

**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:** February 26 & 27, 2008

**Oversight Reviewer(s):** April Simmons and Anthony Kibble,  
Oversight Specialists, Joanne Verity,  
Programs Manager

**Focus of Visit:** Unannounced Routine Visit

**Date:** March 26, 2008

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**Introduction**

The Office of Juvenile System Oversight (OJSO) conducted an unannounced visit on February 26 and 27, 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 Department of Human Services (DHS) Division of Child Care (aka Oklahoma Child Care Services) for forty-two residents at the shelter and sixteen residents at the annex. On the days of the OJSO visit, the census was forty at the shelter and sixteen at the annex.

**Interviews Conducted**

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

**Documents Reviewed**

- Personnel files and training records for ten staff members
- Eleven resident files
- Office of the State Fire Marshal inspection form, dated September 10, 2007
- Oklahoma State Department of Health Food inspection report, dated December 21, 2007

- DHS Division of Child Care Facility inspection form, dated November 8, 2007
- Tornado and fire drill log 2008
- Resident Menu for February 2008
- Recreation schedule for February 2008
- Grievance Log for 2008
- Previous OCCY Oversight Report dated December 31, 2007
- PEMS daily population reports for February 2008
- PEMS School List
- PEMS New Hire List for 2007 and 2008

## **Findings**

### **Persons Interviewed**

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 OJSO noted:

- The majority of the residents reported they were unaware of the grievance process.
- Five of the residents reported they were not in school and some were concerned about their grades.

The OJSO interviewed five 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.

### **Files Reviewed**

The OJSO reviewed eleven resident files for compliance with DHS licensing standards. The OJSO noted:

- Ten of the resident files were missing documentation of immunization records, or a request for the records.
- Six resident files were missing a service plan.
- One resident file contained a service plan that was unsigned by all participants and it was not dated.
- Two of the resident files contained service plans that were dated after the three-day requirement.
- One resident file was missing signatures and the date on the grievance form.
- Two resident files were missing signatures and the date on the resident's rights form.

- Three resident files were missing the required seven-day health screening.

The OJSO reviewed the personnel files and training records of ten staff members for compliance with DHS licensing standards. The OJSO noted the following:

- Three files needed a current evaluation completed on the staff member.
- One file contained an evaluation that needed to be closed-out as a Direct Care Staff I and re-opened as a Direct Care Staff II to include the new accountabilities.
- Two files were missing a tuberculin test and the results.

The OJSO also reviewed OSBI criminal background checks for all employees hired since October 2007, who are still employed at the PEMS and Annex. The staff members hired prior to October 2007 had already been reviewed on the last visit. All OSBI checks reviewed were in compliance with DHS licensing standards.

### **Areas of Concern**

1. The OJSO reviewed the facility population reports for February 1, 2008 through February 29, 2008, and the facility was out of compliance on all days included in the report. Over-population was a violation in both OJSO oversight reports for 2007; it continues to be an issue for this facility.
2. According to the personnel records, one DCS II's personnel record did not include verification of the Medication Administration Technician (MAT) training. The DCS II's responsibilities per the current OPM-111 do include a responsibility for distributing medications.
3. The PEMS no longer provides educational services at the facility but attempts to send the children either to their home school or the appropriate school within the PEMS district. Seven of the children listed on the PEMS School List were not in school because, according to facility records, the facility was "[a]waiting word from caseworker." In addition, some who were in school reported they had been at the facility a week before they had gone to school, and they were concerned about their grades. Because a delay in the process to get the children back to their home school or in a school in the PEMS district has been consistent, OJSO recommends that procedures and timelines be developed for this new process.

### **Violations**

1. The OJSO reviewed the facility population reports for February 1, 2008 through February 29, 2008, and on ten population reports reviewed, children were present between the ages of birth and five who had been at the PEMS or Annex for a period longer than twenty-four hours. The DHS

- policy OAC 340:75-10-9, Admissions and discharges, (b), Shelter capacity and length of stay in OKDHS operated shelters, in part, states, The child: (1) “five years of age or younger remains in the shelter no more than 24 hours. 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. The OJSO reviewed the PEM shelter and annex population reports beginning February 1, 2008, through February 29, 2008. Of the seventeen population reports reviewed, the PEMS was over capacity on six of the days. The DHS policy OAC 340:75-10-9, Admissions and discharges, (b), Shelter capacity and length of stay in OKDHS operated shelters, in part, states, “The specified licensed capacity is 42 children at the Pauline E. Mayer shelter [and 16 children at the annex] . . . .”
  3. The OJSO reviewed the PEMS and Annex population reports for February 1, 2008, through February 29, 2008. Of the seventeen reports reviewed, on all seventeen days there were children present six years of age or older who had been at the shelter for longer than sixty days. The Department of Human Services policy OAC 340:75-10-9. Admissions and discharges, (b), Shelter capacity and length of stay in OKDHS operated shelters, (2), states “[a] child . . . six years of age or older remains in shelter care no more than 30 days. If an extended stay is required, the child’s length of stay in the shelter does not exceed 60 days . . . .”

### **Summary**

During the exit conference with the I/C Programs Administrator, the OJSO provided the names of the staff and resident files where required documentation was missing. Some of these same deficiencies had been present in the second unannounced oversight for 2007. Subsequent to the oversight visit and exit conference, the PEMS corrected and provided verification to the OJSO of all the violations found during the visit, namely: grievance procedure deficiencies (no resolutions), resident file deficiencies (immunizations and service plan signatures), and staff file deficiencies (personnel evaluations and health testing). Consequently, these violations were not mentioned in this oversight report.