

OYA Proctor Parent Handbook



Working with the Oregon Youth Authority

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WELCOME AND INTRODUCTION

The Oregon Youth Authority (OYA) contracts with residential treatment programs throughout the state to provide placement, treatment and step-down services to youth who are in the care and custody of OYA. While some OYA youth in these programs live in structured group living environments, a majority reside in therapeutic foster homes also known as proctor homes.

Proctor parents are an integral part of the continuum of care for youth committed to OYA. They provide a supportive, safe, and structured environment for youth to gain the attitudes, behaviors, and skills they need to create better lives for themselves, their families and their communities. OYA not only works collaboratively with these programs but also with their proctor homes to ensure youth have access to the services and supports they need to be successful. With that being said, this handbook was created as a resource guide and reference tool for proctor parents to gain a better understanding in working with OYA to include but not limited to; roles and responsibilities, expectations surrounding certification standards and youth safety and supervision.

The Oregon Youth Authority has identified diversity, equity, and inclusion (DEI) as an agency priority and initiative, with a goal to build a respectful, diverse, equitable and inclusive environment for youth and staff that is free from harassment, discrimination, and bias. Data shows youth of color and LGBTQ+ youth are disproportionately represented in the juvenile justice system. While OYA is only one part of that system, we play a critical role in addressing the historical and systemic inequities that exist today and will actively recruit mentors from communities of color, LGBTQ+, religious backgrounds, and other diverse populations to reflect the needs of our foster youth.

To keep the information current in this handbook, updated replacement pages, forms and/or resources will be distributed to you by your OYA Foster Care Certifier as needed. Note that the terms foster parents and proctor parents are used interchangeably throughout the handbook. If you have any questions or concerns, don't hesitate to contact your OYA Foster Care Certifier.

Once you have read the handbook in its entirety, sign the acknowledgement form at the end of the handbook and return to your OYA Foster Care Certifier.

Thank you so much for being a part of our team!

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SECTION ONE

WORKING WITH OYA

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Section One: Working with OYA

ROLES AND RESPONSIBILITIES

Being a proctor parent not only involves working with the youth in your home, the program staff and treatment providers, but also with various OYA professionals. This includes but may not be limited to, OYA Foster Care Certifiers, Community Resources Specialists, Juvenile Parole and Probation Officers, and Juvenile Parole and Probation Assistants.

For the success of the OYA youth placed in your home it is important to understand the roles and responsibilities of these professionals.

OYA FOSTER CARE CERTIFIER

- Works in conjunction with the program in the certification and recertification of contracted residential proctor homes.
- Reviews proctor home applicant certification paperwork submitted by the program to ensure compliance with Oregon Administrative rules as well as OYA policies and procedures.
- Processes criminal background checks on proctor home applicants, household members and frequent visitors prior to certification and on an annual basis thereafter.
- Conducts safety inspections of the proctor home prior to certification and re-certification and/or as deemed necessary.
- Ensures the cleanliness standards checklist has been completed for each proctor home and that compliance is maintained.
- Provides training, support and technical assistance to new and existing proctor homes as requested.
- Conducts quarterly site visits at a minimum to assigned proctor homes to ensure compliance with the Oregon Administrative Rules and OYA safety and cleanliness standards.
- Responds to crisis situations relevant to the assigned proctor home in conjunction with the program to provide support and intervention.
- May assist OYA Professional Standards Office (PSO) OYA Community Resources Unit (CRU), Law Enforcement, the Oregon Department of Human Services (ODHS) or the Office of Training Investigation and Safety (OTIS) with investigations of proctor homes by interviewing pertinent parties, collecting evidence, taking photos and documenting all information.
- Involved in the review and approval process of exceptions to Oregon Administrative Rules relating to safety standards, such as “room sharing.”

OYA COMMUNITY RESOURCE SPECIALIST (CRU TECH)

- Oversees the compliance of OYA’s contracted community residential programs to federal and state statute, agency rule, policy and contract and evidence-based service delivery. This is accomplished by on-going program oversight including, frequent on-site monitoring of program operations,

regular communication with program administrators, formal review, implementation and oversight of corrective action plans, technical assistance and training.

- Conducts annual on-site visits to contracted residential proctor homes often with the OYA Foster Care Certifier to ensure program compliance and support.
- Conducts OYA Residential/Proctor Care Youth Service Survey with youth in the program twice a year. ***Refer to Section Four for a copy of this survey.***
- Involved in the review and approval process of Recreational Activity Risk Assessments as well as exceptions to Oregon Administrative Rules relating to safety standards, such as “room sharing.”
- Reviews all incident reports from community residential programs.

JUVENILE PAROLE/PROBATION OFFICER (JPPO)

- Provides supervision and case management services to youth committed to the Oregon Youth Authority.
- Participates in meetings throughout the youth’s stay in the program to review youth’s progress, ensure youth and family are engaged in case planning process, determine future interventions/goals and to develop aftercare and transition planning from the onset which may include home/transition visits.
- Maintains monthly in person contact with youth while in the program.
- Transports youth to program for placement, court appearances and any other OYA driven appointments/meetings.

JUVENILE PAROLE/PROBATION ASSISTANT (JPPA)

- Assists JPPO with transportation of youth for home visits while youth are in program.
- Assists with caseload management and supervision of youth in program as determined by JPPO.

PROCTOR PARENTS AS ROLE MODELS

Youth often mimic the behaviors they see adults demonstrate. Make sure you are behaving the way you want the youth to behave as an adult.

- Obey traffic laws: Don't speed, run red lights, or fail to come to a complete stop at stop signs.
- Keep a clean and organized home: If the youth is expected to keep their room clean, make sure the rest of the house is kept clean, too. A clean, comfortable, well-organized home can reinforce what you expect from the youth.
- Tell the truth: This applies to "white lies" too. When you say, "Tell them I'm not here" when a phone call is for you, it tells a youth it is okay to lie in certain situations.
- Watch your language: Avoid using vulgar or other inappropriate language.
- Be Respectful: proctor parents must be respectful of individuals in and out of the home. This includes but is not limited to respecting differing values, lifestyles, philosophies, sexual orientation, gender identity, religious and cultural identity and heritage.
- No Horseplay: Proctor parents should role model appropriate behavior by not being violent or aggressive or engaging in rough or boisterous play.
- Be mindful of appropriate physical contact. Even hugging can be misconstrued by youth with poor boundaries. Youth need good role modeling about appropriate contact and conversations (no kissing, no touching of intimate parts, no having youth sitting on laps, etc.).
- Do not have youth in your home work for your business: Your relationship with the youth should be as a Proctor Parent, not as an employer. There have been Proctor Parents who have had youth work "under the table" for their business. This is illegal. Doing extra reasonable paid jobs around the house for additional money is permitted.
- Do the right thing: When confronted with a situation, do the right things so the youth in your care will be more likely to do the right thing. For example, if a cashier gives you too much change at the grocery store, give it back. Do not ask for the senior discount if you aren't entitled to it.
- Do not borrow money from you that any time, for any reason.
- Do not sell any items directly to you that any time, for any reason.
- Don't use cigarettes, marijuana or vape while in the youth's presence. Also, don't consume excessive alcohol while in the youth's presence. These can trigger damaging memories or create youth cravings. Youth must not be exposed to secondhand smoke from any source or form.
- Proctor Parents should demonstrate respect and common courtesies to the youth in their home.

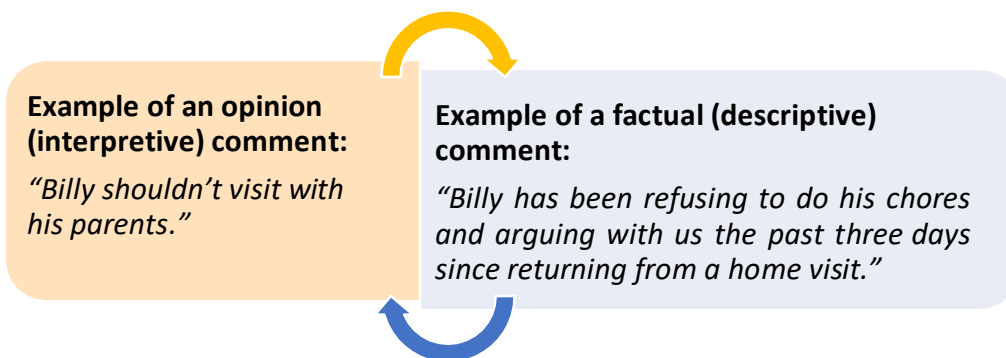
RECORDKEEPING AND REPORTING

Documentation and/or recordkeeping are an important and essential duty carried out by Proctor Parents. Many parents keep a chronological log of youth's behaviors, activities and or anything significant that occurs during the week either in a spiral notebook, or by computer if available. Some programs welcome regular e-mail updates on how the home is running and how the youth are doing. Keeping clear records will make it easier to provide complete and accurate information when it is needed and to help minimize the risk of allegations. Your documentation should be detailed, accurate, and focus on facts instead of opinions.

It is important to check with your program certifier or program contact about their protocol regarding recordkeeping and reporting timelines on incident reports.

Some of the things you will want to keep records and notes about include:

- Achievements, successes, and celebrations.
- School progress, grades, meetings, and behaviors.
- Medical appointments, medications, injuries, and illnesses.
- Court hearings and what happened at each hearing.
- Contacts with the family, including both parents, siblings, and extended family.
- Contacts with your Foster Care Certifier, OYA staff, and any other service provider.
- Unusual, new, or changed behavior patterns or fears.
- Any other information you feel may be relevant.



It is important to always keep a copy of any notes, incident reports, monthly progress reports, e-mail correspondence, etc., for your records.

ALLEGATIONS

WHAT TO EXPECT IF AN ALLEGATION IS MADE

All professionals have risks. As Proctor Parents, one of the risks is allegations of wrongdoing. It is important to realize that Foster/Proctor Parents are reported more often than the public. False allegations do occur, but every allegation must be investigated. OYA is interested in maintaining a safe environment for the youth and using experiences to improve the foster care system. OYA has the responsibility to follow up when an allegation is made to ensure a reasonable outcome.

Oregon Department of Human Services (ODHS) -: If the allegation is of an abuse or neglect nature, ODHS and/or law enforcement will be contacted as required by the Mandatory Reporter law.

Office of Training, Investigations and Safety (OTIS): When an allegation of abuse or neglect occurs within a residential treatment setting and/or proctor home then OTIS will become involved. OTIS is an agency that is responsible for coordinating and conducting abuse investigations and providing protective services statewide to reports of neglect and abuse of vulnerable adults and children receiving residential treatment services.

Professional Standards Office (PSO): PSO is a semi-independent office within OYA that reports directly to the OYA director and is responsible for conducting or coordinating investigations concerning youth safety and allegations of staff and non-staff misconduct. Non-staff includes but is not limited to foster/proctor parents, OYA volunteers, mentors, interns and contracted service providers. PSO may also participate in OTIS issues and investigations. PSO staff will make recommendations for resolution of an allegation.

PSO is also the office that operates the OYA Reporting Line as well as receives Youth Safety Surveys. The OYA Reporting Line is a toll-free number (1-800-315-5440) available to any person at all times wishing to report concerns or misconduct.

Depending on the allegation and level of investigation needed, the Foster Care Certifier may not be able to provide any additional information about the allegation until the investigation is complete. The Foster Care Certifier or other professionals should make you aware of any such limitations.

MINIMIZING THE RISK OF ALLEGATIONS

- Establish house rules that provide specific physical boundaries and post them in a visible location.
- Protect your family and personal information.
- Document and communicate with the program staff, OYA Foster Care Certifier and the JPPO about behaviors, school, treatment, medical conditions and any other pertinent information.
- Be aware of all injuries and report them immediately.
- When a youth goes on a visit, be aware of behaviors before and after the visit.
- Maintain contact with your program regularly, and obtain necessary training.

It is important for you to report anything that has the potential of being misinterpreted, such as physical contact. Having proctor youth can be very challenging and may push your limits. You should develop ways to reduce stress before you are worn out. Contact your program certifier to assist with additional training, counseling, or respite.

MANDATORY REPORTING

As a contracted residential proctor parent, you are subject to mandatory reporting laws and must immediately report suspected child abuse. Keep this role in mind as you work with each youth in your home.

You should report to either local law enforcement or to ODHS at 1-855-503-SAFE (7233). Allow ODHS to make the decision on whether they will follow up on an allegation and document the contacts that you make in the reporting process. Include the date and time you called, who you spoke to, and the information you provided.

For more information, refer to the ODHS publication Mandatory Reporting of Child Abuse on by accessing the following link at: https://www.oregon.gov/dhs/abuse/pages/mandatory_report.aspx

PROCTOR HOME CLEANLINESS STANDARDS

The proctor home must be clean and free of hazards to the health and physical well-being of the family. All areas of the proctor home must meet sanitation criteria as described in the **OYA Cleanliness Standards Review Checklist located in the forms section of this handbook**. The checklist will be completed during the initial certification process, re-certification and/or as determined by the OYA Foster Care Certifier.

If you have any questions or concerns, check with your OYA Foster Care Certifier.

PROCTOR PARENT TRAINING

Each proctor parent must complete required annual training as defined by the proctor program but must include Mandatory Reporting, Suicide Intervention and the OYA cut down tool training. All training must be provided or approved by OYA and must include educational opportunities designed to enhance the proctor parent's knowledge, skills, and abilities to meet the special needs of youth placed in their home. Proctor parents must also have a valid CPR/First Aid certificate.



SECTION TWO

YOUTH SAFETY AND SUPERVISION

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Section Two: Youth Safety and Supervision

OYA PROCTOR CERTIFICATION PROTOCOLS

PROTOCOL PURPOSE

OYA is the acting custodian and guardian to youth committed to its custody and is responsible for ensuring their safety and well-being. OYA is also responsible for the oversight in foster and proctor homes to ensure safety and supervision standards are in place. Employing safe practices and specific environmental controls maximizes youth safety and supervision in foster and proctor homes.

CERTIFICATION STANDARDS

At the time a certification is being done on a foster or proctor home the OYA Foster Care Certifier will consider the following when determining the appropriate amount of youth that can be placed into the home:

- Size and space of the home
- Size and space of the bedroom to ensure adequate personal space and storage
- Number of biological youth in the home
- The number of foster/proctor parents who will be certified
- Any supervision limitations
- Foster/Proctor parent's experience in caring for and supervising adolescent youth

If the certification is for a new home, OYA will review the appropriate amount of youth that will be initially placed into the home. A regular review of how the foster/proctor parent/s are adjusting to their new role and responsibilities will occur. The timeframes of review will be agreed to by the OYA Foster Care Certifier and the program's certifier if it is a proctor home. If the home is a proctor home the review will be a collaborative effort between the OYA Foster Care Certifier, the Community Resource Unit liaison and the program's certifier. It will be a mutual decision to when the capacity may be increased.

OYA has standardized the maximum number of youth a home can be certified for. Other factors are taken into consideration for the final certification (biological/adopted children in the home).

Number of Foster/Proctor Parents	Certified Number of Youth	Additional Respite Allowed	Total Youth Allowed
1	2	1	3
2	3	2	5

EXCEPTIONS TO BE REVIEWED

If an exception is being requested a written request shall be provided by the program to the OYA certifier outlining the reason for the exception and the final review for approval/denial will be done by the Foster Care Program Manager.

HOUSE RULES

Rules help define structure and limits for the household. House rules are generally established to identify what is expected and to keep everyone safe. Rules shall be posted in your home in a visible location and should always be reviewed with each youth at initial placement.

ISSUES TO ADDRESS WHEN DEVELOPING HOUSE RULES

- Privacy in bedrooms, bathrooms and areas for dressing and undressing. Proctor youth should not be allowed in any bedroom other than their own.
- Be mindful of appropriate physical contact as outlined earlier.
- Communication should be respectful; even disagreements can be role modeled and can teach youth appropriate social skills.
- Consequences should be clearly outlined and be directly related to the problem behavior. For example, failing a class at school may be dealt with by requiring a block of time every evening that youth focus on homework or reading. It would **NOT** be suitable for youth to be required to dig a trench and fill it for failing a class.
- Phone calls should be monitored and only allowed to approved contacts. Private phone calls to JPPOs, the youth's attorney and the OYA Reporting Line must be allowed.
- Food and meals can be a source of contention for some proctor families; be clear on your expectations around meal and snack times, and items requiring permission (e.g., limiting the amount of soda in a day).
- Appropriate use of electronic devices and the internet if applicable. Youth should not have access to the internet if they cannot be supervised unless approved by the youth's JPPO and program.
- If you have biological/adopted children in the home, it is important for them to know the rules also. Your children's rules may not be the same as those of the proctor youth; particularly those around having access to your bedroom.
- Youth should have a role within the family and assist in the operation of the home by doing ***chores** (see below regarding chores vs. paid jobs). Good role modeling is essential to how youth learn to be part of a healthy family.

CHORES

Youth in OYA proctor home placements are expected to clean and care for their personal sleeping and housing areas and contribute toward the cleaning and maintenance of common living areas. These are routine tasks and youth do not receive compensation for such tasks. The purpose of chores is to assist youth in learning and demonstrating life skills. Youth monthly allowance is not associated with the chore expectation in the placement.

PAID JOBS

Additional work the youth and proctor parent mutually agree on outside of "chores". The proctor parent will determine up front what a reasonable amount of time the job will take to complete. Jobs shall be

compensated at the current federal minimum wage amount. Jobs are to be safe, reasonable, and not assigned as “punishment”. Forced physical labor is not permitted. The youth’s proctor parent is to track the job(s) the youth has volunteered for and the amount of money that was made from the job. Monetary compensation shall be distributed to the youth or youth’s account upon completion of the job.

NOTE: If you have any questions or need further clarification, contact your program certifier.

YOUTH ALLOWANCE

Oregon Administrative Rule requires that proctor parents provide a weekly allowance to youth in a fair and consistent manner. This is required even if a youth is earning money from a job or another source outside of the proctor home.

If a youth has not earned the allowance for the week due to behavioral issues, the allowance will be put into a savings account for the youth once they leave the home or the JPPO authorizes the release of the funds to the youth. It is recommended that the proctor parent create a log to document the date the allowance was given, how much and if the money was given directly to the youth, or to a savings account and have the youth and proctor parent sign and date.

Youth should be paid as outlined above if they do paid jobs during the week. It is important to ensure that household chores and allowance is documented on your list of House Rules and reviewed when new youth are placed in the home.

SUPERVISION

Proctor parent(s) must provide structure, accountability, and supervision designed to promote the physical, social, intellectual, spiritual, and emotional development of a youth, while providing for community protection.

When all proctor parents are absent from providing supervision of youth in a proctor home, an OYA-certified respite provider at least 21 years of age, capable of assuming proctor care responsibilities, must be present.

The level of supervision required for an individual youth will be determined by their Juvenile Parole/Probation Officer (JPPO), the program and the youth’s Multidisciplinary Team (MDT). It is documented in a youth’s case plan.

