



Licensed Child Caring Agency Site Visit Report Residential Care

Licensee: A Village For One
Executive Director: Cassie Trahan
Board Chairperson: Robert Edwards

Date of site visit: 2.02.2023
Licensing Coordinator: Jorge Pelinski & Aubrey Kelly

Other Regulatory or Accrediting Agencies: Child Welfare

Program Compliance: The program was found to be compliant or will be compliant with OAR 419-400-0005 to 419-400-0310, Licensing Umbrella Rules, and OAR 419-470-0010 to 419-470-0180, Licensing Residential Care Agencies Rules. Personnel records were reviewed and compliance with required background checks was documented for employees in all programs.

Program Description(s): A Village for One – Anisa’s Place is a residential program serving clients who are identified as Commercially Sexually Exploited Children (CSEC). The program uses a phase system. The Therapeutic Housing Program will use a phase system for youth to follow as they progress through treatment. With each phase, there will be increased responsibility and opportunities. The following table provides a description of the 4 phases, referred to as the SELF phases, as well as the Orientation period and Pause protocol. The Orientation period is the first 2 or more weeks after intake in which the youth is settling into the program and demonstrating an understanding of the program dynamics and expectations with a focus on demonstrating safety. The Pause protocol will be implemented if a youth engages in unsafe behavior or consistently refuses to engage in programming. After a Pause, the youth resume at the current Phase they were in prior to the Pause. The program places a great emphasis on providing a nurturing, safe and trauma-informed milieu that allows for healing and growth.

Program type and services: A Village for One (Anisa’s Place) provides BRS residential Service, Individual mental health counseling, drug and alcohol counseling, group mental health counseling, family counseling, education services, social and community activities, access to medical, dental, and vision care, skills training, and job search/career development.

Capacity and Age Range: Females - 12-18; capacity of 7

Funding sources: ODHS, Corporate and Foundation Grants, Fee-for-Service (Medicaid Billing), General Donation.

Contracts and sources for referrals: Child welfare, ODHS, Juvenile Justice System

Average length of stay: 4 months

Average daily population served: 5 children

Number of children served annually: 15 children

Use of seclusion or restraint: Restraint – Mandt. System, Seclusion – n/a

Interviews: One client was interviewed. They have been at the program since August 2022. They like the program; but it's stressful when other clients are having tantrums and throwing chairs. Staff does move the other clients away when another client is escalating. Their favorite staff are Carolina, Kimberly, Melissa, and their therapist. They were previously at Rainbow Lodge and Taylor House. The food at the program is delicious, the Mexican food they make is a favorite. They get enough to eat, and water is always available. They are working on their goals. They have phone calls and in person visits with family.

Observations: The clients were observed to be relaxed and comfortable in the milieu. The house was clean, organized and well maintained. The program keeps goats, and they have been moved to the backside of the property to make room for planned new construction to expand program capacity.

Program Strengths: The program has strong community partnerships that allow youth to have high level of access to a diversity of experience, both in the house and in the community. The dedication of the agency's core administrative and clinical staff, allow them to overcome various hurdles and challenges. The agency has the ability to individualize their services and supports in meeting the needs of the clients in care. Another strength of the program is having the ability to safety plan with the youth that helps create a safe environment for clients. The program is in a rural setting and keeps goats on the property, which staff and residents enjoy.

Program Challenges: Program challenges include the need to hire a qualified Assistant Program Director and clinical staff. Another challenge is Law enforcement response – the length of time it takes for the response, and the fact that sometimes the program has been told by law enforcement to handle situations themselves. One final challenge the program has is keeping up with inflation and its impact on programmatic costs (e.g., grocery, gas) and personnel costs (e.g., staff salaries).

Changes that have occurred in the last 2 years: The program has switched from a House Parent to House Manager position. The program switched from 1:3 to 1:2 staff to youth ratio, to give more one-on-one attention to residents, which allows for more breaks for staff, which supports reducing staff burnout.

Lawsuits: None

Grievances and complaints filed in the last two years: None

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

Within 45 days of receipt of this report (insert name of agency) 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 (Licensing Coordinator and email address).

