



Licensed Child Caring Agency Unannounced Site Visit Report

Licensee: Oregon Episcopal School (OES)

Executive Director: Mo Copeland

Program Director(s): Meredith Primm

Date of Unannounced: October 13, 2022

Licensing Coordinator: Holly Ivey

Other Regulatory or Accrediting Agencies: Northwest Association
of Independent Schools

Purpose: Per OAR 413-215-0101 (1) (b) Children's Care Licensing is required to perform at least one unannounced site visit a year where children in care reside.

Previous Findings	Repeat Findings Further Action Needed	Comments
Governance of the Agency 413-215-0021(2)(f) Formally evaluate the exec. Director's performance annually The Executive Director's annual performance appraisal for 2019-2020, and 2020-2021, were not found in the personnel file reviewed.	Yes ☐ No ☒	Governance of the Agency 413-215-0021(2)(f) Formally evaluate the exec. Director's performance annually The Executive Director's annual performance appraisal for 2019-2020, and 2020-2021, were not found in the personnel file reviewed. At the Unannounced Inspection on October 13, 2022, DHS Licensing Coordinator, Holly Ivey, observed Mo Copeland's Performance Appraisals. OES was found to be in compliance with the rule cited above.
Supplemental Information Provided by CCA Documents as indicated on the form titled "Renewal Licensing Required Documents" The following documents must be provided to the Licensing Coordinator - Environmental Inspection - Verification of Insurance (Declaration page for the fire, auto, and liability insurance)	Yes ☐ No ☒	Supplemental Information Provided by CCA Documents as indicated on the form titled "Renewal Licensing Required Documents" The following documents must be provided to the Licensing Coordinator - Environmental Inspection. The Environmental Inspection was completed on March 30, 2022, the report was sent to Holly Ivey, Licensing Coordinator. - Verification of Insurance (Declaration page for the fire, auto, and liability insurance) Sent to Holly Ivey, Licensing Coordinator, on 3.17.22

• Certification of Occupancy • Tax Compliance Certificate (At the time of the review the certificate had been applied for, but the school had not received the certificate back)		• Certification of Occupancy OES was unable to obtain a Certificate of Occupancy from the county records as the building was built in 1964, prior to the county issuing certificates. • Tax Compliance Certificate (At the time of the review the certificate had been applied for, but the school had not received the certificate back) Certificate approved March 8, 2022, certificate was sent to Holly Ivey, Licensing Coordinator.
Supplemental Information Provided by CCA All required policies and procedures as identified in the "Umbrella Rules"	Yes ☐ No ☒	Supplemental Information Provided by CCA All required policies and procedures as identified in the "Umbrella Rules" Policies were revised and sent to Licensing and were found to be in compliance with Licensing Rule Requirements.
Physical Plant 413-215-0216(2)(a) &(c) Buildings are smoke free, clean and in good repair • The following was observed requiring repair: 1. A small spot in the ceiling of the girl's bathroom requiring repair 2. A small spot in the ceiling in the boy's bathroom requiring repair.	Yes ☐ No ☒	Physical Plant 413-215-0216(2)(a) &(c) Buildings are smoke free, clean and in good repair • The following was observed requiring repair: 3. A small spot in the ceiling of the girl's bathroom requiring repair OES Staff sent pictures to Holly Ivey, Licensing Coordinator, verifying the repair was completed May 26, 2022, and the repair was also confirmed in the Unannounced Inspection, October 13, 2022. 4. A small spot in the ceiling in the boy's bathroom requiring repair. OES Staff sent Pictures to Holly Ivey, Licensing Coordinator, verifying the repair was completed May 26, 2022, and the repair was also confirmed in the Unannounced Inspection, October 13, 2022.
Licensing Umbrella Rules: Information Provided to Children in Care 412-214-0078(Adopted 02/01/2022(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 involuntary seclusion;(b) Assurance that the child in care will not experience retaliation for reporting suspected inappropriate uses of restraint or involuntary seclusion and;(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	Yes ☐ No ☒	Licensing Umbrella Rules: Information Provided to Children in Care 412-214-0078(Adopted 02/01/2022(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 involuntary seclusion;(b) Assurance that the child in care will not experience retaliation for reporting suspected inappropriate uses of restraint or involuntary seclusion and;(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 • Individual documentation was not provided to verify required information listed in the rule exempt above was provided to all boarding students. Signatures verifying the receipt of information must be obtained and documentation retained. The information and signature verification page were added to the onboarding materials that is filled out annually. The school electronically disseminated the information and collected electronic verification of receipt.

Individual documentation was not provided to verify required information listed in the rule exempt above was provided to all boarding students. Signatures verifying the receipt of information must be obtained and documentation retained.		
Personnel Files 413-215-0061(3)(d) Annual performance evaluations Performance evaluations for 2020 were missing, in the files reviewed.	Yes ☐ No ☒	Personnel Files 413-215-0061(3)(d) Annual performance evaluations Performance evaluations for 2020 were missing, in the files reviewed. On October 13, 2022, DHS Licensing Coordinator reviewed some staff Personnel Files at the unannounced. Performance evaluations were found in the files reviewed.

New Findings from Site Visit	Comments
Physical Plant 413-215-0216(2)(a) &(c) Buildings are smoke free, clean and in good repair The following was observed requiring repair:	Physical Plant 413-215-0216(2)(a) &(c) Buildings are smoke free, clean and in good repair A small hole above a shower in the boy's bathroom dorm,

Interview Summary
During the Inspection Holly Ivey, Licensing Coordinator, spoke with the Program Director, and a Dorm Parent, who assisted with the tour of the dorms. It was stated that there were 56 students living in the dorms at the time of the walk through. A group interview was also conducted with students and Holly Ivey, the Licensing Coordinator. Ten students were involved in the group interview. All student's stated things were going well for them while residing in the dorms. When asked what they appreciated most about living in the dorms the students stated: "It is a good community, there are a lot of dorm activities, there is a lot of access to teachers and the campus." When asked about the food at the dorms the students stated: "There is always enough food to eat, the food is healthy, culturally the food is not their food, but they can cook their own food and there is a hot water tap. The students all stated there were no restrictions in contacting their family. When asked what changes they would make to the program the students stated: "Reconstructing of the building to soundproof the walls, stronger internet access, and additional hours that they can utilize the gym in the evening." All the students stated they felt safe while residing at the dorms. There were no concerns stated to the Licensing Coordinator in the interviews conducted.

Observations

At the unannounced inspection, the Program Director and a Dorm Parent assisted with a walk through with Holly Ivey, DHS Licensing Coordinator. All areas of the programs (inside and outside) where students had access were observed to be well kept, clean and in good repair with the exception of one minor item in need of repair (see repair need above in the report). The agency vehicles that the students ride in were observed and met the requirements per Licensing Rules. Cleaning Staff assist with the upkeep of the facilities. The kitchen was observed to have food in the refrigerator and pantry. Medication was observed to be in a locked medication cart which was inaccessible to the students. Students were in school during the walk-through inspection and were not observed in the dorms.

Corrective Actions and Timeframes:

Please submit the following to verify compliance.

Within 45 days of receipt of this report **Oregon Episcopal School**, 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.r.ivey@dhsosha.state.or.us.

Licensing Coordinator's Signature: Holly Ivey Date: 11-1-2022

Manager Review: [Signature] Gil Date: 10-31-2022