



Licensed Child Caring Agency Unannounced Site Visit Report

Licensee: Milo Adventist Academy

Principal: Randy Thornton

Date of Unannounced: June 2, 2021

Licensing Coordinator: Mary Torres

Other Regulatory or Accrediting Agencies: Adventist Accrediting Association (AAA), Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CESS) and National Council for Private School Accreditation

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 from Unannounced Site Visit that occurred on 11/4/2020	Repeat Findings Further Action Needed	Comments
413-215-0079 Licensing Umbrella Rules: Safety To ensure the safety of children in care and employees, a child-caring agency must have and adhere to written policies and procedures that comply with the safety requirements in this rule. (4) Hazards. (a) A child-caring agency must protect children in care it serves from guns, drugs, sharps, paint, hazardous materials, bio-hazardous materials, and other potentially harmful items. A child-caring agency must have a written policy that addresses potentially harmful materials that are in areas accessible to the children in care in	Yes ☐ No ☒	During a 2020 site inspection, it was learned that the girls' dorm kitchen area had been storing kitchen knives that are accessible to youth without knowledge and/or supervision from staff. Shortly after this site visit, the academy placed a lock on the drawer where kitchen knives are stored. Youth are now only able to access knives with staff's permission and knowledge.

the program or on the grounds of the program.		
413-215-0216 Physical Plant Requirements (2) An academic boarding school must meet all the following requirements: (c) All areas of buildings where children in care are present must be kept clean and in good repair.	Yes ☐ No ☒	Multiple maintenance issues were addressed after the November 2020 inspection to include lighting issues, dorm cleanliness, window coverings and bathroom cleanliness. A broken bathroom window located on the 3rd floor isolation wing of the girls' dorm remains unrepaired. A replacement glass unit has been ordered, scheduled to arrive in approximately 8 weeks.
413-215-0251 Medication An academic boarding school must meet all the following requirements: (4) Medication storage. (e) Medication must be maintained and stored in its original container, including the prescription label. (5) Medication disposal. Medication must be disposed of in a manner that ensures that it cannot be retrieved, in accordance with all applicable state and federal law. (6) A written record of all medications disposed of by the academic boarding school must be maintained and must include all the following: (a) A description of the prescribed medication and the amount disposed. (b) The child in care for whom the medication was prescribed. (c) The reason for disposal. (d) The method of disposal. (e) The name of the person disposing the medication, and the initials of an adult witness. (7) Medication Records. A written record must be kept for each child in care listing each medication, both prescription and over the counter, that is administered or dispensed by the academic boarding school. The record must include all the following: (a) The name of the child in care. (b) A description of the medication, instructions for use, and the recommended	Yes ☐ No ☐	During a previous site inspection conducted in 2020, it was learned that medication administration in the boys dorm was not being recorded, medication was not stored as required by rule in their original container, and the disposal of medication was not being recorded or disposed of in accordance with state and federal law. Extra medication was being flushed. The following website was offered to gain more information regarding the appropriate disposal of medication https://www.fda.gov/consumers/consumer-updates/where-and-how-dispose-unused-medicines. At the time of the school's upcoming Licensing review scheduled for September 2021, compliance in this area will be more closely reviewed. At the time of this unannounced visit, there were no youth in the boys' dorm taking medication.

dosage. (c) Dates and times medication is administered. (d) A record of missed dosages. (e) Medication dropped or disposed of. (f) Method of administration for each medication. (g) Identification of the person administering the medication. (h) Any possible adverse reactions to the medication. (i) Documentation of any medication taken outside the facility to be administered during a home visit or other activity.		
413-215-0241 Academic Boarding Schools: Safety An academic boarding school must meet all the following requirements related to safety: (3) Evacuation drills. (a) An unannounced evacuation drill must be held monthly under varying conditions to simulate the unusual conditions that occur in the event of fire. For each drill, the academic boarding school must document the following information and retain it for a minimum of two years: (A) Identity of the person conducting the drill. (B) Date and time of the drill. (C) Notification method used. (D) Staff members on duty and participating. (E) Number of children in care and staff evacuated. (F) Special conditions simulated. (G) Problems encountered. (H) Time required to accomplish complete evacuation. (b) The academic boarding school must ensure that all employees and children in care are aware of the procedures to follow in case of emergencies.	Yes ☐ No ☒	A November 2020 site visit found that that Boys' Dorm had failed to conduct required evacuation drills having only completed one evacuation drill in the year, 2020. The program explained that it was mistakenly understood by the Head Boys' Dean that since the dorm alarm was sounded and the dorm was cleared of residents during the Administration Building's evacuation drills that this counted as a required monthly dorm drill. This misunderstanding has been cleared up and dorm specific drills are now being conducted monthly. This has been verified by a review of fire drill documentation for recent months.
413-215-0218 Room and Space Requirements	Yes ☐ No ☒	Windows in the boys' bedrooms, #211 and #341, now have appropriate window coverings.

