



Licensed Child Caring Agency Site Visit Report Academic Boarding Schools

Licensee: The Delphian School
Executive Director: Trevor Ott
Business Manager: Kaellagh Bennett

Board Chairperson: Steve Anderson
Date of site visit: April 5, 2022
Licensing Coordinator: Robin DuVal

Other Regulatory or Accrediting Agencies: Northwest Association of Independent Schools; and Cognia.

Program Compliance: The program is or will be compliant with OAR 413-215-0001 through 0131 Licensing Umbrella Rules and OAR 413-215-0201 Academic Boarding Schools. Personnel records were reviewed and compliance with required background checks was documented for employees in all programs.

Program Description(s): The Delphian School is an independent, co-educational, K-12 day and boarding school. Boarding students are accepted from the age of 8 (with special consideration) and day students from the age of 5. The school enrolls international students (from approximately 13 different countries) and offers a summer program for lower school through high school students. Delphian is a member of The Association of Boarding Schools (TABS), National Business Officers Association, National Association of Independent Schools, and Oregon Federation of Independent Schools. The school is authorized under Federal Law to enroll nonimmigrant alien students. The Fall program is generally 9 months in length with two breaks over winter and spring. The summer program is 6 weeks long, with the option of 3 or 6 weeks, and there are approximately 3 weeks of break time before and after the summer session when no students are enrolled. There are approximately 85 full time employees with 66 of those staff living on the campus.

Capacity and Age Range: 200, ages 8-19

Funding sources: Tuition, room, and board. Endowment Fund.

Contracts and sources for referrals: No contracts. Referrals by word of mouth, marketing, and admission tours.

Average length of stay: 4 years

Average daily population served: 144 boarding youth

Number of children served annually: 144 boarding youth

Restraints or seclusion: neither

Interviews: Over the course of the review, this licensor spoke with the Business Manager, Executive Director, Co-Curricular, and the Medical Liaison.

Youth interviews: Youth A. is 13 years old, has been in the program since January 2022 and reports feeling safe, staff are trusting, school is going well, the food is good and plentiful, dorm life is good, and they have regular contact with family within reasonable limits. Spoke highly of the science program, saying that's its very hands on. Their list of favorite things about this program are that it's a nice school, numerous options are available, "school doesn't feel hard", and there are many activities/electives offered, specifically track and field. This student did not have a least favorite thing nor anything they would change about the program.

Youth O. is 19 years old and it's their 6th year in the program. They report feeling safe and that staff are trusting. School is good and students have individual time to take AP classes. Dorm life is good, no issues. Food is good, nutritionally speaking, just missing Omega-3 foods which would make it more nutritionally balanced. Has regular contact with family. Their favorite thing about the program is the environment and "ambiance" and that the students have enough freedom and opportunities to challenge themselves for future careers. The only area to change would be for the program to provide more AP classes.

Observations: The front entrance area is welcoming. The library room is in the process of reverting back to be a full-time Library after being used for extra classroom space and social distancing during the COVID-19 pandemic. The classrooms are spacious, clean and have plenty of natural light. A contractor is responsible for all meals, and meals are prepared fresh onsite with an impressive array of options for main courses, sides, salad bar and beverages, all labeled. The dining room is clean, orderly, and spacious, with plenty of natural light. Students were observed to be comfortable and at ease at the school. The dorm bathrooms are spacious with individual toileting and shower stalls, and bathrooms are clean and free from foul odor. All other areas of the campus, except for staff housing, were toured including the multi-functional gym.

Program Strengths: Each student's academic program is personalized for their strengths, weaknesses, and interests. Students can move through the program at their own pace, which allows them to spend more time on difficult subjects or to move quickly through subjects that come easily to them. Each student's program includes significant practical application that includes projects, student council responsibilities, internships in their career interest, etc. where students get to apply what they are studying in the classroom. The program is designed to give students a strong foundation of effective leadership, responsibility, and communication skills.

Program Challenges: There has been a large international student population, and COVID has made travel difficult for students, and in some cases new international students have been unable to get visas, which prevented enrollment. As a result, the international student population decreased somewhat. As the pandemic is near the end, an increase in the international population is anticipated.

