Oregon Youth Authority
Foster Parent Handbook
Introduction:

Welcome to OYA!! This handbook was developed as a pre-service training tool and reference for OYA Foster Parents and Respite Providers. Certain pages are specific to your local community. To keep the information current, updated replacement pages, forms and/or resources will be distributed to you by your foster home Certifier as needed.

Being a Foster Parent involves working with various juvenile professionals, including Juvenile Parole and Probation Officers and Assistants (JPPO/JPPA’s), Foster Care Certifiers, other Foster Parents, agencies, therapists, schools, families, and youth. Your input is valued and welcomed, and an important part of developing youth case plans. Regular communication with your foster home Certifier and the Parole and Probation Officers is an imperative part of the foster parenting and youth reformation process.

“I’ve been pleased with the direction foster parenting has taken over the past few years in getting foster parents more involved in treatment. It makes me feel like I am able to impact lives in a more effective way and it is very rewarding when changes are made. It takes a full team effort from all agencies involved to help bring about these changes and I enjoy being a part of the ‘team’”.

~ Donna Brubaker, OYA Foster Parent

“On being a foster parent: “It’s not that I don’t have anything else to do. It’s the fact that I don’t have anything more IMPORTANT to do”

~ Author Unknown

Thank you for being a Foster Parent!
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LOCAL OYA OFFICE CONTACT INFORMATION

Certifier Name: ____________________________________________
Phone: __________________________________________________
Fax: ______________________________________________________
Email: ____________________________________________________

Local OYA Office: _________________________________________
____________________________________________________________________
____________________________________________________________________

COMMUNITY RESOURCES

Poison Control Center.......................................................... 1-800-222-1222
County Health Department..................................................... _____________
County Mental Health......................................................... _____________
Oregon Health Plan.............................................................. 1-800-273-0557
Parent Help Hotline.............................................................. 1-800-499-3889
OFPA Foster Parent Helpline............................................... 1-888-544-3402

Oregon Foster Parent Association
707 13th Street, Suite 275
Salem, OR  97301
(888) 544-3402
Website:  www.ofpa.com
### My Important Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone/Fax Numbers</th>
<th>E-mail &amp; Physical Address</th>
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OYA Emergency Notification Protocols - Providers

When is emergency notification required?
Upon the occurrence of incidents that are of a nature serious enough to have safety, programmatic, possible media interest/attention or contractual impact.

Examples of Emergency include but are not limited to:
- Allegations of abuse or neglect involving a program staff or youth in Contractor’s care
- Emergency medical services.
- Motor vehicle accident involving OYA youth.
- Disturbances or evacuation of OYA youth (riot, bomb threat, police responds to a situation involving youth offenders in Contractor’s care etc.)
- OYA youth in custody of local law enforcement with a new law violation or significant violation of parole/probation agreement.
- Reporting of OYA youth who have absconded from placement / Runs.
- OYA youth injury requiring emergency medical attention.
- Significant suicidal behavior.
- Death of OYA youth.
- Law enforcement request to interrogate youth (Licensing notification not required).

What is the notification process during business hours, Monday-Friday 8:00am-5:00pm?
1) Immediately notify JPPO verbally, if you are unable to reach to JPPO contact the JPPO supervisor.
2) Immediately report incidents either verbally or electronically to the OYA Foster Care Certifier.
   a. For verbal notification please call your Certifier, if the liaison does not answer, leave a message. If you need to call the Foster Care Unit support staff directly phone number is 503-373-7595.
   b. For electronic communication, please email your Foster Care Certifier. Please write “Emergency Notification” in your subject line.
3) Fax or email written Incident Reports within 24 hours of the incident to the JPPO and Certifier. Please write “Emergency Notification” on the fax cover sheet or email subject line.

What is the notification process after hours – evenings, weekends, and holidays?
1) Call MacLaren at 503-980-6891 and notify them of the incident and ask them to notify the On-Call Field Supervisor. If you need the On-call Field Supervisor to call you back, ask MacLaren to have the On-call Field Supervisor call you. If you do not need to talk with the On-call Field Supervisor they will only call you if they need additional information from you.
2) Leave a voicemail or email your Foster Care Certifier, Write “Emergency Notification” in the email subject line.
3) Email or leave voicemail for JPPO regarding incident.
4) Fax or email written Incident Reports within 24 hours of the incident to the JPPO and Certifier. Please write “Emergency Notification” on the fax cover sheet or email subject line.
If a youth runs from the foster home after hours what do I need to do?

Follow the after-hours notification process. When you call MacLaren let them know the youth ran and ask them to notify the OD Field Supervisor. If the OD Field Supervisor needs, or wants, more information, they will call to speak with the foster parent. It is helpful to have the following information available when you call:

- Youth’s name and age
- County of original jurisdiction/commitment
- Youth’s current location or where they ran from
- OYA Parole/Probation Officer’s name
- Brief description of situation and time they ran
- Program name and phone number

Parole Youth:
When Parole youth run from the home - MacLaren will file an “APB” and/or will contact the OD Field Supervisor.

Probation Youth:
In addition to calling MacLaren you will also Contact local law enforcement to file the runaway report, and send an email to both the JPPO and PO’s supervisor (this is just in case one of them is unavailable). The PO will then request a warrant from the Court.

If the youth has suicidal behavior/ideation after hours what should I do?

If a youth is exhibiting suicidal behaviors/ideation that cannot be managed in the foster home, take the youth to the local hospital, follow the after-hours notification process when the youth is taken to the hospital.

If hospital declines admitting the youth for a mental health hold, and you do not believe you can keep the youth safe:

1. Tell the hospital social worker:
   “I cannot keep this youth safe.” AND
   “OYA is the legal guardian (not me) and they hold the authority for decision making (not me).”
2. Call MacLaren YCF (MYCF) 503-980-6891.
3. Notify MacLaren staff to have the OD Field Supervisor return your call immediately. If you do not hear anything within the hour, call MacLaren back.
4. Once you get the call from the OD, notify them that you have a youth who is at the hospital for a mental health crisis, and the hospital is unwilling to admit the youth. Please have the phone number and contact name from the hospital available for the OD.
5. Leave a voicemail or email your Foster Care Certifier, Write “Emergency Notification” in the email subject line.

If the hospital declines admitting the youth and you believe you can provide the support the youth needs, return the youth to your home. Notify MacLaren that the youth has returned to the home and ask that they notify the OD Field Supervisor. If you need support from the OD Field Supervisor ask MacLaren to have the OD Field Supervisor call you.
### STATEWIDE & NATIONAL RESOURCES

<table>
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<th>Resource</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Child Abuse Hotline</td>
<td>1-800-422-4453</td>
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<tr>
<td>Crisis Hotline for Youth</td>
<td>1-800-448-4663</td>
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<tr>
<td>Crisis Hotline for Youth &amp; Families</td>
<td>1-800-999-9999</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>1-800-799-7233</td>
</tr>
<tr>
<td>Girls &amp; Boys Town Crisis National Hotline</td>
<td>1-800-448-3000</td>
</tr>
<tr>
<td>Oregon State Police</td>
<td>1-800-555-2934</td>
</tr>
<tr>
<td>OYA Hotline</td>
<td>1-800-315-5440</td>
</tr>
<tr>
<td>OYA Professional Standards Office (PSO)</td>
<td>1-503-378-5313</td>
</tr>
<tr>
<td>Rape, Abuse &amp; Incest National Hotline</td>
<td>1-800-656-4673</td>
</tr>
<tr>
<td>Sexual Harassment Helpline</td>
<td>1-800-788-4227</td>
</tr>
<tr>
<td>Suicide Prevention Hotline</td>
<td>1-800-422-7558</td>
</tr>
<tr>
<td>Teen Crisis Hotline</td>
<td>1-800-660-0934</td>
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<tr>
<td>Tobacco Quit Line</td>
<td>1-800-270-7867</td>
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### PREGNANCY & SEXUAL HEALTH RESOURCES

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<tr>
<td>AIDS &amp; STD’s Information Helpline</td>
<td>1-800-777-2437</td>
</tr>
<tr>
<td>Emergency Contraception Hotline</td>
<td>1-888-668-2528</td>
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<tr>
<td>Family Planning Project</td>
<td>1-800-723-3638</td>
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<tr>
<td>Planned Parenthood</td>
<td>1-800-230-7526</td>
</tr>
<tr>
<td>National Campaign to Prevent Teen Pregnancy</td>
<td><a href="http://www.teenpregnancy.org">www.teenpregnancy.org</a></td>
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### DRUG & ALCOHOL RESOURCES:

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<th>Resource</th>
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<tbody>
<tr>
<td>Alcohol Helpline</td>
<td>1-800-621-1646</td>
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<tr>
<td>Drug and Alcohol Help</td>
<td>1-800-822-6772</td>
</tr>
<tr>
<td>Drug Helpline</td>
<td>1-800-923-4357</td>
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<tr>
<td>Al-Anon / Alateen</td>
<td>1-800-344-2666</td>
</tr>
<tr>
<td>Narcotic Anonymous</td>
<td>1-800-766-2437</td>
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### OTHER RESOURCES:

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<thead>
<tr>
<th>Resource</th>
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<tr>
<td>Boys and Girls Aid Society of Oregon</td>
<td>1-800-342-6688</td>
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<tr>
<td>Gay and Lesbian Youth Resource</td>
<td>1-800-850-8078</td>
</tr>
<tr>
<td>Job Corp</td>
<td><a href="http://www.jobcorps.org">www.jobcorps.org</a></td>
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<tr>
<td>Northwest Youth Corps</td>
<td><a href="http://www.nwyouthcorps.org">www.nwyouthcorps.org</a></td>
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<tr>
<td>Oregon Department of Education</td>
<td><a href="http://www.ode.state.or.us">www.ode.state.or.us</a></td>
</tr>
<tr>
<td>Oregon SafeNet Information and Referral Hotline</td>
<td>1-800-723-3638</td>
</tr>
<tr>
<td>School to Work</td>
<td><a href="http://www.oregonjobs.org/stw/">www.oregonjobs.org/stw/</a></td>
</tr>
<tr>
<td>Youth Information Helpline</td>
<td>1-877-553-8336</td>
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211

Foster parents and youth can access resources 24 hours a day, seven days a week by dialing the information helpline (Dial 211) or accessing the website on your computer at www.211.org. 211 connects people from all communities and all ages to the essential health and human services they need. A toll-free call will connect you to a community resource specialist in your area who can put you in touch with local organizations that provide critical services that can improve—and save—lives.

By utilizing 211 you will find information to include but not limited to;

Supplemental food and nutrition programs
Shelter and housing options and utilities assistance
Emergency information and disaster relief
Employment and education opportunities
Services for veterans
Health care, vaccination and health epidemic information
Addiction prevention and rehabilitation programs
Reentry help for ex-offenders
Support groups for individuals with mental illnesses or special needs
A safe, confidential path out of physical and/or emotional domestic abuse

Whether in times of natural disaster or personal crisis, 211 is committed to being the first, most essential resource to anyone who needs help
LOCAL RECREATION

**This page should be started by the Certifier, then include additional space for foster parents to add their own references**

YMCA / YWCA: 

Boys & Girls Club: 

Community Pools: 

Parks: 

Campgrounds: 

Community Festivals: 

City Web Sites:
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SECTION II: SUPPORT

TAKING CARE OF YOUR OWN FAMILY

The most enduring Foster Parents take care of themselves as well as others in their family. You are role models for the foster children in your home, and they need to learn to care for themselves too.

Important factors that contribute to a healthy family:
Commitment, planning, communication, nurturing, prevention and enjoyment
Take time for yourselves whenever possible, whether it be a night out or keeping the foster youth busy in home.

Comments and suggestions from other foster families:
Identify an experienced person you can call for advice and support
Ask for help early. Don’t wait until issues escalate into crises. Often a staffing or team decision meeting can help identify supports to maintain a placement and meet your family’s needs
Having a consistent respite provider that the youth know is usually easiest for you and the foster youth

Remember your own family’s needs:
Invite other family members to share their perspective on growing up with a foster youth
Balance family time with private time and one-on-one time with your own children and / or family
If you have children still in the home, remember that they are still children. They will not always be perfect role models and will not always be happy about sharing their family and the family’s things

Adult biological children of Foster Parents provide comments about their experience:
“I felt displaced in my own home, as suddenly I had to share (my things) and had no privacy.”
“I learned to appreciate diversity…and expanded my experience and tolerance.”
“I really enjoyed having other kids around.”
“It helped me to better appreciate my family.”
“I learned the importance of compassion in working with people.”
“It changed my goal of wanting to become a scientist to actually becoming a social worker.”

…and shared valuable suggestions for foster parents:
“You need to supervise foster children, as they can hurt us – physically and emotionally.”
“Don’t take foster kids if your own kids are 10-15 years old and in the throes of identity issues.”
“Listen to us too, and respect our feelings, even if you disagree.”
“Don’t do it unless you have a strong marriage.”

Establish personal boundaries, as these youth are not your own.

Comments from Dr. Rick Delaney, national expert on working with foster children:
“Physically exhausted and emotionally drained parents cannot provide the kind of parenting they are truly capable of …”
“The message is clear: Foster Parents need to care for themselves and their birth children first…”
“Successful helping of foster children demands healthy helpers and healthy families. Foster Parents, thus, must protect themselves, replenish their energies, and pay attention to the human needs of
themselves and their nuclear family. If they do not, ultimately they will be too taxed to effectively raise challenging foster children.”

**FOSTER PARENT FORUMS & SUPPORT MEETINGS**

Foster Parent forums are generally held on a quarterly basis by the Community Resource Foster Care Unit and are open to all certified OYA foster parents throughout the state. Depending on the location of the forum, some foster parents choose to attend the two hour meeting in person while others attend via video or phone conference. The intent of the forum is to provide an opportunity for Foster Parents to receive important foster care updates/information, training, support, recognition and most importantly an opportunity to network with other Foster Parents throughout the state.

Some OYA certifiers also organize other local support and training meetings for their Foster Parents in their area. Your certifier will keep you updated on upcoming dates and events. While it may not be possible to attend regularly, it is valuable that you attend when you can. The most important things these meetings offer is a chance for Foster Parents to get together and share their experiences.

**MENTORING**

Peer support is critical to help you deal with issues that are unique to foster parenting. Formal and informal mentors help new Foster Parents with their transition into foster care by providing relevant, timely information; shared experience; a valuable perspective; and sense of humor that only Foster Parents can appreciate. Talk to your local Certifier for a list of Foster Parent mentors that are available in your area.

**RESPITE CARE**

Respite care is another way to limit stress and avoid burnout. Respite care is a temporary arrangement between a foster parent and an OYA-certified respite provider to allow the foster parent(s) time away from the youth placed in their home. A respite care provider must be an individual at least 21 years of age and certified by OYA. That person can be a member of the household, another Foster Parent or someone who only provides short-term supervision in place of a Foster Parent.

The Foster Parent(s) must notify the youth’s JPPO and Certifier prior to sending a youth to another OYA-certified foster home for respite or using respite in one’s own home. It is recommended Foster Parent(s) use the Respite Care Checklist to ensure the respite provider has all the necessary information and paperwork in advance. Any payment arrangement is made directly between the foster parent and the respite provider. **Please refer to the form section in the back of this handbook for a copy of the Respite Care Checklist.**
FINANCIAL SUPPORT FOR FOSTER PARENTS

Foster parents are responsible for providing all of the youth’s daily living needs, including food, shelter, clothing, transportation and other normal expenses. There are several financial resources that you should know about to help you meet these needs.

FOSTER CARE REIMBURSEMENT

The foster care payment is provided to you for the care of the youth. OYA issues checks on a monthly basis via U.S Postal Mail or Direct Deposit. OYA foster care payments are not taxable as the payments are considered reimbursement for the youth’s care. Speak with your personal tax consultant about specific questions.

OYA JJIS PAYMENT PROCESS FOR FOSTER PARENTS

1. By the fifth day of the month, OYA Parole and Probation ensures JJIS contains accurate information about youth placed in the foster home. Foster parent(s) should ensure OYA field offices have information about youth services that will affect payment before this date.
2. On the next workday following the fifth day of the month, OYA mails to foster parent(s) an “estimated” invoice listing the OYA youth served for the previous month.
3. Foster parent(s) review the estimated invoice to ensure the information is accurate. If there are discrepancies, the foster parent(s) contacts the OYA employee identified on the estimated invoice as primary worker to resolve the issue. The local field office corrects information in JJIS, and the foster parent(s) makes corrections on the estimated invoice. Please make corrections as clearly as possible to help avoid misunderstandings.
4. Important Reminder: Try to resolve discrepancies prior to returning the estimated invoice. Discrepancies resolved after sending the estimated invoice to OYA Accounting will not be paid until the next monthly payment following resolution.
5. Providers sign invoices and return them (by mail or fax) to OYA Accounting Services. Invoices received by 3 p.m. will be processed the same day.
6. Accounting Services compares invoices to JJIS and issues payment for every invoice line item in agreement with JJIS. Invoice line items not in agreement with JJIS will be paid with the next monthly payment after they are resolved. Contact the youth’s primary worker to resolve discrepancies.
**INVOICE FAQS**

My invoice is missing a youth’s name. What should I do?  
Call your Certifier or the Office Specialist in the OYA Field Office for that youth and let them know. Also, write the youth’s name, dates of service and amount you believe you should receive directly on the invoice. The OYA office staff are the only ones who can make any changes to services. Make sure you resolve any discrepancies with the Parole/Probation Office PRIOR to sending in your invoice to Accounting.

The dates for a particular youth are wrong. What should I do?  
Call the OYA office for that youth and let them know. Also, make the change directly on the invoice and resolve the discrepancy with the Parole/Probation office PRIOR to sending in the invoice.

There is a youth on my invoice that wasn’t in my/our care for the listed dates. What should I do?  
Call the OYA office for that youth and let them know. Also, cross off that youth or change the dates on the invoice to the dates you believe they should be. Resolve the discrepancy with the Parole/Probation office PRIOR to sending in the invoice.

*************************************************************************
Confirm with the Office Specialist in the OYA Office that the correction has been made in JJIS before you send your invoice to OYA Accounting to ensure payment in the current month.
*************************************************************************
Any discrepancies resolved AFTER sending in the invoice, will be paid the following month.
**************************************************************************

The Purchase of Service Invoice is your bill to OYA. It should show all services in which you expect payment. If anything is missing or incorrect, please make the correction. Please refer to the form section in the back of this handbook for an example of a service invoice.

**CLOTHING ALLOWANCE:**

OYA can provide a one-time clothing authorization payment. This typically occurs in the initial weeks after a youth is placed in your home and is dependent on need. In order for a youth to receive this funding, the clothing inventory log must be completed and returned to the JPPO as soon as possible for processing.

**INDIVIDUALIZED SERVICES FUNDING:**

In some cases funding can be provided outside of the reimbursement rate, if additional funding for services meets the following description please contact your certifier. OYA provides opportunities for youth reformation, including when youth are in the community. Specific state funds are allocated to provide community intervention services for youth. “Individualized Services” is a funding source designed for individual youth case planning. Generally, funds are managed by local committees that make decisions about youth eligibility and approve Individualized Services in support of a youth’s case plan. Appropriate use of Individualized Services must be case-plan driven which cannot be funded through any other source (public or private) in any other way that medical, social living skills,
education, mental health, alcohol and drug treatment, offense-specific, vocational, family and transition.

**PLEASE DISCUSS QUESTIONS OR CONCERNS WITH YOUR FOSTER CARE CERTIFIER PERTAINING TO FINANCIAL NEEDS ASSOCIATED WITH THE CARE OF THE YOUTH IN YOUR HOME.**

**LIABILITY COVERAGE**

Refer to the following Foster Parent Liability Letter (YA 5014 Rev 12/06), Department of Administrative Services Risk Key Foster Parents: Preparing for a Loss, and OYA Foster Parents Notice of Claim (YA 5015).

Dear Foster Parent,

The following is information you should know as a certified Foster Parent regarding liability coverage through the state's liability fund for the willful and malicious acts of foster children placed in your home. Liability coverage is provided under the following four specified conditions:

- The youth is residing in a foster home certified by the Oregon Youth Authority under provisions of Oregon Law, Chapter 422, 1995, even though the youth may be temporary absent from such home, but is not residing elsewhere with approval of the department;
- The damages were in fact done wholly or partly by such youth acting singly or in concert with other persons and were done by such youth intentionally or willfully and maliciously, or Youth who damage property of foster parents up to a maximum of $5,000 an occurrence, but not more than the true market value of the property damages. Examples of such damage include any accidental damage attributable to a foster youth or theft that can be proven attributable to a youth placed in the foster home; and
- The damages are not attributable to any adult in a manner or to a degree that would, in the opinion of the Department of Justice or a court of competent jurisdiction, reasonably relieve the youth of blame.

The following are not covered and therefore cannot be reimbursed:

- Normal wear and tear on furniture and other household property of foster parents.
- Bodily injury and property damage claims arising out of the operation of a motor vehicle by a foster youth.

Note: Please be sure not to leave car keys in automobiles, as this is a temptation to any youth in using an automobile without permission of the owner.

How to file a claim with this agency:

In order to ensure the processing of your claim, the following procedures are to be followed:

All claims must be filed within 90 days from the date of occurrence on our OYA Foster Parent Notice of Claim form (YA 5015) and sent to the Department of Administrative Services, Risk Management Division, Claims Section, 1225 Ferry Street SE, U150, Salem, OR 97301-4287. If possible, all claim forms should be accompanied by photos, bills, estimates, receipts, canceled checks, or proof of purchase.
All damaged property should be described in detail (if necessary on a separate page), to include such information at age, type of material or construction, where purchased, etc. Photographs of the item(s) would be most beneficial.
If you have any questions regarding the claims procedure or what losses will be covered, please call the Department of Administrative Services, Risk Management Division, Claims Section at (503) 373-RISK.

**OYA FOSTER PARENT SATISFACTION SURVEY**

The OYA foster care unit continually strives to improve the quality of service and support to our OYA foster parents. In order to know how we are doing, we have created a 6 month survey for Foster Parents to help us evaluate our performance. Information captured on these surveys will only be reviewed by the OYA Foster Care Manager and will be used to address areas where the foster care unit can be more effective and improve performance measures. **Please refer to the form section in the back of this handbook for a copy of the OYA Foster Parent Satisfaction Survey.**
SECTION II
SUPPORT

COMPETENCY WORKSHEET

1. How can having an OYA youth in your home affect the family dynamic?
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

2. Please identify your support system.
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

3. □ True □ False A Respite Care Provider can be 19 years old if he/she is a member of your household.

4. □ True □ False Foster parents must notify the youth’s JPPO and Certifier prior to sending a youth to another OYA certified foster home for respite or using respite in one’s own home.

5. □ True □ False Payment arrangements for respite care are made directly between the foster parent and the respite provider.

6. Who should you contact if you notice a discrepancy on your monthly invoice?
   a) Agency Director
   b) Field Supervisor
   c) Central office
   d) Primary worker identified on the invoice

7. □ True □ False Foster parents are responsible for providing all of the youth’s daily living needs, including food, shelter, clothing, transportation and other normal expenses.
8. □ True □ False The youth’s Parole/Probation Officer is responsible for providing funds (clothing allowance) for everyday clothing expenses.

9. In the event a youth deliberately causes damage to your home how many days do you have to file a claim with Risk Management?
   a) 30
   b) 90
   c) 45
   d) There is no time limit

Foster Parent Name: _________________________ Date: ___________
Foster Parent Name: _________________________ Date: ___________
Certifier Signature: _________________________ Date: ___________
SECTION III
WORKING WITH OYA

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<td>Allegations</td>
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<td>Minimizing the risks</td>
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SECTION III: WORKING WITH OYA

ROLES AND RESPONSIBILITIES

Being a Foster Parent involves working with various juvenile professionals, including Juvenile Parole and Probation Officers and Assistants (JPPO/JPPA’s), Foster Care Certifiers, other Foster Parents, agencies, therapists and schools. Regular communication with your foster home Certifier and the Parole and Probation Officers is an imperative part of the foster parenting and youth reformation process.

For the success of the OYA foster youth and foster parents it is important to understand roles and responsibilities. See below and also refer to the forms section at the end of this handbook for the Youth Offender Foster Home Agreement.

FOSTER PARENT:

- Provides an emotionally and physically safe home.
- Takes care of the youth’s basic needs (food, clothing, hygiene items, etc.)
- Transports youth to appointments and assists in facilitating contact with family or aftercare resources.
- Works with OYA staff, including Certifiers, JPPOs, and Field Services Supervisors
- Finds health and mental health services for the youth according to the case plan, makes appointments for the youth, and when necessary, participates in these services.
- Keeps the JPPO informed regarding youth progress, problems, and needs. Foster Parent will complete a monthly progress report on each youth in the home to be turned in to the Certifier.
- Keeps the Certifier informed of any problems or concerns in the home as well as placement openings.
- Mandatory reporter of child abuse.
- Keeps confidential records regarding youth’s medical and education progress while in the home.
- Works with school staff to address educational needs, or any community safety concerns
- Provides opportunities for recreation and family activities
- Provides youth a weekly allowance
- Prepares youth to transition; whether it be teaching independent living skills, or assisting the JPPO in planning for services at the next placement
- Attends Multidisciplinary Team (MDT) meetings as arranged by the youth’s JPPO

CERTIFIER:

- Provides training along with other opportunities for training resources.
- Monitors the foster home environment, and offers recommendations and support for continuing improvement of the OYA foster care system
- Provides support and oversight to Foster parents on a frequent basis.
Attends youth intake placements and MDT’s as arranged by the youth’s JPPO
Assists in referring and screening of potential foster placements
Reviews and recertifies foster homes before the annual recertification expires
Provides recruitment and retention support
Conducts youth safety surveys in the foster home twice a year

FOSTER CARE MANAGER:

- Assists in resolving problems
- Guide the direction of the OYA foster care system

FOSTER PARENTS AS ROLE MODELS
Youth often mimic the behaviors they see adults demonstrate. Make sure you are behaving the way you want the youth to behave as an adult.

- Obey traffic laws: Don’t speed, run red lights, or fail to come to a complete stop at stop signs.
- Keep a clean and organized home: If the youth is expected to keep his/her room clean, make sure the rest of the house is kept clean, too. A clean comfortable, well organized home can reinforce what you expect from the youth.
- Tell the truth: This applies to “white lies” too. When you say, “Tell them I’m not here” when a phone call is for you, it tells a youth it is okay to lie in certain situations.
- Do the right thing: When confronted with a situation, do the right things so the youth in your care will be more likely to do the right thing. For example, if a cashier gives you too much change at the grocery store, give it back. Do not ask for the senior discount if you aren’t entitled to it.
- Do not have youth in your home work for your business: Your relationship with the youth should be as a Foster Parent, no as an employer. There have been Foster Parents who have had youth work
“under the table” for their business. This is illegal. Doing extra chores around the house for additional money is permitted.

Do not borrow money from youth: At any time, for any reason.
Do not sell any items directly to youth: At any time, for any reason.
Watch your language: Avoid using vulgar or other inappropriate language.
Be Respectful: Foster parents are expected to be respectful of others (not just the youth in the home) regarding race/ethnicity, sexual orientation, etc.
No Horseplay: Foster Parents should role model appropriate behavior by not being violent or aggressive—“horse play” or “just kidding” kinds of punches are not acceptable.
Don’t use alcohol, cigarettes or marijuana, especially while in the youth’s presence: These can trigger damaging memories or create youth cravings. Youth must not be exposed to second hand smoke from any source or form.
Demonstrate positive community behavior: “volunteer” in some way to “give to the community” – maybe picking up cans/ debris in a designated area, yard clean-up for an elderly person, packing food baskets for the hungry, washing a neighbor’s car, etc.
Foster Parents should demonstrate respect and common courtesies to the youth in their home.

