



Licensed Child Caring Agency Site Visit Report Foster Care

Licensee: Youth Progress Association
Executive Director: Elyse Meardon
Program Director: Robyn Eaton

Board Chairperson: Christoffer McCollom
Date of site visit: January 9th, 2023 through January 11th, 2023
Licensing Coordinator: Ed Wyller

Other Regulatory or Accrediting Agencies: Oregon Department of Human Services (ODHS) / Oregon Youth Authority (OYA) / Cognia

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): Youth Progress Association reports the following:

“The Learning Center is our culturally responsive, center-based therapeutic foster care program designed specifically to meet the academic, social & emotional, therapeutic, and recreational needs of students in foster care. We offer a variety of pathways to meet the educational needs of each student. The program consists of Behavior Rehabilitation Services (BRS) Proctor Enhanced Services placements and services for young people of ages 13-18 in the care and custody of the Oregon Department of Human Services. The Learning Center also includes braided funding through Portland Public schools and is fully accredited by Cognia to provide Alternative Education to young people placed in the Learning Center.

The Community Collective is our culturally responsive, community-based proctor foster care program. This program works to stabilize all genders of young people within their community with the long-term goal toward family reunification or independent living. The program consists of Behavior Rehabilitation Services (BRS) BRS Proctor Care and BRS Community Step Down placements and services for young people in the care and custody of the Oregon Department of Human Services (ODHS), most often serving young people ages 13-18 years old.

The College and Career Attainment Program (CCAP) provides culturally responsive services through proctor foster home placements and our Career Center. The program focuses on successful transitions into the community, essential skills development, job readiness training, college and career planning, budgeting and money management, and independent living skill development to promote a successful transition to adulthood. The program also includes Individual Development Accounts and RentWell Classes. The program serves young people ages 17-25, in the care and custody of the Oregon Youth Authority (OYA).

Families are More Connect (FAM Connect) is the foundations of our foster care programs, focused on recruiting, certifying, training, and supporting our community of Proctor Foster Parents. “Proctor Foster Parents” are foster parents certified by a child-care agency.

The Alba Collaborative is an innovative, culturally responsive partnership that provides prevention, early intervention, and 24/7 crisis line and supportive services to youth ages 9-17 who are at-risk of or experiencing housing instability. The program offers community- and site-based case management, family mediation and reunification support, in-reach to schools and response to law enforcement, crisis intervention and short-term emergency housing, basic needs and transportation, client assistance, resource referral and navigation (including access to alternative education options, LGBTQQI+ -specific programs, and wraparound services for gang-impacted and sex-trafficked young people). The Alba Collaborative is a partnership between New Avenues for Youth, Latino Network, Lines for Life, Youth Progress Association, Safe Place, Multnomah County, and the many community providers and stakeholders represented throughout intersecting service systems. Youth Progress specifically provides short-term emergency placements in Proctor Foster Homes and all associated supports therein.”

Program type and services: Youth Progress Association is a Foster Care Agency. Youth Progress Association contracts with ODHS and OYA to provide Behavior Rehabilitation Services through BRS Proctor, BRS Enhanced Services, and BRS Community Step Down Services. Please see above for detailed description of services.

Number of proctor foster parents and program capacity: Youth Progress Association reports having an average of 30 proctor foster parents and capacity to serve 41 youth among the combined Youth Progress Associations programs.

Funding sources: Youth Progress Association reports the following funding sources: Oregon Department of Human Services BRS, ODHS Workforce Grant, Oregon Youth Authority BRS, ODHS Behavior Health Therapeutic Foster Care (BHTFC) – Pilot RFP Sub-Contract with (Greater Oregon Behavioral Health, Inc.) GOBHI, New Avenues for Youth Sub-Contract through Multnomah County Youth Stabilization and Homelessness Prevention, Portland Public Schools and other grants/fundraising.

Contracts and sources for referrals: Youth Progress Association reports the following contracts: Oregon Department of Human Services - BRS Umbrella Contract, Portland Public Schools Alternative Education Contracts, OYA BRS Umbrella Contract, BHTFC Sub-Contract with GOBHI, and New Avenues for Youth Subcontract through Multnomah County Youth Stabilization and Homelessness Prevention. Youth Progress Association reports ODHS / OYA being referral sources and New Avenues for Youth.

