

Mid-Del Youth and Family Center  
Emergency Shelter

June 16, 2009

Harold Jergenson, Oversight Specialist  
Oklahoma Commission on Children and Youth  
500 N. Broadway, Suite 300  
Oklahoma City, Oklahoma 73102

Re: Office of Juvenile System Oversight Announced Visit for 2009

Dear Mr. Jergenson:

In Reference to a shelter staff that did not complete behavioral intervention techniques training within thirty days of employment.

**Corrections:**

**1. In Reference to a shelter staff that did not complete Behavioral Intervention Techniques Training within thirty days of Employment.**

- I now complete behavior management and the appropriate techniques for behavior intervention within thirty days.
- I have Behavior Management training during my Orientation for the newly employed staff within thirty days.
- Behavior Management is now repeated during our monthly Staff Meetings. This includes rules, early de-escalation, team approaches, verbal crisis intervention and only if a child attempts to harm themselves or others. I teach safe and appropriate physical restraints this gives the staff more training in all these areas.

**2. In Reference to Job Reference Letter dated after Hire Date.**

- Prior to employment a prospective employee must submit three letters of References signed and dated.

**\*\*\*After reading the letter I am submitting my response addressing the corrections that needed to be made under The Commission on Children and Youth Guidelines.**

If you have any questions, please feel free to contact me at 405-424-0177.

Sincerely,

Gail Ashley-Andrews  
Shelter Director