**WHAT TO EXPECT IF AN ALLEGATION IS MADE**

All professionals have risks. As Foster Parents, one of the risks is allegations of wrongdoing. It is important to realize that Foster Parents are reported more often than the general public. There is no stigma attached to having an allegation made against you, as false allegations do occur, but every allegation must be investigated. OYA is interested in maintaining a safe environment for the youth and using experiences to improve the foster care system. OYA has the responsibility to initiate an investigation when an allegation is made.

Child Protective Services issues: If the allegation is of an abuse or neglect nature, DHS and / or law enforcement will be contacted as is required by the Mandatory Reporter law.

Depending on the allegation and level of investigation needed, the Certifier may not be able to provide any additional information or support until the investigation is complete. The Certifier or other professional should make you aware of any such limitations.

OYA’s Professional Standards Office (PSO) may participate in CPS/certification issues and investigations. PSO staff will make recommendations for resolution of an allegation. PSO is the office that operates the OYA Hotline as well as receives Youth Safety Surveys. The OYA Hotline is a toll free number (1-800-315-5440) available to any person at all times wishing to report concerns or misconduct.

**MINIMIZING THE RISK OF ALLEGATIONS**

- Establish house rules that provide specific physical boundaries and post them on the refrigerator
- Provide close supervision to protect your family and personal information
- Document and communicate with the JPPO about behaviors, school, therapy, and medical conditions
- Be aware of all injuries and report them as soon as possible
- When a youth goes on a visit, be aware of behaviors before and after
• Document, document, document
• Contact your Certifier regularly, and obtain necessary training

It is important for you to report anything that has the potential of being misinterpreted, such as physical contact. Having foster youth can be very challenging and may push your limits. You should develop ways to reduce stress before you are worn out. Contact your Certifier to assist with additional training, counseling, or respite.

**MANDATORY REPORTING**

As an OYA foster parent you are subject to mandatory reporting laws and must immediately report suspected child abuse. Keep this role in mind as you work with each foster youth.

You should report to either local law enforcement or to the Department of Human Services-Child Protective Services. Allow DHS to make the decision on whether or not they will follow up on an allegation and document the contacts that you make in the reporting process. Include the date and time you called, who you spoke to, and the information you provided. For more information, please refer to the rules, policy, forms section located in the back of this handbook for the document on “What You Can Do About Child Abuse (DHS 9061)” or go online at [https://www.oregon.gov/DHS/ABUSE/Pages/mandatory_report.aspx](https://www.oregon.gov/DHS/ABUSE/Pages/mandatory_report.aspx) for more information.

**FOSTER HOME CLEANLINESS STANDARDS**

All areas of the foster home must meet sanitation criteria as described in the OYA Cleanliness Standards Review Checklist located in the forms section of this handbook.

**MAIN LIVING AREAS**

- Floors are swept/vacuumed
- Furnishings are neat and clean.
- Areas are free from odor.
- Walls, windowsills, book shelves, and corners are free of excessive cobwebs and dust.
- All broken and/or unusable items are repaired or replaced in a timely manner. (Exceptions may be approved on a case by case basis by the Foster Care Manager.)

Examples include, but are not limited to:

- Broken window(s)
- Ripped or ruined flooring
- Broken light fixtures- includes lighting and or light switches/plates
- Broken or unusable furniture
- Unfinished or damaged interior walls and/or ceilings

Remodels/repairs are done in a timely manner and working areas are secured of all dangerous materials to maintain youth safety. (OYA staff need to be able to tell that progress has been made since the last quarterly inspection.)

Rooms are free of mold/mildew. All mold/mildew must be cleaned, sanitized and the area painted with mold resistant paint.

If animals are present in or around the home:
Home must not have overwhelming animal odors.
Home and furniture are free of excess animal hair, animal stains and animal matter.
Animal hair, feathers, fecal matter, litter boxes, excess food, etc must be adequately maintained and mess free.

KITCHEN
Food storage areas are sanitary and absent of excessive odors. (Refrigerator, Freezer, Pantry, Cupboards, etc). All expired or decaying food must be disposed of properly.
No uncovered food, drinks, or dirty dishes are left out for long periods of time.
Tabletops and countertops are clear and clean.
Floor is clean and free from debris.
Cupboards and appliances are clean and free of excessive grease or food build up.
Garbage can(s) are not overflowing and are emptied at least weekly or as needed to maintain clean and sanitary environment.

BATHROOM
Room has good ventilation and is free from stagnate odors.
Toilet area is clean and sanitary.
Shower/bath area is clean and sanitary.
Counter is sanitary and neat in appearance.
Garbage can is not overflowing and is emptied at least weekly or as needed to maintain clean and sanitary environment.
Mirror is clean.
Floor is clean and free of debris.

YOUTH BEDROOM
Furnishings are neat, clean and in good repair.
Bed has an intact, un-ripped mattress.
Bed made each morning. Bedding changed and washed at least monthly, if odor is present - wash as needed.
Clean clothes are folded and stored in dresser or on hangers.
Dirty Clothes are in designated receptacle.
Dresser is organized and is neat in appearance.
Walls and doors are maintained – clean, no damages, painted as needed
Majority of floor is clear and clean – things stored on the floor are neat and organized.
Floor is swept / vacuumed
Air quality – room is free from odor.
Windowsills are neat and clean.
Garbage is in an appropriate receptacle and not overflowing, emptied at least weekly or as needed.

PATIO AND OUTDOORS
All garbage is picked up and disposed of properly.
Tools are picked up and put away after each use.
If outdoor animals, they are cleaned up after to maintain a healthy outdoor environment
- Patio area swept and neat.
- Out Buildings – structurally sound and appropriately secured.

**RECORDKEEPING AND REPORTING**

**Documentation and/or recordkeeping** are an important and essential duty carried out by Foster Parents. Many parents keep a chronological log of youth’s behaviors, activities and or anything significant that occurs during the week either in a spiral notebook, or by computer if available. Some JPPO’s and Certifiers welcome regular e-mail updates on how the home is running and how the youth are doing. Keeping clear records will make it easier to provide complete and accurate information when it is needed and also to help minimize the risk of allegations.

Some of the things you will want to keep records and notes about include:
- Achievements, successes and celebrations.
- School progress, grades, meetings and behaviors.
- Medical appointments, medications, injuries and illnesses.
- Court hearings and what happened at each hearing.
- Contacts with the family, including both parents, siblings and extended family.
- Contacts with your foster care certifier, OYA staff, and any other service provider.
- Unusual, new or changed behavior patterns or fears.
- Any other information you feel may be relevant.

Your time is precious and keeping records may seem like an added burden. Here are a few tips that may help make it easier to keep the information without demanding a lot of extra time:
- Keep a small notebook with you for jotting things down as they occur rather than waiting until you get a quiet time and space.
- Make notes directly into your appointment calendar.
- Keep a three-ring binder for each youth in your care, and use pocket-folder inserts collect papers and forms from schools, doctors, therapists, etc.
- Your documentation should be detailed, accurate, and focus on facts instead of opinions. If you feel it is important to include your opinion, offer a reason for such.

**Example of an opinion (interpretive) comment:**
• “Billy shouldn’t visit with his parents”

**Example of a factual (descriptive) comment:**
• “Billy has been refusing to do his chores and arguing with us the past three days since returning from a home visit.”

It is important to always keep a copy of any notes, incident reports, monthly progress reports, e-mail correspondence, etc., for your records.
INCIDENT REPORTING

Foster Parent(s) should immediately notify a youth’s Parole/Probation Officer of any incident or injury regarding a youth in a foster care placement. Foster parent(s) must also complete the YA 5013 Youth Offender Foster Home Incident Report within 24 hours of the incident. Please refer to the form section in the back of this handbook for a copy of the Youth Offender Foster Home Incident Report.

**Incident:** An event involving a youth that may or may not rise to the level of public safety or increased risk to a youth or others in a foster home.

**OVERVIEW:** It is the intent of OYA to respond immediately when an issue of safety or security is reported. A critical/significant/unusual incident may occur while a youth is in a foster care placement and, due to its sensitive nature, may need to be immediately reported to the Director’s Office. Certifiers will provide foster parents with required forms and training on incident reporting procedures. Certifiers will report all incidents to the Community Resources Foster Care Manager who will determine notification requirements.

<table>
<thead>
<tr>
<th>CRITICAL</th>
<th><strong>Immediate verbal notification and written report within 24 hours</strong></th>
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<tbody>
<tr>
<td>Death of a youth, including suicide</td>
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<tr>
<td>Attempted youth suicide</td>
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<tr>
<td>Death or injury of a member of the public as a result of alleged behavior of a youth or member of the household</td>
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<tr>
<td>Alleged commission of a high-profile crime by a youth</td>
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<tr>
<td>Controlled substance medication error</td>
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<tr>
<td>Violation of a youth offender’s rights</td>
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<table>
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<tr>
<th>SIGNIFICANT</th>
<th><strong>Immediate verbal notification and written report within 24 hours</strong></th>
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<tbody>
<tr>
<td>Suicide ideation or self-injurious behavior</td>
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<tr>
<td>Property damage or destruction</td>
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<td>Serious illness or injury to a youth</td>
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<tr>
<td>Runaway</td>
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<tr>
<td>Law enforcement intervention</td>
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<tr>
<td>Fight</td>
<td></td>
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<tr>
<td>Event causing the filing of a police report</td>
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<tr>
<td>Youth hospitalization</td>
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<tr>
<th>ABUSE</th>
<th><strong>Immediate verbal notification and written report within 24 hours</strong></th>
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<tr>
<td>Physical injury caused by other than accidental or natural means, or that appears to be a variance with the explanation given of the injury</td>
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<tr>
<td>Willful infliction of physical pain or injury</td>
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<tr>
<td>Sexual harassment or exploitation, including but not limited to any sexual contact between youth</td>
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<tr>
<td>Sex trafficking</td>
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*Reporting any form of abuse requires law enforcement notification
**PROGRESS REPORTING**

Foster Parents are required to complete an *OYA Foster Youth Monthly Progress Report (YA 5026)* on each youth in the foster home to provide to the youth’s JPPO. The purpose of this form is for OYA foster parents to provide feedback to OYA staff on the current foster youth's progress in your home. Please refer to the form section in the back of this handbook for a copy of the Foster Youth Monthly Progress Report.

**FOSTER PARENT TRAINING**

Each foster parent must complete a minimum of 10 hours of training on an annual basis. All training must be provided or approved by OYA and must include educational opportunities designed to enhance the foster parent’s knowledge, skills, and abilities to meet the special needs of youth placed in their home.

Foster parents must have a valid CPR/First Aid certificate. CPR/First Aid courses count toward the annual minimum training requirement.

Mandatory Reporting and OYA Suicide Intervention training is required on an annual basis. Documentation of annual training will be recorded by the Foster Parent(s) on the Foster Parent Training Record (YA 5008). This form will be requested at the time of re-certification. Each Foster Parent will maintain their own Training Record. Please refer to the form section in the back of this handbook for a copy of the Foster Parent Training Record.

---

**NEGLECT**

- Abuse unrelated to the foster parent(s) or members of the household (youth-to-youth, prior to placement in the current foster home, abuse by volunteers or other persons)

  Written report within 24 hours

**UNUSUAL INCIDENT**

- Fire
- Behavior that is not typical of the person
- Event that will result in a complaint or grievance
- Medication error
- Documentation error (medical)
- Lost or stolen money or property
- Other unusual incidents
- Behavior incident
- Youth refuses medication, treatment, or procedure
- Drug or alcohol use or possession by a youth
- Safety risk such as missing knife, missing guard on equipment, weapon found

Written report within 24 hours


**FOSTER HOME RECERTIFICATION**

A Youth Offender Foster Home Certificate (YA 5011) is valid for the certification dates indicated on the certificate. All Foster Parents and Respite Providers must undergo a re-certification process in order to continue to provide services to youth offenders. This includes the annual certification paperwork, documentation of annual training, home visit made by Certifier with safety checklist completed and review of the materials submitted. The foster home Certifier will distribute a re-certification packet to the Foster Parent(s) 60 to 90 days prior to expiration.

The re-certification packet will include:

- ☐ Youth Offender Foster Home Re-certification Application (YA 5001)
- ☐ Section B to be completed by each Foster Parent
- ☐ Applicant Consent for Criminal Record Check (YA 5002)
- ☐ Household Member and Non-Foster Care Consent for Criminal Record Check (YA 5003)
- ☐ Youth Offender Foster Home Agreement (YA 5009)
- ☐ Annual Safety Requirements Checklist (YA 5007)
- ☐ Foster Parent Training Record (YA 5008)
SECTION III
YOUTH IN FOSTER CARE

COMPETENCY WORKSHEET

1. □ True  □ False Foster parents do not participate in the referral and screening process for foster youth placements.

2. Why is it important to keep a clean and organized home?

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

3. What does PSO stand for and what is their role?

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

4. Name four ways that foster parents can minimize the risk of allegations.

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

5. If you suspect a child is being abused who do you report it to:

a) JPPO
b) Foster Home Certifier
c) Local Law Enforcement
d) DHS
e) Either Local Law Enforcement or DHS

6. □ True  □ False You should report suspected child abuse immediately.
7. How quickly must a Youth Offender Foster Home Incident Report (YA 5013) be filled out when there is an incident or injury to a youth?

a) 48 hours  
b) 24 hours  
c) Within two days  
d) By the end of the week

8. Please list three examples of an “unusual incident”?

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

9. □ True □ False Youth need to make their beds daily

10. □ True □ False Mandatory Reporting and OYA Suicide Intervention training is required on an annual basis.

Foster Parent Name: _________________________ Date: ___________
Foster Parent Name: _________________________   Date: ___________
Certifier Signature: ___________________________ Date: ___________
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WORKING WITH OUR YOUTH

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  Foster Parent Responsibilities
  Tips for your involvement
  Accessing Education Services for Youth
SECTION IV: WORKING WITH OUR YOUTH

BIOLOGICAL FAMILY INVOLVEMENT

The level of contact with families, or aftercare resources will be determined by the JPPO. They should clarify who a youth can and cannot have contact with, and determine if home visits are appropriate.

Denying a youth contact with his/her biological family is not an acceptable consequence. Work with JPPOs to exclude any previously approved contact.

At this time, there is no policy around where Foster Parents should meet with families; however, you may find it easiest to choose a neutral place outside of your home. This should cut back the potential for unplanned visits to your home.

If appropriate, youth shall be allowed to maintain phone contact with their families. Your foster care reimbursement is meant to cover this cost. However, you may want to develop guidelines around long distance phone calls (e.g.: two, fifteen minute phone calls per week). Speak with your Certifier or the JPPO for additional ideas.

HOME VISITS

A youth’s JPPO will set the guidelines for home visits and contact with family and friends and will provide the information to the foster parent(s). Contact with someone not previously approved by the JPPO must be approved prior to the contact.

The JPPO and foster parent(s) will work together to arrange home visits. Foster Parents should:

- Know which parent (by name) is the authorized visiting resource
- Obtain the phone number and address of that person from the JPPO, not the youth.
- The youth shall not make arrangements alone.
- Ensure there is a defined plan for the visit: specific times, location, transportation plans.

YOUTH ALLOWANCE

Foster Parents must provide a weekly allowance to youth in a fair and consistent manner. If a youth has not earned the allowance for the week due to behavioral issues, the allowance will be put into a savings account for the youth once he leaves the home. It is recommended that the foster parent create a log to document the date the allowance was given, how much and if the money was given directly to the youth, or to a savings account and have the youth and foster parent sign and date. It is suggested that a youth be given a minimum of one dollar per day or ten dollars per week for allowance. Youth should be paid above the minimum if they do “extra” non-chore related work during the week. It is important to ensure that household chores and allowance is documented on your list of “House Rules” and reviewed when new youth are placed in the home.
MEDICAL SERVICES FOR YOUTH

All youth in foster care are eligible for Medicaid, a Federal and State-funded medical and health care assistance program. As a foster parent, you have an important role in helping youth to become healthy and to stay healthy and ensuring that their health care needs are met.

Foster parent responsibilities:

- Scheduling appointments and arranging transportation to medical, dental, or counseling appointments or assisting youth in doing so if age appropriate.
- Ensuring that immunizations are current.
- Reporting to OYA when a youth needs corrective or follow-up medical, mental health or dental care, and arranging necessary care.
- Arranging for necessary consents from OYA for a youth’s medical treatment that is not routine, including surgery.
- Obtaining emergency medical care, when necessary.

OYA Foster Parents should never sign for liability or financial responsibility under any circumstances

***Any emergency medical procedure or scheduled surgery needs to have pre-approval from the Oregon Youth Authority. If asked to sign any paperwork, you should sign as “OYA Foster Parent”. Any kind of financial obligation or contract can only be made by authorized OYA staff.

MEDICATION MANAGEMENT

The role of a Foster Parent is to provide consistent administration, control, and storage of medication while residing in the foster home. All medications must be properly labeled as specified per the physician’s written order and kept in a secured, locked container and stored as prescribed.¹

The Foster Home Individual Youth Medication Log – (YA 3105) is used by the Foster Parents to record and document a youth’s prescribed medication, prescribed dosage, frequency of administration, dates/times administered, missed dosages and initials of person administering medication. Please refer to the form section in the back of this handbook for a copy of the Foster Home Individual Youth Medication Log

The Psychotropic Medication Information form - (YA 3104) should be completed by the youth’s doctor or doctor’s office if he or she is being prescribed psychotropic medication. The Foster Parent must inform OYA within one working day of any new prescription for psychotropic medication. Please refer to the form section in the back of this handbook for a copy of the Psychotropic Medication Information Form.
**Medication Administration**

- A youth may refuse any medication. When this occurs, the foster parent must document the refusal and immediately notify the youth’s JPPO.
- A foster parent may administer prescription medications to a youth only when ordered by a physician.
- All medications must be stored in locked storage sufficient to prevent unauthorized access.
- Foster parents must inform a youth's JPPO within one working day if any psychotropic medication is prescribed or changed for the youth.

**EDUCATIONAL NEEDS OF YOUTH**

Educating youth in foster care is a shared responsibility between the family, the OYA, the foster family and the school. Studies have shown that youth in foster care have many unique challenges as they make their way through the school system, which have resulted in poorer academic outcomes. In addition, between 30-40 percent of all children and youth in foster care receive special education services. Thus, helping the youth in your home to become successful in school is one of your most important responsibilities.

**Foster Parent Responsibilities:**

- Foster parents are responsible for ensuring that youth in foster care attend school every day, arrive on time, dress appropriately and have arrangements made for lunch.
- Within five days of placement in the foster home, the foster parent must enroll a youth in an appropriate educational or vocational program, as outlined in the youth’s case plan.
- Foster parents will work with school personnel when issues arise at school, and report to a youth’s JPPO any situation that may require OYA involvement.
- You are also responsible for regular communication with the school, providing appropriate school and homework supplies, assisting with homework and encouraging the youth to focus and succeed in school.
- Youth are also expected to participate in the development and implementation of their own IEPs.

**Tips for Your Involvement in a youth’s Education**

- Become active in the school by participating in the Parent Teacher or Home-School Association, attending parent nights and other events, getting to know all of the teachers, and other school personnel.
- Provide positive encouragement for school accomplishments. Post papers, offer praise, share progress with parents.
- Provide a comfortable, well-supplied and well-lit space for youth to complete homework assignments.
- Observe efforts to complete school assignments, and if you suspect special educational needs that are not being met, alert the JPPO and Certifier together to develop a plan to address these issues. Such a plan may include assessments, special education planning, tutoring, after school or summer educational programs.
Become knowledgeable about testing and other requirements for advancing from grade to grade, graduation requirements, and special education policies and procedures so that you can advocate for these services to be provided in a timely manner.

Provide accurate and relevant information to the parent and teachers as it relates to school progress and educational needs.

Include the youth’s parents in activities at the school. This is part of the parent’s learning process and will aid in the youth Transition home if reunification occurs.

Become knowledgeable about post-secondary education options for older youth including college, vocational schools and school-to-work programs.

Stay well-informed of application and financial aid deadlines and help arrange campus tours, interviews and other important steps in this process.

ACCESSING EDUCATIONAL SERVICES FOR YOUTH

The Oregon Department of Education is committed to ensuring that every Oregon public school student has equal access to high quality educational services that prepare them for their next steps following high school graduation—college, work, citizenship—and enables today’s students to be life-long learners.

www.ode.state.or.us
SECTION IV
WORKING WITH OUR YOUTH

COMPETENCY WORKSHEET

1. The level of contact with families will be determined by the:
   a) JPPO
   b) Foster Care Certifier
   c) Foster parent
   d) Youth

2. □ True □ False Denying a youth contact with his/her biological family is an acceptable consequence.

3. In arranging family visits, JPPO’s and foster parents will work together to:
   a) Ensure there is a defined plan for the visit.
   b) Obtain the phone number & address of that person from the JPPO, not the youth.
   c) Know which parent (by name) is the authorized visiting resource.
   d) All of the above.

4. □ True □ False Foster parents are not required to provide a weekly allowance.

5. OYA foster parents should _____________ sign for liability or financial responsibility under any circumstances.

6. □ True □ False Medication does not have to be locked up.

7. What should the foster parent do if a youth refuses to take their medication?
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

8. Between ______________ of all children and youth in foster care receive special education services.
9. Within how many days of placement must a foster parent enroll a youth in an appropriate educational or vocational program?

a) 1  
b) 3  
c) 5  
d) 7

10. □ True □ False The foster parent is responsible for regular communication with the school, providing appropriate school and work supplies, assisting with homework and encouraging the youth to focus and succeed in school?

Foster Parent Name: _________________________ Date: ___________
Foster Parent Name: _________________________ Date: ___________
Certifier Signature: __________________________ Date: ___________
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SECTION V: YOUTH SUPERVISION AND SAFETY

HOUSE RULES

Rules help define structure and limits for the household. House rules are generally established to identify what is expected and to keep everyone safe. Rules can be posted in your home, but should always be reviewed with each youth at initial placement.

Issues to consider when developing house rules:
Privacy in bedrooms, bathrooms and clothing areas for dressing and undressing. Foster youth should not be allowed in any bedroom other than their own. This includes Foster Parent’s bedrooms.
NO Physical contact. Even hugging, can be misconstrued by youth with poor boundaries. Youth need good role modeling about appropriate contact and conversations.
Communication should be respectful; even disagreements can be role modeled and can teach youth appropriate social skills
Consequences should be clearly outlined, and be directly related to the problem behavior. For example failing a class at school may be dealt with by requiring a block of time every evening that youth focus on homework or reading. It would NOT be suitable for youth to be required to dig a trench and fill it for failing a class.
Youth should have a role within the family, and assist in the operation of the home by doing chores.
Good role modeling is essential to how youth learn to be part of a healthy family.
Phone usage should be monitored to allow for appropriate contact with family, sometimes friends, and private conversations with JPPOs.
Food and meals can be a source of contention for some foster families; be clear on your expectations around meal and snack times, and items requiring permission (i.e.: limiting the amount of soda in a day)
Appropriate use of computers and the internet if applicable. Youth should not have access to the internet if they cannot be supervised.
If you have biological children in the home, it is important for them to know the rules also. Your children’s rules may not be the same as those of the foster youth; particularly those around having access to your bedroom.

SUPERVISION

Foster Parent(s) must provide structure, accountability, and supervision designed to promote the physical, social, intellectual, spiritual, and emotional development of a youth offender, while providing for community protection.

Foster parents must not leave youth unsupervised in the foster home, except with prior written approval by the youth offender’s JPPO and Foster Home Certifier specifying circumstances and length of time youth offender may be unsupervised.

When all foster parents are absent from providing supervision of youth in a foster home, an OYA-certified respite provider at least 21 years of age, capable of assuming foster care responsibilities,
must be present. Other adults at least 21 years of age may provide supervision for three hours or less with prior approval from the foster parent, JPPO and Foster Home Certifier.

The level of supervision required for an individual youth will be determined by his/her Juvenile Parole/Probation Officer (JPPO) and the youth’s Multidisciplinary Team (MDT). It is documented in a youth’s case plan. As a general rule, the following supervision guidelines apply. However, the ultimate degree of supervision is determined by a youth’s JPPO and MDT. For any off-site special visits, see “Off Site Special Visit Protocol.”

COMMUNITY TIME

Foster parent(s) must work directly with a youth’s JPPO to set the parameters for supervised and unsupervised time in the community outside the home.

Youth are not authorized to be absent from the home without prior approval of OYA. JPPO may provide general guidelines and allow the Foster Parent(s) authority to make specific plans.

There must be a preauthorized, specific reason for a youth to be unsupervised in the community unless otherwise set out in the youth’s case plan.

The Foster Parent(s) or Respite Provider(s) must know where the youth is going, who he/she will be with, how he/she will get there, and when he/she will be back.

The Foster Parent(s) or Respite Provider(s) must set a time frame for community time – allowing for the preauthorized activity and travel time.

Off Site Special Visit Protocol
The purpose of the following protocol is to ensure that OYA staff, Foster Parents and youth follow the safety standards when youth are authorized by the proper parties to go on off-site special visits outside of normal respite or family/home visits. OYA is the acting custodian and guardian to youth committed to its custody and is responsible for ensuring their safety and well-being. Employing safe practices and specific environmental controls maximizes youth safety and supervision. OYA recognizes that allowing for normal adolescent development and exposure to social norms assists youth in developing pro-social skills.

This protocol does not apply to current practices being utilized in foster care that allow for various outings, camps, work, recreational activities and structured off-site events or meetings.

Special Visits:
When a youth in foster care has been determined by the youth’s JPPO, JPPO Field Supervisor and Foster Parent to be at a level of stabilization that they can go on off-site special visits with an approved person/s. Overnight visits are prohibited for special visits.
Approval Process:

- The JPPO, the Foster Care Certifier and the Foster Parent are to discuss the proposed off-site special visit request/s and identify any potential risk and supervision requirements and precautions.

- The proposed visitation resource shall be reviewed by either the Certifier or the JPPO to determine if they are an appropriate visiting resource for the youth. Areas of review shall include but not limited to;

  What is the relationship between the visitation resource/s and the youth and/or foster parent?

  If the visit is going to occur in a residence, who will be in the residence during the visit?

  Does the supervising adult for the visit understand the supervision expectations and restrictions?

  Does the supervising adult agree to have the foster parent check in via phone to ensure the visit is going as planned?

- If all parties are in agreement with the off-site special visit request, the JPPO will review the proposed visit with their Field Supervisor outlining the proposed safety precautions, supervision expectations, duration of the off-site visits.

- Upon review with the Field Supervisor, the JPPO will notify the Certifier and the Foster Parent of the approved off-site visits and the safety and supervision requirements to be met.

Foster Parent Expectations

- Upon receiving the approval notice from the JPPO. The foster parent will make arrangements with the supervising adult for the off-site visit.

- The foster parent will ensure the visiting resource understands the safety and supervision expectations while the youth is on the off-site visit.

- The foster parent will be in contact with supervising adult to ensure that the visit is happening in accordance to the approved plan.

  Phone contact to the supervising adult to verify the youth is where he/she is supposed to be according to the plan.

