



Licensed Child Caring Agency Site Visit Report Foster Care

Licensee: Youth Unlimited, Inc. (YUI)

Executive Director: April Johnson

Board Chairperson: Dr. Denise Bell

Date of site visit: May 19 & 20, 2022

Licensing Coordinator: Robin DuVal, assisted by Holly Ivey

Other Regulatory or Accrediting Agencies: Oregon Department of Human Services (ODHS) Child Welfare Treatment Services; and Oregon Youth Authority (OYA)

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): YUI provides therapeutic foster care services for youth with high needs and behavioral needs.

Program type and services: YUI recruits, trains, certifies foster parents and places ODHS/OYA child welfare involved youth needing Behavioral Residential Services and Therapeutic Foster Care services in their homes and provide case management plus 24/7 crisis support services.

Number of proctor foster parents: 11

Funding sources: ODHS, OYA, and Greater Oregon Behavioral Health Institute

Contracts and sources for referrals: ODHS, OYA, and Greater Oregon Behavioral Health Institute

Average length of stay: 1.2 years

Average daily population served: 10

Number of children served annually: 9.67

Proctor Parent Interviews: Three proctor parents were interviewed individually, and they reported that the agency is responsive to requests, initial and ongoing training is good, they have adequate respite time, described safe-keeping medication storage, spoke highly of case manager Zach, and they appreciate that the CEO is engaging.

Youth interviews: Two youth were interviewed individually, and they reported feeling safe, food is good, they have sufficient access to food, no issues with receiving medications as prescribed, would speak to their foster parent if there was a concern, and didn't have anything to report as favorite or least favorite aspect of their placement.

Observations: The office has sufficient space and is a clean and welcoming environment.

Program Strengths, directly quoted from the agency: "YUI is a culturally specific program focused on the expansion of the number of African American and other minority foster homes available to provide care to youth in foster care. We are a Collaborative Problem Solving model agency that supports youth with improving their emotional intelligence through skillbuilding and crisis support services. We have a diverse staff that can support the needs of our youth who represent multiple ethnicities and have varied cultural needs. We are focused on compliance and improving our internal processes. YUI contributes to the care of our children by providing back to school supplies and school clothes, cultural hair support upon intake, holiday support, and we provide quarterly community engagement activities for our youth and proctor families. We have helped two youth get into college this year. One of those youths is autistic. With the help of ODHS investments we have expanded our daily population rate from 3 in 2020 to up to 12 (10 adp) youth in 2022. We are represented on the board of directors for the Oregon Alliance of Children's Programs. We serve on the Foster Plus Collaborative funded by ODHS. This grant has allowed us to support our certification process through an online portal called BINTI. We are updating our branding on our website to better support the work we have grown into. We currently have a Behavioral Health Treatment Foster Care (BHTFC) program sub contract with GOBHI for 4 of our 14 DHS contracted beds and have recently expanded (April 20, 2022) to include OYA youth for 4 beds. Our total bed capacity is now 18."

Program Challenges, directly quoted from the agency: "The biggest challenge has been COVID with getting respite for current proctors and receiving appropriate referrals from DHS. With the number of kids coming into the system declining (: we have had a difficult time finding appropriate youth to place. Youth's behavior needs are escalating and our only saving grace is that we now have 4 BHTFC beds we can place youth into. Additionally, Proctors are not asking or willing to do respite due to covid and negative health outcomes for African Americans who are impacted by the pandemic."

Changes that have occurred in the last 2 years, directly quoted from the agency: "We have gone from April Johnson being the only staff member conducting all the job duties to now having 5 full time staff. We have also been able to upgrade our case management processes to be in full compliance that align with our CPS program model (Collaborative Problem Solving). We have a new contract with OYA for four beds."

Other notable changes: administrative office moved locations.

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, Youth Unlimited, Inc. 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 Robin DuVal at robin.m.duval@dhsosha.state.or.us.

