



MISSION STATEMENT:

"OAKS INDIAN MISSION, BY GOD'S GRACE, PARTNERING WITH CHRISTIAN COMMUNITIES AND TRIBAL NATIONS, PREPARES NATIVE CHILDREN TO LEAD AND SERVE."

➤ ADMISSION AND DISCHARGE

The Oaks Indian Mission serves children from all tribes, from Pre-Kindergarten through High School age but will consider children under the Pre-Kindergarten age if such involves a sibling group or if there is an emergency situation involving an individual child, whereas: the child's safety and welfare is a danger.

The Mission offers services for children with the following needs:

- A. Homeless
- B. Structure, safety
- C. Group Foster Care
- D. In need of supervision
- E. Neglect
- F. Tribal ordered
- G. Tribal Custody
- H. Respite from family problems of domestic violence/substance abuse
- I. Academic difficulties
- J. independent life skill education

Oaks Indian Mission does contract with the State of Oklahoma for placement of a child who is in the custody of the state, and is able to receive children who are in State custody for placement with the understanding that we are a faith-based program that places significant emphasis on spiritual formation.

Oaks Indian Mission is a faith-based private non-profit agency licensed by the State of Oklahoma to provide Basic Residential Child Care for school-age children. Oaks Mission is NOT licensed as a Children's Emergency Shelter or as a Residential Treatment Center. Criteria for admission must reflect the scope of care the Mission is licensed to provide:

- A. Candidates for admission cannot be aggressive toward others
- B. Candidates for admission are not a flight risk (open campus)
- C. Candidates for admission must be able to attend public school
- D. Candidates for admission are not suicidal (no ideation or attempt within past six months and must have received successful appropriate treatment)
- E. Candidates for admission must not require 24 hour awake staff for supervision
- F. Candidates for admission are free of drug, alcohol, or tobacco dependency
- G. Candidates for admission are willing to live at Oaks Mission voluntarily
- H. Candidates for admission must be free of deferred adjudication for a felony
- I. Candidates for admission must be willing to comply with facility expectations outlined in the OIM Policies and General information Handbook
- J. Candidates for admission must have some history of following directives from adult authority figures, including educators.
- K. Candidates for admission must not be diagnosed with any severe psychological or physiological condition
- L. Candidates for admission with conditions requiring medication must be stabilized for a period of six months before being considered for admission

Admission into the Mission's residential program requires the participation of both, the prospective resident and the parent custodian in an admission assessment having an outcome indicating that placement at Oaks is appropriate for meeting the prospective resident's individual needs. Once the admission assessment is completed, the admissions committee comprised of the Mission social-worker, appropriate direct care staff, and program director will make a final decision regarding placement and then contact the parent custodian to schedule an intake, at which time, the parent/ custodian signs the placement agreement giving the Mission authorization to provide care and to seek medical treatment as needed. Placement can be made by parent(s), legal guardian, tribal or state government.

➤ Intake information Requirements (Provided by the Placement Source)

- A. Child must be present for interview.
- B. Child must be accompanied by the authorized placement source.



- C. Legal verification for placement (Birth Certificate, Court Order).
- D. Child's immunization Record (up to date).
- E. Verification of Health Care Coverage, (Private insurance, DHS Medical care, Hospital Chart Number, etc.).
- F. CDIB Card (Certificate of Degree of Indian Blood) if applicable.
- G. Child's Social Security Card (hand written number is not accepted).
- H. Child's last known school grades.
- I. Child's Physical Examination, completed by a licensed physician (must be MD or DO, and dated within the past 2 months). The exam must include results of a comprehensive blood test for pregnancy (if female) and communicable diseases.

➤ Cost Fees

Parental Provision (sliding Scale)

Third Party (income allotted to child; Social Security, Child Support, etc.)

➤ Discharge Planning

Discharge planning always involves the resident, the resident's parent/custodian, and Mission staff. A resident may only be discharged to the resident's parent/ custodian except in an emergency situation and when written authorization is given to by the parent/custodian to make discharge to another individual. An emergency discharge is only done when the resident is a danger to self or others, in which case, the Mission informs the parents/ custodian immediately. The Mission will only discharge a resident when the person the resident is discharged to produces photo identification and signs the discharge form before leaving with the resident. A discharge summary that includes all State required information is placed in the child's record.

