



Licensed Child Caring Agency Site Visit Report Adoption Agency

Licensee: Adoptions of Southern Oregon

Date of site visit: July 27, 2022

Board Chairperson: Sandy Anderson

Executive Director: Sandy Anderson

Licensing Coordinator: Tom Heidt

Other regulatory or accrediting agencies:

SNAC contract with the Oregon Department of Human Services

Program Compliance:

The program was found to be compliant or will be compliant with:

[OAR 413-215-0001 to 0136](#) Licensing Umbrella rules

[OAR 413-215-0401 to 0481](#) Licensing Adoption Agencies

Personnel records were reviewed and compliance with required background checks was documented for the employees in the program.

Type of Adoptions provided:Domestic (Indy/Private) X SNAC (DHS Foster Adopt) X International (Hague) **Program Description:**

Adoptions of Southern Oregon has continually been licensed since July 31, 2000. The one-employee Agency provides home studies, post-placement supervision, as well as pre and post placement adoptive counseling. Adoptions of Southern Oregon believes the adoption process should be child-centered and that every child has the right to a loving nurturing family. The Executive Director is an active member of the Special Needs Adoption Coalition and the Coalition of Oregon Adoption Agencies. The Agency has an annual budget of approximately \$66,000. In 2020-2021, Adoptions of Southern Oregon was involved in 43 completed adoptions.

Disruptions/dissolutions in the last review period:

1

Average daily population served – number of families currently serving:

32

Number of completed adoptions in each of the last four years:

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	
Independent	15	18	19	15	(Attorneys)
SNAC	5	2	4	0	(ODHS)
International	1	1	2	0	(Post placement supervision)
Agency	<u>3</u>	<u>2</u>	<u>3</u>	<u>0</u>	(Birth moms)
TOTAL	24	24	28	15	

Program Strengths:

- The Executive Director feels she treats everyone with respect and dignity. Based on the detailed home studies that she writes, she obviously takes the time to get to know each prospective adoptive parent very well.
- Sandy Anderson has a lot of knowledge and experience regarding adoptions. She has now been running her own agency for 22 years.
- The Executive Director has taught a group of women in Africa with albinism to sew and they had opened a store that was doing well, but Sandy has needed to send money to help them sustain through the global pandemic.

Program Challenges:

- COVID caused revenue to dip over the last review period, but the agency was able to cover all of their expenses.
- New restraint and seclusion requirements mandated by Senate Bill 710 do not seem to be applicable to adoption agencies.

Changes that have occurred in the last 2 years:

- The Department of Justice informed the agency that they can no longer be a Mutual Benefit Non-Profit without a lot more paperwork with the State. The agency did need to be a non-profit to do international home studies, but they no longer write those. The Board voted to make Adoptions of Southern Oregon a for-profit agency.
- Due to their office buildings being sold, the agency had to move twice in the last year and is now located in a beautiful office in Jacksonville as of March 2022. The Executive Director is making plans to begin working from home in the Fall.

Lawsuits:

None.

Grievances and complaints filed in the last two years:

None.

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

This review did not result in any corrective actions.

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: 503-480-4825
E-Mail: Tom.Heidt@DHSSOHA.State.OR.US

Recommendations:

Most of the families that Adoptions of Southern Oregon works with receive Foundations or similar type of training, but individual required topics are not documented on training certificates. It would be helpful if the agency had prospective adoptive parents sign a form that they have received information on all the topics required by rule. An example has been provided to the Executive Director.

Exceptions:

None.

Changes in License:

The agency's most current address needs to be reflected on their license. It is 660 "G" Street, Suite D; Jacksonville, Oregon 97530.

Summary of Review					
Program and Services 413-215-0011(2)	Yes	No	N/A	Comments	Corrective Action Completed
Program and services are in scope of license	X				
Governance of the Agency 413-215-0021	Yes	No	N/A	Comments	Corrective Action Completed
(1)(a) Minimum of 5 board members	X				
(2)(f) Formally evaluate the exec. Director's performance annually	X				
(2)(g) Approves annual budget	X				
(2)(h) Obtain and review an annual independent financial review or audit of financial records.			X		
(2)(k) Written quality improvement program	X				
(2)(l) Meeting minutes	X				
Executive Director or Program Director 413-215-0021	Yes	No	N/A	Comments	Corrective Action Completed
(3)(a) knowledge of requirements for providing care and treatment appropriate to programs	X				
(3)(g) Approval from BCU	X				
Physical Plant	Yes	No	N/A	Comments	Corrective Action Completed
413-215-0051(1) Sufficient safe space, equipment, and office equipment	X				
413-215-0091(12) License is posted in common area at each facility	X				

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
413-215-0051(1) Sufficient safe space, equipment, and office equipment	X				
413-215-0091(12) License is posted in common area at each facility	X				

