



**Licensed Child Caring Agency Unannounced Site Visit Report  
Homeless/Runaway/Transitional Living Shelters**

**Licensee:** Lifeworks Northwest

**Executive Director:** Mary Monnat

**Program Director(s):** Greg Spadafora

**Board Chairperson:** Abby Weast

**Date of Site Visit:** August 9<sup>th</sup>, 2022

**Licensing Coordinator:** Ed Wyller

**Other Regulatory or Accrediting Agencies:** The Oregon Health Authority

**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: License Renewal 2/3/2022	Repeat Findings Further Action Needed	Comments
<b>413-215-0021(3)(g) Approval from BCU:</b>  Need new BCU check for Executive Director and Program Director for Zenith	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
<b>Documents as indicated on the form titled “Renewal Licensing Required Documents”</b>  <ul style="list-style-type: none"> <li>Missing completed Executive Director and Program Director background checks</li> <li>Missing completed Fire Marshall Inspection</li> <li>Missing completed environmental health inspection</li> </ul>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Completed</li> </ul>

<p><b>Documents as indicated on form titled “Required Financial Documents and Information”</b></p> <p>Missing tax compliance certification</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
<p><b>413-215-0761(3)(a) (B) Vehicle is insured:</b></p> <p>Vehicle insurance has just expired. Program reports it is insured and will contact HR to get the new proof of insurance for program vehicle.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> <li>Completed, vehicle insurance is good through January 2023.</li> </ul>
<p><b>413-215-0761(6) (b)(B) Clean and in good repair:</b></p> <p>Upstairs bathroom shower / tub continues to have mold on joining pieces from shower wall to tub basin. Licensor can see caulking repairs recently however water appears to be leaking out of caulking and discoloring / possible molding is occurring.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> <li>During inspection found shower/tub to be free of mold with recent caulking.</li> </ul>
<p><b>413-215-0741(2)(g) (2)(b) Monthly review:</b></p> <p>Client charts were consistently missing the required monthly reviews.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li><b>Repeated Finding:</b> Current charts reviewed were missing monthly reviews. Last monthly reviews found in resident charts was from January 2022.</li> </ul>
<p><b>413-215-0741(2)(g) 413-215-0736 (6) Discharge summary (summary, results of evaluations, condition of child, compliance with program, recommendations, and discharge destination):</b></p> <p>Discharge summary was missing a summary of client’s stay and results of evaluations, condition of child, compliance with program and recommendations.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> <li>Discharge summaries now meet DHS Licensing requirements.</li> </ul>

<p>Lifeworks must update related Lifeworks - Zenith policies and intake forms to reflect the changes to licensing rules related to Senate Bill 710, which passed during the 2021 state legislative session: Restraints and Involuntary Seclusions (Oregon Administrative Rule (OAR) 413-215-0077) 8e, 11d, 11e, and (OAR 413-215-0078) 1a, 1b, 1c. :</p> <p>OAR 413-215-0077 (8)(e): Update Policy regarding restraints and seclusion</p> <p>OAR 413-215-0077 (11)(e): Each child agency shall provide notice regarding how to access the quarterly reports to the parents or guardians of children in care in the program. The child caring agency shall provide the notice upon the child in care's admission and at least two times each year thereafter.</p> <p>OAR 413-215-0078 (1) Each child in care receiving services from a child caring agency must be given the following:</p> <ul style="list-style-type: none"> <li>(a) Instruction regarding how a child in care may report suspected inappropriate use of restraint or seclusion.</li> <li>(b) Assurance that the child in care will not experience retaliation for reporting suspected inappropriate uses of restraint or involuntary seclusion.</li> </ul> <p>The telephone number for the toll-free child abuse hotline described in ORS 417.805 and the telephone numbers and electronic mail addresses for the program's licensing agency, the child in care's caseworker, and attorney, the child in care's court appointed special advocate and Disability Rights Oregon.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Resident charts are using the newly created form that meets SB 710 requirements. Zenith has updated their policy and that has been completed.</li> </ul>
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New Findings from Site Visit	Comments
<p><b>413-215-0761(6) (b)(B) Clean and in good repair:</b> (All buildings where children in care are present must be kept clean and in good repair. Major appliances and heating, ventilation, plumbing and electrical systems must be functional and in good repair.)</p>	<ul style="list-style-type: none"> <li>• Downstairs shower has pink mold in shower basin. The larger concern is that shower does not have a lip and water is finding its way out of shower basin and getting under flooring causing damage to floor (soft spot).</li> <li>• Downstairs ceiling ventilation needs cleaning to remove dust and lint from ceiling exhaust.</li> <li>• Kitchen oven cooktop has crack and currently stove top is inoperable for residents.</li> </ul>

Interview Summary
<p>I interviewed two residents' individually away from employees in the upstairs activity room. Both residents reported feeling safe in program. On a scale from 0-10 (0=worst program, 10=best program) resident's reported Zenith to be a 7, and a 9 on that scale. The resident that reported program to be a 7 stated, "pretty good program, staff are helpful". Both reported food to be good and enough to eat. One reported liking the cooking groups. The other resident reported "staff are nice". Activities reported include watching tv, video games, Legos, and going on outings such as Baskins Robbins. One resident reported that what they have learned in program is they "now care about their future". This resident spoke specifically of learning how to save money, how to budget for food, and can't always do things my way." When asked how they could improve the program one resident reported having the stove top fixed and the other resident reported having Roku tv service.</p>

