



Licensed Child Caring Agency Site Visit Report Foster Care

Licensee: Youth Progress Association

Executive Director: Nick Gallo

Program Director: Marisa Moon

Board Chairperson: Christoffer McCollom

Date of site visit: November 8th, 2021 through November 10th, 2021

Licensing Coordinator: Ed Wyller

Other Regulatory or Accrediting Agencies: Oregon Department of Human Services / Oregon Youth Authority / Cognia

Program Compliance: The program was found to be compliant or will be compliant with OAR 413-215-0001 to 413-215-0131, Licensing Umbrella Rules, and OAR 413-215-0301 to 413-215-0396, Licensing Foster Care Agencies Rules. Personnel records were reviewed and compliance with required background checks was documented for employees in all programs.

Program Description(s): Youth Progress Association reports the following:

“The Community Collective is our culturally-responsive, community-based proctor foster care program. This program works to stabilize all genders of young people within their community with the long-term goal toward family reunification or independent living. The program consists of Behavior Rehabilitation Services (BRS) BRS Proctor Care and BRS Community Step Down placements and services for young people in the care and custody of the Oregon Department of Human Services (ODHS), most often serving young people ages 13-18 years old.

The College and Career Attainment Program provides culturally responsive services through proctor foster home placements and our Career Center. The program focuses on successful transitions into the community, essential skills development, job readiness training, college and career planning, budgeting and money management, and independent living skill development in order to promote a successful transition to adulthood. The program also includes Individual Development Accounts and RentWell Classes. The program serves young people ages 17-25, in the care and custody of the Oregon Youth Authority (OYA).

The Learning Center is our culturally responsive, center-based therapeutic foster care program designed specifically to meet the academic, social & emotional, therapeutic, and recreational needs of students in foster care. We offer a variety of pathways to meet the educational needs of each student. The program consists of BRS Proctor Enhanced Services placements and services for young people of ages 13-18 in the care and custody of the Oregon Department of Human Services. The Learning Center also includes braided funding through Portland Public schools and is fully accredited by Cognia to provide Alternative Education to young people placed in the Learning Center.

The Alba Collaborative is an innovative, culturally responsive partnership that provides prevention, early intervention, and 24/7 crisis line and supportive services to youth ages 9-17 who are at-risk of or experiencing housing instability. The program offers community- and site-based case

management, family mediation and reunification support, in-reach to schools and response to law enforcement, crisis intervention and short-term emergency housing, basic needs and transportation, client assistance, resource referral and navigation (including access to alternative education options, LGBTQQI+ -specific programs, and wraparound services for gang-impacted and sex-trafficked young people). The Alba Collaborative is a partnership between New Avenues for Youth, Latino Network, Lines for Life, Youth Progress Association, Safe Place, Multnomah County, and the many community providers and stakeholders represented throughout intersecting service systems. Youth Progress specifically provides short-term emergency placements in Proctor Foster Homes and all associated supports therein.”

Program type and services: Youth Progress Association is a Foster Care Agency. Youth Progress Association contracts for Behavior Rehabilitation Services through BRS Proctor, BRS Enhanced Services, and BRS Community Step Down Services. Please see above for detailed description of services.

Number of proctor foster parents and program capacity: Youth Progress Association reports having an average of 30 proctor foster parents / and capacity of 27 youth.

Funding sources: Youth Progress Association reports funding sources: Oregon Department of Human Services BRS, ODHS Workforce Grant, Oregon Youth Authority BRS, ODHS BHTFC – Pilot RFP Sub-Contract from GOBHI, New Avenues for Youth Sub-Contract through Multnomah County Youth Stabilization and Homelessness Prevention, Portland Public Schools and other grants/fundraising.

Contracts and sources for referrals: Youth Progress Association reports the following contracts: Oregon Department of Human Services - BRS Umbrella Contract, Portland Public Services Alternative Education Contracts, OYA BRS Umbrella Contract, BHTFC Sub-Contract with GOBHI, and New Avenues for Youth Subcontract through Multnomah County Youth Stabilization and Homelessness Prevention. Youth Progress Association reports ODHS and OYA being referral sources.

