



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

Licensee: Catholic Community Services of the Mid-Willamette Valley

Date of site visit: January 17-18, and February 1, 2023

Executive Director: Josh Graves

Licensing Coordinator: Holly Ivey

Program Director: Lori Simpson

Other Regulatory or Accrediting Agencies: DHS Treatment Services, and County Mental Health

Program Compliance: The program was found to be compliant or will be compliant with OAR 419-400-0005 to 419-400-0310, Licensing Umbrella Rules, and OAR 419-450-0010 to 419-450-0120, Licensing Homeless, Runaway, and Transitional Living Shelters Rules. Personnel records were reviewed and compliance with required background checks was documented for employees in all programs.

Program Description(s): *Catholic Community Services (CCS) of the Mid-Willamette Valley and Central Coast was founded in 1938. They are a non-profit faith-based organization serving children, youth, adults and families with special needs. Their mission is for everyone they serve to have the opportunity to live responsibly in a nurturing home and a caring community they can call their own.*

ODHS Children's Care Licensing Program licenses two CCS Programs:

The Lodge: *The agency operates Rainbow Lodge in McMinnville Oregon, providing shelter services. Rainbow Lodge provides planned and crisis respite services to youth and their families in the Mid-Willamette Valley. Respite services assist families by providing quality short-term care for youth with behavioral or mental health needs. The goal is to provide youth and their families a period of time to de-stress and re-focus on their goal to stay unified as a family. By providing planned and crisis respite services, CCS hopes to strengthen families and keep them together. Rainbow Lodge, CCS, serves youth who are enrolled in Wraparound Services. These youth are in need of planned, thoughtful, overnight care. Planned respite is on-going, highly supervised respite for youth with significant mental and behavioral concerns, who need additional assistance in meeting their Wraparound Team goals. Purposed respite is designed to provide a structured environment for the child so that they can focus on specific skill-building. This allows time for the families to take a break and to de-stress. Whether the child is in respite care for one or fourteen days, the child will leave the program with a sense of accomplishment knowing that they have taken steps toward reaching their goals or mastering a skill.*

The Father Taaffe House: *The agency operates Father Taaffe, St. Brigid Home, which provides young pregnant and parenting women and their children with safe housing and community resources while strengthening families as they transition to independent living. Father Taaffe program provides strengths-based, family-centered services that are responsive and trauma-informed.*

Program type and services:

Lodge: Shelter Services for up to 14 days per stay.

Father Taaffe House: Homeless, runaway transitional services.

Capacity and Age Range:

Lodge: capacity is five ages 6-17.

Father Taaffe House: capacity is four ages 12-22.

Funding sources:

Lodge: A contract with ODHS District 3 Child Welfare and a contract with Yamhill County Family and Youth Services

Father Taaffe House: Child Specific Contracts through ODHS, if applicable, and charitable contributions.

Contracts and sources for referrals:

Lodge: District 3 Child Welfare, and Yamhill County Family and Youth Services

Father Taaffe House: District 3 Child Welfare

Average length of stay:

The Lodge: 1-14 nights

Father Taaffe House: 1 year

Average daily population served:

Lodge: 3-4 children/youth

Father Taaffe House: 3 youth

Number of children served annually:

Lodge: 50 children/youth

Father Taaffe House: 5 youth

Interviews, Observations:**Staff Interviews:**

The following staff were informally interviewed at the review: Lori Simpson, Senior Program Director Jennifer Blyeth, Quality Projects Manager, Susan Looby, Program Coordinator/Supervisor (Lodge). Tonya Sorensen, Fr. Taaffe Service Coordinator, Emily Burrow, Father Taaffe House Parent. During the review staff were observed at the programs.

