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COMMITTEE REPORT
SENATE

FURTHER: None

1/12/81

Date: _____

Mr. President:

The Committee on HEALTH, EDUCATION AND SOCIAL SERVICES has had SB 650

licensing of foster homes, group homes, nurseries, and institutions

under consideration and (a majority of the committee) (the committee) reports it back with the following recommendations:

- do pass do not pass
- do pass with attached amendments(s)
- replace with CS for _____ same title
 new title
- and recommends _____
- AND attaches a "Letter of Intent" New Fiscal Note
- reports it back without recommendation
- referred to the _____ Committee

MEMBERS SIGNING
DO PASS

MEMBERS HAVING
OTHER RECOMMENDATIONS:

CHAIRMAN

PLEASE NOTE: THE FOLLOWING PAGES WERE TREATED
AS A UNIT IN THE ORIGINAL DOCUMENT

STATE OF ALASKA

JAY S. HAMMOND, GOVERNOR

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION OF FAMILY AND YOUTH SERVICES

POUCH H-05
JUNEAU, ALASKA 99811
PHONE: (907) 465-3170

DOCUMENT NO. 57-82

February 22, 1982

The Honorable Charles H. Parr
Senator
Alaska State Legislature
Pouch V
Juneau, Alaska 9911

Dear Senator Parr:

This is in follow-up to our discussion on Senate Bill No. 650 relating to biennial licensing of foster homes and residential facilities for children and dependent adults and for child day care facilities. I was pleased that you expressed an interest in our licensing program and am writing at the request of John R. Pugh, Director of the Division. The purpose of this letter is to provide you with additional information on the nature of the licensing process and the loads that our community care licensing specialists carry.

The intent of the licensing program is to provide equal protection and opportunity to children and dependent adults who must spend part of the day away from their families or who must live apart from their families. Licensing establishes a floor of quality which must be enforced equally ensuring a basic level of care and protection, adequate programs, and opportunity for development. The rights of those regulated include the right to notice of the requirements, notice of non-compliances and reasonable time limits for corrections, receiving information on how to achieve correction, and access to administrative hearings and court decisions. The Division also offers substantial technical assistance to new programs and to programs that have experienced difficulties following licensure.

The licensing process is relatively lengthy. In some communities there are monthly or semi-monthly meetings to familiarize potential applicants with licensing requirements and procedures. An applicant then submits an application form and supporting documents which may include a report of a tuberculosis test, references, occasionally a report of a physical examination, and authorization to conduct a criminal history check. In home-sized facilities the applicant is then visited by a licensing specialist who inspects the home and discusses the applicants plans to meet the nutrition, health, and developmental needs of persons in care, handling emergencies, methods of dealing with parents in family day care and agency expectations in foster homes. For the larger facilities the specialist also requests inspections by appropriate fire safety and environmental health authorities.

The on-site program assessment is more complex. It necessitates interviews with the operator, staff, residents, and children, when appropriate. File reviews are also conducted to assess whether staff meet personnel qualifications and if children's records are in order. Generally, within 60 days of receipt of an application and after the study and inspection to verify compliance with standards, a license is issued. There are no fees for a State license. To better facilitate understanding of what is entailed in the process, enclosed are three sample licensing studies. We had no samples of day care studies available in the office, so the blank standard-by-standard evaluation forms are enclosed for reference. The Alaska Children's Services emergency shelter study is considered an exemplary study. Day care studies generally contain very little narrative in comparison to the studies for residential facilities and child foster homes.

Licensing studies are performed largely by community care specialists located in the Division's six regional offices. A few are performed by Division field office staff and approved public and private agency staff for child foster homes. As I mentioned to you in our conversation following the hearing last week, the number of facilities does not properly reflect the community care licensing specialists' load. In January, 1982, there were 1,156 licensed facilities with a capacity of 8,943. The hand tallies that I mentioned to you from our Southcentral Regional office have arrived and I think the percentages reflected can appropriately be applied statewide. The turnover rate of new facilities coming on and facilities closing is 50% of the total facilities over a one year period. The number of licenses that will require an age or capacity amendment during one year is 25%. Two-thirds (2/3) of the facilities are provisionally licensed first and then converted to annual licensure. In addition, 64 waiver requests were processed during 1981 and 134 complaint/allegations were investigated. A load of 50 facilities per specialist is as high as is considered appropriate, given the turnover rate, the necessity to provide technical assistance, process amendments and waivers, and investigate complaints. In the Northern Region, the Southern Region, and the Southeast Region, specialists are carrying a facility load which is double what is considered acceptable to be able to ensure adequate protection to persons in care.

Specialists also provide professional consultation to facilities and agencies to upgrade the quality of services. Because of their unique position of knowledge about community facilities, they also serve as referral resources to families, social service staff, and others in selecting an appropriate facility for an individual child or adult and in stimulating related community support services for facilities and agencies.

We are pleased to have this opportunity to share additional information with you. You are correct that if our review of facilities was similar to the review conducted by an environmental health inspector, we would

be able to carry a much larger facility load for each specialist. We have simplified the process by providing a checklist system. If we simply handed out regulations and applications, and went through the checklist, we would be seeing far fewer applicants achieve licensure. Instead we have assisted applicants, particularly where no service or limited services exists, to help them through the process. It has seemed to be the most appropriate approach where services are not well established.

Senator Fischer asked a question regarding terminology. In the definition of a "facility" on Line 26, Page 2, of Senate Bill No. 650, we did intentionally omit "boarding homes" from the list of facility types. A boarding home is another term for a child foster home and is referenced in the foster home definition section of the statute. Listing it again under the definition of a "facility" was considered duplicative and unnecessary.

I hope this information is useful to you in your final deliberations and decision regarding Senate Bill No. 650. I plan to attend the Monday afternoon, 3:00 p.m. session and will be available to answer any additional questions you may have at that time.

Sincerely,



Patricia J. Monroe
Community Care Licensing
Coordinator

Enclosures

PA:kk

RESIDENTIAL CHILD CARE FACILITIES
STANDARD BY STANDARD EVALUATION
7 AAC 50.006-114

Page 4 of the
narrative documents
hours spent on
this study.

NAME OF FACILITY Alaska Children's Services Emergency Shelter	AGENCY DFVS
LICENSING REPRESENTATIVE Barbara Sharp Carraher	NUMBER OF CHILDREN IN CARE
DATE(S) OF SCHEDULED VISIT(S) 11/27/81, 12/22/81, 12/23/81, 12/29/81, 12/31/81, 1/4/82, 1/5/82, 1/6/82, 1/7/82	DATE(S) OF UNSCHEDULED VISIT(S)
PERSONS INTERVIEWED Tom Gunderson	ROLE IN FACILITY Director-Program & Clinical Services
Karen Hosaflook	Director-Emergency Shelter
Francine Somogy, Ira Levinton, Winifred Sollenberger, Sheila Graham, Robin Abranson, Rob Wood, James Mayo, Kathleen Corcoran, Mary Amouah	Child Care Workers
Patricia Boylan-Donnelly, Carolyn Cooper	Supervisors
Cherry Lentz	Social Worker
Sandi, Tina, Larry, Dale, Cory, Troy, Christina, Kathy	Residents

Coding Responses:

*written record

- ✓ - Standard Compliance
- ✗ - Non-Compliance
- N/A - Not Applicable
- Ⓢ - Discussed - Applicant is informed and will comply
- - Leave Blank if not evaluated

REQUIRED REPORTS AND FORMS ON FILE AT REGIONAL OFFICE:

	Code	Notes and/or Observations
1. Application form	1	
2. Statement of Primary Services and Goals	2	
3. Certificate of Insurance with 30 day Notice of Termination to DSS		-has been requested
4. Articles of Incorporation		-Under revision by Board of Directors
5. Copies of Printed Literature of Program	5	Required copy to be mailed to this office
6. NIP Permit in Anchorage		-Pending
7. Menus from Visits		
8. Outside Anchorage -Sanitation Report	N/A	
9. Lease Agreement (applicable only for new or expanded facilities. A copy of such lease must be submitted to the Dept. prior to finalization of the lease by the institution.)	N/A	

.010 Limitations of License

1. no day care, nursing, convalescent homes for the aging, boarding or rooming home care for adults in the same space;

X

2. such activities may be provided in separate areas provided that dividing walls conform to local and State codes for fire and sanitation;

X

3. combined programs must have prior approval of Central Office.

X

X

.018 Changes Affecting the License

1. the license is not transferrable. The license is granted to a specific individual or organization and for a specific location only;

X

2. any change in location or ownership shall be reported immediately to the Department;

3. any substantial change in the physical plant must be approved 30 days in advance by the Division;

X

4. any changes in the purpose of the institution shall be approved by the Division 30 days in advance;

X

5. any substantial changes in the program shall be approved by the Division 30 days in advance.

X

.024 Confidentiality

1. institutions shall not make public names or photographs of minors under court jurisdiction in newspapers, magazines, radio, or television in connection with the minor's status as a delinquent or dependent child, except as authorized by the court;

X

As specified by Personnel Policies: Confidentiality. ACS uses hired models for photographs.

2. unauthorized disclosure is a misdemeanor and punishable by a fine of not more than \$500.00.

X

.062 Non-discriminatory Statement and Practice

1. written clearly stated policy of non-discrimination (race, color, national origin, and religion);

X

Stated in Personnel Policies: Client Care and in Operations Manual.

2. intake policy and program practice reflect the non-discriminatory statement;

X

.050 Financial Procedures

*1. adequate budget with estimated costs;

2. the budget is in keeping with the stated purpose of the institution;

*3. annual financial report indicating accountability;

4. budget indicates source of support;

5. adequate accounting services;

6. adequate financial reporting;

7. new institutions or institutions expanding must estimate operational costs and submit a proposed budget to the Division of Social Services.

Code

NA

NA

NA

NA

NA

NA

NA

Notes and/or Observations

Reviewed in Juneau for cost of care.

.064 Admission Policies and Intake Procedures

*1. Are admission and intake policies in writing?

2. reflect age range, sex, problem areas by referral agency;

3. chronological steps to be followed by referral agency;

4. manner in which decision about admission is reached.

X

In Operations Manual.

X

X

X

.038 Governing Board

1. valid by-laws;

2. broadly representative of service area;

3. record of board proceedings;

4. meets twice yearly;

5. written manual procedures;

6. five or more persons with demonstrated interest in child welfare and time to serve;

7. membership on rotating basis with maximum of 9 years consecutive service;

8. governing board determines institutions overall purpose and program;

9. governing board employs a qualified director/administrator who is not a voting member of the board;

10. governing board sets overall personnel policies and reviews them periodically;

X

By-laws currently being revised. Will be submitted to licensing after approval by national office.

X

X

X

X

By-laws; committee structure.

X

X

X

X

X

Revised by Board and adopted as revised 9/22/81.

.038 Governing Board - Continued

- 11. governing board secures adequate funding to insure that the purpose and goals are met;
- 12. governing board plans for and supervises expenditure of funds;
- 13. governing board interprets the institution's services to the community;
- 14. governing board provides for an annual evaluation of the institution and its services;
- 15. governing board coordinates the work of the institution with that of other appropriate community resources.

Code

Notes and/or Observations

X

X

X

X

X

NA

.040 Local Advisory Board is required when institutions are more than 100 miles from the governing board. The local board has no autonomous policy making authority and must cooperate with the governing board. A local advisory board shall:

- 1. meet at least twice yearly;
- 2. have 5 or more persons with demonstrated interest in child welfare and time to serve;
- 3. membership shall be on a rotating basis with a maximum of 9 years of consecutive service;
- 4. shall give recommendations to the governing board concerning the institutions overall purpose and program;
- 5. shall give recommendations to the governing board concerning overall personnel policies and to assist in reviewing them periodically;
- 6. shall assist the governing board in securing adequate funding;
- 7. shall assist the governing board in planning for and supervising the expenditure of funds;
- 8. shall assist the governing board in interpreting the institutions services to the community;
- 9. shall assist the governing board in coordinating the work of the institution with that of other institutions and agencies;
- 10. shall assist the governing board in providing for an annual evaluation of the institution and it's services;
- 11. shall perform any other duties which may be assigned to it by the governing board.

NA

NA

NA

NA

NA

NA

NA

NA

NA

NA

.044 Personnel Manual Available and Contains	Code	Notes and/or Observations
1. job descriptions, qualifications, duties, privileges, and responsibilities of each position in the institution;	X	
2. salary ranges and provision for increments;	X	Personnel policies are routinely reviewed by the Board of Directors every two years. Last review and action by the Board was in October, 1981.
3. hours of work, holidays, vacations, sick leave, and other leave;	X	
4. conditions of employment, tenure, and promotion, including the provision for an annual medical examination;	X	
5. time and method of staff evaluation;	X	
6. information on employment benefits, including retirement plan, social security, hospitalization, and insurance, if offered by the institution;	X	
7. information on any provisions for in-service training, conferences, and other continuing educational activities in fields related to child care.	X	
.046 Personnel Records Maintained and Include:	X	
1. application;	X	
2. character reference;	X	
3. the initial report of physical examination;	X	-Substantial compliance. Five newly hired staff members have not obtained initial physicals. ACS policy requires staff to have a physical within 6 weeks of date of hire.
4. the yearly report of physical examination;	X	
5. yearly evaluation of work performance of the staff member.	X	-Substantial compliance. Only 5 of 21 staff have been employed over a year. Review is due on the Unit Supervisor.
.054 Operational Manual Available and Contains:	X	
1. the overall philosophy which guides the institution's services;	X	
2. a statement of the primary purpose, service and goals of the institution;	X	
3. a chart of administrative structure;	X	
4. the institution's intake policies and procedures;	X	
5. the manual of the institution's governing board;		By-laws currently being revised and will be forwarded to this office.
6. the institution's personnel policies and practices;	X	
7. the operational procedures which guide the delivery of the institution's services;	X	
8. copies of the institution's forms.	X	

STAFF:

STAFF:	Code	Notes and/or Observations
.048 *Annual Staff Physicals on File	X	Substantial compliance.
.076 Supervisor of Child Care Staff Has:	X	
1. advanced degree in social or behavior sciences -or-	X	
2. 2 years experience in full time child care employment.	X	
.042 Director/Administrator Has:	X	
1. knowledge of child welfare services appropriate for the institution, demonstrative skills and leadership ability;	X	
2. education and experience appropriate for the institution.	X	
.078 Child/Staff Ratios	X	See narrative.
1. minimum of 2 full time child care workers;	X	
2. minimum of one child worker on duty at all times when one or more children in residence;	X	
3. staff/child ratio of 1 to 6 during working hours, 1 to 11 during sleeping hours and 1 other staff person immediately available for emergencies;	X	
4. relief time and relief workers provided;	X	
5. a minimum of one day off per week for child care staff, recommended additional time.	X	
.056 Record Keeping	X	See narrative.
*1. written record of all referrals or requests for services whether accepted or not;	X	
2. these records kept in a fire resistant file;	X	
3. referral records are confidential;	NA	
4. records on cases accepted shall contain (N/A for emergency shelter care):	Y	
-all referral material;	NA	
-admission form;	NC	
-social history on the child; -written signed medical and religious consents;	X	Eleven of seventeen children in care did not have current signed medical consents on file. Five consents that were on file were not filled out accurately.
-school reports.		