Average length of stay: Youth Progress Association reports the following length of stay for each of its programs:

Learning Center: 9-12 months

Community Collective: 12 months

College and Career Attainment Program: 6-9 months

Alba Collaborative: 1-3 days

Average daily population served: Youth Progress Association reports average daily population to be 16.

Number of children served annually: Youth Progress Association reports serving 81 youth annually.

Interviews, Observations: I interviewed one DHS placed youth from the (Learning Center Program) at the Halsey Administration building. There was a reported microwave fire in the program and the youth were brought over to the administrative building to finish their school day. The other youth from this program reported they did not want to be interviewed and passed on the opportunity to speak with me. The youth who agreed to be interviewed reported YPA to be a 10 on a scale from 0-10 (0=worst program and 10=best program). Youth reported feeling safe in program and being allowed to “learn at their own pace”. School lunch food was reported to be “okay” and the proctor parent’s food to be “good”. Youth reported learning how to control their anger while being at YPA. When asked if given a magic wand that could change the program within reason, youth reported wishing they could have social media and be able to go over and meet friends in the community. I interviewed an OYA youth that was located at the CCAP building. He reported that he feels safe in the program. He enjoys his proctor parents that he reports he is active and is looking forward to snowboarding soon. Food is reported to be “good”. He enjoys the homemade food at the proctor home. Youth reports learning independent living skills such as how to job search and has enjoyed the rent well program. He reports staff to be “great” and could not think of how to improve the program if given a magic wand to improve the program. Youth reports he enjoys going to movies and Wunderland arcade. Youth reports liking the “flexibility of the program and that it is adaptive”. On a scale from 0-10 (0=worst program and 10 =best program), he rated YPA an 8 and his foster home an 8.5.

I interviewed three different proctor foster parents via telephone. All three proctor parents reported the trainings to be good. Proctor parents reported that YPA is in their homes monthly completing proctor home visits. Proctor parents reported it is not difficult to receive respite when needed. Multiple homes reported receiving in the moment crisis support and having emergency respite provided. YPA was reported to be responsive to the needs of the proctor parents and have experienced good communication amongst other proctor parents and YPA staff. Proctor parents reported the following statements about YPA: “Tight knit community”, “Great Agency, enjoy working for”, “Good Program”, and “YP has been good to them”. When asked what YPA could do to improve the program, one proctor parent suggested restarting in person meetings with all agency staff and proctor parents. Another proctor reported the need for more structure in the on-site learning center.

I observed interactions with youth and staff to be positive, patient, and constructive. YPA staff has had turnover in many position types and has continued to improve its program while addressing key vacancies in its organization.

Program Strengths: Youth Progress Association reports the following:

“Youth Progress has remained diligent in ensuring the safety, health, and well-being of young people placed in our care, while providing trauma-informed, culturally responsive, and evidence-based programs and services to young people in the juvenile justice and/or foster care systems in need of BRS level placements and services, as well as youth at risk of or experiencing homelessness (through Alba). The staff and proctor foster homes with Youth Progress have continued to be resilient, resourceful, committed, dependable, and collaborative in order to achieve the best possible outcome for youth in our care. As of November 2022, all programs are fully staffed with skilled and experienced staff members. Program managers and organization directors are more readily managing income and expenses and receiving additional leadership presence training.”

Program Challenges: Youth Progress Association reports the following:

“With the departure of the previous executive director, an interim executive director and interim program director, there has been significant disruption in the overall stability of key leadership positions within the organization. The director of Quality Assurance and director of Human Resources and Operations have helped maintain the organization while the executive director and program director positions were filled with interim employees. The director of programs position remains vacant and difficult to fill as of January 2023.”

Changes that have occurred in the last 2 years: Youth Progress Association reports the following:

“The previous executive director departed from the organization in December 2021. An interim executive director and interim program director were in place for approximately six months. A new executive director was hired June 2022. The program director position has been vacant since June 2022. There have been new proctor foster homes and ongoing changes in many staff positions.”

Lawsuits: Youth Progress Association reports the following:

“There were no lawsuits in 2022.”