Average length of stay: Youth Progress Association reports the following length of stay for each of its programs:

Learning Center: 9-12 months

Community Collective: 12 months

College and Career Attainment Program: 6-9 months

Alba Collaborative: 1-3 days

Average daily population served: Youth Progress Association reports College and Career Attainment Program at 12 and Alba 4.

Number of children served annually: Youth Progress Association reports serving 74 youth annually.

Interviews, Observations: Three youth were interviewed at the Learning Center and College and Career Attainment Program. All youth reported liking the YPA programs and their foster proctor parents. Youth rated Youth Progress Association on a scale from (0-10 0=worst program 10=best program) a 10,10, and 9.75. A youth in the College and Career Attainment Program reported the balance of independent living and program structure helpful in their success. They reported learning employment, work skills, and coping skills to be helpful in their success. All youth

interviewed reported feeling safe at Youth Progress Association. Staff were described as respectful, supportive, and “cool as they give space”. One youth reported Youth Progress Association to be “one of the safest places” for them in their life. Food in the proctor programs was described by all as “good”. Favorite meals included pasta, chicken, and chicken wings. The school lunches at the Learning Center were described as “ok”. Youth reported going on outings with foster proctor parents and having access to cable tv and Netflix. Youth described going on outings to Mt Scott Community Center to play basketball and use the gym. Youth reported if they had a magic wand and could improve the program, one youth reported video games daily at the Learning Center. The other youth reported better school food for breakfast and lunch.

I interviewed one randomly chosen YPA proctor foster parent via telephone. They are a newer proctor parent and reported the “training was great and a long process”. The online training made it is easy during the training process which occurred during Covid Pandemic. Proctor parent reported that they have not had any difficulties with the respite process for requesting time off. They also reported that YPA is in their home monthly. Proctor Parent reported feeling supported by YPA personnel. They gave an example of a weekend emergency in which Gordy Brown was on call had was “supportive and very helpful” and also reported Alex – Youth Advocate to have a great supportive relationship. Proctor Parent also reported being in touch by email with Marissa Moon and Laura. During the pandemic and with numerous restrictions proctor parent is looking forward to in person meetings and connecting with more foster parents. They reported recently the proctor parents and youth went to a Blazer game and they look forward to more events like this.

Program Strengths: Youth Progress Association reports the following:

“Youth Progress has spent the last 1 year plus ensuring the safety, health, and well-being of the young people placed into our care while providing trauma-informed, culturally responsive, and evidence-based programs and services to young people in the juvenile justice and/or foster care systems in need of BRS level placements and services, as well as youth at risk of or experiencing homelessness (through Alba) during a global pandemic. Our program staff, managers, and proctor foster parents have shown-up for kids in a major way. We have continued to be impressed by how resilient, resourceful, committed, dependable, caring, compassionate, etc the team has been. We have adapted and adjusted to this global pandemic and shifted almost all program and service functions multiple times over the past 1+ years to ensure we are providing the best possible programs and services during this challenging time. We have excelled at this and have had minimal disruptions and/or out breaks. This has taken tremendous time, attention, and effort by our leadership team and team through the organization.

Further, this past year has been a year of quality and stabilization for the organization. We are currently in good standing with OYA, ODHS Treatment Services, ODHS Licensing, and OHA. We have been able to successfully provide and document the appropriate amount of BRS services hours required and have significantly reduced the number of OTIS investigations and CCA reports in our organization. We have matured as an organization, including comprehensive and clear policies and procedures, effective training and on-boarding systems for staff and proctor foster parents, evidence-based practices, clear and robust certification processes, and service documentation systems. Additionally, the programs are maturing well and the young people we serve are having the best outcomes we have seen in quite some time. We can provide internal outcomes and output reports to evidence this if needed.”

Program Challenges: Youth Progress Association reports the following:

“This past year, Youth Progress has operated within the confines and continued impacts of Covid-19. We have had to consistently adapt and adjust and manage through many crises, staff coverage issues, mitigate the impacts of staff shortages and vacancies, and management transitions and transitions of key staff which has impacted day-to-day program delivery. This has also impacted our program design and development,

partnerships creation, resource development that is needed help ensure our programs continued to grow and evolve and provide next level care and services to the young people we serve.