Examples why OIM may recommend termination

- A. Persistent failure to observe Mission and off-campus regulations.
- B. Persistent unwillingness to follow staff directives or to accept supervision.
- C. Unwillingness to accept personal responsibility for inappropriate behavior.
- D. Negative behaviors off-campus is a negative reflection on Oaks Indian Mission.
- E. Mission's residents and the program offered.
- F. Unable to function or thrive in a group home setting.
- G. Parent/custodian becomes uninvolved in child's placement.
- H. Parent/custodian becomes uncooperative with service plan.
- I. Disruptive behavior, which seriously interferes with the safety and welfare of other residents or staff.
- J. Failure to attend or progress in school.
- K. Continued inattention to the education or training program, based on school reports, school grades, and study records within the cottage.
- L. Repeated or prolonged unauthorized absences from Mission. (AWOL status)
- M. Verbal attack on another resident or staff person.
- N. Physical or sexual aggression or assault on another resident or staff person (With or without a weapon).
- O. Bringing unauthorized guests into living quarters.
- P. Requiring 24 hour awake staff to supervise.
- Q. Inappropriate sexual activity.
- R. The requirement of special needs services that the mission cannot provide.
- S. Possession of or transporting to the Mission campus, any unauthorized item(s), which includes, but is not limited to the following list:
 - 1. Fireworks
 - 2. Knives and home-made weapons
 - 3. Guns
 - 4. Alcohol and illegal drugs
 - 5. Tobacco Products of any form

The example list above of "unauthorized" items is not to be considered as "complete." "Any item" not listed can be considered as "unauthorized" by Mission Administration.



➤ VOLUNTEERS

Volunteers are utilized according to availability and capabilities based on need and services which will be beneficial to the program offered. All volunteers working with children directly without staff monitoring will be required to have a criminal and child abuse clearance.

➤ Program Goals

- A. Growth in positive self-image
- B. Social growth with peers and authority
- C. Meet maximum education achievement possible
- D. Spiritual growth through orthodox/ traditional experiences
- E. Abstention from alcohol and drugs
- F. Application of coping skills for return to the family
- G. independent living life skills
- H. Assist Junior and Senior students in finding college, or Vo-Tech of their choice

➤ Living Environment and Supervision

Cottage setting, family atmosphere, residential 24 hours, 7 days per week Direct care supervision is provided by a full-time house parent(s). 24 hour awake direct care staff not provided. Staff/resident ratio of supervision is no greater than 10:1 during awake hours and 12:1 during evening hours. Direct care staff receive both in-service and outside training to equip them to effectively and safely provide basic residential care and supervision for school-age boys and girls.

➤ Services Offered

- A. Access to public school system
- B. Special education (public school)
- C. Counseling (individual, group, family)
- D. Religious worship and instruction
- E. Independent living skills
- F. Educational trips.
- G. Recreational activities
- H. Native American education/ activities

➤ Services Available

- A. Health Services (Indian Health Facilities)
- B. Informal Counseling and Visitation with families
- C. Daily study time with learning assistance
- D. Recreation (on off campus)
- E. Extra-Curricular Activities
- F. Summer employment (limited, 14 years old and older with CDIB card)

➤ Service Plan and Service Plan Review

Based on the individual needs identified during the admission assessment phase, a service plan is developed for each child within one month of the date of admission. This plan outlines both basic and individual needs and strengths of the child coming into care. The individual plan lists goals for placement and specifies strategies to meet those goals. The plan also notes the estimated length of stay, describes how the family or placement source will be involved during placement, presents visitation guidelines, and outlines anticipated plans for discharge.

A service plan review is done within 90 days of placement and then every 6 months afterwards. The resident and parent/ custodian are both involved, and the review evaluates the progress the resident is making toward meeting placement goals, identifies any newly identified needs and goals, provides an update on the estimated length of stay, brings discharge plans up to date, and addresses the continued appropriateness of placement at the Mission.

➤ Family Contact and Visitation

All newly arrived residents serve a 30 day, 4 week, probationary period. During this time, the Mission's staff will observe the child to determine if need(s) can be provided by this agency. There is not direct contact with the child from anyone if the placement source is a parent or guardian. However, the parent or guardian can contact their child's Mission Childcare Director or cottage parent for a follow-up on the child's welfare.

Following the 30 day probationary period, the placement source, parent, or guardian is expected to maintain regular contact with their child and plan for home visits during long weekends or school holidays. Exceptions to this rule may be made under certain



circumstances if approved by Mission staff. Any allowances must be made within a context of providing the child with a healthy balance between their time invested at home and at the Mission. Therefore, the child must remain at the Mission during at least two weekends out of a given month during the school year. During the intake process, parents will be presented with the current school year calendar that includes a schedule for all holidays and long weekends. Parents will be asked to determine which long weekends and holidays they plan to check their child out. Parents will need to commit to a consistent visitation schedule.

If any child attends prom at Oaks Mission Public School, they will not be allowed to check out during this time. There will be no exception to this rule.

All home visits must be arranged well in advance of the planned visit by the child's parent with the child's Childcare Director or cottage parent if the child's case manager is not available. Each parent will receive a copy of the school calendar and will be expected to contact their child's Childcare Director at the Mission to arrange a home visit no later than one week in advance of the planned visit. The Placement Source designates authorization of the person(s) who are able to pick up their child for visitation. Authorization must be given in written form at the time of the interview/intake for Residency. Eligibility for a home visit is dependent on whether such is in the best interest of the child.

