



Licensed Child Caring Agency Site Visit Report Foster Care

Licensee: Oregon Community Programs (OCP)

Executive Director: Ana Day

Board Chairperson: Sue Colasurdo

Date of site visit: September 29-30, 2020

Licensing Coordinator: Robin DuVal, on-site review conducted by
Aubrey Kelly

Other Regulatory or Accrediting Agencies: Oregon Youth Authority (OYA); Oregon Department of Human Services (ODHS) Child Welfare.

Program Compliance: The program was found to be compliant or will be compliant with OAR 413-215-0001 to 413-215-0131, Licensing Umbrella Rules, and OAR 413-215-0301 to 413-215-0396, Licensing Foster Care Agencies Rules. Personnel records were reviewed and compliance with required background checks was documented for employees in all programs.

Program Description(s): OCP operates two treatment foster care programs; Nexus, serving ODHS youth ages 4-17, and Monitor, serving OYA youth ages 12-20.

Program type and services: The Monitor Program is a Behavioral and Rehabilitation Services (BRS) program delivering Treatment Foster Care Oregon (TFCO) which is designed to provide a community-based treatment alternative to institutionalization for youth who have a history of law violations and other behavioral problems. Services include individualized treatment plans; weekly individual and family therapy; weekly youth meetings with skills trainers (mentors); coordination for youth in school, work, parole/probation officers, and special interest areas. The Monitor Program focuses on helping the youth's family or aftercare placement family reintegrate the youth after the placement period and helping them continue making progress in positive behavior changes. The Monitor program has been operating since November 1983 and receives referrals from the state/county juvenile courts, attorneys, parole officers and caseworkers. If a youth is diagnosed with a mental health disorder, they may also be co-enrolled in outpatient mental health services.

The Nexus Program provides TFCO to youth from Lane county and from across the state. Services include access to 24/7 support; family counseling and parent support; individual counseling and skills training, school consultation and advocacy and psychiatric medication management (if needed). Youth are referred to Nexus from ODHS and typically have a significant social, emotional, and/or behavioral need to qualify. Individually tailored behavioral support, school consultation and mental health services are arranged for youth in these programs based on needs and strengths. The

goals is to teach children how to live in community families and successfully return home or be successful in another placement. If a youth is diagnosed with a mental health disorder, they may also be co-enrolled in outpatient mental health services. This program has been serving youth since 1991.

Number of current proctor foster parents and program capacity: 22. Capacity: 26 for Nexus; 13 for Monitor.

Funding sources: ODHS; OYA; Trillium and PacificSource Coordinated Care Organizations (CCOs)

Contracts and sources for referrals: ODHS; OYA; Trillium and PacificSource Coordinated Care Organizations (CCOs)

Average length of stay: 6-12 months

Average daily population served: 18

Number of children served annually: 48

Proctor Parent Interview: Been with the agency for almost two years. Reports that the initial and ongoing training is “really good” and appreciates having the training and resource binder the program provides to foster parents as well as having the opportunity to meet with other proctor parents. Daily phone calls occur on weekdays to report the prior day’s experience; Monday’s call covers the weekend. Feels very supported and encouraged by the agency and other families. Medication management and procedures were accurately relayed. The agency does well at focusing on the youth, the youth’s family and proctor family. Really likes that aspect. Couldn’t think of anything the agency could improve on.

Foster Youth Interview: Been in this foster home about 6 months and is getting a lot of help. Really likes this family, just “fits in”, and feels very safe there. Shared daily and weekly activities. Food is great, lots of homemade food and gets plenty. Is involved in treatment plan and likes feeling included in decision making. School is at home with distance learning and gets lots of help. There’s nothing that this youth would change about the program. The youth shared personal goals.

Observations: Typical office environment. Staff were very conscious of COVID-19 protocols.

Program Strengths (reported by OCP): OCP is the only provider in the State of Oregon delivering a truly evidence-based treatment foster care intervention to fidelity. Both Nexus and Monitor are certified teams for Treatment Foster Care Oregon (TFCO). Our proctor foster parents tend to stay with our agency for longer than most, largely because of the intensive coordination and support that the TFCO model provides them in caring for the youth in their homes. We are particularly proud of the parent training components of our programs because we are able to engage the aftercare resources, often biological families, early in treatment and help them participate actively in learning new skills that will support the youth with returning safely to their home as soon as possible.

