



Licensed Child Caring Agency Site Visit Report Residential Care

Licensee: Northwest Youth Discovery (NWYD)

Executive Director: Richard Streeter

Board Chairperson: Jennifer Weeks

Date of site visit: March 8-9, 2023

Licensing Coordinator: Todd Cooley

Other Regulatory or Accrediting Agencies: Oregon Youth Authority (OYA)

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 (per website): NWYD's residential treatment program for adolescent girls provides evidence-based approaches to target those psychological, emotional, and behavioral issues that may have impeded the youth from achieving their full potential.

Our high staff-to-youth ratio enables us to provide behavioral, emotional, social and psychological support while remediating risk factors. Northwest Youth Discovery's highly effective and comprehensive services seek to take on a wide range of treatment and experience gathering services and activities.

Those services include, but are not limited to:

- Case Management
- Treatment Planning
- Goal Development
- Aftercare Services
- Individual and Group Counseling
- Therapeutic Work Experience
- Crisis Support
- Therapeutic Recreation
- Educational Support
- Culinary Experience
- Cultural/Spiritual Involvement
- Milieu Therapy
- And Independent Living

Program type and services: Residential providing Behavioral Rehabilitation Services (Level 3/4)

Capacity and Age Range: 10 clients ages 12-20

Funding sources: OYA

Contracts and sources for referrals: OYA 9-bed contract

Average length of stay: 6-7 months

Average daily population served: 9

Number of children served annually: 20

Use of seclusion or restraint: No seclusion or restraint. Program utilizes Therapeutic Crisis Intervention as a behavior management model.

Interviews, Observations: The licensing site visit was conducted onsite alongside OYA over the course of March 8 and 9 as part of Northwest Youth Discovery's licensing renewal. The visit consisted of a facility walkthrough, staff and client file reviews, client interviews and an exit interview with leadership.

Two clients volunteered to be interviewed about life at NWYD. The first client had been at the program approximately nine months and has felt safe and comfortable during their stay. They stated the food is good and there are always plenty of snacks available. Client said they all have chores each day which can vary from meal prep, counters/floors, pre-/post-meal dishes or tidying up the living room. When asked about school, client stated they had already graduated (hadn't turned 18 yet!) and was waiting until discharging from the program to decide on when and where to do more schooling. Client said for recreation they take walks, go on hikes and sometimes go to the pool depending on the weather. They stated there are always at least three staff around and would not change a thing about the program.

The second client interviewed by licensing had been at the program for 3-4 months. They have prior experience in other programs and said NWYD is a good program and enjoyed that it is community based. Client spoke to the programs willingness to be understanding and provide second chances. They said a lot of clients in general experience the pressure of messing up and feeling like they will be immediately sent back to juvenile detention, but clients did not feel that same weight at NWYD. Client said they all recognized there were still consequences, but it would be handled in program and allow them to continue treatment. Client is currently attending community college and working towards an associate's degree in criminal justice where they hope to someday become an attorney and help others. Client expressed concern that the consequence plans were not tailored to the actions and were always the same whether a client got a piercing or smoked weed (the two examples provided by the client). The client felt these plans could be more effective if they were unique to the actions that brought about the need for the plan. The client stated staff were always available and were really good about just talking with the clients. Client also called out Tracy and Ely as having a really great "balance" between them and their styles.

The walkthrough of all program areas to include bedrooms, bathrooms, living room, dining room and kitchen showed all areas to be clean and in good repair. There were no observations or items of concern noted on the walkthrough. The program is located in a rural, residential setting and it provides a very home-like atmosphere to the clients.

Program Strengths (per program): Northwest employs multicultural staff that frequently exceed licensing and contractual requirements. For example: The executive director has two master's degrees in a related field and over thirty years of experience, the clinical director has a master's in social work and over ten years' experience, the director of operations has a master's degree and over ten years' experience, etc. Northwest also exceeds staffing ratios by an average of 2 FTE each week to ensure adequate support for clients and staff. Northwest utilizes two evidence based curricula with extreme efficacy in Therapeutic Crisis Intervention and Dialectical Behavior Therapy as well as having a relationship-based program, designed by the executive director. Northwest also engaged masters level interns from multiple universities across the country to help facilitate behavior rehabilitation services. Northwest has continued to improve the physical plant to better suit the needs of clients and staff.

Program Challenges (per program): Like all programs, Northwest has experienced significant challenges over the past three years. Finding, employing, and retaining quality staff continues to be one of the biggest barriers.

