

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

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**Name and Location of Facility:** Pauline E. Mayer Shelter and Annex  
Oklahoma City, Oklahoma

**Date(s) of Visit:** October 9-10, 2008

**Oversight Reviewer(s):** Sara Vincent-Spain and Harold Jergenson,  
Oversight Specialists,

**Focus of Visit:** Unannounced Routine Visit

**Date:** November 18, 2008

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### **Introduction**

The Office of Juvenile System Oversight (OJSO) conducted an unannounced visit on October 9-10, 2008, at the Pauline E. Mayer Shelter (PEMS) and the overflow building located at the PEM annex, in Oklahoma City, Oklahoma. The annex building was used as additional space for the placement of residents admitted to the shelter. The purpose of the visit was to assess compliance with established responsibilities. The facility was certified by the Oklahoma Department of Human Services (OKDHS) Division of Oklahoma Child Care Services (OCCS) for forty-eight residents at the shelter and sixteen residents at the annex. On the first day of the OJSO visit, the census was forty-four at the shelter and fourteen at the annex. On the second day of the OJSO visit, the census was forty at the shelter and fourteen at the annex.

### **Interviews Conducted**

- Entry interview with Direct Care Staff (DCS) IV
- Exit conference with Institutional/Community (I/C) Programs Administrator
- Seven residents
- Seven staff members

### **Documents Reviewed**

- Personnel files and training records for seven current and two former staff members. An additional eight personnel files were reviewed for follow-up documentation regarding the deficiencies noted on the OKDHS Personnel File Review Agency and Residential Programs as part of the OKDHS OCCS Residential Child Care Inspection report dated August 21, 2008.

- Eight resident files
- Office of the Oklahoma State Fire Marshal report dated April 22, 2008, regarding the annex and report dated September 10, 2007, regarding the shelter.
- Oklahoma State Department of Health Food Inspection report, dated December 21, 2007
- OKDHS OCCS Residential Child Care Facility Inspection report, dated August 21, 2008
- Tornado and fire drill log 2008
- OJSO Oversight Report dated March 26, 2008
- PEMS daily population reports for September 2008
- PEMS School List (list identifying schools attended by residents)
- OKDHS policy for volunteer services

## **Findings**

### Resident Interviews

The OJSO interviewed ten residents. The interview questions pertained to the residents' perceptions of safety, program services, resident rights, discipline practices, and other residential issues. The majority of the residents interviewed reported they were unaware of the grievance process.

### 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.

### Resident File Review

The OJSO reviewed eleven resident files for compliance with OKDHS Licensing Standards for Residential Child Care Facilities. The OJSO noted:

- One resident file was missing documentation of immunization records, or a request for the records.
- One resident file contained a service plan that was dated after the three-day requirement.
- Three resident files did not contain daily shift notes.

### Personnel File Review

The OJSO reviewed the personnel files and training records of seven current and two former staff members for compliance with OKDHS licensing standards. An additional eight personnel files were reviewed for compliance regarding the deficiencies noted on the OKDHS Personnel File Review Agency and Residential Programs as part of the OKDHS OCCS Residential Child Care Facility Inspection report dated August 21, 2008. All files reviewed were in compliance with OKDHS Licensing Standards for Residential Child Care Facilities.

The OJSO also reviewed OSBI criminal background checks for all employees hired since February 2008, who are still employed at the PEMS and Annex. The staff members hired prior to February 2008 had already been reviewed. All OSBI checks reviewed were in compliance with OKDHS Licensing Standards for Residential Child Care Facilities.

### **Areas of Concern**

1. As noted in the OJSO oversight report dated March 26, 2008, the PEMS no longer provides educational services at the facility and attempts to send the children either to their home school or the appropriate school within the PEMS district. There continues to be a delay in the process to get the children back to their home school or in a school in the PEMS district and the OJSO continues to recommend that procedures and timelines be developed for this new process.
2. Three of the resident files did not contain daily shift notes that documented the resident's activities or behavior during the shift.

### **Violations**

1. The OJSO reviewed sixteen facility population reports for September 4, 2008 through September 30, 2008. All of the population reports reviewed documented that children between the ages of birth and five had been at the PEMS or Annex for a period longer than twenty-four hours. The OKDHS policy OAC 340:75-10-9, Admissions and discharges, (b), OKDHS operated shelter capacity, in part, states, The child: (1) "five years of age or younger remains in the shelter no more than 5 days. If the child does not return home during this time, the child is discharged to emergency foster care (EFC), per OAC 340:75-7-262. . . ."
2. One of the resident files was missing documentation of immunization records, or a request for the records. OKDHS Licensing Standards for Residential Child Care Facilities, OAC 340:110-3-154, Social services, (e), Resident's records, in part, states, "The facility maintains a written record for each resident, which is retained for three years following the resident's discharge. (1) The record includes: (D) medical records. . . ."
3. One of the resident files contained a service plan that was dated after the three-day requirement. OKDHS Licensing Standards for Residential Child Care Facilities, OAC 340:110-3-167, Requirements for children's shelters, (f), Service plan, states, "A written service plan is developed and documented for each resident within three days of admission."
4. The most recent state fire marshal's office fire safety inspection was conducted on September 10, 2007. The OJSO contacted the fire marshal's office on October 31, 2008, and requested an inspection be conducted at the shelter as soon as possible. OKDHS Licensing Standards for Residential Child Care Facilities, OAC:110-3-157, Physical facility and equipment, (n), Fire safety, states, "The facility complies with

the state fire marshal's office regulations for construction and fire safety and is inspected annually by the state fire marshal's office or its designee.”

## **Summary**

During the exit conference with the I/C Programs Administrator, the OJSO noted the violations and areas of concern found during the visit. Also, during the exit conference the administrator reported to the OJSO that the shelter is an “Official Project” of the Chesapeake Energy Company. The company has provided many donations including age appropriate toys, clothing and money for needed items. The employees of Chesapeake are allowed to volunteer pursuant to OKDHS policy at the shelter during work hours and have developed a positive relationship with the children and staff members at the shelter.