OYA ROOM SHARING AND APPROVAL PROCESS

NOTE: EXCEPTIONS ARE **NOT** SUPPOSED TO BE THE NORM – THESE SITUATIONS SHOULD BE KEPT TO A MINIMUM SO THAT WE ARE STAYING IN LINE WITH OAR’S

To allow certain types of room share placements in proctor care an approval is needed and depending on the type of room share the following people may need to be included in the process: the proctor program, JPPO, CRU Tech, OYA Foster Care Certifier and the Foster Care Program Manager. The room shares that this process applies to per Oregon Administrative Rule (OAR) is as follows:

PROCTOR/FOSTER CARE OAR LANGUAGE

OAR 416-530-0060 (3) (h) Adjudicated youth with a history of inappropriate sexual behavior or

adjudicated for a sexual offense **must occupy a bedroom either individually, or in a group of three youth** with histories of inappropriate sexual behavior or adjudicated for a sexual offense. The assignment of two youth with histories of inappropriate sexual behavior or adjudicated for a sexual offense to one bedroom must be authorized by the OYA Foster Care Program Manager, in consultation with OYA Community Services staff.

OAR 416-530-0070 (4) (b) Adjudicated youth age 18 or older may not share a bedroom with a youth under age 18 without the prior approval of the OYA Foster Care Program Manager.

RESIDENTIAL CARE OAR LANGUAGE

OAR 410-170-0030 (9)(b)(c)(d) Provide separate bedrooms for **children and persons 18 years or older**, except in cases where the child shares a bedroom with a young adult who is the child's parent and caregiver or where there is written approval from the Oregon **Department of Human Services' Office of Licensing and Regulatory Oversight Coordinator and the agency**;

Provide separate bedrooms for BRS clients who have inappropriate sexual behaviors identified in their service plan and BRS clients who do not have those behaviors identified in their service plan, unless there is written approval from the agency;

Provide that BRS clients, who have inappropriate sexual behaviors identified in their service plan, occupy a bedroom either individually or in a group of three or more BRS clients who have inappropriate sexual behaviors identified in their service plan, unless there is written approval from the agency;

PROCESS FOR APPROVAL

1. The Child Care Agency (CCA) or OYA Foster Care Certifier identifies that an approval for one of the above listed room shares is needed (depending on the type of placement).
2. The CCA is responsible for contacting all the JPPOs that have youth in the proposed room share. Below is a list of information that should be shared with JPPOs to make an informed decision;
 - Why the approval is needed and how long the approval is needed
 - Name, age and the JPPO assigned to each youth in the proposed room share
 - Location of room share request
 - If there have been any inappropriate behaviors that would cause concern for a room share to occur
 - How are the peer relations between the youth in the proposed room share?
 - Treatment progress/participation
 - Safety Plan that is identified for the room share
3. If the room share is mixing an **adult and minor in a CCA**, the ODHS Licensing Unit approval is required.
4. If all JPPOs and licensing (if applicable) agree with the room share, the CCA will notify the OYA CRU Tech and OYA Foster Care Certifier for review. All information sent to the JPPOs shall also be sent the OYA CRU Tech and OYA Foster Care Certifier (for proctor care). The request from the CCA shall be sent at least 3 days prior to when the room share is being requested.

5. If the OYA CRU Tech and the OYA Foster Care Certifier agree, the final review and approval will go to the Foster Care Program Manager for final approval.
6. Youth are not to be placed in a foster/proctor home or residential program prior to an approval being granted.

OUT-OF-STATE TRAVEL

Proctor parents need to obtain prior approval for all out of state travel. Travel permits are mandatory if traveling out of state for a period more than twenty-four (24) consecutive hours. To complete the travel, permit form, work with your program and the youth's JPPO as a 10-day notice is needed along with the following information:

- State to which youth will be traveling
- Dates
- Location and contact information of where youth will be staying (name/facility, relationship, full address & phone number):
- Reason for travel
- Mode of transportation
- Any special instructions: (supervision, other locations or people youth will be staying, etc.)

NOTE: Once the travel permit is approved and has all the required signatures, a copy will be provided to the proctor parent and youth to maintain on their person.

MEDICATION MANAGEMENT AND ADMINISTRATION

Proctor parents must provide consistent administration, control and storage of medication while youth are residing in the proctor home. All medications must be properly labeled as specified per the physician's written order and kept in a secured, locked container and stored as prescribed.

A youth may refuse any medication. When this occurs, the youth's JPPO must be notified immediately. **Refer to your program's policy and procedure regarding notification.**

A proctor parent may administer prescription medications to a youth only when ordered by a physician.

All medications must be stored in locked storage sufficient to prevent unauthorized access.

The youth's JPPO must be notified within one working day if any psychotropic medication is prescribed or changed. **Refer to your program's policy and procedure regarding notification.**

MONTHLY IN-HOME SAFETY CHECKS

It is helpful to establish a regular routine in your home to make sure you maintain compliance with OYA safety standards and assure that your home is running smoothly.

Refer to Section Four for a sample of the OYA Foster Home Certification Safety Requirement Checklist

Regularly check to ensure the following items are locked:

- Chemicals: paint, paint thinner, gasoline, cleaners, and aerosols.
 - Proctor parent will supervise the use of these items by youth.

- Medications, vitamins, and homeopathic supplies.
- Power tools and outdoor equipment (e.g., extra gasoline containers for the lawn mower, etc.)
- Outdoor equipment storage
- At least monthly:
 - Check smoke detector batteries and carbon monoxide detectors.
 - Check fire extinguisher levels.
 - Check first aid supplies.

MEMBERS OF THE HOUSEHOLD & FREQUENT VISITORS

Per Oregon Administrative Rule (Division 530) a “member of the household” is considered any person, other than an adjudicated youth, who lives in the OYA foster home, on the property where the OYA foster home is located, is a frequent visitor to the foster home or who assists in the care provided to an adjudicated youth.

Members of the household age 18 and older who remain in or return to the home after becoming 18 years of age are subject to a criminal records check, including a fingerprint records check. The proctor parent must notify OYA when a member of the household remains in or returns to the home after becoming 18 years of age. In addition, OYA requires a computerized criminal records check for members of the household 12 through 17 years of age.

A “frequent visitor” is a person who regularly visits a foster home more than five hours a week when youth placed in the foster home are present. Criminal record checks must be completed on all frequent visitors. OYA may conduct criminal records checks anytime that OYA deems it necessary for the safety of youth in the home.

A foster/proctor parent’s OYA Foster Care Certificate could be in jeopardy if a non-approved person regularly visits the proctor home without meeting the requirements set out in rules and statutes.

For the OYA Foster Care Program Applicant Consent for Criminal Record Check form (YA 5002), contact your OYA Foster Care Certifier.

SUICIDE PREVENTION

As an OYA proctor parent, it is your responsibility to be knowledgeable in areas of potential danger to those in care. Per Oregon Administrative Rule (Division 530), proctor parents must understand and implement suicide prevention techniques and reporting requirements.

If you suspect a youth in your home may be suicidal, call a mental health professional immediately or take the youth to the local emergency room.

In addition, it is important that you understand and follow your program’s emergency procedure/protocol (including incident reporting).

Please remember that mental health professionals are the only ones qualified to determine if a youth is suicidal or not. **DO NOT TAKE ON THAT RESPONSIBILITY.** Additionally, if a situation arises be sure to carefully document the situation regardless of other’s actions.

YOUTH SEARCHES

At no time will proctor parents conduct frisk, comprehensive, or strip searches of youth in their home.

If you believe that a youth needs to be thoroughly searched, notify the program immediately.

Frisk Search: A search that consists of physically searching a youth by patting down the youth's clothed body.

Comprehensive Search: A search that consists of visually inspecting the unclothed body of a youth, and physically searching the youth's clothing and possessions.

Proctor parents are permitted to ask the youth to empty their pockets or search their personal property (e.g., backpacks, duffle bags, coats, etc.) if they suspect contraband or other illegal items. If a youth refuses, the proctor parent will need to contact the program immediately for direction.

Contraband: Any article or thing which a youth is prohibited by statute, rule, policy, Juvenile Parole/Probation Agreement, or order, from obtaining, possessing, or which the youth is not specifically authorized to obtain or possess, or which the youth alters without authorization. **See below for a list of contraband examples.**

AREA SEARCHES

OYA staff, contracted residential treatment providers, and proctor parents may conduct area searches.

Searches of rooms and areas where youth have access to may be conducted on unannounced and irregular schedules. Such searches will be conducted in a systematic manner that allows for adequate searching of an area but leaves such area in an orderly fashion upon completion of the search.

Proctor parents must inspect a youth's room on a regular basis to prevent the youth from possessing contraband. It is recommended that searches be conducted at least twice a month to keep contraband items at a minimum.

All youth may be removed from the area being searched. Each room will be searched before it is occupied by a new youth. **Check with your program certifier or contact regarding the protocol for documentation of searches.**

Examples of contraband items include, but are not limited to:

- Gang-related items (This could include clothing, certain brands of shoes, colored shoestrings, bandanas, belt buckles, etc.)
- Intoxicants and controlled substances, and paraphernalia
- Weapons
- Sexually explicit material (includes magazines, DVD's, etc.)
- Aerosols (including deodorants, hair sprays, air fresheners, etc.)
- Tattoo making equipment
- Cigarettes and other tobacco products
- Electronic devices (e.g., cell phones, gaming systems, tablets, computers, etc.) - unless approved by the JPPO
- Items that a youth possesses that are not on their inventory list
- Other designated items

IMPORTANT REMINDERS

If you come across **dangerous contraband** (e.g., weapons, drugs, etc.) **do not touch it** and **call law enforcement immediately**. Ensure youth are kept away from the area and contact the program immediately.

ELECTRONIC SEARCHES

ELECTRONIC DEVICES (e.g., cell phones, tablets, gaming systems, computers, etc.)

The use of any electronic device is a privilege, and that privilege can be taken away. (Example: negative youth behavior or school/treatment issues.) Searches of an electronic device can occur only if the foster parents own the device. Foster parents **CANNOT** request youth to show them what is on their personal electronic device.

NOTE: Searching an electronic device may corrupt the actual footprint on the device resulting in the loss of credible evidence.

1. If foster parents believe there is any content conflicting with the youth's conditions of placement the foster parents can confiscate the device and notify the JPPO and Certifier.
2. If foster parents believe there is content that would constitute illegal activity, then law enforcement and the JPPO and Certifier must be notified.

Youth should be taught appropriate use of technology; this may involve review of monthly phone record and discussion of appropriate usage.

1. Searches of an electronic device can occur only if the program or proctor parent owns the device.

NOTE: Searching an electronic device may corrupt the actual footprint on the device resulting in the loss of credible evidence.

EMAIL

1. Email use is a privilege. If youth are misusing the privilege it can be taken away. (Example: negative youth behavior or school/treatment issues.) Foster parents cannot request youth to show them what is in their email. If JPPO approved for the youth to have access to email in program and it's now interfering with their treatment, the provider can take the privilege away from youth and must notify JPPO.
2. Proctor parents and program staff cannot request youth to show staff what is in their email.
 - If proctor parent believes there is any content conflicting with the youth's conditions of placement the proctor parent can take the privilege away and must notify the JPPO.
 - If proctor parent believes there is content that would constitute illegal activity, then law enforcement and the JPPO must be notified.

SOCIAL MEDIA

1. Use of social media is a privilege that may not be appropriate for all youth. Having access to social media should be agreed upon by the JPPO, Youth, and Program prior to allowing youth access.
2. Proctor parent should never access a youth's social media account. Programs cannot require youth to give proctor parent their social media passwords.
3. Professional boundaries should always be used when interacting with youth. Programs should have clear policy around proctor parent interacting with youth via social media, including if proctor parent can communicate with youth via social media using their own personal account, a work account, or if it is not allowed.
 - If proctor parent believes there is content conflicting with the youth's conditions of placement the program can take the privilege away and must notify the JPPO.
 - If proctor parent believes there is content that would constitute illegal activity, then law enforcement and the JPPO must be notified.

LAW ENFORCEMENT INTERVIEWS OF YOUTH

Law enforcement often has legitimate need to interview youth in OYA custody and the agency is not normally in the position to deny access. However, the agency does have the responsibility to ensure youth in its custody are aware of their rights with respect to responding to law enforcement questions.

Oregon Administrative Rule 416-150-0010 provides direction regarding law enforcement interrogation of youth in OYA custody (either in facility or community settings). While the rule speaks specifically to what OYA staff will do, it is advised community residential treatment providers and proctor parents to be familiar with the rule requirements to help guide their actions if a law enforcement agency (LEA) seeks to interrogate a youth placed with them.

The following should be followed by proctor parents should a LEA seek to interrogate a youth:

INTERROGATION WITHOUT A WARRANT

1. The JPPO or field supervisor should be contacted to apprise them of the LEA request. If the supervisor or JPPO is unavailable, telephone MacLaren and ask to have the Field Officer of the Day make contact.
2. The field officer of the day (OD) will contact the LEA to determine next steps. The program/proctor parent will subsequently receive further instructions from the JPPO or field supervisor.
3. An interrogation without a warrant should be planful – an immediate request to interrogate may be denied by the program/proctor parent. Inform the LEA of the need to contact OYA.

INTERROGATION WITH A WARRANT

1. After ensuring the LEA representative has proper identification, notify the youth of their right to remain silent during the interrogation and to have legal representation present. Ensure that the youth understands their rights. Allow LEA representative access to the youth.

2. The JPPO or field supervisor should be contacted immediately to inform them that a LEA representative with a warrant is speaking to youth. Affirm with JPPO/field supervisor that youth was informed of his rights prior to interrogation.
3. If LEA representative seeks to interrogate during non-business hours, telephone MacLaren to request the Field Officer of the Day make contact.

RECREATIONAL ACTIVITIES

The OYA Community Resource Unit reviews the Recreational Activity Risk Assessment Form before the form is sent to individual JPPO's for approval for specific youth. The practice is for at least 2 people to review the risk assessment. For this reason, adequate lead time is needed, as they are frequently out of the office. Forms that are not completed correctly will be sent back to the program and/or proctor parent with questions.

The purpose of completing Recreational Activity Risk Assessments is to ensure that potentially risky activities are well-planned and that as much risk as possible is alleviated. Remember that many youth in OYA care are impulsive and have trouble making good decisions, thus an activity that is not especially high risk under normal circumstances may be very risky for OYA youth. Your responsibility is to protect youth from potential risk of harm to themselves or others, including not placing them in situations providing opportunity or temptation to commit another crime. These kinds of risks must be considered along with more obvious physical dangers.

Work with your program and/or program certifier to complete the YA 3080 Recreational Activity Risk Assessment. Refer to this section to assist in completing the risk assessment.

GENERAL GUIDELINES

Submit request to your program as early as possible, but at least 10 days prior to the activity. Requests received with less than a 10-day lead time may not be considered.

Include as much information about the activity as possible.

The internet is a good source of information on safety precautions for almost any activity you might be planning and might be helpful in the planning process.

If the activity will be provided by a commercial entity or other 3rd party provider, submit as much information about that provider as possible, including relevant licensing, insurance information and any liability waivers.

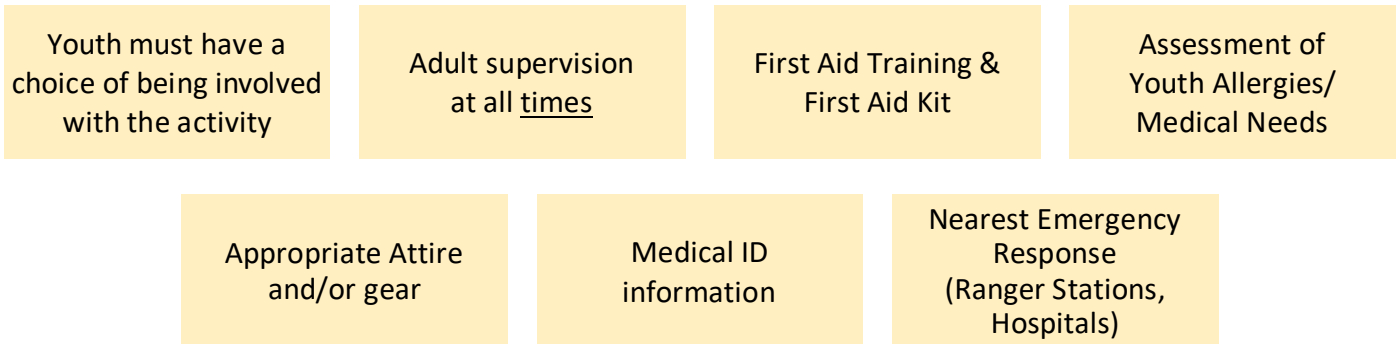
The guidelines presented here are representative of the kinds of questions you should ask yourself when completing the risk assessment, depending on the activity. They are not all inclusive. They are intended as guidelines and examples, not as a template for completing the form. Think carefully through the particulars of your specific activity and circumstances.

LIABILITY WAIVERS

Some activities offered by recreational organizations such as rock-climbing gyms, might require liability releases for each youth. OYA Administration has determined that ***JPPO's may not sign liability releases nor can the proctor parents***. They must be signed by a youth's parents. Youth whose parents are not available or who don't want to sign a release will not be allowed to participate in these activities unless approved by the Assistant Director of Community Services. Proctor parents should consider this when

planning activities, so that youth are not excluded from a group activity due to the unavailability of parents. In those cases, proctor parents should plan activities that all youth can participate in, or an alternative activity that is equally fun and interesting if there is a group of youth without parental approval.

Keep in mind the following are expected when creating a risk assessment:



The following list is intended to be used **only** to assist you in planning recreational activities. Contact your program certifier if you have any questions and to submit your recreation request.

