



Licensed Child Caring Agency Site Visit Report Day Treatment

Licensee: Old Mill Center for Children and Families, Inc.

Executive Director: Bettina Schempf

Program Director: Jill Irwin

Date of site visit: August 31, 2022

Licensing Coordinator:

Holly Ivey, and Jorge Pelinski

Other Regulatory or Accrediting Agencies: The Oregon Health Authority joint review with Carrie Wouda, OHA Coordinator

Program Compliance: The program is or will be compliant with OAR 413-215-0001 to 413-215-0131, Licensing Umbrella Rules, and OAR 413-215-0801 to 413-215-0856, Licensing Day Treatment Agencies. Personnel records were reviewed and compliance with required background checks was documented for employees in all programs.

Program Description(s): The Old Mill Center for Children and Families operates a psychiatric day treatment program for children ages 3-7 years. Children are referred to the Intensive Treatment Services (ITS) program through collaboration between Benton County Mental Health, local school districts, local preschool/Head Start programs, and community mental health providers. Staff work under the Collaborative Problem-Solving philosophy that, "Children do well if they can." The mission of The Old Mill Center is to help children and families of diverse backgrounds maximize their potential through specially designed education and therapy programs. Multiple services are offered including treatment, skill development, behavior modification, medication management, speech therapy, music therapy, early intervention education, and 90-day transitional services after discharge. The agency also operates several other programs aimed at serving young children and their families including pre-kindergarten, Healthy Families, Early Head Start, outpatient therapy, and a relief nursery. The day treatment program has a capacity of nine students. They serve an average of four to five children per day and approximately eight per year.

Capacity and Age Range: 9 children, ages 3-7 years old.

Funding sources: The Oregon Health Plan, and the Linn Benton Lincoln Educational Service District, Medicaid, and grants.

Contracts and sources for referrals: Contracts are with Coordinated Care Organizations (CCOs), referrals are made through Wraparound Care Coordinators, therapists, schools, preschools, Head Starts, Benton County Health Department, Intensive Care.

Average length of stay: The average length of stay is 6-12 months.

Average daily population served: The average daily population is 4-5 children.

Number of children served annually: The average number of children served annually is 8 children.

Interviews: The following were interviewed at the review: Bettina Schempf, Executive Director, Jill Irwin, Program Manager, Cecilia Banuelas, Clinical Supervisor, and two children. See the questions from the child interviews and the children's comments below:

- When the children were asked, what they liked best about the program the comments included, *"I get to play outside every day after check in, and I like doing math."*
- When the children were asked if they got enough food to eat, they said, "Yes."
- When the children were asked, how the food was at the program and their favorite food at the school, the comments included, "Good, fish, pizza, and spaghetti."
- When the children were asked, if they received snacks at the school the comments included, "Yes, everyday crackers and other things."
- When the children were asked if they had a favorite staff, if so, who would it be and why, the comment included, "Probably all of them, they are so kind."
- When the children were asked what they would change about the program, the comments included, "Have a Nintendo Switch, and the whole class have a Game Stop."
- When the children were asked, if they felt safe at the program, both reported feeling safe at the program.

Observations:

A walk-through of the program was conducted in all areas where children were allowed access. Staff and children were observed at the program during the walk-through inspection. The children that were at the program that day were observed to be at ease and comfortable in the environment. The program was observed to be well kept, clean and in good repair. The program has a commercial cleaning company that cleans the program once a week. The DHS Licensing Coordinator observed the kitchen and found food in the refrigerator, and in the cupboards. Medication was observed to be kept locked in a cupboard in the classroom. The program does not have a vehicle to transport children, so no vehicle inspection was completed by the Licensing Coordinator.

Program Strengths: The following strengths were identified by Leadership at the time of the review:

"Our program is small and serves young children. We have not had an incident of restraint in over 4 years."

Program Challenges: The following challenges were identified by Leadership at the time of the review:

"The demand for mental health services outweighs the number of clinicians available. In our community it can be a 5-9 month wait to access services. We have collaborated with IHN to create Intensive Care Coordination teams to serve children and families and support entry in our program where access to mental health has been a barrier.

We are unable to accept private insurances. ITS has worked with school districts and used grant money to support children without IHN on occasion. We have struggled to find Qualified Mental Health Associates."