Changes that have occurred in the last 2 years: Several improvements have been made to the facility, such as library renovation and large upper school classroom; added significant exterior lighting; new sidewalk and new parking spaces at the front of the main building; renovated the area behind the chapel which is used by students when getting ready for choir performances; added a number of new hiking and cross country trails on campus. The first stage has been completed of establishing a new track and field area, and the remainder of that project will be completed over the next two years. The laundry room was renovated, providing students with a larger laundry space and new washers and dryers.

Lawsuits: None

Grievances and complaints filed in the last two years: None

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

Within 45 days of receipt of this report **The Delphian School** 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 are to be emailed directly to the licensing coordinator Robin DuVal at robin.m.duval@dhsosha.state.or.us.

Recommendations:

- It was observed that several students keep vitamins in their rooms, ranging from one to several bottles. It's recommended for the agency to evaluate and determine how the agency wants to address this growing trend such as providing education, add a section to the parent and student handbook, approval and/or guidance of a medical professional, etc.

Exceptions: Approved exception requests on file for:

- students to keep laundry detergent and laundry cleaning agents in their bedrooms.
- approximately 60 dorm bedroom windows do not allow for full egress which has been reviewed by the Fire Marshal and County Building Code Official, regularly monthly fire drills, and no historical concerns.

Changes in License: Age range change from 5-18 to 8-19.

Summary of Review					
Program and Services 413-215-0011(2)	Yes	No	N/A		
Program and services are in scope of license	X				
Governance of the Agency 413-215-0021	Yes	No	N/A		
(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		
(3)(a) knowledge of requirements for providing care and treatment appropriate to programs	X				
(3)(g) Approval from BCJ	X				
Discipline, Behavior Management, and Suicide Prevention 413-215-0076	Yes	No	N/A		
(3) Agency uses appropriate and positive methods of behavior management and nationally recognized non-violent crisis intervention	X				
(3)(b)(C) Agency does not use chemical and mechanical restraint (excluding medically necessary devices/prescriptions)	X				
(3)(c) Agency uses appropriate time-out rooms (adequate space, heat, light and ventilation and is not capable of locking) and documents use in child's record when applicable			X		
(3)(e) Agency uses seclusion appropriately/consistent with policy			X		
(4) Agency has plan in place to respond to suicidal behavior/warning signs	X				
Contractors (if applicable) 413-215-0061(6)	Yes	No	N/A		
(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			X		

(vi) Any liability of the agency for acts of the contractor, rights of indemnity and limitations on liability					
Supplemental Information Provided by CCA	Yes	No	N/A	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			<i>Note: The following policies and procedures were reviewed by this licensing coordinator, and revisions provided for updating:</i> • Mandatory Abuse Reporting • Medication Administration • SB710 requirements and notifications	
All required policies and procedures as identified in "Agency Type Specific Rules"	X				
SB710 Requirements: Policy and Procedures; notifications to guardian and children in care. OAR 413-215-0077(8)(e), (11)(e) and OAR 413-215-0078(1)	X				
Educational Services 413-215-0211	Yes	No	N/A		
School is accredited	X				
(3) Secondary schools verify academic standards for students to obtain admission to institutions of higher education and receive a high school diploma or GED	X				
Physical Plant	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0046(3)(a) Foster Rights Posted (if children in DHS custody)			X	The agency shall ensure the building is kept clean and in good repair. • Areas needing cleaning: Ceiling mold in the ADA shower. • Areas needing repair: Ceiling tile in bedroom above bed is missing.	
413-215-0051(1) Sufficient safe space, equipment, and office equipment	X				
413-215-0091(12) License is posted in common area at each facility	X				
413-215-0001(5)(d) & 0221(1) Adequate furnishings and personal items	X				
413-215-0216(2)(a) & (c) Buildings are smoke free, clean and in good repair		X			
413-215-0216(2)(d) Rooms are free of harmful drafts, odors, and excessive noise	X				
413-215-0216(2)(e) Rooms are adequate in size and arrangement	X				
413-215-0216(2)(f) System provides a continuous supply of hot and cold water	X				
413-215-0216(2)(h) Building is well ventilated and room temperature is within a normal comfort range	X				
Room and Space Requirements Bedrooms 413-215-0218 (3)	Yes	No	N/A	Comments	Corrective Action Completed

