

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

Name and Location of Facility: Southwest Youth and Family Services, Inc.
Emergency Youth Shelter
Chickasha, Oklahoma

Date of Visit: December 10, 2009

Oversight Reviewer: Harold Jergenson, Oversight Specialist

Focus of Visit: Announced Visit, 2009

Date: March 30, 2010

Introduction

The Office of Juvenile System Oversight (OJSO) conducted an announced visit on December 10, 2009, at the Southwest Youth and Family Services, Inc., emergency youth shelter, located in Chickasha. The purpose of the visit was to assess compliance with established responsibilities and facility policy and procedures. The Southwest Youth and Family Services, Inc., emergency youth shelter was licensed as a Residential Child Care Facility by the division of Oklahoma Child Care Services (OCCS) of the Oklahoma Department of Human Services (OKDHS) for twelve residents, and the Office of Juvenile Affairs (OJA) contracted for the funding of ten beds. The shelter accepted public and private parental placement of children from birth through seventeen years of age. On the day of the OJSO visit, the census was five.

Interviews Conducted

- Entry interview and exit conference with the shelter director and the director of operations
- Two residents
- Two staff members

Documents Reviewed

- Census for the facility, including review of the residents' birth dates and admission dates
- OKDHS OCCS Residential Child Care Facility Inspection report dated October 29, 2009
- Chickasha Fire Department Office of Fire Marshal report dated October 23, 2009
- Oklahoma State Department of Health Food Inspection report dated November 13, 2009
- Office of Client Advocacy (OCA) Involvement Report dated 2009
- Grievance Tracking log from July 1, 2008, through June 31, 2009
- OJA Contract Monitoring Unit visit report dated January 14, 2009

- Three resident files
- Three personnel files

Findings

Resident Interviews

The OJSO interviewed two residents. No concerns were noted from the interviews.

Staff Interviews

The OJSO interviewed two staff members. No concerns were noted from the interviews.

Personnel File Review

The OJSO reviewed three personnel files. The OJSO noted:

- Two of the three personnel files reviewed indicated that staff began employment with Southwest Youth and Family Services, Inc. prior to having completed back ground checks.

No other concerns were noted from the personnel file review.

Resident File Review

The OJSO reviewed three resident files. No concerns were noted from the review.

OKDHS Office of Child Care Services Inspection Report

The OJSO reviewed the OKDHS OCCS Inspection report dated October 29, 2009. The OJSO noted that all areas of noncompliance cited by the OCCS had been addressed and corrected by the facility as of the date of the OJSO oversight visit.

Chickasha Fire Department Office of Fire Marshal Report

The OJSO reviewed the Chickasha Fire Department Office of Fire Marshal report dated October 23, 2009. The OJSO noted that the three areas of noncompliance cited by the Chickasha Fire Department had been addressed and corrected by the facility as of the date of the OJSO oversight visit.

Oklahoma State Department of Health Food Inspection Report

The OJSO reviewed the Oklahoma State Department of Health Food Inspection report dated November 13, 2009. The OJSO noted that the area of noncompliance cited by the Health Department had been addressed by the facility as of the date of the OJSO visit.

Violation

1. Two personnel files reviewed indicated that staff began employment with Southwest Youth and Family Services, Inc. prior to having completed background checks. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-3-153.1, Personnel, (h), Criminal history investigations, (1), Owner or executive director responsibility, (A), in part, states, "Section 404.1 et seq. Title 10 of the Oklahoma Statutes requires that every child care facility submits, prior to employment: a completed criminal history investigation conducted within the last 12 months including dispositions on all charges. . . ."