

April 22, 2009

Mr. Cliff Aldridge  
Oversight Specialist IV  
Oklahoma Commission on Children and Youth  
Office of Juvenile System Oversight  
500 North Broadway Avenue, Suite 300  
Oklahoma City, Oklahoma 73102-6200

Dear Mr. Aldridge:

Thank you for your visits to the Oaks Indian Mission in September and October 2008. The following is our written response to the areas of concern and cited violations.

AREAS OF CONCERN

- 1) All children's files have been reviewed for required information, including signature dates, and have been corrected.
- 2) Children's Plan of Service Reviews are being conducted in such a manner that reflect progress being made toward completing placement goals and documentation of progress is kept in the children's permanent record. Social work staff is advised to make certain that documentation of progress is descriptive enough to be of true benefit to the child.

VIOLATIONS

- 1) All current child care staff have received an excess of the required minimum training hours required by OKDHS Licensing and is documented in the personnel files.
- 2) The practice of Oaks Indian Mission is to obtain at least three pre-employment references for all new staff hired. All prospective employees will supply at least three appropriate references. The hiring supervisor will follow-up with provided references and document responses before hire is finalized.
- 3) OKDHS Licensing requirements state that "each employee has a written job performance evaluation at least annually, which is maintained in the employee's personnel record". Oaks Indian Mission's personnel policy reflects this requirement and all employees of Oaks Indian Mission have been given a written employee performance evaluation that has been documented and placed in the employee personnel files.
- 4) Social work staff has been advised to complete initial individual service plans for all new intakes within the required 30 day timeframe. All future intakes will have an initial individual service plan completed within 30 days of placement and will be documented.

Sincerely,

David Schachle  
Executive Director

