



Licensed Child Caring Agency Unannounced Site Visit Report

Licensee: Lane County Phoenix Program

Executive Director: Star Felty

Program Director(s): Melissa Westerman

Date of Unannounced: October 2, 2020

Licensing Coordinator: Holly Ivey

Other Regulatory or Accrediting Agencies: The Oregon Health Authority

Purpose: Per OAR 413-215-0101 (1) (b) Children's Care Licensing is required to perform at least one unannounced site visit a year where children in care reside.

Previous Findings	Repeat Findings Further Action Needed	Comments
<i>Safety 413-215-0541(3)(a) Evacuation drill.....contains; (C) notification method</i> The notification method was missing on the Evacuation Drills.	Yes ☐ No ☒	The Evacuation Form the program was utilizing met the required Licensing requirements. No further action required
<i>Medication 413-215-0551 (10) Written record of the administration of medication includes:(e) medication disposed (i) medication taken outside facility.</i> The above stated domains were missing on the medication records.	Yes ☒ No ☐	CORRECTIVE ACTION REPEAT FINDING: The required information was missing on the medication records reviewed. Rule Requirement: Medication 413-215-0551 (10) Written record of the administration of medication includes:(e) medication disposed (i) medication taken outside facility. The above stated domains were missing on the medication records.

Personnel Files 413-215-0061(3)(a) record of education, training and previous employment. (3)(d) Annual performance evaluations. The above requirements were missing in the personnel files.	Yes✓ No□	CORRECTIVE ACTION REPEAT FINDING: At the time of the unannounced site inspection personnel records were not available to verify the compliance of the performance appraisals. DHS Licensing Coordinator, Holly Ivey, sent an email to Melissa Westerman, Program Manager on 10.6.20, and 10.13.20 requesting confirmation of compliance of the performance appraisals. At the time the report was written Licensing had not received information from Melissa Westerman. <i>Rule Requirement: Personnel Files 413-215-0061(3)(a) record of education, training and previous employment. (3)(d) Annual performance evaluations.</i>
Ongoing Training 413-215-0556(2)(b) Universal Precautions. (REPEAT FINDING 2018 REPORT) 413-215-0061(5) 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 Documentation of the above required trainings occurring annually were not found in the personnel files reviewed.	Yes✓ No□	CORRECTIVE ACTION REPEAT FINDING: At the time of the unannounced site inspection personnel records were not available to verify the compliance of the trainings. DHS Licensing Coordinator, Holly Ivey, sent an email to Melissa Westerman, Program Manager on 10.6.20, and 10.13.20 requesting confirmation of compliance of the trainings. At the time the report was written Licensing had not received information from Melissa Westerman. <i>Rule Requirement: Ongoing Training 413-215-0556(2)(b) Universal Precautions. (REPEAT FINDING 2018 REPORT)</i> 413-215-0061(5) 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
Consents 413-215-0576(1) (e) Allow access as defined in 413-215-0091 & 0101 (REPEAT FINDING FROM 2018 REPORT) (g) Apply the reasonable and prudent parent standard. The above required consents were not found in the files reviewed.	Yes✓ No□	CORRECTIVE ACTION REPEAT FINDING: At the time of the unannounced site inspection the consents were not found in the youth file reviewed. <i>Rule Requirement: Consents 413-215-0576(1) (e) Allow access as defined in 413-215-0091 & 0101 (REPEAT FINDING FROM 2018 REPORT) (g) Apply the reasonable and prudent parent standard.</i>

Disclosures 413-215-0576(2) Parent/guardian has acknowledged in writing: (c) Any policies and procedures upon request. (REPEAT FINDING FROM 2018 REPORT) The above disclosure was not found in the files reviewed.	Yes✓ No□	CORRECTIVE ACTION REPEAT FINDING: At the time of the unannounced site inspection the disclosures were not found in the youth file reviewed. Rule Requirement: <i>Disclosures 413-215-0576(2) Parent/guardian has acknowledged in writing: (c) Any policies and procedures upon request. (REPEAT FINDING FROM 2018 REPORT)</i>
Information about Children in Care 413-215-0581(1) Summary sheet contains the following: (a)..... religious preference, (REPEAT FINDING FROM 2018 REPORT) and previous address. (b) Name and location of previous and current school. (e) The name, address, and telephone number of: (C) Other persons significant to child The above requirements were not found on the youth summary sheet's observed.	Yes✓ No□	CORRECTIVE ACTION REPEAT FINDING: The summary sheets reviewed at the time of the visit were missing the following: religious preference, Name and address of the current and previous school, the address was missing on significant people. Rule Requirement: <i>Information about Children in Care 413-215-0581(1) Summary sheet contains the following: (a)..... religious preference, (REPEAT FINDING FROM 2018 REPORT). (b) Name and location of previous and current school. (e) The name, address, and telephone number of: (C) Other persons significant to child</i>
<u>Required Documents to be Sent:</u> Fire Inspection Must be submitted to the Licensing Coordinator. The agency must verify completion of the Health Inspector's Recommendations. The Programs Child Abuse Policy must be changed to state staff member immediately report suspected child abuse to the state hotline and provide the phone number 1-855-503-7233. Currently the policy has the staff reporting to a manager or supervisor at the CCA. The policy also states, HHS Staff	Yes□ No✓	The required Fire Inspection, and policies were submitted to DHS Licensing and found to be in compliance. No further action required.

Members 1. Suspects or has reasonable grounds to believe child abuse has occurred....” The policy must remove has reasonable grounds to believe as the law states suspects. • The policy stated, “Reporting Hotline for detained youth related sexual abuse and sexual harassment.” Must add the verbiage staff must immediately report to the Child Abuse Hotline if suspected.		
	Yes ☐ No ☐	

New Findings from Site Visit	Comments
N/A	There were no new findings from the 2020 unannounced site inspection.

Interview Summary
A staff and youth were interviewed. The youth stated things were going well at the program. His favorite things about the program were being able to play instruments, ride skateboards. He stated that there is always enough food to eat. There are no restrictions to his approved contact list to make phone calls. He stated he felt the program staff were helpful to him. He stated that he has always felt safe while residing in the program.

Observations

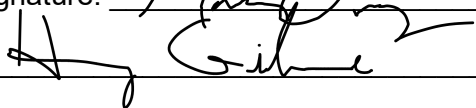
Staff and two youth were observed at the program at the inspection. The youth that were at the program that day appeared to be at ease and comfortable in the environment. The facility was observed to be clean and in good repair.

Corrective Actions and Timeframes:

Please submit the following to verify compliance.

Within 45 days of receipt of this report **Lane County Phoenix Program** must submit a letter of verification indicating the agency is in compliance with the specific rules cited above and describing how compliance will be maintained going forward. Along with the letter of verification, the agency must submit any and all specific documentation requested in the body of this report. The letter of verification and any additional requested documents can be emailed directly to Holly.r.ivey@state.or.us or sent by regular mail to the following address:

Department of Human Services
Children's Care Licensing Program
Attn: Holly Ivey, Licensing Coordinator
201 High St. SE Suite 500
Salem, OR 97301

Licensing Coordinator's Signature:  Date: 10-28-2020
Manager Review:  Date: 10-25-2020