

Nancy K. Keeling

Authorized Signature

Number: CW_PT_08_011
Issue Date: 08/18/08

Topic: Licensing of Private Child Caring Agencies

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input checked="" type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): _____ |

Policy/Rule Title:	II-C.1 Licensing Umbrella Rules II-C.1.1 Licensing Academic Boarding Schools II-C.1.2 Licensing Foster Care Agencies II-C.1.3 Licensing Adoption Agencies II-C.1.4 Licensing Residential Care II-C.1.5 Licensing Therapeutic Boarding Schools II-C.1.6 Licensing Homeless, Runaway and Transitional Living Shelters II-C.1.7 Licensing Day Treatment II-C.1.8 Licensing Outdoor Youth Programs		
Policy/Rule Number(s):	413-215-0001--0131 413-215-0201--0276 413-215-0301--0396 413-215-0401--0481 413-215-0501--0586 413-215-0601--0681 413-215-0701--0761 413-215-0801--0856 413-215-0901--1031	Release No:	

Effective Date:	8/15/08	Expiration:	
References:			
Web Address:	http://www.dhs.state.or.us/policy/childwelfare/drafts/drafts.htm		

Discussion/Interpretation: These new rules are reorganized, renumbered, and changed to reflect current practices in private child caring agencies. Many specific types of private child caring agencies provide services that have not been adequately addressed in the current rules.

Umbrella rules (413-215-0001-031) cover which agencies are required to obtain and comply with a license from the Department, license application requirements, license approval criteria, governance requirements and requirements about cultural, ethnic, and gender-specific services as well as other requirements and responsibilities of licensees. Also identified are required policies and procedures, including behavior management policies. This rule also identifies the licensing review process and addresses investigation of complaints, corrective actions, civil penalties, license denial, and license suspensions. All licensed private child caring agencies must comply with the Umbrella Rules

Academic Boarding School rules (413-215-0201–0276) set out requirements for educational services, physical plant requirements, environmental health and safety requirements, staff training and documentation requirements. These rules must be met in addition to the Umbrella rules for agencies that are Academic Boarding Schools.

Foster Care Agency rules (413-215-0301—0396) set out requirements for personal qualifications for approved provider parents, including orientation and training requirements, assessment and approval of certified provider homes, placement requirements in certified provider homes, record requirements, notifications required, respite care, medication administration, consents and disclosures, as well as managing complaints about provider parents. These rules must be met in addition to the Umbrella rules for agencies that are Foster Care Agencies.

Adoption Agency rules (413-215-0401—0481) set out requirements for both domestic and intercountry adoptions. Rules include requirements for adoption agency staff, training requirements, requirements for policies and procedures, services for birth and adoptive parents, adoptive family recruitment and screening, adoptive home requirements, placement and finalization, post placement supervision and reports. These rules must be met in addition to the Umbrella rules for agencies that are Adoption Agencies.

Residential Care rules (413-215-0501—0586) set out requirements for residential agencies, including physical plant, room and space requirements, environmental health and safety requirements, health services, minimum staffing, staff training and

qualifications, service delivery including assessments and service planning as well as required consents and authorizations. These rules must be met in addition to the Umbrella rules for agencies that provide Residential Care.

Therapeutic Boarding School rules (413-215-0601—0681) set out requirements for educational services, physical plant requirements, environmental health and safety requirements, service delivery requirements, minimum staffing requirements, staff training, documentation requirements including consents, authorizations, and disclosures. These rules must be met in addition to the Umbrella rules for agencies that are Therapeutic Boarding Schools.

Runaway, Homeless, and Transitional Living Shelter rules (413-215-0701—0761) set out requirements for staff, staff training, documentation requirements, health and safety requirements, and grouping of youth. These rules must be met in addition to the Umbrella rules for agencies who provide Runaway, Homeless, and Transitional Living Shelter.

Day Treatment rules (413-215-0801—0856) defines a “day treatment program” and sets out requirements, including staff qualifications, physical plant requirements, environmental health and safety requirements, specific policies and procedures and educational services required. These rules must be met in addition to the Umbrella rules for agencies that are Day Treatment programs.

Outdoor Youth Program rules (413-215-0901—1031) are changed to create consistency among all rules regarding private child caring agencies and addresses programs operating with base camps. Rules identify requirements for staffing, equipment, supplies, nutrition, safety, field activities, critical incidents, solo experiences, and behavioral management. These rules must be met in addition to the Umbrella rules for Outdoor Youth Programs.

Implementation/Transition Instructions: Contact Licensing Coordinators with questions or clarifications.

Training/Communication Plan: These rules apply to private agencies, who were actively involved in their development. Nine work groups met to develop and refine these rules. Rules were also reviewed by other stakeholders, provider groups and Policy council. Licensing Coordinators will provide training and consultation.

Local/Branch Action Required: Provided for review and comment. Comments should be in writing by October 1, 2008, and directed to Annette Tesch, Administrative Rule Coordinator.

Central Office Action Required: Review and comment. Comments should be in writing by October 1, 2008 and directed to Annette Tesch, Administrative Rule Coordinator.

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

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