marshal inspection report, dated August 30, 2005
- DHS Division of Child Care inspection report, dated June 30, 2006
- Oklahoma State Department of Health inspection report, dated December 15, 2005

### Areas Toured

- Dormitory rooms
- Kitchen
- Common area
- Bathrooms

## **Overview**

### Interviews

The OJSO interviewed three residents. The interview questions pertained to the residents' perceptions of safety, shelter program services, the rights of residents, discipline practices, and other shelter program issues. Results of the interviews indicated inappropriate use of timeouts by staff members as a form of resident behavior modification.

The shelter coordinator was interviewed. The interview questions pertained to the coordinator's perceptions of shelter program services, the rights of residents, discipline policies, and other shelter program issues. No issues of concern were identified.

### File Reviews

The OJSO reviewed the files on four residents. The files were well-organized, and the materials were easy to locate. The personnel files and training records for three staff members were reviewed. The files were well-organized and were complete for the items reviewed. No issues of concern were identified from the resident and staff files reviewed.

### Observational Tour

The OJSO conducted a tour of the facility. The OJSO noted that the storage bags of food stored in the freezer unit of the refrigerator did not document the date the food was placed in the refrigerator and freezer.

## **Exit Conference**

The OJSO and the shelter coordinator discussed the facility inspection due by the Fire Marshal's office. The shelter coordinator reported his numerous attempts to obtain current inspections by the Fire Marshal's office and the health department.

Recommendations made to the shelter coordinator were:

1. Review the policy on timeouts and provide staff training on the use of timeouts.
2. Review the policy regarding approved methods of communication with residents and provide staff training on communicating with the residents.
3. Develop community resources that will provide recreational outings for the residents.
4. Develop a monthly recreational calendar.

## **Summary**

On the day of the OJSO visit, the shelter was clean and well-maintained. The staff members demonstrated a desire and willingness to provide proper care to the residents, and the residents made positive comments regarding the staff.

## **Finding**

1. Write the date on storage bags and containers to indicate when the food was placed in the refrigerator or freezer, pursuant to Oklahoma State Department of Health policy OAC 310:257.

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