.070 Children's Medical Records	Code	Notes and/or Observations
1. health history including written parental consent for emergency treatment, drug allergies, other allergies, and an immunization history obtained at intake;	NC	See narrative.
2. medical record complied during the time of residency;	NC	
3. dental records complied during the time of residency;	NC	
4. medical records readily available to staff;	NC	
5. annual physical exam;	NA	
6. annual dental exam;	NA	
7. booster immunizations as recommended by a physician or health department;	X	
8. other medical records.		
.084 Case Plan		
1. a plan and set of goals are written at intake;	*	See narrative.
2. the child's plan and the progress re-evaluated at least yearly;	NA	
3. for annual evaluation a case conference including all staff members working with the child and all family members who participate. Summary of the conference including recommendations and revisions of the plan on file;	NA	
4. the needs of the child re-examined annually and plan for service reformulated;	NA	
5. copies of the intake plan, the re-evaluation summary and the reformulation of the plan shared with referral agency;	*	
6. written yearly evaluation reports;	NA	
7. verification of who has legal custody of the child;	X	} To the extent possible in an emergency shelter.
8. verification of who has financial responsibility for the child;	X	
9. all correspondence;	X	
10. written discharge or transfer summary.	*	
.072 Program		
1. education is an integral part of the group living program and the total plan for services to each child;	X	Residents are transported to schools which they attended prior to their admission to the Emergency Shelter.

.072 Program - Continued

2. children attend community schools whenever possible;

Code

Notes and/or Observations

X

3. adequate liaison between institution and school;

X

4. specialized programs utilized as needed;

X

5. provide children in long-term residence with experience to facilitate life adjustment outside the institution;

NA

6. when needed, sex education, health education, family life education, and financial education are provided (recommendation).

X

.082 Group Experience

1. living groups

-purposefully planned;

X

-periodically reviewed and evaluated;

X

-determined by age, sex, interest, and potential for constructive interaction of the child in residence;

X

-To the extent possible in an emergency shelter setting.

2. activity groups

-purposefully planned to allow opportunity to interact with the different ages and sexes and to develop new interests and skills;

X

-goal of self-confidence and acceptance by others;

X

-purposefully planned and periodically reviewed and evaluated.

X

.080 Religion

When institution has definite policies regarding religious training:

X

Residents are free to attend the church of their choice.

*1. written parental consent for church attendance and/or religious instruction shall be obtained when the institution's religious training varies from that of the child or his family;

2. whenever possible or appropriate, opportunities for the child to participate in religious programs in the community should be provided;

X

.066 Nutrition

1. menu planning by person knowledgeable of dietetic and nutrition (or in consultation with such a person)(recommended);

Menus are planned by the houseparents. In-service training on nutrition is planned in February, 1982

Code	Notes and/or Observations
.056 <u>Nutrition - Continued</u> 2. decentralized eating area (required when program goals demand, otherwise preferred);	X
3. food preparation area and food preparation meets sanitation standards of State and Local when applicable;	Pending HEP permit from Municipality.
4. recognition of emotional and therapeutic value of food. Cultural differences considered.	X
.060 <u>Natural Family Ties</u>	X
1. efforts to maintain family include, letter writing, parental visits to the child and home visits by the child when appropriate;	Extent of family involvement is determined with DFYS social worker who placed resident at Emergency Shelter.
2. parents involved in planning and decision making process;	} Responsibility of DFYS social worker.
3. parents kept informed of child's progress;	
4. when feasible goal of program is returning child to own home.	X
.068 <u>Clothing</u>	X
Institution furnishes children with clothing in quantity, quality, and appearance comparable to community standards.	See narrative.
.074 <u>Recreation</u>	X
1. recreation should be integral part of total living experience;	See narrative.
2. variety of recreational and leisure time experiences to meet the needs and abilities of children in care;	X
3. spontaneous free play and planned recreational program offered (recommended);	X
4. both indoor and outdoor play areas with suitable equipment when appropriate.	X
.070 <u>Health Program</u>	X
1. health program under the supervision of a physician or health department;	See narrative.
2. prompt medical or dental care provided for illness and emergencies;	X
3. consent of DSS obtained for medical or dental care for children in DSS custody;	NC
4. in emergency situations medical help obtained first and DSS contacted second (DSS custody children).	X

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

January 14, 1982

DIVISION OF SOCIAL SERVICES

C. HAMMOND, GOVERNOR

Regional Office
Room 222, MacKay Bldg.
338 Denali St.
Anchorage, AK 99501
(907) 274-5686

Mr. John Garvin, Executive Director
Alaska Children's Services
1200 East 27th
Anchorage, Alaska 99504

Re: Emergency Shelter

Dear Mr. Garvin:

Please express my appreciation to your staff for their cooperation and hospitality during the licensing process. Your license for the Emergency Shelter will soon be mailed from Juneau under separate cover. This letter confirms that the Shelter is licensed and authorized to operate. The license is contingent upon receipt of the HEP Permit.

Your license will serve 20 children in the age range from newborn through 18 years. The effective dates are from January 15, 1982 through January 14, 1983.

This license is being issued to you for the specific ages, location and number of children described on the license. It cannot be transferred to other people or to a different location. Any change in your program or facility must be reported to the Division of Family and Youth Services at least 30 days in advance of the proposed change.

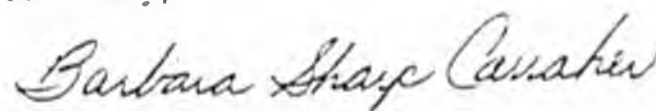
A copy of the Standard-By-Standard Evaluation is enclosed for your review. Please note the following area of non-compliance:

.070 Children's Medical Records and Health Program

Also, let me direct your attention to Program Narrative Section .084 Case Plan for expectations for change in Emergency Shelter procedures regarding case planning.

Please call on me if you have any questions about your license or if there is any way in which I can be of assistance to you.

Sincerely,



Barbara Sharp Carraher
Community Care Licensing Specialist

BSC/ca

ADDENDUM TO THE STANDARD BY STANDARD EVALUATION

.078 CHILD/STAFF RATIOS:

The Emergency Shelter consistently meets or exceeds the required child/staff ratios. There is a night awake staff person in each cottage. In the past year, changes in staffing patterns have been made as follows: Unit 43 is staffed by live-in houseparent couples who work seven day shifts and by a 40 hour per week youth worker whose schedule is primarily weekday, but may change as needed. Unit #41 is currently staffed by single houseparents who also work seven day shifts. There are two day time youth workers in this unit whose hours are adjusted to cover both early morning and evening. Two new supervisory positions have recently been created - Unit Supervisor who is responsible for all day-time staff and Night Youth Work Supervisor. These individuals may at times serve as relief staff or may call on other individuals in the community for relief work who have previously been employed with ACS. The three night workers are on rotating shifts to permit adequate time off. The emergency shelter also operates under an on-call system to make supervisors, social worker or program director available in the event of an emergency.

.056 RECORD KEEPING:

Currently residents' files are kept in the form of loose pages in a manila file. Information in the file may include admission and discharge form, initial assessment check sheet, individual case plan, drug incident report, individual daily record sheets, school notes, medical information, etc. At the time of admission and at the time of discharge, files are put in order. However, during the admission, files may become quite disorganized and full, particularly for those residents whose admissions are lengthy.

RECOMMENDED: New form of organization for resident's files should be developed so that reference to particular information will be easier and quicker. If included in a resident's current admission file, information from past admissions should be distinctly separate. It is strongly recommended that medical information be kept in a section of the file which would be easy for staff to remove in an emergency to accompany a child to the hospital. This medical section of the file should include consent forms, the medical screening form with a notation of allergies and particular medical problems, chronological record of any ongoing medical care, and a listing of current medications.

.070 CHILDREN'S MEDICAL RECORDS:

Initial medical history and evaluation are obtained by policy within five days of the resident's admission to the emergency shelter. Routine dental and visual exams beyond this initial screening are seen as the responsibility of the DFYS social worker since the length of a child's placement at the shelter is indeterminate. Recommendations which may be made at the time of the screening exam for particular medical treatment should be the responsibility of the Emergency Shelter staff to schedule

and accomplish. Daily record sheets of individual residents indicate that ongoing medical treatment has at times been recommended and obtained for children while in the Shelter. However, the residents' files do not contain any documentation by the physician of these appointments. Notes by staff that appointments did occur is not considered sufficient documentation.

RECOMMENDED: A format should be developed for documenting ongoing medical care more adequately. A suggested form would be a "Record of Medical Care" note to include the physician's signature, brief statement of diagnosis and recommendations regarding therapy and medications to be administered by Emergency Shelter staff.

See narrative on .056 Record Keeping for further recommendation on medical records.

.084 CASE PLANS:

Overall case planning for residents of the Emergency Shelter typically involves long term placement decisions and, therefore, is the responsibility of the DFYS social worker. However, it is appropriate and necessary for the Emergency Shelter staff to develop an internal caseplan or "plan of care" plan to guide the delivery of new services to the resident while in care. This "plan of care" may be very similar for all residents for the period immediately after admission and may include such action as orienting the child to the facility, staff, and program of the Shelter; scheduling medical evaluation; making a clothing inventory; coordinating school transportation; etc. This plan should subsequently be revised and individualized to reflect specific needs of residents.

A schedule has been developed by which Emergency Shelter staff and Division staff will formulate a joint plan of care within five days of the resident's admission. This plan of care is to include the statement of short range goals, an assessment of the child's needs and the services to be provided by the Shelter and by other resources. Review of this plan is to take place jointly with shelter staff and staff of the referring agency at 30 days post admission, at 60 days post admission, and every 15 days thereafter. Care plans should be written.

In summary, responsibility for case plans has previously been seen for purposes of licensing review as the responsibility of the DFYS social worker or probation officer. Although the long-term case plan for the child (of which shelter placement is only one aspect) is a DFYS responsibility, the Emergency Shelter must also develop a case plan or "plan of care" for services offered through the shelter program to residents.

REQUIRED: 7MAC 50.084 Planning for the Child. The institution shall develop an individualized case plan for each of the children in residence. During the intake process, a plan and a set of goals for the institution's service to the child shall be written...The intake plan...shall be written and shall become a permanent part of the child's

record...copies of the intake plan...and the reformulation of the plan shall be shared with the agency which referred the child for care."

.068 CLOTHING:

The Emergency Shelter maintains a clothes closet which is generally adequate to meet the emergency needs of newly admitted residents. However, in interviews with residents, much concern was expressed about the length of time it now takes to obtain ones "own" clothing. Residents of the Shelter are typically adolescents and usually maintain their attendance at school throughout their placement. Clothing has a great emotional significance to these teenagers who expressed anger, frustration, and sadness at the length of time necessary to either obtain their own clothing from their family or obtain clothing vouchers from DFYS. The procedure generally used for clothing vouchers involves Emergency Shelter staff and resident making a "pre-buy" trip to the stores to price clothing, a request to the Division social worker for a clothing voucher, and a subsequent trip to the store for actual purchase. This lengthy procedure appears to further heighten the teenagers' frustration.

RECOMMENDED: Review of current procedures for obtaining clothing for residents should be made jointly by Emergency Shelter staff and Division staff with the aim of developing a speedier, easier means for dealing with this problem.

.074 RECREATION:

Recreation is a subject frequently commented on by both staff and residents. It is a significant aspect of the Emergency Shelter's program of services. Because residents are not permitted independent free time away from the Shelter, the recreational activities offered by the Shelter are structured into in-house activities, and approximately two supervised group activities away from the Shelter per week. In-house activities include a wide variety of board and card games, video games, pool and foosball, books, and craft activities. Examples of crafts that are offered to residents include plaster crafts, beadwork, doll making, model building. The outdoor area between the two cottages contains a fenced play area and a basketball court/ice rink. Residents are also permitted to take 15 minute walks outside, remaining on the Shelter property. Group activities away from the Shelter have included movies, bowling, roller skating, swimming. On occasion, residents who are involved in extracurricular activities prior to their admission to the Shelter have continued in these with permission from the placement social worker.

Those residents who are not attending school and are in the facility throughout the day are those most likely to have needs for structured activities. Staff attempt to schedule an activity for the morning, another for the afternoon, and another for the evening. However this may still leave considerable amount of free time during the day. Staff also attempt to take residents with them when they must run errands in town, and residents appear especially appreciative of this opportunity.

to "get out" for a while. Residents commented, however, that not all staff offer them this opportunity to take rides.

Currently, several of the Shelter residents have been in placement for periods of over three months. These residents expressed dissatisfaction with the limited range of activities available to them and, in particular, the lack of freedom to be involved in activities outside the Shelter and unaccompanied by staff. When residents are in care simply for lack of an available foster home, rather than for need of close supervision and protection, it would seem appropriate to develop a recreational program to meet the express needs of these residents.

.070 HEALTH PROGRAM:

Medical consents were not completed for all residents in care. Many of those that were completed were filled out inaccurately. For example, consent forms were lacking the resident's name, were lacking dates, were signed in the wrong place by Division social workers.

NARRATIVE ON PROGRAM

A. Framework of Observations:

November 27, 1981, staff meeting held every Friday at change over of shift - two hours.
December 22, 1981, review of children's records and inspection of facility - four hours.
December 23, 1981, review of personnel records - two hours.
December 29, 1981, interviews with staff and residents - four hours.
December 31, 1981, interviews with staff and residents - six hours.
January 4, 1982, interview with staff and observation - one and one half hours.
January 5, 1982, interviews with staff and residents, lunch with residents - five and a half hours.
January 6, 1982, interview with staff and exit interview - two and a half hours.
January 7, 1982, review of Board of Directors minutes - three-quarters hour.

The number of children and staff in each of the Emergency Shelter units varied from time to time during my visits there. Activities observed were morning preparation for school, lunch, games being played by both residents and staff together. Watching T.V. appeared to be a frequent way of passing time for residents as this activity was observed on all but my early morning visits to the Shelter.

B. Facility:

The Emergency Shelter is composed of two separate large, two level, five bedrooms homes. Resident's bathrooms and bedrooms are located upstairs with two or three residents sharing each bedroom. The fifth bedroom is downstairs and used for the live-in houseparents. Kitchen and living

areas are located downstairs. Rooms are large, attractively furnished, and well maintained. Unit #43 has a room used for quieter activities which can also be used for private meetings with family, social worker, etc. Although Unit #41 has a similar room, privacy is not available because of the lack of a door. Unit #41 is considered the main unit and contains an office for the Program Director and the intake area. This intake area is used by staff as an office. It is quite small and crowded for the multiple uses and amount of activity it must contain. Unit #43 contains an office for the Emergency Shelter social worker and a separate, roomy office for staff.

Bedrooms are attractively furnished, and residents are permitted to decorate them with their own items. The hallways contain large enclosed storage areas for linens.

The buildings are on a six and a half acre site with both wooded and open areas. Directly across from these two buildings is a construction site for a third Emergency Shelter. Close supervision of young children will be particularly important during the time of the construction of this building.

Residents stated that bedrooms are heated unevenly, some being especially hot and dry. One resident who has sinus problems requested that humidifiers be used in the sleep area.

Karen Hosaflook, Program Director, states that plans are being made to purchase and install large wooden outdoor play structures. This equipment should be particularly useful for young and latency-age children to encourage active outdoor play.

In regard to the facility, staff recommended additional sound proofing above the houseparents' bedrooms and a separate outdoor entrance to this room. Additional office space in Unit #41 is seen as a priority by staff.

In both houses, dishwasher detergent and other cleaning supplies are stored under the kitchen sink and on the laundry room floor. These materials are potential hazards to young children. Knives are kept in a locked drawer to minimize risk to all children.

Other than chipped paint on door and window frames and small holes in some upholstered furniture in Unit #41, the physical plant and furnishings of the Emergency Shelter are in very good condition. ACS is to be commended in maintaining an attractive facility - a difficult task in shelter care.