Recommendations: None

Exceptions: None

Changes in License: None

Summary of Review				
Program and Services 419-400-0020 (2)	Yes	No	N/A	Corrective Actions/Comments
Program and services are in scope of license	X			
Governance of the Agency 419-400-0040	Yes	No	N/A	Corrective Actions/Comments
(1)(a) Minimum of 5 board members	X			
(2)(f) Formally evaluate the exec. Director's performance annually	X			
(2)(g) Approves annual budget	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 419-400-0040	Yes	No	N/A	Corrective Actions/Comments
(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 419-400-0150	Yes	No	N/A	Corrective Actions/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	
(4) Agency has adequate plan in place to respond to suicidal behavior/warning signs	X			
Contractors (if applicable) 419-400-0120(6)	Yes	No	N/A	Corrective Actions/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	
Restraints and Involuntary Seclusion 419-400-0180	Yes	No	N/A	Corrective Actions/Comments
(11)(d) Each child caring agency that submits a report under this section shall make its quarterly report available to the public upon request at the Child Caring Agency's main office and on the child caring agency's website if applicable.	X			
Supplemental Information Provided by CCA	Yes	No	N/A	Corrective Actions/Comments
Documents as indicated on the form titled "Renewal Licensing Required Documents"		X		419-470-0080(1) See page 16 for corrective action
Documents as indicated on form titled "Required Financial Documents and Information"	X			
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
419-400-0090(3)(a) Foster Rights Posted (if children in DHS custody)	X			
419-400-0100(1) Sufficient safe space, equipment, and office equipment	X			
419-400-0230(12) License is posted in common area at each facility	X			
419-470-0020(2)(a) &(c) Buildings are smoke free, clean and in good repair		X		Environmental Health Inspection completed on 1.03.2023. Per Building inspector, "Kitchen floor peeling up." Corrective Action: Agency will ensure that floors in kitchen are repaired. Executive Director stated that Agency has scheduled a date with a company to come out and fix flooring in the kitchen.
419-470-0020 (2)(d) Rooms are free of harmful drafts, odors, and excessive noise	X			
419-470-0020 (2)(e) Rooms are adequate in size and arrangement	X			
419-470-0020 (2)(f) System provides a continuous supply of hot and cold water to taps located throughout the facility	X			
419-470-0020 (2)(h) Building is well ventilated and room temperature is within a normal comfort range	X			
419-470-0030 (1) All parts of the facility ensure the safety of children	X			
Room and Space Requirements 419-470-0030	Yes	No	N/A	Corrective Actions/Comments
(2) There is a separate living room or lounge area – 15 SF minimum per child	X			
(5) There is a separate dining room with capacity for ½ of children in care and 15 SF per child in care	X			
(7) Laundry is separate from living, kitchen, and dining areas	X			
(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. (Hazardous materials are properly labeled, in original container and locked)	X			

(9) Outdoor activity area is protected from vehicles and other hazards and of a size and availability appropriate to the age and needs of children in care		X		Environmental Health Inspection completed on 1.03.2023. Per Building inspector, areas used for recreation, "Tree care/trimming needed for safety." Agency has contacted arborist for an evaluation and the evaluation has been completed. Corrective Actions: Agency will ensure tree care/trimming is completed for safety and provide pictures of completed work to Licensing.
(11) Time-out rooms: Rooms used for time out or quiet time must have adequate space, heat, light and ventilation and must not be capable of locking.			X	
Room and Space Requirements Bedrooms 419-470-0030(3)	Yes	No	N/A	Corrective Actions/Comments
(a) Adequate furnishings and personal items	X			
(b) Separate from rooms used for dining, living, laundry, kitchen, and storage	X			
(c) Outside room with window allowing egress from building	X			
(d) Ceiling at least 90 inches	X			
(e) Minimum 60 SF per bed	X			
(f) No more than 25 if dorm style			X	
(g) Permanently wired fixtures	X			
(h) Window covering	X			
Room and Space Requirements Bathrooms 419-470-0030(4)	Yes	No	N/A	Corrective Actions/Comments
(a)(A)&(B) 1:8 ratio for toilets and sinks	X			
(a)(D) Hot and cold running water, soap, and approved hand drying options	X			
(a)(E) 1:10 ratio for shower or bathtub	X			
(a)(E) Individual privacy	X			
(a)(F) Window covering	X			
(a)(G) Permanently wired fixtures	X			
(a)(H) Adequate ventilation	X			
(b)&(c) Wooden racks on floors are prohibited and impervious shower mats are disinfected & dried daily			X	
Room and Space Requirements Kitchen 419-470-0030(6)	Yes	No	N/A	Corrective Actions/Comments
(a) Used exclusively for storage, food preparation, dishwashing, and activities related to eating	X			
(b) Walls, floors are easily cleanable	X			

