



Licensed Child Caring Agency Site Visit Report Residential Care

Licensee: Affect Youth Services, Inc.
Executive Director: Mandy Augsburger
Board Chairperson: Mandy Straus

Date of site visit: March 31, 2021
Licensing Coordinator: Robin DuVal

Other Regulatory or Accrediting Agencies: Oregon Department of Human Services (ODHS) Child Welfare Treatment Services.

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 413-215-0501 to 413-215-0586, Licensing Residential Care Agencies Rules. Personnel records were reviewed and compliance with required background checks was documented for employees in all programs.

Program Description(s): The program offers an extended family care model where youth with higher needs can still be placed within a family setting allowing for a family experience with additional staff for extra support. The program is contracted with CW Treatment Services and is a non-BRS provider. Youth are assisted in taking personal responsibility and accountability for their actions and using positive behavior support to model appropriate responses. Youth will have more positive outcomes when they know they are being supported in their plan to transition out of the program.

Program type and services: Practical application of life skills, modifying negative behaviors through “do-overs”, building trusting relationships, positive peer culture. These are accomplished through discussion and modeling. Other services such as therapy, drug and alcohol treatment, mentoring and skills training are outsourced by referral of the caseworker.

Capacity and Age Range: capacity 15; ages 10-17

Funding sources: ODHS Child Welfare

Contracts and sources for referrals: ODHS Child Welfare

Average length of stay: 5.5 months

Average daily population served: 11.5

Number of children served annually: 38.5

Use of seclusion or restraint: No seclusion. Restraint utilizing “Right Response” methods as their nationally recognized nonviolent crisis intervention program.

Youth J. Interview: Youth J. is 17 years old and has been in the program for about 2.5 years, and reports this program is helping with goals; staff are trusting; likes it here and feels safe. Likes the people here and the relationships built. The program does well at working on one’s self. Described things they do for fun on-site and off-site. Food is good and gets enough. Has online school and gets help if needed. Wishes to have more freedoms, like a job and driver’s license, and to get out in the community more often.

Youth W. Interview: Youth W. is 15 years old and has been in the program for about 6 months, and reports this program is helping with goals; staff are trusting; likes it here and feels safe. Described things they do for fun, on-site and off-site. The food is “excellent” and gets enough. Has online school and gets help if needed. Feels that the rules have a purpose with a learning opportunity and likes that the program works on integrity.

Staff Interviews: Two staff were interviewed separately; Staff C. here since the program opened in 2016, and Staff M. for about 3.5 years. Both described ongoing trainings and described the correct process to report suspected child abuse or neglect. Due to the homelike setting, formal staff meetings are seldom. However, daily information is shared in person or through a staff messaging app called “Slack”, as well as contact with their immediate supervisor is daily. Management is responsive to concerns made by staff and staff feel free to express concerns or suggestions. When a youth enters the program, information about supervision and other specifics is provided verbally by the Executive Director. The food provided to the youth is good, plentiful, and dinner is usually a home-made meal, and adjustments are made for “picky eaters” or allergies. COVID-19 presented challenges with a lot of adjustments in their day-to-day routine from school, appointments, outings, etc.

Observations: Staff were wearing face masks, except those who live on-site, as mandated statewide due to the COVID-19 pandemic. House renovations look nice and provides extra kitchen space, addition of a conference room and office, and new flooring and shelving in the youth dorm room. The driveway has an electric gate to enter/exit the property. Adequate food supply in pantry, refrigerators, and freezers. Youth have on-site distance learning for school, due to the COVID-19 pandemic.

Program Strengths: The program reports the following.

- Staff Team has strong communication, are flexible with schedules and duties. We have a good team camaraderie like a family due to the grace and support all staff and youth receive. A divide and conquer attitude to accommodate staffs’ strengths and weaknesses. Strength based annual reviews.
- Staff ability to recognize youth's weaknesses and work on turning them into a strength.
- Provides a stable family environment even though it is a program.
- Do overs and grace abound. Youth are given multiple opportunities to start over each day and every new day begins with a fresh start.
- De-escalation of youth, providing a sounding board for youth.
- Vigilant of youth sensitivity, tolerance, minimizing / recognizing potential triggers

Program Challenges: The program reports the following.

- Staff Team struggles to complete assigned trainings without multiple reminders, although there has been improvement with the use of the new Slack App.
- Keeping prohibited items and substances away from the premises.
- Stopping growing dissention one youth or multiple youth spread throughout the program. Taking in youth with defiance issues who know that we cannot do anything to stop their behaviors (a learned trait of being in the system).

Changes that have occurred in the last 2 years: The program reports the following.

