



Licensed Child Caring Agency Unannounced Site Visit Report

Licensee: Oregon Episcopal School

Executive Director: Mo Copeland

Program Director(s): Sarah Garnett-Funk

Date of Unannounced: November 13, 2020

Licensing Coordinator: Holly Ivey

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
Executive Director or Program Director 413-215-0021(3)(g) Approval from BCU An updated background check must be submitted, the one submitted was from 2018.	Yes ☐ No ☒	The Background Checks of the Executive Director, and Program Managers were submitted to Holly Ivey, DHS Licensing Coordinator 4.24.2020
Room and Space Requirements 413-215-0218 (8) Separate storage areas are provided for food, kitchen supplies, utensils, clean linens, soiled linens and clothing, cleaning supplies and equip, poisons, chemicals, outdoor recreational and maintenance equipment Students had access to washing machine soap pods.	Yes ☐ No ☒	The school was granted an exception to allow students to keep washing machine soap pods, and disinfecting wipes in the student's rooms. The school previously had an exception (2019) granted by DHS Licensing to allow this to occur.

Safety – Emergency Plan 413-215-0241(3)(a) Evacuation drill occurs monthly under varying conditions, is retained 2 yrs and contains; Two evacuation drills were not completed at the dorms. The evacuation drills were done when the students were in school. (The Dorm Director has emails verifying that she has been working with the employee who is responsible to conduct the drills, on resolving this issue.)	Yes ☐ No ☐	<i>N/A the school has not been able to verify compliance as the school has not had students living in the dorms since March 2020 due to the COVID Pandemic.</i>
Personnel Files 413-215-0061(1)(a) & (3)(c) Background check was completed and documented Background checks were not run through CRIMS on some employees when hired as dorm employees. These employees had a background check run through Department of Education when initially hired at the school for employment. The employees' names were given to the HR Director and they were notified that the employees must be re-run through CRIMS.	Yes ☐ No ☒	<i>Background Check approvals of staff were submitted to Holly Ivey, DHS Licensing Coordinator 4.24.2020</i>
Required Documents to be submitted to Licensing at renewal: • Required Documents at the time of the Review: • Tax Compliance Certificate • Completed Fire Marshal Inspection • Completed Sanitation Inspection	Yes ☐ No ☒	<i>All required documents were submitted to Holly Ivey, DHS Licensing Coordinator 4.24.2020</i>

New Findings from Site Visit	Comments
	N/A There was nothing found to be out of compliance at the unannounced inspection.

Interview Summary

The Program Director and a House Parent answered questions while assisting with a walk through with Holly Ivey, DHS Licensing Coordinator. Student interviews did not occur at the inspection as students were not residing in the dorm during the COVID Pandemic. Students were receiving academic services online and were not living in the dormitory.

Observations

The facility was observed to be clean and in good repair. At the unannounced site inspection students were not living in the dorms due to the COVID Pandemic. The Program Director and a House Parent assisted with the walk through of the facility.

Corrective Actions and Timeframes: *There was no Corrective Action found at this site inspection, nothing further is required.*

Please submit the following to verify compliance.

Within 45 days of receipt of this report **Oregon Episcopal School** 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: 12-01-2020
Manager Review:  Date: 11-30-2020