



Licensed Child Caring Agency Site Visit Report Adoption Agency

Licensee: Choice Adoption

Date of Site Visit: March 17, 2022

Executive Director: Taryn O'Flynn

Program Director: Julie Webb and Cathy Tuma

Licensing Coordinator: Holly Ivey, and Tom Heidt

Other Regulatory or Accrediting Agencies: DCYF and SNAC.

Program Compliance:

The program was found to be compliant or will be compliant with:

[OAR 413-215-0001 to 0136](#) Licensing Umbrella rules

[OAR 413-215-0401 to 0481](#) Licensing Adoption Agencies

Personnel records were reviewed and compliance with required background checks was documented for employees in all programs.

Type of Adoptions provided:

Domestic (Indy/Private) X

SNAC (DHS Foster Adopt) X

International (Hague)

Program Description: Christian Family Adoptions (CFA) is a private, nonprofit child adoption agency that has been placing children in adoptive homes since 1958. CFA’s mission is to lovingly prepare, nurture and advocate for all those involved in the adoption process. CFA is a faith-based agency but has a non-discrimination policy and provides services to all families. The Agency offers five adoption programs which consists of National Infant, Local Infant, Foster Child and Independent.

Adoption Services provided: The agency provides the whole array of adoption services. To include support and counseling and case management. The agency offers three placement programs: Local Infant Program, a National Infant Program, and a Foster Child Adoption Program

Disruptions/dissolutions in the last review period: There were none since the last Licensing review reported.

Number of adoptions finalized: 46

Average daily population served – number of families currently serving: The Executive Director reported the agency was working with 99 families at the time of the review.

Program Strengths: At the time of the review the Executive Director reported the following strengths:

- “Experienced staff
- Educated staff (both bachelor and masters levels)
- Great reputation
- Holistic support and advocacy
- Solid relationship with the community and like organizations.”

Program Challenges: The Executive Director reported the following challenges:

- “Funding
- Exposure
- Lack in communication with larger/more visible entities like the Department of Human Services.”

Changes that have occurred in the last 2 years: At the time of the review the Executive Director reported the following changes:

- “Most staff have been working primarily remotely due to Covid-19.
- Choice has seen a significant decrease in staffing and placements in the last two years.”

Lawsuits: N/A

Grievances and complaints filed in the last two years: None, were reported by the Executive Director.

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

Within 45 days of receipt of this report, the agency must submit a letter of verification indicating they are in compliance with the specific rules cited above and describing how compliance will be maintained going forward. Along with the letter of verification, the agency must submit any and all specific documentation requested in the body of this report. The letter of verification and any additional requested documents can be emailed directly to Holly.r.ivey@dhsoha.state.or.us or sent by regular mail to the following address:

Holly Ivey, Licensing Coordinator
Department of Human Services
Children’s Care Licensing Program
201 High Street SE, Suite 500
Salem, Oregon 97301
Phone: 503-979-7411
E-Mail: Holly.r.ivey@dhsoha.state.or.us

Changes in License: None

Summary of Review					
Program and Services 413-215-0011(2)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Program and services are in scope of license	X				
Governance of the Agency 413-215-0021	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1)(a) Minimum of 5 board members	X			Governance of the Agency 413-215-0021(2)(f) Formally evaluate the exec. Director's performance annually <ul style="list-style-type: none"> The Executive Director must receive annual performance evaluations based on the work they do, completed by the board. 	
(2)(f) Formally evaluate the exec. Director's performance annually		X			
(2)(g) Approves annual budget	X				
(2)(h) Obtain and review an annual independent financial review or audit of financial records.	X				
(2)(k) Written quality improvement program	X				
(2)(l) Meeting minutes	X				
Executive Director or Program Director 413-215-0021	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(3)(a) knowledge of requirements for providing care and treatment appropriate to programs	X				
(3)(g) Approval from BCU	X				
Contractors (if applicable) 413-215-0061(6)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Agency ensures the contractor meets the requirements of this rule and Chapter 413 division 215			X		
(b)(B) Contract includes the following: (i) Services provided (ii) Contractor fees (iii) Disclosure of information from contractor to agency (iv) Lines of authority (v) Adherence to rules, including background check (vi) Any liability of the agency for acts of the contractor, rights of indemnity and limitations on liability			X		
Supplemental Information Provided by CCA	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Documents as indicated on the form titled "Renewal Licensing Required Documents"	X				
Documents as indicated on form titled "Required Financial Documents and Information"		X		Supplemental Information Provided by CCA Documents as indicated on form titled "Required Financial Documents and Information"	