RECOMMENDATION: All cleaning supplies which are potentially hazardous should be stored high out of reach of young children at all times. This is especially important since staff have many tasks in these large houses and are not in direct physical supervision of young children at all times.

RECOMMENDED: For Unit #41, additional office space and a private space for residents to meet with visitors should be available. (See proposed Residential Child Care Regulations.)

Since the Emergency Shelter has vaporizers for resident use, staff should routinely inform residents of their availability.

C. Activity and Staff/Child Interaction Observed:

Licensing visits were made during the day and in the midst of school Christmas holidays. Most of the residents were at home and were seen to be occupied in watching television, working on various craft activities, playing games with each other and with staff, and at one mealtime. Staff members appeared to serve as appropriate models for children in terms of their dress, personal habits, and patterns of interaction with each other. Both male and female staff are employed. Staff was observed to respond to residents' requests for materials from the office, for appointment schedules, etc. Staff were also observed to initiate activities with individual children. During the time of my observations and interviews, staff were involved in a variety of activities having to do with the running of the Shelter such as preparing meals, providing transportation, making telephone calls, etc. At times staff seemed so busy with these types of activities that their interaction with residents was limited. This observation was borne out in interviews with staff and will be described later. There were no occasions directly observed of staff needing to set limits or step in to modify behavior of children. Relationships among staff members of both houses appeared to be very cordial and supportive with offers of assistance to each other being frequently made.

D. Activities:

See Addendum to Standard B/ Standard Evaluation .674 Recreation.

E. Religious Program:

Residents who have a desire to participate in religious activities are able to do so with Emergency Shelter staff assistance in planning. Plans may be made for the resident's family or for volunteers from various church groups to transport and supervise residents while at these activities.

F. Interviews

1. With Children:

Residents were consistent in their description of the Emergency Shelter as a place to stay that is safe and protected while longer term plans are being made. Although a few residents emphasized the "shelter" aspects (food, bed, building) in their descriptions to me, most residents also made comments about the encouragement and support they received from staff. "The people care and will listen to you." "The staff are helping me realize more about myself. There's lots of time to talk. Sometimes you can talk to staff about dresses and such." "The

people here made M. (a former resident) feel part of family. They helped her a lot."

One resident who has been at the Shelter for approximately five months gave a particularly perceptive description of life at the Shelter for residents who are in placement longer than 1-2 months. "It's a place to be but it's a very hard life because you see a lot of people come and go, and you stay behind. You get close to people here and then when they leave you lose friends. It's not fair because it's supposed to be only for a short time. The rules don't mean anything after a while. I understand the reason for them to help people out when they first come, but it doesn't seem fair that they should be applied to all the people here. Some have stayed a long time. After a while, the activities are the same old thing. It's very hectic to live here because of the new people coming in and having to get used to them. You're always having to learn whether or not you can trust them. Some people steal things and that starts arguments. The staff really care. I've been here longer than a lot of the staff and I taught them the rules. It's a hard job for staff, trying to treat everybody equal."

Discipline

Discipline and rules were topics frequently discussed by residents in my interviews with them. Residents generally stated that they understood the need for restriction to the Shelter, but strongly wished for more activities and more independence away from the Shelter. Residents noted that there are differences in expectations of them held by various staff members. One houseparent couple, in particular, was described as being very strict in expectations for residents always to be within their sight or outside activities. "It's like they are looking over our shoulder or sitting in our laps. They are always checking us out, why." "They should trust us until we prove we cannot be trusted." "They don't treat you like you're your own."

In addition to limiting outside activities, there are other restrictions on life in the Shelter which residents feel are unfair. Certain items of personal property such as hair curlers, hair care products, slippers, cigarette lighters are not allowed in resident's bedrooms. They are kept by staff in the office or in a locked closet. Residents are permitted to have only three changes of clothing in their bedrooms. Female residents, in particular, feel these restrictions are too rigid and state they do not understand the reasons for them.

The primary forms of discipline used at the Emergency Shelter are restriction of residents participation in outside activities, as well as use of an early bedtime. Restriction to the "quiet room" also appears to be used at times according to interviews with residents. Shelter administration staff indicate that the quiet room must be used only for very brief periods to assist a resident in gaining control of their behavior and with staff accompanying residents in the quiet room. Interviews would indicate that use of the quiet room at times goes beyond this stated purpose to that of isolating the resident from other residents of the house. One resident stated that another resident who had run away was restricted to the quiet room for a full two days outside of

the time this resident was in school. The understood purpose of this restriction was to prevent the resident who had run away from having contact with other residents.

This extensive length of time was not confirmed in interviews with other residents. However, it does appear that the quiet room has been used for periods of from 1/2 hour to 2 hours as a consequence for certain behavior. Residents who are at the Emergency Shelter during the time in which one young male resident became physically aggressive in the household recognized that staff isolating this particular resident in the quiet room and remaining with him was very appropriate and necessary. The quiet room is also used at night when a child is disruptive upstairs after bedtime so much so that other children would not be able to sleep. In this event, the resident would sleep for the remainder of the night in the quiet room. Similarly, new residents being admitted in the middle of the night would sleep in the quiet room this first evening.

Residents stated that, other than restrictions of privileges, staff have few means of disciplining them and that consequences for misbehavior are minimal. One resident, however, stated that staff threatened to hit residents and that a four year old who was recently placed at the Shelter received a spanking while in care. These reports were not confirmed in subsequent interviews with residents but were discussed with Karen Hossaflock and Tom Gunderson, Director of Program and Clinical Services, with their assurance that this report would be further explored.

Privacy:

Residents in the Shelter expressed some concern about not having adequate privacy. They disagreed with the rule that the bathroom door should not be locked. They state that most staff will permit them to answer telephone calls in the kitchen, but that some staff require them to take telephone calls from the office where staff can monitor the entire conversation. Mail must be opened in front of staff to determine whether or not any drugs are enclosed in the letter, but staff does not read residents' mail. The major concern about privacy was expressed by female residents who state that the act of housekeeping will not occur or laundry done before entering. The three female residents, who have suggested sexual abuse in their history, it is especially upsetting and frustrating for the rule housekeeping to walk unannounced into their bedrooms. This issue was discussed specifically with Ms. Hossaflock and Mr. Gunderson who state my concern about it and agreed to take action to assure that this problem does not continue. Male residents stated that they were not permitted enough private time in their bedrooms. "The girls get to come up stairs to the rooms if they want to, but they tell us boys we need to have a real good reason."

Food:

Most residents stated that the food at the Emergency Shelter was excellent and well liked. They requested, however, to have more opportunity to be involved in the planning of menus. Two residents stated that they found it especially hard to eat beans, eggs and sausage

for breakfast and would like to have the option of cold cereal. These residents stated that when they choose not to eat the bacon and eggs, they are not permitted to have anything else for breakfast other than juice. One resident stated that her evening snack was withheld because she did not eat a good supper. All other residents interviewed stated that food was never withheld for any reason.

Activities

Residents were generally satisfied with the amount and variety of activities available and planned for them, with the one exception being a request for additional activities away from the Shelter. Those residents who have been at the Shelter longest expressed a desire to be able to contribute more to the planning of activities. Several residents indicated they would like to have more opportunity for physical exercise, stating that they especially enjoy roller skating and swimming.

Young Children in Care

Interview of one latency-age child in placement at the Shelter indicates that this child in particular, and perhaps others who are not teenagers, felt out of place and alone in the Shelter. She stated that "The big kids boss you around. It makes you feel like you're not wanted here." This young child also stated that she would also have liked to have more dolls and stuffed animals and notebooks to write and draw in. She also stated, "When someone new comes, like a houseparent, and I don't know them, I get scared. They should tell me when someone new is coming because then I'm prepared and I don't get scared." (See interviews with staff for further comments on the care of young children.)

Social Workers

Residents consistently had praise for the services of Cherry Ionta, Intensive Shelter Social Worker. They stated that Ms. Ionta is a lot of help to them and is available to talk with them once a week and additionally if they request it. Some residents said that their contact with the Division of Family and Youth Services social workers was particularly helpful. Others, however, said that they did not feel that Division social workers kept them informed of plans. Some felt that they did not see the Intensive social workers often enough and that the workers were not doing everything they could to have it possible for residents to come out of the Shelter.

Work Staff

Staff In Job Positions

The Intensive Shelter has seen a great deal of staff turnover in the past year with nine child care workers and a social worker having been employed in the past five months. All of the staff interviewed expressed a great deal of enthusiasm about their work and about the contribution of the Intensive Shelter program to the youths they serve. Several people commented on the high degree of professionalism and

previous related work experience evident in all of the staff hired within the past year. Interviews with staff and observation of their interaction indicated genuine respect for each other as individuals and co-workers and a strong commitment to providing mutual support and back-up. One staff member described the staff as having "Concern, competence, commitment and good working relationships." The work of any individual child care worker is highly visible to other workers, and efforts appear to be made to discuss the specifics of child care situations on an ongoing basis.

The attitude of cooperation, responsiveness, and support is also perceived by staff in the administrative personnel. Staff members repeatedly commented on the accessibility of Ms. Hosaflook, Mr. Gunderson, and Mr. Garvin. In particular, staff were highly complimentary of Mr. Garvin, Executive Director of Alaska Children's Services, for the effort he takes to know staff personally and to involve staff in an understanding of the overall agency services. Several staff members noted that they found it especially helpful to attend a meeting with Mr. Garvin regarding the budget for Alaska Children's Services. At times of particular stress in the program according to residents' needs, administration has been seen as responsive to requests for temporary additional staff.

Orientation and Training

Staff orientation and training was described as a major area of concern by almost all staff members. Perhaps because it has been a year of such high staff turnover, orientation does not appear to have occurred in a consistent manner. The pattern of orientation is generally described as working with another child care worker for a time which may vary from two days to two weeks before assuming independent responsibilities for the job. Orientation to job responsibilities is noted to have occurred through observation and discussion. Staff is aware that an operations manual is in the process of being written. Written procedures for intake and discharge are also posted on bulletin boards in staff offices. In general, staff felt that orientation was a weakness in their program, and were keenly aware that orientation being done by an old staff member took that person's time away from direct child care services. Several staff members recommended that orientation include visits to other ACS programs as well as specific knowledge needed to perform the job in the Emergency Shelter.

Staff also expressed a need for more extensive ongoing training. Specific areas of training recommended by staff include passive restraint, crisis intervention techniques, orientation to child protection and sexual abuse approaches used by the Division of Family and Youth Services, recording, emergency procedures and first aid, behavior management, and treatment issues specific to emergency shelter care. Two staff members also perceived a need for training in normal growth and development of young children and latency age children. These staff members felt that in general, staff tended to have expertise in programming for adolescents and a considerably lesser awareness of developmental needs and behaviors of these younger children. One staff member suggested a resource library in the Shelter to contain articles

for circulation among staff on significant treatment issues. Night workers commented that in-service training scheduled to take place approximately two hours after their shift ended presented difficulties in their being awake and alert to benefit fully from the training.

Staff were very complimentary about a recent in-service session on cross cultural issues in residential care. The impression is that ACS offers very high quality training, but that the frequency of training sessions should be greater.

Staff Turnover

Reasons noted by staff as possible contributors to high turnover include; the high-stress and low-reward nature of shelter care, wages paid child care workers, and need for additional training. One staff also mentioned the great value receiving positive feedback on performance can have in helping staff feel that their contributions with individual children are worthwhile. Part of the enthusiasm expressed by ACS Emergency Shelter staff is related by them to the feeling that their contributions in terms of program are heard and acted upon by the administration. Staff see the program as one which has improved greatly in the past year and is likely to continue to do so. In particular, staff appreciate the creation of the new supervisory positions. Great confidence was expressed in the individuals who will be serving in these positions. Group and individual supervision have already begun even though the two supervisors are still also currently filling their former child care worker positions.

Placement Issues

Staff expressed a number of concerns in regard to placement issues for children in care. For those children who have been in placement at some length awaiting a more permanent plan, staff experience frustration themselves as they see the effect of long term shelter care on these residents. "Kids who are here for a long time do strong bonding which makes the transition harder for them later." "It's difficult to mix new kids with kids who have been here for a while; It's hard on the kids who have seen the others come and go." Staff members stated that they found some social workers with Division of Family and Youth Services extremely helpful, concerned, and available to residents whom they had placed at the shelter. The comment was also made that other workers are not as involved as staff members feel they should be. One example cited was that of a young boy who was at the shelter for two months without seeing his Division social worker. This young man had many emotional difficulties and presented quite a challenge for emergency staff to deal with. He was apparently seen by his social worker for the first time on the date of his admission to API from the shelter. Staff expressed concern regarding the appropriateness of this young man's placement at the Emergency Shelter. Although they believe admission policies to the Shelter should be open, they expressed considerable frustration that other plans were not made more quickly for this resident following the early assessment by staff of his emotional needs.

One staff member requested clarification of policies on after care. This staff member felt that some residents receive extensive and very helpful after care but that other residents are "dropped."

Fire Drills

Staff confirmed and expressed concern that fire drills have not been routinely conducted. The first fire drill in apparently many months was held during the course of the licensing study. A subsequent false alarm in one of the units brought no response from residents who remained in their beds. Staff and residents alike felt that evacuation drills and false alarms should be recognized and responded to more seriously than has been the case in the past.

3. With Collateral Contacts:

Only five of seventeen questionnaires sent to DFYS social workers and probation officers were returned. The majority of responses indicated that placement at the Emergency Shelter and services offered did meet the needs of the residents placed. Shelter staff was described as very helpful and as maintaining good contact with agency staff. Staff was described also as competent and appropriate in providing a safe supportive environment for residents. Suggestions made by agency staff included an in-house school program, more visitation allowed for families at the Shelter, and denial of smoking privileges for residents under age. One worker also commented that she did not believe it was appropriate for the Shelter to deny admission because they were full. This worker felt that the Shelter should accept children into care regardless of capacity because there is no alternative placement available.

4. Administrative Staff:

Ms. Hosaflook noted several significant changes in the Shelter during the past year. Staffing patterns have been modified to include single houseparents in Unit #41 with additional youth workers, a ten-hour shift for night workers to provide additional relief to live-in staff and opportunities for night workers to have quality interaction time with residents, and creation of two new supervisory positions. She also noted trends in the population seeking services at the shelter.

Ms. Hosaflook believes that children referred to the Emergency Shelter in the past year have had more serious emotional problems, have more typically had characterological problems or have been identified by discrete psychiatric diagnosis such as schizophrenia, or have more frequently presented a history of having been sexually abused. Another trend noted is that the length of stay for children in the Emergency Shelter has increased dramatically in the past year.

A close working relationship with the Division of Family and Youth Services is seen by Ms. Hosaflook as a crucial element in the success of the Shelter's services and in meeting the children's needs. She states that the new contract with the State of Alaska establishes definite times for joint review of the case plan by Division workers and Shelter staff. These review meetings are to be held at five days

post-placement, thirty days post-placement, sixty days post-placement, and every fifteen days thereafter. Discussion has already begun with Division staff as to means of documenting case plans developed at these conferences which will meet the needs of both the Shelter and the Division. Weekly meetings between administrative personnel with the Division and the Shelter have recently been discontinued.

Ms. Hosaflook states that she is in the process of developing a calendar of ongoing in-service training which would occur at Friday staff meetings on a monthly basis. For the next three months, topics of this training will include an orientation to other ACS programs, nutrition, and a presentation by the Youth Advocates agency. In a joint conference with Mr. Gunderson and Ms. Hosaflook, Mr. Gunderson shared that all staff will be involved in Residential Child Care Training based on the Chapel Hill Series in January and March, and that he is additionally preparing an in-service session on passive physical restraint.

