

# Oklahoma's Children & Family Services

A Reference Guide  
of State Operated Social Services





# CONTENTS

Introduction.....	i
<b>Department of Agriculture.....</b>	<b>1</b>
Conservation Commission.....	1
Department of Agriculture.....	1
<b>Department of Commerce .....</b>	<b>2</b>
Department of Commerce.....	2
Department of Labor .....	3
<b>Department of Education.....</b>	<b>4</b>
Department of Libraries .....	4
Department of Vo-Tech Education .....	5
School of Science and Mathematics .....	5
State Arts Council of Oklahoma.....	6
State Department of Education .....	6
<b>Department of Energy.....</b>	<b>18</b>
Oklahoma Energy Resources Board.....	18
<b>Department of Health and Human Services.....</b>	<b>20</b>
Department of Health .....	20
Department of Human Services .....	23
Department of Mental Health and Substance Abuse Services.....	24
Department of Rehabilitation Services .....	26
J.D. McCarty Center .....	27
Office of Juvenile Affairs .....	28
Oklahoma Commission on Children and Youth .....	29
Oklahoma Health Care Authority.....	32
<b>Department of Human Resources .....</b>	<b>36</b>
Office of Personnel Management .....	36
Oklahoma Employment Security Commission.....	36
<b>Department of Military Affairs .....</b>	<b>38</b>
Oklahoma Military Department .....	38
<b>Department of Safety and Security.....</b>	<b>39</b>
Board of Medicolegal Investigations.....	39
Department of Public Safety.....	39
<b>Department of Tourism and Recreation.....</b>	<b>40</b>
Department of Wildlife Conservation.....	40
<b>Department of Veterans Affairs .....</b>	<b>41</b>
Department of Veteran Affairs.....	41



## **INTRODUCTION**

The state of Oklahoma provides a multitude of varied services for its children, youth, and families. During fiscal year 2000 over four billion federal and state dollars were budgeted to state agencies to provide these needed services and programs. Families often find the children and youth services system to be confusing and difficult to navigate.

This document has been produced by the Oklahoma Commission on Children and Youth to assist professionals and families in finding needed resources. Program descriptions and contact information were provided by the agencies that administer the programs.



# DEPARTMENT OF AGRICULTURE

## Conservation Commission

### *Environmental Education Program*

The Conservation Commission's Environmental Education Program has been in existence since 1975. The program's main thrust and purpose is to educate Oklahoma's school children (K through 12) about the environment and, in particular, soil and water conservation practices. The program is designed primarily to train teachers rather than instructing students directly; however, some direct training of students is conducted. The commission is also involved in the development of outdoor classroom sites at individual schools. District personnel assist with the development of these sites by providing technical assistance, construction of ponds and wetlands, plant identification, and by awarding mini-grants. The commission is also involved with three International Environmental Education curricula projects. These are PROJECT WILD, PROJECT LEARNING TREE, AND PROJECT WET. These programs are supplemental to educators' existing curriculum. Commission and district involvement in these three programs have reached over 20,000 educators and youth leaders across the state.

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## Department of Agriculture

### *Ag In The Classroom*

Ag in the Classroom is a multi-faceted educational program to develop agricultural literacy in Oklahoma school children. Aimed at students K-12, classroom materials are used to create an understanding of the complicated agricultural system and how it affects our everyday lives. Agriculture in the Classroom is a cooperative program between the Oklahoma Department of Agriculture, Oklahoma State University, 4-H Programs, and Oklahoma

Agricultural Department of Agriculture Organizations. AG IN THE CLASSROOM is a series of classroom lessons using agriculture related activities and background information based on learner objectives. There are lessons in language arts, reading, information skills, mathematics, science, social studies, and visual arts. Program content is based on facts and research drawn from the Division of Agricultural Sciences and Natural Resources at Oklahoma State University. Every county has a program coordinator. Currently curriculum is available for K-4. Materials are being developed for 5-6. A set of materials, which includes books and a resource barn with "hands on" samples and posters, has been given to every elementary school in Oklahoma through local county 4-H offices.

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2800 N. Lincoln Blvd.  
Oklahoma City, OK 73105  
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### *Project Learning Tree*

Project Learning Tree is a national program adopted by Oklahoma in 1985 which incorporates environmental concepts into school curricula. Trained facilitators present workshops for teachers and youth leaders. These teachers then use PLT materials to complement ongoing studies in mathematics, science, social studies, liberal arts and other disciplines. PLT's goal is for K-12 students to become environmentally aware so they can make intelligent and rational decisions about the use and management of our natural resources. PLT is co-sponsored by Forestry Services, the Forestry Association and the Conservation Commission.

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# DEPARTMENT OF COMMERCE

## Department of Commerce

### *First Start*

The First Start Program will provide full-day, full-year child care services for children from birth through three years of age.

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Title: Deputy Director  
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Phone: 815-5351  
brenda\_williams@odoc.state.ok.us

### *Head Start*

Head Start is a federally funded, comprehensive preschool program for low income three, four, and five year olds and their families. Head Start programs must offer Head Start's core set of services, but also have flexibility to meet community needs. The core services are parent involvement; education; social services; health; mental health; nutrition; and services for children with disabilities. The purpose of the Community Action Agency - Head Start (CAA - HS) State Appropriated Funds Program in Oklahoma is to enhance program quality and to ensure that all Head Start Programs are responsive to the needs of children, families, and communities. The goals of the State CAA - HS State Appropriated Funds Program are to improve the quality of current Head Start Programs by: extending services to enhance program quality and meet the needs of Head Start children, and/or expanding enrollment to serve more children.

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### *Head Start State Collaboration Program*

The grant is to create a visible, collaborative presence at the state level that can assist in the development of significant, multi-agency and public-private partnerships in the federally funded Head Start Program.

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Oklahoma City, OK 73126  
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### *Youth Restitution Program*

The Department of Commerce contracts with the Little Dixie Community Action Agency of Hugo, Oklahoma for the statewide administration of this program. Youthful offenders are normally placed in the program under a district court order. Program administrators work with social workers from the Department of Human Services to accomplish the purpose of the program. The primary objective of the program, which normally serves youthful offenders ages 14-18, is to provide employment for the offender so that monetary restitution can be made to the juvenile's victim(s). Places of employment are generally nonprofit agencies or organizations. Hours worked by the juvenile are reported by the employer to program administrators who in turn distribute seventy percent of the juvenile's earnings to the victim. The remaining thirty percent is paid to the youthful offender.

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# Department of Labor

## *Asbestos Abatement Certification*

This program involves the inspection of the job site where removal or containment is present. Containment is maintained and monitored through operations and maintenance programs which must be reviewed and audited by the Oklahoma Department of Labor, Asbestos Division, to ensure compliance with rules and laws related to asbestos. Added to this program in FY95 is a 75% federally funded AHERA compliance inspection and assistance program to ensure proper Asbestos Hazard Management in Oklahoma Schools.

Contact Person: Elaine Shetley  
Title: Accountant  
4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105  
Phone: 528-1500

## *Child Labor Enforcement*

This program includes the processing and verifying of work permits for individuals (ages 14 and 15) covered by the Child Labor Law. The compliance office will cause the correction of permits found in violation, investigate child labor complaints and order the cessation of work if necessary. Employers in violation are required to pay a fine, which can result in due process hearing actions and other legal remedies to ensure compliance.

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Title: Accountant  
4001 N. Lincoln  
Oklahoma City, OK 73105  
Phone: 528-1500

# DEPARTMENT OF EDUCATION

## Department of Libraries

### *First Book*

First Book promotes literacy by providing new books to at-risk pre-school children on a monthly basis.

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Title: First Book Coordinator  
200 N.E. 18th Street  
Oklahoma City, OK 73105  
Phone: 522-3185  
cwoolery@oltn.odl.state.ok.us

### *Ready to Learn*

Ready to Learn provides information and resources to parents and daycare providers on the importance of laying the foundation of literacy/reading in young children.

Contact Person: Susan Donchin  
Title: Coordinator  
200 N.E. 18th Street  
Oklahoma City, OK 73105  
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sdonchin@oltn.odl.state.ok.us

### *OLTN Statewide Catalog/Interlibrary Loan System*

Licenses bought for school libraries to participate in cataloging, union listing, and interlibrary loan capabilities of statewide Oklahoma Catalog project.

Contact Person: Susan McVey  
Title: Deputy Director  
200 N.E. 18th Street  
Oklahoma City, OK 73105  
Phone: 521-2502  
smcvey@oltn.odl.state.ok.us

### *OLTN Statewide Information Databases*

Provides internet access to full-text periodicals and other reference information through statewide licenses for all libraries. Licenses for two databases primarily aimed at elementary age children.

Contact Person: Susan McVey  
Title: Deputy Director  
200 N.E. 18th Street  
Oklahoma City, OK 73105  
Phone: 521-2502  
smcvey@oltn.odl.state.ok.us

### *Summer Reading Program*

A statewide Summer Reading Program is planned, and materials are provided for Public Libraries and Special Institutions to produce a program based on a statewide theme. The purpose is to "entice" children to visit the library and to encourage them to read books for enjoyment. The emphasis is on reading for enjoyment and that books are fun. In FY99 215 libraries sent in reports; program attendance was 174,317 and 66,580 children were enrolled. The program was expanded to include Tulsa County in FY98.

Contact Person: Donna Norvell  
Title: Children's Consultant  
200 N.E. 18th Street  
Oklahoma City, OK 73105  
Phone: 522-3323  
dnorvell@oltn.odl.state.ok.us

### *Youth Services Consulting*

Consulting service primarily for public libraries in planning children's and youth services, collection development, and programming. Provides CE opportunities.

Contact Person: Donna Norvell  
Title: Children's Consultant  
200 N.E. 18th Street  
Oklahoma City, OK 73105  
Phone: 522-3323  
dnorvell@oltn.odl.state.ok.us

# Department of Vo-Tech Education

## *AVTS Financial Support*

The State Department of Vocational and Technical Education provides pass-through funding to Area Vocational and Technical Schools. The Area Vo-Technical School Board determines the program offerings based upon skills needed and the employment needs of the district. Occupational program offerings include Business and Office, Marketing, Health, Child Care, Food Service and Trade and Industrial programs.

