



Licensed Child Caring Agency Site Visit Report Foster Care

Licensee: Professional Therapeutic Community Network,
PTCN

Executive Director: Jesse Watson

Date of site visit: 9-19 and 9-20-2022

Program Director: Patricia Myers

Licensing Coordinator: Irvin Minten

Other Regulatory or Accrediting Agencies: DHS Treatment Services Unit

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): Professional Therapeutic Community Network (PTCN) is a community-based organization committed to meeting the needs of individuals who have a range of serious maladaptive behaviors. PTCN employs an Intensive Therapeutic Proctor Home model supported by a team of highly trained Proctor Parents, Developmental Counselors, and Therapists. PTCN believes that people with the most severe maladaptive behaviors can be integrated into positive community settings, and that their levels of support should balance individual needs with community safety.

Program type and services: The program provides an array of services to their clients including developmental skills training and individual, group and family therapy. The program uses the treatment modality that works best for each individual client.

Number of proctor foster parents and program capacity: The program has 2 certified proctor foster parents who provide care for 3 youth, with 2 youth placed in one of the foster homes and 1 youth placed in the other.

Funding sources: DHS Treatment Services Unit.

Contracts and sources for referrals: Referrals come from DHS. The agency has a contract with the DHS Treatment Services Unit for 9 beds.

Average length of stay: The average length of stay is about 2 years.

Average daily population served: 3

Number of children served annually: 4

Interviews, Observations: During the course of the review, there was a great deal of conversation with Patricia Myers, Program Director, and Jesse Watson, PTCN owner and Executive Director. In addition, Irvin Minten interviewed 2 PTCN employees, 2 PTCN proctor foster parents (foster parents), and all 3 youth who are currently enrolled in the program. All individual interviews took place at the PTCN office.

During individual interviews with the 3 youth, all had good things to say about their foster parents and respite provider. They all stated they felt supported by their foster parents and believed the foster parents cared for them. All 3-youth stated they felt safe in the program both during the day and at night and that the program was helping them to better communicate and manage their emotions. One youth stated the program “was better than a regular foster home.” Another youth stated he liked the program much better than his previous residential placement, which he “hated,” since PTCN focused on his individual treatment needs. All the youth also stated they liked the food served at their foster homes and that the program also allowed them to call their parents and caseworkers when they wanted. When asked if they would change anything about the program, 1 of the youth stated he wished the program did not have so many rules, some of which he did not believe were necessary.

During individual interviews with 2 PTCN Foster Care Program staff, it was consistently reported that the agency was a good place to work, and they described a strong culture of staff getting along pretty well and communicating well with one another. The staff also stated that in the past nine months, the program has brought in more external trainers, which has increased their knowledge of offending behaviors, the clarification process, and how to work successfully with offending youth who have significant trauma issues. Both staff also reported they received good support from the program’s managers and that there was always someone available to staff issues. When asked if they would change anything about the program, both staff reported they wished the program could recruit more foster parents.

During individual interviews with the 2 foster parents, both reported they felt supported, valued, and respected by the staff and management at the program. They also stated they felt well trained, consistently received up to 4 days a month of paid respite (which they provided to one another), and both stated that if they wanted to attend a specific training, the program would support and pay for their attendance. Both foster parents also stated they enjoyed seeing the positive changes in the youth over the course of their enrollment in the program. The foster parents also stated they supported the other foster parent(s) and that they enjoyed the work. One

of the foster parents stated she has only one youth since she is planning to retire after the youth in her home successfully discharges from the program. This foster parent also stated that despite being a foster parent for 30 years, she has continued to enjoy fostering, as she feels as though she “is doing something she was meant to do.” When asked if they would change anything about the program, both foster parents stated they wished the program had more foster parents. Both foster parents stated they believed it was difficult to recruit foster parents since the job is 24/7, is a huge commitment, and is not an easy job on many days, although it is very rewarding.