Program Challenges (reported by OCP): Clearly, the most significant challenge this year has been managing the coronavirus pandemic. Our interventions have transitioned to occurring primarily by telehealth, and we have found that the value of our daily contact with proctor parents to collect the required TFCO data through our “Parent Daily Report” calls has been instrumental in identifying when proctor foster parents are experiencing significant stress so we can proactively respond to support them. This improves the youth’s experience and reduces the likelihood of placement disruptions at all times, but particularly in these unusual times where you are not in school and are stressed and anxious themselves. Prior to the coronavirus pandemic, the primary challenges have been in reconciling the extensive TFCO interventions and documentation with the non-overlapping BRS service documentation. We find that the BRS service documentation interferes with the TFCO training in ways that reduce fidelity. We are talking with OHA to determine if it is possible for the TFCO documentation to satisfy the BRS service documentations as well, and whether longer term fixes might also be possible.

Changes that have occurred in the last 2 years (reported by OCP): In the past two years, both the Nexus and Monitor programs went through fidelity reviews with TFCO and were determined to be meeting the standards to deliver TFCO. As noted, many of our services have shifted to telehealth due to the coronavirus pandemic, including our certification home visits. We also started using a new foster parent recruitment and certification tool called Binti. All providers working in the Foster Plus collaborative are working toward transitioning all foster parent certification files to this system. OCP is at an early stage in this process, so most files are still hard copies, but all new foster parents are now using the Binti system.

Lawsuits: none.

Grievances and complaints filed in the last two years: Grievance information was provided from one grievance in 2017 and one in 2019 and both were noted to be resolved.

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

Within 45 days of receipt of this report, Oregon Community Programs must submit a letter of verification indicating the agency is in compliance with the specific rules cited above and describing how compliance will be maintained going forward. Along with the letter of verification, the agency must submit any and all specific documentation requested in the body of this report. The letter of verification and any additional requested documents are to be emailed directly to Robin DuVal at robin.m.duval@dhsosha.state.or.us.

Recommendations: none

Exceptions: none

Changes in License: none

Summary of Review					
Program and Services 413-215-0011(2)	Yes	No	N/A	Comments	Corrective Action Completed
Program and services are in scope of license	X				
Governance of the Agency 413-215-0021	Yes	No	N/A	Comments	Corrective Action Completed
(1)(a) Minimum of 5 board members	X				
(2)(f) Formally evaluate the exec. Director's performance annually	X				
(2)(h) Obtain and review an annual independent financial review or audit of financial records.	X				
(2)(k) Written quality improvement program	X				
(2)(l) Meeting minutes	X				
Executive Director or Program Director 413-215-0021	Yes	No	N/A	Comments	Corrective Action Completed
(3)(a) knowledge of requirements for providing care and treatment appropriate to programs	X			<i>The agency has submitted the background check request and will submit the approval once received.</i>	
(3)(g) Approval from BCU	X				
Discipline, Behavior Management, and Suicide Prevention 413-215-0076	Yes	No	N/A	Comments	Corrective Action Completed
(3) Agency uses appropriate and positive methods of behavior management and nationally recognized non-violent crisis intervention	X				
(3)(b)(C) Agency does not use chemical and mechanical restraint (excluding medically necessary devices/prescriptions)	X				
(3)(c) Agency uses appropriate time-out rooms (adequate space, heat, light and ventilation and is not capable of locking) and documents use in child's record when applicable	X				
(3)(e) Agency uses seclusion appropriately/consistent with policy	X				
(4) Agency has adequate plan in place to respond to suicidal behavior/warning signs	X				
Physical Plant	Yes	No	N/A	Comments	Corrective Action Completed
413-215-0046(3)(a) Foster Rights Posted (if children in DHS custody)	X				

