



Licensed Child Caring Agency Site Visit Report Day Treatment

Licensee: Trillium Family Services – Larkspur

Executive Director: Kim Scott

Date of site visit: March 17, 2023

Licensing Coordinator:

Aubrey Kelly

Other Regulatory or Accrediting Agencies: Oregon Health Authority

Program Compliance: The program is or will be compliant with OAR 419-400-0005 to 419-400-0310, Licensing Umbrella Rules, and OAR 419-430-0010 to 419-430-0110, Licensing Day Treatment Agencies. Personnel records were reviewed and compliance with required background checks was documented for employees in all programs.

Program Description(s): Larkspur is a day treatment program that is located in The Dalles. There are currently three children in the program and one starting on March 20th. The program current capacity is 4 students due to not being able to hire a therapist.

Interviews, Observations:

One client was interviewed. The client asked CCLP to complete a math problem prior to being interviewed. They have been at the program for one year. They like it here and never wants to leave. The food is good, they always get enough to eat. They feel safe here. Their therapist is Colin and they like him.

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

Within 45 days of receipt of this report Trillium Family Services – Larkspur must submit a letter of verification indicating the agency is in compliance with the specific rules cited above and describing how compliance will be maintained going forward. Along with the letter of verification, the agency must submit any and all specific documentation requested in the body of this report. The letter of verification and any additional requested documents can be emailed directly to Aubrey.J.Kelly@dhsosha.state.or.us.

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 – Board Responsibilities 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			
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			
Educational Services 419-430-0110	Yes	No	N/A	Corrective Actions/Comments

School is accredited	X			
Accrediting body _____	X			
(2) 1:15 ratio for qualified teacher/children	X			
(4) Secondary schools – verification provided that meets academic standards to obtain admission to higher education and receive high school diploma or GED			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			
419-430-0030(8)(e) Classrooms and school buildings adequate in size and arrangement for programs offered	X			
419-400-0230(12) License is posted in common area at each facility	X			
419-430-0030(2) Buildings are clean and in good repair	X			
419-430-0030(3) Rooms are free of harmful drafts, odors, and excessive noise	X			
419-430-0030(4) Rooms are adequate in size and arrangement	X			
419-430-0030(5) System provides a continuous supply of hot and cold water	X			
419-430-0030(7) Building is well ventilated and room temperature is within a normal comfort range	X			
Room and Space Requirements	Yes	No	N/A	Corrective Actions/Comments
419-430-0030				
(8)(b) Laundry is separate from food storage, kitchen, and dining rooms	X			
(8)(c) 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	X			
(8)(f) Time out rooms have adequate space, heat, light and ventilation and is not capable of locking	X			
(8)(g) Recreational 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			
Room and Space Requirements	Yes	No	N/A	Corrective Actions/Comments
Bathrooms				
419-430-0030(8)(a)				
(A) 1:15 ratio for toilets	X			
(B) 1:2 ratio for sinks to toilets. Hand-washing sink not used for food prep	X			
(C) Hot and cold running water, soap, and approved hand drying options	X			
(D) Individual privacy	X			
(E) Permanently wired fixtures	x			

(F) Window covering	X			
(G) Mirror, permanently affixed	X			
(H) Adequate ventilation	X			
Food Service Areas 419-430-0030(8)(d)	Yes	No	N/A	Corrective Actions/Comments
(A) Areas used for storage, food preparation, and dish washing are separate from child-caring areas	X			
(B) Walls, floors are easily cleanable	X			
(C) Equipment and utensils are easily cleanable, durable, nontoxic, and kept clean	X			
(D) Equipment is easy to clean beneath, between and behind	X			
Food Services 419-430-0060	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			
(b) Menus are prepared in advance in accordance with USDA guidelines, provide a variety of foods and are adjusted for seasonal changes.	X			
(b) Menus are maintained for at least 6 months	X			
(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			
(2)(e) Children are supervised when in the food-preparation area	x			
Day Treatment Safety 419-430-0070	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) identity 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		Evacuation drills were completed every month however not all required information was documented in November 2022, December 2022 and January 2023. In February 2023, the program began using a form that contains all the required information.
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 419-430-0090	Yes	No	N/A	Corrective Actions/Comments
(2)&(5)(e) Medications have a prescription and are stored in the original container with prescription label			X	
(5) Medications are kept in locked storage			X	
(6) Medications are disposed in accordance with state and federal law			X	
(7) Written record of the disposal of medications is maintained (description, name, reason, method, staff & witness signature)			x	
Staff Qualifications and Minimum Staffing Requirements 419-430-0020	Yes	No	N/A	Corrective Actions/Comments
(1) Teachers are licensed in accordance with Teachers Standards and Practices Commission	X			
(2) A qualified clinical supervisor directs the clinical program and supervises clinical staff	X			
(3) Mental health service delivery staff meet the qualifications in OAR 309-022-0125	X			
(4) Sufficient QMHP and other staff to meet the severity and acuity of children served. Does not exceed 1:12 QMHP Current Ratios _____	X			
413-215-0001(5)(f) Ensures safety and adequate supervision	X			
413-215-0001(5)(c) Engages in and applies appropriate behavior management techniques	x			

Personnel Files 419-400-0120	Yes	No	N/A	Corrective Actions/Comments
Name	X			
Position	X			
(3)(g) Date of Hire	X			
(3)(a) record of education, training, and previous employment	X			
(1)(b) & (3)(b) reference checks complete and documented	X			
(1)(a) & (3)(c) Background check was 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) 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 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			
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			

Children's Records	Yes	No	N/A	Corrective Actions/Comments
Name of Child	X			
Date of admission	X			
Medication 419-430-0090	Yes	No	N/A	Corrective Actions/Comments
(3) Medical treatments, special diets, physical therapy, physical aides, or limitations have a written order signed by a physician or qualified medical professional.	X			
(4) Self-administration is approved in writing by Physician, recommended by agency, and monitored by staff or guardian.	X			
(9) <i>If applicable</i> , there is documentation of the continuing evaluation of the ability of the child to self-administer medication	X			
(8) Medication record	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 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.	X			
419-400-0190(1) Information provided to children in care relating to Restraint & Involuntary Seclusion	X			
Records and Documentation 419-400-0140	Yes	No	N/A	Corrective Actions/Comments
(1) Stored safely and are available for inspection by Dept.	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			

Licensing Coordinator's Signature: _____ Date: _____

Manager Review:   Date: 4-23-2023