

SUBCHAPTER 3. OJA-OPERATED GROUP HOMES

377:30-3-1. Administration [REVOKED]

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 15 Ok Reg 2706, eff 7-1-98; Amended at 16 Ok Reg 3004, eff 7-12-99; Revoked at 23 Ok Reg 2769, eff 7-1-06]

377:30-3-2. Organization

In order to promote efficiency and provide a clear chain of command from entry-level positions to the group home supervisor, the group home supervisor shall develop a written description and organizational chart which reflects the current structure of authority and accountability within the facility and the agency. Group home staff shall review these documents at least annually and revise as needed.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97]

377:30-3-3. Policies and procedures

In addition to OJA rules, each group home shall develop an operations manual which includes facility goals and specific information to assist staff to effectively perform their duties.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97]

377:30-3-4. Monitoring reports

To ensure the efficiency, safety, sanitation, and condition of the group home program, regular and routine reports, audits, and inspections shall occur and be reviewed by the group home supervisor or designee.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 15 Ok Reg 2706, eff 7-1-98]

377:30-3-5. Fiscal management

(a) Fiscal policies for OJA shall be developed by the OJA Office of Finance, in accordance with state laws and regulations. The group home supervisor shall ensure that the fiscal policies relate to the goals and objectives of the group home program. Fiscal policies are used as guidelines to improve program efficiency and measure goal achievement.

(b) Group home fiscal operations shall be audited annually by an independent auditor.

(c) Juvenile fund accounts shall be established to discourage theft and the inappropriate use of cash that could present control problems. Staff shall set up accounts to teach juveniles about earnings and savings.

(d) The group home supervisor shall develop procedures for internal control and monitoring of accounting procedures to ensure the safekeeping of all facility funds and require continual monitoring of fiscal activities. Fiscal policies require internal control of:

(1) petty cash;

(2) staff bonding;

(3) signature control for checks and vouchers; and

(4) annual reporting to OJA regarding the group home's fiscal activities.

(e) Staff shall be covered by insurance at all times while in performance of their duties.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 15 Ok Reg 2706, eff 7-1-98; Amended at 16 Ok Reg 3004, eff 7-12-99]

377:30-3-6. Human resources management

The group home supervisor shall comply with OJA Office of Human Resource Management rules set forth in OAC 377:3-5 and the Oklahoma Merit System rules in selecting, retaining, and promoting staff. Volunteers, consultants, and contract personnel shall abide by all group home rules, policies, and procedures, especially those rules, policies, and procedures on confidentiality of information.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 16 Ok Reg 3004, eff 7-12-99; Amended at 17 Ok Reg 3141, eff 7-27-00]

377:30-3-7. Employee grievances

The group home supervisor shall strongly encourage that relationships between supervisors and staff are mutually respectful. When differences occur, resolutions shall be as informal as possible. If differences cannot be resolved informally, the employee shall have access to the employee grievance system.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97]

377:30-3-8. Training and staff development

OJA training policies are set forth in group home policy P-30-03-08.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 16 Ok Reg 3004, eff 7-12-99]

377:30-3-9. Information and research

The Juvenile On-Line Tracking System (JOLTS) is OJA's system of information collection, storage, retrieval, reporting, and review. Procedures governing access to and use of JOLTS are found in the JOLTS manual.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 17 Ok Reg 3141, eff 7-27-00]

377:30-3-10. Juvenile records

The group home supervisor or designee shall establish for each juvenile an accurate record that is available to authorized personnel, as defined in OAC 377:10-1-7 through 377:10-1-11. The records are maintained and stored in a secure location and contain the following information:

- (1) initial intake form;
- (2) individual service plan including social history, medical records, treatment plan, and any other case information from the referral source;
- (3) signed release of information forms, court orders, signed program rules and disciplinary policy, and signed grievance forms;
- (4) evaluations and current progress reports; and
- (5) any referrals to other agencies and final discharge reports.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 16 Ok Reg 3004, eff 7-12-99]

377:30-3-11. Physical plant

To create a safe, healthy, and humane environment, the group home supervisor or designee shall ensure the facility's conformance to the latest requirements of applicable fire, building, health, and zoning codes or ordinances in the design, construction, and operation of the facility. The facility shall meet ACA and applicable licensing requirements for minimum space and living conditions.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 16 Ok Reg 3004, eff 7-12-99]

377:30-3-12. Preventative maintenance and housekeeping programs

To provide for emergency repairs, replacement of equipment, and general upkeep, the group home supervisor or designee shall develop a written plan for preventive and ongoing maintenance of the facility.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97]

377:30-3-13. Safety and emergency procedures

(a) **Caustic materials.** The group home supervisor shall maintain strict control of procurement, storage, and inventory of all flammable, toxic, and caustic materials.

