



Licensed Child Caring Agency Site Visit Report Academic Boarding Schools

Licensee: Milo Adventist Academy
Principal: Randy Thornton
Board President: Dan Linrud

Date of site visit: October 12th and 13th 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

Program Compliance: The program is or will be compliant with OAR 413-215-0001 through 413-215-0136 Licensing Umbrella Rules and OAR 413-215-0201 to 413-215-0276. Personnel records were reviewed and compliance with required background checks was documented for employees in all programs.

Program Description(s): As summarized by Licensing through written material detailed on their website and firsthand knowledge of the programs they offer; Milo Adventist Academy is a private Christian Seventh Day Adventist academic boarding school that serves adolescent youth from within the United States as well as a growing international population. They are committed to creating opportunities for developing a Christlike character, educational excellence, and the discovery of joy of service in a safe, nurturing, and friendly environment. In addition to a formal education, Milo offers students well-rounded development through the incorporation of vocational training and experiences. These programs include heavy equipment operation and machinery repair, agriculture, culinary arts, industrial design (2D and 3D fabrication), horsemanship, woodwork, and auto mechanics.

Capacity and Age Range: 300 students, 13 -19 years of age

Funding sources: Student tuition, local and regional church organization (Oregon Conference, North Pacific Union Conference of Seventh-day Adventists), fundraisers, and donations,

Contracts: Wagner Meters and the U.S. Forest Service

Sources for referrals: Academic and religious recruitment throughout Oregon and internationally, alumni family members and verbal recommendations.

Average length of stay: 26 months

Average daily population served: 84 students

Number of children served annually: 84 students

Interviews, Observations: The Academy's principal led the campus tour, and conversations were held with both dorm deans, the school's new Administrative Assistant and four youths. There are 44 girls and 39 boys currently enrolled.

Once again, the school has hosted a Fire Camp for the U.S. Forest Service. This camp ran from August 2021 through 10/14/2021. Also this year, a long-time donor gifted the school with a new 40-foot walk in refrigerator and freezer. This will allow safe storage of the school agriculture program's harvests throughout the year. The installation is in its early stages.

Saturday church services have resumed and are open to the community. Currently, only 6 elderly community members are attending church services along with the rest of the student body. Everyone is masked throughout the 2 hour service and there is a feeling of normalcy with community members being back on site again.

Over the summer, volunteers were on campus helping with various projects. The girls dorm received a fresh coat of paint throughout the interior, making the building look fresh and clean. This year, the school is focusing on renovating the boys' bathrooms. The bathrooms have required ongoing maintenance due to broken shower heads and repeated deep cleaning to remove heavy water stains and mold. Over the summer, the tiled bathrooms were power washed. This made a remarkable difference. The annual summer volunteers will be instrumental in this upcoming remodel.

Three out of the four students interviewed were first time students at Milo, while the fourth student was a returning upper classman. All students reported feeling safe on campus. Two students shared separate incidents where they were concerned about a peer's behavior. In one scenario, a peer made verbal "comments" about another student. He was described as being "agitated" over a situation. The student interviewed monitored the peer's behaviors, concerned that he would take some type of action against the other student, but things did not escalate. In the second scenario, a peer "stole" a knife from the Agriculture Department. His intention was unknown. The situation as reported to the dorm's RA, and the knife was retrieved without incident. In conversation, it was learned that students are able to possess pocket knives. The blade cannot be longer than the width of a hand. The boys' dean did confirm this in a separate conversation. He adds that when longer knives are discovered they are immediately confiscated and locked away. The dean was aware of the situation involving the stolen knife but would look into the matter further with the RAs.

Youth went on to share that they each have a staff person they would report concerns or issues to. Two students voiced confidence that their concerns would be resolved effectively. Strengths of the school included the school's beautiful location, the dorm life experience, helping others through community service and how the school helps students with any learning gaps. Slow internet connection continues to be highlighted as an

area of improvement. Other suggestions included updating the bathrooms in the boys' dorm, being allowed to work on local farms within the community and staff "actually checking" in on youth that are not attending class or who are supposed to be using extra study time to increase youth accountability. One Freshman shared struggles with the student paced curriculum and that clearer expectations as to when assignments are due would be helpful.

