



Licensed Child Caring Agency Site Visit Report Adoption Agency

Licensee: Adoptions Northwest

Date of Site Visit: September 17, 2021

Executive and Program Director: Kim Esser

Licensing Coordinators: Holly Ivey, and Tom Heidt

Other Regulatory or Accrediting Agencies: N/A

Program Compliance:

The program was found to be compliant or will be compliant with:

[OAR 413-215-0001 to 0136](#) Licensing Umbrella rules

[OAR 413-215-0401 to 0481](#) Licensing Adoption Agencies

Personnel records were reviewed and compliance with required background checks was documented for employees in all programs.

Type of Adoptions provided:

Domestic (Independent/Private) **X** SNAC (DHS Foster Adopt) International (Hague)

Program Description: Adoptions Northwest is a non-profit adoption agency working to better the lives of children in foster care through adoption and supported 'aging out'. Adoption Northwest Staff believe that every child deserves to feel special, supported, and loved by a family. The agencies philosophy/mission statement is the following, "To assist all children regardless of differences, to find safe permanent homes. To assist youth aging out of foster care to create a safe, self-sufficient life outside of foster care." Adoption Northwest received its preliminary DHS License May 1, 2019 and offers the full array of adoption services.

Adoption Services provided: Adoption Northwest provides the full array of adoption services. Domestic infant adoptions, relative adoptions, and foster care adoptions.

Disruptions/dissolutions in the last review period: None

Number of adoptions finalized: 6 adoptions.

Average daily population served – number of families currently serving: 14 families

Program Strengths: The following strengths were reported by the Executive Director at the time of the review.

- The agency does no cost adoptions, for families that do not have the financial means to pay for the services.
- The agency charges \$2,000 per home study, \$350 per post placement visit which is less than most agencies charge.
- The agency is truly interested in helping families through their challenges.
- The agency is small and has the ability to get to know their families really well. The agency limits the number of clients they serve at a particular time, so that the they all get personal service. The agency delivers personal service to their clients.
- The agency is fiscally responsible, there is low overhead.
- The agency has a good Board of Directors.

Program Challenges: The following challenges were reported by the Executive Director at the time of the review.

- The agency got turned down when requesting to apply for the SNAC Contract through ODHS. ODHS stated they are not awarding SNAC Contracts at this time. Without a SNAC Contract the agency is unable to assist with foster care adoptions in Oregon.
- The Executive Director worked 2.5 years without a salary.
- The agency is still new and building its reputation.
- The agency is limited to the number of families they can assist at one time, as it is a small agency.
- Should hire as the agency is growing, however this is a big responsibility.
- Keeping up with new requirements can be challenging at times.

Changes that have occurred in the last 2 years: The following changes were reported by the Executive Director at the time of the review.

- Adoption numbers are increasing.
- The Executive Director is now receiving a small salary.
- The agency has hired a contractor.
- The agency has moved to a smaller office.

Lawsuits: N/A

Grievances and complaints filed in the last two years: None reported by the Executive Director.

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

Within 45 days of receipt of this report, the agency must submit a letter of verification indicating they are 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 or sent by regular mail to the following address:

Holly Ivey, Licensing Coordinator
 Department of Human Services
 Children's Care Licensing Program
 201 High Street SE, Suite 500
 Salem, Oregon 97301
 Phone: 503-979-7411
 E-Mail: Holly.r.ivey@dhsosha.state.or.us

Exceptions: N/A

Changes in License:

The following addresses on the license needs to be changed.

- Mailing address: 1863 Pioneer Parkway East #601, Springfield, Oregon, 97477
- Physical address: 380 Q Street, Suite 16, Springfield, Oregon, 97477

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			The agency's revenue is below the threshold for the audit requirement.	
(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				
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		Contractors (if applicable) 413-215-0061(6) (a) Agency ensures the contractor meets the requirements of this rule and Chapter 413 division 215 Documentation of contractor requirements above was not found in the files reviewed.	
(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		Contractors (if applicable) 413-215-0061(6) (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 Documentation of contractor requirements above was not found in the files reviewed.	
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				
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
413-215-0051(1) Sufficient safe space, equipment, and office equipment	X				
413-215-0091(12) License is posted in common area at each facility	X				

