



Licensed Child Caring Agency Site Visit Report Foster Care

Licensee: Youth Progress Association
Executive Director: Nick Gallo
Program Director: Marisa Moon

Board Chairperson: Christoffer McCollom
Date of site visit: (1/06/21 – 1/8/21) and (1/11/21 – 1/12/21)
Licensing Coordinator: Ed Wyller

Other Regulatory or Accrediting Agencies: Oregon Department of Human Services / Oregon Youth Authority

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): Youth Progress Association reports the following:

“Youth Progress operates as an independent 501(c)(3) nonprofit corporation, licensed in the state of Oregon as a Child Caring Agency to provide proctor foster care for all genders ages 13 to 25 years. Youth Progress contracts with the Oregon Department of Human Services (DHS) and the Oregon Youth Authority (OYA) to provide Behavior Rehabilitation Services in the Portland Metro area to young people from across the state. In addition, Youth Progress provides short-term placements for young people in the Alba Collaborative, funded through Multnomah County’s Youth Stabilization and Homelessness Prevention contract with New Avenue for Youth.

Youth Progress uses evidenced based, culturally responsive and promising practices in our program models, curriculum, therapeutic interventions, practices, policies, and procedures. This includes Collaborative Problem Solving, Crisis Prevention Institute and Safe Home Studies.

Youth Progress, and all personnel therein including employees, contractors, volunteers, and proctor foster parents are required to adhere to all DHS, OYA, and Licensing rules, policies, and laws that govern licensed Child Caring Agencies and Behavioral Rehabilitation Services (BRS) funded programs, as well as Youth Progress Policies and Procedures.

Additionally, we operate in alignment with the Youth Progress, DHS and OYA missions, visions, values, and professional codes of conduct.”

Program type and services: Youth Progress Association is a Foster Care Agency. Youth Progress Association contracts for Behavior Rehabilitation Services through BRS Proctor and BRS Enhanced Services. Please see above for detailed description of services.

Number of proctor foster parents and program capacity: Youth Progress Association reports the following:

“Approximately 35 foster parents.

Learning Center is designed to serve up to 12

CCAP is designed to serve up to 12

Community Collective is designed to serve up to 20, although as we have more homes we could serve more.

Our Contract from OYA is technically to serve up to 16, and DHS is to serve up to 36”

Funding sources: Youth Progress Association reports: “Primary funding is OYA and DHS through BRS funds. PPS provides Alt Ed. funds. Average of \$250k/yr. in grants and philanthropic support. We subcontract through Foster Plus and New Avenues for Youth/Alba Collaborative as well.”

Contracts and sources for referrals: Youth Progress Association reports: “OYA & DHS are primary contracts and sources of referrals. Alba funding through Multnomah County and referrals come through New Avenues for Youth, Latino Network and Lines for Life. PPS contracts with us for Alternative Education.”

Average length of stay: Youth Progress Association reports: “1yr (although it varies some by program)”

Average daily population served: Youth Progress Association reports: “30”

Number of children served annually: Youth Progress Association reports: “80”

Interviews, Observations: On January 7th, 2021 I interviewed four youth (2 OYA / 2 DHS). I interviewed youth from College Career Attainment Program (OYA Youth) via telephone. Both youths reported they feel safe at the College Career Attainment Program and in their respective proctor/foster homes. On a scale from 0-10 (0=worst program in State, 10=best program in State). Youth indicated YPA to be an 9, and 10 on this scale. Youth reported, “People are good people and really help out”, and “Program gives independence”. Both youths reported food in their proctor/foster homes is good and that the food at College Career Attainment Program (CCAP) is also good. One youth indicated that youth have input regarding the menu at CCAP. Both youths indicated learning the following topics: learning about taxes, credit, how to rent, how to develop a budget. Both youths indicated CCAP employee David has taught these topics during group. Both youths indicated the Rent Well program to be very helpful. One youth reported, “learned to control anger and be better in community”. Youth reported CCAP has a gaming system that can be projected on wall. Youth also play games, foosball, and pool.