Personnel Files 413-215-0061	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Staff Name	X				
Position	X				
(3)(g) Date of Hire	X				
(3)(a) record of education, training and previous employment	X				
(1)(b) & (3)(b) reference checks completed and documented	X				
(1)(a) & (3)(c) Background check completed and documented	X				
(3)(d) Annual performance evaluations	X				
(3)(f) Record of personnel actions	X				
(3)(g) Termination date, reason for termination	X				
(3)(h) Current job description (1)(c) Employee meets minimum qualifications stated in current job description	X				
Meets the qualifications in 413-215-0416	X				

New Employee Orientation – Umbrella Requirements (30 days) 413-215-0061(4)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Agency policies and procedures			X		
(b) Ethical and professional guidelines			X		
(c) Organizational lines of authority			X		
(d) Attributes of population served			X		
(e) & (5)(a) to (c) Mandatory reporting that includes: (a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36 (b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee			X		
(f) Privacy laws			X		
(g) Emergency procedures			X		
Ongoing Training 413-215-0421	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(2) Social services staff and contracted providers complete 10 hours minimum training on issues related to adoption	X				
(3) Social services staff and those who provide adoption services complete training in all of the following areas:	X				
(3)(a) Potential short and long term effects of prenatal exposure to alcohol, drugs, and poor nutrition	X				
(3)(b) Potential effects of separation and loss	X				
(3)(c) Process of developing emotional ties to an adoptive family	X				
(3)(d) Normal child and adolescent development	X				
(3)(e) Potential effects of physical abuse, sexual abuse, neglect, and institutionalization on the development of the child	X				
(3)(f) Potential issues of race, culture, and identity; issues of acculturation and assimilation; and if applicable, the effects of having been adopted internationally	X				

(3)(g) Emotional adjustment of adopted children and their families	X				
(3)(h) Open adoption	X				
413-215-0061(5) Mandatory reporting that includes: (a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36 (b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee	X				
<i>Intercountry Adoptions</i> 413-215-0476(1)(d) Employees and volunteers are trained about the adoption laws and procedures of sending country.			X		
Comments: Orientation was not applicable as there is only one employee and she has been there for 22 years.					

Birth Parent Records 413-215-0431(1)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Name	X				
(a) Date and place of initial inquiry and those present	X				
(b) Date, place and purpose of subsequent contact	X				
(c) Evidence that following forms were provided: (A) Consent for Service (B) Receipt of grievance procedures (C) & 413-215-0441(5)(c) Rights and Responsibilities including notice of right to counseling (ORS 109.346) (D) Service plan	X				
(d) Each alternative to adoption discussed	X				
(e) Description of each discussion relating to fees, expenses, or other consideration or thing of value relating to the adoption	X				

(f) Date, time, and place of birth of the child, name and address of place of birth, pertinent prenatal information	X				
(g) Names, dates of birth, physical description of birth parents at time of child's birth (age, height, weight, color of eyes, hair, skin)	X				
(h) Personality traits of child's birth parents, siblings, and extended family	X				
(i) Medical history of birth parents, siblings, and extended family	X				
(j) Ethnicity of birth parent's and members of extended family	X				
(k) Efforts made by the agency to determine whether ICWA applies	X				
(l) Religious background of birth parents and extended family	X				
(m) Educational level and functioning, employment history, criminal history, social and emotional functioning of birth parents, siblings and extended family	X				
(n) Notation that identifies the adoptive parents sufficient for cross-referencing	X				
(o) Copy of placement agreement	X				
(p) Post-adoption communication agreements	X				
(q) Details about any termination of parental rights	X				
(r) Copy of general judgment of adoption	X				
(s) Copies of any documents signed by birth parent	X				
(2) If agency was unable to include documents (l) through (m) the record includes a description of reasonable effort			X		
Information to be provided to legal parent/putative father 413-215-0441(2)(c)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(A) Support and resources needed to parent a child			X		
(B) Options and consequences			X		

(C) Grief and loss			X		
(D) Effects and permanence			X		
(E) Availability or referral to appropriate support services			X		
(3) Guidance if birth parents disagree			X		
Identification of birth fathers 413-215-0441(4)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(d) Center of Health Statistics has been contacted to determine if father can be identified	X				
(e) File includes all reported information about legal or putative father			X		
Disclosures 413-215-0441(5)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Potential disclosure of parental identity (to child)	X				
(b) Voluntary adoption registry	X				
Consent & Surrender is accepted after the following actions 413-215-0441(6)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Full and accurate information provided with opportunity to discuss consequences	X				
(b) Discussing circumstances leading to decision	X				
(c) Informed of right to legal counsel	X				
(d) Written information to understand changes that result from adoption	X				
(e) Reassess mother's ability to understand consequences	X				
(f) ICWA (if applicable)	X				
(g) Informing parent that requests for placement based solely on race, color, or origin (unless Indian) cannot be honored	X				

