



**Licensed Child Caring Agency
Site Visit Report
Adoption and Foster Care Agency**

Licensee: A Family for Every Child

Executive Director: Christy Obie-Barrett

Program Director: Jan Ferguson

Date of site visit: October 7, 2020

Licensing Coordinator: Holly Ivey and Tom Heidt

Other Regulatory or Accrediting Agencies: The Department of Human Services SNAC Contract, and the State of Washington.

Program Compliance: The program is or will be compliant with OAR 413-215-0001 through 0131 Licensing Umbrella Rules, OAR 413-215-0401 to 0481, Licensing Adoption Agencies 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.

Type of services provided:

Domestic Adoptions X Special Needs Adoption Coalition (SNAC) X International Adoptions Independent Adoptions
Foster Care X

Program Description:

A Family for Every Child (AFFEC) was created in 2006 by Christy Obie-Barrett and their adoption program started in 2008. They are a member of the Special Needs Adoption Coalition (SNAC), and their primary focus is finding permanent families for hard-to-place foster children in state custody. To help them meet this goal, AFFEC has developed multiple programs and a large volunteer base to help run these programs. Their first and best known program is the Heart Gallery which publicly displays large format professional photos of children living in foster care that capture their individuality and dignity in order to advocate for their permanency, raise public awareness about their needs, and obtain support to help meet those needs. They also have a Family Finding/Family Builders Support Group, Family Matching, Mentor, and Life Book program. The agency describes a child-centered approach to create an individualized adoption experience for children and families. The agency has twenty-five employees, with fifteen in their adoption program. They also work with a lot of interns and volunteers. They are currently serving 254 families. Over the last two years, they have finalized 108 adoptions. In 2019 AFEC obtained a Foster Care License in order to provide housing and stability to unhoused students finishing their education in the community.

Adoption:

Adoption Services provided: AFEC provides a full array of adoption services including pre-home study support, home studies, matching, selection, transition, post-placement, finalization and post-adoption support. AFEC provides mentor services for youth in foster care and youth at risk of entering foster care, recruitment for children nationwide and matching services for families in the adoption process nationwide.

Disruptions/dissolutions in the last review period: AFEC has had three disruptions over the last biennium.

Number of adoptions finalized: At the review the agency's leadership reported the following:

2018- **19** finalized adoptions

2019- **42** finalized adoptions

2020 (*In October*) - **47** finalized adoptions

Average daily population served – number of adoptive families currently serving: At the review, the agency's leadership reported to be serving 254 families.

Foster Care:

Number of proctor foster parents and program capacity: 1

Foster Care Services Provided: AFEC provides housing and stability to unhoused students finishing their education in the community in volunteer homes.

Contracts and sources for referrals: Youth who self-refer, McKinney Vento Liaisons at public schools, social media, speaking/tabling events (prior to Covid-19) and national newsletters

Average length of stay: The average varies, each youth has different needs.

Average daily population served: It was reported one youth

Number of children served annually: It was reported two youth were served.

Interviews, Observations: While at the review staff were observed. Staff, the foster parent and a youth from the Host Home Program were interviewed. In the foster parent interview, it was stated, she felt supported by Jan Ferguson with the program. She stated Jan was always available to her if she had a need. She stated she felt the training she had received was very thorough. In the youth interview it was stated, the youth always got enough food to eat, and felt safe in the home. He stated that he was able to maintain safe personnel contacts while at the program.

Adoption and Foster Care:

Funding sources for AFEC: The state, Post Placement Services, events, grants, development, and donor cultivation

Program Strengths:

The following strengths were identified by AFEC Leadership at the time of the review:

- Customer Service
- No waitlist, priority on timeline
- Extensive training offered and provided
- Out of state placements
- Advocate for the family
- Very personalized Home study
- Extensive use of Technology
- Partners with many community organizations and state DHS departments
- Matching Assistance Program
- Family support groups
- Serve the whole state
- Low fee
- **Foster Program-**
 - The AFEC Host Home Program is well supported by the over 40 community service providers in the 15th Night Network.
 - After a youth is placed in a home, alerts for needed items are sent out and usually provided within two days.
 - Youth are connected with school support, mental health services, employment support and future housing opportunities. The goal is to fully support the students, so they have an equal opportunity to successfully continue their education.

Program Challenges:

The following challenges were identified by AFEC Leadership at the time of the review:

- Growth has been very fast, on average of 15-20 new families a month. With this comes the constant hiring, onboarding and training of new workers.

- Continue to grow and upgrade our technology, currently building a Parent Portal for ease of use with forms and signature pages for parents, as well as a very large technology project to improve all our Adoption Agency (and other program) tools, that will allow us to share them with other agencies for even more impact on moving children out of foster care.
- Continue to expand (build) additional support tools and trainings to allow families more preparation and success.
- Continue to build and expand our Adoption Worker Training and mentor program
- **Foster Program-**
 - The biggest challenge was stated to be recruiting homes. Prior to COVID 19, the agency was able to recruit homes via speaking/ tabling events. Currently, the agency is utilizing social media as well as their national newsletters.
 - In addition to not offering financial support to the Host Home provider, the quantity of required documents can be overwhelming for some applicants.

Changes that have occurred in the last 2 years:

The following changes were identified by AFEC Leadership at the time of the review:

- Growth, the agency continues to grow quickly. The agency offers virtual orientations, low home study fees and serves the entire state of Oregon.
- The agency has built a focused onboarding, posting and interviewing hiring process.
- The agency has created a 12 weekly training process for new workers, using experienced workers mentoring the new workers.
- The agency is building out “moodle” training site for parents, with all types of training.
- AFEC has created an in-person support group and continued to grow their virtual and social media support groups.
- The agency has expanded their use of technology and social media tools.
- AFEC has expanded Community outreach efforts.
- The agency has grown to 15 workers. Workers have the option to choose their caseload size.
- **Foster Care Program:**
 - It was reported there were changes in staff, including: a Permanency Support Employee who was hired October 2018. The past Permanency Director left AFEC March of 2019. The Support employee was promoted to Permanency Director in March 2019. The other significant change has been the COVID 19 pandemic.

Lawsuits: N/A

Grievances and complaints filed in the last two years: N/A

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

Within 45 days of receipt of this report A Family for Every Child, 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, DHS Licensing Coordinator
201 High St SE, Suite 500
Salem, OR 97301

Exceptions: N/A

Recommendations: DHS Licensing Coordinator, Holly Ivey, sent the agency via email examples of training logs for Adoptive Parents, and Adoption Workers. The use of those documents will verify the trainings occurring in the files, it is recommended the forms be utilized.

Changes in License: N/A

Adoption and Foster Care

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 and Corrective Action	Corrective Action Completed
(1)(a) Minimum of 5 board members	X			Governance of the Agency 413-215-0021(2)(g) Approves annual budget. The budgets submitted were not approved by the Board of Directors.	
(2)(f) Formally evaluate the exec. Director's performance annually	X				
(2)(g) Approves annual budget		X			

(2)(h) Obtain and review an annual independent financial review or audit of financial records.			X		
(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				
(3)(g) Approval from BCU					
Physical Plant	Yes	No	N/A	Comments	Corrective Action Completed
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				

Personnel Files for Adoption:

Personnel Files 413-215-0061	Yes	No	N/A	Comments and Corrective Action	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		Personnel Files 413-215-0061(3)(d) Annual performance evaluations	
(3)(f) Record of personnel actions			X		
(3)(g) Termination date, reason for termination			X		