I interviewed youth from the Learning Center (DHS Youth) via telephone. Both youths reported they feel safe at the Learning Center and in their respective proctor/foster homes. On a scale from 0-10 (0=worst program in State, 10=best program in State). Youth indicated YPA to be a 6, and an 8 on this scale. Youth reported, “More freedom and am doing better here” This youth also reported, “more space and am able to use coping skills to calm”. One youth reported they have learned to how to work on problems. One youth reported there is “no communication between staff”. The other youth reported communication to be good. They reported that YPA talks to proctor parent and other staff. One youth reported food in their proctor/foster home and learning center is good the other youth reported both to be ok. Youth reported playing video games and magic at learning center.

On 1-08-21 I interviewed 4 proctor parents via telephone that range from respite only to certified for both DHS/OYA. Proctor parents reported the following about training. Proctor parents reported in person training and on-line power point training they have received. Foster parent college is awesome one proctor parent reported. Another proctor parent reported “YPA has done a really good job”. This is referencing the new training program. “The online training is great, and the advanced training provides the depth required to do the work”. Another proctor parent reported “training is good and took a year before becoming certified”. One of the 4 proctor parents reported they would like more training. This proctor parent reported wanting additional training on “criminal, drugs, suicide and for suggestions working with older youth”. This proctor parent reported training is “geared for younger youth”.

Proctor parents expressed their relief with respite resuming. During the Covid-19 pandemic respite came to a halt. The proctor parents reported getting excellent support from Gordy. These supports were so valuable during the pandemic. It was reported Gordy, “offered emotional support during these tough times”. Another proctor parent expressed the “support is good”. They reported, “Feel like I am heard”. One proctor spoke highly of the support they received from Lee Orr and the support and direction he provided during a crisis. All proctor parents reported they feel supported during emergencies and reported goes all the way to the top Program Director Marisa Moon.

Proctor parents reported front end information is much improved. Another proctor parent reported that YPA, “Program has changed 100%” and “Better now then it ever has been”. One proctor parent spoke about their pleasure with their pod group of proctor parents and the mentorship and support this had created. Another proctor parent in another pod reported their pod does not meet and the support is limited, and they are disappointed by this. Proctor Parents that are affiliated with CCAP reported the partnership and communication with CCAP is excellent. Proctor parents reported that YPA continues to conduct two monthly visits. Proctor parents report youth advocates and others are also visiting homes.

Program Strengths: Youth Progress Association reports: “Youth Progress excels at recruiting, certifying, training and supporting Proctor Foster Parents. Youth Progress has also done outstanding work to build a culturally responsive approach to Proctor Foster Care. This includes a very diverse staff and proctor foster parent community. Youth Progress also has completed its transformation as an organization to a trauma-informed organization, that is able to meet the complex needs of young people experiencing significant trauma, disrupted attachments, and challenging life experiences. Our College & Career Attainment Program does incredible work to stabilize young people transitioning out of youth correctional facilities for career and life success. Our Learning Center is able to bring stability and meet the educational needs of young people in need of enhanced supervision, structure, and support. Our Community Collective is able to meet the needs of young people in more of a community-based experience, normalizing their experiences, while also meeting their complex needs in a caring, compassionate, and well-coordinated manner.

The Youth Progress team has been incredibly resilient and is deeply dedicated to the success of young people in our community.”

Program Challenges: Youth Progress Association reports: “Youth Progress has experienced lots of growing pains over the past couple of years and had significant issues as we worked through shifting our culture, organizational philosophy, and business model, program models, and brand. We worked through a lot of transitions in positions through the organization and managed through all that came along with being put on an intent to revoke with conditions on our license. We are much stronger for it now, and before we even successfully moved off the off-ramp, we had to again pivot to operate effectively during a global pandemic. This, coupled with the consistent and persistent under-investment by the state into our success has resulted in on-going turnover issues that impacts our ability to have the breakthrough stability we so desperately seek as we pour our hearts and souls into this organization and young people in the foster care and juvenile justice system. We have made marked progress in mitigating challenges and believe the best is yet to come at Youth Progress.”

Lawsuits: Youth Progress Association reports: “We have two pending legal matters related to former employees that I am more than willing to inform you of in a confidential setting, and after consulting with our counsel.”

Grievances and complaints filed in the last two years: Youth Progress Association reports: “The couple of grievances and complaints filed in the last two years have been previously submitted to and reviewed by DHS Licensing. Please let me know if we need to re-submit.”

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

Within 45 days of receipt of this report Youth Progress Association 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 **Ed Wyller at Edward.Wyller@dhsosha.state.or.us** or sent by regular mail to the following address:

Due to Covid-19 pandemic and working remotely the preferred method is to send directly to Ed Wyller at his email address.