413-215-0051(1) Sufficient safe space, equipment, and office equipment	X				
413-215-0091(12) License is posted in common area at each facility	X				
413-215-0001(5)(d) Adequate furnishings and personal items	X				
Medication 413-215-0381	Yes	No	N/A	Comments	Corrective Action Completed
(2)&(5)(e) Medications have a prescription and are stored in the original container with prescription label	X				
(3) Medical treatments, special diets, physical therapy, physical aids or limitations have a written order signed by a physician or qualified medical professional.	X				
(4) Self-administering medications by a child is approved in writing by physician, recommended by agency, and closely monitored	X				
(6) Medications are disposed in accordance with state and federal law	X				
(7) Written record of the disposal of medications includes: (a) description (b) name (c) reason (d) method (e) staff & witness signature	X				
(10) Written record of the administration of medication includes: (a) name (b) description (c) dates, times (d) missed doses (e) medication disposed (f) method of administration (g) ID of person administering (h) possible adverse reactions (i) medication taken outside facility	X				
Placement of a Child by Agency 413-215-0356	Yes	No	N/A	Comments	Corrective Action Completed
(2) Placement is consistent with recommendations in the current home assessment	X				
(3) Home does not exceed:	x				

(a) 4:1 ratio approved proctor foster parent (b) 7:2 ratio approved proctor foster parents (c) 2 children under age of 3					
(6) At time of placement the agency provides proctor foster home parents with: (a) Child's name, date of birth and reason for placement (b) Name and phone# of assigned worker (c) Information on health, behavioral characteristics and needs of child	X				
(d) Authorization and written instructions for obtaining medical, dental and other and emergency care	X				
Respite Care 413-215-0366	Yes	No	N/A	Comments	Corrective Action Completed
(1) Agency has and adheres to a respite care policy	X				
(2)(a) Alternate caregivers are (A) at least 21 years of age and (B) have completed background checks	X				
(2)(b) Agency approval is received prior to using respite care	X				
(2)(c) Proctor foster home notifies agency in advance when providing respite care that will exceed max number of children authorized	X				
(2)(d)&(e) Respite care plan for each child and includes emergencies	X				

Records of Proctor Foster Homes 413-215-0351	Yes	No	N/A	Comments	Corrective Action Completed
Last Name of Proctor Foster Parent(s)	X				
(2)(a) Certificate that includes: age range of children, restrictions or limitations, and statement that the home meets standards established in these rules	X				
(2)(b) & 413-215-0316(4) Notification of acceptance or denial of application. If denial is due to substantiated abuse, the reason for denial is disclosed to applicant.	X				
(2)(d) All documents pertaining to formal complaints. See also 413-215-0336	X				
(2)(e) and 413-215-0356(5) Signed contract	X				

(2)(f) List of all children placed that includes identifying and placement information 413-215-0356(4) Documentation of the basis for placement	X				
(2)(g) Documentation of home visit (every 180 days)	X				
(3) Documentation of changes in address, name and household composition, and exceptions or suspensions	X				
(4) Documentation of inactive status (if applicable)			X		
413-215-0313(1)(a) at least 21 years of age	X				
413-215-0341 Written notice to proctor foster home if decertified	X				
413-215-0349(1)-(7) Required notifications			X		
Assessment and Approval of Proctor Foster Homes Written Assessment 413-215-0316	Yes	No	N/A	Comments	Corrective Action Completed
(1)&(2) Assessment is based on an on-site review of the home, observations and interviews of each household member, background check, any information gathered during assessment.	X				
(2)(a) Application signed by all applicants	X				
(2)(b) Home is primary residence and where each child will reside	X				
(2)(c) Statement of physical and mental health	X				
(2)(d) Report from licensed health care or mental health professional if determined appropriate by agency			X		
(2)(e) Minimum of 4 references (only one can be relative)	X				
(2)(f) Contact information for 2 individuals if applicant displaced by natural disaster	X				
Assessment and Approval of Proctor Foster Homes Written Home Study includes the following: 413-215-0316(3)	Yes	No	N/A	Comments	Corrective Action Completed
(a) Standards for the Proctor Foster Home 413-215-0318 – Safety Assessment (CF0979) although form is no longer required in rule, it may be accepted but must also include evidence the following has been addressed: (1)(a) Home is primary residence	X				