(3)(h) Current job description (1)(c) Employee meets minimum qualifications stated in current job description	X				
Meets the qualifications in 413-215-0416	X				
New Employee Orientation – Umbrella Requirements (30 days) 413-215-0061(4)	Yes	No	N/A	Comments and Corrective Action	Corrective Action Completed
(a) Agency policies and procedures		X		New Employee Orientation – Umbrella Requirements (30 days) 413-215-0061(4) (a) Agency policies and procedures. Documentation of this training was not found consistently in the files reviewed.	
(b) Ethical and professional guidelines		X		New Employee Orientation – Umbrella Requirements (30 days) 413-215-0061(4) (b) Ethical and professional guidelines. Documentation of this training was not found consistently in the files reviewed.	
(c) Organizational lines of authority	X				
(d) Attributes of population served		X		New Employee Orientation – Umbrella Requirements (30 days) 413-215-0061(4) (d) Attributes of population served. Documentation of this training was not found consistently in the files reviewed.	
(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 (c) legal responsibility to report is personal to the employee	X				
(f) Privacy laws	X				
(g) Emergency procedures		X		New Employee Orientation – Umbrella Requirements (30 days) 413-215-0061(4) (g) Emergency procedures. Documentation of this training was not found consistently in the files reviewed.	

Ongoing Training 413-215-0421	Yes	No	N/A	Comments and Corrective Action	Corrective Action Completed
(2) Social services staff and contracted providers complete 10 hours minimum training on issues related to adoption		X		Ongoing Training 413-215-0421(2) Social services staff and contracted providers complete 10 hours minimum training on issues related to adoption. Documentation of this training was not found consistently in the files reviewed.	
(3) Social services staff and those who provide adoption services complete training in all of the following areas:		X		Ongoing Training 413-215-0421(3) Social services staff and those who provide adoption services complete training in all of the following areas: Documentation of this training was not found consistently in the files reviewed.	
(3)(a) Potential short and long term effects of prenatal exposure to alcohol, drugs, and poor nutrition		X		Ongoing Training 413-215-0421(3)(a) Potential short and long term effects of prenatal exposure to alcohol, drugs, and poor nutrition. Documentation of this training was not found consistently in the files reviewed.	
(3)(b) Potential effects of separation and loss		X		Ongoing Training 413-215-0421(3)(b) Potential effects of separation and loss. Documentation of this training was not found consistently in the files reviewed.	
(3)(c) Process of developing emotional ties to an adoptive family		X		Ongoing Training 413-215-0421(3)(c) Process of developing emotional ties to an adoptive family. Documentation of this training was not found consistently in the files reviewed.	
(3)(d) Normal child and adolescent development		X		Ongoing Training 413-215-0421(3)(d) Normal child and adolescent development Documentation of this training was not found consistently in the files reviewed.	
(3)(e) Potential effects of physical abuse, sexual abuse, neglect, and institutionalization on the development of the child		X		Ongoing Training 413-215-0421(3)(e) Potential effects of physical abuse, sexual abuse, neglect, and institutionalization on the development of the child.	

				Documentation of this training was not found consistently in the files reviewed.	
(3)(f) Potential issues of race, culture, and identity; issues of acculturation and assimilation; and if applicable, the effects of having been adopted internationally	X				
(3)(g) Emotional adjustment of adopted children and their families		X		Ongoing Training 413-215-0421(3)(g) Emotional adjustment of adopted children and their families. Documentation of this training was not found consistently in the files reviewed.	
(3)(h) Open adoption		X		Ongoing Training 413-215-0421(3)(h) Open adoption. Documentation of this training was not found consistently in the files reviewed.	
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 (c) legal responsibility to report is personal to the employee		X		Ongoing Training 413-215-0421413-215-0061(5) Mandatory reporting that includes: 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. (c) legal responsibility to report is personal to the employee. Documentation of this training was not found consistently in the files reviewed.	
<i>Intercountry Adoptions</i> 413-215-0476(1)(d) Employees and volunteers are trained about the adoption laws and procedures of sending country.			X		
Contractors (if applicable) 413-215-0061(6)	Yes	No	N/A	Comments and Corrective Action	Corrective Action Completed
(a) Agency ensures the contractor meets the requirements of this rule and Chapter 413 division 215		X		Contractors (if applicable) 413-215-0061(6) (a) Agency ensures the contractor meets the requirements of this rule and Chapter 413 division 215. See below for the missing requirements.	
(b)(B) Contract includes the following: (i) Services provided (ii) Contractor fees		X		Contractors (if applicable) 413-215-0061(6) (b)(B) Contract includes the following: (ii) Contractor fees(iii) Disclosure of information from contractor to agency(iv) Lines of authority.	

