



## 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:

#### Village Ranch Residential Facility

**Address:** 13637 60th Street, Cokato, MN 55321

**MN Governing Rule:** 2960 Children's Residential Facility

**Inspection Type:** Biennial **Inspected By:** Marcia Sparrow – Detention Facility Inspector

**Inspected on:** 09/28/2022

**Inspection Method:** This biennial on site inspection was pre-planned and scheduled in advance.

**Officials Present During Inspection:** Facility Administrator Scott Bakeberg; Program Director Bill Salema

**Officials Present for Exit Interview:** Facility Administrator Scott Bakeberg; Program Director Bill Salema

**Issued Inspection Report to:** Facility Administrator Scott Bakeberg; Program Director Bill Salema; 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:** 11/01/2022 **Ends On:** 10/31/2024

**Facility Type:** Non-Secure Juvenile Residential Facility

**Placed on Biennial Status:** Yes

**Biennial Status Annual Compliance Form Due On:** 10/31/2023

**Delinquent Juvenile Hold Approval:**

**Certificate Holder:** Village Ranch, Inc.  
13637 60th Street SW  
Cokato, MN 55321

**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	34	100	34.00	0	0	<ul style="list-style-type: none"><li>House I - 12 beds</li><li>House II - 12 beds</li><li>House III - 10 beds</li></ul> Interchangeable between houses for a total of 34 beds.	None.

### RULE COMPLIANCE DETAILS

**Chapter 2960 - Mandatory Rules Not In Compliance****Total: 1****1. 2960.0070 ADMISSION POLICY AND PROCESS. Subpart 5.D.. Resident screening.**

A resident admitted to a facility must be appropriately screened by a trained person, using screening instruments approved by the commissioner of human services and corrections. D. The screenings must include documented inquiries and the results of the inquiries regarding the degree to which the resident's family desires to be involved during the resident's stay at the facility. The resident and resident's family response must be documented.

**Inspection Findings:**

The family/guardian involvement question was found on two screening documents which were completed at the time of the resident's admission. One was on the bottom of the "Checklist of Approved Screenings," and the other was on the second page of the "Health and Education and Family Involvement Plan/Record." Although the facility stated they ask and confirm the parent/guardian's want for involvement in the resident's stay, in all of the resident files reviewed, it was not documented on either screening. Staff verified that the parent/guardian was not in the room during the "Health and Education and Family Involvement Plan/Record" screening for confidentiality reasons, therefore the involvement inquiry was not documented or completed.

**Corrective Actions:**

**Place the Resident's Family Involvement inquiry question on a screening that is completed with the parent/guardian to ensure that it is asked and documentation is completed.**

**Response Needed By: 01/30/2023****INSPECTION COMMENTS**

The Village Ranch Residential Facility in Cokato, MN, biennial inspection was completed on September 28, 2022, using Minnesota Rules, Chapter 2960, governing juvenile residential facilities. Sections of the 2960 standards that are applicable to this facility include: Administrative, Group Residential, Corrections and Restrictive Procedures.

This scheduled inspection visit consisted of a physical plant- safety and security inspection, including resident living areas, resident bedrooms, bathrooms, dining and kitchen area, school area, gym, and lower level meeting/therapy/group rooms.

The inspection also included discussions with staff, administration, and youth. Documentation review included staff personal and training files, resident files, daily logs, treatment plans, menus, recreation schedules, grievance documentation, well-being checks, medication logs and other pertinent documentation. There was also a review of the facility policy and procedure manual, resident handbook, and Statement of Intended Use.

The following comments and concerns are a result of the inspection. While these are not specific rule violations, these are areas that provided constructive feedback to help address potential facility issues.

**Comments:**

1. The facility management continues to implement a documentation process for camera reviews. This process has ensured that any issues with well-being checks is quickly identified and addressed. Continue to maintain this process as the well-being checks that were reviewed were well done.
2. As evident through conversation with the youth and the activity calendars, the youth are getting two hours a day of varied physical activity. The youth are also getting leisure and cultural activities that are not documented on the monthly calendar. I suggest that those activities are also documented on the calendar when pre-planned and hand written when done without pre-planning. Give yourselves the credit for the work you are doing.
3. The walls throughout the facility, in the youth bedrooms, and in the bathrooms, appeared clean with coatings of fresh paint. Touch ups are

maintained as bedrooms are vacated and looks nice. It is evident that work is being done. Continue with ongoing plans/actions to replace drywall, floor tiles, and wall tiles in the bathrooms that have been damaged with water.

Concerns:

1. The youth bedrooms and bathrooms were extremely clean during the physical plant walk through. A maintenance plan is in place and executed to change flooring in the bedrooms when a youth moves out. The new flooring looks good and is practical for easy maintenance. Majority of the window blinds in the bedrooms appeared tattered and are replaced often due the inability to withstand everyday conditions, but other options are continuously looked into to replace with more durable shades. Bedroom furniture including bedframes, closets, dressers/bedside tables, and window ledges, are made of wood and many were found to be covered in graffiti. Please consider address/correct this, maintain a daily room check and immediate removal of intentional markings/writing on the furniture going forward. Many of the bedframes and nightstands had drawers broken/removed, giving youth a place to hide items from staff. Consider permanently screwing the drawer front onto the bedframe/nightstand if the drawer is unable to be fixed. This would eliminate the youth's ability to hide items, and would look cleaner and in good repair.

I would like to sincerely thank you and your team for your cooperation during this licensing visit. We were able to have great discussions on ways to potentially improve an already solid program.

Please contact me if you have any questions regarding this report or any licensing concerns at 612-468-2027.

**JJDP A Compliance**

This is a nonsecure program. The youth in the program have free egress at all times.

Report completed By: Marcia Sparrow – Detention Facility Inspector

Signature:

