



Licensed Child Caring Agency Site Visit Report Adoption Agency

Licensee: Boys and Girls Aid Society of Oregon

Date of Site Visit: February 2-4, 2022

Board Chairperson: Fergal Donoher

President & CEO: Suzan Huntington

Program Director: Sarah Kopplin

Licensing Coordinator: Tom Heidt with Holly Ivey and Irvin Minten

Other regulatory or accrediting agencies:

SNAC contract with the Oregon Department of Human Services
Also licensed in the State of Washington

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) X SNAC (DHS Foster Adopt) X International (Hague) Home Studies X

Program Description:

Boys and Girls Aid started providing services in 1885. Their Adoption Program has two areas of specialty. One focuses on birth parent counseling through their Infant Adoptions program while the other involves special needs adoptions through their Foster Care Adoption program. Boys and Girls Aid provides all phases of adoption services from information, birth parent counseling, training, home studies, placement, post-placement supervision and support. There are currently ten staff involved in their adoption program. The Agency's requirements of staff and adoptive families both exceed licensing standards. Boys and Girls Aid chairs the monthly Special Needs Adoption Coalition meetings and they also provide Foundations training for many of the State's adoption agencies.

Disruptions/dissolutions in the last review period:

None.

Average daily population served – number of families currently serving:

BGA is currently serving 19 families in their Infant Adoption program and 34 in their Foster Care Adoption program and have another five families on hold.

Number of placements in each of the last two years:

In 2020, there were 12 infant adoption placements and 14 foster care adoption placements.

In 2021, there were 5 infants adoption placements and 11 foster care adoption placements.

Program Strengths:

The Director of Adoption & Youth Permanency Services feels:

- Boys and Girls Aid does excellent work with their families throughout the infant and foster care adoption processes.
- Their staff do an outstanding job of preparing families for adoption
- Their trainings exceed licensing standards.
- They are particularly proud of their work regarding attachment issues and transracial adoptions.
- The home studies written by their clinicians are exceptional, with detailed narration reflecting how well the clinicians get to know their families and giving the reader a clear picture of the family.
- They provide a support group for their waiting families.
- They do their very best to match children with families who are able to meet their needs.
- Their staff have good clinical skills and qualified supervisors who provide ample consultation which is evidenced by their extremely low disruption rates.
- Staff offer post-placement support and respite to ensure stability and success for each child placed.
- Boys and Girls Aid has a partnership with the Kinship House that provides easy access to a therapist for their families.
- The agency Chairs the Special Needs Adoption Coalition (SNAC).
- Boys and Girls Aid provides Foundations training for families who are preparing for adoption.

Program Challenges:

- The number of adoptions continue to decline in both infant and foster care adoption.
- Birth rates are declining nationally and fewer birth parents are in need of creating adoption plans. In Fiscal Year 2021, 4 of their 8 placements were unexpected. This destabilizes program revenue and makes it difficult to maintain the level of staffing necessary to fully operate the program and have 24/7 availability to birth parents.
- Birthparents working with an overwhelmed Child Welfare agency could often respectfully and safely have their child placed through private adoption agencies if they knew their options.

- There are many children in the foster care system, but Child Welfare does not have the knowledge or staffing levels to do what is needed to get them matched with waiting families through private adoption agencies. COVID has had a major impact on how both programs operate and has slowed the flow of youth in the foster care system being available for adoption.

Changes that have occurred in the last 2 years:

- The former Director of Adoption Services left her position, which prompted a restructuring of the adoption department. It has been added to their Youth Permanency Services department, under the direction of the Director of Adoption and Youth Permanency Services. The director oversees two clinical supervisors - one for Foster Care Adoption and one for Infant Adoption.
- There have been two new Birth Parent Clinicians in the last two years and one of their veteran Infant Adoption Clinicians retired. This position was combined with the Clinical Supervisor position to reduce staffing based on reduced needs in the program.
- COVID has caused many changes to how their work is done such as staff working remotely, limitations on home visit formats, and staff not being admitted into hospitals to assist with infant adoption placements.

Lawsuits:

None.

Grievances and complaints filed in the last two years:

None.

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

413-215-0431 Records Requirements for Adoptions

In addition to compliance with the records and documentation requirements of OAR 413-215-0071 and 413-215-0456:

(1) Permanent record in a domestic adoption. An adoption agency must maintain a permanent record on each birth parent who has consented to and has surrendered a child to the adoption agency. Except as authorized by section (2) of this rule, the record must include all of the following documents or information:

(c) Evidence that the following adoption agency forms were provided to the birth parent:

(B) Receipt of Grievance Procedures;

CORRECTIVE ACTION: Boys and Girls Aid must document that birth mothers receive a copy of the agency's grievance procedures.

