



**Licensed Child Caring Agency Unannounced Site Visit Report**

**Licensee:** Janus Youth Programs

**Executive Director:** Dennis Morrow

**Board Chairperson:** Sue Campo

**Date of Unannounced:** 10/17/22 – 10/19/22

**Programs:** Annex 1, Bridge House, and Porch Light / Street Light

**Licensing Coordinator:** Edward Wyller

**Other Regulatory or Accrediting Agencies:** Oregon Youth Authority (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
<p><b>Supplemental Information Provided by CCA</b></p> <p>Documents as indicated on the form titled “Renewal Licensing Required Documents”</p> <p><b>Annex 1, Bridge House, and Street Light / Porch Light:</b> Missing completed Environmental health inspections</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> <li>Annex 1, Bridge House, Street Light, and Porch Light all have completed the environmental health inspections.</li> </ul>
<p><b>Personnel Files 413-215-0061</b></p> <p>(1)(a) &amp; (3)(c) Background check was completed and documented</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> <li>Janus as an agency now performs background checks for staff when changing positions and this is no longer a finding.</li> <li>Annex house employee does have a job description and no longer a finding.</li> </ul>

<p>(3)(h) Current job description (1)(c) Employee meets minimum qualifications stated in current job description</p> <p><b>Janus Agency:</b> Agency-wide, Janus is not conducting BCU checks when staff change positions as required. Checks <i>are</i> being conducted at point of initial hire.</p> <p><b>Annex House:</b> missing job description for the one employee.</p>		
<p><b>New Employee Orientation (30 days)</b> 413-215-0061(4)</p> <p>(a) Agency policies and procedures (c) Organizational lines of authority (d) Attributes of population served</p> <p><b>Street Light / Porch Light:</b> missing training on new employee training for a, c, and d.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> <li>Street Light and Porch Light have recently hired staff. These staff are still within the 30-day training process. I verified program has training plans in place to complete the required trainings. No longer a finding.</li> </ul>
<p><b>Staffing Requirements</b> 413-215-0721</p> <p>Staff (at least one for each shift) has been trained in non-violent crisis intervention</p> <p><b>Street Light / Porch Light:</b> missing training on non-violent crisis intervention.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> <li>I verified that Street Light and Porch Light program staff have at least one staff per shift trained in a non-violent crisis intervention.</li> </ul>
<p><b>Initial Training</b> (Must be completed before staff is alone with youth) 413-215-0726 (1)</p> <p>(a) Completion of agency's orientation (b) Understanding of supervision structure (c) Understanding of behavior management policies (d) Understanding of presenting issues of the youth served (e) Safety procedures (f) Sanitation procedures (g) First aid kit contents and use (j) Crisis intervention training</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> <li>Street Light and Porch Light have recently hired staff. These staff are still within the 30-day training process. I verified program has training plans in place to complete the required trainings. No longer a finding.</li> </ul>

<p><b>Street Light / Porch Light:</b> missing training on: a, b, c, d, e, f, g, and j.</p>		
<p><b>Ongoing Training (Staff &amp; Volunteers)</b> 413-215-0726(2)(a) Confidentiality</p> <p><b>Annex 1:</b> was missing confidentiality ongoing training</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> <li>I verified that this staff did receive the required training and this is no longer a finding.</li> </ul>
<p><b>Service Planning</b> 413-215-0741(2)(g) &amp; 413-215-0736(2)(a) Includes family, staff &amp; other interested parties</p> <p>(2)(b) Monthly review (2)(c) Addresses physical and medical needs, behavior management issues, mental health treatment, education, and special needs</p> <p><b>Repeated Finding:</b> Bridge House youth files were missing documentation of the inclusion of family, staff, and other interested parties in service planning.</p> <p><b>Repeated Finding:</b> Bridge House youth files reviewed were missing monthly reviews</p> <p><b>Repeated Finding:</b> Bridge House youth files service planning documentation was missing physical / medical needs, behavior management issues, mental health treatment, education, and special needs.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> <li>I verified in multiple youth charts the required service planning. The plans covered all the requirements in this rule.</li> </ul>
<p><b>Additional Findings Related to SB 710:</b></p> <p>413-215-0077 (8)(e): Update Policy regarding restraints and seclusion</p> <p>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.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li><b>Repeated Finding: Bridge House:</b> Youth charts were missing SB 710 information.</li> <li>SB 710 has been implemented at Annex 1, Street Light, and Porch Light.</li> </ul>