Additionally, there have been on-going challenges and complications related to managing and leading a highly diverse workforce through a racially charged time in our organization, community, and country. We have focused significant time, energy, and efforts related to growing and learning and advancing racial equity, diversity, and inclusion. However, these challenges compounded by the impacts of Covid-19 and the on-going issues with workforce recruitment and retention have resulted in our organization being under-staffed and doing our best every-day to mitigate any potential impact to the young people we serve. This causes additional stress and strain on staff, foster parents and management at all levels.”

Changes that have occurred in the last 2 years: Youth Progress Association reports the following:

1. New Program Director
2. New Program managers in each of our Programs
3. Many new Proctor Foster Parents
4. New Administrative team in place (both Finance and HR)
5. New Program Location for 2 programs
6. Launching of Alba Collaborative
7. Addition of BHTFC Service Level and Collaboration
8. Changes in many staff positions
9. Effective implementation of Crisis Prevention Institute’s (CPI) behavior management system and Collaborative Problem Solving (CPS)

Lawsuits: Youth Progress Association reports the following: “One was a wage and hour matter that was subsequently settled, the second one is still in litigation. More information can be provided upon request and after conferral with counsel.”

Grievances and complaints filed in the last year: Youth Progress Association reports the following: “Within the last year, we had one formal grievance brought forward by an employee. The issue was fully investigated, and findings were made, and appropriate actions were taken. These were subsequently reviewed by outside legal counsel and confirmed appropriate steps had been taken.”

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

Within 45 days of receipt of this report Youth Progress Association 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 Ed Wyller at Edward.Wyller@dhsosha.state.or.us or sent by regular mail to the following address:

Due to Covid-19 pandemic and working remotely the preferred method is to send directly to Ed Wyller at his email address

Department of Human Services, Children’s Care Licensing Unit
Attn: Ed Wyller

500 Summer St NE (E-94)
Salem, OR 97301

Exceptions: N/A

Changes in License: New issued License expiration date will be January 31, 2023.

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				
(2)(f) Formally evaluate the exec. Director's performance annually	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				
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 adequate plan in place to respond to suicidal behavior/warning signs	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		
(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				
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
413-215-0046(3)(a) Foster Rights Posted (if children in DHS custody)		x		Foster Care Rights were not posted at Halsey Administration building or the Learning Center.	
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) Adequate furnishings and personal items	x				
Medication 413-215-0381	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(2)&(5)(e) Medications have a prescription and are stored in the original container with prescription label	x				
(3) Medical treatments, special diets, physical therapy, physical aids or limitations have a written order signed by a physician or qualified medical professional.	x				
(4) Self-administering medications by a child is approved in writing by physician, recommended by agency, and closely monitored	x				
(6) Medications are disposed in accordance with state and federal law					
(7) Written record of the disposal of medications includes: (a) description (b) name (c) reason (d) method (e) staff & witness signature	x				
(10) 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				
Placement of a Child by Agency 413-215-0356	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(2) Placement is consistent with recommendations in the current home assessment	x				
(3) Home does not exceed: (a) 4:1 ratio approved proctor foster parent (b) 7:2 ratio approved proctor foster parents (c) 2 children under age of 3	x				

(6) At time of placement the agency provides proctor foster home parents with: (a) Child's name, date of birth and reason for placement (b) Name and phone# of assigned worker (c) Information on health, behavioral characteristics and needs of child	x				
(d) Authorization and written instructions for obtaining medical, dental and other and emergency care	x				
Respite Care 413-215-0366	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Agency has and adheres to a respite care policy	x				
(2)(a) Alternate caregivers are (A) at least 21 years of age and (B) have completed background checks	x				
(2)(b) Agency approval is received prior to using respite care	x				
(2)(c) Proctor foster home notifies agency in advance when providing respite care that will exceed max number of children authorized			x	N/A YPA foster homes do not exceed the homes certification number.	
(2)(d)&(e) Respite care plan for each child and includes emergencies	x				

