

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

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**Name of Facility:** Logan County Youth Shelter  
**Date of Visit:** July 14, 2006  
**Oversight Reviewer:** Sara Vincent-Spain, Oversight Specialist  
**Focus of Visit:** Announced Visit  
**Date:** October 9, 2006

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**General Information**

The Office of Juvenile System Oversight (OJSO) conducted an announced visit on July 14, 2006, to the Logan County Youth Shelter, located in Guthrie, Oklahoma. The purpose of the visit was to assess compliance with established responsibilities and facility policy and procedures. The shelter was licensed for eleven children by the Division of Child Care of the Department of Human Services (DHS). On the day of the OJSO visit, one juvenile was residing at the facility. The facility accepted for admission both Office of Juvenile Affairs-custody and DHS-custody children, as well as private placements.

Persons Interviewed

- Shelter Coordinator
- One direct care staff member
- One resident

Documents Reviewed

- Three personnel files
- Files on three juveniles
- 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

- Resident rooms
- Bathrooms
- Kitchen
- Common area

## **Overview**

### Interviews

The OJSO interviewed the one resident placed at the shelter and one direct care staff member. No concerns were noted from the resident and staff interviews.

### File Reviews

The OJSO reviewed the file on the current resident and the files on two former residents. Service plans did not identify discharge goals and plans in the files reviewed.

Three personnel files were reviewed. No issues of concern were noted.

## **Exit Conference**

The OJSO and Shelter Coordinator discussed the OJSO's findings. The OJSO recommended that documentation reflect the various shift training of new employees during orientation. The OJSO also recommended that staff write the dates on storage bags of food, recording the date of when the bags are stored in the refrigerator and freezer.

The Shelter Coordinator reported that the facility did not maintain copies of employees' valid driver's licenses or vehicle insurance verifications as the Shelter Coordinator was the only staff person allowed to transport juveniles. In his absence, the direct care staff members on-duty are directed to call 911.

## **Finding**

1. Service plans did not contain discharge goals/plans in the resident files reviewed. Department of Human Services licensing standards, Section 154, Social services, (b), Service planning, (1), Comprehensive service plan, (b), (iv), states, "The service plan identifies and includes goals and anticipated plans for discharge."

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