(b) **Facility emergency plans.** The group home supervisor or designee shall develop written plans for emergency situations, including fire, medical, weather, and work stoppage. The group home supervisor shall make the emergency procedures available to staff. Staff shall review and update the emergency plans at least annually and submit them to the local authorities. All staff shall be trained in emergency procedures. The emergency plans, showing the location of exits, fire extinguishers, and first aid equipment must be conspicuously posted in the facility. Staff shall conduct and document monthly emergency drills under varied conditions and during hours when the majority of juveniles are in the facility.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 15 Ok Reg 2706, eff 7-1-98]

377:30-3-14. Security and control

(a) Under no circumstances shall a staff member allow a juvenile or juveniles to control other juveniles. Staff shall be responsible for the control of juveniles.

(b) To prevent the possibility of serious injury to staff and juveniles, only the minimal amount of force necessary shall be used at any time. Rules regarding the use of force are set forth in OAC 377:10-1-4.

(c) Staff shall conduct searches no more frequently than necessary to control contraband or to recover lost or stolen property.

(d) To maintain the security of the facility and the safety and privacy of staff and juveniles and their property, the group home supervisor shall develop and implement a key inventory and control system.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 15 Ok Reg 2706, eff 7-1-98; Amended at 16 Ok Reg 3004, eff 7-12-99]

377:30-3-15. Food service

(a) Food served in the group home shall be of sufficient quantity and type to meet the nutritional requirements of the residents. Special diets required by residents, as prescribed by medical or dental personnel, are followed.

(b) Should a juvenile's religious beliefs require adherence to religious dietary laws, meals shall be prepared accordingly, if reasonably possible, and shall be prepared and stored in a manner consistent with applicable ACA, health, and licensing standards.

(c) The food service program shall provide a single menu for both staff and juveniles.

(d) The group home staff shall provide food service which ensures the highest possible level of safety and sanitary practices. The group home shall comply with the required state health codes.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 16 Ok Reg 3004, eff 7-12-99]

377:30-3-16. Sanitation and hygiene

(a) The group home supervisor shall provide a method for the regular monitoring of environmental health programs, especially housekeeping practices, water supply, and sanitary practices. The facility shall comply with all applicable federal, state, and local sanitation and health codes.

(b) Waste disposal and pest control programs that conform to appropriate jurisdictional requirements shall provide:

(1) a licensed or trained pest control professional readily available to provide vermin and pest control services; and

(2) liquid and solid waste collection, storage, and disposal in a manner that protects the health and safety of juveniles, staff, and visitors.

(c) Group home staff shall provide each juvenile with adequate bathroom and hair care articles necessary to maintain acceptable standards of personal hygiene and bedding cleanliness.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97]

377:30-3-17. Health care services

- (a) The health care program at each group home must be designed to protect and promote the physical and mental well being of residents. Each facility shall secure a written agreement or contract with a health authority (physician, health administrator or health agency) for the purpose of providing health care of residents.
- (b) Each facility shall have a plan for 24-hour emergency medical, dental, and mental health care availability that includes arrangements for the following:
- (1) on-site emergency first aid and crisis intervention;
 - (2) emergency evacuation of the juvenile from the facility;
 - (3) use of an emergency medical vehicle;
 - (4) use of one or more designated hospital emergency rooms or other appropriate health facilities;
 - (5) emergency on-call physician, dentist, and mental health professional services when the emergency health facility is not located in a nearby community; and
 - (6) security procedures providing for the immediate transfer of juveniles, when appropriate.
- (c) Group home staff shall be capable of responding to health-related situations within a four-minute response time. A training program established by the health authority in cooperation with the group home supervisor shall provide the following:
- (1) recognition of signs and symptoms and knowledge of action required in potential emergency situations;
 - (2) administration of first aid and cardiopulmonary resuscitation (CPR) and current CPR certification;
 - (3) methods of obtaining assistance;
 - (4) recognition of signs and symptoms of mental illness, retardation, and chemical dependency;
 - (5) procedures for patient transfers to appropriate medical facilities or health care providers; and
 - (6) recognition of the signs and symptoms of communicable diseases and information on care for staff and juveniles.
- (d) All medical information is confidential pursuant to OAC 377:10-1-4 through 377:10-1-7.
- (e) In cases of serious illness, surgery, death or injury, the residents' next-of-kin must be notified immediately, either directly by a group home staff member or through the local worker.
- (f) Medication shall be distributed or administered by staff members trained in medication administration in accordance with the physician's orders. Facility staff shall keep records of all medications distributed by facility staff. The group home supervisor or designee shall maintain and audit records monthly.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 16 Ok Reg 3004, eff 7-12-99]