Contact Person: Norman R. Filtz  
Title: Director of Finance  
1500 West 7th Ave.  
Stillwater, OK 74074  
Phone: 743-5450  
nfilt@okvotech.org

## *Comprehensive High School Financial Support*

The State Department of Vocational and Technical Education provides pass-through funding to comprehensive high schools for vocational programs. The financial aid provided by the state helps to pay for the increased cost of vocational courses.

Contact Person: Norman R. Filtz  
Title: Director of Finance  
1500 West 7th Ave.  
Stillwater, OK 74074  
Phone: 743-5450  
nfilt@okvotech.org

## *Drop-Out Recovery Program*

The State Department of Vo-Tech Education funds seven programs at area vo-tech schools located in the high population density areas of the state. Programs provide services to high school dropouts to get them back into a training program that leads to a diploma, GED, or Certificate of Training.

Contact Person: Norman R. Filtz  
Title: Director of Finance  
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## *Juvenile Programs*

The State Department of Vocational and Technical Education operates training programs at Ghost Mound (Hydro) and Tulsa Boys Home (Sand Springs) for adjudicated youth. They receive high school credit from the local school for Construction Technology Programs. This is a joint agreement between the Office of Juvenile Affairs, DOC, Association of General Contractors, Local Schools, and ODVTE.

Contact Person: Norman R. Filtz  
Title: Director of Finance  
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## *Technology Education*

Technology Education in Oklahoma is an instructional program that provides young men and women (grades 6-10) with daily, hands-on experiences which enable them to (1) focus on becoming technologically literate, (2) explore career opportunities, and (3) identify the educational avenues to pursue their interests.

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Stillwater, OK 74074  
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## **School of Science and Mathematics**

### *School of Science and Mathematics*

The purpose of the Oklahoma School of Science and Mathematics (OSSM) program is twofold. First, OSSM is to foster the educational development of Oklahoma high school students who are academically talented in science and mathematics and who show promise of exceptional development through participation in a residential educational setting emphasizing instruction in the field of science and mathematics. OSSM is responsible for ensuring that

its students receive an excellent education in science and mathematics, as well as the other basic subjects. Second, OSSM is to assist and serve as a catalyst for the improvement of science and mathematics education for the state by developing, evaluating and disseminating instructional programs and resources to all schools and students of the state. OSSM provides summer programs for non-residential students and in-service programs for Oklahoma teachers. OSSM also serves as a resource for local schools to draw upon, whether it be for educational ideas or physical resources. OSSM is also responsible for the development and implementation of pilot projects in advanced science and mathematics at regional locations across the state.

Contact Person: Lynn Morgan  
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Oklahoma City, OK 73104  
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lmorgan@ossm.edu

## **State Arts Council of Oklahoma**

### ***Artists-in-Residence***

The Artists-in-Residence Program is a statewide arts education program serving children & young adults, Head Start through high school. Artists in the disciplines of Music, Visual Arts, Creative Writing, Drama or Dance spend up to 8 weeks in school or community settings teaching the participants their art form. Children benefit from learning about and through the arts, which promotes other kinds of learning, such as storytelling as a precursor to reading. Residencies are initiated through an application process administrated by the Oklahoma Arts Council.

Contact Person: Leslie Johnson  
Title: Artists-in-Residence Coordinator  
Jim Thorpe Building, Room 640  
Oklahoma City, OK 73105  
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leslie@arts.state.ok.us

## **State Department of Education**

### ***Accreditation***

Accreditation of the public schools is the function of the State Board of Education. It is the policy of the State Board of Education to accredit schools primarily on the quality of instruction.

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Title: Assistant State Superintendent  
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Oklahoma City, OK 73105  
Phone: 521-3333  
Bill\_Butler@mail.sde.state.ok.us

### ***Administration/State Board***

The State Board of Education is the governing body of the State Department of Education and the public school system of the state. Duties include establishing and prescribing the duties of its executive officer which includes giving advice and making recommendations on all notices pertaining to policies and administration of the SDE and the public school system. Is also responsible for adopting policies, rules, and regulations for the operation of the SDE and public school system.

Contact Person: Ms. Sandy Garrett  
Title: State Superintendent  
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Oklahoma City, OK 73105  
Phone: 521-4886  
Sandy\_Garrett@mail.state.sde.ok.us

### ***AIDS School Health Education***

The purpose of this program is to provide, pursuant to statute, effective education for youth about AIDS and the prevention of HIV infection, within a comprehensive school health program.

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Title: Director  
2500 N. Lincoln Boulevard, Suite 315  
Oklahoma City, OK 73105  
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Cecily\_Welter@mail.sde.state.ok.us

### ***Alternative & High Challenge Grants***

The purpose of this program is to provide for the academic, vocational, and social success of youth at-risk of dropping out, by assisting the student to develop more positive attitudes through prevention and/or intervention programs designed to assist students in successfully completing their education and acquiring life skills necessary for higher education and/or employment.

Contact Person: Mary Meritt  
Title: Director  
2500 N. Lincoln Boulevard, Room 410  
Oklahoma City, OK 73105  
Phone: 521-4516  
Mary\_Meritt@mail.sde.state.ok.us

### ***Arts in Education Administration***

This program is designed to help school districts expressing a desire to develop a comprehensive arts program. The components of a comprehensive arts program include arts education, arts in basic education, and resources.

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Title: Director  
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### ***Bilingual Education***

The Bilingual Education Program is funded to 1) collect, analyze and report data on Oklahoma's population of limited-English proficient persons and the educational services provided or available to those persons and 2) provide technical assistance and training designed to improve the effectiveness of programs for LEP persons in the state.

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Title: Director  
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Oklahoma City, OK 73105  
Phone: 521-3196  
Van\_Anderson@mail.sde.state.ok.us

### ***Capitol Improvement/Transportation***

Capitol Improvement reviews plans and specifications of any new school construction and major remodeling projects for code compliance, energy efficiency and budget adequacy.

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Title: Director  
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Oklahoma City, OK 73105  
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Dwight\_Bruss@mail.sde.state.ok.us

### ***Child and Adult Care Food Programs***

The objectives of this program are to provide nutritionally adequate meal services to needy participants in public or private nonprofit institutions and private for-profit institutions which receive federal Title XIX and Title XX compensation for at least 25% of the participants enrolled, or 25% of licensed capacity, especially those located in economically needy areas, and to provide assistance to participants to ensure the overall accountability and quality of the Child and Adult Care Food Programs (CACFP).

Contact Person: Dee Baker  
Title: Executive Director  
2500 N. Lincoln Boulevard, Suite 310  
Oklahoma City, OK 73105  
Phone: 521-3327  
Dee\_Baker@mail.sde.state.ok.us

### ***Child Nutrition Programs Administration***

Prescribes the methods for making payments of funds to state agencies for use for administrative expenses incurred in supervising and giving technical assistance in connection with activities undertaken by them under the NSLP (National School Lunch Program), SMP (Special Meals Program), SBP (School Breakfast Program) and the CACFP (Child and Adult Care Food Program).

Contact Person: Dee Baker  
Title: Executive Director  
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Oklahoma City, OK 73105  
Phone: 521-3327  
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### ***Communications***

The Communications Section provides a steady flow of useful information to all certified teachers through the columns of "Results in Class", currently mailed 5 times per school year. School administrators are also kept up-to-date on policies and programs via the twice-monthly newsletter "Administrative Focus". This section also handles news releases, fills requests for information from the general public, and sends a monthly column to newspapers statewide to help communicate with parents and other school community patrons. This section also includes school/community relations.

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Title: Director  
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Wendy\_Pratt@mail.sde.state.ok.us

### ***Compensatory Education - Title I***

The purpose of this program is to provide supplemental education to those students not currently possessing the skills and competencies expected at their grade level. Additional services are provided to these children in reading, mathematics, and language arts. Title I funds also provide supplementary programs for children who have not reached the age of compulsory school attendance.

Contact Person: Judy McDonald  
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2500 N. Lincoln Boulevard, Suite 311  
Oklahoma City, OK 73105  
Phone: 521-2846  
Judy\_McDonald@mail.sde.state.ok.us

### ***Comprehensive Health (Health, Safety & Physical Education)***

The Health, Safety, and Physical Education staff helps plan and implement numerous health and physical education programs for school districts across the state. The staff organizes and conducts workshops on comprehensive health.

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Title: Director  
2500 N. Lincoln Boulevard, Suite 315  
Oklahoma City, OK 73105  
Phone: 521-4507  
Nancy\_Kabriel@mail.sde.state.ok.us

### ***Curriculum Specialists***

The program provides technical assistance to the State Department of Education, and technical assistance and evaluations to the teachers and school districts throughout the state of Oklahoma.

Contact Person: Katie Dunlap  
Title: Assistant State Superintendent - School Improvement  
2500 N. Lincoln Boulevard, Suite 315  
Oklahoma City, OK 73105  
Phone: 521-3361  
Katie\_Dunlap@mail.sde.state.ok.us

### ***Data Services***

The Data Services Section designs, develops and maintains computerized software systems for numerous departments within the State Department of Education. The computerized systems enable each section, as it collects data from outside sources, to do on-line entering of data, updating, processing and reporting.

Contact Person: Patti High  
Title: Information Services Director  
2500 N. Lincoln Boulevard, Suite B17  
Oklahoma City, OK 73105  
Phone: 521-3013  
Patti\_High@mail.sde.state.ok.us

### ***Driver Education (Grants)***

This program provides reimbursement to schools for part of the costs of running a Driver Education program. All schools that have Driver Education programs are eligible to participate.

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Title: Executive Director - State Aid  
2500 N. Lincoln Boulevard, Suite 410  
Oklahoma City, OK 73105  
Phone: 521-3460  
Harriot\_LaGrone@mail.sde.state.ok.us

### ***Early Childhood Intervention***

Plan, develop and deliver a comprehensive, coordinated, multidisciplinary and interagency system of early intervention services for infants and toddlers (0-2) with disabilities and their families. The Oklahoma state agencies collaborating to provide services are the State Department of Education (lead agency), State Department of Health, Department of Human Services, Department of Mental Health and Substance Abuse Services, the Oklahoma Commission on Children & Youth, and the Oklahoma Health Care Authority.