Youth Interviews:

Three youth were privately interviewed by the Licensing Coordinator at the review. The youth interviews consisted of the following information obtained:

- All the youth stated things were going well at the program, the following was stated:
 - “It’s great here, the only thing is, I have anxiety of being taken away.”
- When youth were asked what they appreciated most about the program, the following was stated:

- “I have a lot of reassurance that there are people there for me.”
- “The community part, we’re all moms living together. We’re all moms going through similar situations.”
- “I have someone I can count on if I have a need. The best part is Emily, (House Parent) she will calmly sit down with us and talk about things with me.”
- When youth were asked what they enjoy doing for fun at the program, the following was stated:
 - “I have a lot of freedom, I can leave if I tell Emily, where I am going, it’s not being controlling, it’s for safety. The girls and I do nails, face masks, and we leave our problems.”
 - “We hang out, we go on walks to the mall, or Walgreens. We’re busy, we had a girl’s night where we painted gnomes.”
 - “We go on outings into the mountains, we take a drive to the woods, I have been to the cascades.”
- When youth were asked if they can speak privately to approved contacts, the following was stated:
 - “Yes, I do, whenever I want to, and it’s private.”
 - ‘Yes, I do, it’s private.”
 - “I don’t know, I only have two to three people to talk to, the calls are monitored, staff are with me sitting in the same room.”
 - After the youth interview the Licensing Coordinator, spoke with Lori Simpson, Susan Looby, and Jennifer Blyeth, about a youth reporting not having private phone calls. The Licensing Coordinator stated that this is a right for all youth in CCA Programs. The Program Leadership stated they would ensure youth have private phone calls available to them.
- When youth were asked if they receive three meals a day and are provided daily snacks, they all stated they receive three meals a day and daily snacks are available. One youth stated,
 - “I prefer more natural and organic food.”
 - After the youth interview the Licensing Coordinator, spoke with Lori Simpson, Susan Looby, and Jennifer Blyeth, about the youth’s comments stated above. Susan Looby showed the Licensing Coordinator a grocery list with food items the youth had requested. She was planning to go to the grocery store for those items.
- All the youth stated they receive hygiene products from the program if needed.
- All the youth stated they felt respected by program staff.
- All the youth stated there was nothing they would change to the program.
- All the youth stated they felt safe at the program.

Observations: A walk through of both sites was conducted by the Licensing Coordinator. The youth at the programs were observed to be at ease and comfortable in the environment. All areas of the programs (inside and outside) where youth had access were observed, to be well kept, clean and in good repair, except for one wall at the Father Taaffe House. A bathroom wall at the Father Taaffe House had black marker or crayon on it (detailed on page 8). The agency vehicles that the youth ride in were observed and met the requirements per Licensing Rules. Food was observed to be in the refrigerators and in the pantries. Medication was observed to be locked up and inaccessible to the youth.

Program Strengths: The following strengths were identified at the review by Program Leadership:

Lodge:

- “Strong, cohesive staff team with exceptional program manager, Susan Looby.
- Lodge provides crisis and planned respite
- Onsite house parent Friday through Monday
- Skills trainer 1.0 FTE
- Program manager 1.0 FTE
- Well trained staff including trauma informed care and positive behavior supports
- Beautiful, clean, well-maintained facility
- Monthly contract meetings with Yamhill Co Family & Youth
- Lodge staff attends youth wrap meetings
- Electronic file system
- Youth have their own bedrooms
- Cameras in common areas”

Father Taaffe House:

- “Donor funded program
- Onsite house parent 24/7
- Program Resource Specialist .5 FTE
- Well trained staff and House Parents including trauma informed care and positive behavior supports
- Electronic file system
- Participants have their own bedrooms
- Great relationships with donors, both financial and in-kind”

Program Challenges: The following Challenges were identified at the review by Program Leadership:

Lodge:

- “Facility is in an extremely rural location
- Program occasionally experiences staff turnover”

Father Taaffe House:

- “Facility is in a less than desirable neighborhood
- Sometimes young women are referred who are out of our scope
- Lack of storage-our donors give A LOT!
- Currently recruiting new House Parents (3/2023)”

Changes that have occurred in the last 2 years: The following Changes were identified at the review by Program Leadership:

Lodge: None stated.

Father Taaffe House:

- “Hired new House Parents in October 2021
- Achieved CCA License”

Lawsuits: N/A

Grievances and complaints filed in the last two years: None of significance were reported.

Corrective Actions and Timeframes: Please submit the following to verify compliance.

