



Licensed Child Caring Agency Site Visit Report Foster Care

Licensee: JBARJ – Cascade Youth and Family Center – Host Home

Executive Director: Stephanie Alvstad

Program Director: Liz Langmas

Board Chairperson: Jeanette McKenzie

Date of site visit: 7/5/2022- 7/7/2022

Licensing Coordinator: Ed Wyller, assisted by Irvin Minten, and
Jorge Pelinski

Other Regulatory or Accrediting Agencies: Council of Accreditation (COA)

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): J BAR J Youth Services promotes innovative options for at-risk youth and families toward self-sufficiency and personal responsibilities. J BAR J Youth services is a 501c non-profit corporation founded in 1968 and is currently the largest provider of services to youth and families in Central Oregon.

Cascade Youth and Family Center – Host Home Program provides emergency shelter and support for homeless, runaway youth on a short-term basis in foster homes (host homes). Program provides emergency shelter up to 21 days while coordinating a stable living plan for youth. Program elements include case management, and family mediation while developing a long-term living solution.

Program type and services: Cascade Youth and Family Center – Host Home Program provides short-term foster care for homeless runaway youth.

Number of proctor foster parents and program capacity: 2 active host homes, age range of youth being served is 13-17.

Funding sources: Administration for Children and Families (ACF), Federal Youth Services Bureau (FYSB) grant award.

Contracts and sources for referrals: Shelter referrals come from JBARJ Youth Service providers

Average length of stay: 21 days in shelter host home

Average daily population served: 1 youth

Number of children served annually: 21

Interviews, Observations: A youth interview was not performed as no youth currently in the program. I interviewed a Host Home foster parent. The host home parent reported that JBARJ is supportive, and they would never want to leave. They reported JBARJ does a great job of matching youth to host homes strengths. Host home parent reported helping youth placed in their home by working on skills with them. Reported skills include cooking, resume writing, budgeting, organization, and how to use public transportation. With over 10 years with JBARJ they reported program feels like family and very supportive of the needs of the host home parents. With the years of experience the host home parent reports new homes can reach out to them. It is also reported that JBARJ has on call staff that support homes, works with host home parents' schedules and assists in times of emergencies.

Program Strengths: JBARJ reports, "Accredited with the Council on Accreditation, as well as Cognia Accreditation for our Education systems (schools). Leadership and Board have 10 plus years longevity. Use Evidenced Based Cognitive Behavioral treatment. Over thirty years of service to the community, program started in 1968, the administration and treatment philosophy has been in place since 1989. Involvement in the community and respond to community needs to continue to develop programs. Parent agency has oversight of smaller programs, thus making insurance, fiscal oversight, marketing, human relations, and development attainable for small programs. Annual fund raiser brings financial support in the from the region. Staff encouraged to join boards, and network with local, state, and federal agencies to continue bringing in best practices and staying on top of new treatments, rules, and regulations."

Program Challenges: JBARJ reports, "Staffing, turnover, and workforce stability. Funders pay rate doesn't always keep up for what we need to pay employees to keep them. Keeping up with new rules and regulations that hare expected but not funded. Federal and state rules are consistently in flux (Covid mask policy, vaccination policy, etc.) while we are just trying to run treatment programs for youth. New state laws and rules that don't necessarily help our youth but increase out workload."

Changes that have occurred in the last 2 years: JBARJ reports, "High staff turnover. Unfunded mandates that increase workload on an already depleted existing workforce. New law in Oregon that now can charge staff for stepping between two youth to stop a fight which is now considered a "restraint" and staff could potentially be charged with "wrongful restraint". This is ironic as we currently are engaged in a lawsuit against our agency, for "failing" to intervene to protect a student that was getting hit by another student. If we fail to intervene, we face lawsuits, fi we intervene we face lawsuits, or an already depleted workforce being charged with "wrongful restraint". We find this is increasingly the case, whereby federal agencies, state agencies, and the legislature, make rules in silos, without looking at the global picture. This is making it incredibly difficult to run programs to help youth."

Lawsuits: CYFC - None

Grievances and complaints filed in the last two years: JBARJ reports, “No”

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

Within 45 days of receipt of this report JBARJ Youth Programs 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 can be emailed directly to Ed Wyller edward.wyller@dhsosha.state.or.us or sent by regular mail to the following address:

Due to Covid-19 pandemic and working remotely the preferred method is to send directly to Ed Wyller at his email address.

Department of Human Services, Children’s Care Licensing Unit
Attn: Ed Wyller
500 Summer St NE (E-94)
Salem, OR 97301

Exceptions: N/A

Changes in License: N/A

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			x		

(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					
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 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	x				

(c) reason (d) method (e) staff & witness signature					
(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) 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	Corrective Actions/Comments	Corrective Action Completed
(1) Agency has and adheres to a respite care policy			x	Agency has the needed policies, respite has not been needed due to low ADP in agency.	
(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		
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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)					
(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				
(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 (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	x				

(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	x				

opportunities to enhance the positive self-concept and understanding of child's heritage					
(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	x		Missing LS recent background check	
(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	x				

(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					
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		Missing ethical and professional guidelines	
(c) Organizational lines of authority		x		Missing organizational lines of authority	
(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		Repeated Finding: Reviewers unable to find documentation of this training.	
(c)(C) Positive behavior management	x				
(c)(D) Importance of family of the child and working with the family		x		Repeated Finding: Reviewers unable to find documentation of this training.	
(c)(E) Importance of age-appropriate or developmentally appropriate extracurricular, enrichment, cultural, and social activities		x		Repeated Finding: Reviewers unable to find documentation of this training.	
(c)(F) Preparation of child for independence based on age, stage of development, and child's needs		x		Repeated Finding: Reviewers unable to find documentation of this training.	

(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					
Position					
(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			x		

(c) legal responsibility to report is personal to the employee					
(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		Repeated Finding: Missing documentation of prudent parent training	
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					
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				
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	x				

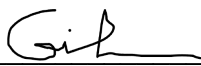
(d) dental, vision, hearing, behavioral health, and (f) physician orders					
(2)(e) Documentation of age appropriate instruction – pregnancy prevention, nutrition, prevention of HIV & AIDS, and prevention and treatment of sexually transmitted disease			x		
(3) Agency provides or arranges for (a) information 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)					
Consents 413-215-0391(1)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Provide routine and emergency medical care	x				
(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		Repeated Finding: Youth charts were missing consents to allow access as defined in 413-215-0091 & 0101	
(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				

(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/Comments	Corrective Action Completed
(a) Disclose information	x				
(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				
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			x		

indicates other services should be provided					
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: Additional Findings Related to SB 710: 413-215-0077 (8)(e): Update Policy regarding restraints and seclusion 413-215-0077 (11)(e): Each child agency shall provide notice regarding how to access the quarterly reports to the parents or guardians of children in care in the program. The child caring agency shall provide the notice upon the child in care's admission and at least two times each year thereafter. 413-215-0078 (1) Each child in care receiving services from a child caring agency must be given the following:					

- (a) Instruction regarding how a child in care may report suspected inappropriate use of restraint or seclusion.
- (b) Assurance that the child in care will not experience retaliation for reporting suspected inappropriate uses of restraint or involuntary seclusion.
- (c) The telephone number for the toll-free child abuse hotline described in ORS 417.805 and the telephone numbers and electronic mail addresses for the program's licensing agency, the child in care's caseworker, and attorney, the child in care's court appointed special advocate and Disability Rights Oregon.

Licensing Coordinator's Signature:  Date: 7-22-2022

Manager Review:   Date: 7-22-2022