(1)(d) For children in custody of the Department, the home must post and comply with the Foster Children's Bill of Rights (1)(g) Authorization must be received from the agency prior to the beginning of hunting or target practice by the child (2)(a) If there are potential hazards in or around the home, a plan to prevent exposure of the child to the hazard must be developed and approved by the agency (2)(a) Space heaters must be plugged directly into a wall outlet and equipped with top-over protection (2)(d) Home and furnishings must be clean and in good repair and grounds must be maintained (2)(e) No accumulation of garbage or debris (2)(f) Home has an adequate source of safe water to be used for personal hygiene (2)(g) There is a provision for safe storage and administration of all medications in the household (2)(i)(A) Children may not be exposed to any second-hand smoke in home or vehicle. (2)(i)(B) Household members may not provide any form of tobacco, nicotine, or other product illegal for a minor to possess (2)(i)(C) All products referenced in (B) must be stored safe and in a manner inaccessible to children (4)(d) Written authorization must be received by proctor foster home prior to transporting a child out of state or country (4)(e) Proctor foster home must request approval from Department no less than 90 days prior to international travel					
(b) Names and ages of children in the home and children no longer in the home	X				

(c) Background check for all household members over 18 and those under 18 as determined appropriate	X				
(d) Background check from every state (or country) of residence in last 5 years for household members over 18 and those under 18 as determined appropriate	X				
(e) Placement preferences	X				
(f) Motivation for providing foster care	X				
(g) Life experiences and challenges	X				
(h) Relevant health history	X				
(i) Education and training	X				
(j) Employment and finances	X				
(k) Current support systems and need for additional support services	X				
(l) Marital history, including previous marriages, divorces, and long-term relationships	X				
(m) Parenting skills and values	X				
(n) Lifestyle	X				
(o) Religion or spiritual beliefs	X				
(p) Cultural background and experiences with diverse cultural groups	X				
(q) Ability to respect spiritual beliefs, sexual orientation, gender identity, and gender expression, disabilities, national origin, and cultural identities of each child and provide opportunities to enhance the positive self-concept and understanding of child's heritage	X				
(r) Assessment of current and previous licenses, certifications and other applications for providing care including adults. Information must include any denials, suspensions revocations, or terminations	X				
(s) Assessment of the areas in which training is needed and the plan of the agency for providing needed training and timeframes	X				
(t) Applicant's home and community	X				
(u) Assessment and recommendations including the characteristics and maximum number of children who may be placed in care	X				
Annual Review and Approval 413-215-0331(2)	Yes	No	N/A	Comments	Corrective Action Completed

(a) Updated home study	X				
(b) Background check(s)	X				
(d) Out of state background check (if applicable)			X		
(e) Documentation that home remains in compliance with safety standards 413-215-0318	X				
(f) Recommendation to approve or deny re-issuance of certificate	X				
Orientation for Proctor Foster Homes Applicants 413-215-0321(2)	Yes	No	N/A	Comments	Corrective Action Completed
(a) & 413-215-0061(4)(a) Policies and procedures of the agency	X				
(b) & 413-215-0061(4)(d) Attributes of population. Needs and characteristics of children needing placement	X				
(c) Attachment, separation, and loss issues for children and families	X				
(d) Importance of cultural identity and ways to foster this identity	X				
(e) Impact of foster care on child and family	X				
(f) Rights and responsibilities of proctor foster parent and agency	X				
(g) Resources available	X				
(h) Confidentiality	X				
(i) Rights of families and children	X				
(j) Provided copies of (A) Program statement (B) Requirements for Proctor Homes (C) Policies of agency governing proctor foster homes (D) Training requirements (E) Licensing rules (F) Expectations for working with the agency	X				
Orientation – Umbrella Requirements (30 days) 413-215-0061(4)	Yes	No	N/A	Comments	Corrective Action Completed
(b) Ethical and professional guidelines	X				
(c) Organizational lines of authority	X				
(e) & (5)(a) to (c) Mandatory reporting that includes: (a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36 (b) legal responsibility to immediately report	X				

(c) legal responsibility to report is personal to the employee					
(f) Privacy laws	X				
(g) Emergency procedures	X				
Training for Parents in Proctor Foster Care Written Training Plan includes: 413-215-0326(1)	Yes	No	N/A	Comments	Corrective Action Completed
(a) Minimum of 15 hours of training before placement	X				
(b) Minimum of 15 hours training annually prior to approval	X				
(c)(A) Characteristics and needs of children who are placed	X				
(c)(B) Ways to effectively parent children, including application of the <i>reasonable and prudent parent standard</i>	X				
(c)(C) Positive behavior management	X				
(c)(D) Importance of family of the child and working with the family	X				
(c)(E) Importance of age-appropriate or developmentally appropriate extracurricular, enrichment, cultural, and social activities	X				
(c)(F) Preparation of child for independence based on age, stage of development, and child's needs	X				
(c)(G) Legal responsibility to report suspected child abuse	X				
(2) Training is documented	X				