Within 45 days of receipt of this report Catholic Community Service of the Mid-Willamette Valley, 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, Licensing Coordinator, at: Holly.r.ivey.dhsoha.state.or.us

Changes in License: N/A

Summary of Review				
Program and Services	Yes	No	N/A	Corrective Actions/Comments
419-400-0020 (2)				
Program and services are in scope of license	X			
Governance of the Agency	Yes	No	N/A	Corrective Actions/Comments
419-400-0040				
(1)(a) Minimum of 5 board members	X			
(2)(f) Formally evaluate the exec. Director's performance annually	X			
(2)(g) Approves annual budget	X			
(2)(h) Obtain and review an annual independent financial review or audit of financial records.		X		Governance of the Agency 419-400-00402) (h) Obtain and review an annual independent financial review or audit of financial records. <ul style="list-style-type: none"> • The audit for 2022, CCS Leadership reported the audit to be pending. The audit report must be sent to the Licensing Coordinator when completed.
(2)(k) Written quality improvement program	X			
(2)(l) Meeting minutes	X			
Executive Director or Program Director	Yes	No	N/A	Corrective Actions/Comments

419-400-0040				
(3)(a) knowledge of requirements for providing care and treatment appropriate to programs	X			
(3)(g) Approval from BCU		X		Executive Director or Program Director 419-400-0040 (3)(g) Approval from BCU <ul style="list-style-type: none"> The agency sent an approved background check for the Executive Director from 2020. A current background check must be completed, and documentation of the ODHS Background Check Unit's approval sent to the Licensing Coordinator.
Discipline, Behavior Management, and Suicide Prevention 419-400-0150	Yes	No	N/A	Corrective Actions/Comments
(3) Agency uses appropriate and positive methods of behavior management and nationally recognized non-violent crisis intervention	X			
(3)(b)(C) Agency does not use chemical and mechanical restraint (excluding medically necessary devices/prescriptions)			X	
(3)(c) Agency uses appropriate time-out rooms (adequate space, heat, light and ventilation and is not capable of locking) and documents use in child's record when applicable			X	
(3)(e) Agency uses seclusion appropriately/consistent with policy			X	
(4) Agency has adequate plan in place to respond to suicidal behavior/warning signs	X			
Contractors (if applicable) 419-400-0120(6)	Yes	No	N/A	Corrective Actions/Comments
(a) Agency ensures the contractor meets the requirements of this rule and Chapter 413 division 215	X			
(b)(B) Contract includes the following: (i) Services provided (ii) Contractor fees (iii) Disclosure of information from contractor to agency (iv) Lines of authority (v) Adherence to rules, including background check	X			

(vi) Any liability of the agency for acts of the contractor, rights of indemnity and limitations on liability				
Restraints and Involuntary Seclusion 419-400-0180	Yes	No	N/A	Corrective Actions/Comments
(11)(d) Each child caring agency that submits a report under this section shall make its quarterly report available to the public upon request at the Child Caring Agency's main office and on the child caring agency's website if applicable.	X			
Supplemental Information Provided by CCA	Yes	No	N/A	Corrective Actions/Comments
Documents as indicated on the form titled "Renewal Licensing Required Documents"		X		Supplemental Information Provided by CCA Documents as indicated on the form titled "Renewal Licensing Required Documents" The following documents must be sent to the Licensing Coordinator: <ul style="list-style-type: none"> • Documentation of ODHS Background Check Unit approval for the Program Director, Lori Simpson must be sent to the Licensing Coordinator.
Documents as indicated on form titled "Required Financial Documents and Information"		X		Supplemental Information Provided by CCA Documents as indicated on form titled "Required Financial Documents and Information" The following was missing and must be submitted to the Licensing Coordinator: <ul style="list-style-type: none"> • The Audit for the fiscal year ending June 30, 2022. • An approved Tax Compliance Certificate
All required policies and procedures as identified in the "Umbrella Rules"		X		Supplemental Information Provided by CCA All required policies and procedures as identified in the "Umbrella Rules" <ul style="list-style-type: none"> • *See page 16 for details of Umbrella Policy Revision requirements
All required policies and procedures as identified in "Agency Type Specific Rules"	X			
Staffing Requirements 419-450-0030	Yes	No	N/A	Corrective Actions/Comments
(1) Has and follows a written plan for minimum staffing	X			
(2) One staff for each shift is trained in non-violent crisis intervention	X			
(3) Staffing ratio is sufficient for adequate supervision Days: Evenings: Sleeping:	X			
Grouping	Yes	No	N/A	Corrective Actions/Comments