During walkthrough of the program’s office, it was observed to be very modern, professional, and nicely decorated, furnished and clean.

During the review, I was able to attend the program’s twice weekly Parent Consultation Group. The group was led by the program’s therapist and included the program’s 2 foster parents as well as a Child Welfare Worker from Lane County who had a youth on their caseload who was enrolled in PTCN’s Intercept Program. During the hour-long group, each of the program’s 3 youth, as well as the one youth enrolled in the Intercept Program, were discussed. During the group, the foster parents and Child Welfare Caseworker talked in detail about the individual youth’s behaviors and emotions at home, school, and in the community. The program’s therapist also talked of how each of the youth was doing in their individual, group and family counseling sessions, and she was able to frequently tie in the youth’s behaviors to their treatment issues and past trauma.

Program Strengths: The program’s owner and Executive Director, Jesse Watson, reports the following: PTCN provides excellent sex offender treatment integrated with knowledgeable and competent proctor parents who provide caring homes to the program’s clients. Because of a high level of communication between proctor parents and staff, clients receive comprehensive support in all areas of their lives. The support given surrounds the program’s clients in every aspect of their lives. This allows the clients, sometimes much to their chagrin, to be supported and held accountable from every PTCN adult they encounter. The change that can occur because of the program’s therapeutic community is the outcome that we work towards.

The program staff also report strengths of the program which include a strong culture of clinical supervision and support of their foster care providers, who are provided with 24/7 support. Program staff also report a strength is the communication between program staff and the foster parents and how the staff are trained in providing sexually aggressive youth with specialized treatment and support.

During the review, it was observed that the program’s home studies were well written and contained all required information. It was also observed that the program’s personnel and foster parent files were well organized and contained all required information. All foster parent and staff required trainings were also easily located and well tracked. The children’s records also contained all required information and the children’s treatment reports were well written and were based on the individual needs and treatment goals of each youth.

Changes that have occurred in the last 2 years: The program's owner, Jesse Watson, reports they are a small program, with four foster homes pre-pandemic, and have since lost 3 of these homes through foster parent retirement. In the past 2 years, they have only onboarded 1 new home, whom they have recruited from within the agency. One of the program's long-time foster parents is preparing for her retirement and only wants 1 child placed in her home, stating she will continue to foster until the youth in her home successfully completes from the program. The program has sought to hire a Proctor Parent Recruiter but have had no success to date. Mr. Watson also reports that since they require so much of their foster parents in terms of therapeutic involvement and heightened supervision of the youth, they have had no luck recruiting foster parents from outside the agency. Mr. Watson also reports that when the program has had inquiries, they do not proceed once potential applicants realize that the program's clients have sexually harmful/offensive behaviors.

In addition, Mr. Watson reports the program has had difficulty hiring staff and have had 2 staff resignations within the past year, with 1 staff returning to the program recently and the other choosing to become a PTCN foster parent. Mr. Watson also states the program is still impacted by COVID-19, with it reasserting itself periodically with new infections, a situation which impacts provision of services and stresses the program's foster parents.

Lawsuits: There have not been any lawsuits filed in the past two years.

Grievances and complaints filed in the last two years: There have not been any grievances filed in the past two years. If a grievance is filed, the youth will first talk with their therapist. If this does not lead a successful resolution, the youth would meet with the Program Director. If the issue is still not resolved, the youth would then meet with the program's executive director and owner, Jesse Watson.