Records of Proctor Foster Homes 413-215-0351	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Last Name of Proctor Foster Parent(s)					
(2)(a) Certificate that includes: age range of children, restrictions or limitations, and statement that the home meets standards established in these rules	x				
(2)(b) & 413-215-0316(4) Notification of acceptance or denial of application. If denial is due to substantiated abuse, the reason for denial is disclosed to applicant.	x				
(2)(d) All documents pertaining to formal complaints. See also 413-215-0336			x		
(2)(e) and 413-215-0356(5) Signed contract	x				
(2)(f) List of all children placed that includes identifying and placement information 413-215-0356(4) Documentation of the basis for placement	x				

(2)(g) Documentation of home visit (every 180 days)	x				
(3) Documentation of changes in address, name and household composition, and exceptions or suspensions	x				
(4) Documentation of inactive status (if applicable)			x		
413-215-0313(1)(a) at least 21 years of age	x				
413-215-0341 Written notice to proctor foster home if decertified			x		
413-215-0349(1)-(7) Required notifications	x				
Assessment and Approval of Proctor Foster Homes Written Assessment 413-215-0316	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1)&(2) Assessment is based on an on-site review of the home, observations and interviews of each household member, background check, any information gathered during assessment.	x				
(2)(a) Application signed by all applicants	x				
(2)(b) Home is primary residence and where each child will reside	x				
(2)(c) Statement of physical and mental health	x				
(2)(d) Report from licensed health care or mental health professional if determined appropriate by agency	x				
(2)(e) Minimum of 4 references (only one can be relative)	x				
(2)(f) Contact information for 2 individuals if applicant displaced by natural disaster	x				
Assessment and Approval of Proctor Foster Homes Written Home Study includes the following: 413-215-0316(3)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Standards for the Proctor Foster Home 413-215-0318 – Safety Assessment (CF0979) although form is no longer required in rule, it may be accepted but must also include evidence the following has been addressed: (1)(a) Home is primary residence (1)(d) For children in custody of the Department, the home must post and comply with the Foster Children’s Bill of Rights	x				

(1)(g) Authorization must be received from the agency prior to the beginning of hunting or target practice by the child (2)(a) If there are potential hazards in or around the home, a plan to prevent exposure of the child to the hazard must be developed and approved by the agency (2)(a) Space heaters must be plugged directly into a wall outlet and equipped with top-over protection (2)(d) Home and furnishings must be clean and in good repair and grounds must be maintained (2)(e) No accumulation of garbage or debris (2)(f) Home has an adequate source of safe water to be used for personal hygiene (2)(g) There is a provision for safe storage and administration of all medications in the household (2)(i)(A) Children may not be exposed to any second-hand smoke in home or vehicle. (2)(i)(B) Household members may not provide any form of tobacco, nicotine, or other product illegal for a minor to possess (2)(i)(C) All products referenced in (B) must be stored safe and in a manner inaccessible to children (4)(d) Written authorization must be received by proctor foster home prior to transporting a child out of state or country (4)(e) Proctor foster home must request approval from Department no less than 90 days prior to international travel					
(b) Names and ages of children in the home and children no longer in the home	x				
(c) Background check for all household members over 18 and those under 18 as determined appropriate	x				
(d) Background check from every state (or country) of residence in last 5 years for	x				

household members over 18 and those under 18 as determined appropriate					
(e) Placement preferences	x				
(f) Motivation for providing foster care	x				
(g) Life experiences and challenges	x				
(h) Relevant health history	x				
(i) Education and training	x				
(j) Employment and finances	x				
(k) Current support systems and need for additional support services	x				
(l) Marital history, including previous marriages, divorces, and long-term relationships	x				
(m) Parenting skills and values	x				
(n) Lifestyle	x				
(o) Religion or spiritual beliefs	x				
(p) Cultural background and experiences with diverse cultural groups	x				
(q) Ability to respect spiritual beliefs, sexual orientation, gender identity, and gender expression, disabilities, national origin, and cultural identities of each child and provide opportunities to enhance the positive self-concept and understanding of child's heritage	x				
(r) Assessment of current and previous licenses, certifications and other applications for providing care including adults. Information must include any denials, suspensions revocations, or terminations	x				
(s) Assessment of the areas in which training is needed and the plan of the agency for providing needed training and timeframes	x				
(t) Applicant's home and community	x				
(u) Assessment and recommendations including the characteristics and maximum number of children who may be placed in care	x				
Annual Review and Approval 413-215-0331(2)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Updated home study	x				
(b) Background check(s)	x				
(d) Out of state background check (if applicable)			x		

