



Licensed Child Caring Agency Site Visit Report Adoption Agency

Licensee: Integrity Home Studies

Date of site visit: January 12, 2022

Board Chairperson: Annie Schilperoort

Executive Directors: Rachelle Staley and Heidi Pender

Licensing Coordinator: Tom Heidt with Holly Ivey

Other regulatory or accrediting agencies:
None.

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 the employees in the program.

Type of Adoptions provided:

Domestic (Indy/Private) ☐ SNAC (DHS Foster Adopt) ☐ International (Hague) ☐ Home Studies ☒

Program Description:

Integrity Home Studies (IHS) was awarded a provisional license on March 1, 2021. The original license was extended six months to give the agency additional time to generate a body of work that could be reviewed. The mission of the Co-Executive Directors is to provide pre and post adoption support and resources for adoptive families. Their goal is to approve, prepare, equip, and build up safe families with resources targeted toward their specific situations. The agency utilizes a training program called Families Are Forever which is based on the Trust Based Relational Intervention model.

Disruptions/dissolutions in the last review period:

N/A. The agency is currently only doing home studies and is not a placing agency.

Average daily population served – number of families currently serving:

The agency has completed four homes studies, one update, and have been involved with two families for post placement supervision.

Number of placements in each of the last two years:

N/A. Integrity Home Studies is not a placing agency.

Program Strengths:

The Co-Executive Directors feel they:

- Offer families personal services with a quick turnaround time.
- Have experience with adoptions and ICPC.
- Are able to serve the entire State.
- Are investing in the agency before paying themselves.
- Have a narrow focus on home studies which allows them to focus and be detailed oriented.
- Make a great team who support each other.

Program Challenges:

Starting an agency requires other sources of income, although they did end the year with a small profit margin.

Changes that have occurred since opening:

They felt prepared when starting the agency are just fine tuning their forms to make sure they have everything up front and cover all the required domains of a home study. They mentioned it would have been helpful to have Licensing's Adoption Checklist at the very beginning so they knew how to set up their files.

Lawsuits:

None.

Grievances and complaints filed since opening:

None.

Corrective Action and Timeframe: Please submit the following to verify compliance.

413-215-0446 Adoptive Family Recruitment and Screening

An adoption agency must have a recruitment and screening process that meets all of the following standards:

(2) Orientation. The adoption agency must provide orientation for the adoptive family before the adoption agency approves the home study. The orientation must include the following information:

- (a) The adoption program, policies, and procedures of the adoption agency.
- (f) The adoption process.
- (g) Rights and responsibilities of the adoptive family and adoption agency.

CORRECTIVE ACTION 1: The agency must orient prospective adoptive families on all of the required topics. The Families are Forever training did include information regarding the adoption process, but not all of the families received that training. The other topics were not clearly documented.

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:

Tom Heidt, Licensing Coordinator
Department of Human Services
Children's Care Licensing Program
201 High Street SE, Suite 500
Salem, Oregon 97301
Phone: 503-373-2062
E-Mail: Tom.Heidt@State.OR.US

Recommendations:

The Families are Forever trainings do not always specify everything that is covered in the training and their language often does not match the required topics so it was difficult to ascertain if the trainings met the orientation and training requirements. For example, some home studies stated the family received training regarding the effects of prenatal exposure to alcohol, drugs, and poor nutrition, but that topic was not listed on any of the training certificates. Childhood development was covered, but it was unclear if that included the effects from abuse, neglect, institutionalization, and multiple caregivers. To clearly document that our orientation and training requirements have been met, it is recommended that the agency have the families sign off on a checklist once the required topics have been covered. An example will be provided to the agency.

Exceptions:

None.

Changes in License:

The agency meets the requirements to be awarded a two year license to expire on February 29, 2024.

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)(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			
(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
413-215-0051(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				
(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 (1)(c) Employee meets minimum qualifications stated in current job description	X				
Meets the qualifications in 413-215-0416	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 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:					
(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				
<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: The personnel files met all requirements.					

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		See description of corrective action above	
(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		See description of corrective action above	
(g) Rights and responsibilities of adoptive family and agency		X		See description of corrective action above	
(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:					
(a) Possible short and long term effects of prenatal exposure to alcohol, drugs and poor nutrition	X			(See recommendations)	
(b) Effects of separation and loss	X				
(c) Process of developing emotional ties to an adoptive family	X				
(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			(See recommendations)	
(f) Issues related to race, culture, and identity	X				
(g) Acculturation, assimilation, and if applicable, effects of international adoption	X				
(h) Emotional adjustment of adopted children and their families	X				
(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:					
(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			(This did not occur with one family, but it was a highly unusual case so it is not a corrective action)	
(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:					
(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				

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				

Licensing Coordinator's Signature: _____

Tom Heidt

Date: 1/27/2022

Manager Review: _____

H. Gibe

Date: 1-18-2022