



Licensed Child Caring Agency Unannounced Site Visit Report

Licensee: The Delphian School
Executive Director: Trevor Ott
Business Manager: Kaellagh Bennett
Board Chairperson: Steve Anderson

Date of Unannounced: November 3, 2022
Licensing Coordinator: Robin DuVal, job shadowed by Jeff Minden

Other Regulatory or Accrediting Agencies: Northwest Association of Independent Schools; and Cognia.

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 2022 License Renewal 04/05/2022	Repeat Findings Further Action Needed?	Comments
Physical Plant 413-215-0216(2)(a) &(c) Buildings are smoke free, clean and in good repair. The agency shall ensure the building is kept clean and in good repair. • Areas needing cleaning: Ceiling mold in the ADA shower. • Areas needing repair: Ceiling tile in bedroom above bed is missing.	Yes ☐ No ☒	Bathroom areas were noted to be free from mold. Ceiling tiles were observed to be in place. <i>No further corrective action is needed.</i>
Safety – Transportation 413-215-0241(5)(b) Vehicle has insurance policy, is smoke free, safe operating condition, and has first aid kit and fire extinguisher 2-A:10-BC. Fire extinguishers are missing and/or due for servicing in two vans and one school bus. The agency shall ensure all vehicles have fire extinguishers and are current in regular servicing.	Yes ☐ No ☒	Fire extinguishers in vehicles have been serviced. The company that services fire extinguishers at the school are including services for all extinguishers, including in the vehicles, and are to be serviced at the location they're kept. <i>No further corrective action is needed.</i>
Medication 413-215-0251(7) Written record of the administration of medication includes: (a) name (b) description (c) dates, times (d) missed doses (e) medication disposed	Yes ☐ No ☒	Medication Administration Records were reviewed, and the records included a specific column of possible adverse reactions per medication. The form was updated after the relicensing review in April 2022 and has been utilized going forward. <i>No further corrective action is needed.</i>

(f) method of administration (g) ID of person administering (h) possible adverse reactions (i) medication taken outside facility Corrective Action: Item (h) possible adverse reactions, also known as side effects, were not on the medication administration record. The agency shall ensure each student's medication on the administration record includes possible adverse reactions. <i>Comment to (5): The collection of medications to be disposed has a note that states "do not use". It is recommended by this licensor that the note clearly states, "medication to be disposed".</i>		<i>Note: the medications to be disposed were observed and they were clearly marked as such and kept in their own drawer.</i>
Ongoing Training 413-215-0241(5)(a) Employees transporting children meet the driver requirements (current driver's license, insurance, trained in emergency procedures, and training for 15+ passenger vans if applicable). Records of current driver's licenses were missing. The agency shall ensure current driver's license records are maintained in personnel files.	Yes ☐ No ☒	The spreadsheet tracker was observed, which included a column completed with expiration dates of driver's licenses. This implemented process is ensuring the agency is maintaining copies of current driver's licenses for staff who drive students in their personnel files. <i>No further corrective action is needed.</i>
Records and Documentation 413-215-0071(3)&(4) Uniform in organization, readily identifiable and accessible, current, and complete, containing all required info. No eraser tape or white out. Personnel records are not current as noted above.	Yes ☐ No ☒	Current drivers' licenses are included in personnel records. <i>No further corrective action is needed.</i>
All required policies and procedures identified in the Umbrella and Academic Boarding School licensing rules. Note: The following policies and procedures were reviewed by this licensing coordinator, and revisions provided for updating: • Mandatory Abuse Reporting • Medication Administration • SB710 requirements and notifications	N/A	These policies were updated and finalized.
Room and Space Requirements Bedrooms 413-215-0218(3)(c) Outside room with window allowing egress from building. • Comment to (c): Approved exception request on file.	N/A	Approval remains on file.
Room and Space Requirements Bedrooms 413-215-0218(8) 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.	N/A	Approval remains on file.

Comment to (8): Exception on file approving students to keep laundry detergent and laundry cleaning agents in their bedrooms.		
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New Findings from Site Visit	Comments
None	

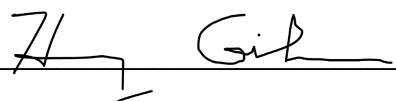
Interview Summary
Two youth were individually interviewed, one newer student and one longer term student, ages 14 and 17. Both reported feeling safe and gave personal examples of how the agency is helping them. School is good and one youth reports liking the education philosophy. Dorm life is good. Peers and peer relationships are good, and they are respectful of one another and their differences. They have regular contact with family, even having the option of taking a scheduled midday break from school for a phone call with family in a different time zone. The youth described their weekly and weekend routines and have regular contact with staff and know where and who to go to if needs arise. They reported that the agency does well at helping them learn at their own pace, teaching youth to think for themselves, develop good critical thinking and a higher work ethic. They like having the gym to work out with friends and the overall environment and space of the facility. One youth reported the agency could improve on having food that's from their culture. The other youth reported there could be better communication among staff and students to avoid miscommunication, although this student stated this is an area of self-improvement. Food was reported to be good and plentiful with variety, except for some differences on the weekends with less variety.* *This coordinator discussed this with the manager who then followed up with the head chef and they are looking into any potential differences between weekdays and weekends.

Observations
The facility front entrance to the building has a camera doorbell, which is new. The facility is clean and in good repair and has a welcoming atmosphere. The dorm bathrooms were clean. Dorm bedrooms were clean and tidy on average, and personal food is kept in storage bins. A cleaning spray bottle was observed in a dorm room, and upon review, it was labeled as nontoxic. Cleaning products were discussed with the manager and since the students have various cleaning responsibilities as part of the programming and that the risk of harm is very low considering the program type. The agency submitted a request for an exception to the licensing rule requiring hazardous cleaning products to be locked up, which has been approved.

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

Within 45 days of receipt of this report **Delphian 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 are to be emailed directly to **Robin DuVal** at robin.m.duval@dhsosha.state.or.us.

Licensing Coordinator's Signature: Robin DuVal Date: 11/23/2022

Manager Review:  Date: 11-22-2022