



Licensed Child Caring Agency Unannounced Site Visit Report

Licensee: Professional Therapeutic Community Network
(PTCN)

Executive Director: Jesse Watson

Program Director(s): Patricia Myers

Date of Unannounced: 4-28-2021

Licensing Coordinator: Irvin Minten

Other Regulatory or Accrediting Agencies: DHS Treatment Services Unit

Purpose: Per OAR 413-215-0101 (1) (b) Children's Care Licensing is required to perform at least one unannounced site visit a year where children in care reside.

Previous Findings: License Renewal Site Visit 09-29-2020	Repeat Findings Further Action Needed	Comments
413-215-0021(1)(e)(A) Employees may not serve as board chair: "Jesse Watson, Executive Director of PTCN, serves as board chair of the PTCN Board of Directors. As an employee of PTCN, Mr. Watson may not serve as board chair."	Yes✓ No□	Jesse Watson continues to serve as the Executive Director and board chair of the PTCN Board of Directors. As an employee of PTCN, Mr. Watson may not serve as board chair. (This is a repeat finding from 2020)
413-215-0021(2)(f) Formally evaluate the exec. Director's performance annually: "The PTCN Board does not formally evaluate the executive	Yes✓ No□	The PTCN Board of Directors continues to not evaluate Jesse Watson's performance annually. Mr. Watson must have his performance evaluated annually by a member of the PTCN board. (This is a repeat finding from 2018 and 2020)

director's performance annually." (This is a repeat finding from 2018)		
413-215-0316(2)(f) Contact information for 2 individuals if applicant displaced by natural disaster: "The program does not maintain contact information for two individuals, should a foster parent be displaced by a natural disaster." (This is a repeat finding from 2018)	Yes ☐ No ☒	PTCN is now maintaining contact information for 2 individuals if a foster parent is displaced by natural disaster. This contact information is now being maintained on the PTCN Client Summary Sheet and is updated as needed.
413-215-0326(1)(c)(A) Characteristics and needs of children who are placed: "In 1 of the three foster parent files reviewed, the foster parent did not have yearly training on characteristics and needs of the children who are placed."	Yes ☐ No ☒	The program reports they are ensuring that all foster parents have documented ongoing training on characteristics and needs of the children who are placed. To assist in this tracking, the Training Plan for Proctor Parents for 2021 has been updated to include due dates for each required training.
413-215-0326(1) (c)(B) Ways to effectively parent children, including application of the reasonable and prudent parent standard: "In 2 of the 3 foster parent files reviewed, the foster parent did not have yearly training on the reasonable and prudent parent standard." (This is a repeat finding from 2018 and 2020)	Yes ☐ No ☒	The program reports they are ensuring that all foster parents have documented ongoing training on the reasonable and prudent parent standard. To assist in this tracking, the Training Plan for Proctor Parents for 2021 has been updated to include due dates for each required training.
413-215-0326(1) (c)(C) Positive behavior management: "In 1 of the 3 foster parent files reviewed, the foster parent did not have yearly training on positive behavior management."	Yes ☐ No ☒	The program reports they are ensuring that all foster parents have documented ongoing training on positive behavior management. To assist in this tracking, the Training Plan for Proctor Parents for 2021 has been updated to include due dates for each required training.
413-215-0326(1) (c)(D) Importance of family of the child and working with the family: "In 1 of the 3 foster parent files reviewed, the foster parent did	Yes ☐ No ☒	The program reports they are ensuring that all foster parents have documented ongoing training on importance of the family of the child and working with the family. To assist in this tracking, the Training Plan for

