



Licensed Child Caring Agency Unannounced Site Visit Report

Licensee: Delphian School

Executive Director: Trevor Ott

Program Director(s): Kaellagh Bennet

Date of Unannounced: 11/5/20

Licensing Coordinator: Todd Cooley

Other Regulatory or Accrediting Agencies: Northwest Association of Independent Schools

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
Safety – Emergency Plan 413-215-0241 (2)(a) Written emergency plan	Yes ☐ No ☒	• (2020 Site Review) Written emergency plans were unable to be located in the classrooms. • During the unannounced visit red emergency plans binders were observed in staff offices and classrooms.
Safety – Emergency Plan 413-215-0241 (3)(a) Evacuation drill occurs monthly	Yes ☐ No ☒	• (2020 Site Review) Evacuation drills were missing for 7 of the last 24 months. • Evacuation drills have been conducted on a regular basis since the March 2020 review.
Safety – Transportation 413-215-0241 (5)(b) Vehicle has insurance policy, is smoke free, safe operating condition, and has first aid kit and fire extinguisher 2-A:10-BC	Yes ☐ No ☒	• (2020 Site Review) Two of the buses were missing fire extinguishers. The fire extinguishers were on the busses at the time of the inspection but were located in an area unfamiliar to the person giving the tour. Proof was sent immediately following the site review and no further action was necessary

Personnel Files 413-215-0061 (3)(f) Record of personnel actions	Yes ☐ No ☒	(2020 Site Review) Missing clear documentation of promotion and job classification changes. - There were no identified staff who had promoted or changed job classifications since the March 2020 review.
Consents 413-215-0271 (c) Consent to allow access	Yes ☐ No ☒	(2020 Site Review) No documentation to allow access to a child in care as required in ORS 418.305 and OAR 413-215-0091 and 413-215-0101. - Language was added to the consent form addressing ODHS and licensing access. Currently working to expand the language to be in line with rule.
	Yes ☐ No ☐	

New Findings from Site Visit	Comments
No new findings	

Interview Summary
Two students were interviewed during the unannounced review. One student had been at the school for 3 years and the other for 6. Both loved the school, the staff and had developed great friendships during their time there. There were no concerns raised by either student about the living conditions or safety. The students were very positive about the curriculum and amount of activities available to them. Both were looking to the future and had big plans for college and future aspirations. When asked how everything was going having all of the Covid-19 precautions in place, neither had any complaints and had mostly come to accept it as the new norm.

Observations
Facilities, dorms and classrooms were observed, and all were clean and good repair. The school had reorganized several spaces in order to allow for proper social distancing for all the students. The library, chapel area and other spaces were modified to become classrooms and the students were spread out over a large area. They had gone from shared tables for learning to each student having their own desk. All students and staff were wearing masks and hand sanitizer was available in multiple locations. Covid-19 screening was being conducted at the reception desk for all visitors to the campus which they have limited to essential personnel only.

Corrective Actions and Timeframes:

Please submit the following to verify compliance.

Within 45 days of receipt of this report **Agency Name** 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 **Licensing Coordinator email address** or sent by regular mail to the following address:

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

Licensing Coordinator's Signature:  Date: 11/6/20

Manager Review:  Date: 11-9-2020