



Licensed Child Caring Agency Site Visit Report Foster Care

Licensee: Polk Youth Program

Executive and Program Director: David Valencia

Date of site visit: November 12, 2020

Licensing Coordinator: Holly Ivey

Other Regulatory or Accrediting Agencies: The Oregon Youth Authority (OYA)

Program Compliance: The program was found to be compliant or will be compliant with OAR 413-215-0001 to 413-215-0131, Licensing Umbrella 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.

Program Description(s): *Polk County Youth Services is a proctor care program that provides a community-based treatment alternative to group care and institutionalization for up to 12 male Oregon Youth Authority (OYA) Youth, ages 12-20, who reside in the state of Oregon. Polk Youth Program focuses on youth who have a history of chronic law violation, behavioral and emotional problems, family problems, poor peer relations, school failure, minimal school performance, low self-esteem, and mental health issues. The services provided include: Structured living environment in therapeutic foster care, assessment and evaluation, individual and family counseling, psycho-social skills training, mental health treatment, transition services, outpatient drug and alcohol treatment, and independent living relapse prevention groups. Youth in the program attend public school.*

Program type and services: BRS Treatment Foster Care services for youth in OYA.

Number of proctor foster parents and program capacity: The program has 3 proctor parents with a capacity of 8 children.

Funding sources: BRS Contracts through OYA, and an Independent Living Contract with Department of Human Services (DHS).

Contracts and sources for referrals: OYA referrals come through the JPASS electronic data base, which is used by Probation Officers.

Average length of stay: The average is 12 months.

Average daily population served: 8 children

Number of children served annually: 21 children

Interviews, Observations: David Valencia, Executive Director, a foster parent and youth were interviewed. While at the program, staff were observed.

- **Foster Parent Interview:** The foster parent stated the program staff are very supportive, she can contact them at any time. She stated the program is great about screening children who will do well in the services. The foster parent was receiving monthly trainings, she listed many annual trainings she receives, including Mandatory Abuse Reporting and Suicide Prevention Training.
- **Child Interview:** The child stated things were going well for him at the program. He receives three meals a day, snacks and gets enough food to eat. He is always able to talk on the phone with people on his approved contact list. The child stated he felt safe while residing in the foster home.

Program Strengths: The following strengths were identified by Polk Youth Program's Leadership:

- The program has been consistent throughout the years with staff and proctor homes.
- Program leadership is selective of the youth they serve to ensure that they are a good fit for the program and the home they will be living in. As a result, the program rarely has serious incidents with youth.
- The program individualized all services for the youth they serve, which has led to more success.
- The agency leadership stated they work well with and support their proctor homes. In the foster parent interview this was confirmed by statements of feeling supported by the program staff.
- It was reported the agency has good relationships with OYA, JPPO's and DHS Case Managers. The agency leadership stated they value communication and collaboration with their community partners in all that they do.

Program Challenges: The following challenges were identified by Leadership:

- Recruiting proctor homes has always been a challenge for the program. The agency has tried advertising in local newspapers, social media and by word of mouth. Recruitment in 2020, has been more difficult with COVID-19.
- Receiving enough appropriate referrals is a challenge. The agency receives a lot of referrals, but many of them are for youth who the leadership believes need a higher level of care than the program can provide.

Changes that have occurred in the last 2 years: The following changes were identified by Polk Youth Program's Leadership:

- A case manager, and two proctor homes resigned.

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 Polk Youth 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@dhsola.or.us or sent by regular mail to the following address:

Department of Human Services, Children's Care Licensing Unit
Attn: Holly Ivey, Licensing Coordinator
500 Summer St NE (E-94)
Salem, OR 97301