Recommendations were made to Ms. Hosaflook and Mr. Gunderson regarding organization of children's records. They noted the difficulty in receiving documentation from physicians, particularly in the light that custody issues are not always clarified by the time of the placement when medical care must be obtained. Alternative methods of obtaining documentation from physicians and dentists and of organizing residents' files were discussed. Mr. Gunderson stated that ACS is planning to employ a nurse to be based at Jesse Lee but who will offer some services for coordination of medical care to the Emergency Shelter. This nurse will also be responsible for conducting some basic training for staff in evaluating needs for medical care for residents.

After care services as described by Ms. Hosaflook are individualized and have a focus of facilitating the child's adaptation to his discharge setting. Contact is maintained with some residents for several weeks after discharge and may include a return visit of the resident to the shelter. For those residents who will be moving from the Shelter to another ACS program, attendance at that program's in-house school will be arranged prior to the resident's transfer.

Discipline issues raised by residents were also discussed with Ms. Hosaflook and Mr. Gunderson. As mentioned previously, they stated their intention to explore any variances from Shelter policy and State requirements in staff use of spanking, threats of physical punishment, or use of the quiet room.

In summary, Ms. Hosaflook and Mr. Gunderson described the challenges of providing shelter care as on-going. They have a strong commitment to providing a significant program for residents of the shelter rather than a "holding tank".

Summary and Placement Recommendations:

The Alaska Children's Services Emergency Shelter is licensed for 20 beds, preferring to have only 16 youths in residence at a given time. Referrals are accepted only through Division of Family and Youth Services caseworkers or probation officers. Children who are not appropriate for placement include those with significant medical problems, severely physically handicapped, aggressive or suicidal children who would present a significant risk to other residents or themselves.

The goals of the Emergency Shelter Service Program are specified as follows:

1. Meeting the immediate needs of children - physical, emotional, recreational, educational and social.
2. Providing consistent parenting and role modeling.
3. Obtaining information necessary for development of appropriate case planning.
4. Recommending to DFL specific interventions to meet identified needs of children in care.
5. Providing when appropriate individual, group, and family therapy as well as diagnostic evaluation.
6. Providing for psychiatric, psychological, medical, dental, and educational assessment when indicated.

Residents attend community schools whenever possible. Those who are unable to attend school are involved in a program of activities within the Shelter. In order to provide the most protective setting for residents, activities outside of the Emergency Shelter are limited to supervised group activities twice per week. Visits by family and friends are permitted if determined to be appropriate and beneficial to the resident by the Division of Family and Youth Services case worker or probation officer. Staff includes an on-site social worker who is available to residents on a weekly and as-needed basis for individual counseling as well as coordination of various services to meet residents' needs.

The facility consists of two cottages for 10 residents each. It is co-educational and referrals are accepted from throughout the state, although the great majority of referrals are from the Anchorage area. For further information regarding the Emergency Shelter program contact Ms. Karen Hosaflook, Alaska Children's Services, 1200 East 27th Avenue, Anchorage, Alaska 99504 Telephone: 279-9154

Barbara Sharp Carraher
Community Care Licensing Specialist

BSC/ca

REVIEW OF PERSONNEL RECORDS

INSTITUTION ACS Emergency Shelter

REVIEWER Robert Caraker

DATE 12/23/81

NAME	POSITION	DATE OF HIRE APPLICATION ON FILE	REFERENCE LETTERS	DATE YEARLY WORK EVAL.	YEARLY PHYSICAL TB TEST	EXPERIENCE
Bruce Sollenberger	Houseparent/Cycle (Temporary)	10/28/81	✓ 11/2/81 ✓ 11/2/81	N/A	11/4/81 TB	BS physics - Emo family day care, volunteer crisis home center
Marjorie Sollenberger		10/28/81	✓ 11/3/81 ✓ ✓ 11/3/81 ✓ ✓ 10/26/81	N/A	11/4/81 TB	4 yr. state hospital + 1 yr. drug program - human service technician, MA psych
Shula Graham	Houseparent	9/25/81	✓ 5/21/79 ✓ ✓ 4/23/81 ✓ ✓ 9/24/81	N/A	4/29/81 TB	BA Pol. Science; 2 yr. caseworker children home; 3 yr. Soc. worker Head Start school
Robin Abramson	Houseparent	10/8/81	✓ 10/11/81 ✓ ✓ 12/13/81 ✓ ✓ 10/15/81 ✓ ✓ 10/13/81	N/A	11/18/81 Phys	BA psychology + some work in MA in Therapeutic Rec
Laurie Kedrowski	Youth Worker	10/23/81	✓ 5/21/79 ✓ ✓ 10/6/81 ✓ ✓ 10/7/81 ✓ 10/31/81	N/A	11/3/81 Phys	BS Social Work, Grant Div AFDC Teno., school SW 1 yr; childcare worker 1 yr residential care
Rob Hood	Youth Worker	11/11/81	✓ 10/6/81	N/A	12/1/81 TB	MS Juvenile Corrections + Counseling 3 yr. group life coordinator in school for delinquent boys
Kathleen Marie Corcoran	Night Youth Worker	10/10/81	✓ 6/4/81 ✓ ✓ 10/26/81	N/A	10/23/81 TB	BA Behav + Soc. Sciences 1 1/2 yr. case manager - psych center 4 mo teacher aide 6 mo. case manager New Wash-
James Mayo	Night Youth Worker	9/11/81	✓ 9/17/81 ✓ ✓ 9/9/81	N/A	11/16/81 Phys	BA history 1 yr. teacher 4 mo student teacher
Mary Annusk	Night Youth Worker	10/23/81	✓ 10/23/81 ✓ ✓ 10/26/81 ✓ ✓ 10/23/81	N/A	11/13/81 TB	2 yr. college 1 yr. community council 1 yr. Campfire program

REVIEW OF PERSONNEL RECORDS

INSTITUTION ACS Emergency Shelter

REVIEWER Barbara Currier

DATE 12/23/81

NAME	POSITION	DATE OF HIRE	REFERENCE LETTERS	DATE	YEARLY	YEARLY	EXPERIENCE
		APPLICATION ON FILE		YEARLY WORK EVAL.	PHYSICAL TB TEST	MSW MPH Ph.D SW Admin.	
John Hawin	Executive Director	3-1-75 ✓		March '78	1/28/81 Phys.	1/30/81 TB	pastor - 8 yrs currently social worker - 3 yrs. director youth/family ministry residential care.
Tom Gunderson	Director of Program & Clinical Services	9-1-78 ✓	✓ 8-21-78 ✓ 8-18-78 ✓ 7-15-78	11/18/81	9/28/81 Phys.	10/5/81 TB	Residential Care Prog. Dir. - 5 yrs. psych. soc. worker - 3 yrs.
Karen Hosaflork	Program Director	6-4-79 ✓	✓ 5-3-79 ✓ 4-24-79	10/2/81	7/2/81 Phys.	10/13/81 TB	MSW, 4 yrs. psych. social work
Cheryl Lentz	Social Worker	8-29-81 ✓	✓ 7/11/81 ✓ 7/2/81 ✓ 9/10/81	N/A	7/14/81 Phys.	10/2/81 TB	MSW 1 yr. medical social work
Theresa Scott	Secretary	5-21-81 ✓	✓ 3/11/81 ✓ 1/29/81 ✓ 8/26/81	N/A	6/10/81 Phys.	6/10/81 TB	BS psychology receptionist/secretary 3 yrs.
Patricia Kay Boyle Donnelly	Unit Supervisor	12-15-80 ✓	✓ 2/16/81 ✓ Jan. 80 ✓ 12/19/80		4/21/81 Phys.	1/6/81 TB	BS - public & community health health educator 3 yrs - 5 yr. home counselor 1 yr; youth care 1 yr.
Mary Carolyn Cooper	Night Youth Worker Supervisor	5-10-79 ✓	✓ 5/21/79 ✓ 5/30/79	6/2/81	5/28/81 Phys.	6/8/81 TB	HS grad.; worked in Scouts, 4H & church; mother of 3
Michael More	Houseparent	6-3-81 ✓	✓ 6/10/81 ✓ 7/2/81 ✓ 6/6/81	N/A	6/10/81 Phys.	6/13/81 TB	1 yr. college - Day care home w/ wife, youth sports
Lea More	Houseparent	6-3-81 ✓	✓ 6/10/81 ✓ 6/6/81	N/A	6/10/81 Phys.	6/13/81 TB	1 yr. college, 1 yr. attendant in residential care program, 1 yr. recreation specialist day care center
Francine Somogy	Houseparent	2-13-81 ✓	✓ 2/23/81 ✓ 2/26/81 ✓ 2/29/81	N/A	5/6/81 Phys.	2/23/81 TB	HS, dental technician, dental & church work
Jerry Somogy	Couple	2-13-81 ✓	✓ 2/23/81 ✓ 2/25/81 ✓ 2/25/81	N/A	5/6/81 Phys.	2/23/81 TB	BS Admin in Army, 4 yr. church
Bra Levintan	Youth Worker	6-3-81 ✓	✓ 2/29/81	N/A	6/10/81 Phys.	6/13/81 TB	3 yr college 6 yr. day care youth hostel 3 yr. Red Cross

INSTITUTION A.G.S. Emergency Shelter

REVIEWER Barbara Casadeu

DATE 12/22/81
12/81

Name of Child/DOB	Inst's App	Adm. Date	Legal Custodian Placement Agency Parent/Address Worker/P.O.	SOCIAL RX	CASE PLAN	YEARLY CASE EVAL	Physical	Dental	Visual	Medical Consent	Relig. Consent	SCHOOL REPORT	DISCHARGE PLAN
	✓	11/24/81				n/a	rec. dental		12/10/81			✓	
	✓	12/11/81	DFYS Angel Colon	not dated		n/a	rec. dental		10/15/81	not signed correct file 12/11/81			
	✓	12/7/81	DFYS Andy Lewis			n/a	rec dental		12/10/81				
	✓	12/16/81				n/a						n/a	
	✓	11/12/81				n/a		6/31/81					
	✓	12/1/81				n/a	rec dental		12/10/81				
	✓	11/23/81	DFYS Parents Vol. Placement Agency Linda Miller			n/a	rec dental		12/10/81				
	✓	12/17/81	DFYS Andy Lewis			n/a	rec dental		12/10/81				
	✓	12/27/81	DFYS - extension Lora Miller	not dated		n/a	✓					n/a	

STITUTION ACS Emergency Shelter

REVIEWER Barbara Canale

DATE 12/22/81
12/81

Name of Child	Insts APP	Adm. Date	Legal Custodian Placement Agency Parent/Address Worker/P.O.	SOCIAL HX	CASE PLAN	YEARLY CASE EVAL	Physical	Dental	Visual	Medical Consent	Relig. Consent	SCHOOL REPORT	DISCHARGE PLAN
1010	1/26/68	10/29/81	DFYS Jesse Allen		not taken signed	N/A	10/22/81		copy not clear on med. form	signed by S. Al. but not filed put with (check) summary	N/A	✓	
1011	4/14/67	11/10/81				N/A	11/30/81	Note on check account 1/2 mo against clearing	copy not clear on med. form	not signed correctly; not detected	N/A		
1012	3/24/66	9/23/81		not taken	not taken signed	N/A					N/A	✓	
1013	12/29/68	12/3/81				N/A					N/A		
1014	3/29/65	12/11/81				N/A				not signed correctly; not detected	N/A		
1015	7/15/72	1/29/81				N/A					N/A		
1016	8/20/65	11/5/81	Andy Linn			N/A	date not clear on copy		signed as med	signed by SW but not filed in medical file	N/A		
1017	7/11/65	12/10/81				N/A				12/21/81	N/A	N/A	
1018	8/25/68	9/10/81		✓		N/A	9/10/80		4/1/80	9/13/81	N/A		9/4/81 DC 10/12/81 DC 10 Summary DC 11/81
1019	10/22/68	10/28/81	DFYS Andy Linn	✓		N/A	8/25/81	7/19/81	on medical 8/15/81 "N/A"	10/28/81	N/A		10 Summary DC 10/28/81
1020	10/5/67	10/13/81				N/A	recommended 10/10/81		10/15/81	not detected	N/A		✓

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION OF FAMILY & YOUTH SERVICES

January 7, 1982

JAY S. HAMMOND, GOVERNOR

Regional Office
Rm. 222, Mackay Bldg.
338 Denali Street
Anchorage, AK 99501
(907) 274-5686

Jane
EM dia
Pat
File

Marge Pappas
Anchorage Boarding Home, Inc.
1037 West 26th
Anchorage, Alaska 99503

Dear Marge:

I wish to thank you, the staff and the residents of Anchorage Boarding Home, Inc. for the cooperation and hospitality extended to me during the licensing process. The assistance given to me is appreciated.

This letter is to advise that a license is to be issued to Anchorage Boarding Home, Inc. for its operation as an Adult Residential Care facility. The license itself will soon be mailed from Juneau under a separate cover. However, until its arrival, this letter will confirm that the facility is licensed and authorized to operate.

The license for Anchorage Boarding Home, Inc. serves 35 adults in the age range from 18 years through 99 years. The effective dates are from January 5, 1982 through June 30, 1982. Please note that the license is provisional pending compliance with the following items. Conversion to an annual license will occur when compliance is accomplished.

Item (1): Verification of compliance with 7AAC 55.140(d) (1 through 9). As discussed with you a Compliance Report speaking to this section of the regulations will be completed by the Municipal Fire Marshal's Office. This report must be on file prior to conversion to an annual license.

Item (2): Supplies and equipment for a variety of recreational activities must be available for use by the residents. A list of suggested activities is enclosed with this letter. Input from your own staff and perhaps from other persons involved with the residents might be sought as well.

Item (3): Appropriate storage and work area for office functions must be provided. As discussed in the licensing addendum, a room used as a bedroom by two of the residents is not appropriate for use as an office. Two suggestions for solving this problem are offered but it may well be that you will have an alternate or better solution.

Item (4): Written personnel policies which are given to employees at the time of employment must be developed. Such policies must include personnel qualifications and job descriptions for all personnel, terms of employment (for example, salary, sick leave, holidays, vacations and

other benefits offered) and procedures for dismissal, resignation, and grievance. You indicated that you would be discussing these areas of the regulations with your attorney.

Item (5): A written master personnel plan must be on file in the Division of Family and Youth Services Licensing Office. The required form is included with this letter.

Item (6): Acceptable written criteria for admission and discharge must be developed. You indicated that you would be following the sample format developed by the Division of Family and Youth Services.

Item (7): There must be verification of bodily injury liability insurance with the proper endorsement clause on file in the licensing office. As I advised you, it was confirmed with your agent that Anchorage Boarding Home is adequately insured. Verification of this coverage must be in writing. Please refer your agent to section 7AAC 55.170(7)(e) of the Adult Residential Care Facility Regulations.

Item (8): Police checks as required by regulation must be obtained on yourself as director-owner of the Anchorage Boarding Home, Inc. Central Office of DFYS is responsible for obtaining this information. You need take no further action.

Item (9): Staff records must be established which reflect compliance with the regulations addressing caregiver qualifications. Each staff record must have in it an application for employment, three personal references and tuberculin clearance. Verification of any additional training obtained by the staff person should also go in the individual record along with any evaluation of job performance, progress notes, etc. Note that records on employees who have been in your hire for some time may vary a bit from records of newly employed persons. For example, applications for employment may not be on file.