				<ul style="list-style-type: none"> Missing a completed Tax Compliance Certificate. At the time of the review the agency had applied for a certificate. When the agency receives their certificate, it must be sent to the Licensing Coordinator. 	
All required policies and procedures as identified in the "Umbrella Rules"	X				
All required policies and procedures as identified in "Agency Type Specific Rules"	X				
Physical Plant	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0051(1) Sufficient safe space, equipment, and office equipment	X				
413-215-0091(12) License is posted in common area at each facility	X				

Personnel Files	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0061					
Staff Name	X				
Position	X				
(3)(g) Date of Hire	X				
(3)(a) record of education, training and previous employment	X				
(1)(b) & (3)(b) reference checks completed and documented	X				
(1)(a) & (3)(c) Background check completed and documented	X				
(3)(d) Annual performance evaluations	X				
(3)(f) Record of personnel actions			X		
(3)(g) Termination date, reason for termination			X		
(3)(h) Current job description (1)(c) Employee meets minimum qualifications stated in current job description	X				
Meets the qualifications in 413-215-0416	X				
New Employee Orientation – Umbrella Requirements (30 days)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0061(4)					
(a) Agency policies and procedures	X				

(b) Ethical and professional guidelines	X				
(c) Organizational lines of authority	X				
(d) Attributes of population served	X				
(e) & (5)(a) to (c) Mandatory reporting that includes: (a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36 (b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee	X				
(f) Privacy laws	X				
(g) Emergency procedures	X				
Ongoing Training 413-215-0421	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(2) Social services staff and contracted providers complete 10 hours minimum training on issues related to adoption	X				
(3) Social services staff and those who provide adoption services complete training in all of the following areas:	X				
(3)(a) Potential short- and long-term effects of prenatal exposure to alcohol, drugs, and poor nutrition	X				
(3)(b) Potential effects of separation and loss	X				
(3)(c) Process of developing emotional ties to an adoptive family	X				
(3)(d) Normal child and adolescent development	X				
(3)(e) Potential effects of physical abuse, sexual abuse, neglect, and institutionalization on the development of the child	X				
(3)(f) Potential issues of race, culture, and identity; issues of acculturation and assimilation; and if applicable, the effects of having been adopted internationally	X				
(3)(g) Emotional adjustment of adopted children and their families	X				
(3)(h) Open adoption	X				

<p>413-215-0061(5) Mandatory reporting that includes: (a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36 (b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee</p>		X		<p>Ongoing Training 413-215-0421413-215-0061(5) Mandatory reporting that includes:(a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36(b) legal responsibility to immediately report(c) legal responsibility to report is personal to the employee</p> <ul style="list-style-type: none"> Documentation of the above required annual training for 2021 was not found in the files reviewed. 	
<p><i>Intercountry Adoptions</i> 413-215-0476(1)(d) Employees and volunteers are trained about the adoption laws and procedures of sending country.</p>			X		
<p>Comments:</p>					

Birth Parent Records 413-215-0431(1)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
Name	X				
(a) Date and place of initial inquiry and those present	X				
(b) Date, place and purpose of subsequent contact	X				
(c) Evidence that following forms were provided: (A) Consent for Service (B) Receipt of grievance procedures (C) & 413-215-0441(5)(c) Rights and Responsibilities including notice of right to counseling (ORS 109.346) (D) Service plan		X		<p>Birth Parent Records 413-215-0431(1) (c) Evidence that following forms were provided: (B) Receipt of grievance procedures</p> <ul style="list-style-type: none"> The above required documentation was not found in the Birth Parent Files reviewed. 	
(d) Each alternative to adoption discussed	X				
(e) Description of each discussion relating to fees, expenses, or other consideration or thing of value relating to the adoption	X				

