



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
Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

INSPECTION DETAILS FOR:

Washington County Temporary Holdover Facility

Address: 15015 62nd Street N, PO BOX 3801, Stillwater, MN 55082

MN Governing Rule: 2960 Children's Residential Facility

Inspection Type: Biennial **Inspected By:** Monaie Hebert – Senior Detention Facility Inspector

Inspected on: 09/27/2023

Inspection Method: This was a full biennial onsite inspection of this facility.

Officials Present During Inspection: Juvenile Administrator Jeff Boyden

Officials Present for Exit Interview: Juvenile Administrator Jeff Boyden

Issued Inspection Report to: Juvenile Administrator Jeff Boyden; Regional Manager Jake McLellan

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: 10/01/2023 **Ends On:** 09/30/2025

Facility Type: 8 Day Temporary Holdover Facility

Placed on Biennial Status: Yes

Biennial Status Annual Compliance Form Due On: 09/30/2024

Delinquent Juvenile Hold Approval:

Certificate Holder: Washington County
15015 62nd Street N
Stillwater, MN 55082

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
Secure 8 day holdover	Coed	5	100	5.00	0	0	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2960 - Mandatory Rules Not In Compliance**Total: 2****1. 2960.0080 FACILITY OPERATIONAL SERVICES, POLICIES, AND PRACTICES. Subpart 11.E.. Health and hygiene services.**

The license holder must meet the conditions in items A to F. E. The license holder must keep records for a resident who receives prescription drugs at the facility and note: the quantity initially received from the pharmacy, amount of medication given, dosage, and time when the medication was taken. The license holder must document a resident's refusal to take prescription medication.

Inspection Findings:

A review of the medication administration process revealed that the two residents who were currently housed in the facility were missing documentation of medication administration. Medication administration is typically completed by trained non-medical staff. The dates of 09/25/2023 and 09/26/2023 had missing data for both current residents. The missing data included whether or not the medication was given, missed or refused. Medical staff indicated that staff in the juvenile area do not have access to their medication administration system and are unable to enter the information directly. They must call and report to health services staff, and health services staff is to document the medication administration. This does not appear to consistently occur based on information reviewed.

Corrective Actions:

Develop a system in which the juvenile correctional, non-medical staff are able to effectively report and/or independently document medication administration data. Submit to the Department of Corrections by 12/01/2023.

Response Needed By: 12/01/2023**2. 2960.0100 PERSONNEL POLICIES. Subpart 7. Background study.**

A license holder and individuals identified in Minnesota Statutes, sections 241.021 and 245A.04, subdivision 3, must submit to a background study. A. Background checks conducted by the Department of Human Services are conducted according to Minnesota Statutes, section 245A.04, subdivision 3. B. Background checks conducted by the Department of Corrections are conducted according to Minnesota Statutes, section 241.021, subdivision 6.

Inspection Findings:

A review of all current employee background studies revealed three back ground study subjects on the NETStudy roster expired on 12/31/2022 (COVID studies) and were never resubmitted.

Corrective Actions:

Immediately remove any employee who requires a background study as required above from providing direct contact services. Immediately and on an ongoing basis, the license holder must ensure that all requirements governing background studies required under Rule 2960 meet all applicable requirements.

Response Needed By: 12/01/2023

INSPECTION COMMENTS

The Washington County Temporary Holding Facility inspections was completed on 09/27/2023, using Minnesota Rules, Chapter 2960, governing juvenile residential facilities. Sections of the 2960 standards that are applicable to the programs at this facility include: Administrative, Detention, Secure, Eight Day Temporary Hold, and Restrictive Procedures.

This scheduled inspection visit consisted of a physical plant safety and security inspection. The physical plant inspection included intake, resident living areas, resident bedrooms, bathrooms, visiting/meeting/group rooms, recreation areas, kitchen and classroom areas of the facility.

The inspection also included discussions with administration, medical staff, and residents. Staff interactions with residents were also observed. Documentation review included staff personal and training files, resident files, daily logs, care plans, menus, recreation schedules, grievance documentation, well-being checks and other pertinent facility documentation. There was also a review of the facility policy and procedure manual, resident handbook and programming review.

Thank you for your cooperation and patience during this licensing visit. Please contact me if you have any questions regarding this report, at 651-261-1657.

Washington County has the right to request reconsideration of this correction order. Under Minnesota Statutes Section 241.021 subdivision 1e, any request for reconsideration does not stay any provision of this order. A request for reconsideration must:

- Be in writing;
- Be sent by certified mail to the Commissioner and postmarked no later than 30 calendar days after receipt of this order;
- Specify the parts of the order that are alleged to be in error;
- Explain why the violation is in error; and
- Include any supporting documentation to show why the order is in error.

Failure to follow these requirements will result in the loss of the right to request reconsideration. The timeline to seek reconsideration begins upon receipt of this order. Please send any request for reconsideration to:

Commissioner, Department of Corrections
ATTN: Inspection and Enforcement Unit
1450 Energy Park Drive, Suite 200
St. Paul, MN 55108

JJDPA Compliance

This facility's compliance with the JJDP act is scheduled to be completed by DPS Staff in October of 2023 as a co-located facility.

Report completed By: Monaie Hebert – Senior Detention Facility Inspector

Signature:

Monaie Hebert