Contact Person: Mark Sharp  
Title: Administrator - Early Intervention  
2500 N. Lincoln Boulevard, Suite 411  
Oklahoma City, OK 73105  
Phone: 521-4880  
Mark\_Sharp@mail.sde.state.ok.us

### ***Education of Homeless Children***

Provide supplementary instructional and related services to eligible homeless children through tutorial services, transportation, determination of IEP, and in-service training of staff to make them aware of unique needs of homeless children and their right to a free education.

Contact Person: Keith Haley  
Title: Team Leader - Title II/Title VI  
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Oklahoma City, OK 73105  
Phone: 521-3694  
Keith\_Haley@mail.sde.state.ok.us

### ***Education Oversight Board***

The Education Oversight Board was created by House Bill 1017 to oversee the implementation of the provisions of HB 1017 and to govern the operation of the Office of Accountability, which was also created by HB 1017. It is a nine-member board consisting of the chairpersons of the House and Senate Education committees and seven appointed members, two each by the Governor, Speaker of the House, and President Pro Tempore of the Senate, and one jointly appointed by the Speaker of the House and President Pro Tempore of the Senate.

Contact Person: Robert Buswell  
Title: Executive Director  
3033 N. Walnut, Suite 103  
Oklahoma City, OK 73105  
Phone: 522-4578

### ***Emergency Immigrant Education Program***

Formula grant program that provides funding to States to make sub-grants to LEA's to provide 1) supplementary educational and instructional services for State Department of Education eligible immigrant children and 2) essential in-service training for personnel who will be providing instruction to immigrant children. To qualify for assistance an LEA's enrollment of elementary and secondary children must be at least 500 or 3 percent of its total enrollment. To be counted, immigrant children must have been enrolled in U.S. schools less than three years.

Contact Person: Van Anderson  
Title: Director  
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Oklahoma City, OK 73105  
Phone: 521-3196  
Van\_Anderson@mail.sde.state.ok.us

### ***Finance Administration***

The Finance Division is charged with the responsibility of all allocation, disbursement and accounting for these monies appropriated by the legislature for public schools.

Contact Person: Harriot LaGrone  
Title: Executive Director - State Aid  
2500 N. Lincoln Boulevard, Suite 410  
Oklahoma City, OK 73105  
Phone: 521-3460  
Harriot\_LaGrone@mail.sde.state.ok.us

### ***Financial Accounting***

Financial Accounting collects all yearly school expenditures reports from the school districts. It prescribes the method of accounting to be used by schools, processes Drug Education and Special Education claims as well as administers P.L. 874 Impact Aid grants.

Contact Person: Lu Norman  
Title: Executive Director  
2500 N. Lincoln Boulevard, Suite 410  
Oklahoma City, OK 73105  
Phone: 521-2517  
Lu\_Norman@mail.sde.state.ok.us

### ***Financial Support of Schools***

These are state funds appropriated for local school districts, to be distributed through the State Aid formula. These funds are to ensure that all children receive a free and appropriate education.

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Title: Executive Director - State Aid  
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Phone: 521-3460  
Harriot\_LaGrone@mail.sde.state.ok.us

### ***Fiscal Services***

Fiscal Services serves as the internal business office of the State Department of Education. Department accounting records are maintained in this office for administration use and for federal and state auditors.

Contact Person: Kent Tippin  
Title: Executive Director - Fiscal Services  
2500 N. Lincoln Boulevard, Suite 112  
Oklahoma City, OK 73105  
Phone: 521-3349  
Kent\_Tippin@mail.sde.state.ok.us

### ***Gifted/Talented***

The Gifted/Talented Section has the responsibility of overseeing Oklahoma's mandate for gifted education. The staff provides handout material, technical assistance and in-service upon the request of local school district personnel. The staff also hosts regional workshops for educators involved in gifted education programs. Twenty-five randomly selected districts and others with certain characteristics are monitored as required by state statute.

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### ***Hissom Settlement***

The primary objective of this program is to implement the Hissom Settlement Agreement (July 1990 - present). The Hissom Settlement office (Tulsa Special Education Services office) represents the State Department of Education participation in the Individual Education Programs (IEPs) of the class members, as well as provides training for schools and families. Technical assistance is provided to schools, families and agencies that serve students with severe disabilities.

Contact Person: Vickie Foster  
Title: Administrator - Special Education - Tulsa  
440 S. Houston, Suite 202  
Tulsa, OK 74217  
Phone: 581-2532  
Vickie\_Foster@mail.sde.state.ok.us

### ***Homebound Children***

Provide funding for instructional services to children who are homebound. Funds reimburse school districts' cost for this program (reimbursement rates governed by state law). Reimbursement by the state is subject to prorating based upon the availability of funds.

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Title: Assistant State Superintendent - Special Education  
2500 N. Lincoln Boulevard, Suite 411  
Oklahoma City, OK 73105  
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John\_Corpolongo@mail.sde.state.ok.us

### ***Human Resource Development***

HRD is responsible for a centralized personnel and affirmative action program to ensure compliance with state and federal employment laws following policies set by the State Superintendent and approved by the State Board of Education.

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Title: Executive Director  
2500 N. Lincoln Boulevard, Suite 111  
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Phone: 521-3977  
Linda\_Hall@mail.sde.state.ok.us

### ***Indian Education***

The Indian Education program verifies student eligibility for enrollment in specific programs, maintains financial records of programs being implemented in the schools and provides technical assistance to the schools and the Indian parent committees. It establishes communication links to maximize involvement by parents, tribal leaders, and ultimately, the students themselves in their own education.

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Title: Director  
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Ron\_West@mail.sde.state.ok.us

### ***Individuals with Disabilities Ed Act-Pt B***

The purpose of this program is to assure that requirements of federal law are implemented and that educational programs for children and youth with disabilities within the state are under the general supervision of the Department. Ensure free appropriate education and rights of children and youth with disabilities; assist states and localities in providing education for such children, and to assess and assure the effectiveness of educational efforts.

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John\_Corpolongo@mail.sde.state.ok.us

### ***Individuals w/Disabilities Ed Act – Pt B (ages 3-5)***

Promote early identification and programming for preschool children with disabilities. Early identification of children with disabilities allows the educational system to take advantage of the rapid learning phase of young children, while preventing additional or more severe disabling conditions, thus realizing greater long-term cost effectiveness.

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### ***Innovative Education Programs (Title VI of ESEA)***

Goal of program is to provide funds to LEAs to implement a variety of school reform programs and to provide services to improve the academic achievement of high-cost and at-risk students.

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Title: Team Leader - Title II/Title VI  
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### ***Instructional Materials***

Administration of the state textbook program.

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### ***Johnson O'Malley Indian Education***

The overall goal of this program is to provide better educational opportunities for Indian students. The State Department of Education receives these federal funds from the Bureau of Indian Affairs for local schools and tribes serving Indian students. Tribes elect whether to administer funds directly or have the State Department administer funds. Programs funded from these funds include Indian Arts, Cultural Music, Cultural Trips, Indian Studies, Teachers, Counselors, Remedial Education, and Gifted and Talented.

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### ***Library Media***

The Library Media Section has several services that it offers to Oklahoma school districts. Programming on OETA is provided by this section for a 32-week period during the calendar school year. Technical assistance is provided to local education agencies in all areas of library media services and technology. The personnel of this program conduct a variety of inservice workshops for teachers, library media specialists, and administrators in districts, in addition to the two-day Encyclo-Media Conference.

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### ***Media Production***

This section provides media assistance to all State Department of Education programs. Services include videotaping of in-service programs for departmental use and dissemination, and technical assistance on media projects.

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### ***Mentor Teacher Stipends***

All new teachers employed in accredited schools are assigned a Mentor Teacher (classroom teacher) who is responsible to provide a minimum of 72 hours of guidance and assistance to the beginning teacher. These funds are to reimburse the mentor teacher for the cost of providing these services.

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Title: Director  
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Linda\_Ruhman@mail.sde.state.ok.us

### ***Migrant Education***

The purpose of migrant education is to seek every way possible to minimize the negative impact of mobility on the children of migratory workers.

Contact Person: Frank Rexach  
Title: Director  
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### ***National School Lunch Program***

The NSLP is available to any nonprofit school or licensed nonprofit private residential child care institution. The objectives of the NSLP are to make available to all students enrolled in schools and institutions a lunch during a period designated as the lunch period; to provide nutritionally adequate meals that are acceptable to students, thus reducing plate waste; and to provide assistance to participants to ensure minimum meal requirements are met as well as ensure that all programs are accountable.

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### ***Office of Accountability***

The Office of Accountability (O of A), mandated by H.B. 1017, is under the direction of the Education Oversight Board. The Secretary of Education is the Chief Executive Officer of the O and A. The major duties of the office are to monitor compliance with the provisions of H.B. 1017, to have executive responsibility for the Oklahoma Educational Indicator Program, and to prepare reports and make public comment on H.B. 1017 implementation.

Contact Person: Robert Buswell  
Title: Executive Director  
3033 N. Walnut, Suite 103  
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Phone: 522-4578

### ***Oklahoma Special Education Assistance Fund***

This program is to help defray costs of serving children who resided at Hissom Memorial Center prior to December 1, 1991. Also, schools who serve students requiring special education services with extraordinary costs may also be eligible for reimbursement from this fund, in addition to students in out-of-home placements or students previously institutionalized.

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### ***Parents as Teachers (Early Childhood)***

The Oklahoma Parents as Teachers (OPAT) program is designed to support parents as their child's first and most important teachers by enhancing the positive skills and practices parents already possess, and building upon them with current child development research. The services provided, to families of children birth to age three, are free and voluntary.

Contact Person: Alisa Frank  
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Alisa\_Frank@mail.sde.state.ok.us

### ***Personnel Preparation***

The purpose of this program is to increase the supply of qualified special education teachers in Oklahoma, thus increasing program options for students with disabilities. In addition, these funds assist local school districts to be in compliance with the Individuals with Disabilities Education Act (IDEA) through employment of qualified special education personnel.

Contact Person: Margaret Bergant  
Title: Associate Director - Special Education Services  
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Margaret\_Bergant@mail.sde.state.ok.us

### ***Printing Services***

Printing Services performs various tasks of copy reproduction, offset printing, collating, binding, line-copying, and half-tone reproduction. The Printing Services Section is also responsible for various functions relative to the management of publication services for the entire department.