(3) Bedrooms. Bedrooms for children in care may not be exposed to drafts, odors, or noises that interfere with the health or safety of the occupants. Each bedroom must comply with all the following requirements: (h) Have a window covering on each window to ensure privacy.		
413-215-0079 Licensing Umbrella Rules: Safety To ensure the safety of children in care and employees, a child-caring agency must have and adhere to written policies and procedures that comply with the safety requirements in this rule. (1) Transportation. If a child-caring agency transports child in care in a vehicle, the agency must have policies and procedures that address all the following: (b) Vehicle requirements (A) Each vehicle used to transport a child in care must be: (i) Properly registered; (ii) Covered by an insurance policy in full force and effect; (iii) Maintained in safe operating condition; and (iv) Smoke-free. (B) Each vehicle owned by a child-caring agency and used to transport a child in care must have aboard a first aid kit and a fully charged, properly secured, and working fire extinguisher with a rating of at least 2-A:10-BC.	Yes ☐ No ☒	All previous vehicle issues to include expired tags and registration, the lack of 1st aid kits and fire extinguishers have been resolved. One vehicle, an Impala sedan, remains out of service as registration and tags remain expired.

New Findings from Site Visit that occurred on 6/2/2021	Comments
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413-215-0061 Licensing Umbrella Rules: Personnel (1) Staff requirements and hiring. To ensure that the child-caring agency uses only staff and volunteers who do not jeopardize the health, safety, or welfare of children, a child-caring agency and its contractors must meet all the following requirements: (a) Comply with the Department's background check rules at OAR 407-007-0200 to 407-007-0370.	Annual church volunteers that are sharing the school's campus and dorm area with students did not complete nor were granted an approved criminal background check before arriving on site and having access to students as required by rule.
413-215-0091 Licensing Umbrella Rules: Responsibilities of Licensees A licensee is responsible to do all the following: (11) Notify the Department in the following circumstances: (b) Within one business day if a critical event occurs. As used in this section, "critical event" means a significant event occurring in the operation of a child-caring agency that is considered likely to cause complaints, generate concerns, or come to the attention of the media, law enforcement agencies, first responders, Child Protective Services, or other regulatory agencies. Compliance with this notification requirement does not satisfy mandatory child abuse reporting requirements under ORS 419B.005 to 419B.045.	Two significant incidents, including one that lead to an open OTIS investigation, were not reported to Licensing by the program nor were incident reports documented or submitted as required by rule. Milo Academy does not have a standard incident report template for staff to use when an incident requires documentation. Licensing will ensure Milo develops and creates a template for future use.
413-215-0216 Physical Plant Requirements (2) An academic boarding school must meet all the following requirements: (c) All areas of buildings where children in care are present must be kept clean and in good repair.	Boys' Dorm - Rec Room – Treadmill has exposed wiring. There are multiple holes in the drywall that need to be repaired. - Room #214 – The bedroom has multiple holes in the wall that need to be repaired. - Room #209 - Has a broken light cover that needs to be replaced. - 2nd floor bathroom – Missing shower heads need to be replaced. - Isolated hallway bathroom – Needs to be cleaned, missing shower heads need to be replaced, trash needs to be taken out - Room #239 – Needs to be cleaned, trash needs to be taken out - At the end of the isolated hallway – missing light covers need to be replaced - 3rd floor bathroom – Has leaking shower head, missing shower heads need to be replaced. - Room #322 – Has a missing bedroom door that needs to be reinstalled, window missing window covering - Room #333 – Has a hole in wall that needs to be repaired.

