



**OKLAHOMA DEPARTMENT OF HUMAN SERVICES**



**Caretaker Conduct Review Report - OJA  
Operated Facility**



Office of Client Advocacy (OCA) Referral #FY

|                      |                           |                |                  |                  |
|----------------------|---------------------------|----------------|------------------|------------------|
| Date reported to OCA | Date OCA requested review | Date of report | Date of incident | Time of incident |
|----------------------|---------------------------|----------------|------------------|------------------|

**Alleged victim(s):**

| Name | Residential unit |
|------|------------------|
|      |                  |
|      |                  |
|      |                  |

**Accused caretaker(s):**

| Name | Position/Title | Finding |
|------|----------------|---------|
|      |                |         |
|      |                |         |
|      |                |         |

|                   |
|-------------------|
| Incident location |
|-------------------|

**Allegation:**

**Physical injury:**

|              |          |                   |
|--------------|----------|-------------------|
| Photos taken | By whom? | Date photos taken |
|--------------|----------|-------------------|

**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:**

|   |                |               |
|---|----------------|---------------|
| _____<br>Signature of person preparing form | _____<br>Title | _____<br>Date |
| _____<br>Reviewer signature                 | _____<br>Title | _____<br>Date |
| _____<br>Approval signature                 | _____<br>Title | _____<br>Date |

**OCA use only:**