

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

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

**Date of Visit:** October 17, 2006

**Oversight Reviewers:** Cliff A. Aldridge, Oversight Specialist, and Cynethia Rayford, Trainer/Consultant from the National Resource Center for Youth Services (NRCYS) of the University of Oklahoma

**Focus of Visit:** Announced Visit, 2006

**Date:** January 25, 2007

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**General Information**

The Office of Juvenile System Oversight (OJSO) conducted an announced visit on October 17, 2006, to the Southwest Youth and Family Services' emergency children's shelter, located in Chickasha, Oklahoma. The purpose of the visit was to assess compliance with established responsibilities and facility policy and procedures. The program was licensed for twelve residents by the Division of Child Care of the Department of Human Services (DHS). 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 three.

Persons Interviewed

- Entry interviews with the executive director and the shelter director
- Education review interview with the executive director
- One resident
- Two direct care staff members
- Exit conference with the executive director, the shelter director, and the chief financial officer

Documentation Reviewed

- Case records on two residents
- Personnel files of three direct care staff members

- Facility organizational chart
- Chickasha Fire Department inspection report of March 20, 2006
- Fire alarm test report of April 6, 2006
- Oklahoma State Department of Health inspection report of October 10, 2006
- Residential Child Care Facility License No. K8400050
- DHS Division of Child Care inspection report of September 18, 2006

### Areas Toured

- Shelter and grounds

### **Overview**

### Interviews

One resident was interviewed at the local public school. The OJSO team observed the two younger residents and engaged them in informal conversation. No concerns were identified from the interview or the observations.

Two staff members were interviewed; one worked the morning shift, and the other worked the evening shift. Both demonstrated familiarity with facility policies and expressed care and concern for the well-being of the residents. No issues of concern were identified from the staff interviews.

The executive director was interviewed relative to the education program. New residents were enrolled in the local public schools, according to their ages, and were transported to and from the schools by the district's school buses. Educational services to the residents were said to be the same as those afforded to the general public school population.

### Documentation Reviews

The OJSO reviewed the case records on two residents for compliance with DHS licensing standards. Both of the files reviewed were current for the items reviewed.

The personnel files of three direct care staff members were reviewed for selected items from the licensing standards. Two of the files were current for all of the employment and training items reviewed. One part-time staff member's file did not document first aid and cardiopulmonary resuscitation training for the staff member within ninety days of employment. The training was promptly scheduled following the visit.

## Observational Tour

The shelter and the offices were located in an attractive neighborhood. The facility was toured. The grounds of the facility afforded open space for leisure and recreational activities. The shelter and grounds were well-maintained. No issues of concern were identified from the tour of the physical plant.

## **Summary**

On the day of the OJSO visit, the shelter was operating in compliance with residential standards, with the minor exception noted above. There was evidence of daily, meaningful recreational activities for the residents; however, the oversight team recommended the administration consider scheduling more activities in advance, as the ages and numbers of the residents permitted.

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