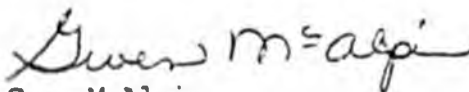
Item (10): There must be evidence of an organized recreational program. As discussed in the licensing addendum, the residents at Anchorage Boarding Home are quite busy. However, there are considerable periods of time when individuals are doing relatively little. As mentioned earlier, in-house recreational activities are scarce. By pulling together those activities residents are already involved in outside the facility and by adding in-house kinds of services, the requirement of this section of the regulations should easily be met. It is recommended that a monthly program of activities be posted so that it is available not only to residents but to outside observers alike.

Included with this letter is a copy of the completed Standard By Standard Evaluation form. Please review it carefully for notes and for comments. I would be most interested in any comments that you might have either in agreement or in disagreement. Please be advised that you do have the right to appeal any decision made by this office.

During the period of provisional licensure I will continue to work with you and assist wherever I can. Please do not hesitate to call if I can

be of help in any way. I look forward to working with you in the upcoming weeks and months.

Sincerely,



Gwen McAlpin
Community Care Licensing Specialist

G/c/ca

ADULT RESIDENTIAL CARE FACILITY
STANDARD BY STANDARD EVALUATION
7 AAC 55.010-330

NAME OF FACILITY Anchorage Boarding Home, Inc.	AGENCY DFYS
LICENSING REPRESENTATIVE Gwen McAlpin	NUMBER OF PERSONS IN CARE 27 CAPACITY: 35
DATE(S) OF SCHEDULED VISIT(S) *10/14/81-10/29/81-11/5/81-12/24/81	DATE(S) OF UNSCHEDULED VISIT(S)
PERSONS INTERVIEWED	ROLE IN FACILITY
Marge Pappas	Director
Doris Campbell	Cook
Loretta Powell	Caregiver
Vivian Kiernan	Records
Gary Salva	Caregiver

Coding Responses:

- Standard Compliance *Does not include prelicensing visits or in-office visits.
- NC - Non-Compliance
- N/A- Not Applicable
- D - Discussed - Applicant is Informed and Will Comply
- Leave Blank if not Evaluated

REQUIRED REPORTS AND FORMS ON FILE AT REGIONAL OFFICE:

	Code	Note: and/or Observations
Application, complete	X	Application is for Level I <u>X</u> or Level II _____
Certificate of Insurance and Discharge	NC	
Admission and Discharge Policies	NC	
Facility Admission/Services Agreement	Y	
Sample menus	Y	
Plan of Correction, if applicable	NA	
Three Positive References on Director	X	Three positive references are on file.
Fire Safety Clearance	Y	
Sanitation Clearance	Y	
Local Government Clearance, if applicable	NA	
Approved Alternate Forms, if applicable		
___ Physicians Report, Gen 183	NA	
___ Staffing Plan, Gen 186	NA	
___ Ref. for Employment, Gen 187	NA	
___ Application for Employment, Gen 188	NA	

.160 General Environmental Requirements

(a) Space, furniture and equipment adequate for residents and facility programs

Code	Notes and/or Observations
X	-See written addendum.
D	-Bed linens are changed twice weekly or more often if needed.
D	Each mattress is covered with a plastic sheet. Any mattress that becomes stained badly or odorous is discarded.
D	
D	-These items are provided by the facility as are personal hygiene items. What kind? Where? Working?
NA	
X	Location: Kitchen area
X	Location: Individual bedrooms
NC	Examples: See written summary.
NC	-See written addendum.
X	
X	
X	
X	
X	
X	
NA	Description of situation:
NA	
X	The Anchorage Boarding Home, Inc., 1037 W. 26th Anchorage, AK 99503 (276-262)
X	Name: Angel Papas
X	Name: Boris Campbell

(b)(1) Well constructed beds in good repair

(2) Odor free mattresses, mattress covers, and adequate linens and covers

(3) Storage space (for personal things and clothing) for each resident

(4) Level II provides towels (2), hand towels (2), washclothes, soap

(c) Level II rooms have signaling device

(d) Accessible and Operating phone

(e) Private meeting space

(f) Space, equipment and supplies for recreation

(g) Appropriate storage and work areas for:

- _____ office function and record storage
- _____ food preparation
- _____ housekeeping
- _____ laundry
- _____ rest area and meeting space for staff
- _____ storage of program material
- _____ repair or maintenance

(i) Building is used exclusively for adult residential care except when consistent with regulations

(j) Level I and Level II care physically separate

.170 Organization and Administration

(a) (1) Name, address and telephone number of party or parties responsible for facility operation - in application.

(2) Designate for director

(3) Stand-by designate

ADULT RESIDENTIAL CARE FACILITY
STANDARD BY STANDARD EVALUATION
7 AAC 55.010-330

NAME OF FACILITY Anchorage Boarding Home, Inc.	AGENCY DFYS
LICENSING REPRESENTATIVE Gwen McAlpin	NUMBER OF PERSONS IN CARE 27 CAPACITY: 35
DATE(S) OF SCHEDULED VISIT(S) *10/14/81-10/29/81-11/5/81-12/24/81	DATE(S) OF UNSCHEDULED VISIT(S)
PERSONS INTERVIEWED	ROLE IN FACILITY
Marge Pappas	Director
Doris Campbell	Cook
Loretta Powell	Caregiver
Vivian Kiernan	Records
Gary Salva	Caregiver

Coding Responses:

- Standard Compliance *Does not include prelicensing visits or in-office visits.
- NC - Non-Compliance
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- D - Discussed - Applicant is Informed and Will Comply
- Leave Blank if not Evaluated

REQUIRED REPORTS AND FORMS ON FILE AT REGIONAL OFFICE:

	Code	Notes and/or Observations
Application, complete	Y	Application is for Level I <u>X</u> or Level II _____
Certificate of Insurance and Discharge	NC	
Admission and Discharge Policies	NC	
Facility Admission/Services Agreement	Y	
Sample menus	Y	
Plan of Correction, if applicable	NA	
Three Positive References on Director	Y	Three positive references are on file.
Fire Safety Clearance	Y	
Sanitation Clearance	Y	
Local Government Clearance, if applicable	NA	
Approved Alternate Forms, if applicable		
Physicians Report, Gen 183	NA	
Staffing Plan, Gen 186	NA	
Ref. for Employment, Gen 187	NA	
Application for Employment, Gen 188	NA	

.160 General Environmental Requirements

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(b)(1) Well constructed beds in good repair

(2) Odor free mattresses, mattress covers, and adequate linens and covers

(3) Storage space (for personal things and clothing) for each resident

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(c) Level II rooms have signaling device

(d) Accessible and Operating phone

(e) Private meeting space

(f) Space, equipment and supplies for recreation

(g) Appropriate storage and work areas for:

- office function and record storage
- food preparation
- housekeeping
- laundry
- rest area and meeting space for staff
- storage of program material
- repair or maintenance

(i) Building is used exclusively for adult residential care except when consistent with regulations

(j) Level I and Level II care physically separate

.170 Organization and Administration

(a)(1) Name, address and telephone number of party or parties responsible for facility operation in application.

(2) Designate for director

(3) Stand-by designate

Code	Notes and/or Observations
X	-See written addendum.
D	-Bed linens are changed twice weekly or more often if needed.
D	Each mattress is covered with a plastic sheet. Any mattress that becomes stained badly or odorous is discarded.
D	
D	-These items are provided by the facility as are personal hygiene items. What kind? Where? Working?
NA	
X	Location: Kitchen area
X	Location: Individual bedrooms
NC	Examples: See written summary.
NC	-See written addendum.
X	
X	
X	
X	
X	
X	
NA	Description of situation:
NA	
X	The Anchorage Boarding Home, Inc. 1037 W. 26th Anchorage, AK 99503 276-2623
X	Name: Angel Pappas
X	Name: Doris Campbell

.170 Organization and Administration (cont.)

(4) Written personnel policies given to new employees to include
 -qualifications and job descriptions
 -terms of employment
 -procedures for dismissal, resignation, and grievance

Code
 NC
 NC
 NC

(5) Written master personnel plan, Gen 186

NC

(6) Employee orientation

D

(7) Description of ownership of land and building

X

(b) Governing board, if applicable

NA

(1) Sets policy and provides for implementation

NA

(2) Selects and evaluates director

NA

(3) Maintains minutes of meetings which are available to the division

NA

(c) Necessary records are maintained on forms prescribed or approved by division

D

(d) Acceptable written criteria for admission and discharge of residents

NC

(e) Bodily injury liability insurance -proper endorsement clause

NC

.180 Director or Administrator

(a)(1) Demonstrates necessary management skills (by observation)

X

(2) Three positive personal references

X

(b)&(c) Experience is appropriate to size and function of facility

X

(d)(1) Free of felony conviction

NC

(2) Free of misdemeanor conviction past 3 years involving drugs, alcohol, physical or sexual abuse

NC

Notes and/or observations

-Newer staff stated that job expectations were clearly explained to them by Ms. Pappas.

-Buildings 1020 & 1030 are owned by Marge Pappas. The main unit is leased from Jim Hopper on a two year basis.

How? Anchorage Boarding Home is an incorporated facility. No more than 5 and no less than 2 directors of the corporation are required. Ms. Pappas and her daughter are the two required directors.

Ms. Pappas is the final authority in any decision-making process. However, input from staff and consultation with others seems to be sought.

List company name, policy #, telephone #
 See written summary.

-See written summary.

Management: }
 Human relations: } See written summary.
 Responsible/Mature: }

If no, list specifics: }
 Required record checks will be completed by Central Office DFYS staff.

.180 Director or Administrator (cont.)

(3) Police check, if appropriate

.190 Care Providers Qualifications (number of care providers)

- (a) 19 years of age or older.....
- (b) 3 positive references on file.....
- (c) Provides good care to residents (by observation).....
- (d) T.B. Clearance.....
- (e) Free of mental/physical disease.....
- (f) Participates in appropriate continuing education.....

Code	Notes and/or Observations							
NC								
	Names of Careproviders							
	Marge Pappas	Angel Pappas	Doris Campbell	Vivian Kiernan	Gary Salva	Loretta Powell	Jim Green	Wayne Kalmen
	X	X	X	X	X	X	X	X
	X	NC	NC	NC	NC	NC	NC	NC
	X	X	X	X	X	X	-	-
	X	X	X	X	X	X	NC	NC
	X	X	X	X	X	X	-	-
	D	D	D	D	D	D	D	D

Comments: See written summary.

.200 Emergency Provisions

- (a) (1) Staff reacts in reasonably prudent manner (including notice doctor/sponsor)
- (2) Required records kept on accident or incident
- (b) (1) First Aid Supplies are maintained and adequate
- (2) First Aid Procedures are posted
- (c) New residents oriented to emergency procedures
- (d) One employee with first aid certificate (including cardio/pulmonary resuscitation training) on duty at all times.

.210 Number of Care Providers

- (a) Number of careproviders adequate for needs
- (b) Provider on duty whenever one or more residents are present
- (c) Level I - 1 provider per each 30 residents
- (d) (1) Level II - 1 careprovider on duty per each 20 residents from 6 a.m. to midnight.

D	-DFYS caseworkers should be notified whenever a serious episode occurs.
D	
X	Location: Each unit has a supply. Largest supply is in main unit-cupboard for dining room.
D	Posters were provided by DFYS. These should be kept posted in both the main building and the annex.
D	Exception, if applicable and plan for training:
D	Although several staff members have had experience working in medical facilities, none have a current first aid certificate. Ms. Pappas plans to coordinate first aid training with the director of another ARC facility.
X	Ms. Pappas is aware that such training must be accomplished prior to expiration of the provisional license. It is recommended that all staff be involved.
D	
NA	

.210. Number of Care Providers (cont.)

(2) Level II-1 careprovider on duty and awake from midnight to 6:00 a.m. per each 30 residents.

(e) Director is counted as careprovider in facility with 30 or fewer

(f) Cooking and maintenance times not counted in careprovider/resident ratio in Level I over 30 resident or Level II

(g) Careprovider has 1 day off per week

(h) Relief careproviders are available

(i) Volunteer careproviders not counted in ratio

.220 Admission Procedures

(a) Written policies must include:

(1) description of services

(2) conditions for admission including

1. physician's report
2. T.B. Clearance
3. completed admission form

(3) fee schedule including additional charges not in basic fee

(4) information about personal possessions

(5)(a). rules for orderly conduct

(b). grievance procedures

(6) copy of adult residential care regulations

(b) May not admit residents who

(1) are bedfast

(2) suffer mental illness or addiction which endangers self or others

(3) are assaultive, suicidal or otherwise dangerous

(4) have dietary needs which cannot be met by facility

(5) have a communicable disease

(6) require continuous nursing or medical care

Code	Notes and/or Observations
D	-Mrs. Pappas has hired two night watchmen: one full time and a relief. The nightwatchman checks each building every half hour. A night log is kept to record each shift. These logs are going to be kept on file for one year.
D	
D	Should occupancy be more than 30, Ms. Pappas is prepared to add the additional staff person.
D	
X	Names: Wayne Kalmen Jim Green
D	
NC	-Written policies have not yet been developed. Nonetheless, Ms. Pappas is aware of the conditions (.220 (2)(1-3) that must be met prior to admission.
NC	Ms. Pappas is reminded that the same admission criteria and conditions apply to privately-funded clients as they do to state-funded clients, ARC clients. No client, regardless of funding source, may be admitted prior to the required conditions being met. (In reviewing records, one resident's file had only the basic medical report.)
NC	
NC	For the most part, the records of Anchorage Boarding Home, Inc., reflect compliance with regulations.
NC	Comments:
D	(1) Date of admission should be recorded. Records on longer term residents did not always reflect the date the client entered the facility.
D	(2) Verification of annual TB tests should be in the individual's record.
D	(3) Medication supervision records should be on file as the monthly recording is completed.
D	
D	
C	

220 Admission Procedures (cont.)

(c) TB Clearance completed prior to admission unless court order admission

Code

Notes and/or Observations

(d) Residents may not be under 18 years without

X

- written plan for care
- approval by division

D

D

(e) Prior to admission

- applicant and sponsor interviewed (at facility if physically possible)

X

-Ms. Pappas usually interviews the prospective resident at the referring facility. Then, if the referral is appropriate, the individual is invited to have dinner and to meet the other residents and staff. Ms. Pappas advises that she wants to see the individual in interaction with those already in residence before making a final decision to accept or not.

(1) (A) application completed

D

(B) physician's report received by facility

D

(2) copy of admissions policy presented to applicant or his sponsor

D

(3) Acceptance/non-acceptance of applicants is appropriate under criteria established in regulations

D

(4) admission and service agreement completed (only after interview)

D

(f) Level I

May admit residents certified by physicians as

D

(1) ambulatory and

(2) need minimal assistance and supervision

D

(g) Level II

May admit above and residents who

NA

Number of residents who are non-ambulatory: 0

(1) are non-ambulatory - non-bedridden, if non-ambulatory fire codes met and/or

(2) require substantial care

NA

(h) Written habitation plan when required available for inspection (AS 47.180.120)

D

-DVR clients generally stay at the facility three to four weeks.

.230 ADMISSION AND SERVICE AGREEMENT

(a) Required

X

(1) On approved form

(2) includes all charges, expenses, assessments - describes all services and accommodations provided

X

(3) Additional charges

X

(A) given 30 days notice

X

(B) reasonable

X

(C) agreed to in writing by resident or or sponsor

X

-Format developed by DFYS has been adopted by Anchorage Boarding Home. All resident records with one exception had this signed document on file.