Supplemental Information Provided by CCA	Yes	No	N/A	Comments	Corrective Action Completed
Documents as indicated on the form titled "Renewal Licensing Required Documents"	X				
Documents as indicated on form titled "Required Financial Documents and Information"	X				
All required policies and procedures as identified in the "Umbrella Rules"	X				
All required policies and procedures as identified in "Foster Care Specific Rules"	X				

Personnel Files 413-215-0061	Yes	No	N/A	Comments	Corrective Action Completed
Staff Name	X				
Position	X				
(3)(g) Date of Hire	X				
(3)(a) record of education, training and previous employment	X				
(1)(b) & (3)(b) reference checks completed and documented	X				
(1)(a) & (3)(c) Background check completed and documented	X				
(3)(d) Annual performance evaluations	X				
(3)(f) Record of personnel actions	X				
(3)(g) Termination date, reason for termination			X		
(3)(h) Current job description	X				
New Employee Orientation – Umbrella Requirements (30 days) 413-215-0061(4)	Yes	No	N/A	Comments	Corrective Action Completed
(a) Agency policies and procedures	X				
(b) Ethical and professional guidelines	X				
(c) Organizational lines of authority	X				
(d) Attributes of population served	X				
(e) & (5)(a) to (c) Mandatory reporting (annually) that includes: (a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36 (b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee	X				
(f) Privacy laws	X				
(g) Emergency procedures	X				
New Employee Orientation – Foster Care (30 days) 413-215-0371	Yes	No	N/A	Comments	Corrective Action Completed
(1)(a) Discipline and behavior management including de-escalation, crisis prevention, positive behavior management, and disciplinary techniques that are non-punitive in nature	X				

(1)(b) Restraint and seclusion (if applicable)			X		
Ongoing Training	Yes	No	N/A	Comments	Corrective Action Completed
413-215-0371(2)(a) Environmental emergencies	X				
413-215-0371(2)(b) Universal Precautions	X				
413-215-0371(2)€ Discipline and Behavior Management	X				
413-215-0371(3) Maintain current CPR/First Aid certification	X				
413-215-0371(4) Training related to the <i>reasonable and prudent parent standard</i> and developmentally appropriate activities	X				
413-215-0061(5) Mandatory reporting that includes: (a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36 (b) legal responsibility to immediately report € legal responsibility to report is personal to the employee	X				
Contractors (if applicable) 413-215-0061(6)	Yes	No	N/A	Comments	Corrective Action Completed
(a) Agency ensures the contractor meets the requirements of this rule and Chapter 413 division 215			X		
(b)(B) Contract includes the following: (i) Services provided (ii) Contractor fees (iii) Disclosure of information from contractor to agency (iv) Lines of authority (v) Adherence to rules, including background check (vi) Any liability of the agency for acts of the contractor, rights of indemnity and limitations on liability			X		

Children's Records	Yes	No	N/A	Comments	Corrective Action Completed
Name	X				
Initial Evaluation 413-215-0386(2)	Yes	No	N/A	Comments	Corrective Action Completed
(a) Agency request and review all available reports of child's past and present behavior, educational status, and physical and mental health.	X				
(b) Preliminary determination whether prospective child has disorders, disabilities, or deficits for which care, supervision, training, rehab, or treatment is needed	X				
Information about Children in Care 413-215-0396(1) Summary sheet contains the following:	Yes	No	N/A	Comments	Corrective Action Completed
(a) The name, gender, date of birth, religious preference, and previous address	X				
(b) Name and location of previous and current school	X				
€ Date of admission	X				
(d) Legal custody	X				
€ The name, address, and telephone number of: (A) The child's parents. (B) The child's legal guardian, if different than parents, and legal relationship (C) Other persons significant to child (D) Other professionals to be involved in service planning (if applicable)	X				
(f) Required consents and authorizations		X		The agency shall ensure all consents are obtained and documented in the child's file. Refer to consents 413-215-0391(1)(e) and (g) on page 15.	
Health Services 413-215-0376	Yes	No	N/A	Comments	Corrective Action Completed
(2) Medical history obtained within 30 days (a) significant findings (b) current immunizations, history of surgical procedures-health issues-injuries (c) allergies	X				