Exceptions: None

Changes in License: None

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	Corrective Actions/Comments
(1)(a) Minimum of 5 board members	X			The meeting minutes were provided, however the budget review and approval by the board was not captured. The agency shall ensure the agency budget is discussed at board meetings, reviewed and approved by the board, and documented in the meeting minutes. <i>*Refer to page 4 below.</i>
(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
(3)(a) knowledge of requirements for providing care and treatment appropriate to programs		X		The agency shall submit the Executive Director's resume.
(3)(g) Approval from BCU	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 adequate 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 (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	Corrective Actions
Documents as indicated on the form titled "Renewal Licensing Required Documents"		X	The agency shall submit the program description.
Documents as indicated on form titled "Required Financial Documents and Information"		X	- Board meetings minutes do not capture the review or approval of the budget. - Agency does not have adequate reserves to cover three months of expenses. - Independent audit was not able to be performed on financial statements. - Audit report indicates an on-going concern. <i>*see additional corrective action below on page 5.</i>
All required policies and procedures as identified in the "Umbrella Rules"		X	The agency shall update the following policies and procedures pursuant to each OAR: - Discipline, Behavior management - Restraint and Seclusion - Mandatory Abuse Reporting The agency shall provide the ICPC and ICWA policies for review.
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	1) The agency shall submit the policy and procedures, and notifications required to clients and guardians utilizing the resources provided by this licensor. 2) This requirement was unmet in the client records. The agency shall ensure clients and guardians receive the notification at intake and twice yearly thereafter, and document having provided it.
Additional Corrective Action response pertaining to the Financials: 1) Why was the agency unable to produce the requested information for the auditors to compete their audit? 2) What is the agency doing to address the ongoing concern identified in the audit report? 3) How is the agency planning to meet the three-month reserve requirement? 4) What would the agency plan be if the agency cashflow was interrupted and the agency still had the expenses identified on their budget?			

Physical Plant	Yes	No	N/A	
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	Comments
(2)&(5)(e) Medications have a prescription and are stored in the original container with prescription label	X			<u>Comment:</u> The written records of medication administration were reviewed during the file review. The record also included a picture of the youth. During interviews, proctor parents verbally reported the process of administering and documenting medications, including the locked safe keeping of medications.
(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	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	X			

(f) method of administration (g) ID of person administering (h) possible adverse reactions (i) medication taken outside facility				
Placement of a Child by Agency 413-215-0356	Yes	No	N/A	
(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) 6:2 ratio approved proctor foster parents (c) 2 children under the 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	
(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
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		X		The agency shall ensure a list is of all children placed is documented and maintained in each proctor foster family record. This is a repeat finding from 2020.
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	
(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	Yes	No	N/A	Corrective Actions/Comments
<i>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:</i>				
(1)(a) the primary residence of the applicant and where the child in care will reside	X			
(1)(b) adequate space including space for safe and appropriate sleeping arrangements for each child in care	X			
(1)(c) child in care and parent/guardian must be notified of any electronic monitoring that occurs in the home	X			
(1)(d) posted Foster Children's Bill of Rights	X			
(1)(g) Authorization must be received from the agency and parent/guardian prior to the beginning of hunting or target practice by the child	X			
(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)(d) Home and furnishings must be clean and in good repair and grounds must be maintained	X			
(2)(e) No accumulation of garbage or debris	X			
(2)(f) Home has an adequate source of safe water to be used for personal hygiene		X		The current form does not specify adequate safe water source for "personal hygiene". The agency shall update the form and implement the updated form for future home assessments.
(2)(g) There is a provision for safe storage and administration of all medications in the household	X			
(2)(i)(A) Children may not be exposed to any second-hand smoke in home or vehicle.	X			

(2)(i)(B) Household members may not provide any form of tobacco, nicotine, or other product illegal for a minor to possess	X			
(2)(i)(C) All products referenced in (B) must be stored safe and in a manner inaccessible to children	X			
(3)(a) The home must have the following: (A) working smoke alarm in each bedroom where a child in care sleeps within 24 hours of the time the applicant is certified	X			
(B) A working carbon monoxide detector within 15 feet of each bedroom where a child in care sleeps and at least one on each floor within 24 hours of the time the applicant is certified	X			
(C) At least one operable fire extinguisher rated 2-A:10-B-C or higher within 24 hours of the time the applicant is certified	X			
(F) a written comprehensive home evacuation plan shared with each child in care at time of placement and practiced at least every six months. The written plan must include a provision for the safe exit of a child in care who is not capable of understanding or participating in the evacuation plan.	X			
(G) Interior doors that lock must be operable from both sides of the door.	X			
(3)(b) Each bedroom used by a child in care must have: (A) At least one unrestricted exit	X			
(B) At least one secondary means of exit or rescue	X			
(D) Unrestricted, direct access at all times to hallways, corridors, living rooms, or other such common areas	X			
(E) Quick release mechanisms on all barred windows	X			
(4)(a) Maintain and share emergency preparedness plan with foster care agency. At minimum the plan will include: (A) types of emergencies most likely to happen where the proctor foster home is located (B) Identifying a place to meet for each type of emergency identified (C) Identifying an alternate shelter if necessary (D) Ensuring access to all necessary medication or medical equipment (E) How to help each child in care recover after a disaster	X			
(4)(b) Maintain a comprehensive list of emergency telephone numbers including 911 and poison control and post in prominent place in the home	X			
(5)(d) Written authorization must be received by proctor foster home prior to transporting a child out of state or country	X			
(5)(e) Proctor foster home must request approval from Department no less than 90 days prior to international travel	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
(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		Relevant health history was unmet or insufficient.
(i) Education and training	X			
(j) Employment and finances	X			
(k) Current support systems and need for additional support services		X		The need for additional support services was unmet. This is a repeat finding from 2020.
(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		The assessment of training needed, and timeframes was unmet or insufficient. This is a repeat finding from 2020.
(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	
(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	
(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
(b) Ethical and professional guidelines	X			
(c) Organizational lines of authority		X		The organizational lines of authority were missing from the orientation records. This is a repeat finding from 2020.
(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	
(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
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		Reference checks were missing. The agency shall ensure reference checks are conducted, documented, and retained in the personnel records.
(1)(a) & (3)(c) Background check completed and documented	X			
(3)(d) Annual performance evaluations		X		Annual performance evaluations for ongoing staff were not in file. The agency shall ensure annual performance evaluations are conducted, documented, and retained in the personnel records. This is a repeat finding from 2020.
(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	
(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	
(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
413-215-0371(2)(a) Environmental emergencies		X		Training records lacked documentation of this ongoing training requirement.
413-215-0371(2)(b) Universal Precautions		X		Training records lacked documentation of this ongoing training requirement.
413-215-0371(2)(c) Discipline and Behavior Management	X			