(f) Date, time, and place of birth of the child, name and address of place of birth, pertinent prenatal information	X				
(g) Names, dates of birth, physical description of birth parents at time of child's birth (age, height, weight, color of eyes, hair, skin)	X				
(h) Personality traits of child's birth parents, siblings, and extended family	X				
(i) Medical history of birth parents, siblings, and extended family	X				
(j) Ethnicity of birth parent's and members of extended family	X				
(k) Efforts made by the agency to determine whether ICWA applies	X				
(l) Religious background of birth parents and extended family	X				
(m) Educational level and functioning, employment history, criminal history, social and emotional functioning of birth parents, siblings and extended family	X				
(n) Notation that identifies the adoptive parents sufficient for cross-referencing	X				
(o) Copy of placement agreement	X				
(p) Post-adoption communication agreements	X				
(q) Details about any termination of parental rights	X				
(r) Copy of general judgment of adoption	X				
(s) Copies of any documents signed by birth parent	X				
(2) If agency was unable to include documents (l) through (m) the record includes a description of reasonable effort	X				
Information to be provided to legal parent/putative father 413-215-0441(2)(c)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(A) Support and resources needed to parent a child	X				
(B) Options and consequences	X				

(C) Grief and loss	X				
(D) Effects and permanence	X				
(E) Availability or referral to appropriate support services	X				
(3) Guidance if birth parents disagree	X				
Identification of birth fathers 413-215-0441(4)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(d) Center of Health Statistics has been contacted to determine if father can be identified	X				
(e) File includes all reported information about legal or putative father	X				
Disclosures 413-215-0441(5)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Potential disclosure of parental identity (to child)	X				
(b) Voluntary adoption registry	X				
Consent & Surrender is accepted after the following actions 413-215-0441(6)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(a) Full and accurate information provided with opportunity to discuss consequences	X				
(b) Discussing circumstances leading to decision	X				
(c) Informed of right to legal counsel	X				
(d) Written information to understand changes that result from adoption	X				
(e) Reassess mother's ability to understand consequences	X				
(f) ICWA (if applicable)			X		
(g) Informing parent that requests for placement based solely on race, color, or origin (unless Indian) cannot be honored	X				

Adoption Files Compliance	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0431(3) Adoption records are permanently retained and stored in a fire-retardant, locked location.	X				
Name of Family	X				
Orientation (before approving of home study)	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0446(2)					
(a) Adoption program, policies, and procedures	X				
(b) Needs and characteristics of children available	X				
(c) Attachment, separation, and loss issues	X				
(d) Importance of cultural and ethnic identity to the child	X				
(e) Effects of adoption on child and family	X				
(f) Adoption process	X				
(g) Rights and responsibilities of adoptive family and agency	X				
(h) Information on potential risks and challenges	X				
(i) Pre-placement, placement, and post-legal adoption services and resources	X				
Training	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
413-215-0451(3)(a) 6-hour minimum pre-adoptive training and education before home study	X				
413-215-0456(1) 10 hours documented orientation and training independent of home study and covers the following:	X				
(a) Possible short- and long-term effects of prenatal exposure to alcohol, drugs and poor nutrition	X				
(b) Effects of separation and loss	X				
(c) Process of developing emotional ties to an adoptive family	X				
(d) Normal child and adolescent development	X				
(e) Research on potential effect on child's development from physical abuse, sexual	X				

abuse, neglect, institutionalization, and multiple caregivers					
(f) Issues related to race, culture, and identity	X				
(g) Acculturation, assimilation, and if applicable, effects of international adoption	X				
(h) Emotional adjustment of adopted children and their families	X				
(i) Inter-country adoption (if applicable)			X		
(2) Documented reasonable efforts to prepare prospective parents for each child under consideration <i>before</i> the earliest of the following;(a) child is placed (b) travel to child's country for purpose of adoption	X				
(3) Appropriate methods of training used	X				
(4)(a) Agency provided detailed written information on the following subjects:	X				
(A) Resources for financial support	X				
(B) Medical assistance availability	X				
(C) Support services	X				
(D) Identification of organization or individual who will be involved in proposed placement	X				
(E) Potential ramifications of a failure of birth	X				
Home Study 413-215-0451	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1)(a) Individual interviews completed with each household member	X				
(1)(b) Joint interview with couple (if applicable)	X				
(1)(c) On-site evaluation of home and compliance with CF979	X				
(2) Written Home Study includes all of the following:	X				
(a) Dates and places of interviews	X				
(b) Identity of each child to be considered for placement (if known)	X				
(c) Motivation for adoption	X				
(d) Family's plan for honoring ethnic and cultural heritage	X				
(e) Education or training needs	X				
(f) Need for support services and description of current support system	X				