(c) Equipment and utensils are easily cleanable, durable, nontoxic, and kept clean	X			
(e) Equipment is easy to clean beneath, between and behind	X			
Furnishings and Personal Items 419-470-0040	Yes	No	N/A	Corrective Actions/Comments
(1) There is a bed with frame, clean mattress and pillow and personal storage (dresser, closet)	X			
(2) Linens are in good repair. There is a waterproof mattress cover or mattress. Linens are appropriate and towels and washcloths are provided	X			
(3) Bedding is changed weekly or when soiled	X			
(4)&(5) Personal hygiene supplies and appropriate clothing are provided	X			
Food Services 419-470-0070	Yes	No	N/A	Corrective Actions/Comments
(1)(a) Meals are arranged daily, consistent with normal mealtimes that occur during the hours of operation	X			
(1)(b) Menus are prepared in advance in accordance with USDA guidelines, provide a variety of foods and are adjusted for seasonal changes.	X			
(1)(b) Menus are kept for at least 6 months	X			
(1)(c) Drinking water is freely available	X			
(2)(a) Food is stored, prepared & served in a sanitary manner	X			
(2)(c) & (d) Food products are obtained from commercial suppliers (exception of fruits & vegetables), unpasteurized juice is prohibited, and only Grade A pasteurized and fortified milk in appropriate container.	X			
Residential Care Safety 419-470-0080	Yes	No	N/A	Corrective Actions/Comments
(2)(a) Written emergency plan	X			
(2)(b) Telephone numbers for local police and fire are posted near all telephones	X			
(2)(c) Operative flashlights sufficient in number are readily available to staff	X			
(3)(a) Evacuation drill occurs monthly under varying conditions, is retained 2 years and contains:	X			

(A) identify of person conducting drill (B) date & time (C) notification method (D) staff participating (E) # of children & staff evacuated (F) special conditions simulated (G) problems encountered (H) time to complete				
Umbrella Safety 419-400-0200	Yes	No	N/A	Corrective Actions/Comments
(5)(b) Vehicle has insurance policy, is smoke free, safe operating condition, and has first aid kit and fire extinguisher 2-A:10-BC	X			
(1)(b)(A) Each vehicle used to transport a child in care must be: properly registered, covered by an insurance policy in full force and effect, maintained in safe operating condition, and smoke-free.	X			
(3) If a child-caring agency has a swimming pool on the premises that is accessible to children in care or if a child-caring agency plans to have children in care engage in swimming, the child-caring agency must have and adhere to policies and procedures that address, at a minimum, providing disclosures and obtaining consents, assessing swimming ability of children in care, and ensuring the safety of pool access.			X	
(4)(a) The school protects children from potentially harmful items and materials.			X	
(4)(b) Direct supervision of children who do not have the ability to adjust and control water temperature			X	
(4)(c) Light fixtures have protective covers unless designed to be used without one	X			
Medication 419-470-0100	Yes	No	N/A	Corrective Actions/Comments
(3)&(7)(e) Medications have a prescription and are stored in the original container with prescription label	X			
(4)&(5) Herbal supplements and remedies, medical treatments, special diets, physical therapy, physical aides or limitations have a written order signed by a physician or qualified medical professional.	X			

(7)(c) Medications are inaccessible to children	X			
(8) Medications are disposed in accordance with state and federal law	X			
(9) Written record of the disposal of medications is maintained and includes: (a) description and amount (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 and 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		In review of the medication administration records (MARS), there is not a notation for when medication is taken outside the facility. Corrective Action: The program will document on the MAR when medication is taken outside the facility.
Extracurricular, Enrichment, Cultural & Social Activities 419-470-0110	Yes	No	N/A	Corrective Actions/Comments
(2) Children have ongoing opportunities to participate in at least one age-appropriate or developmentally appropriate activity	X			
Minimum Staffing Requirements 419-470-0130	Yes	No	N/A	Corrective Actions/Comments
(1)&(2) Supervision is adequate for the type of program, location, age and type of children, ability of supervisor to respond, electronic back-up systems. Minimum ratios are maintained: Under 30 months of age: 1:4 30 months to > 6 years or non-ambulatory: 1:6 Ages 6 and older: 1:7 Overnight (staff awake) 1:10	X			
(4)(a) When one staff on duty, there is additional staff immediately available with max response time of 30 minutes	X			

(5) There is at least one on-site employee authorized to apply the reasonable and prudent parent standard	X			
Separation of Residents 419-470-0140	Yes	No	N/A	Corrective Actions/Comments
(1) Children are in separate bedrooms than adults, unless parent and child, or there is written approval from guardian/parent and licensing coordinator			X	
(2) There is adequate supervision of children if both males and females are served by the program			X	