Adoption Files Compliance	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0431(3) Adoption records are permanently retained and stored in a fire-retardant, locked location.	X				
Name of Family	X				
Orientation (before approving of home study) 413-215-0446(2)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Adoption program, policies and procedures	X				
(b) Needs and characteristics of children available	X				
(c) Attachment, separation, and loss issues	X				
(d) Importance of cultural and ethnic identity to the child	X				
(e) Effects of adoption on child and family	X				
(f) Adoption process	X				
(g) Rights and responsibilities of adoptive family and agency	X				
(h) Information on potential risks and challenges	X				
(i) Pre-placement, placement, and post-legal adoption services and resources	X				
Training	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0451(3)(a) 6 hour minimum pre-adoptive training and education before home study	X				
413-215-0456(1) 10 hours documented orientation and training independent of home study and covers the following:					
(a) Possible short and long term effects of prenatal exposure to alcohol, drugs and poor nutrition	X				
(b) Effects of separation and loss	X				
(c) Process of developing emotional ties to an adoptive family	X				
(d) Normal child and adolescent development	X				
(e) Research on potential effect on child's development from physical abuse,	X				

sexual abuse, neglect, institutionalization, and multiple caregivers					
(f) Issues related to race, culture, and identity	X				
(g) Acculturation, assimilation, and if applicable, effects of international adoption	X				
(h) Emotional adjustment of adopted children and their families	X				
(i) Intercountry adoption (if applicable)			X		
(2) Documented reasonable efforts to prepare prospective parents for each child under consideration <i>before</i> the earliest of the following; (a) child is placed (b) travel to child's country for purpose of adoption	X				
(3) Appropriate methods of training used	X				
(4)(a) Agency provided detailed written information on the following subjects:	X				
(A) Resources for financial support	X				
(B) Medical assistance availability	X				
(C) Support services	X				
(D) Identification of organization or individual who will be involved in proposed placement	X				
(E) Potential ramifications of a failure of birth	X				
Home Study 413-215-0451	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1)(a) Individual interviews completed with each household member	X				
(1)(b) Joint interview with couple (if applicable)	X				
(1)(c) On-site evaluation of home and compliance with CF979	X				
(2)Written Home Study includes all of the following:					
(a) Dates and places of interviews	X				
(b) Identity of each child to be considered for placement (if known)	X				
(c) Motivation for adoption	X				
(d) Family's plan for honoring ethnic and cultural heritage	X				
(e) Education or training needs	X				
(f) Need for support services and description of current support system	X				

(g) Life experiences and challenges	X				
(h) Marriage status or relationship	X				
(i) Names and ages of children in home	X				
(j) Names and ages of children not living in the home	X				
(k) Parenting skills and values	X				
(l) Lifestyle	X				
(m) Home and community	X				
(n) Health	X				
(o) Religion or spiritual beliefs	X				
(p) Employment and finances	X				
(q) Safety information and safety issues	X				
(r) Minimum 4 references - not related	X				
(s) Compliance with background check rules	X				
(t) Release of information	X				
(u) Background check from every state lived in for last 5 years	X				
(v) Background check from every country lived in last 5 years	X				
(w) Assessment of all information gathered and recommendations	X				
(x) Signed approval or denial by social services supervisor to use home for adoption	X				
413-215-0461 Pre-placement evaluation	X				
DOMESTIC ADOPTIVE PLACEMENT 413-215-0466	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Pre-placement visit	X				
(2) Placement Agreement includes:					
(a) Agree to legally finalize adoption in time frame based on best interests of child	X				
(b) Agency will provide documents necessary for finalizing adoption	X				
(c) Agree to participate in supervision prior to finalization	X				
(d) Agree to provide prior written notification (change of residency, removal of child from state or in care of another person for more than 72 hours)	X				
(e) Supervision in accordance with ICPC if move out of state	X				

(f) Responsibilities in event of disruption	X				
(3) Medical consent to authorize care	X				
(4)&(5) Child and birth parent information	X				
(6) Post-placement supervision documentation includes:					
(a) Home visit within 30 days; frequency depends on adjustment	X				
(b) Changes in adoptive family	X				
(c) Medical information provided to adoptive parents	X				
(d) If placement appears likely to disrupt, efforts for counseling or replacement services	X				
(7) Post-legalization services (counseling, crisis intervention, respite care, support groups)	X				

Adoption Finalization 413-215-0471	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Documents required for filing with court are promptly provided to adoptive family or attorney	X				
(2) Agency promptly files all required documents with the court	X				

Records and Documentation 413-215-0071	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Stored safely	X				
(2) Permanent, legible, dated, and signed	X				
(3)&(4) Uniform in organization, readily identifiable and accessible, current, and complete, containing all required info. No eraser tape or white out.	X				
(7) Permanent registry of each child	X				

Licensing Coordinator's Signature: Tom Heidt

Date: 8/19/2022

Manager Review: Hy Gil

Date: 8-12-2022