  The foster parent is to be available by phone and is able to respond to the visitation site if needed.
The foster parent is to immediately report any incident that occurs during the off-site visit. During normal business hours the foster parent is to make contact with the JPPO and Certifier. If an incident occurs after normal business hours the foster parent is to follow their “Emergency Notification Protocol” standards. **All incidents shall be recorded through the foster parent’s incident notification standards.**

**OUT OF STATE TRAVEL**

Foster parents need to obtain approval from the youth’s JPPO for all out of state travel. Travel permits are mandatory if traveling out of state for a period in excess of twenty-four (24) consecutive hours. In order to complete the travel permit form, please provide the youth’s JPPO with a 10 day advance notice along with the following information:

- State in which youth will be traveling to:
- Dates:
- Location and contact information of where youth will be staying (name/facility, relationship, full address & phone number):
- Reason for Travel:
- Mode of Transportation:
- Any special instructions: (supervision, other locations or people youth will be staying etc.)

*Once the travel permit is approved and has all the required signatures, a copy will be provided to the foster parent and youth to maintain on his/her person.

**MONTHLY IN-HOME SAFETY CHECKS**

It is helpful to establish a regular routine in your home to make sure you maintain compliance with OYA safety standards, and assure that your home is running smoothly. **Please refer to the form section in the back of this handbook for a copy of the Youth Offender Foster Home Certification Safety Requirement Checklist**

Regularly check to ensure the following items are locked:
- Chemicals: paint, paint thinner, gasoline, cleaners, and aerosols. Foster Parent will supervise the use of these items by youth.
- Medications, vitamins and homeopathic supplies.
- Power tools and outdoor equipment, (i.e. extra gasoline containers for the lawn mower, etc.)
- Craft supplies; X-Acto knives, glue, etc.
- Outdoor equipment storage

At least monthly:
- Check smoke detector batteries
- Check Fire extinguisher levels
- Completed med logs returned to JPPOs
- Check first aid supplies
**FREQUENT VISITORS**

A person who regularly visits a foster home more than five hours a week when youth placed in the foster home are present. Criminal record checks must be completed on all persons who will have contact with youth prior to allowing persons to visit the foster home.

A foster parent’s(s’) Youth Offender Foster Home Certificate could be in jeopardy if a non-approved person regularly visits the foster home without meeting the requirements set out in rules and statutes.

For the *OYA Foster Care Program Household Member & Non-Foster Care Consent for Criminal Record Check (YA 5003)*, contact your Certifier.

**SUICIDE PREVENTION**

As an OYA youth care provider, it is our responsibility to be knowledgeable in areas of potential danger to those in care. If you suspect a youth in your home may be suicidal, call your local mental health agency immediately; they should be available 24 hours a day. This should be a number you have posted in case of an emergency. Once a call has been made, contact the youth’s parole/probation officer or supervisor and if after business hours contact MacLaren Youth Correctional Facility at (503) 981-9531.

“The substitute care provider must provide, at a minimum constant supervision to prevent dangerous or potentially dangerous behavior, which includes confiscating material used or which could potentially be used for self harm, until emergency services arrive.” (III-D-3.4 Suicide Prevention in Community Placements, effective 10/07/2005)

Please remember that mental health agencies are the only ones qualified to determine if a youth is suicidal or not. DO NOT TAKE ON THAT RESPONSIBILITY. Additionally, if a situation arises be sure to carefully document the situation regardless of other’s actions.

Per policy III-D-3.4 (Effective 10/07/2005) Suicide Prevention in Community Placements, “All direct substitute care providers will receive initial suicide prevention training and annual updates, either through the Oregon Juvenile Justice Training Academy (OJJTA) or through local community opportunities. Trainings should include at a minimum, information on the symptoms of depression, the warning signs of suicide, intervention techniques and emergency protocols.”

Please refer to the rule/policy section in the back of this handbook for the policy on Suicide Prevention in Community Placements.

**YOUTH SEARCHES**

Per OYA Policy III A 4.0:
“Contracted Residential Providers and Foster Parents are prohibited from conducting frisk searches of youth offenders.” Foster Parents are permitted to ask the youth to empty their pockets, or search their bedroom or personal property if they suspect contraband or other illegal items in the home.
At no time will Foster Parents conduct *frisk, comprehensive, or strip searches* of youth in their home. If you believe that a youth needs to be thoroughly searched, contact his/her Parole Officer for assistance.

**Frisk Search:** A search that consists of physically searching a youth offender by patting down the youth offender’s clothed body.

**Comprehensive Search:** A search that consists of visually inspecting the unclothed body of a youth offender, and physically searching the youth offender’s clothing and possessions.

**AREA SEARCHES**

Foster Parents must inspect a youth’s room on a regular basis to prevent the youth from possessing contraband. It is recommended that searches be conducted at least twice a month in an effort to keep contraband items at a minimum.

OYA field staff, contracted residential treatment providers, and foster parents may conduct area searches.

Searches of rooms where youth have access to may be conducted on unannounced and irregular schedules.

Such searches will be conducted in a systematic manner that allows for adequate searching of an area but leaves such area in an orderly fashion upon completion of the search.

All youth may be removed from the area being searched. Each room will be searched before it is occupied by a new youth.

Examples of contraband items include, but are not limited to:

- Gang-related items (This could include clothing, certain brands of shoes, colored shoestrings, bandana’s, belt buckles, etc.)
- Intoxicants and controlled substances, and paraphernalia.
- Weapons
- Sexually-explicit material (Includes DVD’s, magazines, etc.)
- Aerosols (Including deodorants, hair sprays, air fresheners, etc.)
- Tattoo making equipment
- Cigarettes and other tobacco products
- Cell Phones, laptops, iPods (Unless approved by the JPPO)
- Items that a youth possesses that are not on their inventory list
- Other designated items.

*If you are not certain of a particular item, contact the youth’s JPPO.*

**Documentation of searches and confiscation of contraband:**

A record of all searches will be kept in the youth’s case file and include the following information:

- Date, time, and type of search conducted;
- The name of area searched;
- Name of person conducting the search;
- Name of supervisor authorizing search, if applicable;
- Specific reason for the search;
- Itemization of items confiscated during the search, including a copy of the receipt, if given;
- Any other information related to the search.
**ELECTRONIC SEARCHES:**
OYA youth in foster care must receive prior written approval from their parole/probation officer before having access or using a cell phone, email, or social media.

**General Guidelines**
Search foster home rules/policies should be clear and specific, youth should be informed and sign acknowledgement of search foster home/policies at intake.
If weapons or drugs and/or drug paraphernalia, law enforcement should be involved. Foster parents’ need to have a clear chain of command for contraband and secure storage.
JPPO should be notified if youth refuse to submit to a search, this could be a violation of their probation/parole agreement.

**Cell phones**
If the foster parent owns the cell phone they are allowed to search the cell phone.
If cell phone is owned by youth then it can only be search if it is indicated in the court order that youth cell phone can be searched.
Foster parents can request and youth can volunteer to show foster parents what is on the cell phone.
If illegal, harassing, threatening content, law enforcement or JPPO should be notified. Youth should be taught appropriate use of technology, this may involve review of monthly phone record and discussion of appropriate usage.
Cell phone use is a privilege if youth are misusing cell phone privilege can be taken away, only youth who have earned the privilege to have a cell phone should be allowed a cell phone. This should be discussed with the JPPO.

**Email**
If the email is a foster home issued email then foster parents can search the email.
Foster parents should have set guidelines around use of foster home email and include information about search of email. Youth should sign off acknowledging these guidelines.
If illegal, harassing, threatening content, law enforcement or JPPO should be notified.
If the email is a personal email account foster parents should not be searching it, use of personal email can be restricted while in the foster home.

**Social media**
Foster parents should never access a youth’s social media account, foster parents cannot require youth to provide their social media passwords.
Foster parents can request and youth can volunteer to show foster parents their social media account. Professional boundaries should always be used when interacting with youth via social media. Foster parents should have a clear household rule/policy about interacting with youth via social media, including if communication guidelines with youth via social media using their own personal account, a work account, or if it is not allowed.
If illegal, harassing, threatening content, law enforcement or JPPO should be notified. Use of social media is a privilege that may not be appropriate for all youth.
**LAW ENFORCEMENT INTERVIEWS OF YOUTH**

Law enforcement often has legitimate need to interview youth in OYA custody and the agency is not normally in the position to deny access. However, the agency does have the responsibility to ensure youth in its custody are aware of their rights with respect to responding to law enforcement questions.

Oregon Administrative Rule 416-150-0010 provides direction regarding law enforcement interrogation of youth in OYA custody (either in facility or community settings). While the rule speaks specifically to what OYA staff will do, it is advised community residential treatment providers and foster parents to be familiar with the rule requirements to help guide their actions if a LEA seeks to interrogate a youth placed with them.

The following should be followed by foster parents should a LEA seek to interrogate a youth:

**Interrogation without a warrant**

1. Immediately contact the JPPO or field supervisor to apprise them of the LEA request. If the supervisor or JPPO is unavailable, telephone MacLaren and ask to have the Field Officer of the Day make contact.
2. The OD will contact the LEA to determine next steps. The program/foster parent will subsequently receive further instructions from the JPPO or field supervisor.
3. An interrogation without a warrant should be planful – an immediate request to interrogate may be denied by the program/foster parent. Inform the LEA of the need to contact OYA.

**Interrogation with a warrant**

1. After ensuring the LEA representative has proper identification, notify the youth of his or her right to remain silent during the interrogation and to have legal representation present. Ensure that the youth understands his or her rights. Allow LEA representative access to the youth.
2. Immediately contact the JPPO or field supervisor to inform them that a LEA representative with a warrant is speaking to youth. Affirm with JPPO/field supervisor that youth was informed of his rights prior to interrogation.
3. If LEA representative seeks to interrogate during non-business hours, telephone MacLaren to request the Field Officer of the Day make contact.

**OYA FOSTER CARE YOUTH SERVICE SURVEY**

Youth safety is one of OYA’s primary concerns. Unfortunately, the possibility of abuse always exists no matter where a youth may live. Abuse can be physical, emotional or sexual. Every six months youth in foster care are provided with a Youth Safety Notice along with an OYA Foster Care Youth Service Survey to complete. **Please refer to the form section in the back of this handbook for a copy of the Youth Safety Notice and OYA Foster Care Youth Service Survey.**
RECREATIONAL ACTIVITIES

Recreational activities are an integral part of youth case planning. They provide youth with opportunities to practice social skills; alleviate boredom; provide positive reinforcement; develop the concepts of cooperation and sportsmanship and improve self-esteem, health and physical conditioning. Foster Parents play an important role in ensuring youth receive opportunities for recreational activities that are safe for the community, the participating youth and the supervising staff.

All activities involve some level of risk. Prior to youth participating in a recreational activity, OYA staff and the Foster Parent will engage in a process to assess the risk of the activity and determine if there are certain measures needed to control those risks and inform persons about the risks. A Recreational Activity Risk Assessment (form YA 3080) is to be completed prior to any activity that may be determined of higher risk or higher profile. Please refer to the form section in the back of this handbook for a copy of the Recreational Activity Risk Assessment.

Any youth who is making plans to participate in such an activity must also have completed by his/her JPPO the “Consent for OYA Youth to Participate in Recreational Activity” (form YA 3081). Please refer to the form section in the back of this handbook for a copy of the Consent for OYA Youth to Participate in Recreational Activity.

OYA RECREATIONAL ACTIVITY RISK ASSESSMENT

The OYA Foster Care Unit reviews Recreational Risk Assessment Form YA 3080 before the form YA 3081 is sent to individual JPPO’s for approval for specific youth. The Foster Care Unit’s practice is for at least 2 people to review the risk assessment. For this reason, we need adequate lead time, as we are frequently out of the office. Forms that are not completed correctly will be sent back to the Foster Parent with questions.

The purpose of completing recreational risk assessments is to ensure that potentially risky activities are well-planned and that as much risk as possible is alleviated. Remember that many youth in OYA care are impulsive and have trouble making good decisions, thus an activity that is not especially high risk under normal circumstances may be very risky for OYA youth. Your responsibility is to protect youth from potential risk of harm to themselves or others, including placing them in situations providing opportunity or temptation to commit another crime. These kinds of risks must be considered along with more obvious physical dangers.

Please work with your home’s Certifier to complete the Risk Assessment. Refer to following guide in this section to assist in completing the risk assessment.

General Guidelines

Submit request to your Certifier as early as possible, but at least one week prior to the activity. Requests received with less than one week lead time may not be considered. Include as much information about the activity as possible. The internet is a good source of information on safety precautions for almost any activity you might be planning, and might be helpful to your staff in the planning process.
If the activity will be provided by a commercial entity or other 3rd party provider, submit as much information about that provider as possible, including relevant licensing and insurance information. The guidelines presented here are representative of the kinds of questions you should ask yourself when completing the Risk Assessment, depending on the activity. They are not all inclusive. They are intended as guidelines and examples, not as a template for completing the form. Please carefully think through the particulars of your specific activity and circumstances.

**LIABILITY WAIVERS:**
Some activities offered by recreational organizations such as rock climbing gyms, might require liability releases for each youth. OYA Administration has determined that JPPO’s **may not sign liability releases nor can the Foster Parents.** They must be signed by a youth’s parents. Youth whose parents are not available or who don’t want to sign a release will not be allowed to participate in these activities. Foster Parents should consider this when planning activities, so that youth are not excluded from a group activity due to the unavailability of parents. In those cases, Foster Parents should plan activities that all youth can participate in, or an alternative activity that is equally fun and interesting if there is a group of youth without parental approval.

See Section 7 for Guidelines for Completing Form YA 3080

Please keep in mind the following are expected when creating a Risk Assessment:

<table>
<thead>
<tr>
<th>YOUTH MUST HAVE A CHOICE OF BEING INVOLVED WITH THE ACTIVITY</th>
<th>ADULT SUPERVISION AT ALL TIMES</th>
<th>FIRST AID TRAINING &amp; FIRST AID KIT</th>
<th>ASSESSMENT OF YOUTH ALLERGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROPRIATE ATTIRE AND/OR GEAR</td>
<td>MEDICAL ID INFORMATION</td>
<td>NEAREST EMERGENCY RESPONSE (RANGER STATIONS, HOSPITALS)</td>
<td></td>
</tr>
</tbody>
</table>

This list is intended to be used ONLY to assist you in planning recreational activities. Contact your certifier if you have any questions and to submit your recreation request.

**Boating/Canoeing/Row Boating:**
- All water sports life vest required!
- CPR/First Aid (Current)
- Lifeguard/Water Rescue Certification
- Current Boating License *if required
- Floatation devices
- Insurance Required (Home owners insurance does not cover recreational vehicles!!)

**Swimming:**
- Adult supervision
- CPR/First Aid
- Demonstrated swimming ability
- Life guard on duty &/or rescue equipment – hook ring, floatation device etc.

No Risk Assessment needed if swimming in public pool w/certified lifeguard on duty.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Precautions/Requirements</th>
</tr>
</thead>
</table>
| Fishing/Lake/Rivers/Docks/Fly Fishing/ Crabbing: | - Follow fish and game rules  
- Precautions based on body of water |
| Trampoline:                  | - Homeowners insurance carrier is aware and says youth are covered  
- Safety net in place  
- Adult Supervision |
| Ropes Course:               | - Trained staff  
- Licensed  
NO APPROVALS NEEDED – Unless they required a signed liability waiver – ask if needed prior to getting there. *** |
| Outdoor Rock Climbing:      | - Trained staff  
- Licensed  
NO APPROVALS NEEDED – Unless they required a signed liability waiver – ask if needed prior to getting there. *** |
| Camp Trips:                 | - Medication secured  
- Allergies  
- CPR/First Aid (Current)  
- Planned night time routine/sleeping arrangements  
- Communication Plan (cell phone/back-up)  
- Bee sting kit  
- Fire safety plan  
- Nearest Emergency Response (Ranger station, Hospitals)  
NO APPROVALS NEEDED – Unless they required a signed liability waiver – ask if needed prior to getting there. *** |
| Beach Trip:                 | - Adult supervision!!!  
- Awareness of sneaker waves |
| Hiking/Visiting Waterfalls: | - Designated hiking path  
- Appropriate footwear  
- Expected return date and time known by agency  
- Assessment of hiking level and youth ability |
| Skating/Biking/Skateboarding | - Helmet  
- Protective clothing (knee pads, elbow pads)  
- Adult supervision - case by case basis for unsupervised  
- Demonstrated ability & knowledge of bikers safety rules |
| Water Sports:               | (Inner tubing, wake boarding, knee boarding, and water skiing)  
***NO APPROVALS GIVEN*** |
| Sports Centers - In Door Rock Climbing/Gym/Water Parks/Skating Rinks: | NO APPROVALS NEEDED – Unless they required a signed liability waiver – ask if needed prior to getting there. |
| Snow Parks/Inner tubing/ Skiing/Snowboarding: | - Designated areas  
- Proper clothing |
<table>
<thead>
<tr>
<th>Area</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Equestrian Centers (Riding Horses and Caring for them): | - Proper safety equipment as required  
- Activity allowed at level of demonstrated ability/skill  
- Adult Supervision  
- Safety plan  
- Communication plan |
| Farm Equipment, Nature Restoration Projects, Building items, Welding, Car Repair and home improvement projects: | - Safety training  
- All proper safety equipment  
- Demonstrated ability |
| Volunteer Fire Fighting:                 | - Over 18 years of Age                                                      |
| Out of State Recreation:                | - Case by case basis                                                        |
ACTIVITIES AND ITEMS REQUIRING CONSENT

The Oregon Youth Authority is the legal guardian of OYA youth placed in foster care. Anything requiring “parent or guardian” permission must be approved by the JPPO (Juvenile Parole & Probation Officer) or another OYA designee, and in most cases the youth’s parent.

<table>
<thead>
<tr>
<th>SPORTS / ATHLETICS</th>
<th>The JPPO should be consulted regarding the appropriateness of individual youth participating in sports or athletic activities. Special consideration should be made for youth with sex offending behaviors. Additionally, any activities of a particularly risky nature requires the completion of a OYA Risk Assessment form (such activities may include: ropes courses or climbing walls).</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYMENT</td>
<td>The JPPO should make the determination as to a youth’s need to find employment. This should be outlined in the case plan you receive upon placement. Jobs where youth may be operating machinery may require an OYA Risk Assessment, please check with the JPPO and Certifier.</td>
</tr>
<tr>
<td>DRIVING</td>
<td>With the permission of the JPPO, some youth may be allowed to participate in driver’s education courses. Under NO circumstances should you allow OYA youth to drive your vehicles.</td>
</tr>
<tr>
<td>HUNTING OR SHOOTING WEAPONS</td>
<td>OYA youth are prohibited by the Parole and Probation Agreement from handling weapons of any kind. There is no exception to this rule. Youth may not accompany Foster Parents on hunting trips.</td>
</tr>
<tr>
<td>CELL PHONES</td>
<td>OYA youth in sub-care must receive prior written approval from their parole/probation officer before having access or using a cell phone. OYA youth in sub-care cannot contract for his/her own cell phone, unless all of the following criteria apply: he/she is 18 years or older, involved in an Independent Living Program, part of their case plan and approved by their parole/probation officer. At no time will an OYA staff or foster parent sign a contract for an OYA youth to receive a cell phone. (Form Y.A 5016). If a cell phone is approved for a youth, the ‘pay-as-you-go’ cell phones are the best option.</td>
</tr>
<tr>
<td>RELIGIOUS ACTIVITIES</td>
<td>OYA youth may express an interest in participating in specific religious activities. If the activity is within reason, and within your means, youth should be encouraged to do so. If you have questions please consult with the JPPO. Youth are welcome to participate with your family in religious services, but cannot be forced to do so. For further clarification, please see the Oregon Youth Authority Policy Statement III-D-8.0 Religious Practices in Substitute Care Placements.</td>
</tr>
</tbody>
</table>
SECTION V
YOUTH SUPERVISION AND SAFETY

COMPETENCY WORKSHEET

1. □ True □ False Youth should not be allowed in any bedroom other than their own.

2. □ True □ False Foster parents should never have physical contact with the youth in their home.

3. □ True □ False Youth can be left unsupervised in a foster home.

4. The level of supervision required for an individual youth will be determined by:
   
a) Youth’s Foster Parent
   b) Foster Home Certifier
   c) Youth’s Juvenile Parole/Probation Officer and Multidisciplinary Team (MDT).
   d) None of the Above

5. Please list the expectation of a foster parent(s) when youth have been approved for an off-site special visit.
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

6. Travel permits are mandatory if youth are traveling out of state for a period in excess of:
   
a) One Week
   b) Forty-Eight (48) Consecutive Hours
   c) Twenty-Four (24) Consecutive Hours
   d) Three Days

7. □ True □ False A frequent visitor is a person who regularly visits the foster home for more than five hours when youth placed in the foster home are present.
8. ☐ True  ☐ False If you suspect a youth in your home may be suicidal, call your local mental health agency immediately, they should be available 24 hours a day.

9. Who is qualified to determine if a youth is suicidal or not?
   a) Foster Parent
   b) Youth’s JPPO
   c) The Youth
   d) Mental Health Agency
   e) None of the Above

10. ☐ True  ☐ False At no time will a foster parent(s) conduct **frisk**, **comprehensive**, or **strip searches** of youth in their home.

11. Please describe your understanding of area searches.
    ___________________________________________________________________
    ___________________________________________________________________
    ___________________________________________________________________
    ___________________________________________________________________

12. Please provide five examples of contraband items.
    1. _____________________________________
    2. _____________________________________
    3. _____________________________________
    4. _____________________________________
    5. _____________________________________

13. OYA youth in foster care must receive prior written approval from their parole/probation officer before having access or using:
   a) Cell Phones
   b) E-mail
   c) Social media
   d) All of the Above

14. ☐ True  ☐ False Foster parents can search a youth’s cell phone, email account or social media at any time.
15. What is the purpose of the Recreational Activity Risk Assessment Form?

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

16. ☐ True ☐ False Recreational Risk Assessments must be completed and submitted to your Certifier at least one week prior to the activity.

17. Please list 5 things you feel are important when considering a recreational activity for youth placed in your home.

1. _________________________________________
2. _________________________________________
3. _________________________________________
4. _________________________________________
5. _________________________________________

Foster Parent Name: _________________________ Date: ___________
Foster Parent Name: _________________________   Date: ___________
Certifier Signature: ___________________________ Date: ___________
SECTION VI
YOUTH IN FOSTER CARE

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SECTION VI: YOUTH IN FOSTER CARE

ABOUT OYA YOUTH
Youth in OYA custody range in age from 12-25. Typically, youth in foster care are 14-20 years old. Youth in foster care have committed crimes including theft, burglary, a sex offense, forgery or assault and many youth have drug and alcohol issues. Youth in foster care have been assessed as appropriate for this level of care and have completed all or most of their treatment and have demonstrated behavioral stability. Youth placements in foster care can be short or long-term depending on the individual needs of the youth, which are continually assessed as placement in foster care continues.

Youth Typologies
As part of the Youth Reformation System, the Oregon Youth Authority and its community partners have developed a set of research-based “typologies” to help inform decision-making about best placement and treatment strategies for youth who are part of the juvenile justice system. This set of typologies serves as an important tool in helping guide decisions about the right placement, right treatment and right time for the youth we serve.

Currently, there are six typologies for male youth and four for female youth in OYA’s System.
## MALE TYPOLOGIES

<table>
<thead>
<tr>
<th>Type</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Typology A</strong></td>
<td>- Few or no protective factors (i.e., family and/or support system) present</td>
</tr>
<tr>
<td></td>
<td>- High history of, and current alcohol or drug (AOD) use</td>
</tr>
<tr>
<td></td>
<td>- Poor relationships and relationship skills</td>
</tr>
<tr>
<td></td>
<td>- High level of aggression and attitude issues</td>
</tr>
<tr>
<td></td>
<td>- Prominent educational issues</td>
</tr>
<tr>
<td></td>
<td>- High need of mental health follow up</td>
</tr>
<tr>
<td><strong>Typology B</strong></td>
<td>- Moderate protective factors present</td>
</tr>
<tr>
<td></td>
<td>- High history of AOD use and moderate current AOD use</td>
</tr>
<tr>
<td></td>
<td>- Poor relationships and relationship skills</td>
</tr>
<tr>
<td></td>
<td>- Moderate level of aggression and attitude issues</td>
</tr>
<tr>
<td></td>
<td>- Prominent educational issues</td>
</tr>
<tr>
<td></td>
<td>- Low need of immediate mental health follow up</td>
</tr>
<tr>
<td><strong>Typology C</strong></td>
<td>- Moderate protective factors present</td>
</tr>
<tr>
<td></td>
<td>- Low to moderate AOD use, both currently and historically</td>
</tr>
<tr>
<td></td>
<td>- Moderate difficulty with relationships and relationship skills</td>
</tr>
<tr>
<td></td>
<td>- Moderate level of aggression and attitude issues</td>
</tr>
<tr>
<td></td>
<td>- History of mental health</td>
</tr>
<tr>
<td></td>
<td>- Prominent educational issues</td>
</tr>
<tr>
<td></td>
<td>- High need of immediate mental health follow up</td>
</tr>
<tr>
<td><strong>Typology D</strong></td>
<td>- Few or no protective factors present</td>
</tr>
<tr>
<td></td>
<td>- Low to no current or history of AOD use</td>
</tr>
<tr>
<td></td>
<td>- No obvious needs factors present</td>
</tr>
<tr>
<td></td>
<td>- Further assessments needed</td>
</tr>
<tr>
<td></td>
<td>- Determine eligibility for community placement or close custody if stabilization is required</td>
</tr>
<tr>
<td><strong>Typology E</strong></td>
<td>- High protective factors present</td>
</tr>
<tr>
<td></td>
<td>- Low current or historical AOD use</td>
</tr>
<tr>
<td></td>
<td>- Little difficulty with relationships and relationship skills</td>
</tr>
<tr>
<td></td>
<td>- Low to moderate level of aggression and attitude issues</td>
</tr>
<tr>
<td></td>
<td>- Low need for immediate mental health follow up</td>
</tr>
<tr>
<td></td>
<td>- Moderately prominent educational issues</td>
</tr>
<tr>
<td></td>
<td>- Responsivity issues that affect the youth's ability and motivation to improve from particular interventions</td>
</tr>
<tr>
<td><strong>Typology F</strong></td>
<td>- Few or no protective factors present</td>
</tr>
<tr>
<td></td>
<td>- Moderate current and historical AOD use</td>
</tr>
<tr>
<td></td>
<td>- Moderate difficulty with relationships and relationship skills</td>
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<tr>
<td></td>
<td>- High level of aggression and attitude issues</td>
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<tr>
<td></td>
<td>- Prominent educational issues</td>
</tr>
<tr>
<td></td>
<td>- Responsivity issues</td>
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</tbody>
</table>
### Female Typologies

<table>
<thead>
<tr>
<th>Typology 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Low to moderate protective factors present</td>
<td></td>
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<tr>
<td>Poor relationships and relationship skills</td>
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<tr>
<td>High level of aggression and attitude issues</td>
<td></td>
</tr>
<tr>
<td>Education issues are very prominent</td>
<td></td>
</tr>
<tr>
<td>High need of mental health follow up</td>
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</table>

<table>
<thead>
<tr>
<th>Typology 2</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Moderate protective factors present</td>
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</tr>
<tr>
<td>Moderate history of AOD use and moderate current AOD use</td>
<td></td>
</tr>
<tr>
<td>Some issues with relationships and relationship skills</td>
<td></td>
</tr>
<tr>
<td>Low level of aggression and attitude issues</td>
<td></td>
</tr>
<tr>
<td>Education issues are moderate</td>
<td></td>
</tr>
<tr>
<td>High need of immediate mental health follow up</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Typology 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Few or no protective factors present</td>
<td></td>
</tr>
<tr>
<td>Low to no current or historical AOD use</td>
<td></td>
</tr>
<tr>
<td>Some difficulty with relationships and relationship skills</td>
<td></td>
</tr>
<tr>
<td>Further assessments needed</td>
<td></td>
</tr>
<tr>
<td>Determine eligibility for community placement or close custody if stabilization is required</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Typology 4</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Low protective factors present</td>
<td></td>
</tr>
<tr>
<td>Moderate history AOD use, low current AOD use</td>
<td></td>
</tr>
<tr>
<td>Moderate to high difficulty with relationships and relationship skills</td>
<td></td>
</tr>
<tr>
<td>Moderate level of aggression and attitude issues</td>
<td></td>
</tr>
<tr>
<td>Education issues are prominent</td>
<td></td>
</tr>
<tr>
<td>Moderate need for immediate mental health follow up</td>
<td></td>
</tr>
</tbody>
</table>
**FOSTER CARE ELIGIBILITY AND REFERRALS**

Critical to the agency’s mission is the continual assessment and evaluation of youth in foster care to ensure safety. These activities are essential to guarantee foster homes meet OYA standards and youth receive the level of care expected by the agency. In addition, an orderly referral and placement process is necessary to ensure eligible youth are properly matched with appropriate foster homes.