	Gymnasium - Boys' team room – Lights are not working. - Girls' bathroom – Missing light cover needs to be replaced. Girls' Dorm - Room #241 – Closet door needs to be fixed. - 3rd floor bathroom – Bathroom window remains broken (glass unit has been ordered), window needs covering/frosting
413-215-0079 Licensing Umbrella Rules: Safety To ensure the safety of children in care and employees, a child-caring agency must have and adhere to written policies and procedures that comply with the safety requirements in this rule. (1) Transportation. If a child-caring agency transports child in care in a vehicle, the agency must have policies and procedures that address all the following: (b) Vehicle requirements (A) Each vehicle used to transport a child in care must be: (i) Properly registered; (ii) Covered by an insurance policy in full force and effect; (iii) Maintained in safe operating condition; and (iv) Smoke-free. (B) Each vehicle owned by a child-caring agency and used to transport a child in care must have aboard a first aid kit and a fully charged, properly secured, and working fire extinguisher with a rating of at least 2-A:10-BC.	One of the school's vehicles, a Chevy Impala, remains out of service. Registration and tags have expired

Interview Summary

The academy's principal, Randy Thornton, provided the campus tour and was interviewed before and during the site visit. The following information was gathered during the interview process and during the campus tour:

- Graduation was held on 5/30/21. The school celebrated 35 graduates in an outdoor ceremony with students and family.
- Monthly meetings with the Head Deans from both the girls' and boys' dorms have been established to stay ahead of dorm responsibilities and issues.
- The program has plans to welcome approximately 60 church volunteers and will host them on campus for 2 weeks. The volunteers primarily live out of state and have plans to assist with painting, the construction of new cabins and the renovation of the lodge located in the rear of the school's 480-acre property. Volunteers will be staying in RVs and in the girls' dorm.
- Ten students remain on campus. Over the next few weeks, this number will increase to approximately 25 students who will be on campus during the summer months, waiting for school year to start. The rest of the student body will begin to arrive on August 16th. The school anticipates 80 – 100 students during the school year.
- Proximity locks throughout the campus will be implemented over the course of the next 3 months.
- The school hired three new staff for the following school year. Newly hired positions include an English instructor, a parttime IT staff and a new Dean's Assistant.
- Discussion held regarding the program's responsibility in alerting Licensing as well as the Child Abuse Hotline as needed as related to significant incidents that occur at the academy.
- The school's upcoming Licensing review is scheduled for September 28th and 29th, 2021.
- Ongoing maintenance issues remain a constant challenge for Milo's maintenance team. The school's Vice Principal/Facilities Director assists in prioritizing the school's work orders.
- Department of Agriculture recently completed an inspection of the school's Farmer's Market

Two students were interviewed. Both students whose original homes are out of state and out of country report feeling safe at Milo Academy. One student describes the campus as its own "bubble." Youth are reportedly supervised "all the time" and are not allowed outside of the school's oval without Dean permission. Staff were described as "friendly," helpful, "like family" and respectful. Each student was "pretty" confident that any reported concerns or issues to either Head Dean would be resolved. Opinions regarding the quality of food differed between the students. While one student said, "I love it!" the other described the food as "too oily" with too many pasta and pizza meals. The school's garden does allow some fresh food options during the harvest season. Strengths identified by youth includes good supervision and an atmosphere that "brings people together." Areas of improvement include better Wi-Fi, changing the dress code to allow jewelry and eliminate ties and better food options throughout the school year. Students have daily contact with family members.

Observations

COVID precautions were still being exercised for visitors.

The school grounds were in summer mode. Large rooms were being used as storage areas as unused dorm rooms were emptied for cleaning and repairs.

Corrective Actions and Timeframes:

Please submit the following to verify compliance.

Within 45 days of receipt of this report **Agency Name** must submit a letter of verification indicating the agency follows the specific rules cited above and describing how compliance will be maintained going forward. Along with the letter of verification, the agency must submit all specific documentation requested in the body of this report. The letter of verification and any additional requested documents can be emailed directly to **Licensing Coordinator email address** or sent by regular mail to the following address:

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

Licensing Coordinator's Signature:  Date: 7-26-21

Manager Review:  Date: 7-26-2021