➤ Checkout

Checkout is an over-night absence from Mission. A checkout must be within Mission approved date and time. Return from checkout is also to be within approved date and time. Community checkout is allowed as long as the residents have prior approval from the Tribes and a background check has been completed on the authorized individual/family. Any person(s) authorized or not who comes to campus for visiting, checkout, or return of a child, who in the opinion of Mission staff, appears to be in a condition which would be detrimental to the health and safety of a child will be asked to leave the area immediately and return when said condition is no longer a concern. If that person(s) refuses to comply with the request to leave the area, the Delaware County Sheriff's Department and/or appropriate legal authority will be contacted and said person(s) will be removed from campus and immediate area.

➤ Sign-out

The decision regarding 'Sign-out' will involve input from the child's cottage parent and Childcare Director. The cottage parent will complete a sign-out form, if a sign-out is approved. The authorized sign-out person will then sign this form.

A child's visits can be delayed because of unacceptable behaviors, conduct and/or attitude. Both child and placement source are given verbal explanation as to the reason for a delay in visits by the Childcare Director. Any restrictions on visitation must be explained to the resident and the parent or custodian, documented in the resident's file, and reviewed every six months.

Third Party Placement: On-site visitation, Sign-out, and Check-out/Pass (court related OJA):

No resident is allowed any On-Site Visitation, Sign-Out or Check-Out/Pass without approval from the child's DHS or OJA case worker or OIM Childcare Director. Such approval will be documented in the residents file. Notice of such arrangement and approval, as stated above, will be from the case worker and/or Mission Director. If for any reason, specified Mission personnel cannot be contacted, then notice is to be directly to the appropriate cottage parent.

➤ Visitors on Campus

Visitors must report to the Administration Office (or appropriate cottage staff person if after office hours) immediately upon their arrival. Visitors are not to wander about on campus or visit with any resident without the knowledge and permission from appropriate cottage personnel. No visitor is allowed to wander into any child's or cottage parent's living quarters without asking for and being given permission to do so (Exception: State inspectors and Mission maintenance).

Any Mission staff person has the right to request any campus visitor to leave the campus if the behavior is questionable or unacceptable. Any Mission staff person has the right to telephone the Delaware County Sheriff's Department or appropriate law official if a visitor to the campus is threatening in any way or if a visitor is requested to leave and refuses. Any Mission staff person has the responsibility to ask any 'stranger' on the campus for their name and reason for being on campus. Any/All concerns for campus visitors are to be reported to the Mission Director as soon as time allows.

➤ Program and Cottage Rules

- A. Show respect for staff, adults and each other.
- B. Comply with all required cottage and campus rules.
- C. Be on time for school, church, and Mission scheduled activities or events.
- D. Attend Sunday school and church
- E. Church dress is to be clean, neat and without unacceptable decals, pictures, or wording.
- F. Radios are allowed. Loud music will cause a warning. A second warning will result in the radio being taken for a set period of time but a third such incident will cause this item to be sent home and the resident will not be allowed a radio again.
- G. All radios turned off at bedtime.



- H. Music, CD's and radios, is encouraged with the following exceptions: foul language, cult and inappropriate rapping, etc. Even approved music may be requested to keep the volume down. Failure to comply may result in removal of the CD player or radio.
- I. No running, wrestling, or horseplay allowed in the cottage.
- J. No horseplay allowed on or off the campus.
- K. No liquor, drugs, or items deemed as weapons or any item that is viewed by Mission as "unauthorized".
- L. No body piercing or permanent tattooing is allowed while under Mission supervision,
- M. No stealing, cursing, or violation of privacy.
- N. No riding in private automobiles without permission from Mission Administration.
- O. No trading or borrowing of personal items without permission from your cottage parent or Mission Administration.
- P. All lights must be out at scheduled bedtime.

➤ Cottage Bedtime Schedule (GENERAL)

Schedules may be changed, within reason, at the discretion of the house parent.

- A. Sunday through Thursday: In cottage by dark (unless exception is made by cottage parent for an occasion). Children in Grades Pre-K-6 will be in their room by 8:30 p.m. with lights out by 9:00 p.m. Older children will be in their room by 10:00 p.m. and lights out at 10:30 p.m.
- B. Friday through Saturday: Weekend-Bedtime is at the discretion of the cottage parent. Weekend schedule applies to any night when school is not scheduled for the next morning.

➤ Allowance

Weekly allowance will be given to children by the appropriate cottage parent, on the designated day.

If the child is scheduled to be away from campus, on checkout or is "AWOL" no allowance will be allotted for that week.

Allowance is merit based and may be either increased or decreased based on the child's overall conduct, which includes progress at school, completing household chores, willingness to help others, and appropriate attitude toward parental or administrative staff.

