



Licensed Child Caring Agency Unannounced Site Visit Report

Executive Director: Star Felty

Program Director(s): Melissa Westerman

Date of Unannounced: June 3, 2021

Licensing Coordinator: Holly Ivey

Other Regulatory or Accrediting Agencies: The Oregon Health Authority

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	Repeat Findings Further Action Needed	Comments
<i>Medication 413-215-0551 (10) Written record of the administration of medication includes:(e) medication disposed (i) medication taken outside facility.</i> The above stated domains were missing on the medication records.	Yes ☐ No ☒	On June 3, 2021, at the Unannounced Site Inspection, Holly Ivey, Licensing Coordinator, observed medication records. The medication records form being utilized had the following information: medication disposed, and medication taken out of the facility. The program was found to be in compliance regarding the rule requirement.
<i>Personnel Files 413-215-0061(3)(a) record of education, training and previous employment. (3)(d) Annual performance evaluations.</i> The above requirements were missing in the personnel files.	Yes ☒ No ☐	<i>Personnel Files 413-215-0061(3)(a) record of education, training and previous employment. (3)(d) Annual performance evaluations.</i> <i>(REPEAT FINDING 2020)</i> The staff were conducting self-evaluations. There was no documentation of management conducting evaluations of staff annually. Annual evaluations for staff must be completed by management.

Ongoing Training 413-215-0556(2)(b) Universal Precautions. (REPEAT FINDING 2018 REPORT) 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 Documentation of the above required trainings occurring annually were not found in the personnel files reviewed.	Yes ☐ No ☒	Holly Ivey, Licensing Coordinator, observed some training records of staff. The training records verified the following annual trainings had occurred: Universal Precautions, and Mandatory Reporting. The program was found to be in compliance regarding the rule requirement.
Consents 413-215-0576(1) (e) Allow access as defined in 413-215-0091 & 0101 (REPEAT FINDING FROM 2018 REPORT) (g) Apply the reasonable and prudent parent standard. The above required consents were not found in the files reviewed.	Yes ☐ No ☒	Holly Ivey, Licensing Coordinator, observed youth records. The following consents were found: Apply the Reasonable and Prudent Parent Standard. The program was found to be in compliance regarding the rule requirement.
Disclosures 413-215-0576(2) Parent/guardian has acknowledged in writing: (c) Any policies and procedures upon request. (REPEAT FINDING FROM 2018 REPORT) The above disclosure was not found in the files reviewed.	Yes ☐ No ☒	Holly Ivey, Licensing Coordinator, observed youth records. The following Disclosure was found: Any policies and procedures upon request. The program was found to be in compliance regarding the rule requirement.
Information about Children in Care 413-215-0581(1) Summary sheet contains the following: (a)..... religious preference, (REPEAT FINDING FROM 2018 REPORT) and previous address. (b) Name and location of previous and current	Yes ☐ No ☒	Holly Ivey, Licensing Coordinator, observed youth records. The following was found on the youth summary sheets: Religious preference, previous address name and location of previous and current school, the name address, and telephone number of other significant persons to the child. The program was found to be in compliance regarding the rule requirements.

<i>school. (e) The name, address, and telephone number of: (C) Other persons significant to child</i> The above requirements were not found on the youth summary sheet's observed.		
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New Findings from Site Visit	Comments
	N/A

Interview Summary
At the unannounced inspection Melissa Westerman, Program Manager, accompanied Holly Ivey, the Licensing Coordinator, with the walk through of the site. Three youth were interviewed at the time of the inspection. All the youth reported that things were going well at the program. They stated they always received enough food to eat, to include two daily snacks. It was reported that the food was the same as detention, (the food is prepared in the main detention kitchen and brought down for the program). One youth stated he thought the food could be better. He stated the cook puts a lot of celery into the food, instead of meat. The youth stated, the program did serve meat, his favorite meal was hamburgers. They stated their favorite things about the program were: being away from family, wearing their own clothing, the bedroom doors were not locked, they had ability to play video games and basketball. They stated there were are no restrictions to their approved contact list for making phone calls. The youth reported hygiene products were provided to them and replenished if needed. When asked what changes the youth would make to the program the following was stated: ability to have their cell phones, being able to be on social media, more electronics, a pool, and more down time. The youth reported the following activities: ping pong, movies, playing X Box, drawing, coloring, board games, reading, going on walks, basketball, and playing volleyball in the courtyard. They reported always feeling safe at the program.

Observations

Several staff and youth were observed at the program during the unannounced inspection. The youth that were at the program that day appeared to be at ease and comfortable in the environment. The facility was observed to be clean and in good repair.

Corrective Actions and Timeframes:

Please submit the following to verify compliance.

Within 45 days of receipt of this report **Lane County, Phoenix Program** must submit a letter of verification indicating the agency is in compliance with the specific rules cited above and describing how compliance will be maintained going forward. Along with the letter of verification, the agency must submit any and all specific documentation requested in the body of this report. The letter of verification and any additional requested documents can be emailed directly to Holly.r.ivey@state.or.us or sent by regular mail to the following address:

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

Licensing Coordinator's Signature:  Date: 6-29-2021
Manager Review:  Date: 6-28-2021