(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				The above required information was not found in the contracts.	
Comments:					

Adoption

Adoption Files Compliance	Yes	No	N/A	Comments	Corrective Action Completed
413-215-0431(3) Adoption records are permanently retained and stored in a fire-retardant, locked location.	X				
Name of Family	X				
Orientation (before approving of home study) 413-215-0446(2)	Yes	No	N/A	Comments and Corrective Action	Corrective Action Completed
(a) Adoption program, policies and procedures		X		Orientation (before approving of home study) 413-215-0446(2) (a) Adoption program, policies and procedures. Documentation of this training was not found in the files reviewed.	
(b) Needs and characteristics of children available	X				
(c) Attachment, separation, and loss issues	X				
(d) Importance of cultural and ethnic identity to the child	X				
(e) Effects of adoption on child and family	X				
(f) Adoption process	X				
(g) Rights and responsibilities of adoptive family and agency	X				
(h) Information on potential risks and challenges	X				
(i) Pre-placement, placement, and post-legal adoption services and resources	X				

Training	Yes	No	N/A	Comments	Corrective Action Completed
413-215-0451(3)(a) 6 hour minimum pre-adoptive training and education before home study	X				
413-215-0456(1) 10 hours documented orientation and training independent of home study and covers the following:	X				
(a) Possible short and long term effects of prenatal exposure to alcohol, drugs and poor nutrition	X				
(b) Effects of separation and loss	X				
(c) Process of developing emotional ties to an adoptive family	X				
(d) Normal child and adolescent development	X				
(e) Research on potential effect on child's development from physical abuse, sexual abuse, neglect, institutionalization, and multiple caregivers	X				
(f) Issues related to race, culture, and identity	X				
(g) Acculturation, assimilation, and if applicable, effects of international adoption	X				
(h) Emotional adjustment of adopted children and their families	X				
(i) Intercountry adoption (if applicable)			X		
(2) Documented reasonable efforts to prepare prospective parents for each child under consideration <i>before</i> the earliest of the following; (a) child is placed (b) travel to child's country for purpose of adoption	X				
(3) Appropriate methods of training used	X				
(4)(a) Agency provided detailed written information on the following subjects:					
(A) Resources for financial support	X				
(B) Medical assistance availability	X				
(C) Support services	X				
(D) Identification of organization or individual who will be involved in proposed placement	X				
(E) Potential ramifications of a failure of birth			X		
Home Study 413-215-0451	Yes	No	N/A	Comments	Corrective Action Completed

(1)(a) Individual interviews completed with each household member	X				
(1)(b) Joint interview with couple (if applicable)	X				
(1)(c) On-site evaluation of home and compliance with CF979	X				
(2)Written Home Study includes all of the following:	X				
(a) Dates and places of interviews	X				
(b) Identity of each child to be considered for placement (if known)	X				
(c) Motivation for adoption	X				
(d) Family's plan for honoring ethnic and cultural heritage	X				
(e) Education or training needs	X				
(f) Need for support services and description of current support system	X				
(g) Life experiences and challenges	X				
(h) Marriage status or relationship	X				
(i) Names and ages of children in home	X				
(j) Names and ages of children not living in the home	X				
(k) Parenting skills and values	X				
(l) Lifestyle	X				
(m) Home and community	X				
(n) Health	X				
(o) Religion or spiritual beliefs	X				
(p) Employment and finances	X				
(q) Safety information and safety issues	X				
(r) Minimum 4 references - not related	X				
(s) Compliance with background check rules	X				
(t) Release of information	X				
(u) Background check from every state lived in for last 5 years			X		
(v) Background check from every country lived in last 5 years			X		
(w) Assessment of all information gathered and recommendations	X				
(x) Signed approval or denial by social services supervisor to use home for adoption	X				
413-215-0461 Pre-placement evaluation	X				