(a) Adequate furnishings and personal items	X			Comment to (c): Approved exception request on file.	
(b) Separate from rooms used for dining, living, laundry, kitchen, and storage	X				
(c) Outside room with window allowing egress from building		X			
(d) Ceiling at least 90 inches	X				
(e) Minimum 60 SF per bed	X				
(f) No more than 25 if dorm style	X				
(g) Permanently wired fixtures	X				
(h) Window covering	X				
(i) Beds are 3 ft apart and maintained to ensure safety	X				
Room and Space Requirements Bathrooms 413-215-0218 (4)	Yes	No	N/A		
(a)(A)&(B) 1:8 ratio for toilets and sinks	X				
(a)(D) Hot and cold running water, soap, and approved hand drying options	X				
(a)(E) 1:10 ratio for shower or bathtub	X				
(a)(F) Individual privacy	X				
(a)(G) Window covering	X				
(a)(H) Permanently wired fixtures	X				
(a)(I) Adequate ventilation	X				
Room and Space Requirements – Kitchen 413-215-0218 (6)	Yes	No	N/A		
(a) Used exclusively for storage, food preparation, dish washing and activities related to eating	X				
(b) Walls, floors are easily cleanable	X				
(c) Equipment and utensils are easily cleanable, durable, nontoxic, and kept clean	X				
(e) Equipment is easy to clean beneath, between and behind	X				
Room and Space Requirements	Yes	No	N/A		
413-215-0218(2) There is a separate living room or lounge area – 15 SF minimum per child	X			Comment to (8): Exception on file approving students to keep laundry detergent and laundry cleaning agents in their bedrooms.	
413-215-0218 (5) There is a separate dining room with capacity for ½ of children in care and 15 SF per child in care	X				
413-215-0218 (7) Laundry is separate from living areas, kitchen and dining	X				
413-215-0218 (8) Separate storage areas are provided for food, kitchen supplies, utensils, clean linens, soiled linens and clothing, cleaning supplies and equip, poisons, chemicals, outdoor recreational and maintenance equipment	X				

413-215-0218 (9) Outdoor activity area is protected from vehicles and other hazards and of a size and availability appropriate to the age and needs of children in care	X				
413-215-0218 (11) Time out rooms have adequate space, heat, light and ventilation and is not capable of locking			X		
Furnishings and Personal Items 413-215-0221	Yes	No	N/A		
(1) There is a bed with frame, clean mattress and pillow and personal storage (dresser, closet)	X				
(2) Linens are in good repair. There is a waterproof mattress cover or mattress. Linens are appropriate and towels and washcloths are provided	X				
(3) Bedding is changed weekly or when soiled	X				
(4)&(5) Personal hygiene supplies and appropriate clothing are provided	X				
Food Services 413-215-0236	Yes	No	N/A		
(1)(a) Meals are arranged daily, consistent with normal mealtimes that occur during the hours of operation	X				
(b) Snacks are available and provided as appropriate to the age and activity levels of children.	X				
(c) Menus are prepared in advance in accordance with USDA guidelines, provide a variety of foods and are adjusted for seasonal changes.	X				
(c) Menus are maintained for at least 6 months	X				
(d) Drinking water is freely available	X				
Safety – Emergency Plan 413-215-0241	Yes	No	N/A		
(2)(a) Written emergency plan	X				
(2)(b) Telephone numbers for local police and fire are posted near all telephones	X				
(2)(c) Operative flashlights sufficient in number are readily available to staff	X				
(3)(a) Evacuation drill occurs monthly under varying conditions, is retained 2 yrs and contains; (A) identify of person conducting drill (B) date & time (C) notification method (D) staff participating (E) # of children & staff evacuated (F) special conditions simulated (G) problems encountered (H) time to complete	X				
(4)(a) The school protects children from potentially harmful items and materials.	X				