(e) Documentation that home remains in compliance with safety standards 413-215-0318	x				
(f) Recommendation to approve or deny re-issuance of certificate	x				
Orientation for Proctor Foster Homes Applicants 413-215-0321(2)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) & 413-215-0061(4)(a) Policies and procedures of the agency	x				
(b) & 413-215-0061(4)(d) Attributes of population. Needs and characteristics of children needing placement	x				
(c) Attachment, separation, and loss issues for children and families	x				
(d) Importance of cultural identity and ways to foster this identity	x				
(e) Impact of foster care on child and family	x				
(f) Rights and responsibilities of proctor foster parent and agency	x				
(g) Resources available	x				
(h) Confidentiality	x				
(i) Rights of families and children	x				
(j) Provided copies of (A) Program statement (B) Requirements for Proctor Homes (C) Policies of agency governing proctor foster homes (D) Training requirements (E) Licensing rules (F) Expectations for working with the agency	x				
Orientation – Umbrella Requirements (30 days) 413-215-0061(4)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(b) Ethical and professional guidelines	x				
(c) Organizational lines of authority	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				
Training for Parents in Proctor Foster Care Written Training Plan includes: 413-215-0326(1)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Minimum of 15 hours of training before placement	x				
(b) Minimum of 15 hours training annually prior to approval	x				
(c)(A) Characteristics and needs of children who are placed	x				
(c)(B) Ways to effectively parent children, including application of the <i>reasonable and prudent parent standard</i>		x		King foster proctor home was missing the training regarding the application of reasonable and prudent parent standard.	
(c)(C) Positive behavior management	x				
(c)(D) Importance of family of the child and working with the family	x				
(c)(E) Importance of age-appropriate or developmentally appropriate extracurricular, enrichment, cultural, and social activities	x				
(c)(F) Preparation of child for independence based on age, stage of development, and child's needs	x				
(c)(G) Legal responsibility to report suspected child abuse	x				
(2) Training is documented	x				

Personnel Files 413-215-0061	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Staff Name					
Position					
(3)(g) Date of Hire	x				
(3)(a) record of education, training and previous employment	x				
(1)(b) & (3)(b) reference checks completed and documented	x				

(1)(a) & (3)(c) Background check completed and documented	x				
(3)(d) Annual performance evaluations	x				
(3)(f) Record of personnel actions	x				
(3)(g) Termination date, reason for termination	x				
(3)(h) Current job description	x				
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 (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				
(f) Privacy laws	x				
(g) Emergency procedures	x				
New Employee Orientation – Foster Care (30 days) 413-215-0371	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1)(a) Discipline and behavior management including de-escalation, crisis prevention, positive behavior management, and disciplinary techniques that are non-punitive in nature	x				
(1)(b) Restraint and seclusion (if applicable)			x		
Ongoing Training	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0371(2)(a) Environmental emergencies		x		Reviewer found employee BL was not assigned this training by the Relias computer software program and did not complete this training. YPA will need to determine how this happened and fix this glitch to ensure future compliance.	
413-215-0371(2)(b) Universal Precautions		x		Reviewer found employee BL was not assigned this training by the Relias computer software program and did	

				not complete this training. YPA will need to determine how this happened and fix this glitch to ensure future compliance.	
413-215-0371(2)(c) Discipline and Behavior Management		x		Reviewer found employee BL was not assigned this training by the Relias computer software program and did not complete this training. YPA will need to determine how this happened and fix this glitch to ensure future compliance.	
413-215-0371(3) Maintain current CPR/First Aid certification	x				
413-215-0371(4) Training related to the <i>reasonable and prudent parent standard</i> and developmentally appropriate activities		x		Reviewer found employee BL was not assigned this training by the Relias computer software program and did not complete this training. YPA will need to determine how this happened and fix this glitch to ensure future compliance.	
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				
Comments:					

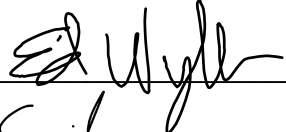
Children's Records	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Name					
Initial Evaluation 413-215-0386(2)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Agency request and review all available reports of child's past and present behavior, educational status, and physical and mental health.	x				