**Determining Youth Appropriateness for Foster Care**
A youth’s Multidisciplinary Team (MDT) must review the youth for foster care placement appropriateness and readiness. If possible, the Local Certifier must be included in the MDT meeting when a youth is being considered for foster care placement.

**Factors when reviewing a youth for foster care:**

1. Behavioral and emotional stability as evidenced by the following:
   - Absence of recent patterns of aggressive/assaultive behavior
   - Absence of recent fire-setting behavior
   - Absence of active psychosis or other acute mental health symptoms
   - Absence of current suicidal/self-harm behavior and/or ideation

2. Readiness for engagement in community-based activities such as,
   - Public school
   - Work
   - Higher education
   - Day treatment

3. Evaluated public safety risk in the following areas:
   - Engagement in school
   - Engagement in work
   - Motivation to engage in reformation opportunities
Matching Needs: Youth and Foster Home

The following may be considered to match a youth and a foster home:

**Referring Youth for a Foster Home:**
A JPPO will send a youth referral to Certifiers as a result of MDT recommendations. Certifiers will evaluate the referral information to determine if the youth is an appropriate candidate for foster care.

The Certifier will send a referral packet to the homes selected as good matches and you as the Foster Parent will review the youth’s information to determine whether you think the youth will be a good fit for your home.
Referral Packets will include:

 Updated Referral Case Plan or most recent County Reformation Plan

 History and background information

 OYA RNA/ERASOR (if applicable)

 Printout of Risk Overview Screen

 Current service planning information from residential program (if applicable)

 Most recent mental health assessment (if applicable)

SCREENING A YOUTH FOR PLACEMENT

Before accepting an OYA youth for foster placement you should be involved in a screening process, which may include a face to face meeting with the youth, a video conference meeting with the youth, or a telephone conversation. Please ask questions and make sure that your skills as a Foster Parent meet the needs of the potential foster placement.

As a quick reference, you may want to develop your own worksheet that includes some of the following information:

PRE-PLACEMENT CHECKLIST

<table>
<thead>
<tr>
<th>Basic Information</th>
<th>Health and Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth's name, age, date of birth, gender.</td>
<td>Does the youth have any allergies?</td>
</tr>
<tr>
<td>Youth’s race, culture, language.</td>
<td>Is the youth on any medications? If yes, for what and what are the instructions? Do you have an immediate and adequate supply?</td>
</tr>
<tr>
<td>Are there special dietary restrictions?</td>
<td>Does the youth require any special medical devices?</td>
</tr>
<tr>
<td>Youth’s religion—will youth need access to special religious programs?</td>
<td>Are there special food or dietary needs? Who is the youth’s doctor and does the youth have any additional specialists?</td>
</tr>
<tr>
<td>What will make this youth feel most at home (food preferences, music, or routines)</td>
<td>When was the youth’s last doctor appointment?</td>
</tr>
<tr>
<td>What is most likely to comfort or calm youth when upset or stressed?</td>
<td></td>
</tr>
<tr>
<td>Youth’s talents, hobbies, interests.</td>
<td></td>
</tr>
</tbody>
</table>

Family Information
☐ Does the youth have any siblings?
☐ Where are they and how can this youth stay in contact with siblings?
☐ What are the expectations regarding visits—who will visit, how often, where will visits be?
☐ Are both parents involved with the youth, if not, why not?
☐ Are there issues between the parents I need to understand?
☐ Are there other relatives involved with the youth?
☐ Do either of the parents have a history of violence?
☐ Do parents have any special needs?

Information Specific to Adolescents

☐ Does this youth currently have a job?
☐ If not, is after-school or summer employment a goal or expectation?
☐ Does the youth have a driver’s license? If so, what are the requirements around allowing driving?
☐ Is he/she receiving any independent living services?
☐ Is he/she sexually active? If so, is she using birth control? Does she understand safe sex practices and understand the difference between birth control and safe sex?
☐ Is this youth a parent? If so, is she parenting the child and if not, who is? If the youth is not raising her own child, what arrangements exist for visitation and other involvement with the child? What is her relationship with her child’s other parent?
☐ Does the youth identify as LGBTQ?
☐ Does he/she smoke cigarettes?
☐ Are there any issues with alcohol or drugs?
☐ Has this youth completed treatment? If

☐ Are all immunizations current? Are there any health or religious concerns related to receiving immunizations?
☐ What about dental and eye appointments?
☐ Does the youth wear glasses and are they with her now?
☐ Is the youth developing appropriately for her age? If not, what concerns are there?
☐ What are the youth’s eating, sleeping, and toileting habits?
☐ Has the youth been hospitalized in the past? Did the youth have any surgeries?

Emotional/Psychological Needs

☐ Is the youth receiving counseling or therapy and will it continue?
☐ What are the most significant emotional challenges?
☐ Are there any special concerns about behavior I need to be aware of?
☐ Has this youth been physically or sexually abused or routinely gone without basic needs (food, clothing, shelter)?
☐ Does the youth have any particular fears (i.e. of the dark, water, dogs, etc.)?
☐ Does bed wetting occur?

Educational Information

☐ What grade is the youth in?
☐ What school will the youth attend?
☐ If the youth is changing schools, have the records, including immunizations, been transferred?
☐ Does the youth have special education needs? (IEP)
☐ What are names and contact information for important teachers, guidance counselors, and coaches?
not, what treatment is needed?

**OYA Staff Information**
- JPPO name and all contact information.
- How long has this JPPO known this youth?
- Supervisor name and all contact information.
- After hours and crisis contact policy and information.
- Youth’s advocate/attorney name and contact

**Placement Information**
- Is this the youth’s first foster care placement?
- Why is the youth coming into foster care?
- If not the first placement, why is the youth moving at this time?
- What has the youth been told and/or what does she understand about why he/she is being moved?
- How long and/or how many times has the youth been in foster care?
- What has the youth’s experience with foster care been like?
- Does this youth have any special belongings or items of sentimental value?
- What information about our family has the youth requested?

- Are there any other educational or school related issues I need to be aware of?
- Is the youth involved in any extracurricular activities and if so, how can we arrange for these to continue?
- If in high school, is this youth preparing for post-secondary education—vocational school, college, etc.?
- Are there pending deadlines related to school applications, SATs or other tests, or financial aid that I need to be aware of?
**INTAKE PLACEMENT**

If the youth, foster parents, JPPO, and Certifier agree to the placement, a placement date must be established. Please refer to the form section in the back of this handbook for a copy of the Foster Care Youth Intake Checklist YA 5018.

The JPPO will arrange the youth’s placement into the foster home. The JPPO must ensure the foster parent is provided the following youth information prior to or on the placement date:

- Face sheet, including JJIS photo;
- Juvenile Parole/Probation Agreement;
- Case plan and other relevant case information;
- Medical information including health concerns, list of current medications, and immunization records;
- At least a 30-day supply of current medications;
- Treatment and service provider information;
- Approved contact and transport list;
- Birth certificate, Social Security card, ID card (if available);
- Medical card or Medical Card ID number
- School transcripts/IEP.

After placement has occurred it is beneficial to review the intake documents and specifics to the household with the youth.

**Remember**

- Have family fire drills, and review the escape plan (within 24 hours of new youth placement)
- Review your home rules
- Inventory personal items while youth is present ensuring no contraband enters the home.
- Review Intake Checklist to make sure all items have been addressed and a copy is provided to the Certifier.
FOSTER PARENTING A YOUTH WITH SPECIAL EMOTIONAL OR BEHAVIORAL HEALTH NEEDS

Many of the same issues, questions and challenges related to caring for a youth with special medical or physical needs also apply to caring youth with special emotional or behavioral health care needs.

Some common emotional or behavioral challenges that a youth in foster care may have, include:

- ADHD – Attention Deficit Hyperactivity Disorder.
- AD – Attachment Disorder.
- ODD – Oppositional-Defiant Disorder.
- Depression, Mood disorders.
- PTSD – Post-traumatic Stress Disorder (from abuse).
- Acting-out associated with previous sexual abuse.
- Chronic lying, stealing, or violence.
- Risk factors for other mental illnesses.

Factors that can cause or contribute to emotional or behavioral health needs include:

- A history of abuse—physical, sexual or verbal/psychological.
- Attachment disorders.
- Severe grief reactions to the separation from or loss of family.
- Psychiatric/chemical disorders.
- A history of neglect—routinely or consistently being deprived of basic needs.
- Emotional deprivation.

Every youth comes into a “new” family with a certain amount of baggage: rejection, loss, grief, identity issues, etc. As she “settles” into the foster family, some of these issues will be best worked through within the family over time, while others will require additional, outside help. How can you know when such help is needed? While some youth may come into your home with previously identified special emotional or behavioral needs, in other cases, the foster parent may be the first person to become aware of and identify these issues and the need for help or therapeutic intervention.

With intervention, many problems can be worked through and resolved in a healthy manner. Without such help, youth grow up under the burden of this “baggage” and may be subject to a higher risk-status of developing lifelong problems.

FOSTER PARENTING A YOUTH WHO IS RACIALLY OR ETHNICALLY DIFFERENT FROM YOU

As a foster parent, you may be called upon to parent a child or youth who is racially or ethnically different from you. While in many ways, day to day life with this youth will be no different than with any other, we live in a society that is often deeply divided by issues of race, and we need to be aware of the impact of these social messages on our own views and on the youth we care for. As a foster parent, you will want to help each youth in your home feel comfortable with and proud of her own heritage, while also being tolerant and accepting of others.
Development of Identity and Self Esteem in Youth

Parenting a youth whose racial and/or ethnic background is different than one or both foster parents presents a variety of issues at different stages of development. Here we discuss some of the issues that might arise at various developmental stages as they relate to racial identity and building of self-esteem:

**School-Age Years**

- The child will need help understanding her heritage and background.
- She needs to be able to begin to develop a response to the question “Who Am I?”
- Celebrate all cultures within the family. Point out ways that your individual backgrounds are similar as well as different.
- Acknowledge the prejudices the youth may face. Share in the feelings prejudice produces.
- Do not brush these feelings aside.
- Teach problem solving skills and techniques.
- Provide regular opportunities for the youth to be among people who do look like, or talk like she does—consider school, church, recreational activities, etc.

**Adolescence**

- This is an intense time of figuring out
- “Who Am I?” Curiosity about racial identity and background may become stronger, particularly if she has not had the opportunity to know one parent (often father) or the extended family representing one side of their heritage.
- Dating issues arise. Look at your community and circle of friends—how many of the people you associate with would wholeheartedly accept your son or daughter dating theirs?
- Teens may develop a new or renewed interest in their native land, language, or become involved with a very culturally specific group, change the way they dress, the name they wish to be called, etc.
- It is especially critical to provide adolescents with mentors, role models and other opportunities to be among people with the same racial or ethnic background as their own. Ask your Certifier how this might be best accomplished.

**FOSTER PARENTING A YOUTH WITH ISSUES RELATED TO SEXUAL/GENDER ORIENTATION**

No one really knows how many lesbian, gay, bisexual, transgender or questioning (LGBTQ) youth are in the foster care system. Many of these youth endure further harassment or abuse related to their sexual orientation after being placed in foster care. As a result, they are at a high risk for serious emotional challenges as well as for running away.

As a foster parent, it is important to ensure that all children and youth in your home are both physically and emotionally safe and protected from harassment and discrimination.

**Understanding Sexual Orientation**

Sexual orientation refers to a person’s sense of self identity and sexual attraction to members of other, the same or both sexes. Research indicates that there is a continuum of sexual orientation,
with some individuals exclusively attracted to members of the opposite sex, some exclusively attracted to members of the same sex and some in between, attracted to members of both sexes. Learning about, exploring and awakening to sexual feelings are all a normal part of adolescent development. It is also normal for youth to question their own sexual identity and orientation during this period of development and perhaps to experiment with different sexual behaviors. In addition, youth who have experienced abuse or neglect may have specific sexual questions, confusion or fears. It is important to be supportive and understanding of youth who are going through this often scary developmental stage. Youth who are questioning their sexual identity, or beginning to recognize feelings of attraction to members of the same sex, may need to be provided with caring and competent therapists who can help them to feel safe and protected as they seek answers and explore issues related to their sexuality.

It is important to understand that neither heterosexuality nor homosexuality is “contagious.” Sexual orientation is not learned or imposed upon youth by exposure, nor are LGBTQ youth any more likely than heterosexual youth to “prey upon” or act out inappropriately with other children. Neither can sexual orientation be “unlearned” and attempts to do so can be damaging to youth.

Providing the Support LGBTQ Youth Will Need

- There are several things you can do as a foster parent to ensure that these youth receive the understanding and support they need for healthy and positive development.
- Some of these include:
  - Recognize that you may be already parenting LGBTQ youth.
  - Be aware of your own personal feelings or beliefs that might conflict with your responsibilities to LGBTQ youth in your home.
  - Educate yourself and others about LGBTQ youth.
  - Let the youth in your home know that you are comfortable with people who are LGBTQ.
  - Display visible signs such as posters, stickers or books that demonstrate an acceptance of LGBTQ people.
  - Eliminate anti-LGBTQ slurs. Use gender-neutral language when talking to youth.
  - For example, instead of asking a teenaged boy whether he has a “girlfriend,” ask if he has “someone special in his life.”
  - If a youth is letting you know that he or she is LGBTQ, don’t ignore it. Talk to them about it. Protect LGBTQ youth from bias and harassment.
  - Ensure that all youth in your home, including LGBTQ youth, have access to appropriate reproductive and sexual health care services and caring professionals who can answer questions about a range of sexual health issues ranging from sexually transmitted diseases, to living with HIV/AIDS, to reporting and coping with sexual harassment, attacks or rape.
  - Help an LGBTQ youth find resources and support in the community.
  - Consider joining a support group for parents of LGBTQ youth.
WHAT DO ALL THESE ACRONYMS MEAN???

A&D  Alcohol and Drugs
AG   Attorney General
ATOD Alcohol, Tobacco and Other Drugs
ART  Aggression Replacement Therapy
BRS  Behavior Rehabilitation Services
CASA Court Appointed Special Advocate
CBT  Cognitive Behavior Therapy
CPO  Coordinated Care Organization
CEOJJC Central/Eastern Oregon Juvenile Justice Consortium
CPS  Child Protective Services
COB  Changing Offender Behavior
CWP  Child Welfare Partnership
CYT  Cannabis Youth Treatment
DA   District Attorney
DBT  Dialectical Behavior Therapy
DD   Developmentally Disabled
DHS  Department of Human Services
DOJ  Department of Justice
DMAP Division of Medical Assistance Programs
EBP  Evidence Based Practices
ERASOR Estimate of Risk of Adolescent Sexual Offense Recidivism
IEP  Individual Education Plan
ILP  Independent Living Program
JJIS Juvenile Justice Information System
JPPA Juvenile Parole/Probation Assistant
JPPO Juvenile Parole /Probation Officer
LEA  Law Enforcement Agency
MAR  Medication Administration Record
MDT  Multi-Disciplinary Team
OAR  Oregon Administrative Rule
OD   Officer of the Day (on-call supervisor)
ORRA OYA Recidivism Risk Assessment
ORRA-V OYA Recidivism Risk Assessment-Violent Crime
ORS  Oregon Revised Statute
OYA Oregon Youth Authority
PHD  Positive Human Development
PSO  Professional Standards Office
QMHP Qualified Mental Health Professional
RNA  Risk Needs Assessment
YCF  Youth Correctional Facility
YRS  Youth Reformation System
SECTION SIX
YOUTH IN FOSTER CARE

COMPETENCY WORKSHEET

Mark the following statements as “True” or “False” regarding OYA youth

1. □ True □ False Youth in OYA custody range in age from 12 – 25.

2. □ True □ False Most OYA youth in foster care have not committed any crimes.

3. □ True □ False Many OYA youth have drug or alcohol issues.

4. □ True □ False Placements in OYA foster care can be short or long term

5. □ True □ False OYA youth in foster care are only on probation

6. As part of the Youth Reformation System, the Oregon Youth Authority and its community partners have developed a set of research based “typologies.” Describe why typologies are helpful and serve as an important tool when working with youth in the juvenile justice system.

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

7. When matching a youth and foster home, the following may be considered:

a) Youth’s criminal history
b) The geographic area
c) Foster parent’s skills
d) Current composition of the foster home
e) Youth’s response to interventions
f) All of the above
8. Name three factors when reviewing a youth for foster care:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

9. Please list the items included in a referral packet:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

10. List some of the common emotional or behavioral challenges that a youth in foster care may have:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

11. Name three factors that cause or contribute to emotional or behavioral health needs:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Foster Parent Name: _________________________ Date: ___________
Foster Parent Name: _________________________ Date: ___________
Certifier Signature: ___________________________ Date: ___________
SECTION VII
RULES, POLICIES, FORMS & MORE

Table of Contents

- Respite Care Checklist
- Service Invoice – (Example)
- OYA Foster Parent Satisfaction Survey
- Youth Offender Foster Home Agreement
- OYA Foster Home Cleanliness Standards
- Youth Offender Foster Home Incident Report
- OYA Foster Youth Monthly Progress Report
- Foster Parent Training Record
- Medication Management in Substitute Care (III-D-3.0)
- Foster Home Individual Youth Medication Log
- Youth Offender Foster Home Certification Safety Requirement Checklist
- Suicide Prevention in Community Placements (III-D-3.4)
- Youth Safety Notice
- OYA Foster Care Youth Service Survey
- Recreational Activity Risk Assessment
- Consent for OYA Youth to Participate in Recreational Activities
- Foster Care Youth Intake Checklist

- Oregon Administrative Rules – Division 530 Youth Offender Foster Care Certification

- What You Can Do About Child Abuse (DHS 9061)
RESPITE CARE CHECKLIST

When preparing to place youth in respite care, please use the following checklist to ensure that the respite provider has all the necessary information and paperwork in advance.

Foster Family:

Respite Provider:

Dates of Respite Care:

☐ Respite provider is approved by OYA to provide care
☐ JPPO(s) and Certifier have been notified of use of respite care
☐ After Hours Protocol—located in Foster Parent Handbook, Section I, page 3
☐ Emergency phone numbers: OYA Field Office, Facility, local police, hospital, JPPO’s, Certifier, foster parent contact information
☐ Medication location and dispensing instructions
☐ Copy of current OHP Medical Cards for each youth

<table>
<thead>
<tr>
<th>Physician</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Dentist</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

☐ Supervision issues
☐ Contact restrictions
☐ Household rules, including:
☐ Privileges / consequences
☐ Phone / Cell usage
☐ Lights out
☐ Visitors
☐ Recreation
☐ Chores
☐ Off limit areas
☐ Computer usage
☐ Current status of youth
☐ Red flags to watch for

Please sign to indicate that you have discussed the above information and understand your responsibilities.

Foster Parent signature & Date

Respite Provider signature & Date
### Total Requested:

<table>
<thead>
<tr>
<th>Days</th>
<th>Abs</th>
<th>Totals</th>
<th>City</th>
<th>Worker</th>
<th>Organization Primary</th>
<th># Contact</th>
<th>Program</th>
<th># Youth/JIS</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Total: $626.27**

### Foster Care

<table>
<thead>
<tr>
<th>Days</th>
<th>Abs</th>
<th>Totals</th>
<th>City</th>
<th>Worker</th>
<th>Organization Primary</th>
<th># Contact</th>
<th>Program</th>
<th># Youth/JIS</th>
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</thead>
<tbody>
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</tbody>
</table>

**Total:**

Fax: (503) 210-9939
Salem, OR 97301
530 Center ST NE, Suite 500

Return To: Oregon Youth Authority

---

**Purchase of Service Invoice**

**Signature:**

**Date:**

**Total:**

**$626.27**

**Sample:**

**Footer:**

Provider: **ESTIMATE**
The OYA foster care unit continually strives to improve the quality of service and support to our OYA foster parents. In order to know how we are doing, we ask that you please complete the survey below to help us evaluate our performance. Information captured on this survey will only be reviewed by the OYA Foster Care Manager and will be used to address areas where the foster care unit can be more effective and improve performance measures. Please mark the answer that most appropriately reflects your experience as an OYA foster parent within the past 6 months. We encourage you to use the space below each statement to elaborate why you either strongly agree or disagree with each statement.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am part of the decision making and screening process of youth placed in my home.</td>
<td></td>
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<tr>
<td>I receive adequate information about each youth considered for placement in my home.</td>
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<tr>
<td>I am able to contact my OYA certifier when needed.</td>
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<tr>
<td>My OYA certifier maintains weekly contact with me via, phone, e-mail, text message and/or home visits.</td>
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<tr>
<td>I receive return phone calls from OYA within a reasonable amount of time.</td>
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<td>I feel supported by my OYA certifier.</td>
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<td>When my OYA certifier addresses concerns, I feel it is done in a professional and courteous manner.</td>
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<td>I know who to contact and have accurate contact information when there is an emergency.</td>
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</tbody>
</table>
I am notified in a timely manner of youth home visits, meetings, court hearings, changes in plans and important information discussed with youth.

OYA is responsive in addressing youth concerns and/or incidents.

I am provided with adequate training to care for the youth placed in my home.

I am provided with enough training opportunities to meet annual training requirements.

My OYA certifier is able to answer my questions and is responsive to my needs.

I am satisfied with the timelines and delivery methods of receiving monthly reimbursement.

OYA communicates with me at least once a month either in person, by e-mail, or phone to review the youth offender’s progress.

Overall, I am satisfied with the support I receive from OYA.

Additional Comments:

Please submit completed surveys to: Oregon Youth Authority
Community Resources Unit
530 Center Street NE, Suite 500
Salem, OR 97301-3765
YOUTH OFFENDER FOSTER HOME AGREEMENT

This agreement between the State of Oregon Youth Authority (hereinafter referred to as OYA) and foster parents when attached to the Youth Offender Foster Home Certificate of Approval establishes the terms under which youth offenders may be placed with the foster parents. OYA has certified that the foster home meets applicable Foster Home Administrative Rules and enters into this agreement in anticipation of requiring the foster parents’ services. However, it is understood that signing of this agreement does not guarantee placement of youth in this home.

1. The term of this agreement shall begin ________________, 20__, and shall be effective for the duration of the foster home provisional and/or regular Certificate of Approval unless terminated early in accordance with item 4.d. below. Termination or revocation of the Youth Offender Foster Home Certificate at any time shall automatically terminate this agreement. Agreements are to be reviewed and signed on an annual basis at the time of re-certification.

2. OYA Shall:
   a. Prior to placement, provide the foster parents with information on the background of the youth, including a reformation/case plan for the youth, court orders and applicable probation and parole agreement.
   b. Inform foster parents of the responsibilities of OYA in regard to the youth placed and involve foster parents in current and future planning for the youth.
   c. In cooperation with the foster parents, arrange for regular visits by parents or relatives.
   d. Provide funds to meet initial clothing needs of the youth within resources available and in accordance with OYA policy.
   e. Provide record of immunizations when available and arrange with foster parents for medical examination within 30 days unless the youth has had an examination within the last six months and the information is available to the foster parents. (Medical Identification Card will be provided by the Office of Medical Assistance Programs in accordance with Administrative Rules.)
   f. Review the placement and case plan at least once every 3 months for ongoing care.
   g. Contact the youth and foster parents at least monthly or as mutually agreed upon.
   h. When there is a change of worker, notify the foster parents immediately of the name of the new worker or the temporary Parole/Probation Officer or Supervisor. The new worker will contact the foster parents within 30 days of receipt of the case.
   i. If OYA fails to provide services or information in accordance with this agreement, foster parents may contact the OYA Supervisor and request a grievance review.
   j. Reimburse the foster parents by check monthly, or more often in accordance with established OYA procedures, for foster family care provided to named youth(s) at the current approved rate of ______ (subject to contract rate change). Invoice billing is required.
   k. Reimburse the foster parent for the day the youth enters the home but not pay for the day the youth leaves the home.
   l. Recover any overpayments made by deducting over amounts from future payments and/or billings.

3. Foster Parents Shall:
   a. Maintain and operate a foster home which is safe for youth and the community.
   b. Promote emotional growth and positive self esteem, and accountability in the youth by providing clear expectations, age appropriate limits and consequences of behavior. Teach by positive example. Avoid all forms of physical discipline in accordance with OYA’s Policy and Administrative Rule.
   c. Be available for youth placement and services as agreed upon with OYA.
   d. Utilize payments made by OYA to provide maintenance for the youth, including housing, clothing, food etc. and transportation.
   e. Recognize OYA’s responsibility for planning for the youth as provided in Oregon Law, and cooperate with OYA in carrying out the reformation plan/case plan.
   f. Cooperate in visiting arrangements between the youth and their family when such visits are included in the reformation plan/case plan.
   g. Maintain confidentiality about the youth or the youth’s family except when authorized by OYA, in accordance with OAR rules and policy.
   h. Notify the OYA immediately of any arrest, conviction or dismissal of any charges made against anyone living in the household including adult volunteers or employees or unrelated persons.
i. Notify OYA at least ten working days prior to the date desired for the placed youth's removal from the foster home.

j. Maintain records and logs of significant changes in the youth's health/medication, behavior, or location, and immediately notify OYA of such changes.

k. Obtain approval for all non-emergency major medical treatment.

l. Respect and nurture the youth's family, community and cultural connection.

m. Immediately notify OYA of any unauthorized absence of the youth.

n. Obtain approval from OYA prior to taking the youth out of state. Youth cannot be taken out of state. Exceptions may be granted. *See Recreation Policy.

o. Notify OYA of any change in family composition, health of family members or any change of address of the foster family.

p. As a mandatory reporter notify Child Protective Services (CPS) of any alleged abuse of which they have knowledge regarding any youth placed in their home in accordance with ORS 419B.005 – 419B.050.

q. Notify OYA in advance of any planned absence of the foster parents from the home for over night or longer.

r. Assist the youth in returning home or moving to another placement and send clothing and personal records with the youth. Maintain the youth's health and educational records and share with the worker as needed.

s. Notify OYA of any payment discrepancies and reimburse OYA for any excessive payments received.

t. Accept no youth for foster care placement except as agreed upon with the OYA Office which has certified the home.

u. All respite/relief help must be OYA approved.

v. Agree to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

w. Keep the following listed documents and records for three years after the end of the OYA fiscal year during which the youth was terminated, and any longer period required to complete any audit and/or resolve any pending audit findings, and to make them available to federal authorities and other persons authorized by the OYA Director or his/her representatives:

   (1) Youth Offender Foster Home Certificate (YA 5011) and Agreement (YA 5009).
   (2) Any documents related to placement and removal of the youth.
   (3) All financial records related to this agreement.
   (4) Any logs pertaining to youth.

x. Complete the required annual training in order to develop effectiveness and share knowledge as foster parents.

