



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



**Caretaker Conduct Review Report –
Residential Facilities**



facility name

Office of Client Advocacy (OCA) Referral #FY

Date reported to OCA	Date OCA requested review	Date of report	Date of incident	Time of incident
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Alleged victim(s):

Name	Residential unit

Accused caretaker(s):

Name	Position/title	Finding

Incident location

Allegation:

Action to protect:

Physical injury:

Photos taken	By whom?	Date photos taken
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Caretaker misconduct defined: OCA 340:2-3-2 defines “caretaker misconduct” as meaning an act or omission that:

- violates a statute, regulation, written rule, procedure, directive, or accepted professional standards and practices;
- is not found to be abuse or neglect; and
- results in or creates the risk of injury to a minor or vulnerable adult.

It includes, but is not limited to:

- acts or omissions that contribute to the delinquency of a minor;
- unintentional excessive or unauthorized use of force not rising to abuse or neglect;
- unintentionally causing mental anguish;
- other acts exposing a client to harm or threatened harm to the health, safety or welfare of the client; and
- use of abusive or professionally inappropriate language not rising to the level of verbal abuse.

Basis for finding:

Policy citations:

Sources of information: Include everyone contacted about the incident.

Name	Title/position	Date/time, type of interview

Documents and other evidence reviewed:

Summary of pertinent information:

Administration concerns/recommendations:

_____ Signature of person preparing form	_____ Title	_____ Date
_____ Reviewer signature	_____ Title	_____ Date
_____ Approval signature	_____ Title	_____ Date

OCA use only: