Facility Inspection Report Issued By The Minnesota Department of Corrections Pursuant to MN Statute 241.021, Subdivision 1

Inspection and Enforcement Unit, 1450 Energy Park Drive, Suite 200, St.Paul MN 55108
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INSPECTION DETAILS FOR: **Boys' Totem Town**

Address: 398 Totem Road, St. Paul, MN 55119

MN Governing Rule: 2960 Children's Residential Facility

Inspection Type: Biennial **Inspected By:** Julie Snyder – Senior Detention Facility Inspector **Inspected on:** 03/27/2018 to 03/28/2018

Inspection Method: This biennial inspection consisted of interviews with staff, administration and youth, a review of employee and youth files, a review of the policy and procedure manual and other related documentation.

Officials Present During Inspection: Assistant Superintendent Kim Stubblefield; Superintendent Keith Lattimore

Officials Present for Exit Interview: Assistant Director Michelle Finstad; Superintendent Keith Lattimore

Issued Inspection Report to: Assistant Director Michelle Finstad; Community Corrections Director John Klavins; Superintendent Keith Lattimore; Regional Manager Dayna Burmeister

RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance
2960	Mandatory	316	314	2

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 04/01/2018 **Ends On:** 03/31/2020 **Facility Type:** Secure/Non-Secure Juvenile Residential/Detention Facility

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 03/31/2019

Delinquent Juvenile Hold Approval: **Certificate Holder:** Ramsey County Community Corrections

Special Conditions: None.

Approved Capacity Details **Operational Capacity is calculated as a percent of Approved Capacity beds.*

Bed Type	Gender	Approved Capacity	%Operating Capacity	Operational Capacity	Pre 96 LTSR	Post 96 LTSR	Bed Details	Conditions
Non-secure residential	Male	36	100	36.00	5	0	None.	None.
Secure residential	Male	12	100	12.00	0	0	Kohler Hall.	None.

Variances

NONE

RULE COMPLIANCE DETAILS

Chapter 2960 - Mandatory Rules Not In Compliance   Total: 2

1. 2960.0080 FACILITY OPERATIONAL SERVICES, POLICIES, AND PRACTICES. Subpart 11.D.1.. Health and hygiene services.

The license holder must meet the conditions in items A to F. D. The license holder, in consultation with a medically licensed person, must have a plan for the safe storage and delivery of medicine. The license holder must meet the requirements in subitems (1) to (5). (1) The license holder must contact a newly admitted resident's prescribing medically licensed person to verify the following information regarding prescribed medication: (a) instructions about how the medication must be administered; (b) the symptoms that the medication will alleviate; and (c) the symptoms that would warrant consultation with the physician.

Inspection Findings:

Upon review of youth medical files, they were missing the verification with the prescribing pharmacy of their medications. (This is a permanent variance to the above prescribing physician.)

Corrective Actions:

It appears that the verification is occurring at the Ramsey JDC before the youth is placed at Boys' Totem Town. If this is the case, that documentation must be scanned or faxed to the BTT nursing staff to be placed in the youth 's file. Please be sure you obtain documentation that this verification with the prescribing pharmacy is happening per the variance in the above standard.

Response Needed By:

2. 2960.0270 FACILITY OPERATIONAL POLICIES AND PROCEDURE REQUIREMENTS, SERVICES, AND PROGRAMS. Subpart 8.B.. Exercise and recreation.

Provisions for a minimum of two hours of daily preplanned exercise or activities supervised and directed by trained staff and recreational activities and leisure time activities, excluding time spent watching television;

Inspection Findings:

Upon review of Disciplinary Room Time (DRT) documentation, there was nothing to show that each youth in DRT had 2 hours of recreation and leisure time daily per the above standard.

Corrective Actions:

Please begin documenting all services available to each youth in DRT daily. (Example, I need time recreation began and ended and time leisure time began and ended in your notes, or better on a Daily Services Log for each youth in DRT.)

Response Needed By:

INSPECTION COMMENTS

Although great progress has been made with the use of disciplinary room time in your facility, there is still more improvement that can occur. Make sure you are using DRT for major rule violations and only when there is a true safety risk. Other consequences are to be used for behavior that does not affect safety.

I wish to thank you for your assistance during this inspection. If you should have concerns about your report or any other future licensing matter, please feel free to contact me at 507-344-5282.

JJDPA Compliance

This is a nonsecure program and youth have free egress per the requirements of the JJDP act of 2002. Delayed exit doors are approved by the fire inspector and meet the requirements of the act.

Report completed By: Julie Snyder – Senior Detention Facility Inspector **Signature:**