Personnel Files 413-215-0061	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Staff Name	X				
Position	X				
(3)(g) Date of Hire	X				
(3)(a) record of education, training and previous employment		X		Personnel Files 413-215-0061(3)(a) record of education, training and previous employment Documentation of the above requirement was not found in the personnel files reviewed.	
(1)(b) & (3)(b) reference checks completed and documented		X		Personnel Files 413-215-0061(1)(b) & (3)(b) reference checks completed and documented. Documentation of the above requirement was not found in the personnel files reviewed.	
(1)(a) & (3)(c) Background check completed and documented		X		Personnel Files 413-215-0061(1)(a) & (3)(c) Background check completed and documented. Documentation of the above requirement was not found in the personnel files reviewed.	
(3)(d) Annual performance evaluations		X		Personnel Files 413-215-0061(3)(d) Annual performance evaluations Documentation of the above requirement was not found in the personnel files reviewed.	
(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		Personnel Files 413-215-0061(3)(h) Current job description (1)(c) Employee meets minimum qualifications stated in current job description. Documentation of the above requirement was not found in the personnel files reviewed.	
Meets the qualifications in 413-215-0416		X		Personnel Files 413-215-0061 Meets the qualifications in 413-215-0416 Documentation of the above requirement was not found in the personnel files reviewed.	
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				
Ongoing Training 413-215-0421	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(2) Social services staff and contracted providers complete 10 hours minimum training on issues related to adoption	X				
(3) Social services staff and those who provide adoption services complete training in all of the following areas:	X				
(3)(a) Potential short- and long-term effects of prenatal exposure to alcohol, drugs, and poor nutrition	X				
(3)(b) Potential effects of separation and loss	X				
(3)(c) Process of developing emotional ties to an adoptive family	X				
(3)(d) Normal child and adolescent development	X				
(3)(e) Potential effects of physical abuse, sexual abuse, neglect, and institutionalization on the development of the child	X				
(3)(f) Potential issues of race, culture, and identity; issues of acculturation and assimilation; and if applicable, the effects of having been adopted internationally	X				
(3)(g) Emotional adjustment of adopted children and their families	X				
(3)(h) Open adoption	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		Ongoing Training 413-215-0421413-215-0061(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 • Verification of the annual training was not found in the personnel files reviewed.	
<i>Intercountry Adoptions</i> 413-215-0476(1)(d) Employees and volunteers are trained about the adoption laws and procedures of sending country.			X		
Comments:					
Adoption Files Compliance	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0431(3) Adoption records are permanently retained and stored in a fire-retardant, locked location.	X				
Name of Family	X				
Orientation (before approving of home study) 413-215-0446(2)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Adoption program, policies and procedures	X				
(b) Needs and characteristics of children available	X				
(c) Attachment, separation, and loss issues	X				
(d) Importance of cultural and ethnic identity to the child	X				
(e) Effects of adoption on child and family	X				
(f) Adoption process	X				
(g) Rights and responsibilities of adoptive family and agency	X				
(h) Information on potential risks and challenges	X				
(i) Pre-placement, placement, and post-legal adoption services and resources	X				
Training	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed

413-215-0451(3)(a) 6 hour minimum pre-adoptive training and education before home study	X				
413-215-0456(1) 10 hours documented orientation and training independent of home study and covers the following:	X				
(a) Possible short- and long-term effects of prenatal exposure to alcohol, drugs and poor nutrition		X		Training 413-215-0456(1)(a) Possible short- and long-term effects of prenatal exposure to alcohol, drugs and poor nutrition Documentation of the above required orientation training was not found in the files reviewed.	
(b) Effects of separation and loss	X				
(c) Process of developing emotional ties to an adoptive family		X		Training 413-215-0456(1) (c) Process of developing emotional ties to an adoptive family. Documentation of the above required orientation training was not found in the files reviewed.	
(d) Normal child and adolescent development	X				
(e) Research on potential effect on child's development from physical abuse, sexual abuse, neglect, institutionalization, and multiple caregivers	X				
(f) Issues related to race, culture, and identity		X		Training 413-215-0456(1) (f) Issues related to race, culture, and identity. Documentation of the above required orientation training was not found in the files reviewed.	
(g) Acculturation, assimilation, and if applicable, effects of international adoption			X		
(h) Emotional adjustment of adopted children and their families		X		Training 413-215-0456(1) (h) Emotional adjustment of adopted children and their families. Documentation of the above required orientation training was not found in the files reviewed.	
(i) Intercountry adoption (if applicable)			X		
(2) Documented reasonable efforts to prepare prospective parents for each child under consideration <i>before</i> the earliest of the following; (a) child is placed (b) travel to child's country for purpose of adoption			X		
(3) Appropriate methods of training used	X				
(4)(a) Agency provided detailed written information on the following subjects:	X				
(A) Resources for financial support	X				
(B) Medical assistance availability	X				