377:30-3-18. Juvenile rights

- (a) Rules of conduct, juvenile rights, and penalties for infractions of rules shall be in writing. At the time of admission, staff shall review the information with the juvenile and give him or her a written copy. The juvenile shall acknowledge in writing the receipt of the information and the staff member shall verify in writing the receipt and review. Staff shall post the rules of conduct, juvenile rights, and penalties for infractions of rules conspicuously in the facility.
- (b) At the time of the juvenile's admission, staff shall advise the juvenile of the grievance procedures set forth in OAC 377:3-1.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 16 Ok Reg 3004, eff 7-12-99]

377:30-3-19. Rules and discipline

Rules regarding discipline and use of force are set forth in OAC 377:10-1-3 and 377:10-1-4.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 16 Ok Reg 3004, eff 7-12-99]

377:30-3-20. Mail, visits, and telephone

(a) **Mail.** Staff shall provide each resident with access to writing materials and postage for each resident to mail at least two letters per week and additional postage for legal correspondence. Staff shall not open a juvenile's mail. However, staff can require the juvenile to open the letter or package in the presence of staff and staff shall remove any contraband.

(b) **Visits.** Juveniles shall receive approved visitors during normal pre-established visiting hours. However, if staff have substantial evidence that a visit may pose a threat to the safety of the juvenile or the security of the facility, staff shall curtail the visit.

(c) **Phone.** A juvenile shall have access to make and receive phone calls in accordance with group home policy and procedure.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 16 Ok Reg 3004, eff 7-12-99]

377:30-3-21. Group home programs

(a) Group home staff shall provide a program designed to enhance the growth and development of each juvenile and meet the juvenile's individual needs. Programs offered at each group home shall include:

- (1) community supervision;
- (2) shelter;
- (3) food services;
- (4) emergency financial assistance, in accordance with the Office of Juvenile Affairs and Department of Human Services financial policies;
- (5) assistance with transportation;
- (6) access to medical and mental health services;
- (7) access to vocational evaluation and training;
- (8) employment counseling and placement, if possible;
- (9) educational training and placement, if possible; and
- (10) independent living assessment and skills.

(b) The group home staff may use community resources, through contract or referral, to develop programs for the juveniles placed in the facility and maintain a current resource manual of evaluated and recommended community agencies to serve juveniles. Since the ultimate objective of the group home staff shall be the reintegration of the juvenile into the community or independent living, staff shall provide the juvenile with opportunities to participate in community and family activities.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 17 Ok Reg 3141, eff 7-27-00]

377:30-3-22. Juvenile admission and release procedures

(a) Group home staff shall conduct an admission and orientation process immediately following the juvenile's arrival at the facility.

(b) Pursuant to rules regarding the individual service plan and admission procedures set forth in OAC 377:10-1-9 and 377:10-9-2, the group home staff and JSU juvenile justice specialist shall initiate the development of the juvenile's discharge plan upon admission.

(c) The grand staffing process set forth in OAC 377:10-9-10 through 377:10-9-19 may be utilized for release of juveniles.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97; Amended at 16 Ok Reg 3004, eff 7-12-99]

377:30-3-23. Volunteers

Rules regarding volunteers are set forth in OAC 377:3-1.

[Source: Added at 14 Ok Reg 1891, eff 6-2-97]