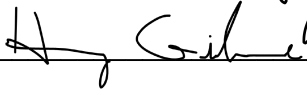
(b) Preliminary determination whether prospective child has disorders, disabilities, or deficits for which care, supervision, training, rehab, or treatment is needed	x				
Information about Children in Care 413-215-0396(1) Summary sheet contains the following:	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) The name, gender, date of birth, religious preference, and previous address	x				
(b) Name and location of previous and current school	x				
(c) Date of admission	x				
(d) Legal custody	x				
(e) The name, address, and telephone number of: (A) The child's parents. (B) The child's legal guardian, if different than parents, and legal relationship (C) Other persons significant to child (D) Other professionals to be involved in service planning (if applicable)	x				
(f) Required consents and authorizations	x				
Health Services 413-215-0376	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(2) Medical history obtained within 30 days (a) significant findings (b) current immunizations, history of surgical procedures-health issues-injuries (c) allergies (d) dental, vision, hearing, behavioral health, and (f) physician orders	x				
(2)(e) Documentation of age appropriate instruction – pregnancy prevention, nutrition, prevention of HIV & AIDS, and prevention and treatment of sexually transmitted disease	x				
(3) Agency provides or arranges for (a) information on maintaining reproductive health and birth control (b) prenatal care (c) well baby care	x				

(d) fetal alcohol syndrome (e) accessing health insurance (f) cancer screenings (g) feminine hygiene products (h) access to birth control and vaccinations					
(4)(a) to (f) Medical exams (3 in first year of life, 2,4,6,9,14)			x		
Consents 413-215-0391(1)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Provide routine and emergency medical care	x				
(b) Use the discipline and behavior management system	x				
(c) Use restraint or seclusion (if applicable). Must specify the reasons for the intervention and how staff and proctor foster home parents are trained and supervised	x				
(d) Restrict contact with persons outside of the agency	x				
(e) Allow access as defined in 413-215-0091 & 0101	x				
(f) Impose a dress code	x				
(g) Apply the <i>reasonable and prudent parent</i> standard	x				
Disclosures 413-215-0391(2) Parent/guardian has acknowledged in writing:	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Mandatory child abuse reporting requirements	x				
(b) Information regarding personal or room searches and protocols for confiscation of contraband	x				
(c) Statement of Rights of Children and Parents/Guardians	x				
(d) Grievance policies and procedures	x				
(e) Any policies and procedures upon request	x				
Authorizations 413-215-0391(3)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Disclose information	x				
(b) Child specific visitors	x				

(c) Visitation resources are pre-approved	x				
(d) Activity specific 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				
Service Planning 413-215-0396(2)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) All documentation written in terms that are easily understood	x				
(b) Intake document is completed the date child accepted into care (emergency placement 48 hours)	x				
(c) Child is served according to an individual service plan that outlines goals for services and care coordination	x				
(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	x				
(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.	x				
(e)(C)&(D) Service plan is reviewed quarterly and revised when information indicates other services should be provided	x				
Case Management 413-215-0396(3)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Services are documented, progress toward achieving goals is tracked		x		Difficult to interpret progress towards achieving goals. Will need to update service plans with completed action items in terms that youth can follow.	
(b)-(d) discharge planning and instructions	x				
(e) Follow-up services identified (if applicable)	x				
(f) Incident Reports	x				
Financial Records 413-215-0396(4)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed

Records contain (if applicable) (a) date, amount, (b) source (c) purpose (d)&(e) signatures	x				
Personal Possessions Records 413-215-0396(5)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Individual written inventory of all personal possessions is maintained and updated as needed		x		Repeated Finding: Two youth files were missing a written inventory of personal possessions.	
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				
(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/Corrective Actions: Update related YPA policies to the related changes from SB 710. These are new rule requirements that are now in the Licensing Umbrella Rules: Restraints and Involuntary Seclusions (413-215-0077) 8e, 11d, 11e, and (413-215-0078) 1a, 1b, 1c.					

Licensing Coordinator's Signature:  Date: 12-9-2021

Manager Review:  Date: 12-9-2021