

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

Name and Location of Facility: Muskogee County Council of Youth Services
Inc. Youth Shelter
Muskogee, Oklahoma

Date of Visit: December 4, 2008

Oversight Reviewer: Sara Vincent-Spain, Oversight Specialist

Focus of Visit: Announced Visit, 2008

Date: March 4, 2009

Introduction

The Office of Juvenile System Oversight (OJSO) conducted an announced visit on December 4, 2008, at the Muskogee County Council of Youth Services Inc. Youth Shelter, located in Muskogee, Oklahoma. The purpose of the visit was to assess compliance with established responsibilities and with facility policy and procedures. The shelter was licensed for nine 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 Muskogee 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 Muskogee Public Schools provide educational services for the shelter residents.

Interviews Conducted

- Entrance and exit conferences conducted with the Executive Director
- One resident
- Two direct care staff members

Documents Reviewed

- Four personnel files
- One open and two closed resident files
- Office of the Oklahoma State Fire Marshall report dated September 17, 2008
- OKDHS OCCS Residential Child Care Facility Inspection report dated August 21, 2008

- Oklahoma State Department of Health Food Inspection report dated May 27, 2008
- Oklahoma Association of Youth Services Peer Review report dated January 14, 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.

Staff Interviews

The OJSO interviewed seven staff members. The interview questions pertained to the staff members' perceptions of program services, resident rights, discipline policies, and other residential issues. No concerns were noted by the OJSO.

Personnel File Review

Four personnel files were reviewed. The OJSO noted the following:

- One file contained documentation that the employee had not completed the required number of training hours for calendar year 2008.
- One file contained documentation that the employee's cardiopulmonary resuscitation (CPR) certification had expired.

Resident File Review

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

- None of the files contained signed documentation that the resident and the residents' parents or custodian received written copies of the facility's policies on resident's rights, grievance procedures, behavior management policies, trips away from the facility, use of volunteers, and frequency of reports to the parent or custodian.
- None of the files contained service plans that documented the residents' discharge plans.
- Two files contained documentation that the resident had not received medication as prescribed.

Areas of Concern

1. Two files contained documentation that the resident did not receive medication as prescribed.
2. The facility did not keep a precise record regarding the medication that was administered to two of the residents; therefore, the OJSO was unable to determine if this resulted in improper medical care.

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. One file contained documentation that the employee's CPR certification had expired. 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, (E), states, "Within 90 days of employment, all child care staff complete training in first aid and cardiopulmonary resuscitation (CPR), including infant and child, if appropriate. Child care staff maintain current training in CPR and first aid thereafter."
3. None of the files contained service plans that documented the residents' discharge plans. The OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3-154, Social Services, (b), Service planning, (1) Comprehensive service plan, (B), (iv), states, "The service plan identifies and includes: . . . goals and anticipated plans for discharge"

Summary

During the exit conference the OJSO informed the executive director of the noted areas of concern and violations. The OJSO also 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.