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Title: Administrator  
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### ***Professional Development***

This program encompasses all school districts. Funds are used by schools to provide school staffs with opportunities for in-service training as outlined in statute.

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### ***Professional Standards***

The Professional Standards section provides a guarantee to the parents and children that the teachers in the state's classrooms meet adequate and appropriate academic standards, which have been set by the State Board of Education pursuant to state law.

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Title: Team Leader - Professional Standards  
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### ***Psychometric Services***

This program supplements services provided by the Regional Education Service Centers. Five districts are funded, to provide adequate psychometric services. The centers provide evaluation services for the identification, assessment and placement of children with special needs.

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Education  
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### ***Regional Education Service Centers***

The service centers are created by law, and charged with providing evaluation services for the identification, assessment and placement of children with special needs, media/materials/information dissemination in accordance with federal regulations promulgated under IDEA-B; collaboration with schools, parents, and children as to IEPs, MEPTS, and intervention strategies; and, in-service training for school personnel working with special needs students.

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### ***Residency/Professional Development (Entry Year)***

Duties of this section include working with school districts to provide assistance to help schools comply with professional development procedures and regulations, the Resident Teacher program, and supervising the Oklahoma State Teacher of the Year Award process.

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### ***Safe & Drug Free Schools & Communities***

The Safe and Drug-Free Schools and Communities Act is a central part of the federal government's efforts to encourage the creation of safe, disciplined, and drug-free schools and communities. The program provides support for school and community-based programs to help schools and communities prevent youth substance abuse and violence.

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### ***School Breakfast Program***

The purposes of this program are to make breakfast available in schools for students who, for various reasons, come to school without an adequate breakfast, and to increase the number of school breakfast programs by continuing to notify all non-breakfast program schools as to the availability of the program. As with the National School Lunch Program, any nonprofit school or licensed nonprofit private residential child care institution is eligible to benefit from the School Breakfast Program.

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### ***School Personnel***

As required by law, this section maintains records of over 200,000 active and inactive teachers, certified substitute teachers, administrators, and of over 50,000 active and inactive support personnel in all Oklahoma public school districts. Also maintained are Superintendent's Contracts, Schedule of School Administrators' Salaries & Fringe Benefits, Cooperative Teachers Reports, Multiple-Site Reports, District Minimum Teacher Salary Schedules and Resident Teacher/Mentor Teacher Reports. Salaries and retirement benefits are based on records verified and maintained by this office.

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### ***School/Community Network for Arts-in-Education***

The Arts-in-Education Program is a management and delivery system for providing high level arts experiences in all art forms to all students. The program is ideally integrated into the total fabric of the school in one or more of the following areas: 1) Arts Education; 2) Arts in Basic Education; and 3) Specialized Arts. Programs are not eligible for funding for more than three consecutive years as per Governor's Executive Order. A new challenge to this program is including the arts in the core curriculum for all students in grades 1-12.

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### ***Small School Cooperatives***

The legislative intent of this program was to assist small school districts through the creation of incentive grants to fund cooperative programs in the academic areas of math, science, foreign language, computer education, and music.

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Title: Chief of Staff  
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### ***Special Education - Deaf-Blind Children***

The purposes of this program are to identify deaf-blind children, provide coordinated services for all deaf-blind children 0-21 years of age, improve competency of parents, teachers, and ancillary staff working with deaf-blind children, and disseminate information regarding services available to deaf-blind children.

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### ***Special Milk Program***

The Special Milk Program was implemented to encourage fluid milk consumption by providing free milk to students determined to be eligible. In 1986 P.L. 99-661 expanded the Special Milk Program to include split-session kindergarten children who do not have access to the breakfast and/or lunch program because of their half-day schedules. Recently, the benefits of the program were extended to pre-primary class students who do not have access to the breakfast and/or lunch program because of their half-day schedules.

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### ***Special Programs***

Each of these programs is legislatively mandated. The programs are funded on a contractual basis.

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### ***State Aid Administration***

The primary objective of the State Aid Section is to distribute, collect and monitor reports from all school districts for making a fair and equitable allocation and distribution of state aid funds as provided by current legislation and State Board of Education policy.

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### ***Student Assessment***

In compliance with the mandate in Oklahoma Statutes, this section annually provides pre-test in-service for all schools. Topics include

implementation procedures, test content/objectives, maintaining test validity, test security requirements, and procedures for handling tests and related materials. A post-test in-service is conducted annually for all cooperating schools on decoding information on test score reports; interpretation of data; and use of test results for improvement of instructional programs. In addition, this section publishes state and district results for both the norm-referenced and criterion-referenced tests, identifies schools needing improvement based on statutory guidelines, and is responsible for federal program assessment and evaluation reports and other services.

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### ***Summer Food Service Program for Children***

The Summer Food Service Program for Children was initiated in 1968, as a result of increased awareness of the need for proper nutrition throughout the entire year. Summer vacation need not interrupt the availability of nutritious meals for children. Through this program, the same type of high quality meals made available by the National School Lunch and School Breakfast Programs continue to be provided during the months when most schools are closed.

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### ***Textbook Purchases***

Textbooks funds are allocated based on average daily attendance (ADA) of students and each school district selects materials to meet the needs of the local community.

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### ***Title I Capital Expenses***

This program provides funding for non-instructional goods and services necessary to provide Title I education services to eligible nonpublic school students. May provide services to nonpublic students only. Includes: a) purchases, leases and renovation of real and personal property; b) insurance and maintenance costs; c) transportation; d) other comparable goods and services, including non-instructional computer technicians. Excludes instructional equipment.

Contact Person: Judy McDonald  
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### ***Title I Even Start***

Purpose is to provide educational services to parents continuing their education and children of pre-school or early school age (0-7). To qualify for the program, the individual family must meet both requirements.

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### ***Title II of ESEA - Professional Development Program***

The purpose of this program is to improve student achievement in the core curriculum areas (specifically math, science and reading) by improving the content knowledge and instructional skills of classroom teachers through sustained, high-quality professional development.

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### ***Title III Technology***

The purpose of this program is to support a comprehensive system, through acquisition and use by elementary and secondary public schools, of technology and technology enhanced curricula, instruction, and administrative support resources and services to improve the delivery of educational services.

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# DEPARTMENT OF ENERGY

## Oklahoma Energy Resources Board

### *Fossils to Fuel - Energy Education*

Fossils to Fuel is a hands-on earth science curriculum complete with a teacher's guide and activities kit. The six-week program is designed to help elementary students learn basic concepts of how energy is transformed from the sun, to carbon-based matter, to petroleum and ultimately into our homes and schools. The goal in developing Fossils to Fuel was to utilize an inquiry-based, hands-on approach to teach energy concepts. The goals are consistent with the philosophy, aims and objectives of the State Department of Education.

Contact Person: Mindy Stitt  
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### *Oilfield Safety - Energy Education*

The OERB's oilfield safety program is a student outreach program focusing on informing young people about the dangers of playing around oilfield equipment, such as pumping units and tank batteries. The OERB distributes to all schools and libraries a video entitled "Play It Smart!" which explains the dangers of oilfield equipment. The OERB also distributes to all schools a poster, which also explains the dangers of playing around oilfield equipment.

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### *Oklahoma Petroleum Challenge - Energy Education*

The Oklahoma Energy Resources Board (OERB) is sponsoring a two-tiered competition among Oklahoma high school students. To enter, students

must write an essay relating to the oil and natural gas industry. The top forty entries advance to the Oklahoma Petroleum Challenge held in Oklahoma City. Essays are judged on the basis of knowledge of subject matter, originality, creativity, development of point of view, clarity of expression, organization and grammar. Research materials are provided to Challenge contestants.

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### *Petro Active - Energy Education*

The Oklahoma Energy Resources Board (OERB) education program is providing for energy education in all Oklahoma middle schools. This new curriculum program entitled "Petro Active" was developed by Oklahoma educators and representatives of the Oklahoma oil and natural gas industry. The OERB is providing the curriculum, including a teacher's guide and activities kit, to all Oklahoma middle level science teachers. Training in the use of the curriculum will begin in February 2000. The goal in developing "Petro Active" was to utilize an inquiry-based, hands-on approach to teach energy concepts. The goals are consistent with the philosophy, aims and objectives of the State Department of Education.

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### *Petro Pros - Energy Education*

The Petroleum Professionals in the classroom or "Petro Pros" is a hands-on, interactive approach to teaching about the earth and fossil fuels, and is peopled by volunteers who work in the Oklahoma oil and natural gas industry. The industry representatives use tools such as rocks, fossils, core samples and

geological maps to show energy experiments and explain basic concepts about the exploration and production of oil and gas. The Petro Pros also show a safety video called Play it Smart! which talks about the dangers of playing around oilfield equipment.

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# DEPARTMENT OF HEALTH AND HUMAN SERVICES

## Department of Health

### *Care for the Children*

This program was developed through an experimental effort in Lexington, Oklahoma in the summer of 1995. The purpose of the program was to determine if small, rural communities in Oklahoma could provide affordable, safe recreation---close to home---for children in their communities. Over time eleven communities initiated nine programs to provide this form of recreation for their children from ages six to eight, both genders. Of importance, all of these communities made these programs work by utilizing local resources. There was no state or federal dollar match. Last summer, in 1997, the communities put up \$92,542 and provided safe, affordable recreation for 707 children.

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### *Child Abuse Prevention*

The Oklahoma Child Abuse Prevention Act created the Office of Child Abuse Prevention (OCAP) and placed it within the Oklahoma State Department of Health, Maternal and Child Health Service. The OCAP is responsible for the development and implementation of child abuse prevention strategies, as set forth in the Oklahoma State Plan for Prevention of Child Abuse.