Special allowances will be given to children if a situation occurs where the regular allowance is not sufficient to cover expenses of an unexpected event. However, this is not encouraged, as we teach the children management of money.

Learning to manage money will largely depend on the cottage parent. Younger children will be encouraged to spend small amounts daily to stretch the weekly allowance. If any resident spends too quickly and allowance money does not last until the next designated allowance date, the resident will "wait" until the next allowance is made available. Allowance will not be advanced.

In the event a child wants something, especially personal, he/she is encouraged to "save" the allowance over a period of time in order to purchase this "special" personal item(s).

Weekly allowance is considered "earned". Residents must comply with rules and regulations and Mission expectations in order to "earn" an allowance.

In the event of willful property damage, restitution will be made through the allowance monies.

➤ Phone Calls

Responsibility for use of cottage telephones is that of the cottage parent.

Children have access to cottage telephones. Local calls, whether made or received are limited to 15 minutes.

Permission for placing or receiving telephone calls is at the discretion of the appropriate cottage parent.

Residents may receive a 30 minute phone call from a relative one time per week. Phone Consideration = 3rd Party Placement.

Weekly telephone privileges will be allowed from the resident to his/her Case Worker and/or Attorney. This policy is in effect on the first day of residency. Calls will be made from the Office of the Counselor or Childcare Director. A specified day of the week and a designated time of day will be arranged with the-Case Worker and/or Attorney and Oaks Indian Mission whenever possible. Such call(s) can be made directly to the resident at his/or resident site.

➤ Wireless Telecommunication Devices

Having and using a cell phone at the Mission is a privilege held by students who display maturity, personal responsibility and trustworthiness. The Treatment Team-gives initial approval for this privilege on a case-by-case basis and cottage house parents ensure that cell phones are being properly used.

House Parents monitor cell phone use and have authority to suspend or remove the privilege of cell phone use. If a resident's privilege to use a cell phone is removed by his/her house parent, then the Treatment Team must give approval for any future cell phone privileges.

The following are guidelines that must be followed in order for a student to have and use a cell phone while residing at the Mission:



- 1) All Cell phones must be kept by the house parent when not checked out to the student. House parents are not responsible for the theft, damage, or miss functioning of resident's phones. Any costs related to cell phones are ultimately the students (student parent's) responsibility. The Mission and its staff cannot be held financially responsible or liable in any way.
- 2) Cell phones must be turned in to the house parent by 9:00 p.m. (weekdays and weekend) and checked out from the house parent after school on weekdays and after church on Sundays at the house parent's discretion. Not following this guideline is cause for suspension of cell phone privileges.
- 3) Students with approval to use a cell phone must not allow others to use the phone unless with house parent permission and cannot loan the phone to others. Not following this guideline is cause for suspension of cell phone privileges.
- 4) Phone use history can be reviewed by house parents or Mission administrative staff at any time. If inappropriate text content is found or call or text history reveals contact with a person or persons that the student does not have permission to maintain contact with, then cell phone privileges will be suspended.
- 5) When a cell phone is held or taken up due to suspension of privileges, the phone will be kept by the house parent for a minimum of 3 days.
- 6) Upon a second suspension of privileges, the phone will be taken up and kept by the house parent for a minimum of 5 days. Following a second suspension, any infraction of the above guidelines will cause removal of cell phone privileges and the Mission will keep the phone in storage until the student either graduates or is reunited with family.
- 7) Before a phone can be returned to a student following suspension of cell phone privileges, the student must demonstrate a level of maturity, personal responsibility, and trustworthiness that will warrant another chance. This will include maintaining good study habits, keeping up with chores, having whereabouts accounted for at all-time, treating others with respect, and displaying a positive attitude with any and all adult authority figures.
- 8) The above cell phone policy is written in the spirit of providing our students with as much freedom and normality as is possible within a group home setting.

➤ Tobacco

Effective August 1, 2008, the Oaks Indian Mission is a smoke/ tobacco free campus. Use and/or possession of tobacco in any form are strictly prohibited by residents, staff, and visitors. This Mission will comply with State regulations which govern tobacco.

➤ Education

The child will attend the Oaks Mission School which is a public school and is a separate entity from Oak Indian Mission. Oaks schools are Located across the street from the Oaks Indian Mission. Residents of the Mission are encouraged to participate in school activities providing their grades are acceptable and school conduct reports allow for the privilege to participate. The child will attend school regularly unless excused by a house parent or Childcare Director.

➤ Tutoring

The school does provide special education, remedial and modified classes along with after school tutoring. The Oaks Indian Mission provides tutoring or has tutoring arranged through the school and has a scheduled time for study after school. Participation in tutoring becomes mandatory when grades in any subject being taken fall below a 75 average.