(C) Support services	X				
(D) Identification of organization or individual who will be involved in proposed placement	X				
(E) Potential ramifications of a failure of birth			X		
Home Study 413-215-0451	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1)(a) Individual interviews completed with each household member	X				
(1)(b) Joint interview with couple (if applicable)	X				
(1)(c) On-site evaluation of home and compliance with CF979	X				
(2)Written Home Study includes all of the following:	X				
(a) Dates and places of interviews	X				
(b) Identity of each child to be considered for placement (if known)	X				
(c) Motivation for adoption	X				
(d) Family's plan for honoring ethnic and cultural heritage	X				
(e) Education or training needs	X				
(f) Need for support services and description of current support system	X				
(g) Life experiences and challenges	X				
(h) Marriage status or relationship	X				
(i) Names and ages of children in home	X				
(j) Names and ages of children not living in the home	X				
(k) Parenting skills and values	X				
(l) Lifestyle	X				
(m) Home and community	X				
(n) Health	X				
(o) Religion or spiritual beliefs	X				
(p) Employment and finances	X				
(q) Safety information and safety issues	X				
(r) Minimum 4 references - not related	X				
(s) Compliance with background check rules	X				
(t) Release of information	X				
(u) Background check from every state lived in for last 5 years	X				
(v) Background check from every country lived in last 5 years			X		

(w) Assessment of all information gathered and recommendations	X				
(x) Signed approval or denial by social services supervisor to use home for adoption	X				
413-215-0461 Pre-placement evaluation			X		
DOMESTIC ADOPTIVE PLACEMENT 413-215-0466	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Pre-placement visit			X		
(2) Placement Agreement includes:	X				
(a) Agree to legally finalize adoption in time frame based on best interests of child	X				
(b) Agency will provide documents necessary for finalizing adoption	X				
(c) Agree to participate in supervision prior to finalization	X				
(d) Agree to provide prior written notification (change of residency, removal of child from state or in care of another person for more than 72 hours)	X				
(e) Supervision in accordance with ICPC if move out of state	X				
(f) Responsibilities in event of disruption	X				
(3) Medical consent to authorize care	X				
(4)&(5) Child and birth parent information	X				
(6) Post-placement supervision documentation includes:	X				
(a) Home visit within 30 days; frequency depends on adjustment	X				
(b) Changes in adoptive family	X				
(c) Medical information provided to adoptive parents	X				
(d) If placement appears likely to disrupt, efforts for counseling or replacement services	X				
(7) Post-legalization services (counseling, crisis intervention, respite care, support groups)	X				

Adoption Finalization 413-215-0471	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Documents required for filing with court are promptly provided to adoptive family or attorney	X				
(2) Agency promptly files all required documents with the court	X				

Records and Documentation 413-215-0071	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Stored safely	X				
(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 of each child	X				

Additional Corrective Action:

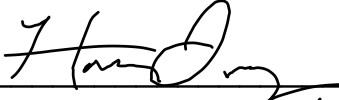
The following policies listed below require revisions. In addition to the Plan of Correction, please send policies to the Licensing Coordinator with revisions written in red.