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### *Child and Adolescent Health*

The Child and Adolescent Health Division comprehensively addresses the needs of children, youth and their families through a variety of programs including the following. The School Health Program

provides leadership and coordination for preventive health and safety services to children and families through collaborative partnerships with other state agencies and organizations. Services include policy development, technical assistance, assessment, outreach, training and resource provision. The Healthy Child Care Oklahoma Project strives to assist families and child care providers in the state to form partnerships to promote the healthy development of young children in child care and to ensure that all child care environments are safe and healthy. The SAFEKIDS Program is a statewide, cooperative, grassroots effort to prevent unintentional injuries to children. The Coalition provides resources, statistical information, media campaigns, advocacy activities and builds public awareness on a wide range of injury topics that effect children. The Child and Adolescent Clinical Services Program provides primary and preventive health care across the state, within county health departments and other community agencies. Services in these clinics include physical examinations, immunizations, laboratory and developmental screenings, counseling and guidance, health education, as well as referral and follow-up for identified needs. The Adolescent Health Program includes adolescent health clinics, teen pregnancy prevention projects, teen parenting alternative education programs, health education programs for parents, youth-serving agencies, schools and communities. The programs also provide the identification of health-risk behaviors of children and youth through community and statewide survey administration.

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### *Child Guidance*

The services provided through this program are components of a comprehensive child health strategy offering preventive, diagnostic and treatment services for developmental, psychological, speech, language and hearing problems. These clinics are accessible to all residents of Oklahoma, providing

multidisciplinary outpatient services for children and their families. Services are provided by professional staff in six specialty areas: Early Childhood Development & Parent Education; Social work; Speech-language pathology; Audiology; Recreational therapy; and Psychological Evaluation.

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### ***Children First Program***

The Children First Program provides voluntary, community-based Public Health Nurse home visitation services to families expecting to deliver and/or parent their first child. Services provided include health assessments for mother and baby, parenting education (which includes nutrition, home safety, general health and parenting skills) job training/education for the mother and referrals to appropriate service agencies within the community. Services are provided during the prenatal period and continue through the first two years of the child's life.

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### ***Dental Services***

Dental education and tobacco use prevention, early dental care and fluoridation are the three primary program areas for Dental Health Services of the Oklahoma State Department of Health. Services include classroom visits, direct dental care for children, promotion of water fluoridation and consultation to physicians and dentists.

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### ***Early Intervention***

The Early Intervention program provides evaluation, assessment and intervention services to infants and toddlers with disabilities. It is a statewide, interagency, collaborative effort based on Part C of the Individuals with Disabilities Education Act and the Oklahoma Early Intervention Act. Services may include multidisciplinary evaluation, nursing, physical therapy, occupational therapy, speech language therapy, family counseling and support.

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### ***Immunization***

Vaccines are provided free of charge to utilize through all county health departments, community health centers, other public clinics, and to private physicians for VFC eligible children. Primary emphasis is given to ensuring that children less than two years of age receive vaccines at appropriate times. Community outreach will target under-served populations. Compliance with school and day care immunization laws is monitored by this division.

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### ***Local Health Services***

Local Health Services is the provider of services for the Oklahoma State Department of Health programs targeted to mothers, infants and children. County health departments are also involved with organizing community services, such as volunteer agencies and private resources, which extend the capacity to serve children. Additionally, contracts are made with a variety of public community clinics to provide care.

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### ***Oklahoma Community Bicycle Helmet Program***

This program was created through a federal grant to provide bicycle helmets to local communities and to educate Oklahomans about the need for bicycle helmet use. Helmets are distributed through multiple outlets in communities, through door-to-door canvassing, county health departments, elementary schools, physicians' offices, hospitals, and workplaces.

Contact Person: Shelli Stephens Stidham  
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### ***Oklahoma Comprehensive Injury Prevention Program***

The Injury Control Division, within the Injury Prevention Service, has developed a comprehensive statewide, population-based injury control program utilizing surveillance and epidemiology, prevention, and program/policy evaluation. The primary prevention components include community-based needs assessment and program implementation, public awareness and education, health promotion, and policy development. Evaluation of prevention programs most often utilizes the data collection (surveillance) system to measure a reduction in injury-specific morbidity and mortality or impact measures to determine a change in safety behavior or program staff collect epidemiologic, medical, and cost data at the 122 acute care hospitals for the reportable injuries; this data is used to design and implement prevention programs and ultimately to evaluate injury reduction.

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### ***Violence Prevention/Youth Alternatives***

A program of services designed to reduce the incidence of violence and other high risk behaviors such as that which threatens the health and safety of minority and disadvantaged youth. Examples of services include conflict resolution, teen pregnancy

prevention, academic preparation, cultural awareness and career development.

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### ***Women, Infants and Children (WIC)***

WIC is a cost-effective nutrition intervention program with demonstrated success in improving the health and nutritional status of women, infants and children. WIC provides supplemental foods, nutrition education and access to health care to low-income women, infants and children who have been determined by health authorities to be at nutritional risk.

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### ***Women's Health Division***

Maternal and Infant Health Women's Health Division (WHD) is responsible for promoting the physical and emotional health of mothers and infants, with particular emphasis given to those individuals who are low income, high risk, or have limited access to health care. The major goal of the service is that of assuring the availability, accessibility and quality of health care, and when other resources are inadequate or not available, to provide the needed services. WHD serves as the foundation to administer federal programs and special projects to demonstrate new services or methodology. One of the vital roles of the service is in the critical needs assessment and planning function necessary to provide information at the state and community level.

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## **Department of Human Services**

### ***Children and Family Services***

This program provides services targeted at protecting children from neglect and abuse and provides services to families to ameliorate the impact of abuse and neglect. DHS staff investigate reported incidents of child abuse and neglect. They make recommendations to the appropriate District Attorney, provide services to reduce the abuse and neglect, and provide permanency planning and services, if the court terminates parental rights. The Division of Children and Family Services administers programs to families, children, and youth at the home, community and residential level. The division provides the following services: The K.I.D.S. Child Welfare Information System; Swift Adoption Services; Group Homes and Shelters; Foster Care; Medical Services; Adoption Subsidies; Child Welfare Training; Child Welfare Support; Oklahoma Children's Initiative; Therapeutic Foster Care; Targeted Case Management; Mental Health Behavioral Outpatient; and Miscellaneous Social Services.

Contact Person: Farilyn Ballard  
Title: Division Administrator  
P. O. Box 25352  
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Phone: 521-6602

### ***Child Support Enforcement***

The Child Support Enforcement Division is responsible for assuring children are appropriately supported by non-custodial parents. The agency assists clients in establishing paternity when indicated, establishing court orders of child support when needed, and collection of unpaid ordered child support.

Contact Person: Ray Weaver  
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2409 N. Kelley, Rm 103  
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### ***Commodity Distribution***

The Commodity Distribution Unit provides United States Department of Agriculture (USDA) Donated Commodities to the Child Nutrition Programs operated in the State of Oklahoma. These programs include the National School Lunch Program, Child and Adult Care Feeding Program and the Summer

Food Services Program. The programs were enacted through federal legislation to improve the nutritional quality and quantity of the diets of the many participants in the various food distribution programs.

Contact Person: Paula Price  
Title: Program Administrator  
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Phone: 522-1747

### ***Developmental Disabilities Services***

The Developmental Disabilities Services Division administers programs to people with developmental disabilities. These services enable people with developmental disabilities to lead healthy, independent and productive lives to the fullest extent possible. This will enable them to fully exercise their rights as citizens, and promote the integrity and well-being of their families. Persons with developmental disabilities are assessed by a multi-disciplinary team, which develops a plan of services. Case managers are responsible for providing support toward the implementation of the plan. Most community and home based services are contracted. Through this division, people with developmental disabilities are afforded the opportunity to develop to their fullest potential and are allowed to participate in society rather than live in isolation. Without this program, people with developmental disabilities would, in many cases, have no one to provide life essential care. Services provided by this program include the following broad categories: Northern Oklahoma Resource Center; Southern Oklahoma Resource Center; Greer Center Facility; Area Services; Quality Assurance; PASSR/MR Evaluation; Group Homes; Autism/Prader-Willie; Sheltered Workshops; Foster Care MR Waiver Services; Special Projects; Community Integrated Employment; Specialized Services; Provider Training; Family Support; H.B. Community Services; Non-Federal Medical; Assisted Living; Emergency Services; DDS Medicaid Programs.

Contact Person: James Nicholson  
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### ***Family Support Services***

The Family Support Services Division administers services to families in need of assistance by providing the following services: Food & Nutrition; TANF and Unemployed Parent Cash Assistance; TANF Work Activities; Energy Assistance; Refugee Assistance; Aid to the Aged, Blind, and Disabled (AABD); AABD Sales Tax Relief; Child Day Care; Food Stamp EBT; Refugee Grants; Homeless Assistance; SSI-DCP; and Children with Special Health care Needs.

Contact Person: Raymond Haddock  
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### ***Field Operations (Field Support)***

The Office of Field Operations provides field staff to the various program divisions. Field staff are located in the DHS county offices located throughout the state and are the primary contact point for clients in need of assistance.

Contact Person: Carolyn Bryan  
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Phone: 521-2202

### ***Office of Child Care***

The Office of Child Care is responsible for policy development, program monitoring, evaluation and training for the statewide child care licensing program, and oversees the implementation of the state child care plan and utilization of federal child care funds.

Contact Person: Nancy Von Bargaen  
Title: Division Administrator  
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Phone: 521-3561

## **Department of Mental Health and Substance Abuse Services**

### ***Battered Children's Programs Administration***

A Children's Services Specialist, working through the CARE Center, provides direct care services to battered and abused children. The CARE Center is a non-profit public-private partnership. DMHSAS provides the Children's Services Specialist as its contribution to this collaborative effort. Direct care services provided are counseling, assessments, advocacy services, training and other services as needed.

Contact Person: Martha Buchanan  
Title: Children's Services Specialist  
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Oklahoma City, OK 73156  
Phone: 272-9612

### ***Children's Programs Administration***

The Coordinator of Children's Programs provides children's programs administration and management. This position writes and implements the Children's plan for the Mental Health Federal Block Grant; attends all legislatively mandated meetings for inter-agency collaboration; follows children's legislation through the legislative process for the agency; administers and manages the Gatekeeping system; plans or provides quarterly training for Gatekeepers; is the lead for agency sponsorship of annual Children's Conference; and writes grant applications for federal grants affecting children.

Contact Person: Beverly Smallwood  
Title: Coordinator of Children's Programs  
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### ***Domestic Violence Programs***

Domestic Violence programs provide prevention services to schools and counseling, advocacy, and crisis intervention services for children who are sexually abused outside of their home. Shelter programs serve adult victims of domestic violence and their dependent children. Shelter services may include outreach, counseling, crisis intervention and referral. Clients may remain in a shelter for up to 30 days. Domestic violence programs serve children who are themselves victims as well as dependents of victims of domestic violence.