Within 45 days of receipt of this report, the Boys and Girls Aid Society of Oregon 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: 503-480-4825
E-Mail: Tom.Heidt@DHSOHA.State.OR.US

Recommendations:

Based on my knowledge of the program and their reports, I believe the agency's training of prospective adoptive parents is a strength, but the documentation of required topics is lacking. To verify their orientation and training covers the mandatory topics, the agency should begin listing the topics on their training certificates or develop a checklist of all the required trainings. An example will be provided to the agency.

There was one home study that did not document the place of the interview with the potential adoptive parents and the agency must ensure this information is included in the home study, even if the interview was done virtually.

Exceptions:

None.

Changes in License:

None.

Summary of Review					
Program and Services 413-215-0011(2)	Yes	No	N/A	Comments	Corrective Action Completed
Program and services are in scope of license	X				
Governance of the Agency 413-215-0021	Yes	No	N/A	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	Comments	Corrective Action Completed
(3)(a) knowledge of requirements for providing care and treatment appropriate to programs	X				
(3)(g) Approval from BCU	X				
Physical Plant	Yes	No	N/A	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:					

Birth Parent Records 413-215-0431(1)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Name	X				
(a) Date and place of initial inquiry and those present	X				
(b) Date, place and purpose of subsequent contact	X				
(c) Evidence that following forms were provided: (A) Consent for Service (B) Receipt of grievance procedures (C) & 413-215-0441(5)(c) Rights and Responsibilities including notice of right to counseling (ORS 109.346) (D) Service plan		X		See corrective actions Files did not contain documentation that the agency's grievance procedures were given to birth parents.	
(d) Each alternative to adoption discussed	X				
(e) Description of each discussion relating to fees, expenses, or other consideration or thing of value relating to the adoption	X				
(f) Date, time, and place of birth of the child, name and address of place of birth, pertinent prenatal information	X				
(g) Names, dates of birth, physical description of birth parents at time of child's birth (age, height, weight, color of eyes, hair, skin)	X				
(h) Personality traits of child's birth parents, siblings, and extended family	X				
(i) Medical history of birth parents, siblings, and extended family	X				
(j) Ethnicity of birth parent's and members of extended family	X				
(k) Efforts made by the agency to determine whether ICWA applies	X				
(l) Religious background of birth parents and extended family	X				
(m) Educational level and functioning, employment history, criminal history, social	X				

and emotional functioning of birth parents, siblings and extended family					
(n) Notation that identifies the adoptive parents sufficient for cross-referencing	X				
(o) Copy of placement agreement	X				
(p) Post-adoption communication agreements	X				
(q) Details about any termination of parental rights	X				
(r) Copy of general judgment of adoption	X				
(s) Copies of any documents signed by birth parent	X				
(2) If agency was unable to include documents (l) through (m) the record includes a description of reasonable effort	X				
Information to be provided to legal parent/putative father 413-215-0441(2)(c)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(A) Support and resources needed to parent a child	X				
(B) Options and consequences	X				
(C) Grief and loss	X				
(D) Effects and permanence	X				
(E) Availability or referral to appropriate support services	X				
(3) Guidance if birth parents disagree	X				
Identification of birth fathers 413-215-0441(4)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(d) Center of Health Statistics has been contacted to determine if father can be identified	X				
(e) File includes all reported information about legal or putative father	X				
Disclosures 413-215-0441(5)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Potential disclosure of parental identity (to child)	X				
(b) Voluntary adoption registry	X				

Consent & Surrender is accepted after the following actions 413-215-0441(6)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Full and accurate information provided with opportunity to discuss consequences	X				
(b) Discussing circumstances leading to decision	X				
(c) Informed of right to legal counsel	X				
(d) Written information to understand changes that result from adoption	X				
(e) Reassess mother's ability to understand consequences	X				
(f) ICWA (if applicable)	X				
(g) Informing parent that requests for placement based solely on race, color, or origin (unless Indian) cannot be honored	X				

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 recommendations	
(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:				See recommendations	
(a) Possible short and long term effects of prenatal exposure to alcohol, drugs and poor nutrition	X				
(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				
(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				
(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			See recommendations	
(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:					
(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:					
(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				

Licensing Coordinator's Signature: _____

Tom Heidt

Date: 2/11/2022

Manager Review: _____

H. Gilman

Date: 2-25-2022