.230 ADMISSION AND SERVICE AGREEMENT (cont'd)

- (4) name, address, phone number of resident's physician, sponsor, other person to contact in emergency
- (5) discharge procedures summary
- (6) statement of all things of value given to facility (as payment, in trust or donations)
- (7) minimum monthly allowance for residents, if any
- (h) Copy of agreement to resident or sponsor

Code	Notes and/or Observations
X	
X	
X	
X	-In addition to the monthly \$50 minimum allowance provided to ARC clients, each resident is provided another \$50 by Anchorage Boarding Home. If residents choose, they are assisted in setting up a savings account.
X	

.240 SUPPORT AND PERSONAL SERVICES

- (a) Services must
 - promote resident's independence safety, and welfare
 - encourage community/facility participation
- (b) Level I - following services must reasonably be available as needed
- (c) Level II - must provide following services

D	-See written summary for comments on this section.
D	How determined, examples: Personal observation Contact with DFYS caseworkers Resident's conversation
D	How determined:
X	
D	
X	
D	
D	
D	
D	
D	
D	
D	
D	
D	

- (1) observation, assessment and recording of clients condition
(Level II completed monthly by physician/nurse-report in resident's file (.240h)
- (2) encouragement/assistance - maintenance of clothing and personal effects
- (3) encouragement/assistance with maintaining living quarters
- (4) encouragement/assistance with personal hygiene
- (5) supervision/assistance in and out of bed dressing, walking
- (6) meals and assistance with feeding
- (7) encouragement/assistance in obtaining medical care
- (8) basic self care training and public behavior training

.240 SUPPORT AND PERSONAL SERVICES (cont'd)

(d) Every facility must provide

(1) opportunity for religious worship/
counseling inside/outside facility

(2) organized recreation program (individual
group and independent)

(3) privacy for spousal visit

(4) shared bedroom, if both spouses
residents

(e) Treatment by staff promotes resident self-
esteem and independence. Facility per-
sonnel may not:

(1) borrow money or valuables from residents

(2) censor or read residents mail

(3) isolate in locked room, use corporeal
punishment, use personal humiliation,
withhold food/water/clothing, use
restraints on residents (restraints may
be used only for protection or emergency)

(f) Resident may not be segregated based solely
on handicap

(g) Facility discharges residents whose needs
& needs facility's licensed level of care
or who fits .220(P)

(h) (a)-(i)

.250 SPECIAL RESPONSIBILITIES

(a) Residents may perform ordinary household
chores under supervision

(b) Residents do not provide labor to con-
struct, maintain or repair facility un-
der supervision

(c) Residents do not supervise, discipline
or manage another resident.

(d) Above ((a)(1),(2) & (h)) does not apply if
cert. of division approved treatment plan.

Code	Notes and/or Observations
X	
D	Examples:
NC	Examples:
D	Usually not applicable.
D	
X	How determined: Staff interviewed seemed very clear on these issues. Since, however, several residents cannot read well, if at all, letters are read by staff on request.
D	
D	
D	
D	
D	
NA	
D	List: Upkeep of room and immediate living environment; clearing snow and ice from sidewalks; setting and clearing tables; routine household upkeep.
D	List: N/A
D	How determined? Observation.
D	Explain: Note that several residents at any given time are DVR clients. These folks, however, are generally involved in training and evaluation programs outside the facility.

.260 NUTRITION

(1) & (2) provides 3 meals daily including two hot meals

Code

Notes and/or Observations

X

-Meals at this facility have been observed to be appetizing, well-balanced, and substantial

(3) morning/evening meal no more than 15 hours apart

X

-Snacks, although not required by regulation, are provided on a daily basis. By limited observation, the

(4)(a) weekly menu including snacks posted one week prior

D

snacks seem to tend toward pastries and donuts. (Surprisingly, such snacks do not seem to diminish meal time

(b) copies menus retained one year for inspection

D

appetites.) It is suggested, however, that at least one of the daily snacks be comprised of fruits and vegetables or other nutritional substitutes.

(5) special diets as prescribed by physicians provided

D

(6) Recommended dietary allowances met

D

(7) uses recipes suitable to tastes and abilities of residents

D

.270 HEALTH PROGRAM

(a) Resident provides physician's report on prescribed form to facility.

D

-No one, at this time, is on a special diet although staff do monitor the coffee and milk intake of "Helen."

(b) Facility treats minor illnesses only (under 5 days duration)

D

(c) Residents medication self-administered (temporary assistance only provided if necessary)

D

(d) Residents in need of supervision of medication

~~X~~

How many? All--at time of last interview.

(1) may be reminded of time to take

D

(2) schedule on medicine may be read to resident

D

(3) dosage used by resident may be checked

D

(e) Record kept for residents in need of medication supervision to include

~~X~~

(1) name, age, known medication, food allergies and name and address of physician

D

(2) date, time, dosage, type of medication and name of supervisor recorded for each supervised self-administration

D

The form developed by DFYS is being used.

.270 HEALTH PROGRAM (cont'd)

(f) Residents incapable of self-administration independent, or under supervision discharged

Code

Notes and/or Observations

D

(g) Medication kept by resident or by facility in locked storage unless need for refrigeration or to be on resident's person.

D

Where kept?
These are kept locked in a cabinet in the main dining area. Ms. Pappas and Ms. Campbell have keys.

.280 MATERNITY HOMES FOR ADULTS

(a) division approved comprehensive program in writing which provides prematernal care and service to mother and child after childbirth

NA

(b) may not provide childbirth services

NA

.290 DISCHARGE

(a) Narrative discharge statement provided

D

(b) 30 days written notice given by facility to resident unless

- (1) non-payment of fees - 5 days notice
- (2) disturbing behavior
- (3) discharged after evaluation period
- (4) emergency

D

-Discharge of ARC clients, except in emergency situations, should always be coordinated with the appropriate DFYS caseworker. When a resident is removed due to an emergency situation, the caseworker should be immediately notified. Recording of the incident on the appropriate document (the Gen. 88) is required.

(c) Written statement of account and return of all valuables within 3 days of discharge

D

(d) Indigent residents discharged with suitable clothing

D

How determined? Not fully evaluated.

(e) Indigent residents discharged with suitable transportation

D

How determined? Not fully evaluated.

Volunteer-----	Number	
	1	
Supervised----	Yes	No
	X	

X

Supervised by Whom:
Margaret Pappas

Activities: Explain:
See section .270

Facility has been granted waivers Yes _____ No N/A
If yes, was the waiver reviewed for continued appropriateness?

If facility currently has a provisional license, were violations corrected?
YES _____ NO N/A

If not, explain: _____

RECOMMENDATION

I recommend issuance of a(n) Provisional Adult Residential Care
(Provisional or Annual) Facility license:

Permitting the care of 35 adults.

Specify any limitations: _____

This license is effective from 1/5/82 to 6/30/82
(Month, Day, Year) (Month, Day, Year)

Reason(s) for a provisional license: (1) Compliance with RC 55.140 (d) (e);
(2) Evidence of in-house equipment and supplies for recreation; (3) Appropriate
storage and work areas for office functions; (4) written personnel policies; (5) Written
master personnel plan; (6) Written criteria for admission & discharge; (7) Verification
of bodily injury liability insurance with proper endorsement clause; (8) Record checks;
(9) Staff records reflecting compliance with regulations; (10) Organized recreation
program.

Submitted by: [Signature]
(Licensing Specialist)

Date: 1/8/82

Approved by: [Signature]
(Supervisor, if other than a
Family Services Regional Manager
or a licensing supervisor)

Date: 1/25/82

ADDENDUM TO STANDARD BY STANDARD
Anchorage Boarding Home

DESCRIPTION OF FACILITY:

Anchorage Boarding Home Incorporated, a family owned business, opened it's doors approximately three years ago with Margaret Pappas as its owner-operator. Housed originally in a large home located on West 26th Street in the Spenard area, the facility directed its services to primarily mentally retarded or mentally ill persons. Most referrals came from Alaska Psychiatric Institute.

Within the past year the facility has expanded to include two separate buildings across the street from the main unit and, as well, has expanded its scope of services. While API (and other mental health facilities) has continued to be the primary referral source, residents have been referred by the Department of Vocational Rehabilitation as well as by Hope Cottage Inc., a program for the developmentally disabled. Clientele referred by Vocational Rehabilitation have usually been in residence for short periods of time, approximately three to four weeks, while vocational evaluation is in process. Those individuals referred through the Hope Cottage Program have been in residence for a longer period of time awaiting vacancy in one of Hope Cottages adult facilities.

The residency rate at Anchorage Boarding Home has consistently been in the twenties. Although the facility has been licensed to house 35 residents, the population has not exceeded 30 as yet. (The main unit, which contains the kitchen and dining area used by all residents, can accommodate 14 residents. Across the street, the unit on the left can accommodate 16 residents. The building on the right can accommodate the remaining individuals.) Even though the two buildings are separated from the main unit by a side short street, Anchorage Boarding Home has been licensed as one facility. This decision was based upon the fact that Anchorage Boarding Home, Inc. has one shared program with staff available to fulfill that program.

Anchorage Boarding Home Inc. is a well maintained, comfortable appearing facility. Its reputation in the community is a very positive one. References for the Director describe the facility as one in which tender loving care is given to dependent adults. Mrs. Pappas seems very proud of her reputation and that of the facility and seems to strive hard to maintain a staff that is willing to continue to work toward the betterment of residents placed in their care.

REQUIRED REPORTS AND FORMS:

Of those documents required to be on file, the following are not: Written personnel policies, Certificate of Insurance and Discharge, Admission and Discharge Policies, and the staffing plan for the facility. These items will be addressed individually later in the licensing addendum. It is to be noted that for the most part Mrs. Pappas has chosen to use formats developed by the Division of Family and

Facility has been granted waivers Yes _____ No N/A
If yes, was the waiver reviewed for continued appropriateness?

If facility currently has a provisional license, were violations corrected?
YES _____ NO N/A

If not, explain: _____

RECOMMENDATION

I recommend issuance of a(n) Provisional Adult Residential Care
(Provisional or Annual)
Facility license:

Permitting the care of 35 adults.

Specify any limitations: _____

This license is effective from 1/5/82 to 6/30/82
(Month, Day, Year) (Month, Day, Year)

Reason(s) for a provisional license: (1) Compliance with 7 AAC 55.140 (d) (e);
(2) Evidence of in-house equipment and supplies for recreation; (3) Appropriate
storage and work areas for office functions; (4) written personnel policies; (5) Written
master personnel plan; (6) Written criteria for admission & discharge; (7) Verification
of Bodily Injury Liability Insurance with proper endorsement clause; (8) Record checks;
(9) Staff records reflecting compliance with regulations; (10) Organized recreation
program.

Submitted by: [Signature]
(Licensing Specialist)

Date: 1/8/82

Approved by: [Signature]
(Supervisor, if other than a
Family Services Regional Manager
or a licensing supervisor)

Date: 1/25/82

Youth Services for the adult residential care program. Mrs. Pappas is aware that compliance with requirements will be necessary in all of these areas prior to conversion to an annual license.

.160 GENERAL ENVIRONMENTAL REQUIREMENTS:

As mentioned briefly earlier, Anchorage Boarding Home Inc. exudes a "homey", warm atmosphere. Housekeeping standards are good with daily upkeep and monitoring by staff. Furniture in individual rooms is adequate and serviceable. Beds appear comfortable; regulations in terms of mattress, mattress covers, linens and so forth are met. Individual rooms reflect to some degree the individual interests and personalities of their occupants. The dining room, which is used by all the residents, is large enough and is equipped to seat all residents at one time. Given the relatively high occupancy, the facility continues to maintain an uncramped feeling about it.

With some adjustments and arrangements, the facility has ample space for recreational activities. However, it appears that most of the recreational activity of the residents occurs outside the facility. There is little evidence of in-house recreation, either individually or group.

The impression that in-house recreation was limited was verified by conversation with DFYS staff and interviews with Anchorage Boarding Home staff. Prior to conversion to an annual license confirmation of in-house recreational activities will need to be made. A list of suggested activities will be provided to Mrs. Pappas and her staff. A beginning could be made by acquiring jigsaw puzzles, craft kits, board games, needlework and books for persons of different interests and abilities.

At Anchorage Boarding Home there appears to be appropriate storage and work areas for all functions excepting that of the office function and record storage. At the present time the office is housed in a bedroom shared by two residents. The two individuals whose bedroom this is are two persons whom Mrs. Pappas feels needs closer supervision than do other residents. Since the private quarters of Mrs. Pappas is next door to the office, she expresses her feeling that she is much more able to supervise these individuals.

Recognizing the need for such supervision, it is not appropriate for office functions to be carried out in the bedroom of any resident. These two individuals do not have the privacy or the availability of privacy provided to the other residents in care. There are at least two possible solutions to this problem. The office function and record storage for Anchorage Boarding Home could be removed to the office across the street vacated by the mental health annex. Or as an alternate, but not a satisfactory solution, office records and supplies could be maintained in Mrs. Pappas' own room. (This would, however, remove the privacy Mrs. Pappas currently has by keeping her room off limits.) By setting up an office in the unit across the street, two purposes could be served. One, the total office functioning would be

separate from the on-going activity of the facility and two, staff would have an entirely separate rest area and meeting space which it currently does not have.

.170 ORGANIZATION AND ADMINISTRATION:

Written personnel policies have not yet been established for Anchorage Boarding Home Inc. Ms. Pappas is again aware of the requirement for such policies and will be establishing same prior to the expiration of the provisional license. It might be noted, however, that in interviews with staff, particularly the newer staff, it was evident that staff members were clear as to their job expectations.

Similarly, a written master personnel plan (GEN 186), was not provided by Mrs. Pappas. Again, however, it can be noted that sufficient staff were available to meet the resident-staff ratio at all times. This form, too, will be on file prior to the expiration of the provisional license.

Acceptable criteria for admission and discharge of residents had not been developed. Comments about on this area are addressed in the body of the Standard By Standard Evaluation Form.

Verification of bodily injury liability insurance with proper endorsement clause was not on record at the time of licensure. However, conversation with an agent of Alexander and Alexander Insurance Company confirmed verbally that Mrs. Pappas had insured her facility and occupants as required by regulation. One certificate of insurance, policy number 35-29-06, for property was received by this office. Certificates of insurance as required by regulation 7AAC 55.170(e) must be on file prior to conversion to an annual license.

.180 DIRECTOR OR ADMINISTRATOR:

As noted earlier, Mrs. Pappas has operated the Anchorage Boarding Home Inc. for three years. Prior to opening business in the Anchorage area, Mrs. Pappas operated a facility in the Fairbanks area for a period of 15 years.

Mrs. Pappas has established a solid working relationship with helping agencies in the Anchorage area. Of the three personal references on file, one reference came from a former employee of the Division of Mental Health and two references came from current employees with Alaska Psychiatric Institute. All three personal references were (two still are) actively involved in the referring process and in providing on-going services. All three personal references spoke highly of Mrs. Pappas. They described her as a compassionate, loving person who went out of her way to do little things for residents which often times made the difference between a successful or unsuccessful placement. They also described her as a person who was unwilling to give up on any individual until all avenues of help had been explored.

In watching Mrs. Pappas interact with residents and staff alike, she needs to have the ability to express care and concern for each

individual even while administering a reprimand or cautionary note. It is obvious that residents love her and it is equally obvious that she returns the feeling. By act and by word, Mrs. Pappas is able to express her regard and respect for the individuals in her care.