Personnel Files 419-400-0120	Yes	No	N/A	Corrective Actions/Comments
Staff Name/Position	X			
(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			
(1)(a) & (3)(c) Background check completed and documented	X			
(3)(d) Annual performance evaluations	X			
(3)(f) Record of personnel actions	X			
(3)(g) Termination date, reason for termination			X	
(3)(h) Current job description (1)(c) Employee meets minimum qualifications stated in current job description	X			
New Employee Orientation – Umbrella Requirements (30 days)	Yes	No	N/A	Corrective Actions/Comments

419-400-0120(4)				
(a) Agency policies and procedures	X			
(b) Ethical and professional guidelines	X			
(c) Suicide prevention and intervention	X			
(d) Attributes of population served		X		In staff files reviewed, documentation of training in attributes of population served was not consistently found. Corrective Action: Agency will ensure that all required training is completed and documented in all personnel files.
(e) & (5)(a) to (c) Mandatory reporting that includes: (a) legal definition of child abuse in ORS 418.257 and 419B.005 (b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee	X			
(f) Privacy laws				
(g) Emergency procedures				
New Employee Orientation Residential (30 days) 419-470-0120	Yes	No	N/A	Corrective Actions/Comments
(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)				
Crisis Intervention Training Standards and Certification 419-400-0160(4) (as applicable)	Yes	No	N/A	Corrective Actions/Comments
(a) Complete a minimum of 12 hours of initial training in person from a certified instructor, including but not limited to a minimum of six hours of training focused on positive behavior support, nonviolent crisis intervention and other methods of nonphysical intervention to support children in care during a crisis		X		All files reviewed for Crisis Intervention had 10 hours of training, as opposed to the 12 hours of training needed. Corrective Action: Agency will ensure that all staff receive a minimum of 12 hours of Crisis Intervention Training during their orientation period and before performing any physical restraints.
(d) Receive a certificate that states: (A) The dates during which the certification is current (B) The type of restraint which the individual is certified to perform if applicable	X			

(C) The type of training the individual is certified to conduct if applicable (D) Any special endorsements earned by the individual (E) The level of training (F) The name of the certified instructor who conducted the training and administered the assessment of proficiency.				
(e) A certification issued: (A) Must be personal to the individual certified by the training provider (B) May be valid for no more than two years with recertification	X			
Ongoing Training	Yes	No	N/A	Corrective Actions/Comments
419-470-0070(2)(b) Employees who handle food served to children have a valid food handler's card	X			
419-400-0200 (1) Employees transporting children have: current driver's license, insurance, trained in emergency procedures and behavior management, and training for 15+ passenger vans if applicable)	X			
419-470-0120 (2)(a) Environmental emergencies	X			
419-470-0120 (2)(b) Universal Precautions	X			
419-470-0120 (2)(c) Discipline and Behavior Management	X			
419-470-0120 (3) Staff providing direct care must maintain current CPR/First Aid certification	X			
419-470-0120 (4) Designated staff authorized to apply reasonable and prudent parent standard are trained in application of the standard	X			
419-400-0120(5) Mandatory reporting (annually) that includes: (a) legal definition of child abuse in ORS 418.257 and 419B.005 (b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee	X			

419-400-0160(4)(b) Receive continuing education (as applicable on crisis intervention training) from a certified instructor on an annual basis	X			
Comments:				

Children's Records	Yes	No	N/A	Corrective Actions/Comments
Health Services				
419-470-0090				
(2) Medical history obtained within 30 days (significant findings, current immunizations, history of surgical procedures-health issues-injuries, allergies, dental, vision, hearing, behavioral health, and 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			
(4)(a) to (f) Medical exams (3 in first year of life, 2,4,6,9,14)			X	
Consents	Yes	No	N/A	Corrective Actions/Comments
419-470-0160(1)				
(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 are trained and supervised	X			

(d) Restrict contact with persons outside of the agency	X			
(e) Allow access as defined in 419-400-0230 & 0240		X		Files reviewed did not have the consent to allow access. Corrective Action: Agency will create a consent form to allow access as defined in 419-400-0239 & 0240.
(f) Impose a dress code	X			
(g) Apply the reasonable and prudent parent standard		X		Files reviewed, did not have the consent to apply the reasonable and prudent parent standard. Corrective Action: Agency will ensure that all youth files will have the required consent.
Disclosures 419-470-0160(2) Parent/guardian has acknowledged in writing:	Yes	No	N/A	Corrective Actions/Comments
(a) Information regarding personal or room searches and protocols for confiscation of contraband	X			
(b) Statement of Rights of Children and Parents/Guardians	X			
(c) Any policies and procedures upon request	X			
Authorizations 419-470-0160(3)	Yes	No	N/A	Corrective Actions/Comments
(a) Disclose or exchange information with others	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			
Information about Children in Care 419-400-0190(1) Summary sheet contains the following:	Yes	No	N/A	Corrective Actions/Comments
(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 in care's parents. (B) The child in care's legal guardian, if different than the parents, and a copy of	X			

