

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

Name and Location of Facility: Tipton Children's Home
Tipton, Oklahoma

Date of Visit: March 2, 2009

Oversight Reviewer: Dana Holden, Oversight Specialist

Focus of Visit: Announced Visit, 2009

Date: April 13, 2009

Introduction

The Office of Juvenile System Oversight (OJSO) conducted an announced visit on March 2, 2009, at the Tipton Children's Home, located in Tipton, Oklahoma. The purpose of the visit was to assess compliance with the Oklahoma Department of Human Services (OKDHS) licensing standards for residential child care facilities and facility policy and procedures. The facility was licensed for forty-eight residents by the OKDHS division of Oklahoma Child Care Services (OCCS). On the day of the OJSO visit, thirty-six residents were living on campus.

Interviews Conducted

- Entry interview and an exit conference with the Executive Director
- Four residents
- Two staff

Documents Reviewed

- Five resident files
- Two staff files
- Office of the Oklahoma State Fire Marshal report dated August 25, 2008
- Oklahoma State Department of Health Food Inspection report dated October 2, 2008
- OKDHS OCCS inspection report dated December 16, 2008

Findings

Interviews

The OJSO interviewed four residents. All four interviewees demonstrated familiarity with proper discipline practices and indicated they received all required services. No concerns were noted from the resident interviews.

The OJSO interviewed two direct care staff. Both interviewees described appropriate care for the residents. No concerns were noted from the staff interviews.

File Reviews

The OJSO reviewed five resident files. The OJSO noted:

- The service plan for one resident documented that the service plan was developed approximately four months after the resident was placed at the facility.
- The service plans for three residents did not document the signatures of the custodians or parents to indicate participation in the development of the service plans; one of these three service plans also did not document the resident's signature. None of the three service plans reviewed documented the reasons for nonparticipation in the development of the service plans.

No other concerns were noted from the resident files reviewed.

The OJSO reviewed two staff files. The OJSO noted:

- Documentation indicated that both employees whose files were reviewed had been permitted to begin work at the facility prior to the facility obtaining three references required for hiring an applicant.
- Documentation indicated that one employee did not meet the education requirement for the employee's position.
- Documentation indicated that the facility's request to the Oklahoma State Bureau of Investigation (OSBI) for a criminal record background check on a prospective employee contained an incorrect date of birth and social security number; documentation did not indicate that another criminal record background check request was submitted before hiring the applicant.

No other concerns were noted from the staff files reviewed.

The OJSO reviewed the most recent inspection reports issued by the OKDHS licensing unit, the fire marshal's office, and the health department. The reports either noted minor deficiencies, which had been corrected at the time of the OJSO visit, or no deficiencies.

Summary

The OJSO conducted an exit conference with the newly-hired Executive Director, who had begun full-time management of the facility in January 2009. All of the OJSO's findings were discussed.

Violations

1. The service plan in one of the five resident files reviewed documented that the service plan had not been developed for the resident within thirty days of admittance. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-5-154, Social services, (b), Service planning, (1), Comprehensive service plan, states, "A written service plan is developed and documented for each resident within 30 days of admission."
2. The service plan in one of the five resident files reviewed did not document the resident's signature, and the service plans in three of the five resident files reviewed did not document the custodians' or parents' signatures, nor were the reasons for nonparticipation documented. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-5-154, Social services, (b), Service planning, (1), Comprehensive service plan, (A), states, "The facility involves the resident and parents or custodian in the development of the service plan. If the parents or custodian do not participate in the development of the service plan, the reason for non-participation is documented in the service plan."
3. Documentation indicated that two employees whose files were reviewed had been permitted to begin working with the residents prior to the facility obtaining the three references required of prospective employees. OKDHS Licensing Requirements for Residential Child Care Facilities, OAC 340:110-5-153.1, Personnel, (g) Employment requirements, (1), References, states, "The facility obtains a minimum of three references for all staff prior to employment."
4. The facility had not obtained a valid OSBI criminal record history for one employee. OKDHS policy OAC 340:110-5-153.1, Personnel, (h), Criminal history investigations, (1), Owner or executive director responsibility, states, "Section 404.1 et seq. of Title 10 of the Oklahoma Statutes requires that every child care facility arrange, prior to employment, for a criminal history investigation"

DSH:js