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

Within 45 days of receipt of this report PTCN 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 Irvin Minten at Irvin.minten@dhsosha.state.or.us or sent by regular mail to the following address:

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

Recommendations: NA

Exceptions: NA

Changes in License: NA

Program and Services 413-215-0011(2)	Yes	No	N/A	Comments
Program and services are in scope of license	X			
Governance of the Agency 413-215-0021	Yes	No	N/A	Comments
(1)(a) Minimum of 5 board members		X		• The PTCN Board consists of 4 members. PTCN's Board of Director's must have 5 members. • The PTCN Board has yet to formally evaluate Jesse Watson's performance for the past year. Mr. Watson reports the PTCN Board, for which he is the President, meets annually, with the next meeting scheduled in January 2023. Mr. Watson reports he will ask the PTCN Board to evaluate his performance at that time. Since Mr. Watson is the Executive Director of PTCN, he must have his performance evaluated yearly by the PTCN Board of Directors. (This is a repeat finding from 2020, although it should be noted that Mr. Watson did have his performance evaluated by the Board after the Board of Director's meeting in January 2021).
(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	Comments
(3)(a) knowledge of requirements for providing care and treatment appropriate to programs	X			Jesse Watson is the Executive Director of PTCN, and he has yet to have an approved BCU check. Mr. Watson must have a recently approved BCU check. (Patricia Myers, the Program's Director, has already received a recent BCU check).
(3)(g) Approval from BCU		X		
Discipline, Behavior Management, and Suicide Prevention 413-215-0076	Yes	No	N/A	Comments
(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	The program does not utilize seclusion or restraint.
(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	Comments
(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	Comments
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		As a part of this 2-year licensing review, PTCN's policies and procedures were reviewed. Following this review, it was found that PTCN's search, incident and critical event reporting, and suicide prevention policies and procedure needed to be updated to comply with requirements. It was also recommended that PTCN update their mandatory abuse reporting policy and procedure, adding more information about the various abuse types and more information about the process of reporting child abuse. The program has updated all the above-noted policies and procedures noted and is currently in the process of folding the updated policies into PTCN's Policy and Procedure Manual. PTCN's search, incident and critical event reporting, and suicide prevention policies must comply with requirements.
All required policies and procedures as identified in "Agency Type Specific Rules"	X			
Physical Plant	Yes	No	N/A	Comments
<u>413-215-0046(3)(a)</u> Foster Rights Posted (if children in DHS custody)	X			
<u>413-215-0051(1)</u> Sufficient safe space, equipment, and office equipment	X			
<u>413-215-0091(12)</u> License is posted in common area at each facility	X			
<u>413-215-0001(5)(d)</u> 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			

(3) Medical treatments, special diets, physical therapy, physical aids or limitations have a written order signed by a physician or qualified medical professional.	X			○ Several MARs were observed during the review, and they were all found to be accurately completed.
(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 (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	Comments
(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 <u>413-215-0366</u>	Yes	No	N/A	Comments
(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 <u>413-215-0351</u>	File 1	File 2	File 3	File 4	File 5
Last Name of Proctor Foster Parent(s)	X	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	X			
(2)(b) & <u>413-215-0316(4)</u> Notification of acceptance or denial of application. If denial is due to substantiated abuse, the reason for denial is disclosed to applicant.	X	X			
(2)(d) All documents pertaining to formal complaints. See also <u>413-215-0336</u>	X	X			
(2)(e) and <u>413-215-0356(5)</u> Signed contract	X	X			
(2)(f) List of all children placed that includes identifying and placement information <u>413-215-0356(4)</u> Documentation of the basis for placement	X	X			
(2)(g) Documentation of home visit (every 90 days)	X	X			
(3) Documentation of changes in address, name and household composition, and exceptions or suspensions	X	X			
(4) Documentation of inactive status (if applicable)	NA	NA			
<u>413-215-0313(1)(a)</u> at least 21 years of age	X	X			
<u>413-215-0341</u> Written notice to proctor foster home if decertified	NA	NA			
<u>413-215-0349(1)-(7)</u> Required notifications	X	X			
Assessment and Approval of Proctor Foster Homes Written Assessment <u>413-215-0316</u>					