the document that provides for his or her authority over the <i>child in care</i> . (C) Other persons significant to child (D) Other professionals to be involved in service planning (if applicable)				
Service Planning 419-470-0170(2)	Yes	No	N/A	Corrective Actions/Comments
(b) Intake document is completed the date child accepted into care (emergency placement 48 hours)		X		Client files did not consistently have an intake document. Corrective Action: Agency will ensure that all client files have a completed intake document.
(d) Assessment is completed within 30 days and contains relevant historical info., current behavioral observations, identified need for services, and how agency will provide services	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			
(e)(C)&(D) Service plan is reviewed quarterly and revised when information indicates other services should be provided	X			
Case Management 419-470-0170(3)	Yes	No	N/A	Corrective Actions/Comments
(a) Services are documented, progress toward achieving goals is tracked	X			
(b)-(d) discharge planning and instructions	X			
(f) Incident Reports	X			
Records Relating to Restraint & Involuntary Seclusion	Yes	No	N/A	Corrective Actions/Comments
419-400-0180 (12) Records		X		See pages 16-17 for corrective actions
419-400-0190(1) Information provided to children in care relating to Restraint & Involuntary Seclusion	X			
Financial Records 419-470-0170(4)	Yes	No	N/A	Corrective Actions/Comments
Records contain date, amount, source, purpose, signatures	X			
Personal Possessions Records 419-470-0170 (5)	Yes	No	N/A	Corrective Actions/Comments

Individual written inventory of all personal possessions is maintained and updated as needed	X			
Records and Documentation 419-400-0140	Yes	No	N/A	Corrective Actions/Comments
(1) Stored safely	X			
(2) Permanent, legible, dated, and signed	X			
(3)&(4) Uniform in organization, readily identifiable and accessible, current, and complete, containing all required info. No eraser tape or white out.	X			
(7) Permanent registry for each child includes: Name Gender Birth date Names, addresses of parents or guardians Dates of admission Placement upon discharge	X			
419-400-0180(13)(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. All files reviewed did not have documentation to verify that the above required information related to Quarterly Reports had been provided to parents/guardians. Corrective Action: Agency will ensure parents/guardians are informed of how to access the Quarterly Reports, that this information is provided upon admission and at least two times each year thereafter and that client files have documentation to verify this has occurred. 419-400-0180(12)(b) If a program places a child in care in a restraint or involuntary seclusion, the program shall provide the child in care's case manager, attorney, court appointed special advocate and parents or guardians with the following: (A) Verbal or electronic notice that the restraint or involuntary seclusion was used as soon as practicable following the incident but not later than the end of the next business day; and (B) Written notice in compliance with OAR 419-400-0180(10)(c) that the restraint or involuntary seclusion was used as soon as practicable following the incident but not later than the end of the next business day. All files reviewed did not include documentation indicating that the required notice described above had been provided to the attorney or the Court Appointed Special Advocate. Corrective Action: Agency will ensure that the attorney and the Court Appointed Special Advocate I receive the notices described above, and the provision of the required notice is documented on the associated incident report.				

419-400-0180(12)(d) If an incident requires notice under 419-400-0180(12)(b), not later than two business days following the date of the restraint or involuntary seclusion, the program shall hold a debriefing meeting with each individual who was involved in the incident and with any other appropriate program staff, shall take written notes of the debriefing meeting and shall provide copies of the written notes to the child in care's case manager, attorney, court appointed special advocate and parents or guardians.

All files reviewed did not contain written notes on the debriefing meeting and lacked documentation indicating debrief note had been provided to the identified parties.

Corrective Action: Agency will ensure that all files will have written notes on the required debriefing meeting described above and documentation to verify notes have been provided to the parties identified in the rule above.

419-470-0080

Residential Care Agencies: Safety

A residential care agency must meet all of the following requirements related to safety:

(1) Fire safety. Prior to licensure and every two years upon license renewal, the program must be assessed and approved by the State Fire Marshall or designee for the following fire safety areas:

The program has made several attempts to schedule their Fire Marshal Inspection. However, the inspection has not been completed at the time of the review.

Corrective Action: The agency will ensure that the Fire Marshal Inspection is completed and provide a copy of the inspection report to Licensing. In the meantime, the agency will provide copies of correspondence with Fire Inspection authorities related to scheduling the inspection.

Licensing Coordinator's Signature: Jorge Pelinski Date: 2.15.2023

Manager Review: [Signature] Gil Date: 2-15-2023