

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

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

**Date of Visit:** October 5, 2006

**Oversight Reviewers:** April Simmons and Tina Pendergraft, Oversight Specialists, and Kevin Rodgers, Programs Manager

**Focus of Visit:** Unannounced Oversight Visit

**Date:** January 10, 2007

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**General Information**

The Office of Juvenile System Oversight (OJSO) conducted an unannounced visit on October 5, 6, and 9, 2006, at the Pauline E. Mayer Shelter and the overflow building located at the Pauline E. Mayer Annex, located in Oklahoma City, Oklahoma. As of September 18, 2006, the annex building was used as additional space for the placement of juveniles admitted to the shelter. The overflow annex was previously certified by the Division of Child Care of the Department of Human Services (DHS) as a group home for unwed mothers. The purpose of the visit was to assess compliance with established responsibilities and facility policy and procedures. The facility was certified by the DHS Division of Child Care for forty-two residents at the shelter and sixteen residents at the annex. On the day of the OJSO visit, the census was thirty-eight at the shelter and sixteen at the annex.

Interviews Conducted

- Entry interview and an exit conference with the director
- Eleven residents
- Six staff members

Documents Reviewed

- Personnel files and training records of four staff members
- Files on five residents
- Office of the Oklahoma State Fire Marshal inspection report, dated July 7, 2006
- Oklahoma State Department of Health inspection report, dated April 13, 2006

- DHS Division of Child Care inspection report for the Pauline E. Mayer Shelter, dated June 21, 2006, and for the annex, dated October 6, 2006
- DHS Office of Client Advocacy quarterly referral report
- Grievance logs for the past six months

### Areas Toured

- Resident rooms
- Resident bathrooms
- Kitchen and dining areas
- Common areas
- Food pantry
- Outside playground area and equipment
- Area for infants
- Nurse's station

### **Overview**

#### Resident Interviews

The OJSO interviewed eleven residents. The interview questions pertained to the residents' perceptions of safety, shelter program services, the rights of residents, discipline practices, and other residential issues. One interviewee stated that the residents were concerned about the gun found on the shelter grounds. This interviewee also stated that if a resident goes absent without leave (AWOL), that the resident should not be allowed to come back to the shelter. No other concerns were noted.

#### Staff Interviews

Six staff members were interviewed. The interview questions pertained to the staff members' perceptions of shelter program services, the rights of residents, discipline policies, and other residential issues. Comments included:

- Concerns for staff safety while working at the shelter.
- A resident should not be allowed back into the shelter after leaving without permission.
- The doors to the shelter should be locked and should not be open to the public.
- The annex needed more employees on each shift.

#### Resident Files

The OJSO reviewed the files on five residents for compliance with DHS licensing standards. The OJSO noted:

- The daily logs on one resident had missing information on certain shifts.
- Education histories were not contained in the files on two residents.
- Initial treatment plans were unsigned and/or were not contained in the files on two residents.
- Immunizations records, or requests for the records, were not contained in the files on three residents.

The above issues were addressed at the exit conference and were corrected.

### Staff Files

The OJSO reviewed the personnel files on four staff members for compliance with DHS licensing standards. The OJSO noted:

- Current annual job performance evaluations were not contained in three files.
- Tuberculin test results were not documented in two files.
- Copies of drivers' licenses were not contained in two files.
- Cardiopulmonary resuscitation (CPR) recertification was not current for two staff members.

The above issues were addressed at the exit conference and were corrected, with the exception of the two staff members' current CPR training.

### Observational Tour

The OJSO conducted a tour of the facility at both locations for compliance with standards related to safety, security, quality of life, and other items. A copy of the OJSO Facility Inspection Form was left at the facility and is attached to this report. The director agreed to correct the items listed on the inspection form within thirty days. As noted, some items were corrected during the OJSO oversight.

### **Conclusion**

On the day of the OJSO visit, the shelter and annex presented as a positive environment for the residents. Most of the concerns discussed in the exit conference were corrected within days of the visit.

The OJSO is mandated by statute to periodically inspect residential facilities for children in the State of Oklahoma. An oversight report is critical by nature. The finding below does not reflect or identify the positive findings, programs, and resources of the Pauline E. Mayer Shelter.

## **Finding**

1. Two personnel files reviewed did not contain the required updated certification in CPR. Department of Human Services licensing standards, Section 153.1, 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."

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