419-450-0100				
(1) & (2) Has and follows policies for grouping children that meets requirements (age, developmental level, maturity, behavior, medical...)	X			
(4) Care was taken to assess and minimize risk for children placed with emancipated children or adults			X	
Service Planning 419-450-0060 Establish & maintain links with community agencies that provide:	Yes	No	N/A	Corrective Actions/Comments
(5)(a) Alternative living arrangements	X			
(5)(b) Medical services	X			
(5)(c) Mental health services	X			
(5)(d) Educational services	X			
(5)(e) Independent living services	X			
(5)(f) Other assistance required	X			
Physical Plant	Yes	No	N/A	Corrective Actions/Comments
419-400-0090(3)(a) Foster Rights Posted (if children in DHS custody)	X			
419-400-0100(1) Sufficient safe space, equipment, and office equipment	X			
419-400-0230(12) License is posted in common area at each facility	X			
419-450-0080(2) Medication is kept in locked storage and inaccessible to children in care	X			
Umbrella Safety 419-400-0200	Yes	No	N/A	Corrective Actions/Comments
(1)(b)(B) Vehicle has insurance policy, is smoke free, safe operating condition, and has first aid kit and fire extinguisher 2-A:10-BC	X			
(1)(b)(A) Each vehicle used to transport a child in care must be: properly registered, covered by an insurance policy in full force and effect, maintained in safe operating condition, and smoke-free.	X			
(3) If a child-caring agency has a swimming pool on the premises that is accessible to children in care or if a child-caring agency			X	

plans to have children in care engage in swimming, the child-caring agency must have and adhere to policies and procedures that address, at a minimum, providing disclosures and obtaining consents, assessing swimming ability of children in care, and ensuring the safety of pool access.				
(4)(a) The program protects children from potentially harmful items and materials.	X			
(4)(b) Direct supervision of children who do not have the ability to adjust and control water temperature	X			
(4)(c) Light fixtures have protective covers unless designed to be used without one	X			
Safety - Building Requirements 419-450-0110(4)(b)	Yes	No	N/A	Corrective Actions/Comments
(b)(A) Smoke free	X			
(b)(B) Clean and in good repair		X		Safety - Building Requirements 419-450-0110(4)(b) (b)(B) Clean and in good repair <ul style="list-style-type: none"> Father Taaffe House: At the review the upstairs bathroom had a blackish substance that looked like crayon or ink on a wall. On February 2, 2023, Lori Simpson, sent Holly Ivey, Licensing Coordinator, a picture verifying the wall was painted and in good repair. There is nothing further required of the agency regarding this finding.
(b)(C)(i) continuous supply of hot and cold water	X			
(b)(D) room temps are w/in normal range, ventilated and free from odors	X			
Safety - Bathrooms 419-450-0110(4)(c)	Yes	No	N/A	Corrective Actions/Comments
(c)(A)(i) 1:8 ratio for toilet and sink	X			
(c)(A)(ii) If self-closing metered faucet –15 sec.	X			
(c)(A)(iv) 1:10 ratio for bathtub or shower	X			
(c)(A)(v) individual privacy	X			
(c)(A)(vi) window covering	X			
(c)(A)(vii) permanently wired light fixtures	X			
(c)(A)(viii) mirror affixed at eye level	X			
Client Rights 419-450-0020	Yes	No	N/A	Corrective Actions/Comments
(2) Nutritional needs are met as appropriate for each child in care	X			
Medication Storage and Dispensing 419-450-0080	Yes	No	N/A	Corrective Actions/Comments