(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	X			
(2)(a) Application signed by all applicants	X	X			
(2)(b) Home is primary residence and where each child will reside	X	X			
(2)(c) Statement of physical and mental health	X	X			
(2)(d) Report from licensed health care or mental health professional if determined appropriate by agency	NA	NA			
(2)(e) Minimum of 4 references (only one can be relative)	X	X			
(2)(f) Contact information for 2 individuals if applicant displaced by natural disaster	X	X			
Assessment and Approval of Proctor Foster Homes Written Home Study includes the following: 413-215-0316(3)					
(b) Names and ages of children in the home and children no longer in the home	X	X			
(c) Background check for all household members over 18 and those under 18 as determined appropriate	X	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	NA	NA			
(e) Placement preferences	X	X			
(f) Motivation for providing foster care	X	X			
(g) Life experiences and challenges	X	X			
(h) Relevant health history	X	X			
(i) Education and training	X	X			
(j) Employment and finances	X	X			
(k) Current support systems and need for additional support services	X	X			
(l) Marital history, including previous marriages, divorces, and long-term relationships	X	X			
(m) Parenting skills and values	X	X			
(n) Lifestyle	X	X			
(o) Religion or spiritual beliefs	X	X			

(p) Cultural background and experiences with diverse cultural groups	X	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	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	X			
(s) Assessment of the areas in which training is needed and the plan of the agency for providing needed training and timeframes	X	X			
(t) Applicant's home and community	X	X			
(u) Assessment and recommendations including the characteristics and maximum number of children who may be placed in care	X	X			
Standards for the Proctor Foster Home Environment 413-215-0318					
(1)(a) the primary residence of the applicant and where the child in care will reside	X (The program utilizes the DHS form, 0979, to ensure the safety of their proctor foster homes).	X			
(1)(b) adequate space including space for safe and appropriate sleeping arrangements for each child in care	X	X			
(1)(c) child in care and parent/guardian must be notified of any electronic monitoring that occurs in the home	X	X			
(1)(d) posted Foster Children's Bill of Rights	X	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	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	X			
(2)(d) Home and furnishings must be clean and in good repair and grounds must be maintained	X	X			
(2)(e) No accumulation of garbage or debris	X	X			
(2)(f) Home has an adequate source of safe water to be used for personal hygiene	X	X			
(2)(g) There is a provision for safe storage and administration of all medications in the household	X	X			
(2)(i)(A) Children may not be exposed to any second-hand smoke in home or vehicle.	X	X			
(2)(i)(B) Household members may not provide any form of tobacco, nicotine, or other product illegal for a minor to possess	X	X			
(2)(i)(C) All products referenced in (B) must be stored safe and in a manner inaccessible to children	X	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	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	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	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	X			

(G) Interior doors that lock must be operable from both sides of the door.	X	X			
(3)(b) Each bedroom used by a child in care must have:	X	X			
(A) At least one unrestricted exit	X	X			
(B) At least one secondary means of exit or rescue	X	X			
(D) Unrestricted, direct access at all times to hallways, corridors, living rooms, or other such common areas	X	X			
(E) Quick release mechanisms on all barred windows	X	X			
(4)(a) Maintain and share emergency preparedness plan with foster care agency. At minimum the plan will include:	X	X			
(A) types of emergencies most likely to happen where the proctor foster home is located	X	X			
(B) Identifying a place to meet for each type of emergency identified	X	X			
(C) Identifying an alternate shelter if necessary	X	X			
(D) Ensuring access to all necessary medication or medical equipment	X	X			
(E) How to help each child in care recover after a disaster	X	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	X			
(5)(d) Written authorization must be received by proctor foster home prior to transporting a child out of state or country	X	X			
(5)(e) Proctor foster home must request approval from Department no less than 90 days prior to international travel	X	X			
Annual Review and Approval 413-215-0331(2)					
(a) Updated home study	X	X			
(b) Background check(s)	X	X			
(d) Out of state background check (if applicable)	NA	NA			
(e) Documentation that home remains in compliance with safety standards 413-215-0318	X	X			
(f) Recommendation to approve or deny re-issuance of certificate	X	X			