Each Risk Assessment must include: *The below information and information based on the individual activity.*

- Youth must have a choice of being involved with the activity
- CPR/First Aid Training
- Access to First Aid Kit
- Med Card/Assessment of Youth Allergies/ Medication plan as needed
- Youth age and skill level will be taken into consideration
- Adult supervision (unsupervised approved **case by case**)
- Appropriate Attire

*Recreational Assessments are not required for youth on home visits

► Water Sports

Boating (motorized activity)

- ✓ **Life vest required for all water sports!** And throwable Personal Floatation Device
- ✓ Lifeguard certification/[Water Safety Certification](#)
- ✓ [Boating Licenses](#)
- ✓ Confirmed or demonstrated swimming ability upon arrival
- ✓ Insurance Required (**Homeowners insurance does not cover recreational vehicles!!**)
- ✓ Inner tubing, wake boarding, knee boarding, and water skiing *** **CASE BY CASE** ***

Rafting/Canoeing/Row Boating (non-motorized activity)

- ✓ **Life vest required for all water sports!**
- ✓ Lifeguard Certification/[Water Safety Certification](#)
- ✓ Confirmed or demonstrated swimming ability upon arrival
- ✓ [Safety Whistle](#)

- ✓ Floating on River *** **CASE BY CASE** ***

► **Swimming**

- ✓ Lifeguard on duty &/or rescue equipment – hook ring, etc.
- ✓ Safe, appropriate, and authorized swimming area
- ✓ Confirmed or demonstrated swimming ability upon arrival
- ✓ Precautions based on body of water

Water Parks

- ✓ Licensed/Certified
- ✓ Confirmed or demonstrated swimming ability upon arrival

► **Fishing/Lake/Rivers/Docks/Crabbing**

- ✓ [Follow fish and game rules](#)
- ✓ [Precautions based on body of water](#)

► **Sports Centers - Ropes Course/ Indoor-Outdoor Rock Climbing/ Laser Tag/ Trampoline Parks**

- ✓ Licensed/Certified
- ✓ Ask prior to arrival if a signed liability form is required

► **Private/Home Trampoline**

- ✓ Proof that home insurance specifically covers the trampoline
- ✓ Safety net in place

► **Beach Trip**

- ✓ No going into the ocean (No swimming)
- ✓ Beach hazards awareness (Changing tides, Fast-moving currents and waves, even in shallow water. Drop-offs that unexpectedly change water depth. Unexpected changes in air or water temperature). [“Be aware of sneaker waves”](#)

► **Hiking/Waterfalls/Camping Trips**

- ✓ Designated hiking path
- ✓ Assessment of hiking level and youth ability
- ✓ Medication secured
- ✓ Planned nighttime routine/sleeping arrangements
- ✓ Communication Plan (cell phone/satellite phone/back-up)
- ✓ Nearest Emergency Response (Ranger station, Hospitals)
- ✓ Fire safety plan

► **Skating/Skateboarding/Scooter**

- ✓ Helmet

- ✓ Protective equipment (knee and elbow pads, wrist guards) recommended while factoring in youth age, experience, terrain
- ✓ Demonstrated ability & knowledge of [biking safety rules](#) if using as transportation
- ✓ Reflective gear as needed from dusk to dawn

► **Biking**

- ✓ Helmet
- ✓ Protective equipment (knee and elbow pads) recommended while factoring in youth age, experience, terrain
- ✓ Demonstrated ability & knowledge of [biking safety rules](#) if using as transportation.
- ✓ Reflective gear as needed from dusk to dawn

► **Snow Sports - Inner tubing/Cross Country Skiing/Skiing/Snowboarding**

- ✓ Safe, appropriate, and authorized areas
- ✓ Safety equipment (goggles, helmet, ext.)

► **Equestrian Centers/Riding Horses/Caring for them**

- ✓ Helmet
- ✓ Proper safety equipment as required
- ✓ Certifications/Licensure for Equestrian Centers required

► **Farm Equipment/Riding Lawnmower, Building items/Welding/Auto Motor Repair/ Construction**

- ✓ 16 years of age to operate a riding lawn mower
- ✓ Demonstrated safety training/ability
- ✓ Case by case basis (Foster/Proctor knowledge & skills)

► **Mixed Martial Arts, Boxing**

*** CASE BY CASE ***

► **ATV's/Off-road vehicles**

*** CASE BY CASE ***

Absolutely No Guns or Weapons

ACTIVITIES AND ITEMS REQUIRING CONSENT

The Oregon Youth Authority is the legal guardian of OYA youth. Anything requiring “parent or guardian” permission must be approved by the JPPO (Juvenile Parole & Probation Officer) or another OYA designee, and in most cases the youth’s parent. (See following chart.)

<i>SPORTS / ATHLETICS</i>	The JPPO should be consulted regarding the appropriateness of individual youth participating in sports or athletic activities. Special consideration should be made for youth with sex offending behaviors. Additionally, any activities of a particularly risky nature require the completion of an OYA Risk Assessment form (such activities may include ropes courses or climbing walls).
<i>EMPLOYMENT</i>	The JPPO should make the determination as to a youth’s need to find employment. This should be outlined in the case plan you receive upon placement. Jobs where youth may be operating machinery may require an OYA Risk Assessment – check with the JPPO and certifier.
<i>DRIVING</i>	With the permission of the JPPO, some youth may be allowed to participate in driver’s education courses. <i>Under NO circumstances should you allow OYA youth to drive your vehicles.</i>
<i>HUNTING OR SHOOTING WEAPONS</i>	OYA youth are prohibited by the Parole and Probation Agreement from handling weapons of any kind. <i>There is no exception to this rule.</i> Youth may not accompany proctor parents on hunting trips.
<i>ELECTRONIC DEVICES</i>	OYA youth in sub-care must receive prior approval from their parole/probation officer and program before having access or using any electronic device to include but not limited to: cell phones, tablets, gaming systems, computers, etc.
<i>RELIGIOUS ACTIVITIES</i>	Federal laws allow all people to hold individual religious beliefs. Youth in OYA substitute care placements maintain the same right. Proctor parents must respect the youth’s spiritual and religious beliefs by providing reasonable access for the youth to participate in the religious activities of their choice. Youth cannot be forced to participate in religious activities or events contrary to the youth’s beliefs. If you have questions, consult with the youth’s JPPO or your Foster Care Certifier.



SECTION THREE

ADDITIONAL INFORMATION AND RESOURCES

Contents

Liability Coverage

Medical, Vision, and Mental Health Benefits

Medicaid Eligibility for Youth in Foster Care

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Section Three: Additional Information and Resources

LIABILITY COVERAGE

The following is information you should know as a certified proctor parent regarding liability coverage through the state's liability fund for the willful and malicious acts of foster children placed in your home. Liability coverage is provided under the following four specified conditions:

- The youth is residing in a foster/proctor home certified by the Oregon Youth Authority under provisions of Oregon Law, Chapter 422, 1995, even though the youth may be temporary absent from such home, but is not residing elsewhere with approval of the department;
- The damages were in fact done wholly or partly by such youth acting singly or in concert with other persons and were done by such youth intentionally or willfully and maliciously, or
- Youth who damage property of proctor parents up to a maximum of \$5,000 an occurrence, but not more than the true market value of the property damages. Examples of such damage include any accidental damage attributable to a foster youth or theft that can be proven attributable to a youth placed in the foster home; and
- The damages are not attributable to any adult in a manner or to a degree that would, in the opinion of the Department of Justice or a court of competent jurisdiction, reasonably relieve the youth of blame.

The following are not covered and therefore cannot be reimbursed:

- Normal wear and tear on furniture and other household property of proctor parents.
- Bodily injury and property damage claims arising out of the operation of a motor vehicle by a foster youth.

NOTE: Be sure to not leave car keys in automobiles, as this is a temptation to any youth in using an automobile without permission of the owner.

In order to ensure the processing of your claim, the following procedures are to be followed:

- All claims must be filed within 90 days from the date of occurrence on our [OYA Notice of Claim form \(YA 5015\)](#) and sent to the Department of Administrative Services, Risk Management Division, Claims Section, 1225 Ferry Street SE, U150, Salem, OR 97301-4287.
- If possible, all claim forms should be accompanied by photos, bills, estimates, receipts, canceled checks, or proof of purchase.
- All damaged property should be described in detail (if necessary on a separate page), to include such information at age, type of material or construction, where purchased, etc. Photographs of the item(s) would be most beneficial.

If you have any questions regarding the claims procedure or what losses will be covered, call the Department of Administrative Services, Risk Management Division, Claims Section at (503) 373-RISK.

Refer to Section Four for a sample of the OYA Foster Parent Notice of Claim (YA 5015).

MEDICAL/DENTAL/VISION/MENTAL HEALTH BENEFITS

This section is designed to support you and increase access to care for the youth. We know your time is valuable and want to make it as smooth as possible. We are not only able to resolve issues but prevent many barriers relating to the care of youth in OYA.

For questions about medical/dental/vision/mental health coverage, contact:

Jolie Penrose 971-900-7240

jolie.penrose@oya.oregon.gov

Jolie is the expert on plan enrollment, access to care, and billing resolution.

Q: What benefits do the youth have when placed in OYA Foster/Proctor Care?

A: OHP (Oregon Health Plan) or Medicaid benefits.

When the youth are placed in your home, benefits are opened for Medical, Mental, Dental and Vision.

- Medical/Mental/Vision are all under one plan.
- Dental is under another plan.

Plans are contracted through the OHP (Oregon Health Plan) and it is a requirement for youth to be enrolled into them. ***On the day the youth are placed with you, their benefits will be open, but not quite enrolled into plans.*** What does this mean? It means they have benefits, but can *only* see providers (doctors, dentists, etc.) that accept an ***Open Card for OHP***. An Open Card just means they are not enrolled into specific plans yet. The youth may not be closed out of their previous plans, so contact Jolie before making an appointment.

NOTE: If your youth have private health insurance, they will remain on an Open Card for Medical only. They will still be enrolled into dental and mental health plans, just not medical plans.

Do you have a copy of the youth's private health insurance card? If yes, make sure Jolie gets a copy too!

Q: What if there is an emergency before the youth gets enrolled into a plan?

A: If the provider does not accept an Open Card, Urgent Care and hospitals generally accept one (for any county).

Q: When will the youth be enrolled into plans?

A: 7-10 days after they are placed.

Q: How do I know what plans the youth have?

A: You should know the plans before the youth are placed, so we can accommodate your needs with location and preference. But if you don't, no worries. Your certifier or Jolie will be more than happy to let you know.

Q: What if I am getting a new youth and don't know the plan choices that are available?

A: Call Jolie, she will let you know what plans are available in your area. Then, you can call the provider and ask these important questions:

- Do you accept OHP? If “yes”, then ask...
 - Do you accept (specific plan)? If “yes”, then ask...
 - Are you accepting new clients?
 - Do you accept an Open Card until the youth is enrolled into a plan? (This is not a problem if the appointment is after the youth is enrolled into the plan)
- If no, call another one until you get a “yes” to all 3 questions.

Q: Will providers be able to schedule an appointment before the youth is enrolled into the plan?

A: No. The providers will not be able to see if the youth will be enrolled until they are actually enrolled. Jolie will know ahead of time, but the provider won’t be able to. Just call back on the day they will be enrolled.

Q: What if I have multiple youth in my home?

A: All the youth will have the same medical and dental plans. Jolie set it up that way with a first and second choice made by you. This way if your first choice isn’t available, we will enroll into the second choice, always notifying you.

Q: What if the youth has private health insurance?

A: This is great! The youth will remain on an Open Card for Medical only (so it’s very important to have a **provider** that takes an Open Card and private insurance also)

Q: How do I find providers in my area?

A: www.healthgrades.com is an excellent resource. If you know or someone recommends a clinic or office, make the call and ask the questions, to see if the youth will be able to be seen there.

Q: Does the Oregon Health Plan cover everything?

A: No, it **does** not. The Oregon Health Plan covers a larger group of people, so all services and medications are not.

Q: How do you know if the service or medication a provider is recommending is covered through the Oregon Health Plan?

A: Ask the **provider**!

WHAT IS IMPORTANT TO KNOW?

- NEVER sign any form accepting financial responsibility! Do not allow the youth to do so, either. ***Refer to Section Four for a copy of the “Financial Responsibility” letter that you can provide to medical providers.***
- Find out what plans the youth has for medical and dental and know the dates they will be enrolled into those plans. This will help you to help set up appointments.
- Make sure the provider is billing the Oregon Health Plan with the specific plan.
- Never pay co-payments.

- Never pay for prescriptions. ***Refer to Section Four for a copy of the “OYA Youth Pharmacy Claims with Private Health Insurance” letter that you can provide to the pharmacy.***
- When the doctor prescribes the medication, ask if it is covered under OHP. If not, ask for something in lieu of it that is covered under OHP.
- When at the doctor or pharmacy and you are running into any issues, call Jolie to assist right then and there, so you don’t have to return, to resolve.
- Seek providers that accept many private health insurance companies, Open Card for OHP and specific plans for OHP.
- Keep the youth updated on dental exams, eye exams and medication refills.
- Broken glasses...again. OHP has a limit like most private health insurance companies. Always keep copies of the youth’s most recent eye exam.
- If the youth is getting ready to leave your care and only has a few doses left of a medication, try to get the medication refilled before the youth leaves.
- Finally, feel free to call. We are available to assist you and are dedicated to supporting the needs of the youth.

PRESCRIPTION TIPS FOR PROCTOR PARENTS

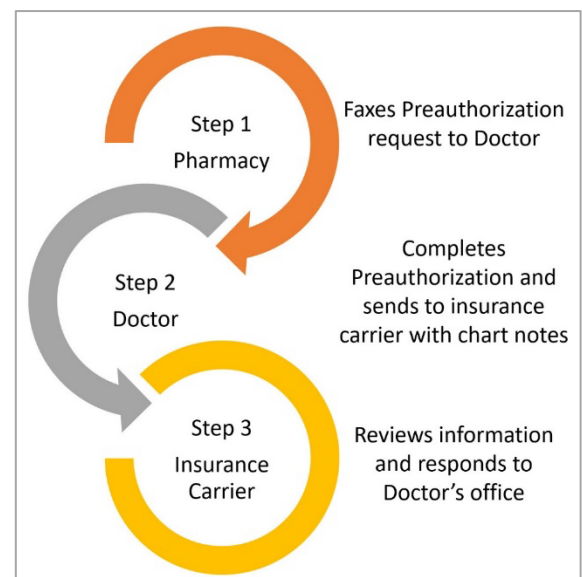
Medication List— Take a complete list of the youth’s medications with them to their first office visit. List medications that needed a prior authorization if you have the information.

Dose Change— If the dose of the medication is changed, it will deny at the pharmacy for “refill too soon.” The pharmacy can call and get an override placed with the insurance carrier. The insurance carrier can often walk them through this over the phone.

Refill Rx before youth leaves- — Often the prescriptions can be refilled sooner as long as they are 75% -90% used based off of the specific private health insurance and Medicaid plans. If you know a youth will be leaving for another placement, try to get the youth’s medications refilled prior to them leaving.

Preferred Drug List Link — <http://www.oregon.gov/OHA/healthplan/pages/pdl.aspx> (list updates every few months)

Prior Authorization — The pharmacy is to fax a prior authorization form to the order doctor’s office. The doctor’s office will complete the form and send it to the insurance carrier along with chart notes to back up their recommendation. If the drug is not approved, the doctor’s office is notified and sometimes given an alternative suggestion. See flow chart.



MEDICAID ELIGIBILITY FOR YOUTH IN FOSTER/PROCTOR CARE

For questions about Medicaid eligibility, contact:

Amy Rominger 503-373-7519

amy.rominger@oya.oregon.gov

Amy is the expert on eligibility and coordination of benefits for youth coming into, during their stay, and leaving OYA care.

Q: How do the youth apply for medical benefits when placed in Foster/Proctor Care?

A: When the youth are placed in a Foster/Proctor Home, Amy determines what OHP program the youth are eligible for and completes the eligibility application for the youth. (The Foster/Proctor Parent doesn't have to do anything.)

Q: Can the youth receive food benefits through the state while in Foster/Proctor Care?

A: No, they cannot.

Q: What happens to the youth's benefits when they leave the Foster/Proctor Home?

A: It depends on where they go. Amy will guide the youth through the next steps so the benefits are seamless. Contact Amy before the youth leaves. One week is ideal. Amy will direct the process.

Q: If a youth is going to live out on their own, how do they keep their benefits?

A: If the youth is leaving your home and going to live on their own, contact Amy about a week ahead of time, so she can re determine eligibility for the youth to continue receiving benefits.

Q: How long do the youth get benefits for?

A: 1 year. Then, Amy will re determine the eligibility.

Q: Do benefits change for an older youth?

A: When youth turn 20, the vision exam is not covered under Oregon Health Plan rules. It is very important to get the youth an exam before they turn 20 and ask for a copy of it for the youth to use later.

Q: Do youth lose their benefits when they go to detention for a few days?

A: Yes! *Youth cannot use their Medicaid benefits while in detention.* The benefits are not available, but restored immediately when the youth returns to the Foster/Proctor Home.

Q: What date do the benefits start?

A: The day the youth is placed in your home.

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SECTION FOUR

FORMS AND ADMINISTRATIVE RULES

Contents

Sample Forms

OYA Residential/Proctor Care Youth Service Survey

Foster Care Cleanliness Standards – YA 5022

Youth Foster Home Certification Safety
Requirements Checklist – YA 5007

OYA Recreational Activity Risk Assessment –
YA 3080

Foster Parents Notice of Claim – YA 5015

Medicaid Provider Letters

Oregon Administrative Rules
Chapter 416, Division 530

Acknowledgement

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Section Four: Forms and Administrative Rules

SAMPLE — OYA Residential/Proctor Care Youth Service Survey

distributed by Certifier



OYA Residential Proctor Care Youth Service Survey

Name of Program _____

☐ Residential ☐ Proctor Care
☐ BRS 5 ☐ BRS 4 ☐ BRS 3

Note: Throughout the survey, the term "care provider" refers to staff or proctor parents.

Questions about your treatment/service

Please think about your experiences in this placement over the past six months and choose the best answer.

- | | | | |
|---|---------------------------------|--------------------------------|--|
| 1. Are you involved in making your treatment/service plan with the program? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> | Don't know
<input type="checkbox"/> |
| 2. Is your family involved in making your treatment/service plan with the program? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> | Don't know
<input type="checkbox"/> |
| 3. What are your treatment goals? | | | |
| a) _____ | | | |
| b) _____ | | | |
| c) _____ | | | |
| d) _____ | | | |
| 4. Do you understand your treatment/service plan goals? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> | |
| 5. Do you receive treatment for issues identified on your treatment/service plan? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> | Don't know
<input type="checkbox"/> |
| 6. Are you involved in making a plan for where you will go when you leave this placement? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> | Don't know
<input type="checkbox"/> |
| 7. Have you learned new skills while in this program? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> | |
| If so, please list what skills you have learned. | | | |
| a) _____ | | | |
| b) _____ | | | |
| c) _____ | | | |
| d) _____ | | | |

Questions about school and work

Please think about your experiences in this placement over the past six months and choose the best answer.

8. Are you required to attend school or work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't know <input type="checkbox"/>
9. Do you have enough time to complete your homework?	Usually <input type="checkbox"/>	Rarely <input type="checkbox"/>	Don't attend school <input type="checkbox"/>
10. Can you get help with your homework when you need it?	Usually <input type="checkbox"/>	Rarely <input type="checkbox"/>	Don't attend school <input type="checkbox"/>
11. Do your care providers help you meet your job skills or employment goals? Choose "Does not apply" if you are under 16 years old or don't have these goals.	Usually <input type="checkbox"/>	Rarely <input type="checkbox"/>	Does not apply <input type="checkbox"/>

Questions about activities

Please think about your experiences in this placement over the past six months and choose the best answer.