not have yearly training on importance of family of the child and working with the family.”		Proctor Parents for 2021 has been updated to include due dates for each required training.
413-215-0326(1) (c)(E) Importance of age-appropriate or developmentally appropriate extracurricular, enrichment, cultural, and social activities: “In each of the 3 foster parent files reviewed, the foster parent did not have yearly training on the importance of age-appropriate or developmentally appropriate extracurricular, enrichment, cultural, and social activities.”	Yes ☐ No ☒	The program reports they are ensuring that all foster parents have documented ongoing training on importance on preparation of child for independence based on age-appropriate or developmentally appropriate extracurricular, enrichment, cultural, and social activities. To assist in this tracking, the Training Plan for Proctor Parents for 2021 has been updated to include due dates for each required training.
413-215-0326(1) (c)(F) Preparation of child for independence based on age, stage of development, and child’s needs: “In each of the 3 foster parent files reviewed, the foster parent did not have yearly training on preparation of children for independence based on age, stage of development, and child’s needs.”	Yes ☐ No ☒	The program reports they are ensuring that all foster parents have documented ongoing training on age, stage of development, and child’s needs. To assist in this tracking, the Training Plan for Proctor Parents for 2021 has been updated to include due dates for each required training.
413-215-0326(1) (c)(G) Legal responsibility to report suspected child abuse: “In 1 of the 3 foster parent files reviewed, the foster parent did not have yearly training on the legal responsibility to report suspected child abuse.”	Yes ☐ No ☒	The program reports they are ensuring that all foster parents have documented ongoing training on legal responsibility to report suspected child abuse. To assist in this tracking, the Training Plan for Proctor Parents for 2021 has been updated to include due dates for each required training.
413-215-0061(3)(a) record of education, training and previous employment: “In 1 of the 5 staff personnel files reviewed, the file did not contain information of the staff person’s education, training, and previous employment.”	Yes ☐ No ☒	The program reports they are ensuring that every personnel file has record of education, training and previous employment.

413-215-0061(1)(b) & (3)(b) reference checks completed and documented: "In 1 of the 5 staff personnel files reviewed, the file did not contain information that reference checks were completed by the program at the time of the employee's hiring process."	Yes ☐ No ☒	The program reports they are ensuring that every personnel file has record of reference checks being completed.
413-215-0371(2)(a) Environmental emergencies: "In 3 of the 4 staff files reviewed, the staff had been employed at the program for more than a year. Specific to the 3 staff employed at the program for more than a year, none of these staff had yearly, ongoing training on environmental emergencies." (This is a repeat finding from 2018 and 2020)	Yes ☐ No ☒	The program reports they are ensuring that all agency employees have documented ongoing training on environmental emergencies. To assist in this tracking, the Training Plan for Employees for 2021 has been updated to include due dates for each required training.
413-215-0371(2)(c) Discipline and Behavior Management: "In 3 of the 4 staff files reviewed, the staff had been employed at the program for more than a year. Specific to the 3 staff employed at the program for more than a year, none of these staff had yearly, ongoing training on discipline and behavior management." (This is a repeat finding from 2018 and 2020)	Yes ☐ No ☒	The program reports they are ensuring that all agency employees have documented ongoing training on discipline and behavior management. To assist in this tracking, the Training Plan for Employees for 2021 has been updated to include due dates for each required training.
413-215-0371(3) Maintain current CPR/First Aid certification: "In 3 of the 4 staff files reviewed, the staff had been employed at the program for more than a year. Specific to the 3 staff employed at the program for more than a year, none of these staff	Yes ☐ No ☒	The program reports they are ensuring that all agency employees have documented ongoing training on CPR/First Aid Certification. To assist in this tracking, the Training Plan for Employees for 2021 has been updated to include due dates for each required training.

had yearly, ongoing training on CPR/First Aid Certification.”		
413-215-0371(4) Training related to the reasonable and prudent parent standard and developmentally appropriate activities: “In 3 of the 4 staff files reviewed, the staff had been employed at the program for more than a year. Specific to the 3 staff employed at the program for more than a year, none of these staff had yearly, ongoing training on the reasonable and prudent parent standard.” (This is a repeat finding from 2018 and 2020)	Yes ☐ No ☒	The program reports they are ensuring that all agency employees have documented ongoing training on the reasonable and prudent parent standard and developmentally appropriate activities. To assist in this tracking, the Training Plan for Employees for 2021 has been updated to include due dates for each required training.
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: “In 3 of the 4 staff files reviewed, the staff had been employed at the program for more than a year. Specific to the 3 staff employed at the program for more than a year, 1 of the 3 staff did not have yearly, ongoing training on mandatory reporting of child abuse.”	Yes ☐ No ☒	The program reports they are ensuring that all agency employees have documented ongoing training on mandatory reporting. To assist in this tracking, the Training Plan for Employees for 2021 has been updated to include due dates for each required training.
413-215-0396(1) Summary sheet contains the following: (e) The name, address, and telephone number of: (C) Other persons significant to child	Yes ☐ No ☒	The program’s Child Summary Sheet now contains a section to place information titled “Other person’s significant to the child” and “Other professionals to be involved in service planning.”

