



Licensed Child Caring Agency Unannounced Site Visit Report

Licensee: Jackson Street Youth Shelter

Executive Director: Ann Craig

Program Director(s): Kendra Phillips-Neal

Date of Unannounced: November 3, 2022

Licensing Coordinator: Holly Ivey

Other Regulatory or Accrediting Agencies: ODHS Treatment Services

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>Safety - Building Requirements 413-215-0761(6) (b)(B) Clean and in good repair. The following required repair:</p> <ul style="list-style-type: none"> Some walls were requiring touch up paint in small areas throughout the house, including around door frames. (REPEAT FINDING) The house is still needing touch up paint to occur in small areas throughout. The agency will have it professionally painted after the Albany Site is complete. (REPEAT FINDING) <p>The Corvallis site had the following maintenance issues on November 10, 2021:</p> <ul style="list-style-type: none"> A light cover in the upstairs boy’s bathroom was missing. 	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Safety - Building Requirements 413-215-0761(6) (b)(B) Clean and in good repair. The following required repairs at the Corvallis House:</p> <ul style="list-style-type: none"> Some walls were requiring touch up paint in small areas throughout the house, including around door frames. (REPEAT FINDING) The house is still needing touch up paint to occur in small areas throughout. The agency will have it professionally painted after the Albany Site is complete. (REPEAT FINDING) <p>The Corvallis site had the following maintenance issues on November 10, 2021:</p> <ul style="list-style-type: none"> A light cover in the upstairs boy’s bathroom was missing. The area around the shower and floorboards near the shower were dirty. The game closet door in the dining room was off its hinges. <p>The Corvallis House is being completely renovated inside to be completed in 2023.</p>

<ul style="list-style-type: none"> The area around the shower and floorboards near the shower were dirty. The game closet door in the dining room was off its hinges. 		
<p>New Employee Orientation (30 days) 413-215-0061(4) (b) Ethical and professional guidelines(c) Organizational lines of authority(d) Attributes of population served(e) & (5)(a) to (c) Mandatory reporting that includes:(a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36(b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee (g) Emergency procedures</p> <ul style="list-style-type: none"> The personnel files reviewed November 10, 2021, were missing documentation verifying that employees had been trained in most of the subject areas listed above. REPEAT FINDING 	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>New Employee Orientation (30 days) 413-215-0061(4) (b) Ethical and professional guidelines(c) Organizational lines of authority(d) Attributes of population served(e) & (5)(a) to (c) Mandatory reporting that includes:(a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36(b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee (g) Emergency procedures</p> <ul style="list-style-type: none"> The personnel files reviewed November 10, 2021, were missing documentation verifying that employees had been trained in most of the subject areas listed above. REPEAT FINDING <p>On November 10, 2022, Holly Ivey, Licensing Coordinator, met with Ann Craig, Executive Director, and Kevin Grant, HR Director to review HR Files. The Licensing Coordinator, reviewed some personnel files and verified that documentation of the above required New Employee Orientation was present, and the program was found to be in compliance, except for:</p> <p>New Employee Orientation (30 days) 413-215-0061</p> <ul style="list-style-type: none"> (g) Emergency procedures REPEAT FINDING
<p>Staffing Requirements 413-215-0721Staff (at least one for each shift) has been trained in non-violent crisis intervention</p> <ul style="list-style-type: none"> The personnel files reviewed November 10, 2021, were missing documentation of staff training in non-violent crisis intervention. REPEAT FINDING. 	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Staffing Requirements 413-215-0721Staff (at least one for each shift) has been trained in non-violent crisis intervention</p> <ul style="list-style-type: none"> The personnel files reviewed November 10, 2021, were missing documentation of staff training in non-violent crisis intervention. REPEAT FINDING. <p>On November 10, 2022, the Licensing Coordinator, reviewed some personnel files and verified that documentation of the above training was present, and the program was found to be in compliance.</p>
<p>Staffing Requirements 413-215-0721 Initial Training (Must be completed before staff is alone with youth) 413-215-0726 (1) (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(e) Safety procedures(f)</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Staffing Requirements 413-215-0721 Initial Training (Must be completed before staff is alone with youth) 413-215-0726 (1) (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(e) Safety procedures(f) Sanitation procedures(f) Sanitation procedures(h) Report writing(j) Crisis intervention training</p> <p>The personnel files were missing verification of staff having received the above stated trainings</p> <ul style="list-style-type: none"> The personnel files reviewed November 10, 2021, were missing verification of training in most of the subject areas listed above. REPEAT FINDING.

