

**MUSKOGEE
COUNTY
COUNCIL
OF
YOUTH
SERVICES**

HELPING FAMILIES SUCCEED

**4009 EUFAULA AVENUE
MUSKOGEE, OK 74403
PHONE (918) 682-2841
FAX (918) 686-6859**

EVELYN HIBBS, CHAIR OF THE BOARD
MARK WINTERS, EXECUTIVE DIRECTOR



March 23, 2009

Sara Vincent-Spain, Oversight Specialist
Oklahoma Commission On Children and Youth
500 N. Broadway
Suite 300
Oklahoma City, OK. 73102

Re: Corrective Action Plan

Dear Ms. Vincent-Spain:

I have reviewed the Office of Juvenile System Oversight report from the December 4, 2008 visit to our Youth Shelter. As requested, this letter is our agency's formal written response to the assessment that was conducted. The corrective action plan is attached to this letter.

Should you have any additional questions regarding our agency's corrective action plan, please feel free to contact me a (918) 682-2841 at ext. 225.

Respectfully,

Mark Winters, Executive Director
Muskogee County Council of Youth Services

Cc: Dennis Gober O.J.A. CBYS Division
Marvin Hill O.J.A. CBYS Division
John Wall O.J. A. CBYS Division
Wendy Argo, D.H.S.

Corrective Action Plan

AREAS OF CONCERN:

1. Two files contained documentation that the resident did not receive medication as prescribed.

Response

Some of our residents attend school off-site, these targeted residents are dispersed their prescribed medications at school in accordance with their set schedule for such. From this point forward our agency will document this occurrence as to ensure compliance.

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.

Response

The Shelter staff continues to receive MAT training that includes proper procedure on administering resident medication. Staff training was held on February 17, 2009 in which policy and procedure was reviewed and another training is scheduled for April 16, 2009 to review proper medication documentation.

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 hour per month for staff who have not been employed for a full year."

Response

Our agency has implemented an additional mechanism in which our Shelter employees are able to more easily access training. A local consultant that is dually licensed (LMFT and LCSW) will be providing monthly trainings at the agency on the first Tuesday of every month. These monthly trainings should aid in the accumulation of training hours for Shelter staff.

2. One file contained documentation that the employee's CPR certification had expired. The OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3153.1, 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."

Response:

The employee in question completed C.P.R. on January 20, 2009.

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.

Response:

The discharge plan has been added to the service plan. (See attached)