12. About how many times each week do you get to participate in exercise?	Number	<input type="text"/>	
13. Can you attend church or religious services if you want to?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't want to attend <input type="checkbox"/>
14. Can you attend the church or religious service of your choice?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't attend <input type="checkbox"/>
15. Do you ever have to attend church or religious services when you don't want to?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, do you have to participate in the service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
16. Do you get to participate in social and cultural activities that are interesting to you? For example, museums, libraries, community festivals, plays, or concerts.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
17. Are you allowed to participate in a variety of recreational activities each week?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
18. Are staff and services sensitive to your traditions and way of life?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
19. Are you allowed to contact your family by telephone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
20. Are you allowed to visit with your family?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Questions about rules and respect

Please think about your experiences in this placement over the past six months and choose the best answer.

21. Do you understand the rules here?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	I'm not sure <input type="checkbox"/>
22. Are the rules here fair?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
23. Do the rules here change a lot? If yes, please explain why:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
24. Are the rules applied the same way by all your providers? If rarely, please explain why:	Usually <input type="checkbox"/>	Rarely <input type="checkbox"/>	
25. Do your care providers treat you fairly?	Usually <input type="checkbox"/>	Rarely <input type="checkbox"/>	
26. Do your care providers treat you respectfully?	Usually <input type="checkbox"/>	Rarely <input type="checkbox"/>	
27. Do your care providers tell you when you're doing well?	Usually <input type="checkbox"/>	Rarely <input type="checkbox"/>	
28. Do your care providers tell you when you're not doing well?	Usually <input type="checkbox"/>	Rarely <input type="checkbox"/>	
29. Is the privilege system here fair? If no, please explain why:	Usually <input type="checkbox"/>	Rarely <input type="checkbox"/>	No privilege system here <input type="checkbox"/>
30. Do your care providers use bad language like cursing? If so, please explain:	Often <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Never <input type="checkbox"/>
31. Do your care providers call you inappropriate names? If so, please explain.	Often <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Never <input type="checkbox"/>

Questions about your care

Please think about your experiences in this placement over the past six months and choose the best answer.

32. Do your care providers know where you are most of the time?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	I'm not sure <input type="checkbox"/>
33. Do your care providers check up on where you are?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't know <input type="checkbox"/>
34. Are you ever left in the home or program without adult supervision? If yes, please explain:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
35. Do your care providers check on you throughout the night?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't know <input type="checkbox"/>
36. Are there staff here that you feel comfortable talking with? If rarely, please explain:	Usually <input type="checkbox"/>	Rarely <input type="checkbox"/>	
37. Do you know how to file a grievance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
38. Have you ever been physically restrained or seen another youth physically restrained here? If yes, please tell us about it:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
39. Can you get medical attention when you need it?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't know <input type="checkbox"/>
40. Can you get dental attention when you need it?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't know <input type="checkbox"/>
41. Do you have enough food to eat?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
42. How would you describe the food here?	Very Good <input type="checkbox"/>	Okay <input type="checkbox"/>	Not Okay <input type="checkbox"/>
			Awful <input type="checkbox"/>
43. If you need a special diet, do you get it? For example, diabetic, religious, low fat or vegetarian.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't need a special diet <input type="checkbox"/>
44. Do you have enough clothes and shoes that fit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

45. Do you feel your belongings are safe here? If no, please explain why:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
46. Do you know the rules about how your care providers handle your money?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	They don't handle my money <input type="checkbox"/>
47. If you are in proctor care, are you allowed to use all of the common areas here, like the living room and kitchen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	I'm not in proctor care <input type="checkbox"/>

Questions about your OYA case plan

In this section, we will ask you about your OYA case plan. These questions do not relate to your experiences in this placement or with your current care providers.

Your OYA case plan is a very important written document:

- *It includes information about your strengths, needs and risk factors.*
- *We use your OYA case plan to monitor your progress toward meeting your goals.*
- *Your OYA case plan helps us choose services that will help you achieve your goals.*
- *Many people are involved in designing and reviewing your OYA case plan.*

48. Were you aware you had an OYA case plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
49. Were you involved in making your OYA case plan with your Parole or Probation Officer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't know <input type="checkbox"/>	
50. Was your family involved in making your OYA case plan with your Parole or Probation Officer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't know <input type="checkbox"/>	
51. Do you understand your OYA case plan goals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
52. Do you receive treatment for issues identified on your OYA case plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't know <input type="checkbox"/>	
53. Who is your OYA Parole or Probation Officer? Name:				
54. Does your OYA Parole or Probation Officer attend your treatment/service plan reviews in person?	Often <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Never <input type="checkbox"/>	N/A <input type="checkbox"/>
55. Do you have contact (phone, video or in person) with your OYA Parole or Probation Officer, or someone covering their caseload, at least once a month?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

Thank you for completing this survey.

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SAMPLE — OYA Foster Home Cleanliness Standards Checklist (YA 5022)

(download from OYA's website <https://www.oregon.gov/oya/Pages/fosterparents.aspx>)



OYA FOSTER HOME CLEANLINESS STANDARDS

State of Oregon
OREGON YOUTH AUTHORITY

Per OAR 416-530-0070 — Standards of the Foster Home (8)(a): "The foster home must be clean and free of hazards to the health and physical well being of the family. All areas of the foster home must meet sanitation criteria as described in OYA Cleanliness Standards." Review will be completed during the initial certification process, re-certification and/or as determined by the Foster Care Certifier.

Foster Home Name:	Inspection Date:
Address:	

MAIN LIVING AREAS	COMMENTS
Floors are swept/vacuumed.	<input type="checkbox"/>
Furnishings are neat and clean.	<input type="checkbox"/>
Areas are free from odor.	<input type="checkbox"/>
Walls, windowsills, book shelves, and corners are free of excess cobwebs and dust.	<input type="checkbox"/>
All broken and/or unusable items are repaired or replaced in a timely manner. (Exceptions may be approved on a case by case basis by the Foster Care Manager.) Examples include, but are not limited to: <ul style="list-style-type: none"> • Broken window(s) • Ripped or ruined flooring • Broken light fixtures- includes lighting and/or light switches/plates • Broken or unusable furniture • Unfinished or damaged interior walls and/or ceilings 	<input type="checkbox"/>
Remodels/repairs are done in a timely manner and working areas are secured of all dangerous materials to maintain youth safety. (OYA staff need to be able to tell the progress has been made since the last inspection.)	<input type="checkbox"/>
Rooms are free of mold/mildew. All mold/mildew must be cleaned, sanitized and the area painted with mold resistant paint.	<input type="checkbox"/>
If animals are present in or around the home: <ul style="list-style-type: none"> • Home must not have overwhelming animal odors. • Home and furniture are free of excess animal hair, animal stains and animal matter. • Animal hair, feathers, fecal matter, litter boxes, excess food, etc. must be adequately maintained and mess free. 	<input type="checkbox"/>
OTHER CONCERNS/NOTES: (Improvements from previous inspection, improvement projects, safety concerns, damages, disrepair)	

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KITCHEN	COMMENTS	
Food storage areas are sanitary and absent of excessive odors. (Refrigerator, Freezer, Pantry, Cupboards, etc). All expired or decaying food must be disposed of properly.	<input type="checkbox"/>	
No uncovered food, drinks, or dirty dishes are left out for long periods of time.	<input type="checkbox"/>	
Tabletops and countertops are clear and clean.	<input type="checkbox"/>	
Floor is clean and free from debris.	<input type="checkbox"/>	
Cupboards and appliances are clean and free of excessive grease or food build up.	<input type="checkbox"/>	
Garbage can(s) are not overflowing and are emptied at least weekly or as needed to maintain clean and sanitary environment.	<input type="checkbox"/>	
OTHER CONCERNS/NOTES: (Improvements from previous inspection, improvement projects, safety concerns, damages, disrepair)		

BATHROOM	COMMENTS	
Room has good ventilation and is free from strong odors.	<input type="checkbox"/>	
Toilet area is clean and sanitary.	<input type="checkbox"/>	
Shower/bath area is clean and sanitary.	<input type="checkbox"/>	
Counter is sanitary and neat in appearance.	<input type="checkbox"/>	
Garbage can is not overflowing and is emptied at least weekly or as needed to maintain clean and sanitary environment.	<input type="checkbox"/>	
Mirror is clean.	<input type="checkbox"/>	
Floor is clean and free of debris.	<input type="checkbox"/>	
OTHER CONCERNS/NOTES: (Improvements from previous inspection, improvement projects, safety concerns, damages, disrepair)		

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YOUTH BEDROOM		COMMENTS
Furnishings are neat, clean and in good repair.	<input type="checkbox"/>	
Bed has an intact, unripped mattress.	<input type="checkbox"/>	
Bed made each morning. Bedding changed and washed at least monthly, if odor is present - wash as needed.	<input type="checkbox"/>	
Clean clothes are folded and stored in dresser or on hangers.	<input type="checkbox"/>	
Dirty clothes are in designated receptacle.	<input type="checkbox"/>	
Dresser is organized and is neat in appearance.	<input type="checkbox"/>	
Walls and doors are maintained – clean, no damages, painted as needed	<input type="checkbox"/>	
Majority of floor is clear and clean – things stored on the floor are neat and organized.	<input type="checkbox"/>	
Floor is swept / vacuumed.	<input type="checkbox"/>	
Air quality – room is free from odor.	<input type="checkbox"/>	
Windowsills are neat and clean.	<input type="checkbox"/>	
Garbage is in an appropriate receptacle and not overflowing, emptied at least weekly or as needed.	<input type="checkbox"/>	
OTHER CONCERNS/NOTES: (Improvements from previous inspection, improvement projects, safety concerns, damages, disrepair)		

YOUTH LIVING AREA (only needed if youth have a separate area where they "hang out")		COMMENTS
Floors are swept/vacuumed.	<input type="checkbox"/>	
Furnishings are neat, clean and in good repair.	<input type="checkbox"/>	
Area is free from odor.	<input type="checkbox"/>	
Walls, windowsills, book shelves, and corners are free of excessive cobwebs and dust.	<input type="checkbox"/>	
OTHER CONCERNS/NOTES: (Improvements from previous inspection, improvement projects, safety concerns, damages, disrepair)		

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PATIO AND OUTDOORS		COMMENTS
All garbage is picked up and disposed of properly.	<input type="checkbox"/>	
Tools are picked up and put away after each use.	<input type="checkbox"/>	
Outdoor animal areas are clean to maintain a healthy outdoor environment.	<input type="checkbox"/>	
Patio area swept and neat.	<input type="checkbox"/>	
Out Buildings – structurally sound and appropriately secured.	<input type="checkbox"/>	
OTHER CONCERNS/NOTES: (Improvements from previous inspection, improvement projects, safety concerns, damages, disrepair)		

Corrective Action Plans (items scored as U will require a corrective action plan)

SAMPLE

	Date		Date
Foster Care Certifier		Foster Parent	

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 FORM OWNER: Community Services Assistant Director

SAMPLE — Foster Home Certification Safety Requirement Checklist (YA 5007)

(download from OYA's website <https://www.oregon.gov/oya/Pages/fosterparents.aspx>)



OYA FOSTER HOME SAFETY REQUIREMENTS CHECKLIST

State of Oregon
OREGON YOUTH AUTHORITY

Instructions: Certifier will inspect the foster home with the foster parent to verify compliance with Oregon Administrative Rule Division 530. Certifier will visually verify each item below and indicate compliance by checking the appropriate box. All items must be in compliance before safety check is deemed finalized. Certifier will review and discuss each item with the foster parent.

Foster Parent Name:	Inspection Date:
---------------------	------------------

Address:

Living Areas		Comments / Notes / Corrections
1.	<input type="checkbox"/> There is sufficient living or family room space that is comfortably furnished and accessible to all members of the household.	
2.	<input type="checkbox"/> There is a working and accessible telephone with service in the home at all times.	
3.	<input type="checkbox"/> Electronic networks and internet capable devices are secured; password protected; and there is a method to monitor activity (Open Wi-Fi)	
4.	<input type="checkbox"/> The kitchen contains equipment necessary for safe preparation, storage, serving and cleanup of meals. All cooking and refrigeration equipment is working and in a sanitary condition.	
5.	<input type="checkbox"/> The kitchen appears to be clean, and all meals prepared and served are safe and sanitary minimizing the possibility of food poisoning or food infection. Only pasteurized milk, juices, or powdered milk may be used for youth consumption.	

Fire Safety		Comments / Notes / Corrections
6.	<input type="checkbox"/> At least one unexpired and operable class 2-A-10BC or higher rated fire extinguisher is available and maintained on each floor of the home. <input type="checkbox"/> Annual visual inspection for updated tag. <input type="checkbox"/> Any safety and testing measures identified by a licensed professional have been remedied.	
7.	<input type="checkbox"/> Functioning carbon monoxide alarms are within 15 feet of each youth bedroom and one is located on each floor.	
8.	<input type="checkbox"/> Bedrooms occupied by youth have a functioning smoke alarm. In addition, at least one working smoke alarm is on each floor of the foster home.	
9.	<input type="checkbox"/> All space heaters are electric and equipped with tip-over protection. No extension cords are used to connect to permanent wiring. If propane heaters are used, they have approved venting. (Kerosene space heaters are not allowed.)	
10.	<input type="checkbox"/> The home has two (2) unrestricted emergency exits in case of fire. Barred windows used for possible emergency exit are fitted with an operable quick release mechanism.	

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FORM OWNER: Assistant Director, Community Services / Foster Care Manager



OYA FOSTER HOME SAFETY REQUIREMENTS CHECKLIST

State of Oregon
OREGON YOUTH AUTHORITY

Foster Parent Name:	Inspection Date:
---------------------	------------------

Bedrooms	Comments / Notes / Corrections
11. <input type="checkbox"/> Bedrooms occupied by youth are safe; have adequate living space for each youth; windows that open and provide sufficient natural light and ventilation.	
12. <input type="checkbox"/> There is a bed for each youth with clean bed linens, blankets (as appropriate to the season) and pillow; and each youth's sleeping area accommodates his/her personal decorating tastes and expressions.	
13. <input type="checkbox"/> Bedroom doors for youth in care do not have locks and there is an emergency access to any room that has a lock.	
14. <input type="checkbox"/> Youth of opposite gender do not occupy the same bedroom.	
15. <input type="checkbox"/> If a youth 18-years-old or older shares a bedroom with a younger youth, has been prior approved by OYA.	
16. <input type="checkbox"/> OYA youth are not sharing a bedroom with members of the household.	
17. <input type="checkbox"/> Youth with a history of inappropriate sexual behavior or adjudicated for a sexual offense are not sharing a bedroom with non-sex offenders.	
18. <input type="checkbox"/> The assignment of two youth with a history of inappropriate sexual behavior to one bedroom has been authorized by the Community Resources Manager, in consultation with OYA field service staff.	
19. <input type="checkbox"/> There is adequate storage space for each youth in or near the bedroom he/she occupies for personal belongings and a designated space for hanging clothes.	
20. <input type="checkbox"/> Bedrooms occupied by youth that are located in a basement or above the ground floor have a safe and direct emergency exit to the ground (example: emergency escape ladder).	

Health and Safety	Comments / Notes / Corrections
21. <input type="checkbox"/> Restricted access by youth to potentially dangerous animals. Only domestic animals are kept as pets, which have had their rabies vaccination and are current as required by law (see vaccination documents to verify).	
22. <input type="checkbox"/> Foster parent knows that within one working day they must notify OYA any time a deadly weapon, including but not limited to a firearm, is brought to the foster home.	
23. <input type="checkbox"/> Firearms are unloaded and stored in a locked gun safe or behind double locks that prohibit access and visibility to youth.	
24. <input type="checkbox"/> Ammunition is stored in a separate locked compartment. (Trigger locks and glass front display cabinets are not adequate). Deadly weapons are also stored behind double locks that prohibit access to youth.	
25. <input type="checkbox"/> Drivers of any vehicle transporting a youth may not carry a firearm, with the exception of law enforcement personnel.	
26. <input type="checkbox"/> Drivers transporting youth possess a current and valid driver's license, and have at a minimum, liability insurance coverage.	
27. <input type="checkbox"/> Stairways are equipped with handrails.	

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OYA FOSTER HOME SAFETY REQUIREMENTS CHECKLIST

State of Oregon
OREGON YOUTH AUTHORITY

Foster Parent Name:		Inspection Date:	
28.	<input type="checkbox"/> All alcohol is stored and locked in a manner sufficient to prevent access by youth.		
29.	<input type="checkbox"/> All marijuana and marijuana paraphernalia are stored and locked in a manner sufficient to prevent access by youth. Youth in the foster home may not be subjected to second-hand smoke to any of the foretated products.		
30.	<input type="checkbox"/> All tobacco products are stored and locked in a manner sufficient to prevent access by youth.		
31.	The following items must be locked in storage sufficient to prevent access by youth:		
	<input type="checkbox"/> All medications		
	<input type="checkbox"/> Hazardous chemicals, toxic cleaning materials, solvents, and combustibles		
	<input type="checkbox"/> Outdoor tools, equipment, and machinery are kept in locked storage sufficient to prevent unauthorized access by youth.		
	<input type="checkbox"/> Cut down tool easily accessed by foster parent and not visible to youth		
32.	<input type="checkbox"/> First aid supplies are stored in an easily accessible place.		
33.	<input type="checkbox"/> A written home evacuation plan is available to all youth and an evacuation diagram is posted in a clearly visible and conspicuous location. The foster parent verifies the evacuation plan is practiced with each youth at the time of placement and at least once a year to ensure all youth understand the procedure.		
34.	<input type="checkbox"/> The home is well-heated and well-ventilated.		
35.	<input type="checkbox"/> The home has a continuous supply of safe, clean drinking water and all plumbing is in working order. Private well resources and septic tanks have been tested and deemed safe and functioning properly.		
36.	<input type="checkbox"/> The home has at least one flush toilet, one washbasin with running water, and one bath with hot and cold water.		
37.	<input type="checkbox"/> Hot water heaters are equipped with a safety release valve and an overflow pipe that directs water to the floor or another approved location. There is an adequate supply of hot water for bathing and dishwashing.		
38.	<input type="checkbox"/> Swimming pools and hot tubs are maintained in a safe and clean condition. The foster parent verifies they comply with local safety regulations and ordinances, and that any safety hazard identified by anyone will be immediately remedied.		
39.	<input type="checkbox"/> Pending weekly removal, garbage/refuse is stored appropriately, with no accumulation of garbage, debris, or rubbish that emits offensive odors.		
40.	<input type="checkbox"/> The interior and exterior premises of the home is clean and free of hazards to the health and physical wellbeing of the family.		
41.	<input type="checkbox"/> Foster Parent received current copy of OAR 530's.		

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OYA FOSTER HOME SAFETY REQUIREMENTS CHECKLIST

State of Oregon
OREGON YOUTH AUTHORITY

I have visually verified the items above, and to the best of my knowledge each item checked is in compliance with Oregon Administrative Rule Division 530. I have reviewed and discussed each item with the foster parent and will schedule a follow-up safety check, if needed, to ensure all requirements above are met before finalizing this step of the approval process.

