



Oregon

Kate Brown, Governor

Department of Human Services

500 Summer St. NE

Salem, Oregon 97301

503-373-0217

<http://www.oregon.gov/dhs/Pages/index.aspx>



Memorandum

To: Directors of Licensed Child Caring Agencies

From: Harry Gilmore, Manager, DHS Children's Care Licensing Unit

Date: May 25, 2016

Subject: Changes to licensing on-site review schedule and process

As most of you are already aware, Senate Bill 1515, enacted during the 2016 legislative session, directs DHS to make a number of changes to the licensing and regulatory oversight of child caring agencies.

Most notably, beginning July 1, 2016, the Department is required to conduct unannounced inspections of child caring agencies at least once per year. This new requirement applies specifically to residential treatment facilities, therapeutic and academic boarding schools, homeless and runaway and transitional living shelters and outdoor youth programs.

The scope of these inspections will vary depending on a number of factors, including, for example, whether the license is up for renewal, or whether there have been complaints or known non-compliance issues that require additional oversight.

Under the new process, the Department will continue to send licensed agencies a written request for documentation for the biennial license renewal, such as fire inspection reports, financial documents and personnel lists; however, the date of the on-site inspection will not be announced in advance.

We know this new process will take some getting used to, and we will make adjustments along the way as needed. As in the past, the Children's Care Licensing Unit will work hard to complete site reviews efficiently and with minimal disruption to an agency's daily operation. Please don't hesitate to contact your assigned Licensing Coordinator or the Children's Care Licensing Unit Manager with any questions or concerns. Here is our contact information:

"Safety, health and independence for all Oregonians"
An Equal Opportunity Employer

DHS 0196 (02/15)

Tom Heidt, Licensing Coordinator: 503-373-2062, tom.heidt@state.or.us

Holly Ivey, Licensing Coordinator: 503-373-0215, holly.r.ivey@state.or.us

Aubrey Roach, Licensing Coordinator: 503-373-2147, aubrey.roach@state.or.us

Harry Gilmore, Manager: 503-373-0217, harry.gilmore@state.or.us

Thank you.