Orientation for Proctor Foster Homes Applicants 413-215-0321(2)					
(a) & 413-215-0061(4)(a) Policies and procedures of the agency	X	X			
(b) & 413-215-0061(4)(d) Attributes of population. Needs and characteristics of children needing placement	X	X			
(c) Attachment, separation, and loss issues for children and families	X	X			
(d) Importance of cultural identity and ways to foster this identity	X	X			
(e) Impact of foster care on child and family	X	X			
(f) Rights and responsibilities of proctor foster parent and agency	X	X			
(g) Resources available	X	X			
(h) Confidentiality	X	X			
(i) Rights of families and children	X	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	X			
Orientation – Umbrella Requirements (30 days) 413-215-0061(4)					
(b) Ethical and professional guidelines	X	X			
(c) Organizational lines of authority	X	X			
(e) & (5)(a) to (c) Mandatory reporting that includes: (a) legal definition of child abuse in <u>ORS 418.257</u> and <u>419B.005</u> (b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee	X	X			
(f) Privacy laws	X	X			
(g) Emergency procedures	X	X			

Training for Parents in Proctor Foster Care Written Training Plan includes: 413-215-0326(1)					
(a) Minimum of 15 hours of training before placement	X	X			
(b) Minimum of 15 hours training annually prior to approval	X	NA			
(c)(A) Characteristics and needs of children who are placed	X	X			
(c)(B) Ways to effectively parent children, including application of the <i>reasonable and prudent parent standard</i>	X	X			
(c)(C) Positive behavior management	X	X			
(c)(D) Importance of family of the child and working with the family	X	X			
(c)(E) Importance of age-appropriate or developmentally appropriate extracurricular, enrichment, cultural, and social activities	X	X			
(c)(F) Preparation of child for independence based on age, stage of development, and child's needs	X	X			
(c)(G) Legal responsibility to report suspected child abuse	X	X			
(2) Training is documented	X	X			

Personnel Files 413-215-0061	FILE 1	FILE 2	FILE 3	FILE 4	FILE 5
Staff Name	X	X	X		
Position	X	X	X		
(3)(g) Date of Hire	X	X	X		
(3)(a) record of education, training and previous employment	X	NA. Hire date outside of review period	X		
(1)(b) & (3)(b) reference checks completed and documented	X	NA	X		
(1)(a) & (3)(c) Background check completed and documented	X	X	X		

(3)(d) Annual performance evaluations	X	X	X		
(3)(f) Record of personnel actions	X	X	X		
(3)(g) Termination date, reason for termination	X	NA	NA		
(3)(h) Current job description	X	X	X		
New Employee Orientation – Umbrella Requirements (30 days) <u>413-215-0061(4)</u>					
(a) Agency policies and procedures	X	NA. Hire date outside of review period.	NA. Hire date outside of review period.		
(b) Ethical and professional guidelines	X	NA	NA		
(c) Organizational lines of authority	X	NA	NA		
(d) Attributes of population served	X	NA	NA		
(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	NA	NA		
(f) Privacy laws	X	NA	NA		
(g) Emergency procedures	X	NA	NA		
New Employee Orientation – Foster Care (30 days) <u>413-215-0371</u>					
(1)(a) Discipline and behavior management including de-escalation, crisis prevention, positive behavior management, and disciplinary techniques that are non-punitive in nature	X	NA	NA		
(1)(b) Restraint and seclusion (if applicable)	NA	NA	NA		
Ongoing Training					
<u>413-215-0371(2)(a)</u> Environmental emergencies	X	X	X		
<u>413-215-0371(2)(b)</u> Universal Precautions	X	X	X		

<u>413-215-0371(2)(c)</u> Discipline and Behavior Management	X	X	X		
<u>413-215-0371(3)</u> Maintain current CPR/First Aid certification	X	X	X		
<u>413-215-0371(4)</u> Training related to the <i>reasonable and prudent parent standard</i> and developmentally appropriate activities	X	X	X		
<u>413-215-0061(5)</u> Mandatory reporting that includes: (a) legal definition of child abuse in <u>ORS 418.257</u> and <u>419B.005</u> (b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee	X	X	X		
Contractors (if applicable) <u>413-215-0061(6)</u>					
(a) Agency ensures the contractor meets the requirements of this rule and Chapter 413 division 215	NA				
(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	NA				