Changes that have occurred in the last 2 years:

Leadership said there haven't been any changes at the time of the review:

Lawsuits: N/A

Grievances and complaints filed in the last two years: N/A

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

Within 45 days of receipt of this report The Old Mill Center, 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 Holly Ivey, Licensing Coordinator. Her email address is: Holly.r.ivey@dhsola.state.or.us

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 – Board Responsibilities 413-215-0021	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1)(a) Minimum of 5 board members					
(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	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: Staff trained in: CPI	X				
(3)(b)(C) Agency does not use chemical and mechanical restraint (excluding medically necessary devices/prescriptions)			X		
(3)(c) Agency uses appropriate time-out rooms (adequate space, heat, light and ventilation and is not capable of locking) and documents use in child's record when applicable			X		
(3)(e) Agency uses seclusion appropriately/consistent with policy			X		
(4) Agency has adequate plan in place to respond to suicidal behavior/warning signs	X				
Contractors (if applicable) 413-215-0061(6)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Agency ensures the contractor meets the requirements of this rule and Chapter 413 division 215			X		
(b)(B) Contract includes the following: (i) Services provided (ii) Contractor fees (iii) Disclosure of information from contractor to agency (iv) Lines of authority (v) Adherence to rules, including background check (vi) Any liability of the agency for acts of the contractor, rights of indemnity and limitations on liability			X		
Supplemental Information Provided by CCA	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Documents as indicated on the form titled "Renewal Licensing Required Documents"	X				
Documents as indicated on form titled "Required Financial Documents and Information"	X				
All required policies and procedures as identified in the "Umbrella Rules"		X		See page 11 for required policy revisions information.	
All required policies and procedures as identified in "Agency Type Specific Rules"	X				

Educational Services 413-215-0856	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
School is accredited	X				
Accrediting body: <u>LBL ESD</u>					
(2) 1:15 ratio for qualified teacher/children	X				
(4) Secondary schools – verification provided that meets academic standards to obtain admission to higher education and receive 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				
413-215-0051(1) Sufficient safe space, equipment, and office equipment.	X				
413-215-0816(8)(e) Adequate in size and arrangement for programs offered	X				
413-215-0091(12) License is posted in common area at each facility	X				
413-215-0001(5)(d) & 0816(9)(a) & (b) Adequate furnishings and personal items; storage for personal items	X				
413-215-0816(2) Buildings are smoke free, clean and in good repair	X				
413-215-0816(3) Rooms are free of harmful drafts, odors, and excessive noise	X				
413-215-0816(4) Rooms are adequate in size and arrangement	X				
413-215-0816(5) System provides a continuous supply of hot and cold water	X				
413-215-0816(7) Building is well ventilated and room temperature is within a normal comfort range	X				
Bathrooms 413-215-0816(8)(a)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(A) 1:15 ratio for toilets	X				
(B) 1:2 ratio for sinks to toilets. Hand-washing sink not used for food prep	X				
(C) Hot and cold running water, soap, and approved hand drying options	X				
(D) Individual privacy	X				
(E) Permanently wired fixtures	X				
(F) Window covering	X				

(G) Mirror, permanently affixed	X				
(H) Adequate ventilation	X				
Room and Space Requirements 413-215-0816	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(8)(A)(B) Laundry is separate from food storage, kitchen and dining	X				
(8)(c) 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				
(8)(g) Recreational 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				
(8)(f) Time out rooms have adequate space, heat, light and ventilation and is not capable of locking			X		
Food Service area 413-215-0816(8)(d)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(A) Areas used for storage, food preparation, and dish washing are separate from child-caring areas	X				
(B) Walls, floors are easily cleanable	X				
(C) Equipment and utensils are easily cleanable, durable, nontoxic, and kept clean	X				
(D) Equipment is easy to clean beneath, between and behind	X				
Food Services 413-215-0831	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1)(a) Meals are arranged daily, consistent with normal mealtimes that occur during the hours of operation	X				
(b) Menus are prepared in advance in accordance with USDA guidelines, provide a variety of foods and are adjusted for seasonal changes.	X				
(b) Menus are maintained for at least 6 months	X				
(c) Drinking water is freely available	X				
(2)(a) Food is stored, prepared & served in a sanitary manner	X				
(2)(c) & (d) Food products are obtained from commercial suppliers (exception of fruits &	X				

vegetables), unpasteurized juice is prohibited, and only Grade A pasteurized and fortified milk in appropriate container.					
(2)(e) Children are supervised when in the food-preparation area	X				
Safety 413-215-0836	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(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 years and contains; (A) identity 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				
Safety – Transportation 413-215-0836(5)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(b) Vehicle has insurance policy, is smoke free, safe operating condition, and has first aid kit and fire extinguisher 2-A:10-BC			X		
Medication 413-215-0846	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				
(5) Medications are kept in locked storage	X				
(6) Medications are disposed in accordance with state and federal law	X				
(7) Written record of the disposal of medications is maintained (description, name, reason, method, staff & witness signature)	X				
(8) Written record of the administration of medication includes: (a) name (b) description (c) dates & times	X				

(d) missed doses (e) medication disposed (f) method of administration (g) ID of person administering (h) possible adverse reactions (i) medication taken outside facility					
Staff Qualifications and Minimum Staffing Requirements 413-215-0811	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Teachers are licensed in accordance with Teachers Standards and Practices Commission	X				
(2) A qualified clinical supervisor directs the clinical program and supervises clinical staff	X				
(3) Mental health service delivery staff meet the qualifications in OAR 309-022-0125	X				
(4) Sufficient QMHP and other staff to meet the severity and acuity of children served. Does not exceed 1:12 QMHP Current Ratios 1:4	X				
413-215-0001(5)(f) Ensures safety and adequate supervision	X				
413-215-0001(5)(c) Engages in and applies appropriate behavior management techniques	X				