(D) Other professionals to be involved in service planning (if applicable): “The program did not have a section on their child file summary sheet for “Other person’s significant to the child” and “Other professionals to be involved in service planning (if applicable).”		
413-215-0391(1) (f) Impose a dress code: “The program did not have a consent that it could impose a dress code.”	Yes ☐ No ☒	The program’s Placement Consent Form has been updated to include that the program can impose a dress code.
413-215-0391(2) Parent/guardian has acknowledged in writing: (a) Mandatory child abuse reporting requirements: “The program did not have a disclosure that it would abide the mandatory child abuse reporting requirements.”	Yes ☐ No ☒	The program’s Placement Consent Form has been updated to include a disclosure that the program will abide to the mandatory child abuse reporting requirements.
413-215-0391(2) Parent/guardian has acknowledged in writing: (b) Information regarding personal or room searches and protocols for confiscation of contraband: “The program did not have a disclosure that it would conduct personal or room searches, and that it would confiscate contraband.”	Yes ☐ No ☒	The program’s Placement Consent Form has been updated to include a disclosure that the program can conduct personal or room searches, and that contraband will be confiscated.
413-215-0396(2) (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: “In 2 of the 3 child files reviewed, the assessment was not	Yes ☐ No ☒	This finding was in error. The correct statute time requirement for a child’s assessment to be completed is 45 days. During the unannounced review, a child’s assessment was reviewed, and it was completed within the 45 day requirement.

completed within 30 days of a youth's intake into the program."		
413-215-0396(2) (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: "In 2 of the 3 child files reviewed, the service plan was not completed within 60 days of a youth's intake into the program."	Yes ☐ No ☒	The program reports that beginning in January 2021, a Clinical Quality Assurance Committee, under the direction of the Clinical Supervisor, is now reviewing each client's clinical file, in part, to ensure compliance with required timelines. PTCN has also hired a Quality Assurance Specialist and part of this job will be to provide monthly monitoring of clinical files for adherence to required timelines. An initial service plan was not reviewed as a part of this unannounced review.
413-215-0396(2) (e)(C)&(D) Service plan is reviewed quarterly and revised when information indicates other services should be provided: "In 2 of the 3 youth files reviewed, the youth had been enrolled in the program for longer than 90 days. In 1 of these 2 files, a service plan was not completed or reviewed quarterly."	Yes ☐ No ☒	The program reports that beginning in January 2021, a Clinical Quality Assurance Committee, under the direction of the Clinical Supervisor, is now reviewing each client's clinical file, in part, to ensure compliance with required timelines. PTCN has also hired a Quality Assurance Specialist and part of this job will be to monitor clinical files for adherence to required timelines monthly. An ongoing service plan was not reviewed as a part of this unannounced review.

New Findings from Site Visit	Comments
NA	There were no new findings from the unannounced site visit.

Interview Summary

During the unannounced review, a great deal of conversation took place with Jesse Watson, PTCN Executive Director and owner and Patricia Myers, Director of Residential and Proctor Services. An individual face to face and randomly selected interview was also held with a PTCN foster parent and a youth who was currently enrolled in the program.

During interview with the youth, the youth reported he felt safe in the program, that there was not anything he would change about the program, and that he felt that program staff and foster parents were well trained and were effectively helping him address the issues which led to his placement in the program. He also stated that the rules of the program “made sense” and that he felt that staff and foster parents treated him well and cared about him. It was also reported that he met with the program’s case manager 2x a week and that he was also enrolled in weekly group therapy at the program with other youth enrolled in the program. In addition, he stated he liked living in the home and that when he wanted, he could call his court appointed attorney and his probation officer. He also stated that he was currently the only youth placed with his foster parent, although another youth was being screened for placement in the home on today’s date.

During interview with the program’s foster parent, it was reported that she has been a foster parent for the program for 20-plus years and she felt listened too, valued, well supported, and respected by other program staff. She also reported that she received very good, 24/7 on call support and that she received a great deal of information about the youth who were being considered for placement in her home and that she had a say in whether a youth would be a good match for her home. She also stated she was provided sufficient respite and that she felt well trained. She also stated she did not have anything which she would change about the program.

Observations

The unannounced review took place at the program's administrative and treatment office. The office is very modern and is nicely furnished.

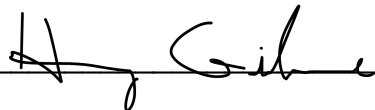
Corrective Actions and Timeframes:

Please submit the following to verify compliance.

Within 45 days of receipt of this report **Professional Therapeutic Community Network** 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 **Irvin.MINTEN@dhsosha.state.or.us** or sent by regular mail to the following address:

Department of Human Services
Children's Care Licensing Program
Attn: Irvin Minten
201 High St. SE Suite 500
Salem, OR 97301

Licensing Coordinator's Signature:  Date: 04/30/2021

Manager Review:  Date: 4-30-2021