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### ***Oklahoma Youth Center***

The Oklahoma Youth Center is a 50 bed state psychiatric hospital for children and youth located in Norman, OK. There are 12 acute hospital beds for children ages 6-12 and 15 acute hospital beds for adolescents ages 13-17. In 1998, OYC opened a Residential Treatment Center, which has 10 children and 13 adolescent beds. OYC provides short-term crisis stabilization (up to 30 days), intermediate to long-term care, court ordered assessments and special education. Services include physical, psychological, social, vocational, and recreational evaluations.

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### ***Other Community Programs***

This program area includes specialized outpatient services to children and their families, other than those provided by community mental health centers. Included are contracts for a statewide training program for juvenile sex offenders, parent support and advocacy, divorce mediation and arbitration services in Cleveland and Payne counties, and training for therapeutic nursery staff.

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### ***Prevention Programs***

Prevention programs are designed to prevent alcohol, tobacco and other drug abuse and related problems such as school failure, suicide, teen pregnancy &

child abuse. Children and youth receive not only awareness and education services, but also are provided alternative activities to high risk behavior, advocacy for youth needs, training for people who impact their lives, and evaluation and referral to treatment services. Services are delivered, usually by the system of 18 Area Prevention Resource Centers (APRC), in schools, churches, treatment programs, and community centers to 0 to 21 year olds at risk of substance abuse.

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### ***Private Alcohol and Drug Treatment Programs***

Substance abuse treatment services to adolescents include detoxification, residential treatment, outpatient treatment, day school and community living\halfway house. Services are provided predominately by contract facilities. Nearly all residential and halfway services to adolescents are provided in adolescent specific substance abuse programs. Outpatient substance abuse services are available for children\adolescents in 48 counties. Children accompanying their mothers into one of the department's six contracted residential substance abuse treatment and halfway house programs for women with their children also receive services.

### ***Private Community Mental Health Centers***

DMHSAS contracts with 13 private, nonprofit community mental health centers (CMHC). In general these CMHCs provide outpatient care and treatment to clients under age 18 who are severely emotionally disturbed or otherwise in need of mental health treatment. Since October 1993, CMHCs have been the gatekeepers for all inpatient services paid by Medicaid for anyone under age 21. Other CMHC services include emergency screening and referral, assessment & evaluation, group & individual counseling, crisis intervention, homebased services and therapeutic nursery programs.

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### ***State Operated Mental Health Centers***

DMHSAS directly operates five community mental health centers, located at McAlester, Lawton, Norman, Woodward, and Tahlequah. These centers provide outpatient services only, including emergency screening and referral, outpatient evaluation and therapy, case management, home based services and liaison with other agencies. Effective October 1, 1993, the state CMHCs became the gatekeepers and case managers for Medicaid eligible children referred for inpatient psychiatric hospitalization from those service areas.

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## **Department of Rehabilitation Services**

### ***Coordinator for Deaf/Blind Services***

Children with the dual handicaps of hearing loss and legal blindness are served by a specialist on deaf/blindness. The specialist provides statewide coordination of service programs insuring both the availability and appropriateness of programs.

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Title: Progs. Field Representative  
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### ***Library for the Blind and Physically Handicapped***

The Oklahoma Library for the Blind and Physically Handicapped provides services to blind and visually impaired persons of all ages throughout the entire

state. These services include a variety of books in Braille, large print, and in recorded format, providing reading for recreational purposes, educational needs, and vocational pursuits. Also, a number of periodicals and other publications are available.

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### ***Oklahoma School for the Blind***

The Oklahoma School for the blind, located in Muskogee, serves any child who is an Oklahoma resident with a visual impairment which interferes with their functioning in a regular school setting. The school philosophy is to help each blind or visually impaired student reach his or her full potential. This includes developing skills to work, live and play in a seeing world. Most of the students are under the age of 18 and approximately 30% of the students are totally blind. Services provided include a residence program, a full primary and secondary curriculum, daily living skills, orientation and mobility skills, physical therapy and speech therapy. There is no charge for tuition, room and board or books for students attending the Oklahoma School for the Blind.

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### ***Oklahoma School for the Deaf***

The Oklahoma School for the Deaf provides comprehensive services to deaf or hard of hearing age 3-21 throughout the state in a residential setting. The majority of students: (1) have communication delays (2) other handicapping conditions, i.e., mental retardation, limited visual acuity, learning disabilities, etc., requiring a low staff to student ratio; and (3) come from primarily rural areas. The main program is located in Sulphur with four regional pre-schools. Services provided include early childhood development program, elementary and secondary academic training, vocational training, recreational/leisure time management, student development through residential programming, speech and auditory training, health care, transitional living services and support services. In addition, the school serves as a legislatively-mandated statewide resource in the assessment of deaf students.

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### ***Rehabilitation Teachers***

Instructional and counseling services are provided for legally blind persons across the state by 15 Rehabilitation Teachers for the Blind. Though these services are primarily focused on the adult blind populations, rehabilitation teachers serve a number of blind children. With the increased emphasis on mainstreaming children with handicaps into public school programs, rehabilitation teachers are being called on frequently for counseling, information and referral services, and skills instruction by parents and schools. Rehabilitation teachers work cooperatively with the State Department of Education, local schools and parents to assure appropriate services and referrals.

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### ***Vocational Rehabilitation Services***

Rehabilitation Services is primarily a program for persons with disabilities of working age. The purpose of the program is to assist persons with disabilities to become employable or to participate in home or community activities. Eligibility for services is based upon documentation of a physical or mental disability that constitutes a vocational handicap for the individual. The services available include, but are not limited to: transportation, interpreter services for the deaf, reader services for the blind, counseling and guidance, vocational evaluation, physical restoration services, occupational licenses, tools, equipment, school-to-work transition services, post-employment services, and other goods and services that would benefit the individual in terms of employability. Data shown is for children with disabilities under age 21, who participate in transition school-to-work programs, transition work adjustment programs or related services in conjunction with their regular school activities.

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## **J.D. McCarty Center**

### ***J.D. McCarty Center***

The J.D. McCarty Center for Children with Developmental Disabilities is a pediatric habilitation treatment center, which treats Oklahoma children from birth through 21. Inpatients are seen for evaluation, habilitation and post-operative care. Special education is provided with Norman Public Schools teaching staff on-site. Outpatients are seen for intake assessment evaluations, therapies, orthopedic clinics, dental clinics, behavioral clinics and pediatric neurology clinics. In order to obtain any of these services, a family member, physician, teacher, therapist, or other agency professional needs to contact the Social Services Department to begin the process. Parents will be contacted by a social worker before any service is provided. At the end of an inpatient evaluation, the physician and team may recommend habilitation status at which time an Individual Habilitation Plan is written for the patient's ongoing treatment by the patient's team members, physician and parents. The recommendations are made considering such variables as the patient's habilitation potential, intensity of educational and treatment services available in the child's home community and public school system, and resources available within the family system. The length of stay is determined by the physician and team members as long as the patient is making progress. Upon discharge, family and team members make the transition plans to best suit the patient and family. Community caregivers (including school personnel) are encouraged to attend the discharge meeting. Team members include physical therapists (gross motor), occupational therapists (fine motor), speech/language/communication therapists, psychological service providers, nursing, recreation therapists, social services and pediatric services. A certified multi-handicapped teacher provides the education and teaching services.

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## **Office of Juvenile Affairs**

### ***Administration***

Administrative services support all programs of the Office of Juvenile Affairs. Included are the services of the Office of the Executive Director, Deputy Director, General Counsel, Advocate Defender, Media and Community Relations, Finance, Human Resources, Management Information Systems, Monitoring and Licensing, Policy and Outcomes, Grant Development, Operations, Support and Federal Funds Development.

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### ***Community Based Youth Services***

Third party contracts are held with 41 Oklahoma Association of Youth Services member agencies for the maintenance of community-based temporary youth shelters, delinquency prevention, and diversionary youth services programs, such as the First Offender Program. These programs are designed to stabilize families and prevent youth from continuing into the juvenile justice system.

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### ***Institutional Services***

Institutional Services provides secure residential placements for serious and violent juvenile offenders. Each of the four institutions function to protect the public, intervene in the delinquent lifestyles of juveniles, provide treatment, enable normal adolescent maturation, and prepare juveniles for reintegration into the home or community. These programs provide basic academic education,

individual and group treatment, and structured living. The four centers are Central Juvenile Center, Lloyd E. Rader Children's Center, Southwest Oklahoma Juvenile Center, and Southern Corrections Juvenile Center.

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### ***JAIBG***

This federal program is intended to address the growing problem of juvenile crime by promoting greater accountability in the juvenile justice system.

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### ***Juvenile Justice and Delinquency Prevention Program***

The Juvenile Justice Delinquency Prevention Act of 1974 as amended, established the process for states to receive federal grant moneys in the from of JJDP Formula, Title V, and Challenge grants.

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### ***Juvenile Field Services***

Juvenile Field Services (JFS) was created in 1975 in response to Senate Joint Resolution 13, and provides intake, probation, parole, and custody services to youth up to age 18 on a statewide basis. JFS experiences 11,000 juvenile intakes on an annual basis.

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### ***Oklahoma Children's Initiative***

The Oklahoma Children's Initiative (OCI) is a variety of individual and family services provided to youth both to keep them progressing further into the system as well as to support them in the community when they return from a placement. The guiding principles are to insure that youth receive individualized care in the least restrictive setting and that family ties are strengthened whenever possible. Services include mentoring, tutoring, counseling, diagnostic and evaluation services and supervision of youth in independent living.

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### ***Residential Services***

OJA's non-institutional residential services include secure juvenile detention for juvenile awaiting trial or placement as well as residential placement services. Residential placements include the juvenile's home, traditional foster care, therapeutic foster care, diagnostic and evaluation services, specialized community homes, group homes, supervised independent living and arrangements, wilderness camps, and regimented juvenile training programs for juveniles under the age of 19. These residential placement options account for roughly 70% of all placements outside the home

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### ***Welfare to Work Grant Program***

Through its Welfare-to-Work Grant program, OJA will assist community efforts in establishing WtW programs targeting WtW eligible youth ages 16-21. Sub-contracts will be issued to governmental agencies collaborating with other community agencies in providing allowable WtW activities for this population.