Personnel Files 413-215-0061	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
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- 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	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0831(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 (c) legal responsibility to report is personal to the employee	X				
413-215-0836(5)(a) Employees transporting children meet the driver requirements (current driver's license, insurance, trained in emergency procedures & behavior management, and training for 15+ passenger vans if applicable)			X		

Contractors (if applicable) 413-215-0061(6)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Agency ensures the contractor meets the requirements of this rule and Chapter 413 division 215			X		
(b)(B) Contract includes the following: (i) Services provided (ii) Contractor fees (iii) Disclosure of information from contractor to agency (iv) Lines of authority (v) Adherence to rules, including background check (vi) Any liability of the agency for acts of the contractor, rights of indemnity and limitations on liability			X		
Comments/Corrective Actions:					

Children's Records	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Name of Child	X				
Date of admission	X				
Medication 413-215-0846	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(3) Medical treatments, special diets, physical therapy, physical aides or limitations have a written order signed by a physician or qualified medical professional.	X				
(4) Self-administration is approved in writing by Physician, recommended by agency, and monitored by staff or guardian. (9) <i>If applicable</i> , there is documentation of the continuing evaluation of the ability of the child to self-administer medication	X				
(8) Medication record	X				
Records and Documentation 413-215-0071	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Stored safely and are available for inspection by Dept.	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 for each child includes: Name Gender Birth date Names, addresses of parents or guardians Dates of admission Placement upon discharge	X				
Comments:					

***Supplemental information provided by the CCA as stated above (page 4). Required Policy Revisions:**

413-215-0076 Licensing Umbrella Rules: Discipline, Behavior Management & Training, and Suicide Prevention (Excluding Adoption Agencies)

(Amended 02/01/2022) (1) A child-caring agency, except a child-caring agency licensed only to provide adoption services under OAR 413-215-0401 to 413-215-0481, must adopt and adhere to written policies and procedures on discipline, behavior management, and suicide prevention that meet all of the requirements of this rule. (b) The discipline and behavior management policies and procedures must prohibit the following: (F) Using restraint or involuntary seclusion as discipline. (J) Aversive conditions, which includes, but is not limited to, any technique designed to or likely to cause a child physical pain, the application of startling stimuli, and the release of noxious stimuli or toxic sprays, mists, or substances in proximity to the child in care.

- The above highlighted required information was missing from the policies submitted.

(4) Suicide Prevention. The policy must include the following: (f) Suicide risk assessment procedures on the day of intake; (g) Documentation requirements for suicide ideation, self-harm, and special observation precautions to ensure immediate communication to all staff;

- The above highlighted required information was missing from the policies submitted.

413-215-0077 Licensing Umbrella Rules: Restraints and Involuntary Seclusion

(Amended 07/01/2022)

(10) Restraint. (b) Permissible use of restraint. A restraint may be used on a child in care in the following situations: (ii) The intervention uses the least amount of physical force and contact possible:

- The above highlighted required information was missing from the policies submitted.

(c) Only child-caring agency staff and proctor foster parents who have been trained in a nationally recognized nonviolent crisis-intervention system may use restraint and only, when necessary, as a last resort to prevent a child in care from inflicting harm to self or others. The restraint must be conducted within the parameters of the nationally recognized system in which the staff or proctor foster parent is trained.

- The above required information was missing from the policies submitted.

(12) Records

(a) A program shall maintain a record of each incident in which a reportable injury arises from the use of a restraint or involuntary seclusion. The record must include any audio or video recording **immediately preceding, during and following the incident.**

- The above highlighted required information was missing from the policies submitted.

(13) Reporting Requirements

(a) A child caring agency must submit a report to the Department on a quarterly basis that includes at a minimum: (e) **Each child caring 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.**

- The above required highlighted information was missing from the policies submitted. The program must add the highlighted information to the policy and send the Licensing Coordinator the document intended to give to the guardians to verify compliance will be maintained regarding this requirement.

413-215-0078

Licensing Umbrella Rules: Information Provided to Children in Care

(Adopted 02/01/2022)

(2) The information must be provided by:

(c) **The child-caring agency for all other children in care.**

- The above highlighted required information was missing from the policies submitted. The policy stated that Child Welfare would be providing the information, the highlighted information must be added to the policy in cases where child welfare is not involved.

It is strongly recommended to add the Child Abuse Hotline Phone Number to the agency's Child Abuse Reporting Policy. The phone number is 1-855-503-7233 (Provides 24/7 access 365 days a year to call and make a report)

Licensing Coordinator's Signature: Holly Ivey Date: 9-15-2022

Manager Review: [Signature] Date: 9-15-2022