<p>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><b>Additional Findings Related to SB 710:</b></p> <p>413-215-0078 (1) Each child in care receiving services from a child caring agency must be given the following:</p> <p>(a) Instruction regarding how a child in care may report suspected inappropriate use of restraint or seclusion.</p> <p>(b) Assurance that the child in care will not experience retaliation for reporting suspected inappropriate uses of restraint or involuntary seclusion.</p> <p>(c) 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 checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• <b>Repeated Finding: Bridge House:</b> Youth charts were missing SB 710 information.</li> <li>• SB 710 has been implemented at Annex 1, Street Light, and Porch Light</li> </ul>

New Findings from Site Visit	Comments
N/A	

<p><b>Interview Summary</b></p>
---------------------------------

**Annex 1:** I met with the only available resident. Resident reported they have been at the Annex for 5 months. They reported feeling safe in the program and likes the program. They rated Annex 1 a “10” on a scale from 0-10 (0=worst program and 10=best program). Reported learning the following at Annex 1: independent living skills, first job (mechanic), responsibility, cleaning their apartment, and cooking. For recreation they reported enjoying skate park, concerts and getting out into the community.

**Bridge House:** I met with the only available resident. Resident reported that they feel safe at Bridge House. The food is good as you mostly cook your own food, and the kitchen is always stocked for food. Resident reports Bridge House to be a 9.5 on a scale from 0-10 (0=worst program, 10=best program). They report having access to two nearby parks is great for her 19-month-old son. Resident also reports being close to PCC campus. Resident reported learning the following skills at Bridge House: Independence, advocacy, knowing boundaries, setting SMART goals, cooking skills, and having tough conversations. Resident described staff at Bridge House as “great, kind, caring, and supportive”. When asked how Bridge House could be improved, they reported ensuring the right residents are admitted to the program.

**Street Light / Porch Light:** I met with two residents before the shelter was closed for the day. One youth reported the shelter to be an 8 on a scale from 0-10 (0=worst program and 10 =best program). This resident reported staff are “respectful and lovable”. They reported feeling safe at the shelter and it is fun playing games in the evening. They reported getting enough food and that there is a clothing closet for items that are needed which they have utilized and were very thankful for these on-site resources. They reported, “Better than sleeping outside, you don’t have to worry about safety or freeze to death”. This resident also noted, “Staff are patient and entertain all of the resident’s questions”.

The other resident I met with reported the shelter to be a 3 on the scale from 0-10 (0=worst program and 10=best program). Resident spoke about the active OTIS investigation regarding a community situation that has carried over to the shelter. There is a reported police investigation regarding a sexual assault in the community. This resident had filed several grievances, about which I followed up with Program Director and was able to examine the program’s follow up. The nature of the grievances included concerns about Janus Youth Programs financial management of monies to youth being able to come back to shelter after being excluded for days due to negative comments to this resident. Resident has a cane, and program provided her with a walker, as the cane could be used as a weapon. In addition to their other grievances, the resident reported to me the food made them sick. I asked clarifying questions and found out it was not the food at the Shelter that she disliked, but it was the food at a day program that is not affiliated with Janus.

## Observations

**Annex 1:** Downstairs resident had repainted portions of their apartment. Great colors and good work. Both apartments were clean and orderly.

**Bridge House:** The house was clean and orderly. House was decorated for Halloween, and staff and resident interactions observed were supportive.

**Street Light / Porch Light:** Showers have been remodeled and a new mural painted at porch light, and the shelter will soon be returning to full capacity in time for winter. I observed staff getting residents out in an orderly supportive manner. After residents had left, I observed staff cleaning the building and preparing for the intakes to come later in the evening.

## Corrective Actions and Timeframes:

Please submit the following to verify compliance.