Comments, conditions, or follow-up

X

Signature – OYA Certifier

Date

I acknowledge that the OYA Certifier reviewed and discussed each item on the above safety requirement list with me. I understand that my home must meet all of the safety requirements before this step of the approval process is complete. I confirm that I have read the Oregon Administrative Rules pertaining to the certification of Oregon Youth Authority's foster homes. I understand that I must abide by these rules and maintain compliance throughout my certification period.

X

Signature –
Applicant/Foster Parent

X

Signature –
Applicant/Foster Parent

Date

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FORM OWNER: Assistant Director, Community Services / Foster Care Manager

SAMPLE — Recreational Activity Risk Assessment (YA 3080)

(download from OYA's website <https://www.oregon.gov/oya/Pages/fosterparents.aspx>)



OYA RECREATIONAL ACTIVITY RISK ASSESSMENT

State of Oregon
OREGON YOUTH AUTHORITY

Instructions: Prior to OYA youth participation in a recreational activity that may be of higher risk or higher profile, a residential care provider or foster parent who has a comprehensive understanding of the participating youth behaviors and the proposed activity must complete and submit this assessment to OYA for review and approval. Follow approval process below, depending on provider type.

Provider or Foster Home: _____

1. Description and Overview of Activity Planned:

2. Location, Date(s), and Duration:

3. Address the Following for Each Known and Possible Hazard or Risk:

a) The Hazard or Risk:

b) Safety/Control Measures Needed to Reduce Risks:

c) Care Provider Competencies and Training:

d) Staffing Ratio and Special Supervision Plans:

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FORM OWNER: Community Svcs Assistant Director

e) Group Dynamics, Youth Specific Behavior and Treatment Considerations:

f) Medical Needs and Medication Management Plan:

4. Travel and Overnight Lodging Plans:

5. Emergency Precautions with Descriptions of Emergency Gear That Will Be Available:

6. Communication Plan:

Approval Signatures

I have read and agree to follow the above listed plan.

Youth Signature

Date

FOSTER HOME ACTIVITY Approving Signatures:

Certified OYA Foster Parent Signature

Date

Foster Care Certifier Signature

Date

RESIDENTIAL PROGRAM ACTIVITY Approving Signatures:

Residential Provider Signature

Date

Community Resources Unit Signature

Date

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FORM OWNER: Community Svcs Assistant Director

SAMPLE — OYA Foster Parents Notice of Claim (YA 5015)

(download from OYA's website <https://www.oregon.gov/oya/Pages/fosterparents.aspx>)



State of Oregon
OREGON YOUTH AUTHORITY

OYA FOSTER PARENTS NOTICE OF CLAIM

Foster Parent(s) Name: _____
Address: _____
(Street) (City) (State) (Zip)
Phone Number: Home: _____ Work: _____
Email Address: _____ Pager/Cell: _____
Name of Foster Youth: _____ Date of Birth: _____
Parole & Probation Officer: _____ Phone: _____
Foster Home Certifier: _____ Phone: _____

Specific Date of Occurrence: _____ Location: _____

Describe in detail how the incident occurred. (If there is not enough room, please write on the back of this form.)

Provide photos and two (2) estimates of repairs with your claim. Please remember, your claim must be submitted to the Risk Management Division within **90 days**.

List Items Damaged By The Actions Of The Foster Youth	Cost When Purchased	Date of Purchase	Cost to Repair or Replace
1.			
2.			
3.			
4.			
5.			
List Specific Injury & How It Was Sustained	Treating Physician/Hospital		Cost of Medical Treatment

Owner of Property Damaged and/or Name of Injured Person if not the Foster Parents:

Name: _____
Address: _____
(Street) (City) (State) (Zip)
Phone Number: Home: _____ Work: _____

READ BEFORE SIGNING

The loss or damage I claim resulted from the acts of the foster youth named above. In presenting this claim, I attest to the truth and accuracy of this statement, the facts I have presented and the damages claimed.

(Signature of foster parent or person making this claim)

(Date)

Written notice of claim must be submitted to the Department of Administrative Services, Risk Management Division with 90 days of the loss. (ORS 30.298 and ORS 30.297)

Send your claim to: Risk Management Division
1225 Ferry St. SE, U150, Salem OR 97301-4287
FAX: (503) 373-7337

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FOSTER PARENTS: PREPARING FOR A LOSS

When a property loss or bodily injury occurs, it falls to the foster parent to prove that he or she suffered a loss and what its covered cost was. A large part of that proof is being able to document your loss. Here are some things which can be done prior to a loss which should make proving your loss easier:

For unusual, unique, or expensive property items:

- Save your purchase receipts.
- Save repair and maintenance receipts and records.
- Save your owners manual and warranties.
- On very expensive items where the value is much higher than other similar items in your home or in most homes, you may want to obtain a professional appraisal or photographs of the item.

For common, everyday property items:

- We can sometimes pay these even if you have lost your receipts if your claimed quantity and value is typical and ordinary and the whole of your claim report is reasonable.

For injury:

- Save all your medical bills, health insurance statements, and prescription receipts. If your doctor instructs you to stay off work, get it in writing.

Under ORS 30.298, our property loss payments are for actual cash value. Actual cash value means the cost of a new replacement, less wear and tear on the destroyed item. In other words, a used item is not worth as much as a new one.

The keys to presenting any claim are proof and reasonableness. When things appear out of the ordinary, we must ask more questions. We may require proof of your loss. For example:

- You own some jewelry. Most items have a value between \$50 and \$100. The claim is for the theft of a ring with a value of \$4,500. Proof of ownership and value will be required. Why? The value claimed for the ring is unusual and expensive, compared to your other jewelry.
- You have a fire in your home. Among the items destroyed are 20 bath towels. A claim is presented for the 20 towels. It is reported that they cost \$16.95 each and were all new within the last 90 days. Proof of purchase or a reasonable explanation would be required. Why? \$16.95 is unusually expensive compared to the ordinary. Most people buy middle quality towels. Also, people buy a few at a time. Most homes have some towels that are new and some old.
- You are injured. Your medical bills show several office visits and costs. Copies of the doctors' medical notes would be required. Why? The bills alone do not show what was done or why it was needed.

If we need proof and you cannot provide it all, we will not automatically deny your claim. Instead, if all else is reasonable, we may still be able to pay you ordinary or typical property values for ordinary or typical quantities. We may be able to cover partial medical costs. It depends on all the facts presented.

FILING A CLAIM

When a foster child injures foster parents, residents, or their property:

- The claim **must** be filed with Risk Management Division **within 90 days** of the event.
- Payments do not exceed actual cash value for property losses or "economic" losses for injury. Economic means medical bills, loss of wages, and other documented out-of-pocket expenses.
- If the damage or injury was **accidental or unintentional**, payments are limited to \$5,000 per occurrence. Your own medical or disability insurance pays first for injury claims. We pay first for property claims.

We request this information when you file any claim:

- A brief, but detailed account of what happened: Who, What, When, Why, How, and Where?
- The foster child's name and age.
- The name of the child's caseworker with phone number and your SCF certification number.
- A daytime phone for you and your home address.

Property Damage Claims also include:

- Photographs of damage and either receipts or estimates for repair or receipts from the original purchase. (Your photos and receipts can be returned if you request it when you submit them.)
- If your receipts are lost, send a photocopy of the cover page of the owner's manual or warranty. Tell us when and where and at what cost the item was bought.
- If the damage is structural, provide one or more itemized estimates for repair. The estimates should include the repair person or company, a list of materials and labor cost per hour. These itemized costs should equal the final price.
- Retain the damaged item until we pay in case we need to inspect.

Injury Claims also include:

- Copies of medical bills (showing the name and address of the doctor who treated you), a signed medical records release form (you can get the form from us), prescription receipts and related expenses with your private insurer's statement showing what was and was not covered.
 - A letter verifying your wage loss from your employer and the written excuse from your physician that prescribed you stay off work.
 - Name, address, phone and policy numbers of your private medical, accident, or disability insurance.
- With this information, your claim can be handled quickly. If you have any questions regarding a claim or coverage, call **Risk Management Division** at **373-RISK**. We want to help you obtain a prompt, fair payment for all covered losses.

Medicaid Provider Letter — OYA Youth Financial Responsibility



Oregon

Tina Kotek, Governor

Oregon Youth Authority

Foster Care

530 Center Street NE, Suite 500

Salem, OR 97301-3765

Phone: 503-373-7595

Fax: 503-373-1511

www.oregon.gov/OYA



Re: OYA Youth Financial Responsibility

Dear Medicaid Provider,

If a youth in our custody needs a service that is not covered by Medicaid, an authorization must be approved through the youth's Parole/Probation officer before the service is provided.

As a Medicaid provider that is accepting OYA youth as patients, you should not be treating youth for anything that is not covered by Medicaid without prior approval/coordination of payment.

We ask our providers to list "Oregon Youth Authority" as the financially responsible party. No individual foster care provider or OYA employee will be able to sign financial responsibility forms.

Please list:

Oregon Youth Authority
530 Center St NE Suite 500
Salem, OR 97301-3765
Phone: 971-900-7240

Feel free to contact me with any questions.

Thank you,

Jolie Penrose
Medical Coordinator
Oregon Youth Authority
Jolie.Penrose@oya.oregon.gov
Phone: 971-900-7240

Medicaid Pharmacy Provider Letter — OYA Youth Pharmacy Claims



Oregon

Tina Kotek, Governor

Oregon Youth Authority

Foster Care

530 Center Street NE, Suite 500

Salem, OR 97301-3765

Phone: 503-373-7595

Fax: 503-373-1511

www.oregon.gov/OYA



Re: OYA Youth Pharmacy Claims with Private Health Insurance

Dear Medicaid Pharmacy Provider,

Many of our youth may have private health insurance through their parent. They have also been enrolled into Medicaid to pick up any co-pays that the primary insurance has left behind.

Please bill Medicaid as secondary so that there is no patient balance left over. Please do this before the medication leaves the pharmacy.

- If you get a denial from Medicaid for preauthorization, please start that preauthorization process and let the foster parent know that this process has been started.
- If you get a denial from Medicaid for the item not being a covered benefit by Medicaid, please give the foster parent this information with the denial details.

Feel free to contact me with any questions.

Thank you,

Jolie Penrose
Medical Coordinator
Oregon Youth Authority
Jolie.Penrose@oya.oregon.gov
Phone: 971-900-7240

Oregon Youth Authority

<https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=168>

Chapter 416

Division 530

YOUTH OFFENDER FOSTER CARE CERTIFICATION

416-530-0000

Purpose

(1) OYA seeks to ensure community safety, youth offender accountability and youth offender reformation by providing youth offender foster care as an integral part of its continuum of services. OYA provides foster care for youth offenders who are 12 years of age through the age of 24. These rules establish OYA foster care standards for:

- (a) The certification and re-certification process for foster parents;
 - (b) The standards that foster parents must meet while providing youth offender foster care services under the OYA Foster Care Program; and
 - (c) The process by which a certification to maintain a youth offender foster home maybe placed on inactive referral status, terminated, suspended, or revoked.
- (2) These rules apply to applicants seeking OYA certification, certified foster parents and respite providers, and Private Child-caring Agency proctor parents unless otherwise specified.

Statutory/Other Authority: ORS 420A.025 & 420.892

Statutes/Other Implemented: ORS 420.888 – 420.892

History:

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04 OYA 1-2000, f. & cert. ef. 4-4-00

OYA 2-1995, f. 12-19-95, cert. ef. 1-2-96

416-530-0010

Definitions

The following definitions apply to terms used in OAR chapter 416, division 530.

- (1) Applicant: A person who applies for youth offender foster home certification to operate and maintain a foster home for youth offenders.
- (2) Case plan: A formal plan with prescribed interventions and documentation requirements and a tool to assist staff in managing cases, setting goals and reviewing youth offenders' interventions and progress.
- (3) Certification process: The process of initial application or recertification to operate and maintain a youth offender foster home.
- (4) Computerized criminal records check: The access and use of automated or manual files, or associated systems available to OYA as a criminal justice agency through the Law Enforcement Data Systems (LEDs) including online information from the Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC), the Department of Human Services Child Welfare Information System (OR-Kids), and the National Law Enforcement Telecommunications System (NLETS).
- (5) Contraband: Any article or thing which a youth offender is prohibited by statute, rule, policy, Juvenile

Parole/Probation Agreement, or order, from obtaining, possessing, or which the youth offender is not specifically authorized to obtain or possess, or which the youth offender alters without authorization.

(6) Criminal records check: The process used by OYA to conduct criminal records background checks on persons pursuant to these rules and OAR chapter 416, division 800, including computerized and fingerprint-based processes.

(7) Deadly weapon: Any instrument, article or substance specifically designed for, and presently capable of, causing death or serious physical injury.

(8) Denial: An action by OYA to deny youth offender foster home certification or re-certification.

(9) Discipline: A process by which foster parents and OYA sanction youth offenders for non-compliance with established rules of the foster home and conditions of probation or parole. Such sanctions assist youth offenders in developing the self-control and self-direction necessary to assume responsibilities, make appropriate daily living decisions, and learn to live in conformity with accepted levels of social behavior.

(10) Domestic animals: Any of various animals domesticated so as to live and breed in a tame condition as household pets. Examples of domestic animals include but are not limited to dogs, cats, and horses.

(11) Foster care maintenance payment: A monthly payment to the foster parent to defray expenses such as the youth offender's room, board, clothing, allowance, personal incidentals, transportation, respite services, educational supplies, and other costs approved by OYA.

(12) Foster Home Certifier: The OYA staff member responsible for the recruitment, training, certification, support and supervision of OYA foster homes.

(13) Foster parent: A person certified by OYA who demonstrates special competence to supervise youth offenders with serious social or behavioral maladaptive characteristics in a youth offender foster home setting.

(14) Frequent visitor: A person who regularly visits a foster home more than five hours a week when youth offenders placed in the foster home are present.

(15) Home study: An assessment, conducted prior to issuance of a Youth Offender Foster Home Certificate, to determine an applicant's ability and suitability to provide foster care services to youth offenders

(16) Inactive referral status: A temporary change in the terms of youth offender foster home certification that precludes new referrals of youth offenders to the home.

(17) Information required: All information requested by OYA, including information used to conduct criminal records checks.

(18) Inhalant delivery system: A device used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device. Does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for any other therapeutic purpose, if the product is marketed and sold solely for the approved purpose.

(19) Juvenile Probation/Parole Officer (JPPO): The OYA case manager who works with the youth offender and the youth offender's family and the community while the youth offender is in OYA custody.

(20) Mechanical restraint: Any apparatus, device, or contraption applied or affixed to a youth offender to limit movement.

(21) Member of the household: Any person, other than a youth offender, who lives in the youth offender foster home, on the property where the youth offender foster home is located, is a frequent visitor to the foster home or who assists in the care provided to a youth offender.

(22) Multidisciplinary Team (MDT): A group of persons including, but not limited to, OYA staff, the youth offender's biological and foster family and service providers responsible for developing, reviewing and revising comprehensive case plans for youth offenders.

(23) Psychotropic medications: Medication prescribed with the intent to affect or alter thought processes, mood, or behavior, including but not limited to, anti-psychotic, antidepressant, and anxiolytic medication and behavior medications. The classification of a medication depends upon its stated, intended effect when prescribed because it may have many different effects.

(24) Records: Any information in written or electronic form, pictures, photographs, charts, graphs, recordings, or documents pertaining to a youth offender's case.

(25) Respite care: A temporary arrangement between a foster parent and an OYA-certified respite provider to allow

the foster parent(s) time away from a youth offender.

(26) Respite provider: An individual, at least 21 years of age and certified by OYA, who temporarily assists with supervision of one or more youth offenders when the foster parent is not available or is spending time away from a youth offender.

(27) Revocation: An action taken by OYA to rescind a Youth Offender Foster Home Certificate based on non-compliance with statute, administrative rule or the Youth Offender Foster Home Agreement.

(28) Second-hand smoke or vapor: Smoke or vapor that is exhaled by a smoker or inhalant delivery system user, or originates from a product that a person is using to which a second person is exposed, and includes smoke or vapor from a cigarette, cigar, pipe, inhalant delivery system, or other material.

(29) Sex trafficking: The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act.

(30) Structured supervision: Supervision and knowledge of the approved whereabouts of a youth offender by a certified foster parent while the youth offender engages in daily living activities or recreation.

(31) Suspension: A temporary withdrawal of a youth offender foster home certification by OYA pending determination of the foster parent's non-compliance with statute, administrative rule or the Youth Offender Foster Home Agreement.

(32) Termination: An action taken by OYA or the foster parent to terminate the Youth Offender Foster Home Agreement.

(33) Volunteer: Any person who is not a foster parent or member of the household and who assists youth offenders in the home with activities for no compensation and under foster parent supervision.

(34) Youth offender: A person who has been found to be within the jurisdiction of the juvenile court under ORS 419C.005 for an act committed when the person was under 18 years of age.

(35) Vulnerable person: Includes but is not limited to a child, elderly person, person with a disability or person residing in a long term care facility as defined in ORS 442.015, a residential facility as defined in ORS 443.400, including but not limited to an assisted living facility, or an adult foster home as defined in ORS 443.705.

(36) Youth offender: A person who has been found to be within the jurisdiction of the juvenile court under ORS 419C.005 for an act committed when the person was under 18 years of age.

(37) Youth Offender Foster Home Agreement: A written agreement between OYA and the foster parent stating mutual expectations of the parties.

(38) Youth Offender Foster Home Certificate: A certificate of approval, issued by OYA, granting approval to operate and maintain a youth offender foster home or provide respite care.

(39) Youth offender foster home: A home in the community that is maintained and lived in by an OYA- certified foster parent who provides supervision, food, and lodging for a youth offender in that home.

(40) Youth Offender Foster Home Agreement: A written agreement between OYA and the foster parent stating mutual expectations of the parties.