➤ Other Education Opportunities

The Mission also presents education on drug and alcohol abuse, Native American Language, history and culture, and other topics of importance. At times, special speakers are scheduled on campus, speaking on subjects as: health care, drug/alcohol abuse, and abstinence-based education among others.

➤ Activity/ Recreation

Residents are provided on and off campus activities/recreation. Leisure and physical activities are planned for residents by The Student Life Director and by cottage staff primarily. All planned activities are presented to the Mission Administration for final approval. An activity/recreation calendar with document all such scheduling. A "hard copy" is prepared and presented to all appropriate Mission personnel from the program Director.

➤ Trips

A child must maintain acceptable school grades in order to participate in extra-curricular activities. Acceptable grades will be at the discretion of Mission staff. Any child who rides the bus/van to a Mission or school sponsored event must return on the same vehicle unless previous arrangements are made with Mission Director, house parent(s), or Childcare Director. Participation in/ or attendance at athletic events that are not sponsored by Mission or school require special permission from Mission Administration. All decisions as to a child's eligibility for any trip is at the discretion of appropriate Mission staff.

➤ Church Attendance



It is understood by Oaks Indian Mission that a portion of the training of a whole person lies in that segment of life labeled "spiritual". For that reason, all children and cottage staff and their families residing on campus, and physically on campus on Sunday and church holidays, are expected to attend scheduled religious services.

The expectation is that all will attend the services of Eben Ezer Lutheran Church, adjacent to the Mission campus.

Children desiring to attend functions of other denominations will not be barred from attendance, providing they have transportation furnished from and to the Mission and providing they are under the supervision of responsible individuals and approved by the Mission Childcare Director. Any such approval will be in agreement with the Placement Source. Oaks Indian Mission will not allow children to be pressured by any denominational group or congregation, including Eben Ezer Lutheran Church, into baptism, confirmation or any form of commitment.

Children are encouraged to participate in church youth groups, study groups and other congregational functions, but should do so upon invitation and without reward incentives, scare tactics or other measures which place guilt or compulsion upon a child.

The Mission provides chaplain services, including comforting and counseling through the Chaplain and Eben Ezer Lutheran Church. If children desire to seek such services from other pastors, they are free to do so upon request to the Mission Director.

Children desiring membership or close affiliation with any local congregation must have written approval from the Placement Source. Such approval must be secured/obtained by the Mission Childcare Director.

➤ Mail and Packages

All incoming mail and packages to residents will first come to the Mission Office from Post Office Box 130, Oaks, OK 74359. Officer personnel will receive all such items from the Post Office, office staff will then forward the mail and/or package(s) to the addressee, through the House parents.

No child shall receive mail from their own "personal" private postal address.

Residents will be required to open all mail or packages in the presence of a staff person, usually their cottage parent. This procedure is required to guard against "unauthorized item(s) being received through the mail. The child is not required to allow mail to be read by anyone other than him/herself and no mail is censored by Mission staff.

➤ Incoming Mail

Incoming mail to children will not be received by the child if the return address is incomplete. The return address must show the name and the address of the sender.

Incoming mail to children will not be received by the child if the sender is an unauthorized person according to the list of authorized person(s) presented by the parent guardian at the time of the intake interview. OR, the child will not receive, if incoming mail is from an authorized person but such appears to be "unsettling" to the child or there are indications such as detrimental to the child's continued progress.

➤ Outgoing Mail

Children's sponsorship letter replies will have postage paid by the Mission. Children will supply postage from their allowance for all personal letters/packages. Personal mail from the children is expected to come through the Administration office for delivery to the post office. This procedure guards against the child having contact with unauthorized person(s).

➤ Third Party Placement: Incoming mail and packages

The resident will receive delivery of any mail and/or packages from his/her Case Worker and/or Attorney... This policy is in effect on the first-day or beginning residence. All such mailing will be addressed to the resident at: P.O. Box 130, Oaks, OK 74359

A. Incoming mail and/or packages from any source other than are specified above will not be delivered to the resident during the initial 30 days of residential probation. Thereafter, such will only be delivered to the resident only when approved by his/her Case Worker and/or Attorney.

B. Any such approved arrangement relating to item "A" will be documented in the personal file of the resident.

➤ Gifts

All such are given to the designated child if it is not deemed as being unauthorized item(s). Food items given to children are to be shared with all children in the cottage with the house parent's supervision.

➤ General information

The child is expected to know and obey all rules and regulations of the Oaks Indian Mission.

The Oaks Indian Mission is not responsible for stolen personal items although said Mission will attempt to have said item(s) returned to the rightful owner.

The Oaks Indian Mission is not responsible for clothing or other personal item(s) left on campus after termination of residence. It is the responsibility of the child and/ or the Placement Source to remove "all" personal item(s) at the time of Residential Termination.