Program Strengths and Challenges: The Academy did not provide written feedback regarding their strengths and/or challenges. The following is Licensing's brief summary from over the last licensing period. Students continue to share a positive impression of the school's overall function, both the girls' and boys' deans have been with the school for a number of years and demonstrate a strong connection to their respective student bodies. The school's administration demonstrated quick action to reduce COVID exposure when staff and youth began to test positive, isolating those affected and keeping COVID from spreading throughout the entire campus. October 6, 2021 was the campus' last day of quarantine. A specific challenge that the Academy continues to face is finding enough time to address all necessary written and documented tasks associated with the operation of an international academy. The school's principal acknowledges deficiencies reflected in staffing and file documentation and is taking active steps to remedy those deficiencies, to include hiring staff to fill in gaps and adopting a new personnel file checklist.

Changes that have occurred in the last 2 years: The Academy recently hired a new Administrative Assistant and recently implemented a student paced curriculum with this year's freshman class. This new curriculum is a pilot program that was achieved through the assistance of an educational grant. This educational program places students in a single cohort with one teacher, covering all subject areas, and two classroom aids. This year's freshman class, consisting of 23 students, will be the first to test this out.

Lawsuits: None per the Academy

Grievances and complaints filed in the last two years: None per the Academy

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

Within 45 days of receipt of this report Milo Adventist Academy 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 Mary Torres at mary.torres@dhsosha.state.or.us or sent by regular mail to the following address:

Department of Human Services, Children's Care Licensing Program

Attn: Mary Torres

201 High St SE, Suite 500

Salem, OR 97301

Exceptions: None this licensing period.

Changes in License: None this licensing period.

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 principal's evaluation was completed for the 2020 – 2021 licensing period. It is being requested that the evaluator date and sign the performance appraisal and resubmit it to Licensing.	
(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			The organization did not submit a budget signed and approved by the board. Corrective Action: Resubmit the school's budget with board approval evidenced by their signatures.	
(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			Newly obtained BCU approval confirmed for 2021	
(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 plan in place to respond to suicidal behavior/warning signs		X		Since 2019, the Academy has been working with Licensing to develop a Suicide Prevention Policy. Although the majority of the work has been completed, Licensing is still awaiting a final draft. Corrective Action: Revise last revision of the school's Suicide Prevention Policy that includes Licensing's recommendations. The policy must require the completion of an incident report and sending it to Licensing as well as determining if a call to the Child Abuse Hotline is warranted.	
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		Missing documentation: - Certificates of Occupancy for all the buildings - Copy of completed fire marshal inspection for 2021 - A written program description that meets the Licensing requirements. Corrective Action: Submit the missing documents listed above. If further assistance is needed, please reach out to the Licensing Coordinator in a timely manner.	
Documents as indicated on form titled "Required Financial Documents and Information"		X		Missing documentation: - Organization did not submit a budget signed by the board nor submit board minutes indicating board approval of the budget - Signed tax authorization form 8821 - Completed tax compliance certification from Department of Revenue	

				Corrective Action: Submit the missing documents listed above to Licensing.	
All required policies and procedures as identified in the "Umbrella Rules"		X		Missing policies and procedures: - Grievance procedure for children and families - Mandatory child abuse reporting policy - Discipline policy that meets the Licensing requirements. - A written policy and procedure on documenting, reporting, and saving information about critical events. Corrective Action: Create and submit the above policies. If further assistance/guidance is needed, please reach out the Licensing Coordinator in a timely manner.	
All required policies and procedures as identified in "Agency Type Specific Rules"					
Educational Services 413-215-0211	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
School is accredited	X				
Accrediting body: 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					
(3) Secondary schools verify academic standards for students to obtain admission to institutions of higher education and receive a high school diploma or GED	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	Various areas throughout the campus require attention and/or repair. Music Building: - Toilets need to be deep cleaned Girls' Dorm: - 2nd floor bathroom – vent needs to be dusted and cleaned - 2nd floor bathroom – missing 2 shower heads	
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) & 0221(1) Adequate furnishings and personal items	X				
413-215-0216(2)(a) & (c) Buildings are smoke free, clean and in good repair		X			
413-215-0216(2)(d) Rooms are free of harmful drafts, odors, and excessive noise	X				