(41) Youth Offender Foster Home Certificate: A certificate of approval, issued by OYA, granting approval to operate and maintain a youth offender foster home or provide respite care.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420.888 – 420.892

History:

OYA 7-2016, f. & cert. ef. 8-5-16

OYA 1-2016, f. & cert. ef. 3-2-16

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

OYA 5-2006, f. & cert. ef. 3-20-06

OYA 26-2005(Temp), f. & cert. ef. 11-8-05 thru 5-7-06

OYA 14-2005, f. & cert. ef. 6-13-05

OYA 5-2005, f. & cert. ef. 3-9-05

OYA 15-2004, f. & cert. ef. 11-12-04

OYA 5-2002, f. & cert. ef. 1-18-02

416-530-0020

Certification Process

- (1) OYA seeks to recruit individuals who meet or exceed the qualifications described in these rules to provide foster care services to youth offenders. OYA further seeks to retain qualified foster parents who continue to provide an important component of the OYA service delivery system to youth offenders. In order to accomplish these objectives and to ensure that youth offenders receive services in a safe, respectful, rehabilitative, and positive atmosphere, OYA has developed a thorough certification process.
- (2) The certification process is a partnership between the applicant or foster parent and OYA. The process allows for individuals interested in providing youth offender foster care services to ask questions about foster care standards, foster parent qualifications, foster home qualifications, and supervision of youth offenders and it allows OYA to assess the willingness, abilities, and suitability of applicants to provide such foster care services. The process also allows foster parents to review the prior year during the re-certification process and allows OYA to re-assess the foster parent's continued qualification, willingness and ability to provide services.
- (3) The granting of a Youth Offender Foster Home Certificate is not a guarantee that youth offenders will be placed in the foster home.
- (4) OYA has a responsibility to Oregonians to manage its resources within available funds. When the OYA Director or designee determines that funding for these resources is jeopardized or otherwise not available, the OYA Director may suspend recruitment of new foster home resources in areas where the availability of foster homes exceeds the need for placements.
- (5) Relative foster care applicants: A youth offender foster home may be maintained by a person related to the youth offender by blood or marriage when financial need can be determined by OYA. OYA must review potential relative foster care applicants to determine if there is a true financial need in order to provide the youth offender room, board, clothing, allowance, personal incidentals, transportation, respite services, educational supplies, and other costs approved by OYA. Relative foster parents are bound by the same rules and expectations as foster parents who are not relatives.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420.888 - 420.892

History:

OYA 1-2016, f. & cert. ef. 3-2-16

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07 OYA 15-2004, f. & cert. ef. 11-12-04

OYA 2-1995, f. 12-19-95, cert. ef. 1-2-96

416-530-0030

Application Process

Applicants for initial certification must:

- (1) Complete and submit all forms required by OYA;
- (2) Participate in home studies as required by OYA; and
- (3) Provide all information required by OYA to verify compliance with these rules, including, but not limited to:
 - (a) Name(s), gender, address, birth date, social security number, and Oregon driver's license number of all applicants and members of the household;
 - (b) Names and addresses of at least four persons, three of whom are unrelated to the applicant, who have known the applicant for two years or more and who can attest to the applicant's ability to provide care and supervision to youth offenders. If applicants are applying for joint certification, each applicant must provide at least two different references unrelated to the applicant, who have known the applicant for two or more years, and who can attest to the applicant's ability to provide care and supervision to youth offenders. OYA may also contact schools, employers, adult children of the applicant(s), and other persons who can attest to the applicant's ability to provide care and supervision to youth offenders;

- (c) A statement as to whether the applicant or any member of the household has ever operated or currently is operating a licensed or certified care facility or foster home and reasons for the termination or closure of that license or certification;
 - (d) Documentation from the applicant and all members of the household regarding all criminal arrests, all charges, and all convictions including juvenile delinquency arrests, adjudications, restraining or protective orders, and charges, the dates of offenses, and the resolution of those matters;
 - (e) Documentation from the applicant and all members of the household regarding all allegations, charges, or investigations of abuse or neglect of a vulnerable person or youth offender, with dates, locations, and resolutions of those matters;
 - (f) A statement fully disclosing all information or conditions which may disqualify the applicant or applicant's home from certification;
 - (g) A signed release of confidential information allowing OYA to release to the Department of Human Services information, including but not limited to, about whether there is an ongoing investigation involving the applicant or member of the household, or a finding of substantiated allegations of abuse or neglect by the applicant or member of the household, related to a vulnerable person or youth offender; and
 - (h) Proof of sufficient income to meet the needs and ensure the stability and financial security of the members of the household, independent of the foster care maintenance payment. OYA will request copies of pay stubs, W-2 forms, or recent tax returns as proof of income.
- (4) Applicants must participate in a criminal records check process, as defined by these rules and OAR chapter 416, division 800.
- (a) OYA requires a criminal records check, including fingerprints, for applicants and other members of the household 18 years of age and older.
 - (b) OYA requires a computerized criminal records check for members of the household 12 through 17 years of age.
 - (c) OYA may conduct criminal records checks anytime that OYA deems it necessary for the safety of youth offenders in the home.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420.888 - 420.892

History:

OYA 7-2016, f. & cert. ef. 8-5-16

OYA 1-2016, f. & cert. ef. 3-2-16

OYA 1-2014, f. & cert. ef. 1-15-14 OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04

OYA 2-1995, f. 12-19-95, cert. ef. 1-2-96

416-530-0035

Application Process for Re-certification

A foster parent applying for re-certification must:

- (1) Complete and submit all forms required by OYA;
- (2) Provide information as requested by OYA to verify compliance with these rules;
- (3) Participate in home studies as required by OYA;
- (4) Provide documentation from the foster parent and all members of the household regarding all criminal arrests, all charges, restraining orders, and all convictions during the preceding year including juvenile delinquency arrests, adjudications, or charges, the dates of offenses, and the resolution of those matters;
- (5) Provide documentation from the foster parent and all members of the household regarding all allegations or charges of abuse or neglect of vulnerable persons and youth offenders, with dates, locations, and resolutions of those matters;
- (6) Provide proof of sufficient income to meet the needs and ensure the stability and financial security of the members of the household, independent of the foster care maintenance payment for the preceding year. OYA will request copies of pay stubs, W-2 forms, or recent tax returns as proof of income; and

- (7) Participate in a criminal records check process, as defined by these rules and OAR chapter 416, division 800.
- (a) OYA requires a criminal records check of all members of the household 18 years of age and older.
- (b) The criminal records check of new members of the household must occur prior to the new member of the household establishing the foster home as a residence.
- (c) OYA requires a computerized criminal records check for members of the household 12 through 17 years of age.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420.888 - 420.892

History:

OYA 7-2016, f. & cert. ef. 8-5-16

OYA 1-2016, f. & cert. ef. 3-2-16

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

416-530-0040

Foster Parent Qualifications

Applicants must:

- (1) Be at least 21 years of age;
- (2) Meet the qualifications and standards described in these rules and OAR chapter 416, division 800;
- (3) Certify in writing that the applicant meets the qualifications and standards described in these rules and OAR chapter 416, division 800 and has disclosed all potentially disqualifying information to OYA;
- (4) Be a citizen or lawful permanent resident of the United States;
- (5) Demonstrate the following personal qualifications:
 - (a) Be a responsible, stable, emotionally mature adult who exercises sound judgment and displays the capacity to meet the mental, physical and emotional needs of youth offenders placed in foster care.
 - (b) Understand the behaviors of youth offenders.
 - (c) Have knowledge and understanding of non-punitive discipline and ways of helping a youth offender build positive personal relationships, self-control, and self-esteem.
 - (d) Have respect for persons with differing values, lifestyles, philosophies, religious, and cultural identity and heritage.
 - (e) Be able to realistically evaluate which youth offenders they can accept, work with, and integrate into their family.
 - (f) Have supportive ties with family, friends, the neighborhood, and the community.
 - (g) Provide appropriate supervision to ensure community safety.
- (6) Be physically and mentally able to perform the duties of foster care;
 - (a) OYA may require a medical statement from a physician verifying that the applicant or any member of the household is physically capable of supervising and caring for youth offenders.
 - (b) OYA may require the applicant to consent to the release of psychological, medical or physical, drug and alcohol, or other reports and evaluations to OYA for the consideration of the applicant's ability to supervise and care for youth offenders
 - (c) In the case of alcohol or substance abuse, the applicant must be able to provide evidence that the applicant has been substance-free and sober for at least two years prior to making application for certification.
- (7) Be free from a professional or personal conflict of interest. If the applicant is an OYA staff or works in a professional capacity which may contribute to a conflict of interest, the application and home study must be approved by the OYA Community Services Assistant Director, or designee; and
- (8) Not have any documented incidents of abuse or neglect that resulted in a founded disposition by the Department of Human Services (DHS). OYA will conduct OR-Kids, checks at the time of certification and re-certification, at the time a foster home certified by another agency wishes to serve OYA youth offenders, and when OYA deems it necessary for the safety of youth offenders in the home.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420.888 - 420.892

History:

OYA 1-2016, f. & cert. ef. 3-2-16

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

OYA 5-2006, f. & cert. ef. 3-20-06

OYA 26-2005(Temp), f. & cert. ef. 11-8-05 thru 5-7-06

OYA 15-2004, f. & cert. ef. 11-12-04

OYA 16-2002, f. & cert. ef. 10-11-02

OYA 5-2002, f. & cert. ef. 1-18-02

OYA 1-2000, f. & cert. ef. 4-4-00

OYA 2-1995, f. 12-19-95, cert. ef. 1-2-96

416-530-0050

Certification

(1) The selection of individuals to provide foster care services to youth offenders is based on a number of criteria, not the least of which is the criminal records check on each foster parent, foster parent applicant, and member of the household. Certain criminal or other records will automatically preclude any further certification steps.

(a) Such records include but are not limited to a founded disposition of abuse or neglect of a vulnerable person documented in a state registry.

(b) If an applicant or member of the household has a documented incident that resulted in an “unable to determine” disposition by the Department of Human Services or by another state agency beyond Oregon, OYA must require the applicant or member of the household prove that the applicant or member of the household does not pose a risk to the safety, health, or well-being of any youth offenders placed in the applicant’s home.

(c) Applicants denied foster care certification or recertification as a result of a criminal record check will be provided written notice and may request a contested case hearing described in OAR 416 Division 800.

(2) OYA may consider other available information when selecting individuals to provide foster care services to youth offenders, including information collected from the application, reference checks, interview results, safety checks of the proposed foster home, and any other information including information about other members of the household. Applicants denied foster care certification or recertification will be provided with written notice and may request a contested case hearing as described in these rules.

(3) OYA will determine which applicants undergo a complete certification process and which applicants are certified based on how well each applicant meets the requirements set forth in these rules.

(4) OYA will review the application and supporting documentation to determine compliance with these rules before making a decision to grant or deny an application for certification or re-certification.

(5) In addition to the application information, OYA may contact other relevant sources, including, but not limited to, schools, employers, and other persons such as the applicant's adult children.

(6) OYA will make its decision regarding certification within 90 days of the receipt of the application and all supporting documentation. OYA will make its decision regarding re-certification prior to the expiration of the current certification. OYA will not review the application for certification or re-certification unless all materials have been submitted by the applicant and received by OYA.

(7) OYA will issue a certificate only after an applicant successfully completes the application and certification process and satisfies all requirements.

(8) Certificates must state:

(a) The period of time for which it is issued;

(b) The name of the foster parents or respite provider;

(c) The address of the residence; and

(d) The number of youth offenders the home is certified to serve.

(9) Upon certification, the foster parent and OYA will enter into a Youth Offender Foster Home Agreement before

youth offenders are placed in the foster home.

(10) OYA may deny certification or re-certification if:

- (a) The applicant fails to meet the qualifications in these rules;
- (b) The applicant falsifies information, either knowingly or inadvertently, by providing inaccurate information or by omitting information; or
- (c) The applicant or any member of the household fails to meet the requirements of OAR chapter 416, division 800 or these rules.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420.888 - 420.892

History:

OYA 7-2016, f. & cert. ef. 8-5-16

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04

OYA 16-2002, f. & cert. ef. 10-11-02

OYA 5-2002, f. & cert. ef. 1-18-02 OYA 1-2000, f. & cert. ef. 4-4-00

OYA 2-1995, f. 12-19-95, cert. ef. 1-2-96

416-530-0060

Foster Parent Duties and Responsibilities

(1) Governance

- (a) Foster parents must comply with the standards of these rules and OYA procedures, including rules applicable to applicants.
- (b) Foster parents must abide by the responsibilities described in the OYA Youth Offender Foster Home Agreement. This agreement will be signed at the time of initial certification and annually, thereafter.
- (c) Foster parents must provide care and supervision in accordance with the youth offender's individual case plan.
- (d) Foster parents must not leave youth offenders unsupervised in the foster home, except with prior written approval by the youth offender's JPPO and Foster Home Certifier specifying circumstances and length of time youth offender may be unsupervised.
- (e) Foster parents must allow OYA access to the home, youth offenders, and foster care records, for the purpose of ongoing compliance monitoring.
- (f) If a foster parent receives information that a youth offender has been identified as a sex trafficking victim, the foster parent must immediately within 24 hours report the information to law enforcement, the foster care certifier, and the youth offender's JPPO.

(2) Training

- (a) An applicant must complete an OYA-mandated pre-service training before the applicant is approved for certification.
- (b) Foster parents must have a valid CPR/First Aid certificate. CPR/First Aid courses count toward the annual minimum training requirement.
- (c) On an annual basis, thereafter, each foster parent must complete a minimum of 10 hours of training.
- (d) All training must be provided or approved by OYA and must include educational opportunities designed to enhance the foster parent's knowledge, skills, and abilities to meet the special needs of youth offenders.
- (A) If youth offenders are in the home and the annual training hours have not been completed, the youth offender foster home certification will be placed on inactive referral status. No additional youth offender referrals will be made until the training hours are completed.
- (B) OYA may suspend a certificate if no youth offenders are currently in placement and the training requirements have not been met.

(3) Foster parents will work with OYA staff, by:

- (a) Participating in Multidisciplinary Team (MDT) reviews;
- (b) Implementing changes in care and supervision only as guided by the supervising Juvenile Parole/Probation Officer (JPPO) and the youth offender's case plan;
- (c) Providing a youth offender with the opportunity for regular contacts and private visits or telephone calls with the youth offender's JPPO; and
- (d) Notifying the Foster Home Certifier, or designee, of changes likely to impact the life and circumstances of the foster family, including but not limited to the following situations:
 - (A) Immediate notification to OYA of any circumstance involving the youth offender, foster parent, or other members of the household which may have a serious impact on the health, safety, physical or emotional well-being of the youth offender. This includes, but is not limited to, injury, illness, accident, law violation, or unauthorized absence;
 - (B) Immediate notification of any visitor remaining in the home overnight who has not received prior approval by OYA. Foster parents and the Foster Home Certifier will collaborate to ensure the safety of the youth offender and visitor(s);
 - (C) Prior notification when a change in address is anticipated. In the case of an emergency (e.g., fire), foster parents must provide this information as soon as possible after the change of address occurs; and
 - (D) Prior notification when a change in the membership of the household is anticipated. In the event of an emergency, foster parents must provide this information as soon as possible after the change occurs.
- (e) Foster parents must have prior written approval from OYA to take a youth offender out of state.
- (4) Foster parents will respect and support the youth offender's relationship with the youth offender's family by:
 - (a) Assisting OYA staff in planning and implementing visits between the youth offender and the youth offender's family or other approved visitors as indicated by the youth offender's case plan, or youth offender's JPPO;
 - (b) Allowing a youth offender opportunities to have at least one phone call weekly with the youth offender's family; and
 - (c) Informing the JPPO if the youth offender chooses to decline family visits.
- (5) Confidentiality
 - (a) Youth offender information and records are confidential. Foster parents must maintain information relating to youth offenders including but not limited to information relating to a youth's health, education, and placement progress in a manner sufficient to prevent unauthorized access.
 - (b) Foster parents must not disclose youth offender records, or the names of persons involved in the youth offender's case plan, without authorization from OYA.
 - (c) Youth offender records may be disclosed only when necessary to provide for the safety and wellbeing of youth offenders and with prior approval of OYA.
 - (d) Unauthorized disclosure of youth offender records may lead to suspension of certification.
- (6) Records
 - (a) Foster parents must, for the duration of the youth offender's placement in the foster home, maintain records, including, but not limited to, information relating to the youth offender's health (including immunizations), education, and placement progress.
 - (b) All records pertaining to the youth offender belong to OYA. The foster parent must make all records available to OYA upon request. The foster parent must immediately provide all records to the youth offender's JPPO or designee when the youth offender leaves the foster home. Any records request by foster parents after the records have been returned to OYA will be handled in accordance with OAR chapter 416, division 105.
 - (c) Foster parents must maintain the youth offender's confidentiality and may not post the youth offender's information or pictures on any social media or electronic outlets, unless authorized by OYA.
- (7) Youth offender reformation and supervision
 - (a) Foster parents must provide structure, accountability, and supervision designed to promote the physical, social, intellectual, spiritual, and emotional development of youth offenders, while providing for community protection.
 - (b) In accordance with a youth offender's case plan, foster parents must:

- (A) Treat each youth offender with respect and dignity;
- (B) Help the youth offender develop skills and perform tasks that promote independence and self-sufficiency; and
- (C) Ask youth offenders to assume household chores appropriate to the youth offender's age and ability, and commensurate with those expected of the foster parent's own children.

(8) Household composition

- (a) No more than three OYA youth offenders may reside in any given foster home at one time. In addition, no more than five total children (including the foster parent's own children under the age of 18) may reside in one foster home.
- (b) Children of foster parents age 18 and older will not be counted toward the limitation of five children in the foster home.
- (c) Members of the household age 18 and older who remain in or return to the home after becoming 18 years of age are subject to a criminal records check, including a fingerprint records check. The foster parent must notify OYA when a member of the household remains in or returns to the home after becoming 18 years of age.
- (d) Foster parents must not care for unrelated adults on a commercial basis, accept children for day care, or accept any person for placement from any source other than OYA without prior OYA written approval.

(9) Respite care

- (a) A respite care provider may not provide care to youth offenders in the respite provider's own home without a current and valid OYA Certificate that specifically authorizes the respite care provider to provide respite care to youth offenders in the respite care provider's home.
- (b) When all foster parents are absent from providing supervision of youth offenders in a foster home, an OYA-certified respite provider at least 21 years of age, capable of assuming foster care responsibilities, must be present. Other adults at least 21 years of age may provide supervision for three hours or less with prior approval from the foster parent, JPPO and Foster Home Certifier.
- (c) When all foster parents anticipate being absent from providing supervision of youth offenders for overnight or longer, the foster parents must give OYA advance notice and the foster parents must receive approval from OYA before the foster parents may be absent. The foster parents must provide the following information: the dates of absence; the telephone number where the foster parents can be reached; and the name, telephone number, and home address of the OYA-certified respite provider who will provide care during the foster parent's authorized absence.
- (d) The total number of youth offenders per foster home may be increased to no more than five to provide foster parents short-term respite from foster care responsibilities.
- (e) Any respite care exceeding 10 days requires prior review and approval by the OYA Community Resources Manager.

(10) Food and nutrition

- (a) Foster parents must provide each youth offender three well-balanced meals and appropriate snacks on a daily basis.
- (b) Foster parents must provide each youth offender daily access to kitchen facilities to prepare meals and snacks.
- (c) Foster parents must accommodate a youth offender's special and cultural dietary needs, including those ordered by a physician.

(11) Clothing and personal belongings

- (a) Foster parents must provide each youth offender with clean clothing that is appropriate to the youth offender's age, gender, culture, and individual needs.
- (b) Youth offenders must be allowed to participate in choosing their own clothing.
- (c) Youth offenders may bring and acquire appropriate personal belongings as approved by the youth offender's JPPO, and within OYA's travel kit requirements.
- (d) Foster parents must provide a weekly allowance to youth offenders in a fair and consistent manner, and within OYA's allowance policy guidelines.