4. OYA and Foster Parents Mutually Agree:

   a. That a youth will be placed in this home only when foster parents and OYA agree it is in the best interest of the youth and the community.

   b. Reimbursement shall be the sole monetary obligation of OYA. This agreement does not make foster parents employees of OYA or eligible for any state employee benefits except in the purchase of health benefits and membership in a credit union available to a state employee. The foster parents shall impose no fees for services under this agreement other than those set by OYA in accordance with federal rules (45 CFR 220) and included in the services plan.

   c. The foster parents have read and agree to comply with OYA's Oregon Administrative Rule Division 530.

   d. This agreement may be terminated by mutual consent of both parties or by either party at any time upon 30 days' notice in writing. Either party may terminate the agreement immediately upon relocating the foster youth(s) if circumstances beyond their control make continuation of the agreement impracticable. Notice shall be delivered by certified mail or in person. If the foster parents fail to provide care and services in accordance with this agreement, OYA reserves the right to terminate the agreement and stop payment immediately. Termination of the Youth Offender Foster Home Certificate for any reason shall terminate this agreement.

Agreed: Foster Parents' Signatures

X Foster Parent ___________________________ Date __________

X Foster Parent ___________________________ Date __________

Agreed: OYA Signatures

X OYA Certifier ___________________________ Date __________

X OYA Foster Care Manager ___________________________ Date __________

Address (Physical Address - no P.O. Box)
Per OAR 416-530-0070 Standards of the Foster Home (8)(a); “The foster home must be clean and free of hazards to the health and physical well being of the family. All areas of the foster home must meet sanitation criteria as described in OYA Cleanliness Standards.” Review will be completed during the initial certification process, re-certification and/or as determined by the foster home certifier.

<table>
<thead>
<tr>
<th>Foster Home Name:</th>
<th>Inspection Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone Number:</td>
</tr>
</tbody>
</table>

### MAIN LIVING AREAS

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floors are swept/vacuumed.</td>
</tr>
<tr>
<td>Furnishings are neat and clean.</td>
</tr>
<tr>
<td>Areas are free from odor.</td>
</tr>
<tr>
<td>Walls, windowsills, book shelves, and corners are free of excessive cobwebs and dust.</td>
</tr>
<tr>
<td>All broken and/or unusable items are repaired or replaced in a timely manner. (Exceptions may be approved on a case by case basis by the Foster Care Manager.) Examples include, but are not limited to:</td>
</tr>
<tr>
<td>Broken window(s)</td>
</tr>
<tr>
<td>Ripped or ruined flooring</td>
</tr>
<tr>
<td>Broken light fixtures - includes lighting and or light switches/plates</td>
</tr>
<tr>
<td>Broken or unusable furniture</td>
</tr>
<tr>
<td>Unfinished or damaged interior walls and/or ceilings</td>
</tr>
<tr>
<td>Remodels/repairs are done in a timely manner and working areas are secured of all dangerous materials to maintain youth safety. (OYA staff need to be able to tell that progress has been made since the last quarterly inspection.)</td>
</tr>
<tr>
<td>Rooms are free of mold/mildew. All mold/mildew must be cleaned, sanitized and the area painted with mold resistant paint.</td>
</tr>
<tr>
<td>If animals are present in or around the home:</td>
</tr>
<tr>
<td>Home must not have overwhelming animal odors.</td>
</tr>
<tr>
<td>Home and furniture are free of excess animal hair, animal stains and animal matter.</td>
</tr>
<tr>
<td>Animal hair, feathers, fecal matter, litter boxes, excess food, etc. must be adequately maintained and mess free.</td>
</tr>
</tbody>
</table>

### OTHER CONCERNS/NOTES: (Improvements from previous inspection, improvement projects, safety concerns, damages, disrepair)
### KITCHEN

<table>
<thead>
<tr>
<th>Comments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Food storage areas are sanitary and absent of excessive odors. (Refrigerator, Freezer, Pantry, Cupboards, etc). All expired or decaying food must be disposed of properly.</td>
<td></td>
</tr>
<tr>
<td>No uncovered food, drinks, or dirty dishes are left out for long periods of time.</td>
<td></td>
</tr>
<tr>
<td>Tabletops and countertops are clean and clean.</td>
<td></td>
</tr>
<tr>
<td>Floor is clean and free from debris.</td>
<td></td>
</tr>
<tr>
<td>Cupboards and appliances are clean and free of excessive grease or food build up.</td>
<td></td>
</tr>
<tr>
<td>Garbage can(s) are not overflowing and are emptied at least weekly or as needed to maintain clean and sanitary environment.</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER CONCERNS/NOTES:** (Improvements from previous inspection, improvement projects, safety concerns, damages, disrepair)

### BATHROOM

<table>
<thead>
<tr>
<th>Comments</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Room has good ventilation and is free from stagnant odors.</td>
<td></td>
</tr>
<tr>
<td>Toilet area is clean and sanitary.</td>
<td></td>
</tr>
<tr>
<td>Shower/bath area is clean and sanitary.</td>
<td></td>
</tr>
<tr>
<td>Counter is sanitary and neat in appearance.</td>
<td></td>
</tr>
<tr>
<td>Garbage can is not overflowing and is emptied at least weekly or as needed to maintain clean and sanitary environment.</td>
<td></td>
</tr>
<tr>
<td>Mirror is clean.</td>
<td></td>
</tr>
<tr>
<td>Floor is clean and free of debris.</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER CONCERNS/NOTES:** (Improvements from previous inspection, improvement projects, safety concerns, damages, disrepair)

### YOUTH BEDROOM

<table>
<thead>
<tr>
<th>Comments</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Furnishings are neat, clean and in good repair.</td>
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</tr>
<tr>
<td>Bed has an intact, unripped mattress.</td>
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</tbody>
</table>
### Bed made each morning. Bedding changed and washed at least monthly, if odor is present - wash as needed.

### Clean clothes are folded and stored in dresser or on hangers.

### Dirty clothes are in designated receptacle.

### Dresser is organized and is neat in appearance.

### Walls and doors are maintained – clean, no damages, painted as needed

### Majority of floor is clear and clean – things stored on the floor are neat and organized.

### Floor is swept / vacuumed.

### Air quality – room is free from odor.

### Windowsills are neat and clean.

### Garbage is in an appropriate receptacle and not overflowing, emptied at least weekly or as needed.

### OTHER CONCERNS/NOTES: (Improvements from previous inspection, improvement projects, safety concerns, damages, disrepair)

<table>
<thead>
<tr>
<th>YOUTH LIVING AREA</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(only needed if youth have a separate area they “hang out in”)</td>
<td></td>
</tr>
<tr>
<td>Floors are swept/vacuumed.</td>
<td>☐</td>
</tr>
<tr>
<td>Furnishings are neat, clean and in good repair.</td>
<td>☐</td>
</tr>
<tr>
<td>Area is free from odor.</td>
<td>☐</td>
</tr>
<tr>
<td>Walls, windowsills, book shelves, and corners are free of excessive cobwebs and dust.</td>
<td>☐</td>
</tr>
</tbody>
</table>

### OTHER CONCERNS/NOTES: (Improvements from previous inspection, improvement projects, safety concerns, damages, disrepair)

<table>
<thead>
<tr>
<th>PATIO AND OUTDOORS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>All garbage is picked up and disposed of properly.</td>
<td>☐</td>
</tr>
<tr>
<td>Tools are picked up and put away after each use.</td>
<td>☐</td>
</tr>
<tr>
<td>Outdoor animal areas are clean to maintain a healthy outdoor environment.</td>
<td>☐</td>
</tr>
<tr>
<td>Patio area swept and neat.</td>
<td>☐</td>
</tr>
<tr>
<td>Out Buildings – structurally sound and appropriately secured.</td>
<td>☐</td>
</tr>
</tbody>
</table>

Revised 03/2016 - DRAFT
OYA CLEANLINESS STANDARD
OTHER CONCERNS/NOTES: (Improvements from previous inspection, improvement projects, safety concerns, damages, disrepair)

Corrective Action Plans (items scored as U will require a corrective action plan):

<table>
<thead>
<tr>
<th>Foster Care Certifier</th>
<th>Date</th>
<th>Foster Parent</th>
<th>Date</th>
</tr>
</thead>
</table>

Revised 03/2016- DRAFT
OYA CLEANLINESS STANDARD
Foster Home: __________________________
Youth Name: __________________________ JJIS #: __________________________
Date of Incident: __________________________ Time: __________________________ AM □ PM □
(Note: If you were not present at the incident, use the date you became aware of the incident)

Date of Report: __________________________

<table>
<thead>
<tr>
<th>Critical</th>
<th>Significant</th>
<th>Abuse (Requires Mandatory Child Abuse Report. See Notification section.)</th>
<th>Unusual Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Youth Suicide</td>
<td>☐ Injurious Behavior to Self or Others</td>
<td>☐ Physical Injury Caused by Other Than Accidental Means or That Appears to be a Variance with the Explanation Given of the Injury.</td>
<td>☐ Illness or Injury Involving Inpatient or Emergency Hospitalization</td>
</tr>
<tr>
<td>☐ Attempted Youth Suicide</td>
<td>☐ Property Damage/ Destruction</td>
<td>☐ Willful Infliction of Physical Pain or Injury.</td>
<td>☐ Fire</td>
</tr>
<tr>
<td>☐ Youth Death</td>
<td>☐ Serious Illness/Injury to Youth</td>
<td>☐ Sexual Harassment or Exploitation, Including but not Limited to any Sexual Contact Between Youth.</td>
<td>☐ Behavior that is Not Typical of the Person</td>
</tr>
<tr>
<td>☐ Complaint of Youth Abuse</td>
<td>☐ Runaway</td>
<td>☐ Neglect</td>
<td>☐ Incident that will Result in a Complaint or Grievance</td>
</tr>
<tr>
<td>☐ Danger to Health &amp; Safety</td>
<td>☐ Intervention from Law Enforcement (police appeared, includes report)</td>
<td>☐ Abuse Unrelated to Staff (e.g. youth to youth; prior to enrollment; not program staff, volunteer, etc.)</td>
<td>☐ Medication Error</td>
</tr>
<tr>
<td>☐ Homicide</td>
<td>☐ Fight</td>
<td>☐ Illness or Injury Involving Inpatient or Emergency Hospitalization</td>
<td>☐ Lost or Stolen Money or Property</td>
</tr>
<tr>
<td>☐ Controlled Substance Medication Error</td>
<td>☐ Report Filed with Police (but, police did not appear)</td>
<td></td>
<td>☐ Any Other Unusual Incident</td>
</tr>
<tr>
<td>☐ Complaint of Violation of Youth’s Rights</td>
<td></td>
<td></td>
<td>☐ Documentation Error (medical)</td>
</tr>
<tr>
<td>☐ Major Medication Change</td>
<td></td>
<td></td>
<td>☐ Behavior Incident</td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
<td></td>
<td>☐ Youth Declines Medication, Treatment or Procedures</td>
</tr>
</tbody>
</table>

Persons Involved: __________________________ __________________________

Location of Incident: __________________________

NOTIFICATIONS: “For Abuse, Contact local DHS or law enforcement immediately and follow Mandatory Child Abuse Reporting Procedures.”

List Who Was Notified | By Whom | Date Notified | Time Notified |
<table>
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<tbody>
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<td>*</td>
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</tbody>
</table>
Description of Incident:


Interventions:


Results:


Follow-Up Plan:


Report Prepared By:

Print Name: __________________________
Signature: X __________________________ Date: ______________

Supervisor Review and Findings: (Include information from result of follow-up plan, if available.)

X __________________________
(OYA Foster Care Manager Signature) __________________________ (Date)
The purpose of this form is for OYA foster parents to provide feedback to OYA staff on the current foster youth's progress in your home. Please fill out a separate form for each OYA youth in your care and return it to your OYA Foster Care Certifier no later than the 5th of the following month. Thank you for your cooperation and involvement!

Month/Year: _____  OYA Foster Home: _____  Today’s Date: _____
Youth’s Name: _____  Parole/Probation Officer: _____

School/Work Progress: (Briefly describe the youth’s progress in school or work. Include overall behavior, interactions with peers, school staff, attendance, suspensions, etc. Is the youth involved in extra curricular activities after school? If the youth works, indicate if any restitution was paid.)

Treatment Progress/Concerns: (Is youth attending any treatment? If so, describe: type of treatment, individual or group, number of meetings per week, progress or concerns in treatment. Did youth attend all sessions?)

Medication Management: (What medication is the youth on? Is his/her behavior stable or does he/she need to be re-evaluated? Was youth prescribed any new medication this month? Did youth miss/refuse any medications during this period? If so, was an Incident Report completed? If not on medication, indicate N/A, or No Change.)

Recreation Activities/Participation: (Did youth participate in any recreational activities this month? Include activities provided by the foster parent such (i.e. movies, sports, shopping, bowling, camping, golfing, fishing, etc.)

Independent Living Skills: (Did youth learn any new skills this month? (i.e. cooking, grocery shopping, budgeting/saving money, job searching, etc) List skills. )

Behavior/Social Interactions: (How did youth interact with other youth in home & with foster parents? Include youth’s interactions with biological parents, JPPO’s etc. Indicate interventions used by foster parent to address negative behaviors in the home or community.)

Other Comments/Concerns: (Please note any other significant issues or concerns this month. Document if youth had home visits and how the visits went. Include any appointments with youth’s doctor or dentist.)

Overall Behavior/Progress towards goals: ☐Excellent ☐Good ☐Fair ☐Poor
Each Foster Parent is required to have a minimum of the training hours identified in the Foster Care Manual. The training must be OYA-sponsored or a non-OYA training approved by OYA. For all training, attach copies of training outline, certificate of completion and other pertinent information.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TRAINING TITLE</th>
<th>SPONSOR / PRESENTER</th>
<th>HOURS</th>
<th>Certifier initials</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Certifier Name (Print): __________________________________________

Certifier Signature: __________________________________________ Date: ________
I. PURPOSE:

This policy provides standards for OYA field staff regarding administration, control, and storage of youth medications while in substitute care.

II. POLICY DEFINITIONS:

Psychotropic medication: Medication prescribed to alter brain function for purposes of treating problems with thought processes, mood, or behavior. Psychotropic medications include stimulants, antipsychotics, mood stabilizers, anxiolytics, and sedatives.
Substitute care providers: Persons authorized by the OYA through contract or other written agreement to provide supervision and care for youth on parole or probation status in the community. Such persons include, but are not limited to, contracted residential treatment providers and certified foster parents (including respite providers).

III. POLICY:

OYA strives to address all youth healthcare needs in a safe manner. OYA consistently administers, controls, and stores youth medication. Field staff support OYA policy by facilitating proper and consistent youth medication management.

IV. GENERAL STANDARDS:

A. A youth’s JPPO must ensure a smooth transition when the youth moves from one OYA placement to another. The JPPO will provide oversight to ensure necessary medical and mental health services are available for the youth.

Appointments to ensure continuity of care and uninterrupted prescription of medications will be scheduled prior to placement transition. The availability of medical and mental health providers must be considered when ensuring continuity of care.

B. OYA substitute care providers must consistently administer, control, and store youth medication. OYA contract language and related rules in OAR 416-340 and OAR 416-530 specify how substitute care providers must meet these responsibilities.

C. Disclosure Requirements

1. JPPOs must be notified within one working day by substitute care providers of a youth’s new prescription for psychotropic medication. (OAR 416-340-0070)

2. Consent to disclose information regarding a youth’s medication to the youth’s parent/guardian is required in these cases:

   a) The youth is 14 years of age or older and the medication is prescribed pursuant to treatment of a mental or emotional disorder or a chemical dependency; or

   b) The youth is 15 years of age or older and the medication is prescribed pursuant to medical treatment.

   The JPPO must document the request, consent, and any disclosure in JJIS by executing OYA form YA 3101 (Consent for Disclosure of Confidential Behavioral Health Information).

3. Parent/Guardian Notification of Prescribed Psychotropic Medication
a) A field supervisor or designee must ensure written notification is sent to the below-listed person(s) within seven working days of the field supervisor’s knowledge of a psychotropic medication prescription if the youth consents to the release of information as listed above, or the youth is younger than required consent age.

1) The youth’s parent or guardian, if whereabouts are known.

2) The youth’s attorney, if the parent’s/guardian’s whereabouts is unknown.

b) Written notification must include:

1) The name of the prescribed psychotropic medication;

2) The prescribed dosage;

3) The reason the medication was prescribed (target symptoms); and

4) The youth’s JPPO’s contact information.

c) Staff must document the notification on OYA form YA 3106 (Parent/Guardian Notification of New or Changed Medication).

D. Medication Stored in Field Offices

Medication stored in field offices must be stored as prescribed and be in a locked container to prevent unauthorized access. A detailed accounting of medications is critical as medications may be controlled substances.

Two staff must sign an OYA form YA 3107 (Field Medication Storage and Disposal Log) to document removal or placement of medications in the locked container.

See OYA Field Procedure “Medication Management” for detailed storage and handling requirements.

E. Medication Transfer/Disposal

1. Staff must dispose of medications that are outdated, damaged, deteriorated, discontinued, not in the original pharmacy container, or refused by a youth.

Staff must follow OYA field procedure “Medication Management” when disposing of medications. Two OYA staff must be present
during the process. One of the staff must be a field supervisor or designee.

Staff must document medication disposal on a YA 3107.

2. Staff must ensure current medications are transferred with a youth when the youth leaves a placement (temporarily or permanently).
   a) Medications must be transported in their original labeled containers.
   b) Staff must communicate with the person responsible for receiving the youth (e.g., foster/respite care provider, youth’s family member, residential program staff) regarding the type and quantity of medication transported with the youth.
   c) Staff must follow up with the receiving person after the youth’s arrival to ensure the medication arrived with the youth.

F. Policy Compliance

1. Field supervisors must ensure their staff are familiar with this policy and OYA Field Procedure “Medication Management.”

2. Community Resources Unit staff will review contracted service providers’ procedures and procedure implementation to ensure compliance with related OYA contracts, DHS licensing rules, and OAR 416-340.

V. GENERAL FIELD PROCEDURE REQUIRED: YES.

The general field procedure addresses the following topics:

A. Medication disclosure requirements;
B. Medication storage/handling;
C. Administration of medication;
D. Medication transfers;
E. Disposal of medication.

VI. LOCAL OPERATING PROTOCOL REQUIRED: YES.

Local field office operating protocols must address the following topics:

A. A secure, locked area for medication storage;
B. Medication inventory system;
C. Destruction of medication process; and
D. Staff training regarding medication management.
# FOSTER HOME INDIVIDUAL YOUTH MEDICATION LOG

Foster Care Certifier Name: ____________________________  
Parole/Probation Officer Name: ____________________________

Youth Name: ____________________________  
JJIS #: ______________  
Log Start Date: __________  
Log End Date: __________

Name & initials of person dispensing medication (please print): ____________________________  
Signature: X

<table>
<thead>
<tr>
<th>Name of Medication:</th>
<th>Dosage &amp; Frequency:</th>
<th>Prescribing Physician:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hour 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Medication:</td>
<td>Dosage &amp; Frequency:</td>
<td>Prescribing Physician:</td>
</tr>
<tr>
<td>Purpose:</td>
<td></td>
<td></td>
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<tr>
<td>Hour 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Medication:</td>
<td>Dosage &amp; Frequency:</td>
<td>Prescribing Physician:</td>
</tr>
<tr>
<td>Purpose:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hour 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
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</tbody>
</table>
Instructions – How to complete the YA 3105, Individual Youth Medication Log:

1) Complete one form for each youth in care; more than one medication may be documented on each form.
2) Write the name of the medication, dosage and the frequency to be taken and prescribing physician in the 1st row;
3) Indicate the purpose of the medication in the 2nd row. This information should be obtained from the prescribing physician.
4) In the ‘Hour’ column, indicate the time of day that the medication is to be taken, include AM or PM, use one line for each time of day that medication is prescribed;
5) The person giving the medication writes their initials under the day of the month and time of day the medication was given. If medication is not given, use the key below to designate the reason and provide a note explaining reason.
6) Note on the chart when a medication has been discontinued.
7) At the end of the month, send Foster Care Certifier the completed signed form, retain a copy for your records, and begin a new form.

<table>
<thead>
<tr>
<th>Name of Medication:</th>
<th>Prednisone</th>
<th>Dosage &amp; Frequency:</th>
<th>2x daily/5mg for 14 days</th>
<th>Prescribing Physician:</th>
<th>Dr. David Bell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose:</td>
<td>Reduce inflammation in joints</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hour</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>7am</td>
<td>ST</td>
<td>ST</td>
<td>ST</td>
<td>ST</td>
<td>ST</td>
</tr>
<tr>
<td>6pm</td>
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<td>ST</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Medication:</th>
<th>Metadate</th>
<th>Dosage &amp; Frequency:</th>
<th>1xdaily/30mg</th>
<th>Prescribing Physician:</th>
<th>Dr. Shelia Davis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose:</td>
<td>ADHD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hour</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>7am</td>
<td>ST</td>
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</table>

Prednisone
Note that medication was discontinued after the 14th as prescribed by the physician

Metadate
17th – Give reason for unavailable medication.
28th – Give reason youth missed dosage.

Medication Administration Key
M = Missed
R = Refused by youth
U = Unavailable
O = Other
Instructions: Certifier will inspect the foster home with the foster parent to verify compliance with Oregon Administrative Rule Division 530. Certifier will visually verify each item below and indicate compliance by checking appropriate box. All items must be in compliance before Safety Check is deemed finalized. Certifier will review and discuss each item with the foster parent.

<table>
<thead>
<tr>
<th>Provider Name:</th>
<th>Inspection Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone Number:</td>
</tr>
</tbody>
</table>

**Living Areas**

<table>
<thead>
<tr>
<th></th>
<th>Comments / Notes / Corrections</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>There is sufficient living or family room space that is comfortably furnished and accessible to all members of the household.</td>
</tr>
<tr>
<td>2.</td>
<td>There is a working and accessible telephone with service in the home at all times.</td>
</tr>
<tr>
<td>3.</td>
<td>Electronic Networks and internet capable devices are secured; password protected; and method to monitor activity. (Open Wi-Fi)</td>
</tr>
<tr>
<td>4.</td>
<td>The kitchen contains equipment necessary for the safe preparation, storage, serving and cleanup of meals. All cooking and refrigeration equipment is working and in a sanitary condition.</td>
</tr>
<tr>
<td>5.</td>
<td>The kitchen appears to be clean, ensuring meals prepared and served are safe and sanitary minimizing the possibility of food poisoning or food infection. Only pasteurized milk, juices, or powdered milk may be used for youth offender consumption.</td>
</tr>
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</table>

**Fire Safety**

<table>
<thead>
<tr>
<th></th>
<th>Comments / Notes / Corrections</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>At least one unexpired and operable class 2-A-10BC or higher rated fire extinguisher is available and maintained on each floor of the home.</td>
</tr>
<tr>
<td>7.</td>
<td>Functioning carbon monoxide alarms are within 15 feet of each youth bedroom and one is located on each floor.</td>
</tr>
<tr>
<td>8.</td>
<td>Bedrooms occupied by youth have a functioning smoke alarm. In addition, at least one working smoke alarm is on each floor of the foster home.</td>
</tr>
<tr>
<td>9.</td>
<td>All space heaters are electric and equipped with tip-over protection. No extension cords are used to connect to permanent wiring. If propane heaters are used, they have approved venting. (Kerosene space heaters are not allowed.)</td>
</tr>
<tr>
<td>10.</td>
<td>The home has two (2) unrestricted emergency exits in case of fire. Barred windows used for possible emergency exit are fitted with an operable quick release mechanism.</td>
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</table>

**Bedrooms**

<table>
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<tr>
<th></th>
<th>Comments / Notes / Corrections</th>
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</thead>
<tbody>
<tr>
<td>11.</td>
<td>Bedrooms occupied by youth are safe; have adequate living space for each youth; windows that open and provide sufficient natural light and ventilation</td>
</tr>
<tr>
<td>12.</td>
<td>There is a bed for each youth with clean bed linens, blankets (as appropriate to the season) and pillow; and each youth’s sleeping area accommodates his/her personal decorating tastes and expressions.</td>
</tr>
<tr>
<td>13.</td>
<td>Bedroom doors for youth in care do not have locks and there is an emergency access to any room that has a lock.</td>
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<tr>
<td>14.</td>
<td>Youth of opposite gender do not occupy the same bedroom.</td>
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<tr>
<td>15.</td>
<td>If a youth 18-years-old or older shares a bedroom with a younger youth, it has been prior approved by the OYA.</td>
</tr>
<tr>
<td>16.</td>
<td>OYA youth are not sharing a bedroom with members of the household</td>
</tr>
<tr>
<td>17.</td>
<td>Youth offenders with a history of inappropriate sexual behavior or adjudicated for a sexual offense are not sharing a bedroom with non-sex offenders.</td>
</tr>
<tr>
<td>18.</td>
<td>The assignment of two youth with a history of inappropriate sexual behavior to one bedroom has been authorized by the Community Resources Manager, in consultation with OYA field services staff.</td>
</tr>
<tr>
<td>19.</td>
<td>There is adequate storage space for each youth in or near the bedroom he/she occupies for personal belongings and a designated space for hanging clothes.</td>
</tr>
<tr>
<td>20.</td>
<td>Bedrooms occupied by youth that are located in the basement or above the ground floor have a safe and direct emergency exit to the ground (example – emergency escape ladder).</td>
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</tbody>
</table>

**Health and Safety**

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<tbody>
<tr>
<td>21.</td>
<td>Restricted access by youth to potentially dangerous animals. Only domestic animals are kept as pets, which have had their rabies vaccination and are current as required by law (See vaccination documents to verify).</td>
<td></td>
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<tr>
<td>22.</td>
<td>Foster parent knows that within one working day they must notify OYA any time a deadly weapon, including but not limited to a firearm, is brought to the foster home.</td>
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<tr>
<td>23.</td>
<td>Firearms are unloaded and stored in a locked gun safe or behind double locks that prohibit access and visibility to youth offenders. Ammunition is stored in a separate locked compartment. (Trigger locks and glass front display cabinets are not adequate). Deadly weapons are also stored behind double locks that prohibit access to youth offenders.</td>
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<tr>
<td>24.</td>
<td>Drivers of any vehicle transporting a youth may not carry a firearm, with the exception of law enforcement personnel.</td>
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<tr>
<td>25.</td>
<td>Drivers transporting youth possess a current and valid driver’s license, and have at a minimum, liability insurance coverage.</td>
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<td>26.</td>
<td>Stairways are equipped with handrails.</td>
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<tr>
<td>27.</td>
<td>All alcohol is stored and locked in a manner to prevent access by youth offenders.</td>
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<tr>
<td>28.</td>
<td>All marijuana and marijuana paraphernalia is stored and locked in a manner to prevent access by youth offenders. Youth offenders in the foster home may not be subjected to second-hand smoke to any of the fore stated products</td>
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<tr>
<td>29.</td>
<td>The following items must be locked storage sufficient to prevent access by youth offenders:</td>
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<tr>
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<td>All medications.</td>
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<td>Hazardous chemicals, toxic cleaning materials, solvents, and combustibles.</td>
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<tr>
<td></td>
<td>Outdoor tools, equipment, and machinery are kept in locked storage sufficient to prevent unauthorized access by youth offenders.</td>
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<tr>
<td>30.</td>
<td>First aid supplies are stored in an easily accessible place.</td>
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<tr>
<td>31.</td>
<td>A written home evacuation plan is available to all youth and an evacuation diagram is posted in a clearly visible and conspicuous location. The foster parent verifies the evacuation plan is practiced with each youth offender at the time of placement and at least once a year to ensure all youth understand the procedure.</td>
<td></td>
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</tbody>
</table>
32. The home is well-heated and well-ventilated.