Children's Records	FILE 1	FILE 2	FILE 3	FILE 4	FILE 5
Name	X	X			
Initial Evaluation <u>413-215-0386(2)</u>					
(a) Agency request and review all available reports of child's past and present behavior, educational status, and physical and mental health.	X	X			
(b) Preliminary determination whether prospective child has disorders, disabilities, or deficits for which	X	X			

care, supervision, training, rehab, or treatment is needed					
Information about Children in Care 413-215-0396(1) Summary sheet contains the following:					
(a) The name, gender, date of birth, religious preference, and previous address	X	X			
(b) Name and location of previous and current school	X	X			
(c) Date of admission	X	X			
(d) Legal custody	X	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	X			
(f) Required consents and authorizations	X	X			
Health Services 413-215-0376					
(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	X			
(2)(e) Documentation of age-appropriate instruction – pregnancy prevention, nutrition, prevention of HIV & AIDS, and prevention and treatment of sexually transmitted disease	X	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	X	X			

(g) feminine hygiene products (h) access to birth control and vaccinations					
(4)(a) to (f) Medical exams (3 in first year of life, 2,4,6,9,14)	NA	NA			
Consents <u>413-215-0391(1)</u>					
(a) Provide routine and emergency medical care	X	X			
(b) Use the discipline and behavior management system	X	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	X			
(d) Restrict contact with persons outside of the agency	X	X			
(e) Allow access as defined in <u>413-215-0091</u> & <u>0101</u>	X	X			
(f) Impose a dress code	X	X			
(g) Apply the <i>reasonable and prudent parent</i> standard	X	X			
Disclosures <u>413-215-0391(2)</u> Parent/guardian has acknowledged in writing:					
(a) Mandatory child abuse reporting requirements	X	X			
(b) Information regarding personal or room searches and protocols for confiscation of contraband	X	X			
(c) Statement of Rights of Children and Parents/Guardians	X	X			
(d) Grievance policies and procedures	X	X			
(e) Any policies and procedures upon request	X	X			
Authorizations <u>413-215-0391(3)</u>					
(a) Disclose information	X	X			
(b) Child specific visitors	X	X			
(c) Visitation resources are pre-approved	X	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	X			
Service Planning <u>413-215-0396(2)</u>					

(a) All documentation written in terms that are easily understood	X	X			
(b) Intake document is completed the date child accepted into care (emergency placement 48 hours)	X	X			
(c) Child is served according to an individual service plan that outlines goals for services and care coordination	X	X			
(d) Assessment is completed within 45 days and contains relevant historical info., current behavioral observations, identified need for services, and how agency will provide or coordinate services	X	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	X			
(e)(C)&(D) Service plan is reviewed quarterly and revised when information indicates other services should be provided	X	NA. The child has not been in the program long enough currently to require a quarterly review.			
Case Management 413-215-0396(3)					
(a) Services are documented, progress toward achieving goals is tracked	X	X			
(b)-(d) discharge planning and instructions	NA	NA			
(e) Follow-up services identified (if applicable)	NA	NA			
(f) Incident Reports	X	X			
Financial Records 413-215-0396(4)					
Records contain (if applicable)					
(a) date, amount,	X	X			
(b) source					

(c) purpose (d)&(e) signatures					
Personal Possessions Records 413-215-0396(5)					
Individual written inventory of all personal possessions is maintained and updated as needed	X	X			
Records and Documentation 413-215-0071					
(1) Stored safely	X	X			
(2) Permanent, legible, dated, and signed	X	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	X			

Licensing Coordinator's Signature: _____

Date: 09-26-2022

Manager Review: _____

Date: 09-21-2022