The placement source must provide the Oaks Indian Mission with current address and telephone information. This data is vital for general accountability to the family for the child's well-being and for medical emergency reasons. Failure to keep this agency current



in mailing address and contact phone number(s) could result in DHS, child welfare, to be contacted, whereas, the court could deem the situation as "Child Abandonment",.

GRIEVANCE PROCEDURES

➤ Child Grievance Procedure

Residents desiring to write a grievance may contact the agency's Grievance coordinator (assigned by the Mission Director) and obtain a numbered Grievance Form.

The Grievance Coordinator will issue the requested form and log the issuance of said form in the Grievance Log.

The resident will describe the grievance on the numbered form. Grievant may request assistance from any program staff member or any resident for the completion of this form.

The resident will then present the "white copy" of the Grievance Form to the Grievance Coordinator and will retain the "yellow copy" until the grievance is satisfactorily resolved.

The Grievance coordinator will "log" the receipt of the residents name, date received, and forwards the completed Grievance form to the staff member designated to resolve the grievance.

The staff member so designated will meet with the resident in an effort to resolve the grievance within 5 working days.

At the meeting with the resident, the staff member will complete the AD-1, writing a brief statement of the resident's grievance, the resident's proposed resolution and the staff's resolution.

If the resident is satisfied with the Staffs proposed resolution, he/she will so indicate on the AD.1 by checking the appropriate spaces, then sign and date the form' The staff will also sign and date the form, then refer the form to the Grievance Coordinator who will file it in the completed Grievance files.

The Grievance Coordinator will log the resolution of the grievance into the Grievance Log.

If the resident is dissatisfied with the proposed resolution, he/she will so indicate checking the appropriate spaces, then sign and date the form. The staff will sign and date the form and file an appeal. The completed form will then be returned to the Grievance Coordinator who will forward the Grievance, the AD-1, and any other relevant information to the agency's Director.

The Mission Director will meet with the resident and facility staff, if needed in an effort to resolve the grievance within 5 working days. If a resident has not accepted the resolution of the Mission Director the Grievance Coordinator shall immediately forward the grievance, together with the proposed resolution and all supporting documentation, to the Office of the Advocate Defender, P.O. Box 25342 Oklahoma City, OK, 73125

The State Department of Grievance and Abuse Review Committee shall review the resident's grievance. The committee shall make a recommendation to the Director of Human Services. If the Director of Human Services fails to take action within 15 working days to resolve the grievance in favor of the grieving party, the grievance shall be considered unresolved. A copy of the unresolved grievance shall be forwarded to the Office of Juvenile Systems, overnight.

➤ Resident Bill of Rights

The Resident is assured of all rights of citizenship in the State of Oklahoma and the United States except those lost through due process of the law. In addition, the resident is given information about fees schedules, program rules, and individual rights.

A. Each resident and family is informed, in a language they commonly use of the facilities' policies and procedures regarding their rights.

B. Each resident has a right to an individualized plan of care or treatment that focuses the services of the facility toward meeting the resident's needs.

C. Each resident has the right to participate in the development plan.

D. The facility ensures that the resident's rights and responsibilities are protected regarding the following items:

1) Personal Finances. Each resident is given the opportunity to have and handle money for personal use accordance with the resident's service plan.

2) Personal Possessions. Each resident is allowed to bring personal possessions to the facility and to acquire personal belongings as permitted to facility policy and procedure.

3) Personal care and Hygiene. Each resident is supplied with facilities and supplies for personal care, hygiene and grooming.

4) Clothing. Each resident possesses adequate, clean, well-fitting and seasonable clothing and has a safe place to keep it. Clothing shall not contain foul language or drug/ alcohol advertisement.

5) Community Activities. Each resident has the right to community contact and opportunities for participation in the local community in accordance with the resident's service plan.