Grievances and complaints filed in the last two years: Youth Progress Association reports the following:

“No there have been no formal grievances in 2022.”

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

Within 45 days of receipt of this report Youth Progress Association 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 Ed Wyller at Edward.Wyller@dhsosha.state.or.us or sent by regular mail to the following address:

Due to Covid-19 pandemic and working remotely the preferred method is to send directly to Ed Wyller at his email address.

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

Exceptions: N/A

Changes in License: New issued License expiration date will be January 31, 2025.

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 of the Agency 413-215-0021	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1)(a) Minimum of 5 board members	x				
(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	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	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		Missing completed tax compliance certificate	
All required policies and procedures as identified in the "Umbrella Rules"	x				
All required policies and procedures as identified in "Agency Type Specific Rules"	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				
413-215-0091(12) License is posted in common area at each facility	x				
413-215-0001(5)(d) Adequate furnishings and personal items	x				
Medication 413-215-0381	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				

(3) Medical treatments, special diets, physical therapy, physical aids or limitations have a written order signed by a physician or qualified medical professional.	x				
(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	Corrective Actions/Comments	Corrective Action Completed
(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 413-215-0366	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Agency has and adheres to a respite care policy	x			N/A YPA foster homes do not exceed the home's certified capacity.	
(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 413-215-0351	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(2)(a) Certificate that includes: age range of children, restrictions or limitations, and statement that the home meets standards established in these rules	x				
(2)(b) & 413-215-0316(4) Notification of acceptance or denial of application. If denial is due to substantiated abuse, the reason for denial is disclosed to applicant.	x				
(2)(d) All documents pertaining to formal complaints. See also 413-215-0336	x				
(2)(e) and 413-215-0356(5) Signed contract	x				
(2)(f) List of all children placed that includes identifying and placement information 413-215-0356(4) Documentation of the basis for placement	x				
(2)(g) Documentation of home visit (every 90 days)	x				
(3) Documentation of changes in address, name and household composition, and exceptions or suspensions	x				
(4) Documentation of inactive status (if applicable)			x		
413-215-0313(1)(a) at least 21 years of age	x				

413-215-0341 Written notice to proctor foster home if decertified			x		
413-215-0349(1)-(7) Required notifications	x				
Assessment and Approval of Proctor Foster Homes Written Assessment 413-215-0316	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(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				
(2)(a) Application signed by all applicants	x				
(2)(b) Home is primary residence and where each child will reside	x				
(2)(c) Statement of physical and mental health	x				
(2)(d) Report from licensed health care or mental health professional if determined appropriate by agency			x		
(2)(e) Minimum of 4 references (only one can be relative)	x				
(2)(f) Contact information for 2 individuals if applicant displaced by natural disaster	x				
Assessment and Approval of Proctor Foster Homes Written Home Study includes the following: 413-215-0316(3)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(b) Names and ages of children in the home and children no longer in the home	x				
(c) Background check for all household members over 18 and those under 18 as determined appropriate	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			x		
(e) Placement preferences	x				
(f) Motivation for providing foster care	x				
(g) Life experiences and challenges	x				
(h) Relevant health history	x				
(i) Education and training	x				
(j) Employment and finances	x				
(k) Current support systems and need for additional support services	x				

(l) Marital history, including previous marriages, divorces, and long-term relationships	x				
(m) Parenting skills and values	x				
(n) Lifestyle	x				
(o) Religion or spiritual beliefs	x				
(p) Cultural background and experiences with diverse cultural groups	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				
(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				
(s) Assessment of the areas in which training is needed and the plan of the agency for providing needed training and timeframes	x				
(t) Applicant's home and community	x				
(u) Assessment and recommendations including the characteristics and maximum number of children who may be placed in care	x				
Standards for the Proctor Foster Home Environment 413-215-0318	YES	NO	N/A	COMMENTS	Corrective Action Completed
(1)(a) the primary residence of the applicant and where the child in care will reside	x				
(1)(b) adequate space including space for safe and appropriate sleeping arrangements for each child in care	x				
(1)(c) child in care and parent/guardian must be notified of any electronic monitoring that occurs in the home	x				
(1)(d) posted Foster Children's Bill of Rights	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				
(2)(a) If there are potential hazards in or around the home, a plan to prevent	x				

