

Renewal Inspections and Plans of Correction

Helpful Tips for Navigating Inspections and Plans of Correction, effective Jan. 1, 2026

Step 1: Schedule renewal inspection

Your licensor will contact you to schedule* an inspection at a time that works best for you, the individuals you support and your foster home. They will explain what to expect during the inspection.

**Inspections are scheduled unless ODDS receives a complaint about your foster home.*

Step 2: Complete renewal inspection

Your licensor will inspect your foster home, including but not limited to:

- Reviewing your application materials
- Conducting a walkthrough of the home and property
- Reviewing employment records
- Reviewing individual service records
- Checking foster home records

Step 3: Exit interview and Pass/Fail determination

After the inspection, your licensor will hold an exit interview to recap their findings and let you know whether your foster home passed or failed the inspection.

Step 4: Inspection is passed

If your foster home passes, your license will be renewed. Within one month, you will receive an email with the inspection findings, and a Plan of Correction (POC) to complete. You must complete the POC (see Step 6). If you have an AFH, you will also receive a copy of your renewed license for posting.

Step 5: Inspection is failed

If your foster home fails, your license will not be renewed. Follow-up inspections will be conducted until your foster home passes. You will not receive a renewed license until you pass. Within one month, you will receive an email with the inspection findings and a POC to complete.

Step 6: Complete Plan of Correction (POC)

You have 30 days to complete your POC. If you need more time, request an extension at dd.licensingfoster@odhs.oregon.gov. Extensions are considered case by case.

A complete POC must include for each citation:

- How the issue was fixed (if not fixed during the inspection)
- Steps taken to address others affected
- Who fixed it
- Date it was fixed
- Systems or changes to prevent it in the future.

You must also submit evidence showing how the citation was addressed.

Step 7: Licensors reviews POC

The licensor will review your POC to ensure it addresses all required areas and includes supporting evidence. If accepted, no further action is needed. If not accepted, it will be returned to you (see Step 8).

Step 8: Update POC, if needed

If your POC is not accepted, you have seven days to provide the missing information. If you cannot submit a complete POC, you may face progressive administrative sanctions, such as civil penalties or conditions.

Step 9: Certificate issued

If you have a CFH, your renewed certificate will be sent to you upon completion of an accepted Plan of Correction.

You can get this document in other languages, large print, braille or a format you prefer free

of charge. Contact the Office of Developmental Disabilities Services at dd.licensingfoster@odhs.oregon.gov or 503-945-7800. We accept all relay calls.