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## **Oklahoma Commission on Children and Youth**

### ***Administration***

Administration provides direction and support to all Oklahoma Commission on Children and Youth (OCCY) programs and information and assistance to other agencies and any persons requiring assistance for children. Administration also provides budget, accounting, purchasing and reports for other OCCY programs.

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### ***Board of Child Abuse Medical Examination***

Design and implementation of training on child abuse for health professionals and medical consultation statewide on cases of suspected child abuse.

Contact Person: Robert W. Block, M.D.  
Title: Chief Child Abuse Examiner  
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Phone: 838-4726

### ***Child Death Review Board***

The mission of the Oklahoma Child Death review Board is to reduce the number of preventable deaths through a multi-disciplinary approach to case review. The CDRB collects statistical data and system failure information to develop recommendations to improve the policies, procedures, and practices within and among agencies that protect and serve children.

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### ***Community Development***

The Office of Community Development exists to meet the mandate of OCCY to promote innovative programs through funding of model projects. Another function of the Office of Community Development is the funding of the Statewide Association and local CASA programs. The Oklahoma Court Appointed Special Advocates Association is responsible for coordinating existing programs and promoting the development of new programs statewide which provide volunteer advocates in court for children who have been abused, neglected, or abandoned. The program is funded by a contract with OCCY. The Oklahoma Court Appointed Special Advocate (CASA) Association, Inc., is a member organization which provides technical assistance, training, and networking opportunities to the local CASA programs throughout the state. The primary work of CASA is performed by volunteer advocates working within the court system for the best interests of children involved with the court, primarily due to abuse and neglect. CASA volunteers research the child's situation, make recommendations to the judge, and monitor the case until the child is placed in a safe, permanent home. There are twenty local CASA programs.

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### ***Court Appointed Special Advocate (CASA)***

The Oklahoma CASA Association, Inc., is a membership organization which serves the local CASA programs across the state of Oklahoma. OCASAA provides assistance to communities in developing new local programs and ongoing technical assistance to established local programs, offers staff development, new director training and periodic regional and statewide volunteer training conferences. Additionally, OCASAA serves as a

networking/clearinghouse source to the local program. The local CASA programs recruit, screen, train and supervise volunteer guardians ad litem who primarily serve court involved legally "deprived" children 0-18 years of age, upon request of the judge in the district and depending on the availability of trained volunteers. Currently there are 23 local CASA programs serving 59 counties in 23 judicial districts. During FY2001 the availability of CASA programs in all 26 judicial districts should be complete.

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### ***ICC - Special Services***

The ICC- Special Services Council was established under 10 O.S., Sections 601.41-601.46 to improve special services to children, ages 3-21, who have special needs or are in out-of-home placement. The Council is responsible for developing an interagency state plan, which will provide methods to promote comprehensive and coordinated planning and delivery of services to children with disabilities and reduce the direct cost to schools for the provision of IEP services. The system of services is designed to enhance the capacity of families to meet the needs of their children. Participating co-operatively in the delivery of services will be local education agencies, the State Departments of Education, Vocational and Technical Education, Human Services, Health, Mental Health and Substance Abuse Services, Rehabilitation Services, and other appropriate public and private agencies. The Council works with the 14-member Joint Legislative Committee for Review of Special Services to Children and Youth, 11 Regional Advisory Boards, and nine state level committees in

developing, implementing and monitoring the statewide plan.

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### ***ICC for Early Childhood Intervention***

The ICC provides coordination for the implementation of early intervention services according to Part H of Federal P.L. 99-457, as amended by P.L. 102-119, The Individuals with Disabilities Act Amendments. This program, per Executive Order 89-05 and Title 70, O.S. Sec. 13-121 et seq., provides planning and coordination for the development and implementation of a statewide comprehensive delivery system of services to Oklahoma's infants and toddlers with developmental delays and disabilities. The ICC advises and assists the lead agency, the State Department of Education, regarding implementation of the SoonerStart early intervention program. Council members are appointed by the Governor according to statutory categories including parents of young children with disabilities and representatives of state agencies, public and private providers, and the state legislature (Council members are reported below under Program Staffing as volunteers). Standing committees and task forces address issues of funding, policy, personnel development, public awareness, program implementation and evaluation, family support, membership and child care. An interagency funding plan for the SoonerStart program is developed by the ICC and jointly submitted to the Governor and the Legislature by the State Departments of Education, Health, Human Services and Mental Health and Substance Abuse Services. Additionally, the ICC advises and assists in the preparation of federal grant applications and prepares an annual report to the Governor and the federal Secretary of Education on the status of Oklahoma's early intervention program.

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### ***Juvenile Personnel Training Program - NRC***

This program is provided by contract through the University of Oklahoma. It offers statewide training to staff and volunteers of Oklahoma public and non-profit agencies who serve high-risk children and youth. The training ranges from a basic introductory level to advanced level skill upgrading. The program increases the skill level for those working with children, and assists individuals and agencies to meet

licensing requirements.

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### ***Office of Juvenile System Oversight***

The OJSO has the responsibility to investigate and report misfeasance within the children and youth service system, to inquire into areas of concern, to monitor residential and non-residential services to children. The OJSO also ensures that agencies are complying with their established responsibilities, which include state and federal laws, applicable accrediting and licensing standards, policy and procedures, and applicable court orders.

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### ***Office of Planning and Coordination for Services***

Planning and Coordination (P&C) includes administration of five programs and various other mandated functions. A brief description follows. The Interagency Coordination Council for Early Intervention provides services to Oklahoma's infants and toddlers with developmental delays and disabilities. The Interagency Council for Special Services develops an interagency state plan to improve special services to children, ages 3-21. P&C provides assistance to the Planning and Coordinating Council in the development of recommendations for the state plan and the development of citizen/community input regarding the needs and barriers of services to children and youth. The office also develops the Children's budget. The Post Adjudication Review Board's purpose is to provide citizen review of each court ordered plan to ensure appropriate services and a permanent placement, which meets each child's individual needs. P&C also provides administration of CASA, staff support for development of a children's coordinated Data System, the development of a comprehensive plan for children's Mental Health, CCDS, Children's Mental Health, and youth development.

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### ***Oklahoma Areawide Services Information System***

OASIS is Oklahoma's statewide information and referral service for children with special needs, age 0-21 years. OASIS also serves women, infants, children and adolescents in need of health care services as well as adults over 21 with developmental disabilities. The OASIS service is available by phone through a toll-free "800" telephone number or a local number. Utilizing a computerized database of over 4500 service providers and programs, trained information specialists provide helpful information to assist callers in finding and accessing available services throughout the state.

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### ***Post Adjudication Review Board Administration***

The Post Adjudication Review Boards (PARBA) are composed of volunteers who serve in advisory capacity to the judge(s) having juvenile docket responsibility within a judicial district. After examining the court file and evaluating information from the DHS/JSU caseworker, foster parent, child and/or relatives, the board submits a written recommendation to the judge as to the appropriateness of services being received or offered to the child and family. By mandate of the state legislature, every child who is adjudicated under the category of Deprived, requires a case review by the Board at least once every six months. Case reviews of delinquent and in need of supervision are at the judge's request.

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## **Oklahoma Health Care Authority**

### ***Medicaid for Children - Clinic Services***

Preventive, diagnostic, therapeutic, or palliative items or services that are provided to outpatients under the direction of a physician (does not include family planning).

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

### ***Medicaid for Children - Dental Services***

Diagnostic, preventive, or corrective procedures provided by or under the supervision of a dentist.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

### ***Medicaid for Children - Family Planning***

Provides consultation, examination, and treatment by, or under the supervision of a physician or prescribed by a physician; laboratory exam including x-ray, sterilization services, and medically approved methods, procedures, pharmaceutical supplies and devices to prevent conception including natural methods and diagnosis and treatment for infertility.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

### ***Medicaid for Children - Home Health***

Services provided at the patient's place of residence, in compliance with a physician's written plan of care, includes nursing and therapy services, and an array of services designed to aid an individual in avoiding institutionalization.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352

Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - ICF/SNF***

Skilled nursing facility for children requiring nursing services on a 24 hour basis.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Inpatient Hospital***

Services ordinarily furnished in a hospital for care and treatment of inpatients; furnished under the direction of a physician or dentist.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Inpatient Psych. Hospital***

Services are provided under the direction of a physician provided in a psychiatric facility or acute hospital psychiatric program.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Intermediate Care/MR***

Services provided in an institution for mentally retarded or persons with related conditions whose purpose is to provide health or rehabilitative services and to which skilled nursing services are required on a daily basis.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352

Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Lab & X-Ray***

Provides professional or technical laboratory and radiological services provided under the direction of a physician or licensed practitioner.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Managed Care***

Services provided under a capitated rate to providers who monitor all State services except for Nursing Facility services, Intensive Care Facility/Mentally Retarded Home and Community Based Waiver services, transportation, personal care, non-State Plan Early Periodic Screening, Diagnosis and Treatment (EPSDT) services.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Non-Technical Medical Care***

Non-Technical Medical Care program provides assistance to individuals in bathing and grooming to assure personal health and safety. Individuals served must have a physical impairment or combination of physical and mental impairment; lack the ability to meet personal care needs without additional supervision or assistance, or to communicate needs to

others, and require non-technical assistance to prevent or minimize physical health regression and deterioration.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Nursing Services***

Health related services provided to individuals who do not require hospital care, but whose mental or physical conditions require nursing services.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Other Practitioners***

Provides medical or remedial care services other than those services provided by a physician or dentist provided by licensed practitioners. Class includes services performed by: chiropractors, psychologist, nurse mid wives, nurse practitioner, and therapeutic foster care.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Other Services***

Transportation, room and board, and medical supplies.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Outpatient Hospital***

Preventive, diagnostic, therapeutic, or rehabilitative services furnished to outpatients.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Outpatient Psychiatric***

Preventive, diagnostic, therapeutic, rehabilitative, and psychiatric treatment services provided on an outpatient basis.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Physician Services***

Services provided within the practice of medicine or osteopathy as defined by state law under the personal supervision of an individual licensed to practice medicine or osteopathy.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Podiatric***

Services limited to non routine surgical procedures as a result of a systemic disease that destroys bodily functions.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Prescription Drugs***

Providing of simple or compound substances or mixtures prescribed by a physician or other licensed practitioner and dispensed by a licensed pharmacist or practitioner on a recorded and maintained written prescription.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Vision Services***

Program provides diagnostic, preventive, or corrective care. Includes visual exams, by a licensed optometrist or optician. Services include eyeglasses.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

***Medicaid for Children - Waiver Services***

Services that include transportation, physical therapy, occupational therapy, preventive services, equipment and supplies for persons with speech, hearing, and language disorders; provides dentures, prosthetic devices, eyeglasses, habilitative services, and hospice.

