



Licensed Child Caring Agency Site Visit Report Foster Care

Licensee: Boys and Girls Aid Society of Oregon

Date of site visit: February 2-4, 2022

Board Chairperson: Fergal Donoher

President and CEO: Suzan Huntington

Program Director: Nicole Laliberte

Program Coordinator: Tracey Lujan

Licensing Coordinator: Tom Heidt with Holly Ivey and Irvin Minten

Other Regulatory or Accrediting Agencies:

Oregon Department of Human Services
Clackamas County Juvenile Department
Multnomah County Juvenile Department

Program Compliance: The program was found to be compliant or will be compliant with:
[OAR 413-215-0001 to 413-215-0136](#), 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 Descriptions:

The foster care system at Boys and Girls Aid provides homes for males and females ages 0-20. Boys and Girls Aid has three different foster care programs within their agency:

- **Neighborhood** – The Neighborhood serves youth ages 12–18 who require Therapeutic Foster Care. Many of these youth have had extended involvement within the foster care system, have had little stability, and have experienced high levels of trauma. The Neighborhood creates a support network that mimics an extended family network developed to meet the complex needs of these youth. The youth are at the center of a community network whose goal is to help them flourish. The average length of stay is 261 days.
- **The Nest** - The Nest serves children 4-10 years old who come from challenging living situations and extremely traumatic experiences. They have a high level of complex needs due to externalized behaviors and physical acting out. The youth require well trained and supportive foster parents. The program provides weekly in home and out of home skills training including 6-7 hours of Behavior Rehabilitation Services. There are weekly foster parent meetings with training provided. Program staff provide five hours of relieve care per week which can be taken at once or broken up. Sight and sound supervision is always provided. Foster parents provide ten hours per week of individualized educational support. The youth engage in at least one social, extracurricular, cultural, or physical recreational activity per day and at least one activity per week must be in the community. The average length of stay is 390 days.
- **STEP** -The Stabilization, Transition and Evaluation Program (STEP) is an assessment program for youth referred to Boys & Girls Aid by the juvenile justice system. This community-based alternative to detention creates a unique opportunity for youth to get the support and services to succeed academically and socially. The program provides positive learning opportunities, case management, and wraparound support while youth plan to transition back home with new skills and resources that can help them move forward in a positive direction. Staff members and foster parents work collaboratively to create an environment that encourages youth to set goals and make positive choices for their lives. The average length of stay is 36 days.

Program type and services:

Foster care program that certifies homes for the placement and treatment of children.

Number of proctor foster parents and program capacity:

There are currently 24 foster parents with a total capacity of 20 children.

Contracts, Funding, and Referral Sources:

Department of Human Services

Clackamas County Juvenile Department

Multnomah County Department of Community Justice

Greater Oregon Behavioral Health Inc (GOBHI)

Average length of stay:

Nest 390 Days

Neighborhood 231 Days

STEP 36 Days

Average daily population served:

Their foster care system serves an average of 19 children per day.

Number of children served annually:

78 youth were served in their foster care system during the last fiscal year.

Interviews and Observations:

Staff involved in the foster care program were part of the interview process and two foster parents were interviewed by phone. The foster parents were extremely complimentary of the program. They feel very supported by staff. They both reported someone is always available day and night. They reported staff are very helpful with suggestions and various staff come to the home several times a week. They get together regularly with other foster parents for training and fellowship. Flexible respite is provided. They receive a lot of information about the children who are placed in their home. One foster parent has been in the business for many years with a couple other major providers and said that Boys and Girls Aid is the best. He said he drops off a foster child early in the morning and that staff take her to school, pick her up, and do after school programming so that she can attend the school she was previously attending. Foster parents feel well trained and part of the team. Their feedback was impressive.