- 6) Telephone Contacts. Each resident has access to a telephone to initiate and receive uncensored personal calls in accordance with facility policy and procedure. The resident has access to an attorney and authorized representative of the referring agency.
 - 7) Mail. Resident's letters, both incoming and outgoing are not to be opened unless there is a suspicion-of contraband. If correspondence is opened, the resident is informed in advance, and is present when the letter/package is opened. This action is documented.
 - 8) Grievance. Residents and parent(s) custodian(s) have the right to file a grievance.
 - 9) Publicity. Consent is obtained by the facility from the resident and the resident's parent(s) custodian(s) prior to the use of any publicity about or relating to the resident.
 - a. Resident's are not caused embarrassment by the publicity or promotion materials.
 - b. Resident's are not forced to acknowledge their dependency on the facility or their gratitude to it.
 - 10) Religious Training. Each resident is provided an opportunity to participate in religious services.
 - 11) Work Each resident is taught good work habits and is provided with a variety of task. Whenever possible, residents earn money through work. Residents are never substituted for employed staff.
 - 12) Safety Adequate measures are taken to prevent accidents and to avoid health and safety hazards.
 - a. Resident's participate in fire exit drills at least six times per year on a monthly basis with a minimum of two drills conducted at night during normal sleeping hours.
 - b. Resident's participate in tornado drills conducted each spring.
 - c. Facility maintains a log of fire and tornado drills
 - 13) Recreation. Each resident is given time to pursue talents, hobbies and chosen interest in accordance with resident's service plan.
 - a. The facility provides a balanced on-campus or off-campus recreational program.
 - b. A written schedule of planned recreational, leisure or physical exercise activities is developed with input from staff members and residents and is kept on file and available for licensing staff to review.
 - 14) Water Activities. If residents engage in water activities, safety precautions are followed.
 - a. A staff member is in the water or is appropriately dressed to enter the water at any time.
 - b. A person with a community water safety certificate or comparable certificate is available at all times.
 - c. Adult to child supervision ratio shall be 1 to 5 for activities such as fishing and swimming. Boating activities require that all boaters wear life jackets at all times.
 - 15) SLEEP. The facility provides adequate time and facilities or proper rest and sleep commensurate with each resident's age and activities.
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BEHAVIOR MANAGEMENT

➤ Disciplinary Procedures and Actions

During the intake interview, the Code of Conduct and rules and expectations for Oaks Indian Mission are explained and the "POLICIES & GENERAL INFORMATION" booklet is presented to the placement source in behalf of the child, whereas: it is the responsibility of the placement source and the child to become knowledgeable as to the contents therein.

Cottage parents have the responsibility of monitoring corrections prescribed for a child. Cottage parents are responsible for assigning logical consequences for minor infractions and for documenting the time and place of the incident, nature of the incident, prescribed discipline. Further reporting is required on the response of the child to the prescribed discipline and both parts of the report are presented to the child's Mission Childcare Director. All such reports are then filed in the child's personal file.

➤ Mission Director

In the event of appeal by the child concerning disciplinary action from either verbal or written source, the Director examines all evidence from the child and from the staff and assumes responsibility for a final action.

➤ Disciplinary Action which may be a result of process

- A. Counseling: An informal, but explicit, warning to a resident to correct minor behavioral problems.
- B. Suspension of Privileges: The denial of certain privileges as a result of misconduct.
- C. Restriction to room (not to exceed hourly segments):
 - 1) Restriction to the cottage
 - 2) Restriction to the Campus
 - 3) Withholding any/all allowance

(The above disciplines are fixed for time and duration).



D. Suspension of Visitation: Result from misconduct, such will be limited or denied with duration being in weekly segments.

E. Extra Work Detail: Duties may be used as a teaching action. Duration is based on hourly segments or until completion of the assigned extra duty.

F. Individual Behavior Contract: A signed agreement between the resident and Mission Director. This contract specifies time of contract, whereas: a resident is given a set amount of time to prove ability and willingness to function in and benefit from the Oaks program.

G. Restitution: when a resident may be required to pay for repairs or replacement for damages caused by the resident.

➤ Disciplinary Action Never Taken

A. Forced isolation: Such action will not be tolerated from any child or staff member.

B. Corporal Punishment is prohibited (no spanking, striking, or physical treatment).

➤ Physical Restraint

In situations where physical harm is possible either to the resident or to someone else, staff trained in passive, non-pain producing physical restraint techniques as presented by the Managing Aggressive Behavior curriculum of The National Resource Center for Youth Services at The University of Oklahoma, may physically restrain an aggressive resident only to prevent injury to self or others, and only after less intrusive attempts to deescalate the behavior have become ineffective (only as a last resort) until calmness is restored.

MANDATORY REPORTING OF CHILD ABUSE

➤ Mandatory Reporting of Child Abuse

If at any time it is suspected that a child in care at the Mission is being abused by someone, then the suspected abuse must be reported to The Office of Client Advocacy at 405-5254850 or 800-522-8014 as well as to the Delaware County Department of Child Welfare at 800-522-3511. Local law enforcement will also be notified. The Delaware County Sheriff Department can be reached at 918- 253-1407.

SUICIDE AWARENESS AND PROTOCOL

➤ Suicide Protocol (Adopted by Board of Directors 4/24/2010)

Oaks Indian Mission staff will be trained and oriented in suicide prevention. Staff will be able to recognize warning signs and ask pertinent questions related to suicide threat. Oaks Indian Mission staff will take appropriate measures to ensure the safety of all children in the Mission's care. This protocol serves as a basic outline to dealing with suicide events. Staff training and awareness, along with hotline numbers, suicide information, and prevention will be provided and monitored on a consistent basis. Staff will take the necessary steps to prevent suicide when there is a threat of suicide and when suicide is attempted.

In cases where a child's safety is determined to be at risk by a mental health professional, placement will be determined by the level of professional services available for effective treatment and level of supervision needed (i.e. 24 hour awake staff).