(2) Medication is locked and inaccessible to children	X			
(3) Medication is self-administered after children have requested their medication at prescribed times			X	
(4) Written record of administration of medication includes (name, description, date and time dispensed, dosage, staff who dispensed)	X			
(5) Written record of disposal by 2 staff and includes when and how the medication was disposed	X			
Personnel Files 419-400-0120	Yes	No	N/A	Corrective Actions/Comments
Staff Name/Position	X			
(3)(g) Date of Hire	X			
(3)(a) record of education, training, and previous employment	X			
(1)(b) & (3)(b) reference checks complete and documented		X		<p><i>Personnel Files 419-400-0120(1)(b) & (3)(b) reference checks complete and documented</i></p> <ul style="list-style-type: none"> Father Taaffe: There were no notes to verify that reference checks were made for the house parents in the personnel files. This was a previous finding in the 2022 six-month review, of the program. The agency has a plan in place to ensure ongoing compliance which was previously submitted to Licensing. At the time of the review, there had not been any new staff hired since the 2022 Unannounced Inspection. There is nothing further required of the agency regarding this finding at this time.
(1)(a) & (3)(c) Background check was completed and documented	X			
(3)(d) Annual performance evaluations	X			
(3)(f) Record of personnel actions	X			
(3)(g) Termination date, reason for termination	X			
(3)(h) Current job description (1)(c) Employee meets minimum qualifications stated in current job description	X			
New Employee Orientation (30 days) 419-400-0120(4)	Yes	No	N/A	Corrective Actions/Comments
(a) Agency policies and procedures	X			
(b) Ethical and professional guidelines	X			

(c) Suicide prevention and intervention	X			
(d) Attributes of population served	X			
(e) & (5)(a) to (c) Mandatory reporting that includes: (a) legal definition of child abuse in ORS 418.257 and 419B.005 (b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee	X			
(f) Privacy laws	X			
(g) Emergency procedures	X			
Staffing Requirements 419-450-0040	Yes	No	N/A	Corrective Actions/Comments
Staff (at least one for each shift) has been trained in non-violent crisis intervention	X			
Initial Training (Must be completed before staff is alone with youth) 419-450-0040(1)	Yes	No	N/A	Corrective Actions/Comments
(a) Completion of agency's orientation	X			
(b) Understanding of supervision structure	X			
(c) Understanding of behavior management policies	X			
(d) Understanding of presenting issues of the youth served	X			
(e) Safety procedures	X			
(f) Sanitation procedures		X		Initial Training (Must be completed before staff is alone with youth) 419-450-0040(1) (f) Sanitation procedures <ul style="list-style-type: none"> Lodge and Father Taaffe House: Verification for the above stated training requirement was not found in the personnel files reviewed.
(g) First aid kit contents and use	X			
(h) Report writing	X			
(i) CPR and First Aid	X			
(j) Crisis intervention training	X			
Crisis Intervention Training Standards and Certification 419-400-0160(4) (as applicable)	Yes	No	N/A	Corrective Actions/Comments

(a) Complete a minimum of 12 hours of initial training in person from a certified instructor, including but not limited to a minimum of six hours of training focused on positive behavior support, nonviolent crisis intervention and other methods of nonphysical intervention to support children in care during a crisis			X	
(d) Receive a certificate that states: (A) The dates during which the certification is current (B) The type of restraint which the individual is certified to perform if applicable (C) The type of training the individual is certified to conduct if applicable (D) Any special endorsements earned by the individual (E) The level of training (F) The name of the certified instructor who conducted the training and administered the assessment of proficiency.			X	
(e) A certification issued: (A) Must be personal to the individual certified by the training provider (B) May be valid for no more than two years with recertification			X	
Ongoing Training (Staff & Volunteers)	Yes	No	N/A	Corrective Actions/Comments
419-450-0040(2)(a) Confidentiality	X			
419-450-0040(2)(b) Universal precautions	X			
419-450-0040(2)(c) Discipline and behavior management		X		Ongoing Training (Staff & Volunteers) 419-450-0040(2)(c) Discipline and behavior management <ul style="list-style-type: none"> Lodge: Verification for above required annual training was not found in the personnel files reviewed.
419-450-0040(3) Training in CPR/First Aid sufficient to retain current certification	X			
419-450-0040(4) Staff working with food must possess a food handler's card	X			