(d) dental, vision, hearing, behavioral health, and (f) physician orders					
(2)(e) Documentation of age appropriate instruction – pregnancy prevention, nutrition, prevention of HIV & AIDS, and prevention and treatment of sexually transmitted disease			X		
(3) Agency provides or arranges for (a) information on maintaining reproductive health and birth control (b) prenatal care (c) well baby care (d) fetal alcohol syndrome (e) accessing health insurance (f) cancer screenings (g) feminine hygiene products (h) access to birth control and vaccinations	X				
(4)(a) to (f) Medical exams (3 in first year of life, 2,4,6,9,14)			X		
Consents 413-215-0391(1)	Yes	No	N/A	Comments	Corrective Action Completed
(a) Provide routine and emergency medical care	X				
(b) Use the discipline and behavior management system	X				
(c) Use restraint or seclusion (if applicable). Must specify the reasons for the intervention and how staff and proctor foster home parents are trained and supervised			X		
(d) Restrict contact with persons outside of the agency	X				
(e) Allow access as defined in 413-215-0091 & 0101		X		The agency shall update and expand the consent form to include all types of access as defined in this rule.	
(f) Impose a dress code	X				
(g) Apply the <i>reasonable and prudent parent</i> standard		X		The agency shall ensure this consent is obtained and retained in the child's file.	
Disclosures 413-215-0391(2) Parent/guardian has acknowledged in writing:	Yes	No	N/A	Comments	Corrective Action Completed
(a) Mandatory child abuse reporting requirements	X				

(b) Information regarding personal or room searches and protocols for confiscation of contraband	X				
(c) Statement of Rights of Children and Parents/Guardians	X				
(d) Grievance policies and procedures	X				
(e) Any policies and procedures upon request		X		The agency shall ensure this disclosure is provided and retained in the child's file.	
Authorizations 413-215-0391(3)	Yes	No	N/A	Comments	Corrective Action Completed
(a) Disclose information	X				
(b) Child specific visitors	X				
(c) Visitation resources are pre-approved	X				
(d) Activity specific authorizations are pre-approved to allow children to participate in potentially hazardous activities, including but not limited to using motorized yard equipment, swimming, and horseback riding.	X				
Service Planning 413-215-0396(2)	Yes	No	N/A	Comments	Corrective Action Completed
(a) All documentation written in terms that are easily understood	X				
(b) Intake document is completed the date child accepted into care (emergency placement 48 hours)	X				
(c) Child is served according to an individual service plan that outlines goals for services and care coordination	X				
(d) Assessment is completed within 30 days and contains relevant historical info., current behavioral observations, identified need for services, and how agency will provide or coordinate services	X				
(e) (A)&(B) Service plan within 60 days (parent, guardian and child actively involved). Describes how child's issues will be addressed, anticipated outcomes and reviewed by child and guardian/parent.	X				
(e)(C)&(D) Service plan is reviewed quarterly and revised when information	X				

indicates other services should be provided					
Case Management 413-215-0396(3)	Yes	No	N/A	Comments	Corrective Action Completed
(a) Services are documented, progress toward achieving goals is tracked	X				
(b)-(d) discharge planning and instructions	X				
(e) Follow-up services identified (if applicable)	X				
(f) Incident Reports	X				
Financial Records 413-215-0396(4)	Yes	No	N/A	Comments	Corrective Action Completed
Records contain (if applicable) (a) date, amount, (b) source (c) purpose (d)&(e) signatures	X				
Personal Possessions Records 413-215-0396(5)	Yes	No	N/A	Comments	Corrective Action Completed
Individual written inventory of all personal possessions is maintained and updated as needed	X				
Records and Documentation 413-215-0071	Yes	No	N/A	Comments	Corrective Action Completed
(1) Stored safely	X				
(2) Permanent, legible, dated, and signed	X				
(7) Permanent registry for each child in care includes (name, gender, birth date, names, addresses of parents or guardians, dates of admission, and placement upon discharge)	X				

Licensing Coordinator's Signature: Robin DuVal Date: 10/28/2020

Manager Review: H. Gilman Date: 10-28-2020