(g) Life experiences and challenges	X				
(h) Marriage status or relationship	X				
(i) Names and ages of children in home	X				
(j) Names and ages of children not living in the home	X				
(k) Parenting skills and values	X				
(l) Lifestyle	X				
(m) Home and community	X				
(n) Health	X				
(o) Religion or spiritual beliefs	X				
(p) Employment and finances	X				
(q) Safety information and safety issues	X				
(r) Minimum 4 references - not related	X				
(s) Compliance with background check rules	X				
(t) Release of information	X				
(u) Background check from every state lived in for last 5 years	X				
(v) Background check from every country lived in last 5 years	X				
(w) Assessment of all information gathered and recommendations	X				
(x) Signed approval or denial by social services supervisor to use home for adoption	X				
413-215-0461 Pre-placement evaluation	X				
DOMESTIC ADOPTIVE PLACEMENT 413-215-0466	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Pre-placement visit			X		
(2) Placement Agreement includes:	X				
(a) Agree to legally finalize adoption in time frame based on best interests of child	X				
(b) Agency will provide documents necessary for finalizing adoption	X				
(c) Agree to participate in supervision prior to finalization	X				
(d) Agree to provide prior written notification (change of residency, removal of child from state or in care of another person for more than 72 hours)	X				
(e) Supervision in accordance with ICPC if move out of state			X		

(f) Responsibilities in event of disruption	X				
(3) Medical consent to authorize care	X				
(4) & (5) Child and birth parent information	X				
(6) Post-placement supervision documentation includes:	X				
(a) Home visit within 30 days; frequency depends on adjustment	X				
(b) Changes in adoptive family	X				
(c) Medical information provided to adoptive parents	X				
(d) If placement appears likely to disrupt, efforts for counseling or replacement services			X		
(7) Post-legalization services (counseling, crisis intervention, respite care, support groups)	X				

Adoption Finalization 413-215-0471	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Documents required for filing with court are promptly provided to adoptive family or attorney	X				
(2) Agency promptly files all required documents with the court	X				

Records and Documentation 413-215-0071	Yes	No	N/A	Corrective Actions/Comments	Corrective Action Completed
(1) Stored safely	X				
(2) Permanent, legible, dated, and signed	X				
(3) & (4) Uniform in organization, readily identifiable and accessible, current, and complete, containing all required info. No eraser tape or white out.	X				
(7) Permanent registry of each child	X				

Corrective Action: Required Policy Revisions:

413-215-0056 Licensing Umbrella Rules: Policies and Procedures (Amended 1/1/19) (2) In addition to other policies and procedures required by these rules, the policies and procedures in section (1) of this rule must include: (a) A written policy on mandatory child abuse reporting,

consistent with ORS 418.257, 418.258, 419B.005, 419B.010, and 419B.015 that includes requirements that child-caring agency employees, staff, contractors, agents, and proctor foster parents do all of the following:

- Child Abuse Policy must add 418.257, and 418.258, as the policy states, “All staff, volunteers, and employees of CA are mandatory reporters under **ORS 419B.005 through 419B.045 and RCW 26.44** and are required to file a formal report for cases of suspected or observed child abuse or neglect.”

(A) Immediately report suspected child abuse directly to the Department via the child abuse reporting hotline.

- The following verbiage must change, “If abuse or neglect is suspected or has been observed, an oral report shall be made **to the local office of the Department of Human Services (DHS) within the county where the person making the report is located.**” The policy must provide updated language that all child abuse calls must be made to the ODHS Child Abuse State Hotline, the phone number is 1-855-503-7233. The Statewide Child Abuse Hotline is open 24 hours 365 days a year.
- The following verbiage must change, from reasonable cause, to if child abuse is suspected. The policy states, “This report shall be made immediately **if there is reasonable cause to believe** that a child has been abused or neglected.” The agency must strike language in the policy that states, “reasonable cause to believe” which is also found under **Children** in the policy.
- In the policy where it states, “To whom you report: Report either to **your local Child Welfare Office**...” It must state the update language, to report to the ODHS Statewide Hotline Child Abuse Phone Number 1-855-503-7233.