(e) Foster parents must develop house rules that include, but are not limited to, youth offender money and youth offender accounts.

(f) Foster parents must provide each youth offender with individual items necessary for personal hygiene and grooming. Foster parents must also ensure culturally-specific products are available to each youth offender to meet each youth offender's needs.

(12) Discipline and guidance

(a) Foster parents must work with a youth offender's JPPO to develop a behavior management plan that sets clear expectations, limits, and consequences of behavior through use of adequate and appropriate structure and supervision.

(A) Foster parents must provide clearly-stated basic rules, a system of incentives and rewards, graduated sanctions when necessary to hold youth offenders accountable, supervision, and guidance.

(B) Discipline must be designed to guide youth offenders with kindness and understanding, while holding the youth offender accountable for personal behaviors.

(b) No youth offender or other person(s) in a foster home will be subjected to physical abuse, sexual abuse, sexual exploitation, neglect, emotional abuse, mental injury, threats of harm, forced physical labor as punishment, or restriction from approved contacts as punishment.

(13) Health care

(a) Foster parents must work with OYA to ensure that a youth offender's physical and mental health care needs are met, including but not limited to:

(A) Scheduling appointments and arranging transportation to medical, dental, or counseling appointments or assisting youth offenders in doing so if age appropriate.

(B) Ensuring that immunizations are current.

(C) Reporting to OYA when a youth offender needs corrective or follow-up medical, mental health or dental care, and arranging necessary care.

(D) Arranging for necessary consents from OYA for a youth offender's medical treatment that is not routine, including surgery.

(E) Obtaining emergency medical care, when necessary.

(b) Medication Administration

(A) Foster parents must comply with applicable provisions of OAR chapter 416, division 340.

(B) A youth offender may refuse any medication. When this occurs, the foster parent must document the refusal and immediately notify the youth offender's JPPO.

(C) A foster parent may administer prescription medications to a youth offender only when ordered by a physician.

(D) All medications must be stored in locked storage sufficient to prevent unauthorized access.

(E) Foster parents must inform a youth offender's JPPO within one working day if any psychotropic medication is prescribed or changed for the youth offender.

(c) Medical information

(A) Youth offender medical information must be kept confidential and in a secure location.

(B) Medical information may be shared only in compliance with Oregon Revised Statutes, and OYA administrative rules.

(C) Foster parents must provide OYA with copies of youth offender medical information.

(14) Religious, cultural, and ethnic heritage. Foster parents must respect the ethnic heritage, religious choices, cultural identity, and language of a youth offender and the youth offender's family by:

(a) Providing reasonable and meaningful opportunities for a youth offender to develop relationships with others of like cultural and ethnic background;

(b) Providing a youth offender opportunities to attend religious services of the youth offender's choice; and

(c) Not requiring a youth offender to participate in religious activities or events contrary to the youth offender's beliefs.

(15) Education

(a) Within five days of placement in the foster home, the foster parent must enroll a youth offender in an appropriate educational or vocational program, as outlined in the youth offender's case plan.

(b) Foster parents must be actively involved in a youth offender's educational or vocational programs.

(c) Foster parents must allow a youth offender adequate time each evening to complete homework in a location conducive to study, and provide assistance as needed.

(d) Foster parents will work with school personnel when issues arise at school, and report to a youth offender's JPPO any situation that may require OYA involvement.

(16) Recreation

(a) Foster parents must provide recreational and extracurricular activities appropriate to the age, interests, and abilities of a youth offender, as described in OAR chapter 416, division 500.

(b) Foster parents must apply a reasonable and prudent parent standard when determining such participation. "Reasonable and prudent parent standard" means the standard, characterized by careful and sensible parental decisions that maintain the health, safety and best interests of a youth offender while encouraging the emotional and developmental growth of the youth offender, that a foster parent must use when determining whether to allow a youth offender to participate in recreational and extracurricular activities.

(c) Foster parents must encourage a youth offender to participate in community activities both with the foster family and on the youth offender's own, in accordance with the case plan.

(d) Foster parents must provide opportunities for a youth offender to pay restitution and perform community service obligations as directed by the case plan.

(17) Restrictions

(a) No mechanical restraints, other than car seat belts, may be used on OYA youth offenders by foster parents.

(b) Foster parents and members of the household may not provide any form of tobacco, inhalant delivery system, alcohol, marijuana, drug paraphernalia, or illicit drugs to youth offenders, or allow youth offenders to consume or use such items or products.

(c) Youth offenders may use private home swimming pools and hot tubs only under supervision of a foster parent or certified respite provider.

(d) All alcoholic beverages, marijuana, and marijuana paraphernalia must be stored and locked in a manner sufficient to prevent access by youth offenders.

(18) Safety. Foster parents must:

(a) Be aware of a youth offender's location at home and in the community at all times;

(b) Have an adequate system for monitoring youth offenders during the night;

(c) Ensure that keys to locked storage and motor vehicles are secured at all times;

(d) Inspect a youth offender's room on regular basis to prevent the offender from possessing contraband;

(e) Comply with OYA health and safety requirements for the prevention of accidents and injuries;

(f) Understand and implement suicide prevention techniques and reporting requirements; and

(g) Be knowledgeable about boundaries, inappropriate sexual behavior, monitoring and other aspects of youth offender care at the level appropriate for supervising youth offenders that are placed in the home.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420.888 - 420.892

History:

OYA 7-2016, f. & cert. ef. 8-5-16

OYA 1-2016, f. & cert. ef. 3-2-16

Reverted to OYA 1-2014, f. & cert. ef. 1-15-14

OYA 4-2015(Temp), f. & cert. ef. 8-14-15 thru 2-9-16

416-530-0070

Standards for the Foster Home

(1) General.

(a) Schools, recreation, churches, medical care, and community facilities must be accessible from the foster home. The foster home and its premises must be comparable in appearance to other homes in the community in which it is located.

(b) If care is to be provided to one or more developmentally disabled or physically impaired youth offenders, OYA must consult with the relevant professionals to identify necessary accommodations to the foster home and ask the foster parent to implement the necessary accommodations prior to placement.

(A) OYA will coordinate the accommodations to the foster home.

(B) If the foster parent refuses to make the necessary accommodations, the youth offender will not be placed into the foster home.

(c) Foster homes must have a working telephone with service. Foster parents must secure an alternative phone service within 24 hours of any disruption of existing phone service and communicate the new telephone number to the Foster Home Certifier.

(2) Kitchen.

(a) Foster homes must have the equipment necessary for the safe preparation, storage, serving and cleanup of meals.

(b) Foster parents must ensure that all cooking and refrigeration equipment is sanitary and in working condition.

(c) Foster parents must ensure that meals are prepared and served in a safe and sanitary manner minimizing the possibility of food poisoning or food contamination.

(3) Living areas

(a) The foster home must have sufficient living or family room space that is comfortably furnished and accessible to all members of the household, including youth offenders.

(b) Foster homes must be well-heated and well-ventilated.

(4) Bedrooms.

(a) Bedrooms occupied by youth offenders must:

(A) Be safe and have adequate living space for each youth offender;

(B) Have windows that open and provide sufficient natural light and ventilation;

(C) Have a bed for each youth offender, with clean bed linens, blankets (as appropriate to the season), and pillows; and

(D) Have a functioning smoke alarms and carbon monoxide detectors, as prescribed in the OYA Safety Requirements Checklist.

(b) Youth offender(s) age 18 or older may not share a bedroom with a youth offender under age 18 without the prior approval of the OYA Community Resources Manager.

(c) Children of foster parents are prohibited from sharing a bedroom with a youth offender.

(d) The Foster Home Certifier must determine the maximum number of youth offenders allowed to occupy each bedroom based on room size and the availability of adequate personal space for each youth offender. Placement of more than the determined maximum number of youth offenders allowed to occupy each bedroom is prohibited.

(e) Each youth offender must be provided with adequate storage space in or near the bedroom he or she occupies for personal belongings and a designated space for hanging clothes.

(f) Foster parents must allow flexibility in the decoration of sleeping areas to accommodate the personal tastes and expressions of the youth offenders in care.

- (g) Youth offender bedroom doors must not have locks.
- (h) Youth offenders with a history of inappropriate sexual behavior or adjudicated for a sexual offense must occupy a bedroom either individually, or in a group of three youth offenders with histories of inappropriate sexual behavior or adjudicated for a sexual offense. The assignment of two youth offenders with histories of inappropriate sexual behavior or adjudicated for a sexual offense to one bedroom must be authorized by the OYA Community Resources Manager, in consultation with OYA Community Services staff.
- (i) Bedrooms occupied by youth offenders that are located in basements or above the ground floor must have safe and direct emergency exits to the ground.
- (5) Domestic animals.
 - (a) Foster parents must restrict access to potentially dangerous animals.
 - (b) Only domestic animals allowed by local ordinances may be kept as pets.
 - (c) Domestic animals must be properly cared for, supervised, and otherwise maintained in compliance with local ordinances.
 - (d) Rabies vaccination for pets must be kept current as required by law. Foster parents must provide proof of rabies vaccination to OYA upon request.
- (6) Deadly weapons.
 - (a) Foster parents must immediately notify the Foster Home Certifier anytime a deadly weapon is brought to the foster home.
 - (b) Deadly weapons must be stored in a locked compartment behind a locked door that prohibits access and is not visible to youth offenders.
- (c) Firearms.
 - (A) Any foster parent or member of the household who possesses a concealed weapon permit must:
 - (i) Give OYA a copy of the permit; and
 - (ii) Give OYA a written plan regarding how the foster parent or member of the household will keep concealed weapons secure from youth offenders.
 - (B) Firearms must remain unloaded and stored in a locked gun safe or behind double locks that prohibit access and visibility to youth offenders. For purposes of this rule, a double lock may be a locked compartment within a locked room. Ammunition must be stored in a separate locked compartment, separate from any firearm. Trigger locks and glass front display cabinets are not adequate.
 - (C) Except for law enforcement personnel, no person in any vehicle transporting a youth offender may carry a firearm.
- (7) Safety.
 - (a) Swimming pools and hot tubs must be maintained in a safe and clean condition, and must comply with local safety regulations and ordinances.
 - (b) Any safety hazard identified by OYA staff or a qualified trade service provider must immediately be remedied by the foster parent.
 - (c) An emergency access must be available to any room that has a lock.
 - (d) Stairways must be equipped with handrails.
 - (e) All hazardous chemicals, cleaning materials, solvents and combustibles must be stored in locked storage sufficient to prevent unauthorized access.
 - (f) In addition to section (4)(a)(D) of this rule:
 - (A) At least one functioning smoke alarm must be placed on each floor of the foster home;
 - (B) At least one carbon monoxide detector must be placed within 15 feet of a youth offender's bedroom; and
 - (C) At least one carbon monoxide detector must be placed on each floor of the foster home.
 - (g) At least one unexpired and operable class 2-A-10BC or higher rated fire extinguisher must be available and

maintained on each floor in each foster home.

(h) Outdoor tools and equipment and machinery must be stored in a manner sufficient to prevent unauthorized access.

(i) A written home evacuation plan must be available to all youth offenders.

(A) Foster parents must practice the evacuation plan with each youth offender at the time of placement and at least once a year to ensure all youth offenders understand the procedures.

(B) The evacuation plan, including evacuation diagram, must be readily accessible and posted in a clearly visible and conspicuous location.

(j) The use of space heaters are limited to electric space heaters equipped with tip-over protection, or propane space heaters equipped with approved venting. No extension cords may be used with such heaters or in place of permanent wiring. Kerosene space heaters are not allowed.

(k) Foster homes must have two unrestricted emergency exits in case of fire.

(A) A sliding door or window that can be used to evacuate youth offenders may be considered a usable emergency exit.

(B) Barred windows used as possible emergency exit in case of fire must be fitted with operable quick release mechanisms.

(8) Sanitation and health.

(a) The foster home must be kept clean and free of hazards to the health and physical well-being of the family. All areas of the foster home must meet sanitation criteria as described in OYA Cleanliness Standards.

(b) Measures must be taken to keep the house and premises free of vermin.

(c) First aid supplies must be stored in an easily accessible place.

(d) A continuous supply of safe, clean drinking water must be available.

(A) Private water sources and septic tank systems must be kept safe and functioning properly.

(B) Private water sources must be tested and approved by an appropriate official upon OYA request.

(e) Only pasteurized milk, juices, or powdered milk may be used for youth offender consumption.

(f) All plumbing must be kept in working order, and an adequate supply of hot water for bathing and dish washing must be available.

(g) Water heaters must be accessible for inspection and equipped with a safety release valve and an overflow pipe that directs water to the floor or to another approved location.

(h) The foster home must have a minimum of one flush toilet, one washbasin with running water, and one bath or shower with hot and cold water.

(i) Pending weekly removal, garbage and refuse must be stored appropriately, with no accumulation of garbage, debris, or rubbish that emits offensive odors.

(j) Youth offenders in the foster home may not be subjected to second-hand smoke, or vapor.

(9) Transportation safety.

(a) All vehicles used to transport youth offenders must have, at a minimum, liability insurance coverage in accordance with Oregon law.

(b) Foster parents and other members of the household who transport youth offenders must be licensed and insured drivers, and 21 years of age or older.

(c) At least one foster parent must possess a valid license to drive, or demonstrate options for safe and accessible transportation.

(d) The driver must ensure that all passengers use seat belts during the transport.

(e) Youth offenders may not operate a vehicle owned by a foster parent, member of the household, or volunteer if the vehicle requires a state license to be operated on public roads.

(f) Youth offenders may engage in driver's education provided by public school or driver training delivered by a

licensed provider in accordance with the youth offender's case plan.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420.888 - 420.892

History:

OYA 1-2016, f. & cert. ef. 3-2-16

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 1-2009, f. & cert. ef. 2-2-09 OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04

OYA 2-1995, f. 12-19-95, cert. ef. 1-2-96

416-530-0080

Exceptions

(1) Any exceptions to OAR 416-530-0000 through 416-530-0090 must be reviewed and approved or denied by the OYA Community Services Assistant Director.

(a) A Foster Home Certifier must submit a written exception request, state the need for the exception, and sign the request.

(b) The OYA Community Services Assistant Director will evaluate each request for an exception on its own merits to determine whether the exception is supported by a written plan adequate to ensure the safety of youth offenders in the placement. Granting an exception does not set a precedent that must be followed by the OYA Community Services Assistant Director when evaluating subsequent requests for exceptions.

(c) In evaluating a request for an exception, the OYA Community Services Assistant Director will consider, among other factors, the ratio of adults to youth offenders; the level of supervision available; the foster parent's skill level; and the needs of other children in the home.

(2) No exceptions may be made for rules relating to life safety.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420.888 - 420.892

History:

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04

OYA 2-1995, f. 12-19-95, cert. ef. 1-2-96

416-530-0090

Denial, Suspension, and Revocation of Youth Offender Foster Home Certification or Re-Certification; Inactive Referral Status

(1) Denial.

(a) OYA may deny an application for a youth offender foster home certification or re-certification if an applicant or foster parent fails to meet any of the criteria set forth in these rules, or does any of the following:

(A) Falsifies an application, either knowingly or inadvertently, by providing inaccurate information or by omitting information;

(B) Fails to provide information requested by OYA within the time frame set by OYA; or

(C) Fails to inform OYA of conditions that could disqualify the foster parent or the foster home from certification.

(b) If OYA proposes to deny an application for a foster home certification or re-certification, OYA will provide the applicant or foster parent with a written Notice of Proposed Denial of Youth Offender Foster Home Certification or Re-certification and a proposed Order Denying Certification or Recertification, mailed to the applicant or foster parent by certified or registered mail, or personally served upon the applicant or foster parent, and stating the reason(s) for the proposed denial.

(c) An applicant or foster parent has 60 days from the date of mailing or service of the Notice of Proposed Denial of Youth Offender Foster Home Certification or Re-certification to request a hearing. The request for hearing must be received by OYA within the 60-day period.

(d) An applicant or foster parent who has been denied certification or re-certification may not re-apply for or hold a foster home certification for a period of five years from the effective date of the Final Order Denying Youth Offender Foster Home Certification or Re-certification.

(2) Suspension.

(a) OYA may suspend a youth offender foster home certification without a prior hearing if OYA finds a serious danger to the public health or safety, including the health or safety of a youth offender or the community. In the event of a suspension, youth offenders will be removed from the foster home and no further referrals will be made to the foster home unless and until the suspension is lifted.

(b) A foster parent has 90 days from the date of mailing or service of the Notice of Suspension to request a hearing on the emergency suspension. The request for hearing must be received by OYA within the 90-day period.

(c) The Notice of Suspension must be mailed by certified mail or personally served on the foster parent.

(d) If within 10 days from the date of mailing of the Notice of Suspension the foster parent does not enter into a written agreement containing a corrective action plan with OYA, OYA will initiate proceedings to revoke the youth offender foster home certification. The 10-day period may be extended upon prior written approval of OYA.

(e) If the suspension will exceed 180 days or the expiration date of the current certification, OYA will terminate the Youth Offender Foster Home Agreement with the foster parent until such time as the suspension has been resolved as set out in this rule. The foster parent will be placed on inactive referral status and will not receive youth offender referrals until the matter is resolved.

(3) Revocation.

(a) OYA may revoke a youth offender foster home certification after considering any of the following:

(A) The severity of any alleged violation of these rules;

(B) The number of similar or related violations;

(C) Whether the violations, including the alleged violation, were willful or intentional;

(D) The prior history of violations; or

(E) Any other mitigating or aggravating circumstance determined by OYA to be relevant to the alleged violation, or to the appropriate response to the alleged violation.

(b) OYA may revoke a youth offender foster home certification if a foster parent fails to meet any of the criteria set forth in OAR chapter 416, division 530, or does any of the following:

(A) The foster parent falsified an application, either knowingly or inadvertently, by providing inaccurate information or by omitting information;

(B) After certification, the foster parent fails to provide information requested by OYA in the timeframe set by OYA;

(C) The foster parent fails to inform OYA of conditions that could disqualify the foster parent or the foster home from certification; or

(D) The foster parent fails to comply with a corrective action plan within the time frame set by OYA and the foster parent remains in violation of any of these rules.

(c) If OYA initiates revocation proceedings of a youth offender foster home certification, OYA will provide a written Notice of Proposed Revocation of Youth Offender Foster Home Certification and proposed Order Revoking Youth Offender Foster Home Certification. The Notice of Proposed Revocation and proposed Order will be mailed, by certified or registered mail, or personally delivered, to the foster parent stating the reason(s) for revocation proceedings.

(d) A foster parent has 10 days from the date of mailing of the Notice of Proposed Revocation of Youth Offender Foster Home Certification to request a hearing. The request for hearing must be received by OYA within the 10-day period.

(e) A foster parent whose certificate has been revoked may not reapply for or hold a foster home certification for five years from the effective date of the Final Order Revoking Youth Offender Foster Home Certification, unless a lesser time or specific condition is stated in the Final Order.