Re-admittance to the Mission will be determined based on the child's risk of any subsequent suicide attempt. Once child is considered stable and has received the appropriate professional attention at either a psychiatric hospital or residential treatment center, re-admission to the Mission may occur based on the recommendations of care found on the discharge summary of the hospital or residential center and based on the Level of care the Mission is able to provide as a Basic Residential Childcare facility.

MEDICAL SERVICES

➤ Medical Services

Children in care at the Mission are provided routine medical care including an annual well check and semi-annual dental check-ups. Otherwise, prompt medical attention is given as the need arises. Vision and hearing testing is also done for children in care at the Mission. Most children in Mission care qualify for Medicaid (Sooner Care) and/ or medical services for Native Americans at Hastings Hospital in Tahlequah, OK.

ADMINISTERING OF MEDICATION

➤ Medication

Over-the-counter medication(s) are to be administered by Mission staff. Proper documentation is required and is entered on the Missions "illness Report Form". Documentation does include the child's name, illness complaint, name of medication given, medication dosage, date and time given to the child and the signature of the staff person administering the medication.

Mission staff shall administer prescribed medication(s) as directed by an authorized medical professional. Direct care staff are responsible for ensuring that prescribed medications are being properly dispensed and may for some residents have to observe the medicine being taken to ensure compliance with a prescription. Proper documentation is kept as is described in the "administering over-the-counter medication(s)".

➤ The Medicine Cabinet



All medications (prescribed and over the counter drugs) must be stored in a locked medicine box within a locked area that prohibits access to children and non-staff individuals. Keys used to access medication must remain in the house parent's personal possession and must not be given to children, non-staff, or off duty staff for any reason. The medicine box is never to be left unlocked while the on-duty house parent responsible for its security is not physically present.

CONFIDENTIALITY OF RECORDS

➤ Resident's File

Information contained the resident's personal file is confidential and is securely stored in a locked location within the administrative building of Oaks Indian Mission. The Mission retains the resident's file for at least three years after the resident's discharge. Only qualified social work and administrative staff are able to have access of the child's personal file in order to provide services for the child. A signed release of information must be obtained from the parent custodian for any needed information sharing and HIPPA laws govern this process.

CHILD ABSENT WITHOUT PERMISSION

➤ Security Alarm Procedures

House parents will check routinely to ensure that doors are secure and that the alarm is in proper working condition. When the security alarm sounds house parents will follow these procedures:

- A. Take a head count and determine who is unaccounted for.
- B. Search surrounding areas of the cottage and campus.
- C. Survey all house parents and residents concerning the whereabouts of missing child or children.
- D. Contact Delaware County Sheriff and notify of runaway providing all background information on the child available.
- E. Notify Administration.

SAFETY AND EMERGENCY PROCEDURES

➤ Water Safety

Open-water activities in any natural body of water such as rivers, creeks, ponds, lakes, etc. require that non-swimmers and children under 12 must have life jackets. Life jackets are required for all individuals (including adults) when -boating. The adult to child supervision ratio shall be 1:5. Safety precautions are taken requiring that a staff member is in the water or is dressed to enter the water at any time and a person with a Community Water Safety (or comparable) Certificate is present. Swimming is allowed in a "swimming pool" only if there is an Official/Certified Life Guard present.

➤ Fire and Tornado procedures

Cottage fire drills and tornado drills will be conducted regularly according to State guidelines. Evacuation routes to safety are posted in each area of each building on campus in case of a fire emergency. Residents are made aware of these routes and are able to practice timely evacuation using these exit routes during routine fire safety drills. Mission staff are aware of the location of local fire extinguishers and are familiar with their use. In case the need for evacuation occurs, the Mission's fire protection plan will be followed. A designated gathering area in each residential building is identified for protection from tornado threats. The cottage parents document both fire and tornado drills in accordance with state law.

➤ Medical Emergency

In case of a medical emergency, Mission staff will seek emergency medical services immediately by calling 911. Emergency contact numbers are posted in a prominent place in the cottages. The cottage parent will notify the program director immediately of the incident or medical condition, and in turn, the program Director will notify the parent custodian of the medical emergency. If emergency Medical treatment is needed because of a serious injury, then the program director will notify OKDHS state Licensing within the next working day.

➤ Reports to Placement Source

The Mission will notify parent guardians, etc. concerning serious illness, material and/ or financial needs, major rule infractions, major accidents, pending/ projected emergency medical situations, grades, school dismissal date, being absent without permission, and termination of residence notice. In cases of serious accident or illness, pending/ projected medical situations, absent without permission (Law enforcement is reported to as well), or termination of residence, immediate notification will be made to parents/ custodians. Reports can be initially verbal or written. (A verbal report will be followed up with a written report and placed in the child's personal file.)