(4)(b) Direct supervision of children who do not have the ability to adjust and control water temperature	X				
(4)(c) Light fixtures have protective covers unless designed to be used without one	X				
Safety – Transportation 413-215-0241	Yes	No	N/A	Corrective Actions	Corrective Action Completed
(5)(b) Vehicle has insurance policy, is smoke free, safe operating condition, and has first aid kit and fire extinguisher 2-A:10-BC		X		Fire extinguishers are missing and/or due for servicing in two vans and one school bus. The agency shall ensure all vehicles have fire extinguishers and are current in regular servicing.	
Medication 413-215-0251	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(3)&(4) Medications have a prescription, are current, secured, and kept in the original container	X				
(5) Medications are disposed in accordance with state and federal law	X			<u>Comment to (5):</u> The collection of medications to be disposed has a note that states “do not use”. It is recommended by this licensor that the note clearly states, “medication to be disposed”.	
(6) Written record of the disposal of medications is maintained and includes: (a) description (b) name (c) reason (d) method (e) staff & witness signature					
(7) Written record of the administration of medication includes: (a) name (b) description (c) dates, times (d) missed doses (e) medication disposed (f) method of administration (g) ID of person administering (h) possible adverse reactions (i) medication taken outside facility		X		<u>Corrective Action:</u> Item (h) possible adverse reactions, also known as side effects, were not on the medication administration record. The agency shall ensure each student’s medication on the administration record includes possible adverse reactions.	
Minimum Staffing Requirements 413-215-0261	Yes	No	N/A		
(1) Supervision is adequate for the type of program, location, time of day or night, age and type of children	X				
(2)(a) When one staff on duty, there is additional staff immediately available with max response time of 30 minutes	X				
Separation of Children 413-215-0266	Yes	No	N/A		
(1) There is adequate supervision of children when there is children 18 years or older in care	X				

(2) There is adequate supervision of children if both males and females are served by the program	X				
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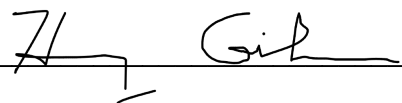
Personnel Files 413-215-0061	Yes	No	N/A		
Staff Name	X				
Position	X				
(3)(g) Date of Hire	X				
(3)(a) record of education, training and previous employment	X				
(1)(b) & (3)(b) reference checks complete and documented	X				
(1)(a) & (3)(c) Background check was completed and documented	X				
(3)(d) 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				
New Employee Orientation (30 days) 413-215-0061(4)	Yes	No	N/A		
(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	Yes	No	N/A	Corrective Actions	Corrective Action Completed
413-215-0236(2)(b) Employees who handle food served to children have a valid food handler's card	X				
413-215-0061(5) Mandatory reporting (annually) that includes: (a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36 (b) legal responsibility to immediately report	X				

(c) legal responsibility to report is personal to the employee				Records of current driver's licenses were missing. The agency shall ensure current driver's license records are maintained in personnel files.	
413-215-0241(5)(a) Employees transporting children meet the driver requirements (current driver's license, insurance, trained in emergency procedures, and training for 15+ passenger vans if applicable)		X			
413-215-0261(2)(b) One staff over 18 and current CPR/First Aid certification on site all times when children are in care	X				

Children's Records	Yes	No	N/A		
Name of Child	X				
Health Services – Medical History 413-215-0246	Yes	No	N/A		
(2) Medical history obtained within 30 days (significant findings, current immunizations, history of surgical procedures-health issues-injuries, allergies, dental, vision, hearing, behavioral health, and physician orders)	X				
(3)(a) to (f) Medical exams (3 in first year of life, 2,4,6,9,14)	X				
Consents 413-215-0271	Yes	No	N/A		
(a) Consent to provide routine and emergency medical care	X				
(b) Consent to provide care	X				
(c) Consent to allow access	X				
Authorizations 413-215-0271	Yes	No	N/A		
(3) Authorizations are pre-approved to allow children to participate in potentially hazardous activities, including but not limited to using motorized yard equipment, swimming, and horseback riding.	X				
Information about children in care 413-215-0276 Files contain the following information:	Yes	No	N/A		
(1) The name, gender, and date of birth	X				
(2) The date of admission	X				
(3) The name, address, and telephone number of: (a) The child in care's parents. (b) The child in care's legal guardian, if different than the parents, and a copy of the document that provides for his or her authority over the <i>child in care</i> .	X				
(4) Incident Reporting. A written description of any injury, accident, or unusual incident	X				
(5) Any required signed consents and authorizations.	X				

Records and Documentation 413-215-0071	Yes	No	N/A	Corrective Actions	Corrective Action Completed
(1) Stored safely	X			Personnel records are not current as noted above.	
(2) Permanent, legible, dated, and signed	X				
(3)&(4) Uniform in organization, readily identifiable and accessible, current, and complete, containing all required info. No eraser tape or white out.		X			
(7) Permanent registry for each child in care includes (name, gender, birth date, names, addresses of parents or guardians, dates of admission, and placement upon discharge)	X				

Licensing Coordinator's Signature: Robin DuVal Date: 4/26/2022

Manager Review:  Date: 4-26-2022