- Major renovation of property - increased square footage by 1,148, including the addition of a conference room and office as well as extending the kitchen by 8 feet, new siding, new roof, made larger parking area for staff w/ retaining wall, new flooring in youth dorm.
- Implemented the use of Right Response for last resort, emergency restraint.
- Implemented use of Slack App for streamlined communication / training between all staff.
- New trainings covering gender identity, cultural identity, trauma informed care, etc.
- Staff Team has grown in the area of giving more grace on a regular basis and identifying their own optimal performance range of stress. When staff recognize their own stress, they can ask another staff to assist if needed when working with escalated youth.

Lawsuits: None

Grievances and complaints filed in the last two years: None

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

Within 45 days of receipt of this report **Affect Youth Services, Inc.** 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 will be emailed directly to Robin DuVal at robin.m.duval@dhsosha.state.or.us.

Exceptions: 1) overnight awake staff ratio; and 2) use of cameras in the shared open space of the dorm rooms, living areas, and outdoor areas.

Recommendations: Create disclosures for the guardians and youth regarding religious activities; personnel possessions; and the use of cameras.

Changes in License: None.

Summary of Review					
Program and Services 413-215-0011(2)	Yes	No	N/A	Corrective Actions/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 Actions/Comments	Corrective Action Completed
(1)(a) Minimum of 5 board members	X			Performance evaluations of the Executive Director are conducted annually, however not signed by the board chairperson as required by OAR 413-215-0021(2)(f). The agency shall ensure the board chairperson is involved in the annual performance evaluation and signed by the board chairperson.	
(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	Corrective Actions/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	Corrective Actions/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				
Contractors (if applicable) 413-215-0061(6)	Yes	No	N/A	Corrective Actions/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		
Supplemental Information Provided by CCA	Yes	No	N/A	Corrective Actions/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			<i>Note: The Mandatory Abuse Reporting Policy and Procedure, and Suicide Prevention Policy is under review by the licensing coordinator, and recommendations will be provided for necessary any updates.</i>	
All required policies and procedures as identified in "Agency Type Specific Rules"	X				
Physical Plant	Yes	No	N/A	Corrective Actions/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), 0516(4)(I) & 0521(1) Adequate furnishings and personal items	X				
413-215-0511(2)(a) & (c) Buildings are smoke free, clean and in good repair	X				
413-215-0511(2)(d) Rooms are free of harmful drafts, odors, and excessive noise	X				
413-215-0511(2)(e) Rooms are adequate in size and arrangement	X				

413-215-0511(2)(f) System provides a continuous supply of hot and cold water to taps located throughout the facility	X				
413-215-0511(2)(h) Building is well ventilated and room temperature is within a normal comfort range	X				
413-215-0516(1) All parts of the facility ensure the safety of children	X				
Room and Space Requirements Bedrooms 413-215-0516(3)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Adequate furnishings and personal items	X				
(b) Separate from rooms used for dining, living, laundry, kitchen, and storage	X				
(c) Outside room with window allowing egress from building	X				
(d) Ceiling at least 90 inches	X				
(e) Minimum 60 SF per bed	X				
(f) No more than 25 if dorm style	X				
(g) Permanently wired fixtures	X				
(h) Window covering	X				
(i) Beds are 3 feet apart and maintained to ensure safety	X				
Room and Space Requirements Bathrooms 413-215-0516(4)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a)(A)&(B) 1:8 ratio for toilets and sinks	X				
(a)(D) Hot and cold running water, soap, and approved hand drying options	X				
(a)(E) 1:10 ratio for shower or bathtub	X				
(a)(E) Individual privacy	X				
(a)(F) Window covering			X		
(a)(G) Permanently wired fixtures	X				
(a)(H) Adequate ventilation	X				
(b)&(c) Wooden racks on floors are prohibited and impervious shower mats are disinfected & dried daily	X				
Room and Space Requirements Kitchen 413-215-0516(6)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Used exclusively for storage, food preparation, dish washing and activities related to eating	X				
(b) Walls, floors are easily cleanable	X				
(c) Equipment and utensils are easily cleanable, durable, nontoxic, and kept clean	X				