33. The home has a continuous supply of safe, clean drinking water and all plumbing is in working order. Private water sources and septic tanks have been tested and deemed safe and functioning properly.

34. The home has at least one flush toilet, one washbasin with running water, and one bath or shower with hot and cold water.

35. Hot water heaters are equipped with a safety release valve and an overflow pipe that directs water to the floor or another approved location. There is an adequate supply of hot water for bathing and dish washing.

36. Swimming pools and hot tubs are maintained in a safe and clean condition. The foster parent verifies they comply with local safety regulations and ordinances, and that any safety hazard identified by anyone will be immediately remedied.

37. Pending weekly removal, garbage/refuse is stored appropriately, with no accumulation of garbage, debris, or rubbish that emits offensive odors.

38. The interior and exterior premises of the home is clean and free of hazards to the health and physical wellbeing of the family.

39. Foster Parent received current copy of OAR 530’s (Youth Offender Foster Care Certification)

I have visually verified the items above, and to the best of my knowledge each item checked is in compliance with Oregon Administrative Rule Division 530. I have reviewed and discussed each item with the foster parent and will schedule a follow-up safety check, if needed, to ensure all requirements above are met, before finalizing this step of the approval process.

Comments, conditions, or follow-up

I acknowledge that the OYA Certifier reviewed and discussed each item on the above safety requirement list with me. I understand that my home must meet all of the safety requirements before this step of the approval process is complete. I confirm that I have read the Oregon Administrative Rules pertaining to the certification of Oregon Youth Authority’s foster homes. I understand that I must abide by these Rules and maintain compliance throughout my certification period.

Signature – OYA Certifier

Date

Signature – Applicant/Foster Parent

Date

Signature – Applicant/Foster Parent

Date
I. PURPOSE:

This policy establishes guidelines for field staff for the identification, assessment, treatment, and protection of youth under OYA supervision in the community that may be at risk for suicide.

II. POLICY DEFINITIONS:

**Nonsuicidal Self-injurious Behavior (NSIB):** Intentionally injuring oneself in a manner that often results in damage to body tissue, but without any conscious suicidal intent.

**Potentially lethal self-harm behavior:** Behavior that intentionally causes physical harm to oneself which, if continued, could result in death.

**Substitute care:** Residential placements in the community that provide 24-hour-a-day care and/or treatment, excluding a relative’s home. Such placements include, but are not limited to, foster care, respite care, proctor care, or contracted residential treatment programs.

**Substitute care providers:** Persons authorized by OYA through contract or other written agreement to provide supervision and care for youth on parole or probation status in the community.
**Suicide assessment**: A formal evaluation conducted by a mental health practitioner to assess mental health and monitoring requirements of a youth. Suicide assessments often occur after indicators from a suicide screening instrument identify that a youth is at risk. Suicide assessment should include, but is not limited to, suicidal ideation/plan/intent, previous attempts, symptoms of depression, feelings of hopelessness, available supports, and future orientation. Timely documentation and effective communication of suicide assessment monitoring and behavior management recommendations are essential.

**Suicide attempt**: Incomplete, potentially lethal effort to complete suicide.

**Suicidal behavior**: Suicidal ideation, suicide attempts, and completed suicide.

**Suicidal ideation**: Thoughts about being dead or killing oneself. Suicidal ideation exists on a continuum of severity including thoughts of death or dying, wishing to be dead, thoughts of hurting or killing oneself, and suicidal plan. A suicidal plan involves identifying a specific method, and possibly a given time frame, in which an individual plans to kill him or herself. Endorsement of a suicidal plan indicates the need to assess for “intent” — the youth’s level of commitment for carrying out the plan. Intent may vary from none to high/full. Suicidal ideation is one of the strongest predictors of suicide attempts, with severity and duration of ideation most highly correlated with attempts.

**III. POLICY:**

It is the policy of OYA to provide immediate assistance whenever a youth demonstrates or is reported to be at risk of suicidal behavior.

This policy establishes procedures for the identification, assessment, treatment, and protection of youth on supervision in the community that may be at risk for suicide.

The contract administrator of any substitute care contract must ensure contracted programs have a suicide prevention policy and written procedures describing how the program will respond when a youth exhibits self-injurious/self-harm or suicidal behavior. At a minimum, the program’s policy must meet the BRS program policy and procedure requirements listed in OAR 410-170-0030(11)(a)(H) for suicide prevention.

Foster care certifiers must ensure OYA certified foster care providers follow the guidelines established in this policy.

**IV. GENERAL STANDARDS:**

A. Initial Identification of Suicide and NSIB Risk for Youth in the Community

1. Upon a youth’s commitment to OYA, a juvenile parole/probation officer (JPPO) must:

   a) Review case information and JJIS entries for history of potential suicidal behaviors, suicidal ideation or self-harm behaviors.
b) Interview collateral contacts including family members, care providers and other stakeholders concerning the youth’s history of potential suicidal behaviors, suicidal ideation or self-harm behaviors.

c) Record separately each documented and reported incident of potential suicidal behavior, suicidal ideation or self-harm behavior in JJIS Population Group “OYA *Suicide Documentation” in the “Suicidal Behavior” subcategory. This documentation provides a historical tracking of potential suicidal and self-harm behaviors that can be easily accessed.

d) If there are any concerns, the JPPO must refer the youth for a mental health evaluation that includes a suicide risk assessment.

2. The JPPO must notify substitute care providers during the referral process when a youth has a history of suicidal or NSIB behavior. Such notification must be documented in JJIS notes.

3. The JPPO must notify detention or youth correctional facility staff of a youth’s history of suicidal or NSIB behavior when a youth is placed in detention or a youth correctional facility. Such notification must be documented in JJIS notes.

B. Intervention Procedures

1. Any OYA staff member who is concerned about a youth’s safety or wellbeing must consult with the youth’s field supervisor or designee to assess the most appropriate level of intervention to ensure the safety and wellbeing of the youth.

   If further consultation is deemed necessary, the staff member is encouraged to:

   a) Consult with the youth’s community-based treatment providers, as applicable;

   b) Consult with the OYA Treatment Services Director or designee.

2. Any OYA staff member who becomes aware of a youth communicating or demonstrating potentially lethal self-harm behavior or suicidal behavior, must immediately respond in a manner that protects youth safety and wellbeing.

   Staff must:

   a) Immediately access local emergency mental health crisis services for assessment;

   b) Immediately notify the field supervisor;
c) Document the incident in a YIR; and

d) Document all notifications in the YIR (e.g., to the family; Director’s Office).

3. Upon becoming aware of the incident, the youth’s JPPO must:

a) Immediately request documentation from the provider who completed a suicide risk assessment following the incident; and

b) Immediately forward any documentation received from the provider to the OYA Treatment services Director for incident classification determination.

4. Field supervisors who are notified of a youth demonstrating potentially lethal self-harm behavior or suicidal behavior must immediately notify the Community Services Assistant Director.

5. Field supervisors who are notified of a youth communicating or demonstrating potentially lethal self-harm behavior or suicidal behavior must:

a) Determine notification of parents/guardians; and

b) Determine notification of others (e.g., juvenile department, substitute care program, extended family).

c) Notifications must be as soon as possible and at least within 24 hours after becoming aware of the incident.

C. Documenting Suicidal and Nonsuicidal Self-Injurious Behavior

1. All instances of known past and present suicidal behavior and NSIBs exhibited by a youth in OYA custody must be documented in the JJIS Population Group “OYA *Suicide Documentation” in the “Suicidal Behavior” subcategory.

a) Documented or self-reported suicidal behavior and NSIBs exhibited prior to a youth’s OYA custody must be entered in the JJIS Population Group “OYA *Suicide Documentation” by the JPPO.

(1) Each prior incident must be entered as a unique subcategory, using the dates of the incident as the subcategory start date.

JJIS will automatically create a “Suicide Risk” Alert when the Population Group is entered.

Added 7/19/16
(2) Chronic NSIB
Chronic nonlethal self-harm behaviors may be summarized in a single Population Group entry. In the Population Group “Notes” field, specify date ranges, types of self-harm behaviors demonstrated, implements used, and treatment interventions provided.

(3) These JJIS entries must only be closed at case closure.

b) Documenting Suicidal Behavior and NSIBs during OYA Custody

(1) The JPPO must document youth incidents of suicide behavior and NSIBs exhibited while in OYA custody in accordance with OYA policy III-A-1.0 Youth Incident Reports - Field.

(2) Automatic JJIS documentation

Once the YIR is locked, JJIS will automatically create a Population Group entry of “OYA *Suicide Documentation” and a “Suicide Risk” Alert.

(3) These JJIS entries must only be closed at case closure.

2. The field supervisor or designee is responsible for ensuring all instances of known past and present suicidal behavior and NSIBs exhibited by a youth in the community are documented in JJIS in a timely manner. This documentation supports safe and effective case supervision and planning.

D. Training

All OYA field staff must participate in pre-service training and biennial updates that at a minimum include differentiation between suicidal behavior and NSIBs, the warning signs of suicide, intervention techniques, and emergency protocols.

V. OYA GENERAL FIELD PROCEDURE REQUIRED: YES

The general procedures designate staff responsibilities concerning:

A. Staff training;
B. Intake documentation and review; and
C. Community placement.

VI. LOCAL OPERATING PROTOCOL REQUIRED: NO
Your safety is one of OYA’s primary concerns! Unfortunately, the possibility of abuse always exists no matter where you live. Abuse can be physical, emotional or sexual. It is wrong for anyone to threaten or hurt another person.

Everyone deserves to be safe!

ASK YOURSELF THESE QUESTIONS:

During your commitment to OYA, has another youth or staff member ever:

- Made you afraid for your safety?
- Physically hurt you?
- Touched you in a way that made you feel uncomfortable?
- Forced you to engage in sexual activity?
- Offered you contraband like drugs, alcohol, tobacco, weapons or pornography?

During your commitment to OYA, has a staff member ever:

- Knowingly allowed other youth to harm you?
- Asked you to do something that you knew was against the rules?
- Offered or given you special attention, a gift, money, trips, or other considerations outside the program’s reward system?
- Disclosed private or personal information with you such as personal phone numbers, addresses, pictures or information about the staff’s family or friends?
- Kept you from calling your attorney, parole/probation officer or the OYA Complaint Hotline within 24 hours of your request?

IF YOU WANT TO TALK TO SOMEONE ABOUT A CONCERN, HERE’S WHAT YOU CAN DO:

- Check the box on the form that you would like to talk to the person who handed you this notice today.
- Check the box on the form that you want contact from OYA’s Professional Standards Office and someone will call you as soon as possible.

Name:  
Home:  
Phone number:  

(Check the box that applies to you)

<table>
<thead>
<tr>
<th>I do not want contact.</th>
<th>□</th>
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</thead>
<tbody>
<tr>
<td>I have a concern and want to talk with the person who handed me this notice today.</td>
<td>□</td>
</tr>
<tr>
<td>I have a concern and want the Professional Standards Office to call me as soon as possible.</td>
<td>□</td>
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</table>

Remember, if you have a safety concern, you can always call the OYA Hotline. Leave your name, location, phone number and a brief description of your concern. Someone from OYA’s Professional Standards Office will return your call as soon as possible.

OYA Hotline 1-800-315-5440
### Questions about your treatment/service

*Please think about your experiences in this home over the past six months and choose the best answer.*

1. **What are your treatment goals?**
   - a) ________________________________________________________________________
   - b) ________________________________________________________________________
   - c) ________________________________________________________________________
   - d) ________________________________________________________________________

2. **Do your foster parents help you meet your treatment goals?**
   - Usually
   - Rarely

3. **Are you involved in making the plan for where you will go when you leave this home?**
   - Yes
   - No
   - Don't know

4. **Have you learned new skills while in this home?**
   - If so, please list what skills you have learned.
   - a) ________________________________________________________________________
   - b) ________________________________________________________________________
   - c) ________________________________________________________________________
   - d) ________________________________________________________________________

### Questions about school and work

*Please think about your experiences in this home over the past six months and choose the best answer.*

5. **Are you required to attend school or work?**
   - Yes
   - No
   - Don't know

6. **Do you have enough time to complete your homework?**
   - Usually
   - Rarely
   - Don't attend school

7. **Can you get help with your homework when you need it?**
   - Usually
   - Rarely
   - Don't attend school

8. **Do your foster parents help you meet your job skills or employment goals?**
   - Choose “Does not apply” if you are under 16 years old or don’t have these goals.
   - Usually
   - Rarely
   - Does not apply
### Questions about activities

*Please think about your experiences in this placement over the past six months and choose the best answer.*

9. About how many times each week do you get to participate in exercise?  

10. Can you attend church or religious services if you want to?  

11. Can you attend the church or religious service of your choice?  

12. Do you ever have to attend church or religious services when you don’t want to?  

If yes, do you have to participate in the service?  

13. Do you get to participate in social and cultural activities that are interesting to you? For example, museums, libraries, community festivals, plays, or concerts.  

14. How many times each week do you get to participate in recreational activities that are interesting to you?  

Please give some examples of these activities:  

15. Are foster parents sensitive to your traditions and way of life?  

16. Are you allowed to contact your family by telephone?  

17. Are you allowed to visit with your family?  

### Questions about rules and respect

*Please think about your experiences in this home over the past six months and choose the best answer.*

18. Do you understand the rules here?  

19. Are the rules here fair?  

20. Do the rules here change a lot?  

If yes, please explain why:
21. Are the rules applied the same way by all your foster parents?  
   Usually □  Rarely □  Only 1 foster parent □  
   If rarely please explain why:

22. Do your foster parents treat you fairly?  
   Usually □  Rarely □

23. Do your foster parents treat you respectfully?  
   Usually □  Rarely □

24. Do your foster parents tell you when you are doing well?  
   Usually □  Rarely □

25. Do your foster parents tell you when you are not doing well?  
   Usually □  Rarely □

26. Is the privilege system here fair?  
   Yes □  No □  No privilege system here □  
   If no, please explain why:

27. Do your foster parents use bad language like cursing?  
   Often □  Sometimes □  Never □  
   If so, please explain:

28. Do your foster parents call you inappropriate names?  
   Often □  Sometimes □  Never □  
   If so, please explain:

---

**Questions about your care**

*Please think about your experiences in this home over the past six months and choose the best answer.*

29. Do your foster parents know where you are most of the time?  
   Yes □  No □  I'm not sure □

30. Do your foster parents check up on where you are?  
   Yes □  No □  Don't know □

31. Are you ever left in the home without adult supervision?  
   Yes □  No □
If yes, please explain:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Don't know</th>
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<tbody>
<tr>
<td>32. Do your foster parents check on you throughout the night?</td>
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<td>33. Are you comfortable talking with your foster parents?</td>
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<td>If rarely, please explain why:</td>
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<td>34. Do you know how to file a grievance?</td>
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<td>35. Have you ever been physically restrained or seen another youth physically restrained here?</td>
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<tr>
<td>If yes, please tell us about it:</td>
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<tr>
<td>36. Can you get medical attention when you need it?</td>
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<tr>
<td>37. Can you get dental attention when you need it?</td>
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<tr>
<td>38. Do you have enough food to eat?</td>
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<td>39. How would you describe the food here?</td>
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<td>40. If you need a special diet, do you get it? For example, diabetic, religious, low fat or vegetarian.</td>
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<tr>
<td>41. Do you have enough clothes and shoes that fit?</td>
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<tr>
<td>42. Do you feel your belongings are safe here?</td>
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<td>If no please explain why:</td>
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<tr>
<td>43. Do you get an allowance from your foster parents?</td>
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<tr>
<td>44. Do you know the rules about how your foster parents handle your money?</td>
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### Questions about your OYA case plan

In this section, we will ask you about your OYA case plan. These questions do not relate to your experiences in this home or with your current foster parents.

Your OYA case plan is a very important written document:

- It includes information about your strengths, needs and risk factors.
- We use your OYA case plan to monitor your progress toward meeting your goals.
- Your OYA case plan helps us choose services that will help you achieve your goals.
- Many people are involved in designing and reviewing your OYA case plan.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Don't know</th>
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<tbody>
<tr>
<td>46. Were you aware you had an OYA case plan?</td>
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<tr>
<td>47. Were you involved in making your OYA case plan with your Parole or Probation Officer?</td>
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<tr>
<td>48. Was your family involved in making your OYA case plan with your Parole or Probation Officer?</td>
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<tr>
<td>49. Do you understand your OYA case plan goals?</td>
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<tr>
<td>50. Do you receive treatment for issues identified on your OYA case plan?</td>
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<tr>
<td>51. Who is your OYA Parole or Probation Officer? Name:</td>
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<tr>
<td>52. Does your OYA Parole or Probation Officer visit you in person at least once every 3 months?</td>
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<tr>
<td>53. Do you have contact (phone, video or in person) with your OYA Parole or Probation Officer, or someone covering their caseload, at least once a month?</td>
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</table>

Thank you for completing this survey.
OYA RECREATIONAL ACTIVITY
RISK ASSESSMENT

Instructions: Prior to OYA youth participation in a recreational activity that may be of higher risk or higher profile, a substitute care provider who has a comprehensive understanding of the participating offender behaviors and the proposed activity will complete this assessment, and submit it for OYA review and approval. Follow approval process below, depending on provider type.

Program and/or Foster Home: ______________________ Foster Care Certifier: ______________________

1. Purpose or Goal of Activity:

2. Description and Overview of Activity Planned:

3. Location, Date(s) and Duration:

4. Address The Following For Each Known and Possible Hazard or Risk:
   a) The Hazard or Risk:
      
   b) Safety/Control Measures Needed to Reduce Risks:
      
   c) Care Provider Competencies and Training:
      
   d) Staffing Ratio and Special Supervision Plans:
      
   e) Group Dynamics and Offender-specific Behavior:
      
   f) Medical Needs/Medical Management Plan:

5. Travel and Overnight Lodging Plans:


7. Communication Plan:
Approval Signatures

I have been actively involved in the process of planning this recreational activity:

Youth Signature ________________________________ Date ______________

Approving Signatures For Foster Home Activity:

Certified OYA Foster Parents Signature ________________________________ Date ______________
Reviewed by Foster Care Certifier ________________________________ Date ______________

Approving Signatures For Residential Program Activity:

Residential Treatment Provider Signature ________________________________ Date ______________
Reviewed by Community Resources Unit ________________________________ Date ______________
CONSENT FOR OYA YOUTH TO PARTICIPATE IN RECREATIONAL ACTIVITY

Permission is hereby granted for: ________________________________ (Name of Youth) ________________________________ (JJIS #)

to accompany ________________________________ for ________________________________

(OYA Foster Parents or Residential Program) (Description of Activity)

PERIOD OF TIME:
Date of Departure: ________________________________ Date of Return: ________________________________

EMERGENCY CARE:
In the event of an emergency, ________________________________ has my permission to authorize emergency care or treatment during the above period of time if I am not available.

SPECIAL MEDICAL NEEDS / PROBLEMS:

- ☐ Allergies
- ☐ Heart Disease
- ☐ Diabetes
- ☐ Drug Reactions
- ☐ Insect Bites
- ☐ Other (Specify): ________________________________

*** see attached Information Sheet

If any of the above items are checked, please explain:

Physician Name: ________________________________ Telephone Number: ________________________________

Address: ____________________________________________

Medical Insurance Co. ________________________________

Address: ____________________________________________

APPROVAL SECTION:

☐ The youth’s parent(s) have been contacted and agree with plan.
☐ The youth’s parent(s) have been contacted and do not agree with plan.
☐ The youth’s parent(s) are not available.

Juvenile Parole/Probation Officer Signature ________________________________ Date ________________________________

Parent/Guardian Signature (if available) ________________________________ Date ________________________________
<table>
<thead>
<tr>
<th>Field</th>
<th>Comments / Notes</th>
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<tbody>
<tr>
<td>Youth Name:</td>
<td></td>
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<tr>
<td>Provider Name:</td>
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<tr>
<td>Placement Date</td>
<td>Provider Address</td>
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<tr>
<td>Health</td>
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<tr>
<td>☐ Medication</td>
<td>Prescriber/Pharmacy:</td>
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<tr>
<td>☐ Last Dental Appointment</td>
<td>Date:</td>
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<tr>
<td>☐ Last Doctor Appointment</td>
<td>Date:</td>
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<td>☐ Allergies</td>
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<td>☐ Medical or Health Concerns</td>
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<td>Documents</td>
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<tr>
<td>☐ Birth Certificate and Social Security Card</td>
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<tr>
<td>☐ School and Immunization Records (IEP, Copy of Transcripts etc.)</td>
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<tr>
<td>☐ Youth Clothing List / Authorization</td>
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<td>☐ Parole Agreement (if applicable)</td>
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<tr>
<td>☐ OYA Youth Placement Letter (if needed)</td>
<td></td>
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<tr>
<td>☐ Certificates from Previous Placement (food handlers, treatment, etc.)</td>
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<tr>
<td>Community and Supervision Plan</td>
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<tr>
<td>☐ Treatment Plan</td>
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<td>☐ Education Plan</td>
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<td>☐ Employment Plan</td>
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<td>☐ Supervision Plan (community, social media, computer use, cell phone etc.)</td>
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<td>☐ Community Service</td>
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<td>☐ Contact List approved by JPPO</td>
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<td>Name: Relationship: Ph:</td>
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<td>Name: Relationship: Ph:</td>
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<td>Name: Relationship: Ph:</td>
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<td>Name: Relationship: Ph:</td>
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<tr>
<td>☐ Home Visit Resources/Plan</td>
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<td>☐ Bus Pass or Transportation Needed</td>
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<tr>
<td>☐ OYA Contacts for Foster Parents</td>
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<td>Name: Relationship: Ph:</td>
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<td>Name: Relationship: Ph:</td>
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<td>Name: Relationship: Ph:</td>
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<tr>
<td>Return this form with the Clothing List /Authorization (YA 3070)</td>
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<tr>
<td>☐                                      Clothing Inventory Completed Date:</td>
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<tr>
<td>Additional Comments/Notes:</td>
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<td>☒ X                                    Signature – Applicant/Foster Parent Date</td>
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<td>☒ X                                    Signature – Applicant/Foster Parent Date</td>
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<tr>
<td>☒ X                                    Signature – OYA Certifier Date</td>
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</tbody>
</table>
Purpose

(1) OYA seeks to ensure community safety, youth offender accountability and youth offender reformation by providing youth offender foster care as an integral part of its continuum of services. OYA provides foster care for youth offenders who are 12 years of age through the age of 24. These rules establish OYA foster care standards for:

(a) The certification and re-certification process for foster parents;

(b) The standards that foster parents must meet while providing youth offender foster care services under the OYA Foster Care Program; and

(c) The process by which a certification to maintain a youth offender foster home may be placed on inactive referral status, terminated, suspended, or revoked.

(2) These rules apply to applicants seeking OYA certification, certified foster parents and respite providers, and Private Child-caring Agency proctor parents unless otherwise specified.

Definitions

The following definitions apply to terms used in OAR chapter 416, division 530.
(1) Applicant: A person who applies for youth offender foster home certification to operate and maintain a foster home for youth offenders.

(2) Case plan: A formal plan with prescribed interventions and documentation requirements and a tool to assist staff in managing cases, setting goals and reviewing youth offenders' interventions and progress.

(3) Certification process: The process of initial application or recertification to operate and maintain a youth offender foster home.

(4) Computerized criminal records check: The access and use of automated or manual files, or associated systems available to OYA as a criminal justice agency through the Law Enforcement Data Systems (LEDS) including online information from the Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC), the Department of Human Services Child Welfare Information System (OR-Kids), and the National Law Enforcement Telecommunications System (NLETS).

(5) Contraband: Any article or thing which a youth offender is prohibited by statute, rule, policy, Juvenile Parole/Probation Agreement, or order, from obtaining, possessing, or which the youth offender is not specifically authorized to obtain or possess, or which the youth offender alters without authorization.

(6) Criminal records check: The process used by OYA to conduct criminal records background checks on persons pursuant to these rules and OAR chapter 416, division 800, including computerized and fingerprint-based processes.

(7) Deadly weapon: Any instrument, article or substance specifically designed for, and presently capable of, causing death or serious physical injury.

(8) Denial: An action by OYA to deny youth offender foster home certification or recertification.

(9) Discipline: A process by which foster parents and OYA sanction youth offenders for non-compliance with established rules of the foster home and conditions of probation or parole. Such sanctions assist youth offenders in developing the self-control and self-direction necessary to assume responsibilities, make appropriate daily living decisions, and learn to live in conformity with accepted levels of social behavior.

(10) Domestic animals: Any of various animals domesticated so as to live and breed in a tame condition as household pets. Examples of domestic animals include but are not limited to dogs, cats, and horses.
(11) Foster care maintenance payment: A monthly payment to the foster parent to defray expenses such as the youth offender's room, board, clothing, allowance, personal incidentals, transportation, respite services, educational supplies, and other costs approved by OYA.

(12) Foster Home Certifier: The OYA staff member responsible for the recruitment, training, certification, support and supervision of OYA foster homes.

(13) Foster parent: A person certified by OYA who demonstrates special competence to supervise youth offenders with serious social or behavioral maladaptive characteristics in a youth offender foster home setting.

(14) Frequent visitor: A person who regularly visits a foster home more than five hours a week when youth offenders placed in the foster home are present.

(15) Home study: An assessment, conducted prior to issuance of a Youth Offender Foster Home Certificate, to determine an applicant's ability and suitability to provide foster care services to youth offenders.

(16) Inactive referral status: A temporary change in the terms of youth offender foster home certification that precludes new referrals of youth offenders to the home.

(17) Information required: All information requested by OYA, including information used to conduct criminal records checks.

(18) Inhalant delivery system: A device used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device. Does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for any other therapeutic purpose, if the product is marketed and sold solely for the approved purpose.

(19) Juvenile Probation/Parole Officer (JPPO): The OYA case manager who works with the youth offender and the youth offender’s family and the community while the youth offender is in OYA custody.

(20) Mechanical restraint: Any apparatus, device, or contraption applied or affixed to a youth offender to limit movement.

(21) Member of the household: Any person, other than a youth offender, who lives in the youth offender foster home, on the property where the youth offender foster home is located, is a frequent visitor to the foster home or who assists in the care provided to a youth offender.

(22) Multidisciplinary Team (MDT): A group of persons including, but not limited to, OYA staff, the youth offender’s biological and foster family and service providers responsible for developing, reviewing and revising comprehensive case plans for youth offenders.
(23) Psychotropic medications: Medication prescribed with the intent to affect or alter thought processes, mood, or behavior, including but not limited to, anti-psychotic, antidepressant, and anxiolytic medication and behavior medications. The classification of a medication depends upon its stated, intended effect when prescribed because it may have many different effects.

(24) Records: Any information in written or electronic form, pictures, photographs, charts, graphs, recordings, or documents pertaining to a youth offender's case.

(25) Respite care: A temporary arrangement between a foster parent and an OYA-certified respite provider to allow the foster parent(s) time away from a youth offender.

(26) Respite provider: An individual, at least 21 years of age and certified by OYA, who temporarily assists with supervision of one or more youth offenders when the foster parent is not available or is spending time away from a youth offender.