413-215-0371(3) Maintain current CPR/First Aid certification		X		CPR/First Aid certificate was expired for one ongoing employee.
413-215-0371(4) Training related to the <i>reasonable and prudent parent standard</i> and developmentally appropriate activities		X		Training records lacked documentation of this ongoing training requirement. This is a repeat finding from 2020.
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		Training records lacked documentation of this ongoing training requirement.

Children's Records	Yes	No	N/A	
Name	X			
Initial Evaluation 413-215-0386(2)	Yes	No	N/A	
(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
(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 consents and authorizations section below.
Health Services 413-215-0376	Yes	No	N/A	Corrective Actions
(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			

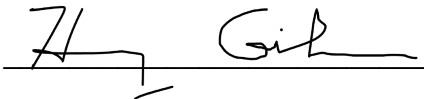
(2)(e) Documentation of age appropriate instruction – pregnancy prevention, nutrition, prevention of HIV & AIDS, and prevention and treatment of sexually transmitted disease		X		Documentation of age-appropriate instruction is unmet. The agency shall ensure age-appropriate instruction occurs and is appropriately documented.
(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		Documentation of this service is unmet. The agency shall provide and arrange services and appropriately document in the record.
(4)(a) to (f) Medical exams (3 in first year of life, 2,4,6,9,14)		X		Documentation of medical exams is unmet. The agency shall ensure medical exam documentation is maintained in the record.
Consents 413-215-0391(1)	Yes	No	N/A	Corrective Actions
(a) Provide routine and emergency medical care	X			Consents (d), (e), (f), and (g) were missing. The correct “consents, disclosures, and authorizations” form the agency uses was not consistently utilized in 2 of 4 files reviewed. The agency shall ensure the correct form is utilized and retained in the record.
(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
(a) Mandatory child abuse reporting requirements		X		Disclosures (a) and (e) were missing. The correct “consents, disclosures, and authorizations” form the agency uses was not consistently utilized in 2 of 4 files reviewed. The agency shall ensure the correct form is utilized and retained in the record.
(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
(a) Disclose information		X		Authorizations (a), (b), and (c) were missing. The correct “consents, disclosures, and authorizations” form the
(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			agency uses was not consistently utilized in 2 of 4 files reviewed. The agency shall ensure the correct form is utilized and retained in the record.
Service Planning 413-215-0396(2)	Yes	No	N/A	
(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	
(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
Records contain (if applicable) (a) date, amount, (b) source (c) purpose (d)&(e) signatures		X		The agency shall ensure signatures of the youth and proctor parent or obtained instead of typed names on the document. This is a repeat finding from 2020.
Personal Possessions Records 413-215-0396(5)	Yes	No	N/A	
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
(1) Stored safely	X			
(2) Permanent, legible, dated, and signed	X			
(4) Corrections to records; no white out.		X		White out corrections were found on various documents. The agency shall not use white out, eraser tape, or other

				means of eradicating information to make a change to a record. When necessary, records must be corrected using a single line drawn through the incorrect information, the addition of the correct information, a notation of the date the correction is made, and the initials of the person making the correction.
(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: 7/12/2022

Manager Review:  Date: 7-12-2022