(4) Inactive Referral Status.

(a) Inactive referral status, provider-initiated: A foster parent may ask to be placed on inactive referral status for up to 12 months.

(A) In order for inactive referral status to be granted, there can be no unresolved matters relating to non-compliance with certification rules.

(B) Prior to a return to active referral status, a foster parent must be in compliance with all certification rules, including training requirements.

(b) Inactive referral status, OYA-initiated

(A) OYA may place a foster parent on inactive referral status due to changes in the foster parent's family or foster home including, but not limited to, death; divorce; a new member joining the household; significant disabling health condition; the arrest of a foster parent or member of the household; initiation of a law enforcement investigation or criminal prosecution of a foster parent or member of the household; or other circumstances that OYA determines will put additional stress or pressure on the family or may pose a serious risk to the health, safety, or physical or emotional well-being of a youth offender. Prior to placing a foster parent on inactive referral status, OYA may discuss the status change with the foster parent. OYA will notify the foster parent in writing of the change in referral status and the expected duration of that change.

(B) OYA-initiated inactive status may last for up to 180 days, during which time no additional youth offenders will be placed in the home. OYA may continue the inactive status for more than 180 days under any of the following circumstances:

(i) OYA and the foster parent do not enter into an agreement that addresses the issues that led to the change to inactive status;

(ii) The foster parent is not in compliance with all certification rules, including training requirements; or

(iii) A law enforcement investigation or criminal proceeding involving a foster parent or member of the household has been initiated and has not concluded.

(5) Contested case hearings. Pursuant to the provisions of ORS 183.341, OYA adopts the Attorney General's Model Rules of Procedure OAR 137-003-0001 to 137-003-0091 and 137-003-0580, effective January 2014, as procedural rules for contested case hearings.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 183.341, 183.430 & 420.888 - 420.892

History:

OYA 1-2016, f. & cert. ef. 3-2-16

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 6-2009, f. 12-15-09, cert. ef. 12-16-09 OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04

OYA 16-2002, f. & cert. ef. 10-11-02

OYA 2-1995, f. 12-19-95, cert. ef. 1-2-96

416-530-0100

Certification Standards for Private Youth Care Agencies: Purpose

These rules set forth standards specific to OYA's relationship with Private Child-caring Agencies that contract with OYA and offer residential care programs in a foster home model, hereafter called "proctor homes."

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420.888 - 420.892

History:

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04

OYA 2-1995, f. 12-19-95, cert. ef. 1-2-96

416-530-0110

Certification Standards for Private Youth Care Agencies: Definitions

- (1) Child-caring Agency: An agency or organization providing residential care including, but not limited to, foster care or residential treatment for children; outdoor youth programs, or other similar services for children, as defined in OAR chapter 410, division 170.
- (2) Private Child-caring Agency employee: An individual applying for a position with a Private Child-caring Agency or having a position and being considered for an assignment within a Private Child-caring Agency.
- (3) Proctor home: A home in the community that is co-certified by OYA and a Private Child-caring Agency and supervised by the Private Child-caring Agency.
- (4) Proctor parent: A person co-certified by OYA and a Private Child-caring Agency in accordance with the provisions of OAR 416-530-0100 through 416-530-0170 and employed by the Private Child-caring Agency.
- (5) Proctor parent agreement: A written agreement between the Private Child-caring Agency and the proctor parent stating mutual expectations of the parties.
- (6) Private Child-caring Agency Volunteer: An individual working on assignments for a Private Child-caring Agency, or applying for or requesting to work on assignments for a Private Child-caring Agency on an unpaid basis.
- (7) Private Child-caring Agency: A Child-caring Agency that is not owned, operated, or administered by any governmental agency or unit.
- (8) Youth offender proctor care: Includes care, food, and lodging provided on a 24-hour basis for youth offenders in a home approved by OYA and the Private Child-caring Agency, as defined by OAR chapter 416, divisions 335, 530, 550 and 800.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420.888 - 420.892

History:

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04

OYA 2-1995, f. 12-19-95, cert. ef. 1-2-96

416-530-0125

Certification Standards for Private Youth Care Agencies: Certificate of Approval

- (1) Proctor parents are recruited, trained, paid and supported in their efforts by a Private Child-caring Agency and monitored by a Private Child-caring Agency's professional staff. Proctor parents are co-certified by OYA and the Private Child-caring Agency.
- (2) A Private Child-caring Agency must not place youth offenders in a proctor home without a current, valid youth offender proctor home certification issued by OYA.
- (3) In addition to compliance with OAR chapter 416, division 530, Private Child-caring Agencies and their proctor homes must comply with the following provisions:
 - (a) Licensing standards of the Oregon Department of Human Services, or other agency recognized by the state of Oregon to issue a license for services.
 - (b) Contractual agreements between the Private Child-caring Agency and OYA.
 - (c) Intergovernmental agreements between OYA and other agencies, as applicable.
 - (d) Applicants must submit to OYA a signed release of confidential information allowing OYA to release to the Department of Human Services and the Child Care Agency information, including but not limited to, whether there is an ongoing investigation involving the applicant or member of the household, or a finding of substantiated allegations of abuse or neglect by the applicant or member of the household, related to a vulnerable person or youth offender.
 - (e) In order to ascertain and obtain compliance with the standards of OAR chapter 416, division 530, OYA may examine the records and files of the Private Child-caring Agency, inspect and observe the physical premises of the proctor home, and interview youth offenders, Private Child-caring Agency employees, proctor parents, and persons in the community.
- (4) Private Child-caring Agencies may not employ or use employees or volunteers whose presence may jeopardize the health, safety or welfare of youth offenders. When making a determination about a person's suitability to work with

youth offenders, the Private Child-caring Agency must follow the provisions of OAR chapter 416, division 800 and all other information described in OAR chapter 416, division 530 to judge the person's fitness to work with youth offenders.

(5) If the applicant meets the requirements of OAR chapter 416, division 530, OYA will issue a Youth Offender Foster Home Certificate to operate a proctor home under contract with a Private Child-caring Agency.

(a) This certificate will specify the type of care to be provided by the proctor parent, the address of the premises to which the certification applies, the name of the Private Child-caring Agency under which the certification is valid, and other information deemed necessary by OYA.

(b) Youth offender foster home certification will automatically terminate in these situations:

(A) Upon the closure of the Private Child-caring Agency;

(B) When the agreement between the Private Child-caring Agency and the proctor parent is terminated; or

(C) When the contract between OYA and the Private Child-caring Agency is terminated.

(c) The Private Child-caring Agency must immediately notify OYA in writing if either (A) or (B) above occurs.

(6) The Private Child-caring Agency is responsible for ensuring that the proctor home and proctor parents continue to meet the standards set out in these rules, and correct deficiencies when they are noted by OYA. OYA will determine final approval or disapproval of any exceptions to these rules.

(7) If a proctor home fails to comply with these rules, OYA may deny an application, place the home on inactive referral status, or suspend or revoke the youth offender proctor home certification, in accordance with the provisions of OAR 416-530-0090. The proctor parent may appeal this decision in accordance with the provisions of OAR 416-530-0090.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420A.010 & 420.888 - 420.892

History:

OYA 7-2016, f. & cert. ef. 8-5-16

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04

416-530-0130

Certification Standards for Private Youth Care Agencies: General Provisions for Proctor Parents

(1) The Private Child-caring Agency must ensure that its proctor parents meet the standards set out in these rules and OAR chapter 416, division 800.

(2) The Private Child-caring Agency must provide or cause to be provided structured supervision twenty-four (24) hours per day, seven days a week, to youth offenders placed in proctor homes. The Private Child-caring Agency must provide specific proctor parent support services that enhance a proctor parent's ability to successfully meet the supervision needs of youth offenders placed by OYA.

(3) The Private Child-caring Agency must ensure that no more than three OYA youth offenders reside in any given proctor home at one time. In addition, no more than five total children, including the proctor parent's own children, may reside in one proctor home.

(4) Under no circumstances may OYA youth offenders reside with youth served under the Private Child-caring Agency's other programs, including private pay placements and placements of youth from out-of-state, except for youth offenders placed through Interstate Compact with courtesy supervision provided by OYA.

(5) The total number of youth offenders per home may be increased to no more than five, to provide proctor parents a short-term respite from proctor care responsibilities.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420A.010 & 420.888 - 420.892

History:

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04

416-530-0140

Certification Standards for Private Youth Care Agencies: Youth Offender Proctor Home Requirements

(1) The Private Child-caring Agency must ensure that its youth offender proctor homes meet the standards of OAR chapter 416, divisions 335, 500, 530 and 800.

(2) The Private Child-caring Agency must develop and maintain written agreements with proctor parents providing proctor care. These agreements must be approved by OYA prior to placement of OYA youth offenders in the proctor home and must address the following:

(a) Supervision responsibilities

(A) Proctor parents may, with the Private Child-caring Agency's prior written consent, schedule 48 hours per month of time away from youth offender care responsibility.

(B) At least one certified proctor parent or certified respite provider must be on premises at all times that youth offenders are present in the home.

(b) Reporting requirements

(A) Proctor parents must maintain daily required documentation and submit reports to Private Child-caring Agency as required on each youth offender in placement.

(B) Proctor parents with whom youth offenders are placed must contact Private Child-caring Agency staff immediately in the case of emergencies.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420A.010 & 420.888 - 420.892

History:

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04

416-530-0150

Certification Standards for Private Youth Care Agencies: Combination of Care

(1) The Private Child-caring Agency or its proctor homes may not combine the care of youth offenders in OYA custody with boarding, day care, nursing, foster, or convalescent care for adults or children, except as authorized in writing by OYA.

(2) If such combination of care is approved, the provisions of interagency agreements must be met in addition to the applicable statutes, administrative rules, and policies of all agencies involved.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420A.010 & 420.888 - 420.892

History:

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04

416-530-0160

Certification Standards for Private Youth Care Agencies: Enforcement

In order for OYA to monitor for continued compliance with these standards, the Private Child-caring Agency must ensure that OYA has the right of entry, privilege of inspection, and access to staff and all records of the Private Child-caring Agency and the youth offender proctor home.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420A.010 & 420.888 - 420.892

History:

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04

416-530-0170

Certification Standards for Private Youth Care Agencies: Exceptions

- (1) Any exceptions to OAR 416-530-0100 through 416-530-0170 must be reviewed and approved or denied by the OYA Community Services Assistant Director.
- (2) A Foster Home Certifier must submit a written exception request, state the need for the exception, and sign the request.
- (3) Each request for an exception must be accompanied by a written plan showing how the safety of the youth offenders in placement will be ensured while the exception is in effect.
- (4) The OYA Community Services Assistant Director will evaluate each request for an exception on its own merits to determine whether the exception is supported by a written plan adequate to ensure the safety of youth offenders in placement. Granting an exception does not set a precedent that must be followed by the OYA Community Services Assistant Director when evaluating subsequent requests for exceptions.
- (5) In evaluating a request for an exception, the OYA Community Services Assistant Director will consider, among other factors, the ratio of adults to youth offenders; the level of supervision available; the skill level of the foster parent; and the needs of other children in the home.
- (6) No exceptions may be made for rules relating to life safety.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420A.010 & 420.888 - 420.892

History:

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 2-2007, f. & cert. ef. 7-13-07

OYA 15-2004, f. & cert. ef. 11-12-04

416-530-0200

Certification Standards for Transitional Care Providers

- (1) This rule establishes standards for OYA transitional care providers and their homes that offer specific independent living and transitional services for youth offenders 18 through 24 years of age.
- (2) Definitions listed under OAR 416-530-0010 apply to this rule with the following additions and modifications:
 - (a) Frequent Visitor: A person who regularly visits a transitional care home more than five hours per week when a youth offender placed in the transitional care home is present.
 - (b) Member of the household: Any person, other than a youth offender, who lives in the transitional care home or on the property where the transitional care home is located, is a frequent visitor to the transitional care home, or assists in the care provided to the youth offender.
 - (c) Respite care: A temporary arrangement between a transitional care provider and an OYA-certified respite care provider to allow the transitional care provider time away from a youth offender.
 - (d) Transitional care respite provider: An individual, certified by OYA, and who temporarily assists with supervision of youth offenders when the transitional care provider is not available.
 - (e) Transitional care home: A Youth Offender Foster Home in the community that is maintained and lived in by an OYA-certified transitional care provider who provides supervision, food, lodging and transitional services for one or more youth offenders 18 through 24 years of age in that home.
 - (f) Transitional care provider: A foster parent certified by OYA who has been authorized by OYA to supervise youth offenders 18 through 24 years of age in a youth offender transitional care home setting.
- (3) Unless otherwise specified in this rule, the provisions of OAR 416-530-0000 through 416-530-0090 and OAR chapter 416, divisions 335 and 800, apply to transitional care provider, applicants, transitional care providers and transitional care homes.
- (4) Certification.
 - (a) Foster care certifiers must evaluate each transitional care home and surrounding property to determine which persons qualify as members of the household.

- (b) Members of the household identified by the foster care certifier must complete criminal records checks pursuant to OAR division 800.
- (c) Transitional care homes certified according to this rule must receive a certificate specifically providing that the home may provide services to youth offenders 18 through 24 years of age.
- (5) Transitional care provider qualifications.
 - (a) Transitional care providers must be at least 25 years of age due to the age of the youth offenders in transitional care.
 - (b) Transitional care providers must be able to realistically evaluate which youth offenders they can accept and supervise.
 - (c) Transitional care providers must demonstrate competence in supervising youth offenders 18 through 24 years of age and promote the independent living skills of youth offenders as they transition toward independence.
- (6) A transitional care provider must:
 - (a) Abide by the responsibilities described in the OYA Transitional Care Provider Agreement. This agreement must be signed at the time of initial certification and annually thereafter;
 - (b) Establish a system for a youth offender to notify the youth offender's transitional care provider of the youth offender's whereabouts at all times;
 - (c) Be accessible to youth offenders 24 hours per day so a youth offender may contact the transitional care provider in case of an emergency or other needs; and
 - (d) Respect and support the youth offender's relationship with his or her family by assisting OYA staff and the youth offender in planning and implementing visits between the youth offender and the youth offender's family as indicated by the youth offender's case plan, or the youth offender's JPPO.
- (7) A transitional care provider must provide structure, accountability, and supervision designed to promote the development of independent living skills as identified in the youth offender's case plan.
- (8) Respite transitional care.
 - (a) A respite care provider who provides care in his or her own home must have a current and valid OYA Certificate that specifically authorizes the individual to provide transitional care and serve youth offenders in his or her home.
 - (b) When transitional care providers are absent from supervising youth offenders at home during the day, youth offenders may remain in the transitional care home unsupervised if approved by the youth offender's JPPO, foster home certifier and the transitional care provider. If a youth offender's JPPO, foster home certifier, or transitional care provider determines that supervision is required, an OYA- certified respite care provider who is at least 25 years of age and capable of assuming transitional care responsibilities must be present to supervise the youth offender. Any adult who is at least 25 years of age and has obtained prior approval from the transitional care provider, JPPO, and foster home certifier may provide supervision of a youth offender in a transitional care home for three hours or less.
 - (c) When a transitional care provider plans to be absent from supervising youth offenders overnight or longer, the transitional care provider must provide OYA advance notice, and a respite care provider must supervise the youth offenders during the absence. The transitional care provider must provide the following information to OYA when providing OYA with such notice: the dates of absence; the telephone number where the transitional care provider may be reached; and the name, telephone number, and home address of the OYA-certified respite care provider.
- (9) Food and nutrition. A transitional care provider must:
 - (a) Provide an appropriate quantity and quality of food. Transitional care providers are not required to provide prepared meals to youth offenders;
 - (b) Assist youth offenders with meal planning, and may provide meal preparation instruction;
 - (c) Provide youth offenders daily access to kitchen facilities to prepare meals and snacks; and
 - (d) Assist youth offenders to meet any special or cultural dietary needs of the youth offenders, including those ordered by a physician.
- (10) Clothing and personal belongings. A transitional care provider must:
 - (a) Ensure each youth offender has adequate clothing that is appropriate to the youth offender's age, gender, and individual needs;

- (b) Help facilitate youth offenders' money management skills to prepare for independent living and to meet any court-ordered financial obligations; and
 - (c) Provide each youth offender with individual, culturally-specific items necessary for personal care and grooming.
- (11) Transitional care providers must ensure youth offenders have access to necessary transportation.
 - (12) Transitional care providers must report to OYA when a youth offender needs corrective or follow-up medical, mental health, or dental care, and assist youth offenders in arranging necessary care.
 - (13) Transitional care providers must assist youth offenders in understanding the purpose of medications, medication side effects, and how to manage their medications. Either a transitional care provider or the youth offender may administer the youth offender's daily dosage of medication. If the youth offender self-administers the daily dosage, the transitional care provider must verify that the youth offender self-administered the correct dosage. Youth offenders placed in transitional care homes may have access to over-the-counter medications.
 - (14) Transitional care providers must assist youth offenders in pursuing educational and vocational interests and opportunities in accordance with the youth offender's case plan.
 - (15) Transitional care providers must encourage youth offenders to develop and participate in prosocial leisure and community activities.
 - (16) Youth offenders in transitional care homes may have unsupervised access to swimming pools and hot tubs if approved by the transitional care provider and JPPO.
 - (17) Bedroom doors in transitional care homes may have locks if approved by the foster care certifier. A transitional care provider must have access to any locked room.
 - (18) A youth offender in a transitional care home may have access to domestic cleaning supplies. The transitional care provider must instruct youth offenders in the proper use of such supplies.

Statutory/Other Authority: ORS 420A.025

Statutes/Other Implemented: ORS 420.888 - 420.892

History:

OYA 1-2016, f. & cert. ef. 3-2-16

OYA 1-2014, f. & cert. ef. 1-15-14

OYA 5-2009, f. 10-27-09, cert. ef. 11-2-09



OREGON YOUTH AUTHORITY

PROCTOR PARENT HANDBOOK ACKNOWLEDGEMENT FORM

I _____ confirm that I have received a copy of the OYA Proctor Parent Handbook and have read through the handbook in its entirety to include the Oregon Administrative Rules, Chapter 416, Division 530, Youth Offender Foster Care Certification. I understand as a proctor parent that has been co-certified by the Oregon Youth Authority and Private Child-caring Agency, I must abide by these Rules and maintain compliance throughout my certification period.

Proctor Parent Signature: _____ Date: _____

OYA Certifier Signature: _____ Date: _____

I _____ confirm that I have received a copy of the OYA Proctor Parent Handbook and have read through the handbook in its entirety to include the Oregon Administrative Rules, Chapter 416, Division 530, Youth Offender Foster Care Certification. I understand as a proctor parent that has been co-certified by the Oregon Youth Authority and Private Child-caring Agency, I must abide by these Rules and maintain compliance throughout my certification period.

Proctor Parent Signature: _____ Date: _____

OYA Certifier Signature: _____ Date: _____