

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

Name and Location of Facility: ROCMND Emergency Youth Shelter
Miami, Oklahoma

Date of Visit: February 26, 2007

Oversight Reviewer: April Simmons, Oversight Specialist

Focus of Visit: Announced visit

Date: April 4, 2007

General Information

The Office of Juvenile System Oversight (OJSO) conducted an announced visit on February 26, 2007, to the ROCMND Emergency Youth Shelter, located in Miami, Oklahoma. The purpose of the visit was to assess compliance with established responsibilities. The facility was licensed by the Division of Child Care of the Department of Human Services (DHS) for eight residents. On the day of the OJSO visit, the census was three.

Interviews Conducted

- Entry interview and an exit conference with the day and evening shift supervisors
- Three residents
- Two staff members*

*These were the only staff members on-duty during the time of the OJSO visit.

Documents Reviewed

- Personnel files and training records of three staff members
- Files on three residents
- Office of the Oklahoma State Fire Marshal inspection report, dated September 11, 2006
- Oklahoma State Department of Health inspection report, dated August 3, 2006
- DHS Division of Child Care inspection report, dated July 26, 2006
- DHS Office of Client Advocacy quarterly report of incidents
- Grievance logs for the past twelve months
- Tornado and fire drill logs for 2007

Areas Toured

- Resident rooms
- Resident bathrooms
- Kitchen and dining room areas
- Recreation areas
- Food pantry
- Outside playground area and equipment

Overview

Interviews

The OJSO interviewed three residents. The interview questions pertained to the residents' perceptions of safety, shelter program services, the rights of residents, discipline practices, and other shelter program issues. No concerns were noted from the resident interviews.

Two 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 shelter program issues. No concerns were noted from the staff interviews.

File Reviews

The OJSO reviewed the files on three residents for compliance with DHS licensing standards. The OJSO noted that all three files did not contain documentation of the immunization records or documentation that the immunizations records were requested.

The personnel files and training records of three staff members were reviewed for compliance with DHS licensing standards. All three personnel files were in compliance for the items reviewed. No issues of concern were identified.

Observational Tour

The OJSO conducted a tour of the facility for compliance with standards related to safety, security, quality of life, and other items. A copy of the OJSO Facility Inspection Form was left with the day shift supervisor and is attached to this report. The day shift supervisor agreed to correct the items listed on the OJSO Facility Inspections Form within thirty days.

Summary

On the day of the announced oversight, the OJSO found the facility to be an overall positive visit. The residents and staff members presented with a positive morale in a pleasant atmosphere.

During the exit conference with the day and evening shift supervisors, the OJSO discussed that all the files reviewed on residents were missing immunization records. The immunization records can be difficult to obtain from the DHS or the OJA during a resident's limited stay at the shelter. The OJSO suggested the facility could create a form for the resident files that would include documentation of the request for the records.

Finding

1. The three resident files reviewed did not contain copies of the residents' immunizations records or documentation that the immunization records were requested. Department of Human Services licensing standards, Section 154, Social services, (e), Resident's records, (1), (D) states, "The facility maintains a written record for each resident. . . . The [resident] record includes medical records." In addition, Section 154.3, Health and medical services, (d), Immunizations, states, "Each resident is immunized against communicable diseases in accordance with the rules and regulations of the Oklahoma State Department of Health."

AS:js