Program Strengths:

- The home studies done on foster parents are fantastic. One reviewer stated it was the best they have ever seen.
- The agency is using a form that lists all the required orientation and training topics which made verification of compliance incredibly simple.
- The Nest is a one of a kind program designed to provide a positive ratio of staffing to high needs children.
- Multiple dedicated and long-term foster parents who gather regularly and know each other and Nest staff well are the heart of the Next program
- The Neighborhood staff are a small team that is very hands on with youth and foster parents. Kids were able to smoothy transition into this program after Seneca closed.
- The STEP program provides a high level of support for teens with delinquency issues. They have a strong core of foster parents who work well with this population and help keep kids out of more restrictive settings.
- The Agency is accredited through the Commission on Accreditation of Rehabilitation Facilities (CARF).
- Boys and Girls Aid is the only agency which has an overarching goal of permanency.
- The Agency has confidence in their data collection system, Efforts to Outcome.
- The Agency is always responsive with CCA complaints.
- The building where they do day programing has an indoor recreational area including a basketball court. This has kept the kids more active and reduced incidents. Foster parents also get to use this site.

Program Challenges:

- Staffing has been an issue that we are seeing across the State. It has been a challenge to hire and retain high quality staff who can be supportive through some very difficult situations and this is critical with these programs.
- The constant turnover of staff due to insufficient BRS rates and the difficulty of the youth they serve.
- The number of foster parents has decreased for multiple reasons and recruiting new foster parents has been a struggle.

Changes that have occurred in the last 2 years:

- COVID has obviously been a challenge for all programs.
 - Staff are at very high risk for exposure so recruitment and retention is difficult
 - Court systems, medical care and other resources have not been able to serve youth in a timely manner which has caused kids to stay in placements longer than usual.
- There has been leadership and programming changes which has impacted the census.

Lawsuits:

None.

Grievances and complaints filed in the last two years:

None.

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

413-215-0391 Foster Care Agencies: Consents, Disclosures, and Authorizations (1-3)

Corrective Action 1: Boys and Girls Aid must ensure that each parent or guardian receives and acknowledges in writing the receipt of all the required consents, disclosures, and authorizations. The agency has a great form with all the requirements, but it is being used inconsistently.

413-215-0396 Foster Care Agencies: Information About Children in Care Placed in Physical Custody of the Foster Care Agency

A foster care agency must comply with all of the following requirements:

(1) Case files for children in care. For each child in care the foster care agency accepts for placement, the foster care agency must maintain an individual record that includes a summary sheet containing all of the following information:

(f) Any required signed consents and authorizations.

Corrective Action 2: Boys and Girls Aid must fill out the Release of Information form correctly. The requested information section of this form is being left blank. The information requested must be specific and only be requested on a need-to-know basis.

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:

Please include the addresses when documenting the contact information for two individuals if the foster parent is displaced by a natural disaster. Their names and phone numbers are currently being recorded, but the address section is being left blank.

Agencies must visit their foster homes at least every 90 days to assure compliance with certification standards. Boys and Girls Aid has staff in their foster homes multiple times per week and the overall documentation is excellent, but it would be helpful to add a line on their visitation form specifically stating that a walkthrough of the home was completed to verify continued compliance.

Exceptions:

None.

Changes in License:

None.

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				
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	X				

have a written order signed by a physician or qualified medical professional.					
(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	X				
(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				
(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)	X				
(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 90 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			In one file that was reviewed, there were four references, but two of the references were related.	
(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 (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	X				

(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 household members over 18 and those under 18 as determined appropriate	X				
(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				
(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	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	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				
413-215-0371(2)(b) Universal Precautions	X				
413-215-0371(2)(c) Discipline and Behavior Management	X				
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				

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	X				
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	See corrective actions	
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 (d) fetal alcohol syndrome (e) accessing health insurance (f) cancer screenings (g) feminine hygiene products (h) access to birth control and vaccinations	X				
(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		See corrective actions	
(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		See corrective actions	
(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 & procedures on request		X			
Authorizations 413-215-0391(3)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Disclose information		X		See corrective actions	
(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, & 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				
(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				
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:					

Licensing Coordinator's Signature: _____

Tom Heidt

Date: 2/11/2022

Manager Review: _____

H. Gibe

Date: 2-25-2022