

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

**Private Emergency Youth Shelter
Third Quarter 2005**

Name of Facility: Northern Oklahoma Youth Services
Emergency Youth Shelter

Date of Visit: August 16, 2005

Oversight Person: Dana S. Holden, Oversight Specialist

Focus of Visit: Oversight

Date: October 26, 2005

Introduction

The Office of Juvenile System Oversight (OJSO) conducted an announced visit on August 16, 2005, at the youth services shelter in Ponca City, Oklahoma. The purpose of the oversight visit was to assess compliance with established responsibilities and facility policy and procedures. At the time of the OJSO visit, the census was seven.

Persons Interviewed

- Executive Director
- Four residents

Documents Reviewed

- Two personnel files
- Files on five residents
- Most recent inspection reports by the Office of the Oklahoma State Fire Marshal and the Oklahoma State Department of Health
- Inspection report, dated June 9, 2005, by the Division of Child Care of the Department of Human Services (DHS)

Areas Toured

- Living areas
- Bathrooms
- Kitchen

Overview

Interviews

The OJSO did not conduct interviews with the two direct care staff on-duty, as an outing was previously scheduled for the residents, which required the direct care staff to leave the facility.

The four residents interviewed:

- reported feeling safe at the facility;
- described appropriate medical and dental care;
- reported they received enough to eat and the quality of the food was okay;
- reported appropriate forms of discipline by staff; and
- described appropriate knowledge of the grievance system.

Review of Files

The staff files reviewed were well-organized. The criminal record background checks were in order and were filed separately from the personnel files. Both staff members whose files were reviewed were current on first aid and cardiopulmonary resuscitation training; however, there was no other training documented in the files. The OJSO noted that there was no training documented for one employee for years 1999 through 2003, and only seven hours documented for 2004. The OJSO also noted that there was no training documented for the other employee for the years 2000 through 2003, and only ten hours documented for 2004.

The files reviewed on five residents also were well-organized. The OJSO noted that four of the five files reviewed did not contain medical/dental histories for the residents and two of the files did not contain immunization records. No other areas of concern were noted with the resident files.

Observational Tour

The shelter is approximately one year old and appears well maintained. The OJSO had no concerns regarding the observational tour.

Findings

1. The direct care staff did not have the appropriate number of training hours documented from 1999 through 2005. Department of Human Services licensing standards, Section 153.1, (m), (3), (A), states, "Full time child care staff obtain a minimum 24 clock hours per calendar year of staff development courses."
2. Four of the five resident files reviewed did not contain medical/dental histories for the residents. Department of Human Services licensing standards, Section 154, (e), (1), (D), states that the resident record includes "medical records."

3. Two resident files reviewed did not contain immunization records. Department of Human Services licensing standards, Section 154.3, (d), states, "Each resident is immunized against communicable diseases in accordance with the rules and regulations of the State Department of Health."

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