



Licensed Child Caring Agency Unannounced Site Visit Report

Licensee: Lincoln County Shelter

Executive Director: Tony Campa

Program Director(s): Patti Robb

Date of Unannounced: 8-31-2021

Licensing Coordinator: Irvin Minten

Other Regulatory or Accrediting Agencies: DHS Treatment Services, OYA

Purpose: Per OAR 413-215-0101 (1) (b) Children’s Care Licensing is required to perform at least one unannounced site visit a year where children in care reside.

Previous Findings	Repeat Findings Further Action Needed	Comments
413-215-0021(2)(f) Governance of the Agency. Tony Campa did not have his performance evaluated by the Lincoln County Board of Commissioners in the past 2 years. Mr. Campa must	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Patti Robb, Program Director, reports that the Lincoln County Human Resources Department has reported to her that Mr. Campa’s performance was evaluated by at least one member of the Lincoln County Board of Commissioners in the past year.

<p>have a yearly performance appraisal.</p>		
<p>413-215-0021(3)(g) Executive Director and Program Director. Tony Campa, Executive Director, and Patti Robb, Program Director, did not have a new check and fitness determination conducted by the DHS Background Check Unit (BCU) prior to the latest 2-year licensing review in April 2021. Mr. Campa and Ms. Robb must complete a BCU check and fitness determination prior to scheduled 2-year licensing reviews.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Ms. Robb received an approved background check and fitness determination in June 2021.</p> <p>Patti Robb, Program Director, reports that the Lincoln County Human Resources Department has reported to her that Mr. Campa received an approved background check and fitness determination in 2021.</p>
<p>The program's mandatory reporting policy did not reflect statute changes since 2015. The program's mandatory reporting policy must reflect current Oregon statute.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>The program's mandatory reporting policy has been updated and now reflects statute changes since 2015.</p>
<p>413-215-0761(3)(a)(E) Safety – Transporting Children in Care. The program utilizes a county owned sedan and a larger van to transport the youth. The van did not have a secured fire extinguisher. The program must</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>The program's van now has a secured fire extinguisher.</p>

<p>ensure that their van has a secured fire extinguisher.</p>		
<p>413-215-0061(3)(d) Personnel Files. 3 staff files were reviewed during the 2-year licensing review in April 2021. Of the 3 staff files reviewed, only 2 of the staff had been employed at the program for longer than a year. Of the 2 staff employed at the program for longer than a year, only 1 of the staff had an annual performance appraisal. All staff employed at the program must have an annual performance appraisal.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>The program is doing all they can to ensure that all employees of the program receive a yearly performance appraisal.</p>
<p>413-215-0061(4)(b)(d)(e)(f)(g) New Employee Orientation (30 days). During the 2-year licensing review in April 2021, 5 staff files were reviewed, but only 3 of the staff had been hired during the review period. Of the 3 staff who had been hired during the review period, the following corrective actions were noted specific to new employee orientation training:</p> <ul style="list-style-type: none"> • 2 of the 3 staff had not received training on 	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>In July 2021, the program began using the Relias electronic system to track employee training. This system was observed during the unannounced site review and the system was found to be tracking all required trainings.</p>

<p>ethical and professional guidelines.</p> <ul style="list-style-type: none"> • 1 of the 3 staff had not received training on attributes of population served. • All 3 staff had not received training on mandatory reporting. • 2 of the 3 staff had not received training on privacy laws. • 2 of the 3 staff had not received training on emergency procedures. <p>The program must ensure that all required new employee orientation is provided to employees within 30 days of hire.</p>		
<p>413-215-0741(2)(e) Child Records. The program's child records did not contain a signed acknowledgement that the child is responsible for requesting medication at prescribed times. The program must ensure that their child records contain an acknowledgement that the child</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>The program's child records now contain a signed acknowledgement that the child is responsible for requesting medication at prescribed times.</p>

<p>is responsible for requesting medication at prescribed times.</p>		
<p>413-215-0736 Service Planning. The program's service plans did not provide the following:</p> <ul style="list-style-type: none"> • Documentation that family, staff, and other interested parties were being included in the development and review of the youth's service plans. • Although the program's service plans had headings on the plan specific to physical and medical needs and mental health, the plans did not speak to these areas. The service plans also did not speak to whether the youth had any special needs. • The program's discharge summaries did not include information on results of evaluations, condition of child, and discharge destination. <p>The program's service plans must include the above noted information.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>The program's service plans now provide documentation that family, staff, and other interested parties are being included in the development and review of the youth's service plans. The program's management staff also report that service plans now speak to a youth's physical and medical needs and mental health. The program's management staff also report that the program's discharge summaries now include information on results of evaluations, condition of child, and discharge destination.</p>

New Findings from Site Visit	Comments
There were no new findings during the unannounced site visit.	

Interview Summary
<p data-bbox="107 545 1955 708">During the unannounced site review, a significant amount of conversation was conducted with Jacob Hostetter, Program Supervisor (Patti Robb was on vacation). Mr. Hostetter is new to the position, having been hired about 6 weeks previous. In addition, 2 youth and 3 program staff, as well as the program’s Clinical Supervisor were interviewed.</p> <p data-bbox="107 756 1955 1179">During interviews with program staff, it was consistently reported that they believed the program positively impacted youth and they felt their work made a significant impact on the lives of youth. It was also reported that the program was making progress in improving communication amongst line staff and at improving communication between line and management staff. Staff also indicated they continue to make progress in becoming more trauma informed in their work with the youth. In addition, the staff consistently stated they are making progress in fully implementing Crisis Prevention Institute (CPI) and Positive Youth Developments, and that they continue to move away from a model previously utilized which focused on rewards and punishments and which was not trauma informed or relationship based. Note that in the past six months, a couple of the programs long term employees have either provided notice or they have left the program because they did not fully support the changes which the program has been making over the past couple years.</p> <p data-bbox="107 1227 1955 1338">The 2-youth interviewed reported that staff are welcoming and nice and that they felt as though staff cared about them. They also stated that they get to do fun things on community outings, that they liked the food, and that they enjoyed being at the program. The youth also reported that they felt the staff were well trained.</p>

Observations

During the unannounced site review, a walkthrough of the program was completed. The main residence is nearing completion of a major construction project which altered the program's physical layout and allows for improved common space and supervision. Despite the construction, the program was still inviting, and the walls were being nicely painted. There was also a snack bar and mini fridge installed in both the dining room on the first floor and the living area on the lower floor. The snack bar on the main floor had healthy snacks and water which could be accessed by youth in the program. In addition, the program's electronic MAR system (1 MAR was reviewed and it was accurately completed) and the program's newly adopted Relias electronic system, which tracks the program staff's training, was observed.

Corrective Actions and Timeframes:

Please submit the following to verify compliance.

Within 45 days of receipt of this report Lincoln County Shelter must submit a letter of verification indicating the agency is in compliance with the specific rules cited above and describing how compliance will be maintained going forward. Along with the letter of verification, the agency must submit any and all specific documentation requested in the body of this report. The letter of verification and any additional requested documents can be emailed directly to Irvin Minten at Irvin.minten@dhsosha.state.or.us or sent by regular mail to the following address:

Department of Human Services
Children's Care Licensing Unit
Attn: Irvin Minten
201 High St. SE Suite 500
Salem, OR 97301

Licensing Coordinator's Signature:  Date: 09/15/2021

Manager Review:  Date: 09-14-2021