<p>Sanitation procedures(f) Sanitation procedures(h) Report writing(j) Crisis intervention training</p> <p>The personnel files were missing verification of staff having received the above stated trainings</p> <ul style="list-style-type: none"> • The personnel files reviewed November 10, 2021, were missing verification of training in most of the subject areas listed above. REPEAT FINDING. 		<p>Some personnel files were reviewed by the Licensing Coordinator on November 10, 2022. The Licensing Coordinator found verification of compliance for all of the above stated initial trainings except for:</p> <p>Staffing Requirements 413-215-0721 Initial Training</p> <ul style="list-style-type: none"> • (a) Completion of agency’s orientation REPEAT FINDING • (e) Safety procedures REPEAT FINDING • (h) Report writing REPEAT FINDING
<p>Staffing Requirements 413-215-0721 Ongoing Training (Staff & Volunteers) 413-215-0726(2)(a) Confidentiality413-215-0726(2)(b) Universal precautions413-215-0726(2)(c) Discipline and behavior management413-215-0726(3) Training in CPR/First Aid sufficient to retain current certification413-215-0726(4) Staff working with food must possess a food handler’s card413-215-0061(5) Mandatory reporting that includes: 413-215-0761(3)(b) Employees transporting children meet the driver requirements (current driver’s license, and training for 15+ passenger vans if applicable)</p> <ul style="list-style-type: none"> • The personnel files reviewed November 10, 2021, were missing documentation of training in the subjects listed above. REPEAT FINDING. 	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Staffing Requirements 413-215-0721 Ongoing Training (Staff & Volunteers) 413-215-0726(2)(a) Confidentiality413-215-0726(2)(b) Universal precautions413-215-0726(2)(c) Discipline and behavior management413-215-0726(3) Training in CPR/First Aid sufficient to retain current certification413-215-0726(4) Staff working with food must possess a food handler’s card413-215-0061(5) Mandatory reporting that includes: 413-215-0761(3)(b) Employees transporting children meet the driver requirements (current driver’s license, and training for 15+ passenger vans if applicable)</p> <ul style="list-style-type: none"> • The personnel files reviewed November 10, 2021, were missing documentation of training in the subjects listed above. REPEAT FINDING. <p>On November 10, 2022, the Licensing Coordinator, reviewed some personnel files and verified that documentation of the above trainings was present, and the program was in compliance.</p>
<p>Service Planning 413-215-0741(2)(g) &413-215-0736(2)(a) Includes family, staff & other interested parties.</p> <ul style="list-style-type: none"> • Licensing was unable to verify through the documentation in the youth files that the above requirement was met. REPEAT FINDING. 	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Service Planning 413-215-0741(2)(g) &413-215-0736(2)(a) Includes family, staff & other interested parties.</p> <ul style="list-style-type: none"> • Licensing was unable to verify through the documentation in the youth files that the above requirement was met. REPEAT FINDING. <p>On November 3, 2022, Holly Ivey, Licensing Coordinator, conducted an unannounced inspection at the Albany House and reviewed some youth files. The Licensing Coordinator found verification of compliance with the above stated rule requirement in the files reviewed.</p>

New Findings from Site Visit	Comments
N/A	
Interview Summary	
<p>During the unannounced inspection at the Albany House, Salvador Maciel, Program Supervisor, was informally interviewed as he assisted with the walk through of the program. At the time of the inspection, one youth was at the program. The youth was privately interviewed by Holly Ivey, the Licensing Coordinator. An unannounced inspection was not conducted at the Corvallis House, as it had been under construction for months prior to the unannounced inspection. The agency is anticipating opening the Corvallis House in the first few months in 2023. The youth interview consisted of the following information:</p> <ul style="list-style-type: none"> • When the youth was asked what she liked best about the program, she stated “I appreciate it is a safe place, a place to get away. It is an even playing field because you are respected.” • When the youth was asked how the food was at the program and if she got enough food to eat, she stated “Yes, they make sure we eat breakfast, lunch, and dinner. The staff make the food, and it is good. We are allowed to eat anytime; we can always eat until we get full. We can eat any of the food.” • When the youth was asked what she would change about the program, she stated “I get why they have rules for the contact list to be approved, but not being able to talk to my boss and friends, especially because I am home schooled. I understand why the rule is there though.” • When asked if she got to talk privately to people on her approved contact list, the youth stated “Since it’s up to my parents, all I have is two of my sisters and my parents.” • The youth shared that she felt safe at the program. When asked if she felt respected by staff, the youth stated “Yes, it’s very much about respect and talking to staff.” 	

Observations
<p>Several staff and one youth were observed at the program during the unannounced inspection walk through. The youth that was at the program that day was observed to be at ease and comfortable in the environment. All areas of the program (inside and outside) where youth had access were observed to be well kept, clean and in good repair. Youth assist with cleaning their bedrooms and assist with a deep cleaning of the program on Saturdays. Food was observed to be in the refrigerator and in the pantry. Meals and snacks are prepared fresh onsite. Medication was observed to be in the original prescription packaging and kept in a locked cabinet inaccessible to youth.</p>

Corrective Actions and Timeframes:

Please submit the following to verify compliance.

Within 45 days of receipt of this report **Jackson Street 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 Holly Ivey at: Holly.r.ivey@dhsosha.state.or.us

Licensing Coordinator's Signature: Holly Ivey Date: 12-6-2022

Manager Review: [Signature] Date: 12-6-2022