(27) Revocation: An action taken by OYA to rescind a Youth Offender Foster Home Certificate based on non-compliance with statute, administrative rule or the Youth Offender Foster Home Agreement.

(28) Second-hand smoke or vapor: Smoke or vapor that is exhaled by a smoker or inhalant delivery system user, or originates from a product that a person is using to which a second person is exposed, and includes smoke or vapor from a cigarette, cigar, pipe, inhalant delivery system, or other material.

(29) Sex trafficking: The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act.

(30) Structured supervision: Supervision and knowledge of the approved whereabouts of a youth offender by a certified foster parent while the youth offender engages in daily living activities or recreation.

(31) Suspension: A temporary withdrawal of a youth offender foster home certification by OYA pending determination of the foster parent’s non-compliance with statute, administrative rule or the Youth Offender Foster Home Agreement.

(32) Termination: An action taken by OYA or the foster parent to terminate the Youth Offender Foster Home Agreement.

(33) Volunteer: Any person who is not a foster parent or member of the household and who assists youth offenders in the home with activities for no compensation and under foster parent supervision.

(34) Youth offender: A person who has been found to be within the jurisdiction of the juvenile court under ORS 419C.005 for an act committed when the person was under 18 years of age.
(35) Vulnerable person: Includes but is not limited to a child, elderly person, person with a disability or person residing in a long term care facility as defined in ORS 442.015, a residential facility as defined in ORS 443.400, including but not limited to an assisted living facility, or an adult foster home as defined in ORS 443.705.

(36) Youth offender: A person who has been found to be within the jurisdiction of the juvenile court under ORS 419C.005 for an act committed when the person was under 18 years of age.

(37) Youth Offender Foster Home Agreement: A written agreement between OYA and the foster parent stating mutual expectations of the parties.

(38) Youth Offender Foster Home Certificate: A certificate of approval, issued by OYA, granting approval to operate and maintain a youth offender foster home or provide respite care.

(39) Youth offender foster home: A home in the community that is maintained and lived in by an OYA-certified foster parent who provides supervision, food, and lodging for a youth offender in that home.

(40) Youth Offender Foster Home Agreement: A written agreement between OYA and the foster parent stating mutual expectations of the parties.

(41) Youth Offender Foster Home Certificate: A certificate of approval, issued by OYA, granting approval to operate and maintain a youth offender foster home or provide respite care.

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420.888 - 420.892
Hist.: OYA 2-1995, f. 12-19-95, cert. ef. 1-2-96; OYA 1-2000, f. & cert. ef. 4-4-00; OYA 5-2002, f. & cert. ef. 1-18-02; OYA 15-2004, f. & cert. ef 11-12-04; OYA 5-2005, f. & cert. ef. 3-9-05; OYA 14-2005, f. & cert. ef. 6-13-05; OYA 26-2005(Temp), f. & cert. ef. 11-8-05 thru 5-7-06; OYA 5-2006, f. & cert. ef. 3-20-06; OYA 2-2007, f. & cert. ef. 7-13-07; OYA 1-2014, f. & cert. ef. 1-15-14; OYA 1-2016, f. & cert. ef. 3-2-16; OYA 7-2016, f. & cert. ef. 8-5-16

416-530-0020

Certification Process

(1) OYA seeks to recruit individuals who meet or exceed the qualifications described in these rules to provide foster care services to youth offenders. OYA further seeks to retain qualified foster parents who continue to provide an important component of the OYA service delivery system to youth offenders. In order to accomplish these objectives and to ensure that youth offenders receive services in a safe, respectful, rehabilitative, and positive atmosphere, OYA has developed a thorough certification process.
(2) The certification process is a partnership between the applicant or foster parent and OYA. The process allows for individuals interested in providing youth offender foster care services to ask questions about foster care standards, foster parent qualifications, foster home qualifications, and supervision of youth offenders and it allows OYA to assess the willingness, abilities, and suitability of applicants to provide such foster care services. The process also allows foster parents to review the prior year during the re-certification process and allows OYA to re-assess the foster parent’s continued qualification, willingness and ability to provide services.

(3) The granting of a Youth Offender Foster Home Certificate is not a guarantee that youth offenders will be placed in the foster home.

(4) OYA has a responsibility to Oregonians to manage its resources within available funds. When the OYA Director or designee determines that funding for these resources is jeopardized or otherwise not available, the OYA Director may suspend recruitment of new foster home resources in areas where the availability of foster homes exceeds the need for placements.

(5) Relative foster care applicants: A youth offender foster home may be maintained by a person related to the youth offender by blood or marriage when financial need can be determined by OYA. OYA must review potential relative foster care applicants to determine if there is a true financial need in order to provide the youth offender room, board, clothing, allowance, personal incidentals, transportation, respite services, educational supplies, and other costs approved by OYA. Relative foster parents are bound by the same rules and expectations as foster parents who are not relatives.

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420.888 - 420.892

416-530-0030

Application Process

Applicants for initial certification must:

(1) Complete and submit all forms required by OYA;

(2) Participate in home studies as required by OYA; and

(3) Provide all information required by OYA to verify compliance with these rules, including, but not limited to:
(a) Name(s), gender, address, birth date, social security number, and Oregon driver's license number of all applicants and members of the household;

(b) Names and addresses of at least four persons, three of whom are unrelated to the applicant, who have known the applicant for two years or more and who can attest to the applicant’s ability to provide care and supervision to youth offenders. If applicants are applying for joint certification, each applicant must provide at least two different references unrelated to the applicant, who have known the applicant for two or more years, and who can attest to the applicant’s ability to provide care and supervision to youth offenders. OYA may also contact schools, employers, adult children of the applicant(s), and other persons who can attest to the applicant’s ability to provide care and supervision to youth offenders;

(c) A statement as to whether the applicant or any member of the household has ever operated or currently is operating a licensed or certified care facility or foster home and reasons for the termination or closure of that license or certification;

(d) Documentation from the applicant and all members of the household regarding all criminal arrests, all charges, and all convictions including juvenile delinquency arrests, adjudications, restraining or protective orders, and charges, the dates of offenses, and the resolution of those matters;

(e) Documentation from the applicant and all members of the household regarding all allegations, charges, or investigations of abuse or neglect of a vulnerable person or youth offender, with dates, locations, and resolutions of those matters;

(f) A statement fully disclosing all information or conditions which may disqualify the applicant or applicant’s home from certification;

(g) A signed release of confidential information allowing OYA to release to the Department of Human Services information, including but not limited to, about whether there is an ongoing investigation involving the applicant or member of the household, or a finding of substantiated allegations of abuse or neglect by the applicant or member of the household, related to a vulnerable person or youth offender; and

(h) Proof of sufficient income to meet the needs and ensure the stability and financial security of the members of the household, independent of the foster care maintenance payment. OYA will request copies of pay stubs, W-2 forms, or recent tax returns as proof of income.

(4) Applicants must participate in a criminal records check process, as defined by these rules and OAR chapter 416, division 800.

(a) OYA requires a criminal records check, including fingerprints, for applicants and other members of the household 18 years of age and older.
(b) OYA requires a computerized criminal records check for members of the household 12 through 17 years of age.

(c) OYA may conduct criminal records checks anytime that OYA deems it necessary for the safety of youth offenders in the home.

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420.888 - 420.892

416-530-0035

Application Process for Re-certification

A foster parent applying for re-certification must:

(1) Complete and submit all forms required by OYA;

(2) Provide information as requested by OYA to verify compliance with these rules;

(3) Participate in home studies as required by OYA;

(4) Provide documentation from the foster parent and all members of the household regarding all criminal arrests, all charges, restraining orders, and all convictions during the preceding year including juvenile delinquency arrests, adjudications, or charges, the dates of offenses, and the resolution of those matters;

(5) Provide documentation from the foster parent and all members of the household regarding all allegations or charges of abuse or neglect of vulnerable persons and youth offenders, with dates, locations, and resolutions of those matters;

(6) Provide proof of sufficient income to meet the needs and ensure the stability and financial security of the members of the household, independent of the foster care maintenance payment for the preceding year. OYA will request copies of pay stubs, W-2 forms, or recent tax returns as proof of income; and

(7) Participate in a criminal records check process, as defined by these rules and OAR chapter 416, division 800.

(a) OYA requires a criminal records check of all members of the household 18 years of age and older.
(b) The criminal records check of new members of the household must occur prior to the new member of the household establishing the foster home as a residence.

(c) OYA requires a computerized criminal records check for members of the household 12 through 17 years of age.

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420.888 - 420.892
Hist.: OYA 2-2007, f. & cert. ef. 7-13-07; OYA 1-2014, f. & cert. ef. 1-15-14; OYA 1-2016, f. & cert. ef. 3-2-16; OYA 7-2016, f. & cert. ef. 8-5-16

416-530-0040

Foster Parent Qualifications

Applicants must:

(1) Be at least 21 years of age;

(2) Meet the qualifications and standards described in these rules and OAR chapter 416, division 800;

(3) Certify in writing that the applicant meets the qualifications and standards described in these rules and OAR chapter 416, division 800 and has disclosed all potentially disqualifying information to OYA;

(4) Be a citizen or lawful permanent resident of the United States;

(5) Demonstrate the following personal qualifications:

(a) Be a responsible, stable, emotionally mature adult who exercises sound judgment and displays the capacity to meet the mental, physical and emotional needs of youth offenders placed in foster care.

(b) Understand the behaviors of youth offenders.

(c) Have knowledge and understanding of non-punitive discipline and ways of helping a youth offender build positive personal relationships, self-control, and self-esteem.

(d) Have respect for persons with differing values, lifestyles, philosophies, religious, and cultural identity and heritage.

(e) Be able to realistically evaluate which youth offenders they can accept, work with, and integrate into their family.
(f) Have supportive ties with family, friends, the neighborhood, and the community.

(g) Provide appropriate supervision to ensure community safety.

(6) Be physically and mentally able to perform the duties of foster care;

(a) OYA may require a medical statement from a physician verifying that the applicant or any member of the household is physically capable of supervising and caring for youth offenders.

(b) OYA may require the applicant to consent to the release of psychological, medical or physical, drug and alcohol, or other reports and evaluations to OYA for the consideration of the applicant’s ability to supervise and care for youth offenders.

(c) In the case of alcohol or substance abuse, the applicant must be able to provide evidence that the applicant has been substance-free and sober for at least two years prior to making application for certification.

(7) Be free from a professional or personal conflict of interest. If the applicant is an OYA staff or works in a professional capacity which may contribute to a conflict of interest, the application and home study must be approved by the OYA Community Services Assistant Director, or designee; and

(8) Not have any documented incidents of abuse or neglect that resulted in a founded disposition by the Department of Human Services (DHS). OYA will conduct OR-Kids, checks at the time of certification and re-certification, at the time a foster home certified by another agency wishes to serve OYA youth offenders, and when OYA deems it necessary for the safety of youth offenders in the home.

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420.888 - 420.892

416-530-0050

Certification

(1) The selection of individuals to provide foster care services to youth offenders is based on a number of criteria, not the least of which is the criminal records check on each foster parent, foster parent applicant, and member of the household. Certain criminal or other records will automatically preclude any further certification steps.
Such records include but are not limited to a founded disposition of abuse or neglect of a vulnerable person documented in a state registry.

If an applicant or member of the household has a documented incident that resulted in an “unable to determine” disposition by the Department of Human Services or by another state agency beyond Oregon, OYA must require the applicant or member of the household prove that the applicant or member of the household does not pose a risk to the safety, health, or well-being of any youth offenders placed in the applicant’s home.

Applicants denied foster care certification or recertification as a result of a criminal record check will be provided written notice and may request a contested case hearing described in OAR 416 Division 800.

OYA may consider other available information when selecting individuals to provide foster care services to youth offenders, including information collected from the application, reference checks, interview results, safety checks of the proposed foster home, and any other information including information about other members of the household. Applicants denied foster care certification or recertification will be provided with written notice and may request a contested case hearing as described in these rules.

OYA will determine which applicants undergo a complete certification process and which applicants are certified based on how well each applicant meets the requirements set forth in these rules.

OYA will review the application and supporting documentation to determine compliance with these rules before making a decision to grant or deny an application for certification or recertification.

In addition to the application information, OYA may contact other relevant sources, including, but not limited to, schools, employers, and other persons such as the applicant's adult children.

OYA will make its decision regarding certification within 90 days of the receipt of the application and all supporting documentation. OYA will make its decision regarding re-certification prior to the expiration of the current certification. OYA will not review the application for certification or re-certification unless all materials have been submitted by the applicant and received by OYA.

OYA will issue a certificate only after an applicant successfully completes the application and certification process and satisfies all requirements.

Certificates must state:

The period of time for which it is issued;
(b) The name of the foster parents or respite provider;
(c) The address of the residence; and
(d) The number of youth offenders the home is certified to serve.

(9) Upon certification, the foster parent and OYA will enter into a Youth Offender Foster Home Agreement before youth offenders are placed in the foster home.

(10) OYA may deny certification or re-certification if:
(a) The applicant fails to meet the qualifications in these rules;
(b) The applicant falsifies information, either knowingly or inadvertently, by providing inaccurate information or by omitting information; or
(c) The applicant or any member of the household fails to meet the requirements of OAR chapter 416, division 800 or these rules.

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420.888 - 420.892

416-530-0060

Foster Parent Duties and Responsibilities

(1) Governance

(a) Foster parents must comply with the standards of these rules and OYA procedures, including rules applicable to applicants.

(b) Foster parents must abide by the responsibilities described in the OYA Youth Offender Foster Home Agreement. This agreement will be signed at the time of initial certification and annually, thereafter.

(c) Foster parents must provide care and supervision in accordance with the youth offender's individual case plan.
(d) Foster parents must not leave youth offenders unsupervised in the foster home, except with prior written approval by the youth offender’s JPPO and Foster Home Certifier specifying circumstances and length of time youth offender may be unsupervised.

(e) Foster parents must allow OYA access to the home, youth offenders, and foster care records, for the purpose of ongoing compliance monitoring.

(f) If a foster parent receives information that a youth offender has been identified as a sex trafficking victim, the foster parent must immediately within 24 hours report the information to law enforcement, the foster care certifier, and the youth offender’s JPPO.

(2) Training

(a) An applicant must complete an OYA-mandated pre-service training before the applicant is approved for certification.

(b) Foster parents must have a valid CPR/First Aid certificate. CPR/First Aid courses count toward the annual minimum training requirement.

(c) On an annual basis, thereafter, each foster parent must complete a minimum of 10 hours of training.

(d) All training must be provided or approved by OYA and must include educational opportunities designed to enhance the foster parent's knowledge, skills, and abilities to meet the special needs of youth offenders.

(A) If youth offenders are in the home and the annual training hours have not been completed, the youth offender foster home certification will be placed on inactive referral status. No additional youth offender referrals will be made until the training hours are completed.

(B) OYA may suspend a certificate if no youth offenders are currently in placement and the training requirements have not been met.

(3) Foster parents will work with OYA staff, by:

(a) Participating in Multidisciplinary Team (MDT) reviews;

(b) Implementing changes in care and supervision only as guided by the supervising Juvenile Parole/Probation Officer (JPPO) and the youth offender's case plan;

(c) Providing a youth offender with the opportunity for regular contacts and private visits or telephone calls with the youth offender's JPPO; and
(d) Notifying the Foster Home Certifier, or designee, of changes likely to impact the life and circumstances of the foster family, including but not limited to the following situations:

(A) Immediate notification to OYA of any circumstance involving the youth offender, foster parent, or other members of the household which may have a serious impact on the health, safety, physical or emotional well-being of the youth offender. This includes, but is not limited to, injury, illness, accident, law violation, or unauthorized absence;

(B) Immediate notification of any visitor remaining in the home overnight who has not received prior approval by OYA. Foster parents and the Foster Home Certifier will collaborate to ensure the safety of the youth offender and visitor(s);

(C) Prior notification when a change in address is anticipated. In the case of an emergency (e.g., fire), foster parents must provide this information as soon as possible after the change of address occurs; and

(D) Prior notification when a change in the membership of the household is anticipated. In the event of an emergency, foster parents must provide this information as soon as possible after the change occurs.

(e) Foster parents must have prior written approval from OYA to take a youth offender out of state.

(4) Foster parents will respect and support the youth offender's relationship with the youth offender’s family by:

(a) Assisting OYA staff in planning and implementing visits between the youth offender and the youth offender’s family or other approved visitors as indicated by the youth offender’s case plan, or youth offender’s JPPO;

(b) Allowing a youth offender opportunities to have at least one phone call weekly with the youth offender’s family; and

(c) Informing the JPPO if the youth offender chooses to decline family visits.

(5) Confidentiality

(a) Youth offender information and records are confidential. Foster parents must maintain information relating to youth offenders including but not limited to information relating to a youth's health, education, and placement progress in a manner sufficient to prevent unauthorized access.

(b) Foster parents must not disclose youth offender records, or the names of persons involved in the youth offender's case plan, without authorization from OYA.
(c) Youth offender records may be disclosed only when necessary to provide for the safety and wellbeing of youth offenders and with prior approval of OYA.

(d) Unauthorized disclosure of youth offender records may lead to suspension of certification.

(6) Records

(a) Foster parents must, for the duration of the youth offender's placement in the foster home, maintain records, including, but not limited to, information relating to the youth offender's health (including immunizations), education, and placement progress.

(b) All records pertaining to the youth offender belong to OYA. The foster parent must make all records available to OYA upon request. The foster parent must immediately provide all records to the youth offender's JPPO or designee when the youth offender leaves the foster home. Any records request by foster parents after the records have been returned to OYA will be handled in accordance with OAR chapter 416, division 105.

(c) Foster parents must maintain the youth offender’s confidentiality and may not post the youth offender’s information or pictures on any social media or electronic outlets, unless authorized by OYA.

(7) Youth offender reformation and supervision

(a) Foster parents must provide structure, accountability, and supervision designed to promote the physical, social, intellectual, spiritual, and emotional development of youth offenders, while providing for community protection.

(b) In accordance with a youth offender's case plan, foster parents must:

(A) Treat each youth offender with respect and dignity;

(B) Help the youth offender develop skills and perform tasks that promote independence and self-sufficiency; and

(C) Ask youth offenders to assume household chores appropriate to the youth offender's age and ability, and commensurate with those expected of the foster parent's own children.

(8) Household composition

(a) No more than three OYA youth offenders may reside in any given foster home at one time. In addition, no more than five total children (including the foster parent's own children under the age of 18) may reside in one foster home.
(b) Children of foster parents age 18 and older will not be counted toward the limitation of five children in the foster home.

(c) Members of the household age 18 and older who remain in or return to the home after becoming 18 years of age are subject to a criminal records check, including a fingerprint records check. The foster parent must notify OYA when a member of the household remains in or returns to the home after becoming 18 years of age.

(d) Foster parents must not care for unrelated adults on a commercial basis, accept children for day care, or accept any person for placement from any source other than OYA without prior OYA written approval.

(9) Respite care

(a) A respite care provider may not provide care to youth offenders in the respite provider's own home without a current and valid OYA Certificate that specifically authorizes the respite care provider to provide respite care to youth offenders in the respite care provider's home.

(b) When all foster parents are absent from providing supervision of youth offenders in a foster home, an OYA-certified respite provider at least 21 years of age, capable of assuming foster care responsibilities, must be present. Other adults at least 21 years of age may provide supervision for three hours or less with prior approval from the foster parent, JPPO and Foster Home Certifier.

(c) When all foster parents anticipate being absent from providing supervision of youth offenders for overnight or longer, the foster parents must give OYA advance notice and the foster parents must receive approval from OYA before the foster parents may be absent. The foster parents must provide the following information: the dates of absence; the telephone number where the foster parents can be reached; and the name, telephone number, and home address of the OYA-certified respite provider who will provide care during the foster parent’s authorized absence.

(d) The total number of youth offenders per foster home may be increased to no more than five to provide foster parents short-term respite from foster care responsibilities.

(e) Any respite care exceeding 10 days requires prior review and approval by the OYA Community Resources Manager.

(10) Food and nutrition

(a) Foster parents must provide each youth offender three well-balanced meals and appropriate snacks on a daily basis.
(b) Foster parents must provide each youth offender daily access to kitchen facilities to prepare meals and snacks.

(c) Foster parents must accommodate a youth offender's special and cultural dietary needs, including those ordered by a physician.

(11) Clothing and personal belongings

(a) Foster parents must provide each youth offender with clean clothing that is appropriate to the youth offender's age, gender, culture, and individual needs.

(b) Youth offenders must be allowed to participate in choosing their own clothing.

(c) Youth offenders may bring and acquire appropriate personal belongings as approved by the youth offender's JPPO, and within OYA's travel kit requirements.

(d) Foster parents must provide a weekly allowance to youth offenders in a fair and consistent manner, and within OYA's allowance policy guidelines.

(e) Foster parents must develop house rules that include, but are not limited to, youth offender money and youth offender accounts.

(f) Foster parents must provide each youth offender with individual items necessary for personal hygiene and grooming. Foster parents must also ensure culturally-specific products are available to each youth offender to meet each youth offender's needs.

(12) Discipline and guidance

(a) Foster parents must work with a youth offender's JPPO to develop a behavior management plan that sets clear expectations, limits, and consequences of behavior through use of adequate and appropriate structure and supervision.

(A) Foster parents must provide clearly-stated basic rules, a system of incentives and rewards, graduated sanctions when necessary to hold youth offenders accountable, supervision, and guidance.

(B) Discipline must be designed to guide youth offenders with kindness and understanding, while holding the youth offender accountable for personal behaviors.

(b) No youth offender or other person(s) in a foster home will be subjected to physical abuse, sexual abuse, sexual exploitation, neglect, emotional abuse, mental injury, threats of harm, forced physical labor as punishment, or restriction from approved contacts as punishment.

(13) Health care
(a) Foster parents must work with OYA to ensure that a youth offender's physical and mental health care needs are met, including but not limited to:

(A) Scheduling appointments and arranging transportation to medical, dental, or counseling appointments or assisting youth offenders in doing so if age appropriate.

(B) Ensuring that immunizations are current.

(C) Reporting to OYA when a youth offender needs corrective or follow-up medical, mental health or dental care, and arranging necessary care.

(D) Arranging for necessary consents from OYA for a youth offender's medical treatment that is not routine, including surgery.

(E) Obtaining emergency medical care, when necessary.

(b) Medication Administration

(A) Foster parents must comply with applicable provisions of OAR chapter 416, division 340.

(B) A youth offender may refuse any medication. When this occurs, the foster parent must document the refusal and immediately notify the youth offender's JPPO.

(C) A foster parent may administer prescription medications to a youth offender only when ordered by a physician.

(D) All medications must be stored in locked storage sufficient to prevent unauthorized access.

(E) Foster parents must inform a youth offender's JPPO within one working day if any psychotropic medication is prescribed or changed for the youth offender.

(c) Medical information

(A) Youth offender medical information must be kept confidential and in a secure location.

(B) Medical information may be shared only in compliance with Oregon Revised Statutes, and OYA administrative rules.

(C) Foster parents must provide OYA with copies of youth offender medical information.

(14) Religious, cultural, and ethnic heritage. Foster parents must respect the ethnic heritage, religious choices, cultural identity, and language of a youth offender and the youth offender's family by:
(a) Providing reasonable and meaningful opportunities for a youth offender to develop relationships with others of like cultural and ethnic background;

(b) Providing a youth offender opportunities to attend religious services of the youth offender’s choice; and

(c) Not requiring a youth offender to participate in religious activities or events contrary to the youth offender’s beliefs.

(15) Education

(a) Within five days of placement in the foster home, the foster parent must enroll a youth offender in an appropriate educational or vocational program, as outlined in the youth offender’s case plan.

(b) Foster parents must be actively involved in a youth offender’s educational or vocational programs.

(c) Foster parents must allow a youth offender adequate time each evening to complete homework in a location conducive to study, and provide assistance as needed.

(d) Foster parents will work with school personnel when issues arise at school, and report to a youth offender’s JPPO any situation that may require OYA involvement.

(16) Recreation

(a) Foster parents must provide recreational and extracurricular activities appropriate to the age, interests, and abilities of a youth offender, as described in OAR chapter 416, division 500.

(b) Foster parents must apply a reasonable and prudent parent standard when determining such participation. “Reasonable and prudent parent standard” means the standard, characterized by careful and sensible parental decisions that maintain the health, safety and best interests of a youth offender while encouraging the emotional and developmental growth of the youth offender, that a foster parent must use when determining whether to allow a youth offender to participate in recreational and extracurricular activities.

(c) Foster parents must encourage a youth offender to participate in community activities both with the foster family and on the youth offender’s own, in accordance with the case plan.

(d) Foster parents must provide opportunities for a youth offender to pay restitution and perform community service obligations as directed by the case plan.

(17) Restrictions
(a) No mechanical restraints, other than car seat belts, may be used on OYA youth offenders by foster parents.

(b) Foster parents and members of the household may not provide any form of tobacco, inhalant delivery system, alcohol, marijuana, drug paraphernalia, or illicit drugs to youth offenders, or allow youth offenders to consume or use such items or products.

(c) Youth offenders may use private home swimming pools and hot tubs only under supervision of a foster parent or certified respite provider.

(d) All alcoholic beverages, marijuana, and marijuana paraphernalia must be stored and locked in a manner sufficient to prevent access by youth offenders.

(18) Safety. Foster parents must:

(a) Be aware of a youth offender's location at home and in the community at all times;

(b) Have an adequate system for monitoring youth offenders during the night;

(c) Ensure that keys to locked storage and motor vehicles are secured at all times;

(d) Inspect a youth offender's room on regular basis to prevent the offender from possessing contraband;

(e) Comply with OYA health and safety requirements for the prevention of accidents and injuries;

(f) Understand and implement suicide prevention techniques and reporting requirements; and

(g) Be knowledgeable about boundaries, inappropriate sexual behavior, monitoring and other aspects of youth offender care at the level appropriate for supervising youth offenders that are placed in the home.
(1) General.

(a) Schools, recreation, churches, medical care, and community facilities must be accessible from the foster home. The foster home and its premises must be comparable in appearance to other homes in the community in which it is located.

(b) If care is to be provided to one or more developmentally disabled or physically impaired youth offenders, OYA must consult with the relevant professionals to identify necessary accommodations to the foster home and ask the foster parent to implement the necessary accommodations prior to placement.

(A) OYA will coordinate the accommodations to the foster home.

(B) If the foster parent refuses to make the necessary accommodations, the youth offender will not be placed into the foster home.

(c) Foster homes must have a working telephone with service. Foster parents must secure an alternative phone service within 24 hours of any disruption of existing phone service and communicate the new telephone number to the Foster Home Certifier.

(2) Kitchen.

(a) Foster homes must have the equipment necessary for the safe preparation, storage, serving and cleanup of meals.

(b) Foster parents must ensure that all cooking and refrigeration equipment is sanitary and in working condition.

(c) Foster parents must ensure that meals are prepared and served in a safe and sanitary manner minimizing the possibility of food poisoning or food contamination.

(3) Living areas

(a) The foster home must have sufficient living or family room space that is comfortably furnished and accessible to all members of the household, including youth offenders.

(b) Foster homes must be well-heated and well-ventilated.

(4) Bedrooms.

(a) Bedrooms occupied by youth offenders must:

(A) Be safe and have adequate living space for each youth offender;
(B) Have windows that open and provide sufficient natural light and ventilation;

(C) Have a bed for each youth offender, with clean bed linens, blankets (as appropriate to the season), and pillows; and

(D) Have a functioning smoke alarms and carbon monoxide detectors, as prescribed in the OYA Safety Requirements Checklist.