Of all the responsibilities carried by Mrs. Pappas, it seems that she likes least the record keeping necessary for the functioning of the facility. Therefore, much of this responsibility is given over to her attorney and to hired staff. With respect to staff, Mrs. Pappas supervises and monitors their work and seems to have the expectation that all necessary requirements will be met.

.190 CARE PROVIDER QUALIFICATIONS:

Mrs. Pappas has had the good fortune to have been able to maintain a reliable and stable staff. Her administrative assistant is her daughter, Angel Pappas, age 19, who has been reared in the business. Doris Campbell, the cook, has been with Mrs. Pappas for four years. Her experience prior to that included employment for 2 years as a homemaker for the Division of Family and Youth Services and six and a half years employment in Florida State Hospital. Loretta Powell has been employed at Anchorage Boarding Home for approximately one year. Prior to that she worked at the Cascade Convalescent Home as a nurses aide. The work was primarily with geriatric patients. Vivian Kiernan has been employed for approximately a year. Vivian has the responsibility of maintaining office records and acting as liaison between social service agencies and the boarding home. Likewise she has some responsibilities for transporting individuals. Gary Salva has been employed for approximately four months. He serves as a jack of all trades at the Boarding Home. These staff members advise that they meet informally approximately two times a week to discuss problems, concerns and any other issue that might need addressing. Several of the staff members indicate that their input is sought and is listened to when given.

At the present time Mrs. Pappas has hired two night persons. These individuals circulate between the three buildings throughout the night. A log is kept on each shift with events of the evening noted. At night, there is only one person on duty, but Mrs. Pappas is prepared to have an additional night person available and on duty should occupancy exceed 30 individuals. Neither of the two night persons was interviewed.

Staff records had not been developed at the time of this study. Mrs. Pappas is aware that records will need to be developed and will need to contain the following information: An application for employment, three personal references, tuberculin clearances, verification of any training received by the staff person, and any other pertinent information relative to employment at Anchorage Boarding Home. (Some of this information was available. For example, tuberculin clearances were available on all staff excepting the two night persons.)

Staff persons interviewed seemed enthused about their jobs and seemed very interested in obtaining additional training in the area of dependent care. All parties interviewed expressed a desire to be involved in the first aid and CPR training.

.200 EMERGENCY PROVISIONS:

It is required under this section of the regulations that all new residents be oriented to emergency procedures including basic first aid and emergency fire evacuation. Given the population at Anchorage Boarding Home, such "orientation" would need to be provided on a routine basis if it is to be at all effective. This is particularly important in the area of emergency evacuation. Likewise, it is particularly important that all staff be thoroughly aware of their responsibilities in evacuating residents in case of emergency.

Posters of first aid procedures were made available to Mrs. Pappas. It is required that first aid procedures be posted; as recommended in the body of the licensing study, such posters should be placed in each of the buildings.

.240 SUPPORT AND PERSONAL SERVICES:

As much as possible staff at this facility tries to involve each resident in various community activities and likewise tries to maintain family contacts. As noted earlier in this addendum, several of the residents at Anchorage Boarding Home are DVR or Hope Cottage Inc. clients. Thus, these individuals are able to participate in the services provided by those respective organizations. In addition, all residents are able to go to the mental health annex on a daily basis to participate in arts and crafts, cooking, sewing, and outdoor activities on a half day basis. Additionally, residents are encouraged to attend movies and programs within the community on Saturdays and are encouraged to attend church services on Sunday. Some of the residents at the facility enjoy bingo. Those who wish to attend are provided or are assisted in arranging transportation. It does appear, and conversation with DFYS caseworkers would tend to confirm, that residents at the facility are quite active in the community.

As addressed earlier, it did appear that most of the recreational activities occurred outside the facility. One staff member indicated that mornings were quite busy for the residents. However, he noted that afternoons tended to be slower and that residents spent a lot of time sitting around watching television and smoking. This inactivity as described by the staff member was observed by the licensing specialist. Attention must be given to the development of an organized recreational program, including individual, group, and independent activities for the residents both in and out of the facility. Such an organized program must be developed prior to conversion to an annual license. With input from staff members and with the kinds of outside recreational activities already in place, this should not be a difficult task to complete.

When the licensing study first began, it appeared, and one staff person so indicated, that most of the light housekeeping tasks in the facility was the exclusive responsibility of staff persons. Residents did very little in the way of housekeeping and were not encouraged to do for themselves those things that could be done. However, as the licensing study progressed an emphasis began to be placed on the resident doing for himself, particularly those things that had to do with maintaining

living quarters, personal hygiene, maintaining clothing and personal effects. To this end much praise and small cash incentives were given to residents. This beginning is recognized and is strongly encouraged as an appropriate action.

While it was very evident in talking with Mrs. Pappas and her staff that the condition of the residents was being observed and assessed on a daily basis, documentation in the resident's files did not support that fact. It is required that on an as-needed basis such written documentation be kept. Similarly, any information which would be useful in knowing how to handle a particular client should be made available to all staff members having direct involvement with that client. Such information could be appropriately shared and related issues discussed during the staff meetings.

By regulation every facility must provide to the residents an opportunity for religious worship and counseling both inside and outside the facility. As expressed earlier an effort is made to involve the residents in church participation. Assistance is given in making contact with the church of their choice and in obtaining or providing transportation to and from church. However, there is currently no in-house opportunity for religious worship. Mrs. Pappas advises that she would provide the opportunity for such religious involvement if a resident expressed a wish to have that service available. As part of the social activities provided by the facility, it is suggested that this might be one area to explore.

Gwen McAlpin
Community Care Licensing Specialist

GMc/ca

FACILITIES MANAGEMENT SYSTEM INFORMATION

Anchorage Boarding Home, Inc
 Facility Name

1037 W. 26th
 Mailing Address

Is use of this home restricted to the supervising agency? YES NO

Anchorage AL 99503
 City, State Zip

1037 1030 & 1030 W 26th 276-2623
 Location, if different Telephone

- Specialization Codes
-
- 01 Emergency Shelter
 - 02 Prematernal and/or Postmaternal
 - 03 Mentally Retarded
 - 04 Orthopedically Handicapped
 - 05 Multiple Handicapped
 - 06 Emotionally Disturbed
 - 07 Delinquency
 - 08 Health Impaired
 - 09 Visually Impaired (Including Blind)
 - 10 Hearing Impaired (Including Deaf)
 - 11 Communicative Disordered (Including Mute)
 - 12 Specific Learning Disabled
 - 13 Gifted

- Foster Parent Race Codes
- / Father / Mother
- A Aleut
 - B Eskimo
 - C Tlingit
 - D Haida
 - E Tsimshian
 - F Athabascan
 - G Non-Alaskan Indian
 - H Black
 - J Korean
 - K Filipino
 - L Vietnamese
 - M Chinese
 - N Japanese
 - P Mexican American
 - S Caucasian
 - Y Other
 - Z Unknown

LICENSE INFORMATION

License Type

Provisional

Annual

<u>35</u>	<u>N/A</u>
Licensed Capacity	Related Children
<u>18</u>	<u>99</u>
Begin Age	Thru End Age
<u>1/5/82</u>	<u>6/30/82</u>
Begin Date	To End Date

LICENSE PROVIDORS/CONDITIONS:

P. Compliance with regulations as detailed in the licensing study + letter to provider

RECEIVED
1980 01012
Alaska Department of Health
Social and Behavioral Sciences Division

APPLICATION FOR AN ADULT RESIDENTIAL
CARE FACILITY LICENSE

Check one only: <input checked="" type="checkbox"/> Application for a Level I Adult Residential Care Facility License <input type="checkbox"/> Application for a Level II Adult Residential Care Facility License	Licensing Record: <input checked="" type="checkbox"/> First <input type="checkbox"/> Renewal <input type="checkbox"/> Location Change
---	--

I. IDENTIFYING INFORMATION

Facility Name Anchorage Boarding Home Inc.	Telephone 276 2623
Mailing Address 1037 W. 26th Street	City Anchorage
	State Alaska
	Zip 276 2623
Location Address (if different) same	Telephone 276 2623
Individual or Entity Ultimately Responsible Margaret R. Pappas	Telephone
Mailing Address 1037 W. 26th Street	City Anchorage
	State Alaska
	Zip

Board or Governing Body

Name	Position	Address	Telephone
Margaret Pappas	Manager, Director	see above	see above
Angel Pappas	Supervisor, Director	"	"

-Add a page for additional names, if needed-

Describe the ownership of the land and building in which the facility is located.

All property is leased

Does the facility have endorsements from any recognized organizations? presumably

L. I. "Annex" - A.P.I.

The facility is: Profit Non-Profit, including IRS tax exempt status.

II. DIRECTOR OR ADMINISTRATOR

Name Margaret R. Pappas

Has the director or administrator been convicted of a felony or a misdemeanor involving alcohol, drugs, or physical or sexual abuse within the last three years?

NO YES, attach a statement of explanation and evidence of rehabilitation.

References (Include at least one supervisor from previous work experience)

Name	Address (Include Zip Code)	Telephone
1 Veronica Duke	ALS-58-81. my Alaska Psychiatric Institute	277 6551
2 Richard Lawrence	"	"
3 Nana Daggett	Anchorage Community Health Center Annex	276 5400
4 Natalie Gottstein	Alaska Mental Health Assoc.	276 1705

III. FACILITY STAFF

Name	Title or Job Description	Recent Continuing Education	Tuberculin Clearance Date
1 Doris Campbell	Senior Care Officer	G. Pierce Woods, Arcadia, Fla.	in process
2 Loretta Powell	housekeeper		"
3 Angel Pappas	Supervisor	A.P.I.	"
4			
5			
6			
7			
8			
9			
10			

-add a page for additional names and information if needed-

Name of employee(s) with a current first aid certificate (including CPR training) _____

IV. Applicant SELF CHECK LIST

This is a check list of reminders, required attachments, and required facility documents that will be reviewed during the licensing study process.

- /x/ The applicant has read or reviewed the adult residential care facility regulations.
- /x/ The applicant is aware that regulatory non-compliances reported by the fire prevention authority must be corrected as a condition of licensure.
- /x/ The applicant is aware that regulatory non-compliances reported by the sanitation authority must be corrected as a condition of licensure.

Done In Process

- | | | |
|-----------|------------|---|
| <u>1/</u> | <u>/x/</u> | Personnel policies which address all required items have been adopted. |
| <u>1/</u> | <u>/x/</u> | A written master plan as required by 7AAC 55.170 (a)(5) has been adopted. |
| <u>1/</u> | <u>/x/</u> | Verification of the required bodily injury liability insurance is attached. |
| <u>1/</u> | <u>/x/</u> | Written admission policies which meet the requirements have been adopted and printed in a form which may be given to applicants and residents. (attached). |
| <u>1/</u> | <u>/x/</u> | An application for resident admissions has been adopted. (attached). |
| <u>1/</u> | <u>/x/</u> | An admission and services agreement form has been adopted. (attached). |
| <u>1/</u> | <u>/x/</u> | Sample menus are attached. |
| <u>1/</u> | <u>/x/</u> | While not required, an attached diagram showing size and arrangement of rooms would be helpful to the licensing representative. This need not be to scale, but should include accurate figures of room measurements. The use(s) of each room, including work and storage areas should be labeled. |

Margaret Dappone
 Authorized Signature
 Manager - Director
 Title
 April 27, 1981
 Date

Information

This application is a statement of intent and may be withdrawn by you at any time.

To implement the adult residential care facility requirements, a facility may submit a plan of correction one time. The plan must specify a reasonable period of time to meet the requirements and must be acceptable to the Division. A plan of correction is generally preferable to so seeking a waiver during the implementation of regulations. Technical assistance, as the Division determines appropriate, is available from the Division to assist applicants to comply with the requirements.

NAME AND ADDRESS OF AGENCY
 Alexander & Alexander
 310 K St., Suite 600
 Anchorage, AK 99501

RECEIVED
 DEC 30 1981

COMPANIES AFFORDING COVERAGES	
COMPANY LETTER	A Atlas Assurance Company
COMPANY LETTER	B
COMPANY LETTER	C
COMPANY LETTER	D
COMPANY LETTER	E

NAME AND ADDRESS OF INSURED
 Anchorage Boarding Home, Inc.
 Margaret Pappas DBA:
 1037 West 26th
 Anchorage, AK 99503

Division of Family & Youth Services

This is to certify that policies of insurance listed below have been issued to the insured named above and are in force at this time. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EXPIRATION DATE	Limits of Liability in Thousands (000)		
					EACH OCCURRENCE	AGGREGATE
	GENERAL LIABILITY <input type="checkbox"/> COMPREHENSIVE FORM <input type="checkbox"/> PREMISES-OPERATIONS <input type="checkbox"/> EXPLOSION AND COLLAPSE HAZARD <input type="checkbox"/> UNDERGROUND HAZARD <input type="checkbox"/> PRODUCTS COMPLETED OPERATIONS HAZARD <input type="checkbox"/> CONTRACTUAL INSURANCE <input type="checkbox"/> BROAD FORM PROPERTY DAMAGE <input type="checkbox"/> INDEPENDENT CONTRACTORS <input type="checkbox"/> PERSONAL INJURY			BODILY INJURY \$	\$	\$
				PROPERTY DAMAGE \$	\$	\$
				BODILY INJURY AND PROPERTY DAMAGE COMBINED \$	\$	\$
				PERSONAL INJURY		\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> COMPREHENSIVE FORM <input type="checkbox"/> OWNED <input type="checkbox"/> NON-OWNED			BODILY INJURY (EACH PERSON) \$	\$	
				BODILY INJURY (EACH ACCIDENT) \$	\$	
				PROPERTY DAMAGE \$	\$	
				BODILY INJURY AND PROPERTY DAMAGE COMBINED \$	\$	
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM			BODILY INJURY AND PROPERTY DAMAGE COMBINED \$	\$	\$
	WORKERS' COMPENSATION and EMPLOYERS' LIABILITY			STATUTORY	\$	
	OTHER					
A	Property	35 29 06	11-11-82	Bldg. 1- 1020 26th - 100,500. Bldg. 2- 1030 26th - 97,500.		

DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES

Cancellation: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail _____ days written notice to the below named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company

NAME AND ADDRESS OF CERTIFICATE HOLDER
 Division of Social Services, Juneau, AK
 c/o Division of Family & Youth Services
 Room 222, McKay Bldg.
 338 Denali St.
 Anchorage, AK
 ATTN: Gwen McGowan

DATE ISSUED: December 28, 1981
 Katherine E. Martin
 AUTHORIZED REPRESENTATIVE
 Donna Farnsworth

STATE OF ALASKA

DEPARTMENT OF PUBLIC SAFETY

DIVISION OF FIRE PREVENTION

May 7, 1981

JAY S. HAMMOND, GOVERNOR

William Nix
Commissioner

P. O. BOX 6188, ANNEX
ANCHORAGE, ALASKA 99502

Notification to Remove or Remedy Fire Hazards and Improve Fire Safety

CERTIFIED MAIL #6059128
RETURN RECEIPT REQUESTED

TO: Ms. Marge Pappas
1037 West 26th Avenue
Anchorage, Alaska 99503

OCCUPANCY: Anchorage Boarding Home
SURVEY DATE: May 1, 1981
UBC CLASSIFICATION: R-1
SURVEYORS: Deputy Fire Marshal Roy C. Isenberg,
Inspector Don Barlow, Anchorage Fire Department

The following deficiencies which are in violation of Alaska Fire Safety Code were noted and are required to be corrected as indicated:

1. Smoke detectors are required in each unit - AS 18.70.095.
2. Portable fire extinguishers required. Install 5 lb. ABC extinguishers in each unit. (National Fire Protection Association Standard #10)
3. Remove all combustible storage from crawl space below units and seal opening with 5/8" gypsum wallboard. (13 AAC 50.070(a)(i))
4. Unprotected openings(holes) in boiler room, 5/8" gypsum wallboard. Seal holes in boiler room with 5/8" gypsum wallboard to maintain separation integrity. (13AAC 50.070(a)(6))

The above listed deficiencies constitute a violation of the Alaska Fire Safety Code. Those deficiencies not having a specific compliance date shall be corrected by June 15, 1981.

