



Licensed Child Caring Agency Unannounced Site Visit Report

Licensee: West Linn Clementine
Executive Director: Stephanie Waguespack
Program Director(s): Melissa Peterson
Date of Unannounced: October 30, 2020
Licensing Coordinator: Holly Ivey
Other Regulatory or Accrediting Agencies: N/A

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
<u>413-215-0046(3)(a) Foster Rights Posted</u> (if children in DHS custody) The required Bill of Rights was not observed.	Yes ☒ No ☐	<u>413-215-0046(3)(a) Foster Rights Posted</u> (if children in DHS custody) <u>(REPEAT FINDING SINCE 2019):</u> Foster Rights must be posted in a common space, visible for the children to see.
<u>413-215-0091(12) License is posted in common area at each facility</u> The license was not posted in a common area where residents can see and read it.	Yes ☐ No ☒	<u>On 10.30.2020, at the unannounced inspection the license was observed to be posted verified by Holly Ivey, Licensing Coordinator.</u>
<u>413-215-0511(2)(a) &(c) Buildings are smoke free, clean and in good repair</u> Pen doodling was observed on a counter in the phone room.	Yes ☐ No ☒	<u>On 10.30.2020, at the unannounced inspection the building was found to be in good repair with no concerns of cleanliness, verified by Holly Ivey, Licensing Coordinator.</u>

<u>413-215-0521</u> Furnishings and Personal Items. (2) Linens are in good repair. There is a waterproof mattress cover or mattress. Linens are appropriate and towels and washcloths are provided. Some beds were missing mattress covers.		
<u>413-215-0551</u> Medication (10) Written record of the administration of medication includes: (h) possible adverse reactions The medication record was missing information about potential adverse reactions to prescribed drugs.	Yes ☐ No ☒	On 10.30.2020 at the unannounced inspection Holly Ivey, reviewed medication administration records to verify compliance.
<u>413-215-0576(1)</u> Consents(b) Use the discipline and behavior management system (e) Allow access as defined in 413-215-0091 & 0101(g) Apply the reasonable and prudent parent standard. Children's files didn't include signed consent from parents or guardians for the program to utilize its behavior management system, to grant access to the individuals identified in OAR 413-215-0091 or to apply the reasonable and prudent parent standard.	Yes ☐ No ☒	On 10.30.2020 at the unannounced inspection Holly Ivey, reviewed children's files to verify compliance of the required consents.
<u>413-215-0576(2)</u> Disclosures Parent/guardian has acknowledged in writing: (c) Any policies and procedures upon request Children's files lacked documentation signed by	Yes ☐ No ☒	On 10.30.2020 at the unannounced inspection Holly Ivey, reviewed children's files to verify compliance of the required disclosure.

parents/guardians acknowledging they had been informed of their right to receive copies of any agency policy/procedure upon request.		
413-215-0021 Governance of the Agency (2)(g) Approves annual budget An approved budget must be submitted.	Yes ☐ No ☒	Board Meeting notes verifying board approval was submitted by Stephanie Waguespack, Regional Administrator, to Holly Ivey, Licensing Coordinator 1.28.2020.
413-215-0021 Executive Director or Program Director (3)(g) Approval from BCU The program must submit documentation of approval of the Executive Director by the DHA Background Check Unit (BCU).	Yes ☐ No ☒	An approved background check for the Executive Director was submitted by Stephanie Waguespack, Regional Administrator to Holly Ivey, Licensing Coordinator 1.28.2020.
413-215-0061 Personnel Files (3)(h) Current job description (1)(c) Employee meets minimum qualifications stated in current job description Personnel records were not able to be verified regarding the above stated requirement.	Yes ☐ No ☒	Personnel files are not kept on site at the program. Stephanie Waguespack, Regional Administrator, sent Holly Ivey, DHS Licensing Coordinator, verification of a sample of job descriptions of recently hired staff on 11.18.20 verifying compliance.
413-215-0061(4) New Employee Orientation – Umbrella Requirements (30 days) (c) Organizational lines of authority(d) Attributes of population served. (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)	Yes ☒ No ☐	Personnel files are not kept on site at the program. Stephanie Waguespack, Regional Administrator, sent Holly Ivey, DHS Licensing Coordinator, verification of a sample of trainings from recently hired staff on 11.18.20 verifying compliance. The following trainings were found to be in compliance: - Organizational lines of authority - Attributes of population served - Mandatory Abuse Reporting Training - Emergency Procedures

legal responsibility to immediately report (c) legal responsibility to report is personal to the employee. (f) Privacy laws(g) Emergency procedures Personnel records were not available at the program site to review and verify that this issue, identified at the time of the Feb 2019 comprehensive review had been addressed. The program must provide licensing with copies of training records for 5 employees hired since Feb 2019 in order for Licensing to verify that this has been addressed.		413-215-0061(4) New Employee Orientation – Umbrella Requirements (30 days) (f) Privacy laws (REPEAT FINDING SINCE 2019) Documentation was not provided to Licensing to verify the above required training occurred.
413-215-0556 New Employee Orientation – Residential (30 days) (1)(a) Discipline and behavior management including de-escalation, crisis prevention, positive behavior management, and disciplinary techniques that are non-punitive in nature Personnel records were not available at the program site to review and verify that this issue, identified at the time of the Feb 2019 comprehensive review had been addressed. The program must provide licensing with copies of training records for 5 employees hired since Feb 2019 in order for Licensing to verify that this has been addressed..	Yes ☒ No ☐	413-215-0556 New Employee Orientation – Residential (30 days) (1)(a) Discipline and behavior management including de-escalation, crisis prevention, positive behavior management, and disciplinary techniques that are non-punitive in nature. (REPEAT FINDING SINCE 2019) Personnel files are not kept on site. Stephanie Waguespack, Regional Administrator, sent Holly Ivey, DHS Licensing Coordinator, verification of trainings from five recently hired staff on 11.18.20. The Program trained staff in Discipline and Behavior Management; however it was not a nationally recognized de-escalation Curriculum.

413-215-0076 Discipline, Behavior Management, and Suicide Prevention (3) Agency uses appropriate and positive methods of behavior management and nationally recognized non-violent crisis intervention. The program is not using a nationally recognized De-escalation System.	Yes ☒ No ☐	413-215-0076 Discipline, Behavior Management, and Suicide Prevention (3) Agency uses appropriate and positive methods of behavior management and nationally recognized non-violent crisis intervention. (REPEAT FINDING SINCE 2019) Stephanie Waguespack, Regional Administrator, stated in an email to Holly Ivey, Licensing Coordinator, the program has not been able to conduct CPI Trainings due to the COVID 19 Pandemic. The program has not been training staff using a nationally recognized De-escalation System but has been training them in a non-nationally recognized behavioral management system.
New Findings from Site Visit	Comments	
	N/A	

Interview Summary
Two staff and two children were interviewed at the unannounced site inspection. The children both stated things were going well at the program. They reported they always get enough food to eat, to include three snacks a day. There are no restrictions on their approved contact list to make phone calls daily. Both children stated they felt safe while residing in the program.

Observations
Staff and youth were observed at the program at the inspection. The children 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.

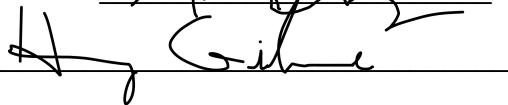
Corrective Actions and Timeframes:

Please submit the following to verify compliance.

Within 45 days of receipt of this report **West Linn Clementine** 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: 12-7-2020

Manager Review:  Date: 12-4-2020