(e) Equipment is easy to clean beneath, between and behind	X				
Room and Space Requirements 413-215-0516	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(2) There is a separate living room or lounge area – 15 SF minimum per child	X				
(5) There is a separate dining room with capacity for ½ of children in care and 15 SF per child in care	X				
(7) Laundry is separate from living areas, kitchen and dining	X				
(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	X				
(9) Outdoor activity area is protected from vehicles and other hazards and of a size and availability appropriate to the age and needs of children in care	X				
(11) & 413-215-0076(3)(c)(C) Time out rooms have adequate space, heat, light and ventilation and is not capable of locking	X				
Furnishings and Personal Items 413-215-0521	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) There is a bed with frame, clean mattress and pillow and personal storage (dresser, closet)	X				
(2) Linens are in good repair. There is a waterproof mattress cover or mattress. Linens are appropriate and towels and washcloths are provided	X				
(3) Bedding is changed weekly or when soiled	X				
(4)&(5) Personal hygiene supplies and appropriate clothing are provided	X				
Food Services 413-215-0536(1)&(2)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1)(a) Meals are arranged daily, consistent with normal mealtimes that occur during the hours of operation	X				
(1)(b) Menus are prepared in advance in accordance with USDA guidelines, provide a variety of foods and are adjusted for seasonal changes.	X				

(1)(b) Menus are kept for at least 6 months	X				
(1)(c) Drinking water is freely available	X				
(2)(a) Food is stored, prepared & served in a sanitary manner	X				
(2)(c) & (d) Food products are obtained from commercial suppliers (exception of fruits & vegetables), unpasteurized juice is prohibited, and only Grade A pasteurized and fortified milk in appropriate container.	X				
Safety 413-215-0541	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(2)(a) Written emergency plan	X				
(2)(b) Telephone numbers for local police and fire are posted near all telephones	X				
(2)(c) Operative flashlights sufficient in number are readily available to staff	X				
(3)(a) Evacuation drill occurs monthly under varying conditions, is retained 2 years and contains; (A) identify of person conducting drill (B) date & time (C) notification method (D) staff participating (E) # of children & staff evacuated (F) special conditions simulated (G) problems encountered (H) time to complete	X				
Safety – Transportation 413-215-0541	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(5)(b) Vehicle has insurance policy, is smoke free, safe operating condition, and has first aid kit and fire extinguisher 2-A:10-BC	X				
Medication 413-215-0551	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(3)&(7)(e) Medications have a prescription and are stored in the original container with prescription label	X				
(4)&(5) Herbal supplements and remedies, medical treatments, special diets, physical therapy, physical aides or limitations have a written order signed by a physician or qualified medical professional.	X				
(7)(c) Medications are inaccessible to children	X				

(8) Medications are disposed in accordance with state and federal law		X		<u>413-215-0551(8)</u>: Unused medications were being stored in a separate container from current medications in the locked medication closet, to be given to the youth's guardian when available. The agency shall ensure all unused medications be disposed of and in a manner that ensures that they cannot be retrieved.	
(9) Written record of the disposal of medications is maintained and includes: (a) description and amount (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 and 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			
				<u>413-215-0551(9)</u>: Unused medications were not documented on a written disposal record as required. The agency shall ensure all unused medications are documented utilizing the already established medication disposal form, capturing all required elements (a-e). The written disposal record shall be thoroughly completed and maintained. <u>413-215-0551(10)</u>: The Medication Administration Record (MAR) form was missing required elements. The agency shall update the MAR form to include (e) and (i), and document appropriately going forward. The written MAR shall be thoroughly completed and maintained. The agency shall ensure all staff are retrained on the above noted requirements.	
Extracurricular, Enrichment, Cultural & Social Activities 413-215-0554	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(2) Children have ongoing opportunities to participate in at least one age-appropriate or developmentally appropriate activity	X				
Minimum Staffing Requirements 413-215-0561	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1)&(2) Supervision is adequate for the type of program, location, age and type of children, ability of supervisor to respond, electronic back-up systems. Minimum ratios are maintained: Under 30 months of age: 1:4 30 months to > 6 yrs or non-ambulatory: 1:6 Ages 6 and older: 1:7	X				

Overnight (staff awake) 1:10					
(4)(a) When one staff on duty, there is additional staff immediately available with max response time of 30 minutes	X				
(5) There is at least one on-site employee authorized to apply the <i>reasonable and prudent parent</i> standard	X				
Separation of Residents 413-215-0566	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Children are in separate bedrooms than adults, unless parent and child, or there is written approval from guardian/parent and licensing coordinator	X				
(2) There is adequate supervision of children if both males and females are served by the program			X		