Department of Human Services, Children’s Care Licensing Unit
Attn: Ed Wyller
500 Summer St NE (E-94)
Salem, OR 97301

Exceptions: While Governor’s Emergency Orders are in place for Covid-19; YPA has an exception in place to conduct their monthly home visits virtually in efforts to reduce the spread of Covid-19.

Changes in License: New issued License expiration date will be January 31, 2022.

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	Corrective Action Completed
(1)(a) Minimum of 5 board members	x				
(2)(f) Formally evaluate the exec. Director's performance annually					
(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	x				
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				
413-215-0051(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	Corrective Action Completed
(1) Agency has and adheres to a respite care policy	x			N/A YPA proctor foster homes do not exceed the homes certification number	
(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				

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	x				

413-215-0356(4) Documentation of the basis for placement					
(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	x				

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					
(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		Repeated Finding: Home study simply states the preference but does not go deeper into beliefs in the narrative section.	
(p) Cultural background and experiences with diverse cultural groups		x		Repeated Finding: Home study was missing cultural background and experiences with diverse cultural groups. Reviewer would like more details.	
(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		Repeated Finding: Home study had a disclaimer that proctor parent would be respectful of others believes but does not address "provide opportunities to enhance the positive self-concept and understanding of child's heritage".	
(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	x				

(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	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				

Supplemental Information Provided by CCA	Yes	No	N/A	Comments	Corrective Action Completed
Documents as indicated on the form titled "Renewal Licensing Required Documents"	x				
Documents as indicated on form titled "Required Financial Documents and Information"	x				
All required policies and procedures as identified in the "Umbrella Rules"	x				
All required policies and procedures as identified in "Agency Type Specific Rules"	x				

Personnel Files 413-215-0061	Yes	No	N/A	Comments	Corrective Action Completed
Staff Name					
Position					
(3)(g) Date of Hire					
(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		These were completed however outside of the required 30 days' time frame.	
(b) Ethical and professional guidelines	x				
(c) Organizational lines of authority	x				
(d) Attributes of population served		x		These were missing or not completed within the required 30-day time frame.	
(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		These were missing and not completed within the required 30 days' time frame.	
(f) Privacy laws		x		These were completed however outside of the required 30 days' time frame.	
(g) Emergency procedures		x		These were completed however outside of the required 30 days' time frame.	

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		These were missing and not completed within the required 30 days' time frame.	
(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			x		

(vi) Any liability of the agency for acts of the contractor, rights of indemnity and limitations on liability					
Comments:					

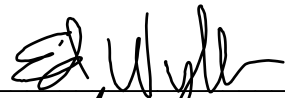
Children's Records	Yes	No	N/A	Comments	Corrective Action Completed
Name					
Initial Evaluation 413-215-0386(2)	Yes	No	N/A	Comments	Corrective Action Completed
(a) Agency request and review all available reports of child's past and present behavior, educational status, and physical and mental health.	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		Repeated Finding: Youth files were blank for current school.	
(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		x		(A) The child's parents address was left blank	

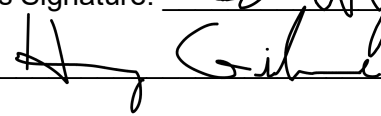
(C) Other persons significant to child (D) Other professionals to be involved in service planning (if applicable)					
(f) Required consents and authorizations	x				
Health Services 413-215-0376	Yes	No	N/A	Comments	Corrective Action Completed
(2) Medical history obtained within 30 days (a) significant 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		Repeated Finding: Reviewer found multiple forms still in use that do not cover (e) Any policies and procedures upon request. Disclosures need to include any policies and procedures to be available by request of child in care, parent, or legal guardian.	
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		Repeated Finding: Assessments reviewed were not completed within the required 30 days' time frame.	
(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		Repeated Finding: Service plans reviewed were not completed within the required 60 days' time frame.	
(e)(C)&(D) Service plan is reviewed quarterly and revised when information indicates other services should be provided		x		Repeated Finding: Service plan updates were missing and or late	
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		Repeated Finding: Youth was missing discharge planning instructions	
(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		Repeated Finding: All youth reviewed were missing an inventory of personal property	
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: 2-01-2021

Manager Review:  Date: 01-24-2021