(B) Receive child-caring agency-provided training on mandatory abuse reporting requirements as part of employee orientation and at least annually thereafter as described in OAR 413-215-0061. (C) Receive child-caring agency-provided training on the definitions of child abuse in ORS 418.257 and 419B.005 that apply in child-caring agencies.

- The policy was missing the above required language that states, “The agency will provide training on the definition of child abuse in ORS 418.257 and 419 B.005 that applies to child caring agencies.”

413-215-0046 Licensing Umbrella Rules: Children and Families Rights Policy and Grievance Procedures

(Amended 1/1/19) (1) Rights of children in care and families served by the child-caring agency. A child-caring agency must guarantee the rights of children in care and the families the child-caring agency serves. A child-caring agency must enact and adhere to a policy ensuring those rights. A written copy must be distributed to all children in care and families served by the child-caring agency, and afford the following rights:

- (a) Except as provided in paragraph (B) of this subsection, the child in care's right to uncensored communication with legal guardians, caseworkers, legal representatives, and other persons approved for communication by the legal guardian or as provided in a court order. (A) This right cannot be waived, including voluntarily. Restriction on communication between a child in care and his or her legal guardian may not be a condition of participation in the program. (B) A child-caring agency may place reasonable limits on communication, but only as provided in the child-caring agency's policy. Reasonable limits include, but are not limited to, having set time periods during the day for visitation and phone calls and imposing moderate limits on the duration of calls or visits. However, a limitation is not considered reasonable if it prevents the*

ability to meaningfully communicate, such as not allowing contact with a child in care's attorney during regular business hours. (b) The child in care's right to privacy. (c) The child in care's right to participate in service planning or educational program planning. (d) The child in care's right to fair and equitable treatment. (e) The child in care's right to file a grievance (as provided in section (2) of this rule) if the child in care or family feels that they are treated unfairly or if they are not in agreement with the services provided. (f) The child in care's right to have adequate and personally exclusive clothing. (g) The child in care's right to personal belongings. (h) The child in care's right to an appropriate education. (i) The child in care's right to participate in recreation and leisure activities. (j) The child in care's right to have timely access to physical and behavioral health care services.

- The above required rights were missing in the agencies Policy for Children and Families and must be added.

(2) Grievance Procedures. (a) A child-caring agency must enact and adhere to written procedures for the children in care and families the child-caring agency serves to submit a grievance. For an academic boarding school, this subsection only applies to grievances about health or safety issues. The child-caring agency must provide the procedures to each child in care and family. The procedures must include all of the following: (A) A process likely to result in a...expeditious resolution of a grievance. (C) A procedure to follow, in the event the grievance is filed against the executive director, that ensures that the executive director does not make the final decision on the grievance. (D) The name, address, and phone number of: (i) A Department licensing coordinator; and (ii) Any other governmental entities with oversight responsibilities. (b) Grievances and complaints filed with the child-caring agency and all information obtained in their resolution must be maintained for a minimum of two years and provided to the Department upon request.

- The agencies Grievance Policy was missing the above required information and must be added.

413-215-0061 Licensing Umbrella Rules: Personnel

(Amended 1/1/19) (2) Personnel policies of the child-caring agency and its contractors must include all of the following: (a) For each staff position, a job title and a written job description that defines the qualifications, duties, and lines of authority for the position. (b) A staff development plan providing for opportunities for professional growth through supervision, training, and experience. (c) Procedures for a written annual evaluation of the work and performance of each staff member that include provision for employee participation in the evaluation process. (d) A description of the termination procedures established for resignation, retirement, and dismissal. (e) A written grievance procedure for staff.

- The agency must have a Personnel Policy that states all of the above required information.

Licensing Coordinator's Signature: Holly Ivey

Date: 4-22-2022

Manager Review: H. Gilre

Date: 4-12-2022