Contact Person: Mary Stalnaker  
Title: Programs Supervisor  
P.O. Box 25352  
Oklahoma City, OK 73125  
Phone: 521-3602

# DEPARTMENT OF HUMAN RESOURCES

## Office of Personnel Management

### *State Employees Child Day Care Program*

State Employee Child Day Care Program is a response to the need for on-site or near-site child care facilities. The law authorized the implementation of pilot programs establishing one or more child care centers for minor dependents of state employees.

Contact Person: Jim Lippert  
Title: Assistant Administrator  
2101 N. Lincoln Boulevard  
Oklahoma City, OK 73105  
Phone: 521-2169

## Oklahoma Employment Security Commission

### *Child Support Intercept Program*

The Child Support Intercept Program was established to assist the Department of Human Services (DHS) in the collection of child support from non-supporting parents. The Department of Human Services is provided with a list of current unemployment compensation claimants.

Contact Person: John Scott  
Title: Program Chief  
3 NE Will Rogers Building  
Oklahoma City, OK 73152  
Phone: 557-7228  
john.scott@oesc.state.ok.us

### *Job Corps*

Job Corps is a program established and administered by the federal government to assist disadvantaged youth, 16 to 25 years of age who are unemployed and unskilled. The purpose of the program is to train the whole person, as well as provide job skills. While the Employment Security Commission does not administer the program, it is involved in bringing youth into the program and with placing participants in jobs after completion of the program. The costs shown reflect this participation.

Contact Person: Debra Roseburr  
Title: Program Chief  
Will Rogers Building Room 404  
Oklahoma City, OK 73152  
Phone: 557-7128  
debra.roseburr@oesv.state.ok.us

### *Oklahoma Youth Services Program*

The Oklahoma Youth Service Program is designed to educate today's students regarding tomorrow's work place demands and to assist youth in the area of employment. All agency local offices provide placement services aimed at serving job-ready youth. In addition, the agency coordinates the "Making the Grade" program which uses public and private sector volunteers to teach job readiness in four metropolitan Oklahoma City Schools.

Contact Person: Richard Gilbertson  
Title: Director, Employment Service  
Will Rogers Building Room 440  
Oklahoma City, OK 73152  
Phone: 557-7121  
richard.gilbertson@oesc.state.ok.us

### *Parent Locator Service*

This program assists the U.S. Department of Health and Human Services (DHHS) in locating non-custodial parents in interstate cases for the purpose of enforcing child support obligations. The Oklahoma Employment Security Commission provides DHHS with access to wage and unemployment compensation claims information through a computer tape cross-match.

Contact Person: Mike Evans  
Title: DP Administrator  
Will Rogers Building, room 412  
Oklahoma City, OK 73152  
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mike.evans@oesc.state.ok.us

### ***Summer Youth Program (JTPA)***

This Program is designed for economically disadvantaged youth ages 14-21 to promote the integration of learning opportunities with a structured work experience to culminate in an enriched summer experience. The participants are provided an integrated learning experience which incorporates the SCANS (Secretary's Commission on Achieving Necessary Skills) Foundation Skills and Competencies to assist in developing and refining attitudes, values, and work habits which will contribute to their success in the workplace. This eight week program of classroom-based or work-based learning is consistent with the goal of the School-to-Work Opportunities Act.

Contact Person: Eddie Foreman  
Title: Director, Employment & Training  
Will Rogers Building Room 511  
Oklahoma City, OK 73152  
Phone: 557-7294  
eddie.foreman@oesc.state.ok.us

### ***Youth Program (JTPA)***

The Jobs Training Partnership Act (JTPA) program is directed toward economically disadvantaged youth ages 14-21 to encourage school completion, improve employability skills, and to enhance educational, occupational and citizenship skills. The two major objectives of the program are to improve the transition from school to work and to reduce welfare dependency. JTPA regulations require that at least 50 percent of the participants are out-of-school and that 65 percent have at least one barrier to employment.

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eddie.foreman@oesc.state.ok.us

# DEPARTMENT OF MILITARY AFFAIRS

## Oklahoma Military Department

### *Youth Challenge Program*

Provides a highly disciplined atmosphere fostering academics, leadership development, physical training, and personal growth to educate and train unemployed high school dropout youth.

Contact Person: Col. Dale E. Carney

Title: Resource Manager

3515 Military Circle

Oklahoma City, OK 73111

Phone: 425-8373

# DEPARTMENT OF SAFETY AND SECURITY

## Board of Medicolegal Investigations

### *Medical Examiner's Office*

Each year in excess of 500 childhood deaths are investigated by the Medical Examiners' Office. Of these deaths, about 40% are autopsied. Oklahoma statutes are very specific regarding the type of deaths which come under the purview of the office. The agency essentially conducts three types of investigation: telephone investigations, where the body does not come to the morgue, Medical Examiner Cases not requiring an autopsy, and those cases where an autopsy is indicated or required.

Contact Person: Stephen P. Slater, MBA  
Title: Director of Budget & Finance  
901 North Stonewall  
Oklahoma City, OK 73117  
Phone: 239-7141  
spslater@aol.com

## Department of Public Safety

### *D.A.R.E.*

Drug Abuse Resistance Education (D.A.R.E.) is a federally funded and nationally recognized program to educate youth and their parents on the dangers of drug use. The Department's program trains law enforcement officers, statewide, to conduct the training programs at the local level. The Department also re-certifies the local personnel annually.

Contact Person: Herb McDonald  
Title: Lieutenant  
P. O. Box 11415  
Oklahoma City, OK 73136  
Phone: 425-2433

### *Highway Safety*

Oklahoma Highway Safety Office provides educational programs and materials directly from the Highway Safety Office, as well as funding projects conducted by other organizations. Some of these programs specifically address children's topics: such as automobile child restraint systems, safety belts, school buses, pedestrians, and bicycling. Other programs address these topics as a component of the project being conducted.

Contact Person: Joe McDonald  
Title: Highway Safety Director  
3223 Lincoln Blvd.  
Oklahoma City, OK 73105  
Phone: 521-3314

### *Safety Education*

The safety education program conducted by the Highway Patrol serves children from pre-school through college age. Programs include seat belt, alcohol and drug abuse, D.U.I., personal safety, bicycle safety, pedestrian safety, defensive driving, winter driving, sharing the road with trucks and buses, self defense, hunter safety, the D.A.R.E. curriculum, and other programs as requested. The programs are delivered on-site at schools, colleges, universities, or other public locations by Troopers of the Oklahoma Highway Patrol. All areas of the state are covered by members of the Safety Education Division and/or troopers who are D.A.R.E. certified.

Contact Person: 1LT John Matlock  
Title: Troop Commander  
P.O. Box 11415  
Oklahoma City, OK 73136  
Phone: 425-2420

# DEPARTMENT OF TOURISM AND RECREATION

## Department of Wildlife Conservation

### *Aquatic Resources Education Program*

The objectives of this program are: (1) To enhance the awareness, appreciation and understanding of Oklahoma's aquatic resources and, (2) to promote the learning of angling and water safety skills, outdoor ethics and sport fishing opportunities available in our state. This program is designed to reach children in grades K-12.

Contact Person: Josh Cussimanio  
Title: Program Coordinator  
1801 N. Lincoln Blvd  
Oklahoma City, OK 73105  
Phone: 521-4603  
jcussimanio@odwc.state.ok.us

### *Conservation Education Program*

The goal of the Conservation Education Program is to educate the citizens of Oklahoma concerning conservation issues and to make these citizens more environmentally literate. Conservation Education consists of several programs that either directly or indirectly target children. The largest program within Conservation Education is Project Wild (wildlife in learning design), an interdisciplinary, supplementary, K-12 environmental education curriculum.

Contact Person: Lisa Anderson  
Title: Education Specialist  
1801 N. Lincoln Blvd.  
Oklahoma City, OK 73105  
Phone: 521-6704  
landerson@odwc.state.ok.us

### *Oklahoma Hunter Education Program*

The Oklahoma Hunter Education Program is a federally-funded program designed to provide instruction and practice to hunters and prospective hunters in the safe use of firearms and archery equipment, in safe hunting procedures, hunting ethics, sportsmanship, the hunter-landowner relationship,

wildlife management principles, survival and first aid related to hunting and the avoidance of all casualties; and to enhance hunting enjoyment. Instructors in this program are game wardens and certified volunteer hunter education instructors from all walks of life. Instructors are selected according to their willingness to complete training and pass on the skills necessary to successfully hunt and shoot.

Contact Person: J.D. Peer  
Title: Hunter Education Coord.  
1801 N. Lincoln Blvd.  
Oklahoma City, OK 73105  
Phone: 522-4572  
jpeer@odwc.state.ok.us

### *Shotgun Training Education Program (STEP)*

The Shotgun Training Education Program objectives are: (1) Increase hunter skills and knowledge about shooting to benefit the wildlife resources and citizens of Oklahoma; (2) Educate hunters about non-toxic shot technology.

Contact Person: Ed Cunnius  
Title: STEP Technician  
Rt 1 Box 75B  
Porter, OK 74454  
Phone: 683-1031

# DEPARTMENT OF VETERANS AFFAIRS

## Department of Veteran Affairs

### *The American Legion Children's Home*

The Oklahoma Department of Veterans Affairs is authorized (Chapter 275, Section 20, Session Laws, 43rd Legislature) to expend monies to maintain support and educate minor dependents of an Honorably Discharged Oklahoma War Veteran. The maximum allowable is \$13 per day per eligible minor.

Contact Person: Marilyn Capps  
Title: Comptroller  
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[mcapps@odva.ok.state.us](mailto:mcapps@odva.ok.state.us)