413-215-0216(2)(e) Rooms are adequate in size and arrangement	X			- As recommended in the school's Health Inspection dated 8/26/2021, provide covers for sanitary disposal receptacles	
413-215-0216(2)(f) System provides a continuous supply of hot and cold water	X				
413-215-0216(2)(h) Building is well ventilated and room temperature is within a normal comfort range		X			
				Gym: - Boys' bathroom needs two light covers Boys' Dorm: - Room #241 needs to be cleaned and broken closet door repaired - In the "COVID isolation wing" vanity and broken items need to be removed from the hallway - Bathroom in the "COVID wing" needs to be cleaned - Bathroom in the "quarantine wing" has a dripping shower head and water drip stains need be cleaned Corrective Action: Address and/or repair the above items. Provide pictures once tasks have been completed. Youth reports that the girls' dorm bedrooms are not warm enough. The girls' dean confirms having previously learned of the concern and had offered extra blankets. Corrective Action: The Administration will increase the temperature in the buildings.	
Room and Space Requirements Bedrooms 413-215-0218 (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 ft apart and maintained to ensure safety	X				
Room and Space Requirements Bathrooms 413-215-0218 (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)(F) Individual privacy	X				
(a)(G) Window covering	X				
(a)(H) Permanently wired fixtures	X				
(a)(I) Adequate ventilation	X				
Room and Space Requirements	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Kitchen 413-215-0218 (6)					
(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	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0218(2) There is a separate living room or lounge area – 15 SF minimum per child	X				
413-215-0218 (5) There is a separate dining room with capacity for ½ of children in care and 15 SF per child in care	X				
413-215-0218 (7) Laundry is separate from living areas, kitchen and dining	X				
413-215-0218 (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				
413-215-0218 (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				
413-215-0218 (11) Time out rooms have adequate space, heat, light and ventilation and is not capable of locking			X		
Furnishings and Personal Items	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0221					

(1) There is a bed with frame, clean mattress and pillow and personal storage (dresser, closet)	X			Some of the mattress covers in the girls' dorm are fabric and not waterproof. Corrective Action: Replace all fabric mattress covers with waterproof covers.	
(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 413-215-0236	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				
(b) Snacks are available and provided as appropriate to the age and activity levels of children.	X				
(c) Menus are prepared in advance in accordance with USDA guidelines, provide a variety of foods and are adjusted for seasonal changes.	X				
(c) Menus are maintained for at least 6 months	X				
(d) Drinking water is freely available	X				
Safety – Emergency Plan 413-215-0241	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(2)(a) Written emergency plan		X		The school's emergency plan was not submitted for review. Corrective Action: Submit a copy of the Academy's emergency plan to Licensing for review.	
(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 yrs 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				

(4)(a) The school protects children from potentially harmful items and materials.	X				
(4)(b) Direct supervision of children who do not have the ability to adjust and control water temperature			X		
(4)(c) Light fixtures have protective covers unless designed to be used without one	X				
Safety – Transportation 413-215-0241	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			The school's Chevy Impala remains out of service	
Medication 413-215-0251	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(3)&(4) Medications have a prescription, are current, secured, and kept in the original container	X			School is using soiled cat litter to dispose of medication. There is no written disposal policy or record of medications that are disposed of. Corrective Action: Create a policy regarding the appropriate disposal of medication and submit a copy of a disposal log to Licensing for review. Medication taken outside of the school when a youth visits home for example is not being recorded. Corrective Action: Add documentation to the current medication administration log regarding medication taken outside of facility to include quantity (leaving and returning) and the dates that the youth and medication were off campus.	
(5) Medications are disposed in accordance with state and federal law	X				
(6) Written record of the disposal of medications is maintained and includes: (a) description (b) name (c) reason (d) method (e) staff & witness signature		X			
(7) Written record of the administration of medication includes: (a) name (b) description (c) dates, 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			
Minimum Staffing Requirements 413-215-0261	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Supervision is adequate for the type of program, location, time of day or night, age and type of children	X				
(2)(a) When one staff on duty, there is additional staff immediately available with max response time of 30 minutes	X				