419-400-0120(5) Mandatory reporting that includes: (a) legal definition of child abuse in ORS 418.257 and 419B.005 (b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee	X			
419-400-0160(4)(b) Receive continuing education (as applicable on crisis intervention training) from a certified instructor on an annual basis			X	
Comments:				
Child Records 419-450-0070(2)	Yes	No	N/A	Corrective Actions/Comments
Name of Child	X			
Date of Admission	X			
(a) Sufficient information about the child's family or legal guardian to enable staff to contact them at any time	X			
(b) & 419-450-0050(2) Custody status	X			
(c) authorization for medical treatment	X			
(d) Consent to treat the child with interventions in use at the program	X			
(e) Signed acknowledgment that child is responsible for requesting medication at prescribed times			X	
(h) Documentation of child's illness and injuries and follow up by program	X			
Assessment 419-450-0050	Yes	No	N/A	Corrective Actions/Comments
419-450-0050(2) Assessment includes family history, health history (substance abuse history/current use of prescription and OTC medication), mental health history (including diagnoses and treatment history), and who has custody of the child.		X		<p>Assessment 419-450-0050(2) Assessment includes family history, health history (substance abuse history/current use of prescription and OTC medication), mental health history (including diagnoses and treatment history), and who has custody of the child.</p> <ul style="list-style-type: none"> • Lodge: Some files reviewed were missing assessments. • Father Taaffe House: The assessments reviewed were missing the following: substance abuse history/current use of prescription and OTC medication, who has custody of the child.

419-450-0050(3) Statement as to whether child meets eligibility requirements to be admitted to program.	X			
Service Planning 419-450-0060	Yes	No	N/A	Corrective Actions/Comments
419-450-0060(2)(a) Includes family, staff & other interested parties		X		Service Planning 419-450-0060 419-450-0060(2)(a) Includes family, staff & other interested parties <ul style="list-style-type: none"> • Father Taaffe House: There was no documentation in the youth files to verify the above requirement was occurring. (Repeat Finding)
419-450-0060(2)(b) Monthly review		X		Service Planning 419-450-0060 419-450-0060(2)(b) Monthly review <ul style="list-style-type: none"> • Father Taaffe House: There was no documentation in the youth files to verify monthly reviews were occurring.
419-450-0060(2)(c) Addresses physical and medical needs, behavior management issues, mental health treatment, education, and special needs		X		Service Planning 419-450-0060 419-450-0060(2)(c) Addresses physical and medical needs, behavior management issues, mental health treatment, education, and special needs <ul style="list-style-type: none"> • Lodge: The service plans reviewed were missing the required information: education, and special needs. • Father Taaffe House: There was no documentation in the youth files to verify monthly reviews were occurring. The program must write monthly service plans and address all the required information as stated above.
419-450-0060(3)(a) Reasonable effort to involve family within 72 hours when possible	X			
419-450-0060(3)(b) Make a program orientation available to the child in care's family.	X			
419-450-0060(4) Directly or through referral, the agency must make available individual, group, and family counseling by a qualified professional.	X			
419-450-0060(5) The child-caring agency must establish and maintain links to community agencies and individuals who can provide required services to children in care or their families that may not be directly available from the program. These services must include: (a)Alternative living arrangements.	X			

(b)Medical services. (c)Mental health services. (d)Educational services. (e)Independent living services. (f) Other assistance required by children in care or their families.				
419-450-0060(6) Discharge summary (summary, results of evaluations, condition of child, compliance with program, recommendations, and discharge destination)		X		Service Planning 419-450-0060 419-450-0060(6) Discharge summary (summary, results of evaluations, condition of child, compliance with program, recommendations, and discharge destination) <ul style="list-style-type: none"> • Lodge: The discharge summaries were missing the above required information. • Father Taaffe House: The discharge summary reviewed were missing the above required information.
Medication Storage and Dispensing 419-450-0080	Yes	No	N/A	Corrective Actions/Comments
(4) Documentation	X			
Records Relating to Restraint & Involuntary Seclusion	Yes	No	N/A	Corrective Actions/Comments
419-400-0180 (12) Records	X			
419-400-0190(1) Information provided to children in care relating to Restraint & Involuntary Seclusion		X		Records Relating to Restraint & Involuntary Seclusion 419-400-0190(1) Information provided to children in care relating to Restraint & Involuntary Seclusion <ul style="list-style-type: none"> • Lodge: Verification for above required information was not found in the youth files reviewed at the Lodge.
Records and Documentation 419-400-0140	Yes	No	N/A	Corrective Actions/Comments
(1) Stored safely and are available for inspection by Dept.	X			
(2) Permanent, legible, dated, and signed	X			
(3) & (4) Uniform in organization, readily identifiable and accessible, current, and complete, containing all required info. No eraser tape or white out.	X			
(7) Permanent registry for each child includes: Name Gender Birth date Names, addresses of parents or guardians Dates of admission Placement upon discharge	X			