(b) Youth offender(s) age 18 or older may not share a bedroom with a youth offender under age 18 without the prior approval of the OYA Community Resources Manager.

(c) Children of foster parents are prohibited from sharing a bedroom with a youth offender.

(d) The Foster Home Certifier must determine the maximum number of youth offenders allowed to occupy each bedroom based on room size and the availability of adequate personal space for each youth offender. Placement of more than the determined maximum number of youth offenders allowed to occupy each bedroom is prohibited.

(e) Each youth offender must be provided with adequate storage space in or near the bedroom he or she occupies for personal belongings and a designated space for hanging clothes.

(f) Foster parents must allow flexibility in the decoration of sleeping areas to accommodate the personal tastes and expressions of the youth offenders in care.

(g) Youth offender bedroom doors must not have locks.

(h) Youth offenders with a history of inappropriate sexual behavior or adjudicated for a sexual offense must occupy a bedroom either individually, or in a group of three youth offenders with histories of inappropriate sexual behavior or adjudicated for a sexual offense. The assignment of two youth offenders with histories of inappropriate sexual behavior or adjudicated for a sexual offense to one bedroom must be authorized by the OYA Community Resources Manager, in consultation with OYA Community Services staff.

(i) Bedrooms occupied by youth offenders that are located in basements or above the ground floor must have safe and direct emergency exits to the ground.

(5) Domestic animals.

(a) Foster parents must restrict access to potentially dangerous animals.

(b) Only domestic animals allowed by local ordinances may be kept as pets.

(c) Domestic animals must be properly cared for, supervised, and otherwise maintained in compliance with local ordinances.
(d) Rabies vaccination for pets must be kept current as required by law. Foster parents must provide proof of rabies vaccination to OYA upon request.

(6) Deadly weapons.

(a) Foster parents must immediately notify the Foster Home Certifier anytime a deadly weapon is brought to the foster home.

(b) Deadly weapons must be stored in a locked compartment behind a locked door that prohibits access and is not visible to youth offenders.

(c) Firearms.

(A) Any foster parent or member of the household who possesses a concealed weapon permit must:

(i) Give OYA a copy of the permit; and

(ii) Give OYA a written plan regarding how the foster parent or member of the household will keep concealed weapons secure from youth offenders.

(B) Firearms must remain unloaded and stored in a locked gun safe or behind double locks that prohibit access and visibility to youth offenders. For purposes of this rule, a double lock may be a locked compartment within a locked room. Ammunition must be stored in a separate locked compartment, separate from any firearm. Trigger locks and glass front display cabinets are not adequate.

(C) Except for law enforcement personnel, no person in any vehicle transporting a youth offender may carry a firearm.

(7) Safety.

(a) Swimming pools and hot tubs must be maintained in a safe and clean condition, and must comply with local safety regulations and ordinances.

(b) Any safety hazard identified by OYA staff or a qualified trade service provider must immediately be remedied by the foster parent.

(c) An emergency access must be available to any room that has a lock.

(d) Stairways must be equipped with handrails.

(e) All hazardous chemicals, cleaning materials, solvents and combustibles must be stored in locked storage sufficient to prevent unauthorized access.
(f) In addition to section (4)(a)(D) of this rule:

(A) At least one functioning smoke alarm must be placed on each floor of the foster home;

(B) At least one carbon monoxide detector must be placed within 15 feet of a youth offender’s bedroom; and

(C) At least one carbon monoxide detector must be placed on each floor of the foster home.

(g) At least one unexpired and operable class 2-A-10BC or higher rated fire extinguisher must be available and maintained on each floor in each foster home.

(h) Outdoor tools and equipment and machinery must be stored in a manner sufficient to prevent unauthorized access.

(i) A written home evacuation plan must be available to all youth offenders.

(A) Foster parents must practice the evacuation plan with each youth offender at the time of placement and at least once a year to ensure all youth offenders understand the procedures.

(B) The evacuation plan, including evacuation diagram, must be readily accessible and posted in a clearly visible and conspicuous location.

(j) The use of space heaters are limited to electric space heaters equipped with tip-over protection, or propane space heaters equipped with approved venting. No extension cords may be used with such heaters or in place of permanent wiring. Kerosene space heaters are not allowed.

(k) Foster homes must have two unrestricted emergency exits in case of fire.

(A) A sliding door or window that can be used to evacuate youth offenders may be considered a usable emergency exit.

(B) Barred windows used as possible emergency exit in case of fire must be fitted with operable quick release mechanisms.

(8) Sanitation and health.

(a) The foster home must be kept clean and free of hazards to the health and physical well-being of the family. All areas of the foster home must meet sanitation criteria as described in OYA Cleanliness Standards.

(b) Measures must be taken to keep the house and premises free of vermin.
(c) First aid supplies must be stored in an easily accessible place.

(d) A continuous supply of safe, clean drinking water must be available.

(A) Private water sources and septic tank systems must be kept safe and functioning properly.

(B) Private water sources must be tested and approved by an appropriate official upon OYA request.

(e) Only pasteurized milk, juices, or powdered milk may be used for youth offender consumption.

(f) All plumbing must be kept in working order, and an adequate supply of hot water for bathing and dish washing must be available.

(g) Water heaters must be accessible for inspection and equipped with a safety release valve and an overflow pipe that directs water to the floor or to another approved location.

(h) The foster home must have a minimum of one flush toilet, one washbasin with running water, and one bath or shower with hot and cold water.

(i) Pending weekly removal, garbage and refuse must be stored appropriately, with no accumulation of garbage, debris, or rubbish that emits offensive odors.

(j) Youth offenders in the foster home may not be subjected to second-hand smoke, or vapor.

(9) Transportation safety.

(a) All vehicles used to transport youth offenders must have, at a minimum, liability insurance coverage in accordance with Oregon law.

(b) Foster parents and other members of the household who transport youth offenders must be licensed and insured drivers, and 21 years of age or older.

(c) At least one foster parent must possess a valid license to drive, or demonstrate options for safe and accessible transportation.

(d) The driver must ensure that all passengers use seat belts during the transport.

(e) Youth offenders may not operate a vehicle owned by a foster parent, member of the household, or volunteer if the vehicle requires a state license to be operated on public roads.

(f) Youth offenders may engage in driver’s education provided by public school or driver training delivered by a licensed provider in accordance with the youth offender’s case plan.
Exceptions

(1) Any exceptions to OAR 416-530-0000 through 416-530-0090 must be reviewed and approved or denied by the OYA Community Services Assistant Director.

(a) A Foster Home Certifier must submit a written exception request, state the need for the exception, and sign the request.

(b) The OYA Community Services Assistant Director will evaluate each request for an exception on its own merits to determine whether the exception is supported by a written plan adequate to ensure the safety of youth offenders in the placement. Granting an exception does not set a precedent that must be followed by the OYA Community Services Assistant Director when evaluating subsequent requests for exceptions.

(c) In evaluating a request for an exception, the OYA Community Services Assistant Director will consider, among other factors, the ratio of adults to youth offenders; the level of supervision available; the foster parent's skill level; and the needs of other children in the home.

(2) No exceptions may be made for rules relating to life safety.

Denial, Suspension, and Revocation of Youth Offender Foster Home Certification or Re-Certification; Inactive Referral Status

(1) Denial.

(a) OYA may deny an application for a youth offender foster home certification or re-certification if an applicant or foster parent fails to meet any of the criteria set forth in these rules, or does any of the following:
(A) Falsifies an application, either knowingly or inadvertently, by providing inaccurate information or by omitting information;

(B) Fails to provide information requested by OYA within the time frame set by OYA; or

(C) Fails to inform OYA of conditions that could disqualify the foster parent or the foster home from certification.

(b) If OYA proposes to deny an application for a foster home certification or re-certification, OYA will provide the applicant or foster parent with a written Notice of Proposed Denial of Youth Offender Foster Home Certification or Re-certification and a proposed Order Denying Certification or Recertification, mailed to the applicant or foster parent by certified or registered mail, or personally served upon the applicant or foster parent, and stating the reason(s) for the proposed denial.

(c) An applicant or foster parent has 60 days from the date of mailing or service of the Notice of Proposed Denial of Youth Offender Foster Home Certification or Re-certification to request a hearing. The request for hearing must be received by OYA within the 60-day period.

(d) An applicant or foster parent who has been denied certification or re-certification may not re-apply for or hold a foster home certification for a period of five years from the effective date of the Final Order Denying Youth Offender Foster Home Certification or Re-certification.

(2) Suspension.

(a) OYA may suspend a youth offender foster home certification without a prior hearing if OYA finds a serious danger to the public health or safety, including the health or safety of a youth offender or the community. In the event of a suspension, youth offenders will be removed from the foster home and no further referrals will be made to the foster home unless and until the suspension is lifted.

(b) A foster parent has 90 days from the date of mailing or service of the Notice of Suspension to request a hearing on the emergency suspension. The request for hearing must be received by OYA within the 90-day period.

(c) The Notice of Suspension must be mailed by certified mail or personally served on the foster parent.

(d) If within 10 days from the date of mailing of the Notice of Suspension the foster parent does not enter into a written agreement containing a corrective action plan with OYA, OYA will initiate proceedings to revoke the youth offender foster home certification. The 10-day period may be extended upon prior written approval of OYA.
(e) If the suspension will exceed 180 days or the expiration date of the current certification, OYA will terminate the Youth Offender Foster Home Agreement with the foster parent until such time as the suspension has been resolved as set out in this rule. The foster parent will be placed on inactive referral status and will not receive youth offender referrals until the matter is resolved.

(3) Revocation.

(a) OYA may revoke a youth offender foster home certification after considering any of the following:

(A) The severity of any alleged violation of these rules;

(B) The number of similar or related violations;

(C) Whether the violations, including the alleged violation, were willful or intentional;

(D) The prior history of violations; or

(E) Any other mitigating or aggravating circumstance determined by OYA to be relevant to the alleged violation, or to the appropriate response to the alleged violation.

(b) OYA may revoke a youth offender foster home certification if a foster parent fails to meet any of the criteria set forth in OAR chapter 416, division 530, or does any of the following:

(A) The foster parent falsified an application, either knowingly or inadvertently, by providing inaccurate information or by omitting information;

(B) After certification, the foster parent fails to provide information requested by OYA in the timeframe set by OYA;

(C) The foster parent fails to inform OYA of conditions that could disqualify the foster parent or the foster home from certification; or

(D) The foster parent fails to comply with a corrective action plan within the time frame set by OYA and the foster parent remains in violation of any of these rules.

(c) If OYA initiates revocation proceedings of a youth offender foster home certification, OYA will provide a written Notice of Proposed Revocation of Youth Offender Foster Home Certification and proposed Order Revoking Youth Offender Foster Home Certification. The Notice of Proposed Revocation and proposed Order will be mailed, by certified or registered mail, or personally delivered, to the foster parent stating the reason(s) for revocation proceedings.
(d) A foster parent has 10 days from the date of mailing of the Notice of Proposed Revocation of Youth Offender Foster Home Certification to request a hearing. The request for hearing must be received by OYA within the 10-day period.

(e) A foster parent whose certificate has been revoked may not reapply for or hold a foster home certification for five years from the effective date of the Final Order Revoking Youth Offender Foster Home Certification, unless a lesser time or specific condition is stated in the Final Order.

(4) Inactive Referral Status.

(a) Inactive referral status, provider-initiated: A foster parent may ask to be placed on inactive referral status for up to 12 months.

(A) In order for inactive referral status to be granted, there can be no unresolved matters relating to non-compliance with certification rules.

(B) Prior to a return to active referral status, a foster parent must be in compliance with all certification rules, including training requirements.

(b) Inactive referral status, OYA-initiated

(A) OYA may place a foster parent on inactive referral status due to changes in the foster parent's family or foster home including, but not limited to, death; divorce; a new member joining the household; significant disabling health condition; the arrest of a foster parent or member of the household; initiation of a law enforcement investigation or criminal prosecution of a foster parent or member of the household; or other circumstances that OYA determines will put additional stress or pressure on the family or may pose a serious risk to the health, safety, or physical or emotional well-being of a youth offender. Prior to placing a foster parent on inactive referral status, OYA may discuss the status change with the foster parent. OYA will notify the foster parent in writing of the change in referral status and the expected duration of that change.

(B) OYA-initiated inactive status may last for up to 180 days, during which time no additional youth offenders will be placed in the home. OYA may continue the inactive status for more than 180 days under any of the following circumstances:

(i) OYA and the foster parent do not enter into an agreement that addresses the issues that led to the change to inactive status;

(ii) The foster parent is not in compliance with all certification rules, including training requirements; or
(iii) A law enforcement investigation or criminal proceeding involving a foster parent or member of the household has been initiated and has not concluded.


Stat. Auth.: ORS 420A.025

Certification Standards for Private Youth Care Agencies

416-530-0100

Purpose

These rules set forth standards specific to OYA's relationship with Private Child-caring Agencies that contract with OYA and offer residential care programs in a foster home model, hereafter called "proctor homes."

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420.888 - 420.892

416-530-0110

Definitions

(1) Child-caring Agency: An agency or organization providing residential care including, but not limited to, foster care or residential treatment for children; outdoor youth programs, or other similar services for children, as defined in OAR chapter 410, division 170.

(2) Private Child-caring Agency employee: An individual applying for a position with a Private Child-caring Agency or having a position and being considered for an assignment within a Private Child-caring Agency.

(3) Proctor home: A home in the community that is co-certified by OYA and a Private Child-caring Agency and supervised by the Private Child-caring Agency.
Proctor parent: A person co-certified by OYA and a Private Child-caring Agency in accordance with the provisions of OAR 416-530-0100 through 416-530-0170 and employed by the Private Child-caring Agency.

Proctor parent agreement: A written agreement between the Private Child-caring Agency and the proctor parent stating mutual expectations of the parties.

Private Child-caring Agency Volunteer: An individual working on assignments for a Private Child-caring Agency, or applying for or requesting to work on assignments for a Private Child-caring Agency on an unpaid basis.

Private Child-caring Agency: A Child-caring Agency that is not owned, operated, or administered by any governmental agency or unit.

Youth offender proctor care: Includes care, food, and lodging provided on a 24-hour basis for youth offenders in a home approved by OYA and the Private Child-caring Agency, as defined by OAR chapter 416, divisions 335, 530, 550 and 800.

Certificate of Approval

(1) Proctor parents are recruited, trained, paid and supported in their efforts by a Private Child-caring Agency and monitored by a Private Child-caring Agency's professional staff. Proctor parents are co-certified by OYA and the Private Child-caring Agency.

(2) A Private Child-caring Agency must not place youth offenders in a proctor home without a current, valid youth offender proctor home certification issued by OYA.

(3) In addition to compliance with OAR chapter 416, division 530, Private Child-caring Agencies and their proctor homes must comply with the following provisions:

(a) Licensing standards of the Oregon Department of Human Services, or other agency recognized by the state of Oregon to issue a license for services.

(b) Contractual agreements between the Private Child-caring Agency and OYA.

(c) Intergovernmental agreements between OYA and other agencies, as applicable.
(d) Applicants must submit to OYA a signed release of confidential information allowing OYA to release to the Department of Human Services and the Child Care Agency information, including but not limited to, whether there is an ongoing investigation involving the applicant or member of the household, or a finding of substantiated allegations of abuse or neglect by the applicant or member of the household, related to a vulnerable person or youth offender.

(e) In order to ascertain and obtain compliance with the standards of OAR chapter 416, division 530, OYA may examine the records and files of the Private Child-caring Agency, inspect and observe the physical premises of the proctor home, and interview youth offenders, Private Child-caring Agency employees, proctor parents, and persons in the community.

(4) Private Child-caring Agencies may not employ or use employees or volunteers whose presence may jeopardize the health, safety or welfare of youth offenders. When making a determination about a person's suitability to work with youth offenders, the Private Child-caring Agency must follow the provisions of OAR chapter 416, division 800 and all other information described in OAR chapter 416, division 530 to judge the person's fitness to work with youth offenders.

(5) If the applicant meets the requirements of OAR chapter 416, division 530, OYA will issue a Youth Offender Foster Home Certificate to operate a proctor home under contract with a Private Child-caring Agency.

(a) This certificate will specify the type of care to be provided by the proctor parent, the address of the premises to which the certification applies, the name of the Private Child-caring Agency under which the certification is valid, and other information deemed necessary by OYA.

(b) Youth offender foster home certification will automatically terminate in these situations:

(A) Upon the closure of the Private Child-caring Agency;

(B) When the agreement between the Private Child-caring Agency and the proctor parent is terminated; or

(C) When the contract between OYA and the Private Child-caring Agency is terminated.

(c) The Private Child-caring Agency must immediately notify OYA in writing if either (A) or (B) above occurs.

(6) The Private Child-caring Agency is responsible for ensuring that the proctor home and proctor parents continue to meet the standards set out in these rules, and correct deficiencies when they are noted by OYA. OYA will determine final approval or disapproval of any exceptions to these rules.
(7) If a proctor home fails to comply with these rules, OYA may deny an application, place the home on inactive referral status, or suspend or revoke the youth offender proctor home certification, in accordance with the provisions of OAR 416-530-0090. The proctor parent may appeal this decision in accordance with the provisions of OAR 416-530-0090.

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420A.010, 420.888 - 420.892
Hist.: OYA 15-2004, f. & cert. ef 11-12-04; OYA 2-2007, f. & cert. ef. 7-13-07; OYA 1-2014, f. & cert. ef. 1-15-14; OYA 7-2016, f. & cert. ef. 8-5-16

416-530-0130

General Provisions for Proctor Parents

(1) The Private Child-caring Agency must ensure that its proctor parents meet the standards set out in these rules and OAR chapter 416, division 800.

(2) The Private Child-caring Agency must provide or cause to be provided structured supervision twenty-four (24) hours per day, seven days a week, to youth offenders placed in proctor homes. The Private Child-caring Agency must provide specific proctor parent support services that enhance a proctor parent’s ability to successfully meet the supervision needs of youth offenders placed by OYA.

(3) The Private Child-caring Agency must ensure that no more than three OYA youth offenders reside in any given proctor home at one time. In addition, no more than five total children, including the proctor parent’s own children, may reside in one proctor home.

(4) Under no circumstances may OYA youth offenders reside with youth served under the Private Child-caring Agency’s other programs, including private pay placements and placements of youth from out-of-state, except for youth offenders placed through Interstate Compact with courtesy supervision provided by OYA.

(5) The total number of youth offenders per home may be increased to no more than five, to provide proctor parents a short-term respite from proctor care responsibilities.

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420A.010, 420.888 - 420.892

416-530-0140

Youth Offender Proctor Home Requirements
(1) The Private Child-caring Agency must ensure that its youth offender proctor homes meet the standards of OAR chapter 416, divisions 335, 500, 530 and 800.

(2) The Private Child-caring Agency must develop and maintain written agreements with proctor parents providing proctor care. These agreements must be approved by OYA prior to placement of OYA youth offenders in the proctor home and must address the following:

(a) Supervision responsibilities

(A) Proctor parents may, with the Private Child-caring Agency's prior written consent, schedule 48 hours per month of time away from youth offender care responsibility.

(B) At least one certified proctor parent or certified respite provider must be on premises at all times that youth offenders are present in the home.

(b) Reporting requirements

(A) Proctor parents must maintain daily required documentation and submit reports to Private Child-caring Agency as required on each youth offender in placement.

(B) Proctor parents with whom youth offenders are placed must contact Private Child-caring Agency staff immediately in the case of emergencies.

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420A.010, 420.888 - 420.892

416-530-0150

Combination of Care

(1) The Private Child-caring Agency or its proctor homes may not combine the care of youth offenders in OYA custody with boarding, day care, nursing, foster, or convalescent care for adults or children, except as authorized in writing by OYA.

(2) If such combination of care is approved, the provisions of interagency agreements must be met in addition to the applicable statutes, administrative rules, and policies of all agencies involved.

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420A.010, 420.888 - 420.892
416-530-0160

Enforcement

In order for OYA to monitor for continued compliance with these standards, the Private Child-caring Agency must ensure that OYA has the right of entry, privilege of inspection, and access to staff and all records of the Private Child-caring Agency and the youth offender proctor home.

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420A.010, 420.888 - 420.892

416-530-0170

Exceptions

(1) Any exceptions to OAR 416-530-0100 through 416-530-0170 must be reviewed and approved or denied by the OYA Community Services Assistant Director.

(2) A Foster Home Certifier must submit a written exception request, state the need for the exception, and sign the request.

(3) Each request for an exception must be accompanied by a written plan showing how the safety of the youth offenders in placement will be ensured while the exception is in effect.

(4) The OYA Community Services Assistant Director will evaluate each request for an exception on its own merits to determine whether the exception is supported by a written plan adequate to ensure the safety of youth offenders in placement. Granting an exception does not set a precedent that must be followed by the OYA Community Services Assistant Director when evaluating subsequent requests for exceptions.

(5) In evaluating a request for an exception, the OYA Community Services Assistant Director will consider, among other factors, the ratio of adults to youth offenders; the level of supervision available; the skill level of the foster parent; and the needs of other children in the home.

(6) No exceptions may be made for rules relating to life safety.

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420A.010, 420.888 - 420.892

416-530-0200
Certification Standards for Transitional Care Providers

(1) This rule establishes standards for OYA transitional care providers and their homes that offer specific independent living and transitional services for youth offenders 18 through 24 years of age.

(2) Definitions listed under OAR 416-530-0010 apply to this rule with the following additions and modifications:

(a) Frequent Visitor: A person who regularly visits a transitional care home more than five hours per week when a youth offender placed in the transitional care home is present.

(b) Member of the household: Any person, other than a youth offender, who lives in the transitional care home or on the property where the transitional care home is located, is a frequent visitor to the transitional care home, or assists in the care provided to the youth offender.

(c) Respite care: A temporary arrangement between a transitional care provider and an OYA-certified respite care provider to allow the transitional care provider time away from a youth offender.

(d) Transitional care respite provider: An individual, certified by OYA, and who temporarily assists with supervision of youth offenders when the transitional care provider is not available.

(e) Transitional care home: A Youth Offender Foster Home in the community that is maintained and lived in by an OYA-certified transitional care provider who provides supervision, food, lodging and transitional services for one or more youth offenders 18 through 24 years of age in that home.

(f) Transitional care provider: A foster parent certified by OYA who has been authorized by OYA to supervise youth offenders 18 through 24 years of age in a youth offender transitional care home setting.

(3) Unless otherwise specified in this rule, the provisions of OAR 416-530-0000 through 416-530-0090 and OAR chapter 416, divisions 335 and 800, apply to transitional care provider, applicants, transitional care providers and transitional care homes.

(4) Certification.

(a) Foster care certifiers must evaluate each transitional care home and surrounding property to determine which persons qualify as members of the household.

(b) Members of the household identified by the foster care certifier must complete criminal records checks pursuant to OAR division 800.
(c) Transitional care homes certified according to this rule must receive a certificate specifically providing that the home may provide services to youth offenders 18 through 24 years of age.

(5) Transitional care provider qualifications.

(a) Transitional care providers must be at least 25 years of age due to the age of the youth offenders in transitional care.

(b) Transitional care providers must be able to realistically evaluate which youth offenders they can accept and supervise.

(c) Transitional care providers must demonstrate competence in supervising youth offenders 18 through 24 years of age and promote the independent living skills of youth offenders as they transition toward independence.

(6) A transitional care provider must:

(a) Abide by the responsibilities described in the OYA Transitional Care Provider Agreement. This agreement must be signed at the time of initial certification and annually thereafter;

(b) Establish a system for a youth offender to notify the youth offender’s transitional care provider of the youth offender’s whereabouts at all times;

(c) Be accessible to youth offenders 24 hours per day so a youth offender may contact the transitional care provider in case of an emergency or other needs; and

(d) Respect and support the youth offender’s relationship with his or her family by assisting OYA staff and the youth offender in planning and implementing visits between the youth offender and the youth offender’s family as indicated by the youth offender’s case plan, or the youth offender’s JPPO.

(7) A transitional care provider must provide structure, accountability, and supervision designed to promote the development of independent living skills as identified in the youth offender’s case plan.

(8) Respite transitional care.

(a) A respite care provider who provides care in his or her own home must have a current and valid OYA Certificate that specifically authorizes the individual to provide transitional care and serve youth offenders in his or her home.

(b) When transitional care providers are absent from supervising youth offenders at home during the day, youth offenders may remain in the transitional care home unsupervised if approved by the youth offender’s JPPO, foster home certifier and the transitional care provider.
If a youth offender’s JPPO, foster home certifier, or transitional care provider determines that supervision is required, an OYA-certified respite care provider who is at least 25 years of age and capable of assuming transitional care responsibilities must be present to supervise the youth offender. Any adult who is at least 25 years of age and has obtained prior approval from the transitional care provider, JPPO, and foster home certifier may provide supervision of a youth offender in a transitional care home for three hours or less.

(c) When a transitional care provider plans to be absent from supervising youth offenders overnight or longer, the transitional care provider must provide OYA advance notice, and a respite care provider must supervise the youth offenders during the absence. The transitional care provider must provide the following information to OYA when providing OYA with such notice: the dates of absence; the telephone number where the transitional care provider may be reached; and the name, telephone number, and home address of the OYA-certified respite care provider.

(9) Food and nutrition. A transitional care provider must:

(a) Provide an appropriate quantity and quality of food. Transitional care providers are not required to provide prepared meals to youth offenders;

(b) Assist youth offenders with meal planning, and may provide meal preparation instruction;

(c) Provide youth offenders daily access to kitchen facilities to prepare meals and snacks; and

(d) Assist youth offenders to meet any special or cultural dietary needs of the youth offenders, including those ordered by a physician.

(10) Clothing and personal belongings. A transitional care provider must:

(a) Ensure each youth offender has adequate clothing that is appropriate to the youth offender’s age, gender, and individual needs;

(b) Help facilitate youth offenders’ money management skills to prepare for independent living and to meet any court-ordered financial obligations; and

(c) Provide each youth offender with individual, culturally-specific items necessary for personal care and grooming.

(11) Transitional care providers must ensure youth offenders have access to necessary transportation.

(12) Transitional care providers must report to OYA when a youth offender needs corrective or follow-up medical, mental health, or dental care, and assist youth offenders in arranging necessary care.
(13) Transitional care providers must assist youth offenders in understanding the purpose of medications, medication side effects, and how to manage their medications. Either a transitional care provider or the youth offender may administer the youth offender’s daily dosage of medication. If the youth offender self-administers the daily dosage, the transitional care provider must verify that the youth offender self-administered the correct dosage. Youth offenders placed in transitional care homes may have access to over-the-counter medications.

(14) Transitional care providers must assist youth offenders in pursuing educational and vocational interests and opportunities in accordance with the youth offender’s case plan.

(15) Transitional care providers must encourage youth offenders to develop and participate in prosocial leisure and community activities.

(16) Youth offenders in transitional care homes may have unsupervised access to swimming pools and hot tubs if approved by the transitional care provider and JPPO.

(17) Bedroom doors in transitional care homes may have locks if approved by the foster care certifier. A transitional care provider must have access to any locked room.

(18) A youth offender in a transitional care home may have access to domestic cleaning supplies. The transitional care provider must instruct youth offenders in the proper use of such supplies.

Stat. Auth.: ORS 420A.025
Stats. Implemented: ORS 420.888 - 420.892
Hist.: OYA 5-2009, f. 10-27-09, cert. ef. 11-2-09; OYA 1-2014, f. & cert. ef. 1-15-14; OYA 1-2016, f. & cert. ef. 3-2-16

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