



Licensed Child Caring Agency Unannounced Site Visit Report

Licensee: Trillium Family Services – Sender House

Executive Director: Kim Scott

Board Chairperson: Eric Larsen

Date of Unannounced: November 30, 2022

Licensing Coordinator: Aubrey Kelly

Other Regulatory or Accrediting Agencies: OHA

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 2021 License Renewal Site Visit 08-24-2021	Repeat Findings Further Action Needed	Comments
Supplemental Information Provided by CCA Documents as indicated on the form titled “Renewal Licensing Required Documents” - Not all Certificates of Occupancy have been received - PCC does not have a current Environmental Health Inspection - No conflict of interest policy meeting requirements of licensing rule	Yes ☐ No ☒	The documents were reviewed.
Supplemental Information Provided by CCA All required policies and procedures as identified in the “Umbrella Rules”	Yes ☐ No ☒	Policies and procedures are up to date.

Personnel Files 413-215-0061 (3)(d) Annual performance evaluations Sender - missing one performance evaluation	Yes ☐ No ☒	Annual performance evaluations were reviewed for three Sender House staff.
Ongoing Training 413-215-0556(4) Designated staff authorized to apply reasonable and prudent parent standard are trained in application of the standard Sender - Only 2020 Prudent Parent documented for all staff	Yes ☐ No ☒	Prudent Parent training was completed for three Sender House staff.
Service Planning 413-215-0581(2) (e)(C)&(D) Service plan is reviewed quarterly and revised when information indicates other services should be provided Sender - not reviewed quarterly	Yes ☐ No ☒	Service plans for three Sender House clients were reviewed and updated quarterly.
Personal Possessions Records 413-215-0581(5) Individual written inventory of all personal possessions is maintained and updated as needed Sender – No documentation of individual written inventories	Yes ☐ No ☒	Personal possessions records for three Sender House clients were reviewed.

New Findings from Site Visit	Comments
None	

Interview Summary

One client, who has been at the program for a year and a half, was interviewed. They like the program, it's more than they could ask for. The food is good, clients and staff go grocery one time a week. The clients cook. They feel safe at the program, program staff are friendly and supportive. They like all the staff and gets along with the other clients. There is nothing they would change about the program.

Observations

The program currently has 4 clients. Each client has their own, large bedroom. The program was very clean.

Corrective Actions and Timeframes:

Please submit the following to verify compliance.

Within 45 days of receipt of this report Trillium – Sender House 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 **Aubrey.J.Kelly@dhsosha.state.or.us**.

Licensing Coordinator's Signature: Aubrey Kelly Date: 12-19-2022

Manager Review: [Signature] Date: 12-8-2022