Personnel Files 413-215-0061	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Staff Name/Position	X			Records of personnel actions were missing from personnel files. The agency shall develop and implement a personnel action form for all employees to be utilized when there is a personnel action to be recorded or requires payroll action.	
(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 (1)(c) Employee meets minimum qualifications stated in current job description	X				
New Employee Orientation – Umbrella Requirements (30 days) 413-215-0061(4)	Yes	No	N/A	Corrective Actions/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 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 – Residential (30 days) 413-215-0556	Yes	No	N/A	Corrective Actions/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			Two staff have not received restraint training to date. The agency shall ensure: 1) All current untrained employees are trained utilizing “Right Response” methods as their nationally recognized crisis intervention model. 2) Provide documentation when completed. 3) All new employees are trained within 30 days of hire.	
(1)(b) Restraint and seclusion (if applicable)		X			
Ongoing Training	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0536(2)(b) Employees who handle food served to children have a valid food handler’s card	X				
413-215-0541(5)(a) Employees transporting children have: current driver’s license, insurance, trained in emergency procedures and behavior management, and training for 15+ passenger vans if applicable)	X				
413-215-0556(2)(a) Environmental emergencies	X				
413-215-0556(2)(b) Universal Precautions	X				

413-215-0556(2)(c) Discipline and Behavior Management	X			
413-215-0556(3) Staff providing direct care must maintain current CPR/First Aid certification	X			
413-215-0556(4) Designated staff authorized to apply reasonable and prudent parent standard are trained in application of the standard	X			
413-215-0061(5) 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			

Children's Records	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Health Services 413-215-0546					
(2) Medical history obtained within 30 days (significant findings, current immunizations, history of surgical procedures-health issues-injuries, allergies, dental, vision, hearing, behavioral health, and 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				
(4)(a) to (f) Medical exams (3 in first year of life, 2,4,6,9,14)			X		
Consents 413-215-0576(1)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Provide routine and emergency medical care	X				

(b) Use the discipline and behavior management system	X			The consent form was missing the agency's use of restraint. The agency had previously updated their restraint and behavior consent form. However, it wasn't updated in the intake packet, therefore the program is using the old form. The agency shall ensure the updated restraint consent is: 1) Included in all future intakes and retained in the youths file, and 2) Provided to and signed by all current youth guardians.	
(c) Use restraint or seclusion (if applicable). Must specify the reasons for the intervention and how staff 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 reasonable and prudent parent standard	X				
Disclosures 413-215-0576(2) Parent/guardian has acknowledged in writing:	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Information regarding personal or room searches and protocols for confiscation of contraband	X				
(b) Statement of Rights of Children and Parents/Guardians	X				
(c) Any policies and procedures upon request	X				
Authorizations 413-215-0576(3)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Disclose or exchange information with others		X		Authorization to disclose or exchange information was missing from youth records. The agency shall: 1) Develop and implement an authorization document to disclose or exchange information with others, and 2) Ensure this authorization is included in all future intakes and retained in the youth's record.	
(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				
Information about Children in Care 413-215-0581(1) Summary sheet contains the following:	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) The name, gender, date of birth, religious preference, and previous address		X		Previous address was missing from the summary sheet. The agency shall ensure: 1) The form is updated to include previous address. 2) The previous address is documented on the summary sheet.	
(b) Name and location of previous and current school	X				

(c) Date of admission	X			Religious preference was not consistently documented on the summary sheet. The agency shall ensure an entry is noted for religious preference.	
(d) Legal custody	X				
(e) The name, address, and telephone number of: (A) The child in care's parents. (B) The child in care's legal guardian, if different than the parents, and a copy of the document that provides for his or her authority over the <i>child in care</i> . (C) Other persons significant to child (D) Other professionals to be involved in service planning (if applicable)	X				
Service Planning 413-215-0581(2)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(b) Intake document is completed the date child accepted into care (emergency placement 48 hours)	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 services	X				
(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 413-215-0581(3)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Services are documented, progress toward achieving goals is tracked	X				
(b)-(d) discharge planning and instructions	X				
(f) Incident Reports	X				
Financial Records 413-215-0581(4)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Records contain date, amount, source, purpose, signatures		X		The financial form was missing required elements. The agency shall:	

				1) Update the form to include the source, purpose, and signatures (not initials). 2) Utilize the form when youth have any money, gift cards, etc. that are received or dispersed.	
Personal Possessions Records 413-215-0581(5)	Yes	No	N/A	Corrective Actions/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	Corrective Actions/Comments	Corrective Action Completed
(1) Stored safely	X			Personnel and youth records are incomplete missing items noted above. The agency shall ensure the revised date is noted on documents (forms, policies, procedures, etc.) when revised.	
(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 for each child includes: Name Gender Birth date Names, addresses of parents or guardians Dates of admission Placement upon discharge	X				

Licensing Coordinator's Signature: Robin DuVal Date: 4/19/2021

Manager Review:  Date: 4-19-2021