Comments:

***Supplemental information provided by the CCA as stated above (page 7).**

All revisions made to policies must be highlighted prior to sending to Licensing. Required Policy Revisions:

419-400-0110 Licensing Umbrella Rules: Policies and Procedures(a) A written policy on mandatory child abuse reporting, consistent with ORS 418.257, 418.258, 419B.005, 419B.010, and 419B.015 that includes requirements that child-caring agency employees, staff, contractors, agents, and proctor foster parents do all of the following: (C) Receive child-caring agency-provided training on the definitions of child abuse in **ORS 418.257 and 419B.005 that apply in child-caring agencies.**

- The above stated language must be added to the agency's policy regarding training specific to the definitions of child abuse in the orientation and ongoing training to staff.

419-400-0110 Licensing Umbrella Rules: Policies and Procedures (1) Transportation. If a child-caring agency transports children in care in a vehicle, the agency must have policies and procedures that address all of the following:(a) Driver requirements.(A) Each employee transporting a child in care in a motor vehicle must have a current driver license on record with the child-caring agency and must comply with applicable traffic laws when transporting children in care.(B) The child-caring agency may use an employee to provide transportation for children in care only if the employee is covered by an insurance policy in full force and effect, and in compliance with the standards set by the child-caring agency.(C) The child-caring agency must ensure that employees providing transportation are trained in emergency procedures, including behavior management if applicable, while in a vehicle.

- The above stated language must be added to the agency's policies.

(2) In addition to other policies and procedures required by these rules, the policies and procedures in section(b) A written policy and procedure on documenting, reporting, and saving information about critical events and other types of incidents that includes, but is not limited to: (1) of this rule must include: (ii) Whether the report meets the definition of a critical event (see OAR 419-400-0230(11)(b)) (iii) Description of the actions the child-caring agency took in response to the incident. Critical events must be shared with the child-caring agency's assigned licensing coordinator (see OAR 419-400-0230(11)(b)) but other types of reports may be shared with other regulatory agencies or legal guardians.

- The above required language must be added to the agency's policies.

419-400-0150 Licensing Umbrella Rules: Discipline, Behavior Management & Training, and Suicide Prevention (Excluding Adoption Agencies) (1) A child-caring agency, except a child-caring agency licensed only to provide adoption services under OAR 419-420-0010 to 419-420-0160, must adopt and adhere to written policies and procedures on discipline, behavior management, and suicide prevention that meet all of the requirements of this rule. (b) The discipline and behavior management policies and procedures must prohibit the following: (K) Removing or limiting the use of a mobility aid or other assistive device for the purpose of controlling a child in care's behavior.

- The above required prohibition must be added to the agency's Behavior Management Policy.

(3) Behavior Management. (b) The policies must include a description of the model...

- The Behavior Management Policy must state the name of the model (Positive Youth Supports) and provide a description of the model being utilized.

(4) Suicide Prevention. The policy must include the following: (d) Training requirements for staff, including suicide prevention training and suicide risk assessment tool training; (e) Procedures for determining... removal of additional supervision precautions; (f) Suicide risk assessment procedures on the day of intake; (g) Documentation requirements for suicide ideation, self-harm, and special observation precautions to ensure immediate communication to all staff.

- The agency's Suicide Prevention Policy must be reviewed and updated to ensure it includes all of the details described above.

419-400-0200 Licensing Umbrella Rules: (4) Hazards (a) A child-caring agency must protect children in care it serves from guns, drugs, sharps, paint, hazardous materials, bio-hazardous materials, and other potentially harmful items. A child-caring agency must have a written policy that addresses potentially harmful materials that are in areas accessible to the children in care in the program or on the grounds of the program.

- The above stated language must be added to the agency's policies.

Licensing Coordinator's Signature: Holly Ivey Date: 2-21-2023

Manager Review: [Signature] Date: 2-21-2023