- **413-215-0066 Privacy** (Amended 06/29/18) (2) Except as provided in section (4) of this rule, a child-caring agency may not disclose any identifying information of a child in care, including a picture, without first obtaining the written consent from the child's parents or legal guardians. (4) A person making a report of abuse as required in ORS 418.258 and 419B.010 may include references to otherwise confidential information for the sole purpose of making the report.
 - The above required information must be added to the agencies privacy policy. The policy does not address pictures.
- **413-215-0056 Licensing Umbrella Rules: Policies and Procedures** (Amended 1/1/19) (a) A written policy on **mandatory child abuse reporting**, consistent with ORS 418.257, 418.258, 419B.005, 419B.010, and 419B.015 that includes requirements that child-caring agency employees, staff, contractors, agents, and proctor foster parents do all of the following: (B) Receive child-caring agency-provided training on mandatory abuse reporting requirements as part of employee orientation and at least annually thereafter as described in OAR 413-215-0061. (C) Receive child-caring agency-provided training on the definitions of child abuse in ORS 418.257 and 419B.005 that apply in child-caring agencies.
 - The above required information must be added to the agencies Mandatory Abuse Reporting. The Safe Hotline Phone number: 1-855-503-7233, must be added to the policy for reporting abuse in Oregon.

- **413-215-0036 Licensing Umbrella Rules: Conflict of Interest** (Amended 12/01/19) A child-caring agency must have a conflict-of-interest policy that prohibits preferential treatment of board members, employees, volunteers, and contributors. The policy must outline safeguards when the child-caring agency allows dual relationships, such as employees serving as proctor foster parents, including the requirement that all material facts of the conflicted transaction and the direct or indirect interest of the board member, employee, volunteer, or contributor are disclosed or known to the board approving the conflicted transaction. If circumstances do not permit board approval of the conflicted transaction, a non-profit child-caring agency may obtain the approval of the Attorney General or the Department prior to entering into the transaction.
 - The above required information must be added to the agencies Conflict-of-Interest Policy.
- **413-215-0061 Licensing Umbrella Rules: Personnel** (Amended 1/1/19) (2) Personnel policies of the child-caring agency and its contractors must include all of the following: (b) A staff development plan providing for opportunities for professional growth through supervision, training, and experience. (c) Procedures for a written annual evaluation of the work and performance of each staff member that include provision for employee participation in the evaluation process.
 - The above required information must be added to the agencies personnel policy
- **413-215-0046 Licensing Umbrella Rules: Children and Families Rights Policy and Grievance Procedures** (Amended 1/1/19) (1) Rights of children in care and families served by the child-caring agency. A child-caring agency must guarantee the rights of children in care and the families the child-caring agency serves. A child-caring agency must enact and adhere to a policy ensuring those rights. A written copy must be distributed to all children in care and families served by the child-caring agency, and afford the following rights: (a) Except as provided in paragraph (B) of this subsection, the child in care's right to uncensored communication with legal guardians, caseworkers, legal representatives, and other persons approved for communication by the legal guardian or as provided in a court order. (A) This right cannot be waived, including voluntarily. Restriction on communication between a child in care and his or her legal guardian may not be a condition of participation in the program. (B) A child-caring agency may place reasonable limits on communication, but only as provided in the child-caring agency's policy. Reasonable limits include, but are not limited to, having set time periods during the day for visitation and phone calls and imposing moderate limits on the duration of calls or visits. However, a limitation is not considered reasonable if it prevents the ability to meaningfully communicate, such as not allowing contact with a child in care's attorney during regular business hours. (b) The child in care's right to privacy. (c) The child in care's right to participate in service planning or educational program planning. (d) The child in care's right to fair and equitable treatment. (e) The child in care's right to file a grievance (as provided in section (2) of this rule) if the child in care or family feels that they are treated unfairly or if they are not in agreement with the services provided. (f) The child in care's right to have adequate and personally exclusive clothing. (g) The child in care's right to personal belongings. (h) The child in care's right to an appropriate education. (i) The child in care's right to participate in recreation and leisure activities. (j) The child in care's right to have timely access to physical and behavioral health care services.
 - The above required information must be in the agencies Child and Family Rights Policy.
- **413-215-0426 Policies and Procedures for Adoption Agencies** (Technical Amended 01/13/20) An adoption agency must have and follow written policies and procedures for the adoption services it provides including, at a minimum all of the following: (1) Policies and procedures

prescribing safeguards relating to the needs, rights, and responsibilities of the following: (a) A birth parent who is considering the release of a child for adoption; (b) A child who becomes available for adoption; and (c) A family who adopts a child.

- The above required information must be added to the agencies policies.

Licensing Coordinator's Signature: 

Date: 10-28-2021

Manager Review: 

Date: 10-18-2021