DOMESTIC ADOPTIVE PLACEMENT 413-215-0466	Yes	No	N/A	Comments	Corrective Action Completed
(6) Post-placement supervision documentation includes:	X				
(a) Home visit within 30 days; frequency depends on adjustment	X				
(b) Changes in adoptive family	X				
(c) Medical information provided to adoptive parents	X				
(d) If placement appears likely to disrupt, efforts for counseling or replacement services			X		
(7) Post-legalization services (counseling, crisis intervention, respite care, support groups)	X				

Adoption Finalization 413-215-0471	Yes	No	N/A	Comments	Corrective Action Completed
(1) Documents required for filing with court are promptly provided to adoptive family or attorney	X				
(2) Agency promptly files all required documents with the court	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				
(3)&(4) Uniform in organization, readily identifiable and accessible, current, and complete, containing all required info. No eraser tape or white out.	X				
(7) Permanent registry of each child	X				

Foster Care

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				
413-215-0001(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: (a) 4:1 ratio approved proctor foster parent (b) 7:2 ratio approved proctor foster parents (c) 2 children under age of 3	X				
(6) At time of placement the agency provides proctor foster home parents with: (a) Child's name, date of birth and reason for placement	X				

(b) Name and phone# of assigned worker (c) Information on health, behavioral characteristics and needs of child					
(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		

Foster Care

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 (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	X				

(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 (c) legal responsibility to report is personal to the employee	X				
(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				

Personnel Files for Foster Care :

Personnel Files 413-215-0061	Yes	No	N/A	Comments and Corrective Action	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		Personnel Files 413-215-0061(3)(d) Annual performance evaluations Annual evaluations were not found consistently in the files reviewed.	
(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)(c) 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 (c) 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		
Comments:					

Foster Care

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 and Corrective Action	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				
(c) Date of admission	X				
(d) Legal custody	X				
(e) 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		Information about Children in Care 413-215-0396(1) Summary sheet contains the following: (e) The name, address, and telephone number of: (C) Other persons significant to child This information was not found on the summary sheet reviewed.	
(f) Required consents and authorizations	X				
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 (d) dental, vision, hearing, behavioral health, and (f) physician orders	X				
(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				
(f) Impose a dress code	X				
(g) Apply the <i>reasonable and prudent parent</i> standard	X				
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				
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 and Corrective Action	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				

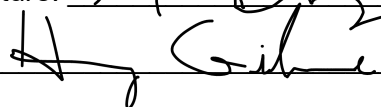
(c) Child is served according to an individual service plan that outlines goals for services and care coordination	X				
(d) Assessment is completed within 30 days and contains relevant historical info., current behavioral observations, identified need for services, and how agency will provide or coordinate services		X		Service Planning 413-215-0396(2) (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. An Assessment wasn't found in the youth file reviewed.	
(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 indicates other services should be provided	X				
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				
Comments/Corrective Actions:					

Corrective Action: Required Documents to Be Submitted to Licensing:

- Adoption Staff Personnel List (A list was submitted for the foster care program, but did not include the adoption staff)
- An updated 2020 background check for Jan Ferguson, the agency submitted her background check dated January 2019. Licensing Rules requires agencies program directors and executive directors background checks to be rerun at licensing renewal.
- Licensing Rule requires that agencies have adequate fire, auto and liability insurance \$1 million each occurrence and \$3 million aggregate. AFEC's insurance declaration page submitted to Licensing at renewal stated the agencies aggregate insurance was \$2 million.

Licensing Coordinator's Signature:  Date: 11-2-2020

Manager Review:  Date: 10-28-2020