exposure of the child to the hazard must be developed and approved by the agency					
(2)(d) Home and furnishings must be clean and in good repair and grounds must be maintained	x				
(2)(e) No accumulation of garbage or debris	x				
(2)(f) Home has an adequate source of safe water to be used for personal hygiene	x				
(2)(g) There is a provision for safe storage and administration of all medications in the household	x				
(2)(i)(A) Children may not be exposed to any second-hand smoke in home or vehicle.	x				
(2)(i)(B) Household members may not provide any form of tobacco, nicotine, or other product illegal for a minor to possess	x				
(2)(i)(C) All products referenced in (B) must be stored safe and in a manner inaccessible to children	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				
(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				
(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				
(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				
(G) Interior doors that lock must be operable from both sides of the door.	x				
(3)(b) Each bedroom used by a child in care must have: (A) At least one unrestricted exit	x				

(B) At least one secondary means of exit or rescue	x				
(D) Unrestricted, direct access at all times to hallways, corridors, living rooms, or other such common areas	x				
(E) Quick release mechanisms on all barred windows	x				
(4)(a) Maintain and share emergency preparedness plan with foster care agency. At minimum the plan will include: (A) types of emergencies most likely to happen where the proctor foster home is located (B) Identifying a place to meet for each type of emergency identified (C) Identifying an alternate shelter if necessary (D) Ensuring access to all necessary medication or medical equipment (E) How to help each child in care recover after a disaster	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				
(5)(d) Written authorization must be received by proctor foster home prior to transporting a child out of state or country	x				
(5)(e) Proctor foster home must request approval from Department no less than 90 days prior to international travel	x				
Annual Review and Approval 413-215-0331(2)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Updated home study	x				
(b) Background check(s)	x				
(d) Out of state background check (if applicable)			x		
(e) Documentation that home remains in compliance with safety standards 413-215-0318	x				
(f) Recommendation to approve or deny re-issuance of certificate	x				
Orientation for Proctor Foster Homes Applicants 413-215-0321(2)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed

(a) & 413-215-0061(4)(a) Policies and procedures of the agency	x				
(b) & 413-215-0061(4)(d) Attributes of population. Needs and characteristics of children needing placement	x				
(c) Attachment, separation, and loss issues for children and families	x				
(d) Importance of cultural identity and ways to foster this identity	x				
(e) Impact of foster care on child and family	x				
(f) Rights and responsibilities of proctor foster parent and agency	x				
(g) Resources available	x				
(h) Confidentiality	x				
(i) Rights of families and children	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				
Orientation – Umbrella Requirements (30 days) 413-215-0061(4)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(b) Ethical and professional guidelines	x				
(c) Organizational lines of authority	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				
Training for Parents in Proctor Foster Care Written Training Plan includes: 413-215-0326(1)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Minimum of 15 hours of training before placement	x				

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

Personnel Files 413-215-0061	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Staff Name					
Position					
(3)(g) Date of Hire	x				
(3)(a) record of education, training and previous employment	x				
(1)(b) & (3)(b) reference checks completed and documented		x		New employees were missing completed and documented reference checks.	
(1)(a) & (3)(c) Background check completed and documented		x		Employee KL assumed a new position within the agency however a new background check was not completed.	
(3)(d) Annual performance evaluations		x		Employee annual evaluations were missing for all employees.	
(3)(f) Record of personnel actions		x		Youth Progress Association was missing a system for keeping a record of personnel actions.	
(3)(g) Termination date, reason for termination			x		
(3)(h) 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 (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				
(f) Privacy laws	x				
(g) Emergency procedures	x				
New Employee Orientation – Foster Care (30 days) 413-215-0371	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1)(a) Discipline and behavior management including de-escalation, crisis prevention, positive behavior management, and disciplinary techniques that are non-punitive in nature	x				
(1)(b) Restraint and seclusion (if applicable)			x		
Ongoing Training	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0371(2)(a) Environmental emergencies	x				
413-215-0371(2)(b) Universal Precautions	x				
413-215-0371(2)(c) Discipline and Behavior Management	x				
413-215-0371(3) Maintain current CPR/First Aid certification	x				
413-215-0371(4) Training related to the <i>reasonable and prudent parent standard</i> and developmentally appropriate activities	x				
413-215-0061(5) Mandatory reporting that includes: (a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36	x				