Separation of Children 413-215-0266	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) There is adequate supervision of children when there is children 18 years or older in care	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	X			Personnel files did not clearly state the employees hire date.	
Position	X			Corrective Action: Implement a process where a newly hired employee's official date of hire is documented.	
(3)(g) Date of Hire		X			
(3)(a) record of education, training and previous employment	X			There was no evidence that reference checks were completed and documented in 4 out of the 6 personnel files reviewed. REPEAT FINDING from 2019 review.	
(1)(b) & (3)(b) reference checks complete and documented		X			
(1)(a) & (3)(c) Background check was completed and documented	X			Corrective Action: Implement a process where reference checks are completed and documented moving forward.	
(3)(d) Annual performance evaluations		X		No annual evaluations were documented over the last licensing period for all files reviewed. REPEAT FINDING from 2019 review.	
(3)(f) Record of personnel actions		X			
(3)(g) Termination date, reason for termination			X	Corrective Action: Implement a system where annual evaluations are completed for all employees from this point forward.	
(3)(h) Current job description (1)(c) Employee meets minimum qualifications stated in current job description	X				
				Half of the personnel files did not show evidence of recorded personnel actions throughout the employee's employment.	
				Corrective Action: Create a process to document all personnel actions that occur over the course of employment.	
New Employee Orientation (30 days) 413-215-0061(4)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Agency policies and procedures		X		Documentation and completion of new employee orientation to include agency policies and procedures, ethical and professional guidelines, organizational lines of authority, attributes of population served and emergency procedures	
(b) Ethical and professional guidelines		X			
(c) Organizational lines of authority		X			
(d) Attributes of population served		X			

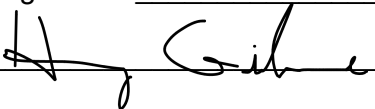
(e) & (5)(a) to (c) Mandatory reporting that includes: (a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36 (b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee	X			could not be verified during the review of personnel files. Licensing has previously assisted the Academy with a personnel employment checklist. This checklist was observed in the personnel files during this review, but is not being fully utilized. REPEAT FINDING from 2019 review. Corrective Action: Implement the existing checklist or develop a new process to verify the completion and documentation of new employee training within 30 days of hire.	
(f) Privacy laws	X				
(g) Emergency procedures		X			
Ongoing Training	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0236(2)(b) Employees who handle food served to children have a valid food handler's card		X		An employee whose main role on campus is to handle food during school instruction, did not have a valid food handler's card in the personal file. Other unidentified staff, reportedly perform kitchen duties without a food handler's card. Corrective Action: Ensure that all employees who handle food or could possibly be recruited to assist in the preparation of food in the school's cafeteria possess valid food handler's cards.	
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				
413-215-0241(5)(a) Employees transporting children meet the driver requirements (current driver's license, insurance, trained in emergency procedures, and training for 15+ passenger vans if applicable)	X				
413-215-0261(2)(b) One staff over 18 and current CPR/First Aid certification on site all times when children are in care	X				
Comments:					

Children's Records	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Name of Child	X				
Health Services – Medical History 413-215-0246	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(2) Medical history obtained within 30 days (significant findings, current immunizations,	X				

history of surgical procedures-health issues-injuries, allergies, dental, vision, hearing, behavioral health, and physician orders)					
(3)(a) to (f) Medical exams (3 in first year of life, 2,4,6,9,14)			X		
Consents 413-215-0271	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Consent to provide routine and emergency medical care	X				
(b) Consent to provide care	X				
(c) Consent to allow access	X				
Authorizations 413-215-0271	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(3) 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 413-215-0276 Files contain the following information:	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) The name, gender, and date of birth	X			Youth files reviewed did not state student's official date of admission. Corrective Action: Develop a system where the student's official date of admission is clearly documented within the youth's intake paperwork and/or student file. The school has failed to report a critical incident mentioned to Licensing dating back to summer of 2021. The administration had also been asked to create an incident reporting template. This has yet to be completed. REPEAT FINDING from June 2021 Unannounced site visit. Corrective Action: - Report the above mentioned critical incident in writing to Licensing. - Create and submit an incident reporting template for Licensing's approval	
(2) The date of admission		x			
(3) 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> .	X				
(4) Incident Reporting. A written description of any injury, accident, or unusual incident		X			
(5) Any required signed consents and authorizations.		X			

				Required consent regarding the following is missing from the school's intake paperwork Corrective Action: Add a consent statement advising that the school will make any written policy or procedure available for review by the child, parent or legal guardian upon request.	
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 for each child in care includes (name, gender, birth date, names, addresses of parents or guardians, dates of admission, and placement upon discharge)	X				
Comments:					

Licensing Coordinator's Signature: _____ Date: _____

Manager Review:  Date: 11-2-2021