



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

Licensee: Looking Glass Community Services – Station 7
Executive Director: Craig Opperman
Program Director(s): Maleigha Myers
Date of Unannounced: October 11 and 24
Licensing Coordinator: Todd Cooley
Other Regulatory or Accrediting Agencies: Child Welfare

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 Unannounced Site Visit 12/16/2021	Repeat Findings Further Action Needed	Comments
<p>413-215-0061(3)(h) Current job description (1)Employee meets minimum qualifications stated in current job description:</p> <p>One of the reviewed files did not have a current job description matching the employee’s position.</p> <p>Current job descriptions were missing from two files reviewed. The program shall ensure current job descriptions are placed in each’s staff personnel file.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Review of Station 7 staff files shows 3 of 4 files without updated job description. Repeat Finding.</p>

New Findings from Site Visit	Comments
<p>No new findings</p>	

Interview Summary

During the unannounced review no youth were present at the program. Licensing was able to conduct a phone interview several days later when a client was available. Client had been accessing Station 7 for approximately three weeks and said it has been amazing. Staff has been providing resources to help client with their current home situation and planning for their future. Client is comfortable with all of the staff and stated they make it feel safe and welcoming. They said they had recently worked on making Halloween decorations while listening to music and really enjoyed that. Clients are provided dinner and staff will typically cook them a breakfast in the morning as well. Clients can participate in the cooking if they want, but don't have to. Client did not have any concerns at all with the program.

Observations

The facility was clean and in good repair. There was plenty of food in the cupboards, refrigerator, pantry and stock room. Sleeping areas had been painted and renamed to be more inclusive and are no longer boys/girls, but instead sun, moon and stars. Staff present at the time were all very positive on the program and didn't not have any concerns.

Corrective Actions and Timeframes:

Please submit the following to verify compliance.

Within 45 days of receipt of this report Looking Glass Community Services Station 7 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 Todd Cooley, todd.cooley@dhsosha.state.or.us .

Licensing Coordinator's Signature: Todd Cooley Date: 11-8-2022

Manager Review: [Signature] [Signature] Date: 11-7-2022