(b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee					
Comments:					

Children's Records	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Name					
Initial Evaluation 413-215-0386(2)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Agency request and review all available reports of child's past and present behavior, educational status, and physical and mental health.	x				
(b) Preliminary determination whether prospective child has disorders, disabilities, or deficits for which care, supervision, training, rehab, or treatment is needed	x				
Information about Children in Care 413-215-0396(1) Summary sheet contains the following:	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) The name, gender, date of birth, religious preference, and previous address	x				
(b) Name and location of previous and current school	x				
(c) Date of admission	x				
(d) Legal custody	x				
(e) The name, address, and telephone number of: (A) The child's parents.	x				

(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)					
(f) Required consents and authorizations	x				
Health Services 413-215-0376	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(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				
(2)(e) Documentation of age-appropriate instruction – pregnancy prevention, nutrition, prevention of HIV & AIDS, and prevention and treatment of sexually transmitted disease	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 (g) feminine hygiene products (h) access to birth control and vaccinations	x				
(4)(a) to (f) Medical exams (3 in first year of life, 2,4,6,9,14)	x				
Consents 413-215-0391(1)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Provide routine and emergency medical care	x				
(b) Use the discipline and behavior management system	x				
(c) Use restraint or seclusion (if applicable). Must specify the reasons for the intervention and how staff and proctor	x				

foster home parents are trained and supervised					
(d) Restrict contact with persons outside of the agency	x				
(e) Allow access as defined in 413-215-0091 & 0101	x				
(f) Impose a dress code	x				
(g) Apply the <i>reasonable and prudent parent</i> standard	x				
Disclosures 413-215-0391(2) Parent/guardian has acknowledged in writing:	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Mandatory child abuse reporting requirements	x				
(b) Information regarding personal or room searches and protocols for confiscation of contraband	x				
(c) Statement of Rights of Children and Parents/Guardians	x				
(d) Grievance policies and procedures	x				
(e) Any policies and procedures upon request	x				
Authorizations 413-215-0391(3)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Disclose information	x				
(b) Child specific visitors	x				
(c) Visitation resources are pre-approved	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				
Service Planning 413-215-0396(2)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) All documentation written in terms that are easily understood	x				
(b) Intake document is completed the date child accepted into care (emergency placement 48 hours)	x				

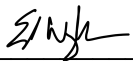
(c) Child is served according to an individual service plan that outlines goals for services and care coordination	x				
(d) Assessment is completed within 30 days and contains relevant historical info., current behavioral observations, identified need for services, and how agency will provide or coordinate services		x		I reviewed 3 youth files for CCAP. Two youth files were missing completed assessments and the other youth assessment was 13 days late. Other YPA programs had assessments completed and on time.	
(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				
(e)(C)&(D) Service plan is reviewed quarterly and revised when information indicates other services should be provided	x				
Case Management 413-215-0396(3)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Services are documented, progress toward achieving goals is tracked	x				
(b)-(d) discharge planning and instructions	x				
(e) Follow-up services identified (if applicable)	x				
(f) Incident Reports	x				
Financial Records 413-215-0396(4)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Records contain (if applicable) (a) date, amount, (b) source (c) purpose (d)&(e) signatures	x				
Personal Possessions Records 413-215-0396(5)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Individual written inventory of all personal possessions is maintained and updated as needed	x				
Records and Documentation 413-215-0071	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Stored safely	x				
(2) Permanent, legible, dated, and signed	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				
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Comments/Corrective Actions:

Additional Findings:

- 413-215-0077 (11) (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. (Note YPA does have a form regarding SB 710 that has been in use and given at intake. YPA could add the link to the quarterly reports and make sure this form is given to guardians two other times in a year. Reviewer recommends that the form is reviewed at youth's quarterly reviews.)

Licensing Coordinator's Signature:  Date: 1/18/2023

Manager Review:   Date: 1-17-2023