



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:

Prairie Lakes Youth Programs - Haven House Girls Group Home

Address: 822 Park Avenue NW, Willmar, MN 56201

MN Governing Rule: 2960 Children's Residential Facility

Inspection Type: Biennial **Inspected By:** Shannon Amundson – Detention Facility Inspector **Inspected on:** 11/25/2019

Inspection Method: This on-site inspection consisted of a tour of the group home. The inspection also included discussions with administration, review of staff and resident files, a review of camera footage, a review of pertinent documentation, and a review of the policy and procedure manual.

Officials Present During Inspection: Program Director Sara Ducnene

Officials Present for Exit Interview: Program Director Sara Ducnene

Issued Inspection Report to: Executive Director Darrin Balken; Program Director Sara Ducnene; Regional Manager Dayna Burmeister

RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance
2960	Mandatory	316	315	1

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 12/01/2019 **Ends On:** 11/30/2021 **Facility Type:** Non-Secure Juvenile Residential Facility

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 11/30/2020

Delinquent Juvenile Hold Approval: **Certificate Holder:** Prairie Lakes Joint Powers Board
1808 Civic Center Drive NE
Willmar, MN 56201

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	Female	12	100	12.00	0	0	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2960 - Mandatory Rules Not In Compliance**Total: 1****1. 2960.0560 PERSONNEL STANDARDS. Subpart 5. Individual staff development and evaluation plan.**

The license holder must ensure that an annual individual staff development and evaluation plan is developed and implemented for each person who provides, supervises, or directly administers correctional program services. The plan must: A. be developed within 90 days after the person begins employment and at least annually thereafter; B. meet the staff development needs specified in the person's annual employee evaluation; and C. ensure that an employee who provides, supervises, or directly administers program services has sufficient training to be competent to deliver the correctional services assigned to the employee.

Inspection Findings:

Several staff files were missing current evaluations. This is a repeat violation.

Corrective Actions:

The Program Director will complete all overdue annual evaluations and create a plan to assure annual evaluations are always completed when due.

Response Needed By:**INSPECTION COMMENTS**

Sections of 2960 that are applicable to your facility included: Administrative Standards, Group Residential, and Corrections certifications. Inspection results are contained in the various sections of this report.

There is one violation for annual job performance reviews not being completed. This is a repeat violation so it is recommended that consideration be given to delegate some of this responsibility from the Program Director so the caseload is manageable.

Overall, the inspection went well. The program is impressive. I have a couple of recommendations to consider. I'd like to see a policy created to have camera footage reviewed and documented. Also, please be sure that documentation includes dates and full names and eliminate the use of white out on formal documentation.

Thank you for your assistance and cooperation throughout the inspection. Please contact me at (651) 261-1657 if you have any questions regarding this report or any other licensing matter.

JJDPa Compliance

This program in a Nonsecure facility.

Report completed By: Shannon Amundson – Detention Facility Inspector**Signature:***Shannon Amundson*