Recommendations: N/A

Exceptions: N/A

Changes in License: N/A

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	Corrective Action	Corrective Action Completed
(1)(a) Minimum of 5 board members	X			Governance of the Agency 413-215-0021 (1)(a) Minimum of (2)(l) Meeting minutes. (REPEAT FINDING SINCE 2018) The Board meeting minutes did not show approval of the two budgets reviewed. Licensing did not receive meeting minutes for 2019. Licensing received documentation of board approval of some items, but the documentation received didn't indicate board review or approval of prospective budgets. . Annual Board Meeting Minutes must be submitted at the time of renewal for a two-year span. The governing board must fulfil the duty to meet annually. In addition to the licensing rules pertaining to governing boards, Polk's bylaws require its board to meet once annually at minimum. Meetings can occur virtually.	
(2)(f) Formally evaluate the exec. Director's performance annually	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	Corrective Action	Corrective Action Completed
(3)(a) knowledge of requirements for providing care and treatment appropriate to programs	X			Executive Director or Program Director 413-215-0021(3)(g) Approval from BCU At the time of the review the agency had submitted the Executive Director's Background Check, and was waiting to receive the fitness determination from the BCU.	
(3)(g) Approval from BCU		X			
Discipline, Behavior Management, and Suicide Prevention 413-215-0076	Yes	No	N/A	Corrective Action	Corrective Action Completed
(3) Agency uses appropriate and positive methods of behavior management and nationally recognized non-violent crisis intervention		X		Discipline, Behavior Management, and Suicide Prevention 413-215-0076(3) Agency uses appropriate and positive methods of behavior management and nationally recognized non-violent crisis intervention. Restraint and seclusion are not used by foster parents or program staff; however, the program was not utilizing a nationally recognized non-violent crisis intervention system at the time of the review. Prior to the Licensing Report being completed, the Executive Director had researched and chosen to utilize Right Response and began training staff and foster parents to the model. Staff and foster parents must be trained annually to the non-crisis intervention model.	
(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					
Physical Plant	Yes	No	N/A	Comments	Corrective Action Completed
413-215-0046(3)(a) Foster Rights Posted (if children in DHS custody)			X	N/A- The program only serves OYA Children.	
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				
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	X				

(c) 2 children under age of 3					
(6) At time of placement the agency provides proctor foster home parents with: (a) Child's name, date of birth and reason for placement (b) Name and phone# of assigned worker (c) Information on health, behavioral characteristics and needs of child	X				
(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
(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				
					Corrective Action Completed

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	Corrective Action	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 Assessment 413-215-0316 (2)(f) Contact information for 2 individuals if applicant displaced by natural disaster The above required information was not found in the foster home assessments.	
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			X	N/A The program did not have any new Home studies to review in the last two years.	

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 (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					
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(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	N/A The program did not have new foster parents in the last two years.	
(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	N/A The program did not have new foster parents in the last two years.	
(c) Organizational lines of authority			X		
(e) & (5)(a) to (c) Mandatory reporting that includes:			X		

(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					
(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	Corrective Action and Comments	Corrective Action Completed
(a) Minimum of 15 hours of training before placement			X	N/A The program did not have new foster parents in the last two years.	
(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		Training for Parents in Proctor Foster Care Written Training Plan includes: 413-215-0326(1) (c)(E) Importance of age-appropriate or developmentally appropriate extracurricular, enrichment, cultural, and social activities • There was lack of verification that the above training occurred annually.	
(c)(F) Preparation of child for independence based on age, stage of development, and child's needs		X		Training for Parents in Proctor Foster Care Written Training Plan includes: (c)(F) Preparation of child for independence based on age, stage of development, and child's needs • There was lack of verification that the above training occurred annually.	
(c)(G) Legal responsibility to report suspected child abuse	X				
(2) Training is documented	X				

Personnel Files 413-215-0061	Yes	No	N/A	Comments	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				
(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	N/A The program did not have new employees within the last two years.	
(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			X		

disciplinary techniques that are non-punitive in nature					
(1)(b) Restraint and seclusion (if applicable)			X		
Ongoing Training	Yes	No	N/A	Corrective Action	Corrective Action Completed
413-215-0371(2)(a) Environmental emergencies	X				
413-215-0371(2)(b) Universal Precautions		X		Ongoing Training 413-215-0371(2)(b) Universal Precautions There was lack of verification that the above training occurred annually.	
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:

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	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				
(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	X				

(b) current immunizations, history of surgical procedures-health issues-injuries (c) allergies (d) dental, vision, hearing, behavioral health, and (f) physician orders					
(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	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				
(e) (A)&(B) Service plan within 60 days (parent, guardian and child actively involved). Describes how child's issues will	X				

be addressed, anticipated outcomes and reviewed by child and guardian/parent.					
(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:					

Licensing Coordinator's Signature:  Date: 12-18-2020

Manager Review:  Date: 12-21-2020