Changes that have occurred in the last 2 years (per program): Northwest continues to make facility improvements to better accommodate both staff and clients. Northwest finished a complete remodel of the detached garage to incorporate approximately 800 square feet of usable space to include two offices, a meeting/recreation space, and a full bathroom. A sand volleyball court and basketball hoop were also constructed for additional recreational activities.

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 Northwest Youth Discovery 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 Todd Cooley, todd.cooley@odhsoha.state.or.us

Exceptions: Financial Audit – Approved exception on file for not completing a required financial audit for programs over \$1 million in revenue.

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	Yes	No	N/A	Corrective Actions/Comments

419-400-0040				
(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		Approved exception on file waiving the financial audit requirement this review cycle.
(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			X	

(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				
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			
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	All residents are OYA affiliated. A rights poster is still present in the dining area.
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			
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			
(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: (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	X			
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 program 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			
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		New background checks were not conducted upon promotion or position changes. Corrective action: Create process to ensure new background checks are performed when staff change position or promote within the organization.
(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) 419-400-0120(4)	Yes	No	N/A	Corrective Actions/Comments
(a) Agency policies and procedures	X			
(b) Ethical and professional guidelines	X			
(c) Suicide prevention and intervention	X			
(d) Attributes of population served	X			
(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	X			
(g) Emergency procedures	X			
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)			X	
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	
(d) Receive a certificate that states: (A) The dates during which the certification is current			X	

(B) The type of restraint which the individual is certified to perform if applicable (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		2 of the 4 files reviewed had expired driver's licenses in their employee file. There was nothing to indicate these staff did not have a current and valid license. Corrective action: Ensure employee files are updated regularly to contain current information.
419-470-0120 (2)(a) Environmental emergencies		X		The ongoing training required by licensing was not being properly documented in employee files. None of the reviewed files had documentation for environmental emergencies. Corrective action: Create system to ensure all required ongoing training is provided to staff and documented in their files consistently.
419-470-0120 (2)(b) Universal Precautions		X		The ongoing training required by licensing was not being properly documented in employee files. None of the reviewed files had documentation for universal precautions. Corrective action: Create system to ensure all required ongoing training is provided to staff and documented in their files consistently.
419-470-0120 (2)(c) Discipline and Behavior Management		X		The ongoing training required by licensing was not being properly documented in employee files. None of the reviewed files had documentation for discipline and behavior management. Corrective action: Create system to ensure all required ongoing training is provided to staff and documented in their files consistently.

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		The ongoing training required by licensing was not being properly documented in employee files. None of the reviewed files had documentation for prudent parent standard. Corrective action: Create system to ensure all required ongoing training is provided to staff and documented in their files consistently.
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		The ongoing training required by licensing was not being properly documented in employee files. None of the reviewed files had documentation for mandatory reporter. Corrective action: Create system to ensure all required ongoing training is provided to staff and documented in their files consistently.
419-400-0160(4)(b) Receive continuing education (as applicable on crisis intervention training) from a certified instructor on an annual basis			X	
Comments: The program is providing staff with numerous ongoing training opportunities. Some of the required ongoing trainings are being conducted, but not consistently documented and/or filed in manner to be accounted for during a regulatory review.				

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		This education is being done at intake and on multiple other occasions during clients stay. It is not currently being documented in a manner that can be easily sorted from other day-to-day notes. Program has already identified a way to correct this by formalizing a process with the primary care provider with whom they have established a fantastic working relationship. Corrective action: Create and implement process for documenting age-appropriate instruction.

(4)(a) to (f) Medical exams (3 in first year of life, 2,4,6,9,14)			X	
Consents 419-470-0160(1)	Yes	No	N/A	Corrective Actions/Comments
(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			
(f) Impose a dress code	X			
(g) Apply the reasonable and prudent parent standard		X		The consents signed by parent/guardian did not include prudent parent standard. Corrective action: Add a statement to consents section of intake form regarding the program's ability to apply prudent parent standard.
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 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)	X			
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			
(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	
419-400-0180(13)(e) Each child caring agency shall provide notice regarding how to		X		The program is currently not providing this information in formal documentation, although all of their client's guardians are OYA JPPO's and are familiar on where to find the

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.				information. Discussed adding language to the intake packet and service plans in order to meet this requirement. Corrective action: Provide notice to parents/legal guardians on access to quarterly reports.
419-400-0190(1) Information provided to children in care relating to Restraint & Involuntary Seclusion		X		Clients are receiving the OYA handout which provides all of the relevant restraint information, but is missing the required contact info for licensing. Corrective action: Ensure documentation provided to clients contains all of the necessary information required by statute and rule.
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			
Comments:				

Licensing Coordinator's Signature: Todd Cooley

Date: 4-2-2023

Manager Review: HL Gil

Date: 3-29-2023