It is requested that a letter certifying that items #1 through 4 have been corrected, be sent to this office by June 20, 1981.

If additional time is required to correct any of the items listed, a letter must be sent to this office requesting additional time and the reason for such a request.

The listed required corrections are considered minimum requirements of the Alaska Fire Safety Code. It must be understood that compliance with state fire safety regulations does not preclude the necessity of complying with the requirements of local codes, regulations and ordinances.

STANLEY B. PLENINGER
ATTORNEY AT LAW
330 "J." Street
ANCHORAGE, ALASKA 99501

July 10, 1984

Mr. Ronald A. Hendrie
Department of Public Safety
P.O. Box 6188, Annex
Anchorage, Alaska 99502

Subject:
Anchorage Boarding Home

Dear Mr. Hendrie:

This is to advise you, with respect to various deficiencies under the Alaska Fire Safety Code cited in your letter to me of May 7, 1981, that I have corrected all deficiencies and that your people are quite welcome to confirm this by inspection at their convenience.

My very best personal regards to you remembering our visits when I was living in Fairbanks.

Sincerely,



Margaret Pappas

MP:gh

MEMORANDUM

State of Alaska

TO: Gwen McAlpin
Adult Residential Care Specialist
338 Denali Street, Room 222
Anchorage, Alaska 99501

DATE: April 14, 1981

FILE NO:

TELEPHONE NO:

FROM: *JCA*
James C. Allen
Anchorage/Western
District Supervisor

SUBJECT: Mary Pappas Facility
1037 W. 26th Avenue
Anchorage, Alaska

On Thursday morning I visited the above facility which consisted of three structures - two across the street. The main building has three floors. The second floor has three bedrooms and a bathroom (7 occupancy). The ground floor has a kitchen, dining, living room, bedroom (owners) and bathroom. The basement had three bedrooms (7 occupancy) bathroom, laundry and two storage rooms. The home style kitchen does not meet code however, the kitchen was clean and the food in preparation was appetizing. I would consider a variance until the planned new kitchen is completed across the street. Plans should be submitted.

The building on the left is satisfactory and each unit is large enough for 4 for a total of 16. The building on the right has three units: an office, private living quarters and one unit for 6 persons.

In summary, I found the facility orderly and clean and the physical structure in good repair. Occupancy of the three structures should not exceed 36.

cc: Ms. Mary Pappas

JCA/wlh

STATE OF ALASKA

JAY S. HAMMOND, GOVERNOR

DEPT. OF HEALTH AND SOCIAL SERVICES DIVISION OF FAMILY AND YOUTH SERVICES

NATALIE GOTTSTEIN

Date: May 8, 1981

Subject Personal Reference Request

Concerning:

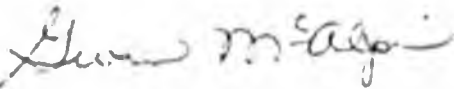
MARGE PAPPAS

Persons responsible for directing or administering an adult residential care facility for the care of dependent adults are required to supply names and addresses of individuals who will act as personal references to the Alaska Department of Health and Social Services, Division of Family and Youth Services licensing branch.

The person named above has given your name as a personal reference. Some information about the adult residential care program this person will be responsible for can be found at the bottom of this page.

These "Personal References" must be completed before a decision can be made regarding this person. Your prompt completion of this form is appreciated. A stamped self-addressed envelope is enclosed for your convenience. Thank you for your assistance.

Sincerely,



Facility Name:

ANCHORAGE BOARDING HOME, INC.

Individual or Organization Ultimately Responsible for the operation of the Facility:

MARGARET PAPPAS, OWNER

Facility Specialization, if applicable:

Facility provides care to mentally retarded adults.

Number of Adults |>

in care: |> 36

Number of Staff under this |>

person's supervision |> 3

Please answer each of the following questions, giving your opinion to the best of your ability. If you feel you have insufficient information about the person to answer a particular question, please indicate this on the form. You may attach any additional comments you would like to make to this form.

1. How long have you known this person? Two or three years.

2. What is the nature of your association with this person? (friend, employee, neighbor, etc.) I had previously come in contact with Ms. Pappas through my work with the

Alaska Mental Health Association. For the past several months, she has

06-3397 Gen. 184 4/81

been our landlord.

4. Does this person have a good reputation and acceptance in the community in which he/she lives? Would he/she be able to obtain needed community support and services?
I believe Ms. Pappas has a very fine reputation in both Fairbanks and Anchorage. I can think of no reason for her to have any difficulty in obtaining community support and/or services. She is both knowledgeable and personable.

5. What are the persons management capabilities with regard to records and finances?
I would have no personal knowledge of this.

6. How would you describe this persons ability to get along with and supervise adult personnel?
Since I have not been in a position to judge Ms. Pappas' ability to get along with and supervise her adult personnel, I can only make witness to the fact that at least two of the individuals now working for her have been with her for several years and seem satisfied. And since her home, and the home she has made for her clients, is clean and pleasant she must be a good manager.

7. Does the applicant have any serious health problems, either mental or physical, or alcohol or drug problems, which might interfere with his ability to manage an adult care facility or to supervise other personnel? If yes, please explain.
Not to my knowledge.

8. If a member of your family was a dependent adult, would you entrust his care to the applicant?
With assurance.

9. Overall, how would you assess the person's ability to plan and to carry out a program for dependent adults?
I would say she can and does carry out a program for dependent adults in a most satisfactory manner.

10. Other comments: One of Ms. Pappas' greatest assets is her caring for and about the individuals who make their home with her. She is, in my opinion, MOTHER. Her understanding of and compassion for the disabled puts her a cut above most of us.
She is a dear person and I consider it a privilege to know her.

Reference Signature: Nathan Gustafson

Date: 5/12/81

STATE OF ALASKA

JAY S. HAMMOND, GOVERNOR

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION OF FAMILY AND YOUTH SERVICES

RICHARD LAWRENCE

Date: May 8, 1981

Subject Personal Reference Request

Concerning:

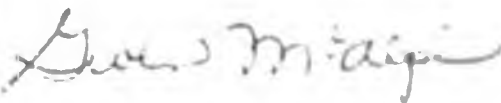
MARGE PAPPAS

Persons responsible for directing or administering an adult residential care facility for the care of dependent adults are required to supply names and addresses of individuals who will act as personal references to the Alaska Department of Health and Social Services, Division of Family and Youth Services licensing branch.

The person named above has given your name as a personal reference. Some information about the adult residential care program this person will be responsible for can be found at the bottom of this page.

These "Personal References" must be completed before a decision can be made regarding this person. Your prompt completion of this form is appreciated. A stamped self-addressed envelope is enclosed for your convenience. Thank you for your assistance.

Sincerely,



Facility Name:

ANCHORAGE BOARDING HOME, INC.

Individual or Organization Ultimately Responsible for the Operation of the Facility:

MARGARET PAPPAS, OWNER

Facility Specialization, if applicable:

Facility provides care to mentally retarded adults.

Number of Adults

>

36

in care:

>

Number of Staff under this

>

person's supervision

>

3

Please answer each of the following questions, giving your opinion to the best of your ability. If you feel you have insufficient information about the person to answer a particular question, please indicate this on the form. You may attach any additional information you would like to make to this form.

1. How long have you known this person?

2 Yrs

2. What is the nature of your association with this person? (friend, employee, neighbor, etc.)

4. What training, employment or life experiences has the applicant had that would enable him or her to work successfully with dependent adults and their families? (A dependent adult is "a handicapped adult who requires assistance or supervision with the activities of daily living.")

Has run a successful group boarding home both in Anchorage & Fairbanks for several years.

4. Does this person have a good reputation and acceptance in the community in which he/she lives? Would he/she be able to obtain needed community support and services?

Yes! yes!

5. What are the persons management capabilities with regard to records and finances?

unknown

6. How would you describe this persons ability to get along with and supervise adult personnel?

unknown

7. Does the applicant have any serious health problems, either mental or physical, or alcohol or drug problems, which might interfere with his ability to manage an adult care facility or to supervise other personnel? If yes, please explain.

None to my knowledge.

8. If a member of your family was a dependent adult, would you entrust his care to the applicant?

most definitely

9. Overall, how would you assess the person's ability to plan and to carry out a program for dependent adults?

Excellently.

10. Other comments:

Marge gives a home-like mothering to all of the residents I have seen her with. Wish we had more like her.

Reference Signature:

Richard A. Lawrence

Date:

5-12-81

STATE OF ALASKA

JAY S. HAMMOND, GOVERNOR

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION OF FAMILY AND YOUTH SERVICES

VERONICA DUKE

Date: May 8, 1981

Subject Personal Reference Request

Concerning:

MARGE PAPPAS

Persons responsible for directing or administering an adult residential care facility for the care of dependent adults are required to supply names and addresses of individuals who will act as personal references to the Alaska Department of Health and Social Services, Division of Family and Youth Services licensing branch.

The person named above has given your name as a personal reference. Some information about the adult residential care program this person will be responsible for can be found at the bottom of this page.

These "Personal References" must be completed before a decision can be made regarding this person. Your prompt completion of this form is appreciated. A stamped self-addressed envelope is enclosed for your convenience. Thank you for your assistance.

Sincerely,

Facility Name:		ANCHORAGE BOARDING HOME, INC.	
Individual or Organization Ultimately Responsible for the Operation of the Facility:		MARGARET PAPPAS, OWNER	
Facility Specialization, if applicable:		Facility provides care to mentally retarded adults.	
Number of Adults in care:	> 36	Number of Staff under this person's supervision:	> 3

Please answer each of the following questions, giving your opinion to the best of your ability. If you feel you have insufficient information about the person to answer a particular question, please indicate this on the form. You may attach any additional comments you would like to make to this form.

- How long have you known this person? *Approx 1 1/2 years*
- What is the nature of your association with this person? (friend, employee, neighbor, etc.) *As the Chief Social Worker at the facility where she works*

3. What training, employment or life experience has the applicant had that would enable him or her to work successfully with dependent adults and their families? (A dependent adult is "a handicapped adult who requires assistance or supervision with the activities of daily living.") She has the experience of running their excellent center. She has attended meetings of groups of teachers and operators. She has used a lot of I:1 with my workers and health & social service workers.

4. Does this person have a good reputation and acceptance in the community in which he/she lives? Would he/she be able to obtain needed community support and services?

Yes, she has a good reputation in the community. She has the reputation for being a "good person" - people look for her when they have a problem and when they are hospitalized.

5. What are the persons management capabilities with regard to records and finances?

I really have not seen her books.

6. How would you describe this persons ability to get along with and supervise adult personnel?

Good. She has taken care of the center that people thought would never leave. She has helped them make it. She has also helped people make it from here to home.

7. Does the applicant have any serious health problems, either mental or physical, or alcohol or drug problems, which might interfere with his ability to manage an adult care facility or to supervise other personnel? If yes, please explain.

None known to me.

8. If a member of your family was a dependent adult, would you entrust his care to the applicant?

Yes. I feel he/she would have a clean home, things to eat, the chance to get into the community and lots of L.C.

9. Overall, how would you assess the person's ability to plan and to carry out a program for dependent adults?

I think she is doing good and certainly willing to try.

10. Other comments:

Theresa Sanchez Chante has a heart - she often says the "little things" - taking people to the bank for deposit when they have no place else to go. It has helped her to get to the staff.

Reference Signature: Theresa Sanchez Chante Date: May 10, 1981

STATE OF ALASKA

JAY S. PALMORO, GOVERNOR

DEPT. OF HEALTH AND SOCIAL SERVICES
DIVISION OF FAMILY AND YOUTH SERVICES

ANCHORAGE SERVICE UNIT
400 GAMBELL STREET, SUITE 201
ANCHORAGE, ALASKA 99501
PHONE: (907) 276-1450

June 22, 1981

Names have been removed.

Thank you for your cooperation during the licensing process. Your license will be mailed from Juneau under separate cover. This letter confirms that you are licensed and authorized to operate.

Your license will serve 2 children in the age range from 0 through 8. The effective dates are from June 22, 1981 through August 21, 1981.

Your license is provisional pending compliance with regulations:

1. 2 more references.

This license is being issued to you for the specific ages, location and number of children described on the license and it cannot be transferred to other people or to a different location. Any change in your program or facility must be reported to the Division of Family and Youth Services at least 30 days in advance of the proposed change.

Please call on me if you have any questions about your license or if there is any way in which I can be of assistance to you.

Sincerely,

Bettye J. Davis

Bettye J. Davis
Child Care Licensing/Program
Specialist

KJD:cr

CHILD FOSTER HOME
STANDARD BY STANDARD EVALUATION
7 AAC 50.310-620

NAME(S) OF FOSTER PARENT(S)	
LICENSING REPRESENTATIVE Bettye J. Davis	PRIMARY AGENCY Division of Family and Youth Services
DATE(S) OF HOME VISIT(S)	#CHILDREN IN CARE + RELATED 0 + 0
HOUSEHOLD MEMBERS INTERVIEWED	HOUSEHOLD RELATIONSHIP Husband
	Wife

Rating Responses:

- X - Standard Compliance
- NC - Non-Compliance
- N/A - Not Applicable
- D - Discussed - Applicant is Informed and Agrees to Comply
- Leave Blank if not Evaluated
- B - Boarding Home Exemption

REQUIRED REPORTS AND FORMS ON FILE AT REGIONAL OFFICE:

	Code	Notes and/or Observations
Positive References	NC	
Fire Safety Inspection, if Applicable	N/A	
Sanitation Inspection, if Applicable	N/A	
Water Test Results, if Applicable	N/A	
Notification/Waiver Approved, if Applicable	N/A	
Child Protection Clearance, if Applicable	X	
Criminal Record Clearance, if Applicable	N/A	
Health References, if Applicable	N/A	
<u>EFFECT OF LICENSE (.350)</u>		
Home operates within the license conditions	X	
Marriage (death, divorce, marriages) or location changes have been reported, if applicable	D	
<u>DELEGATION OF AUTHORITY (.370)</u>		
Access to home provided	X	

QUALIFICATIONS OF FOSTER PARENTS AND OTHERS (.410)	Code	Notes and/or Observations
applicant(s) demonstrate evidence of responsibility	X	Evidences:
evidence of maturity	X	7 were licensed foster parents in the past. During the time that they were licensed they provided excellent care to all the children that were placed in their home. 1 reference was received by our office, and in the reference letter the : were spoke very highly of. (Excellent reference). They have always cooperated with the agency.
evidence of reputable character	X	
evidence of sound judgement	X	
evidence of capacity to provide good care for children.	X	
There is evidence that the family maintains an adequate standard of living.		<input checked="" type="checkbox"/> Over \$25,000 <input type="checkbox"/> \$10,000 - \$24,999 <input type="checkbox"/> Below \$10,000 - Comments:
absence of problems detrimental to children in care including	X	
communicable disease	X	
physical problems	X	
mental health problems	X	
alcoholism	X	
drug abuse	X	
tuberculin clearance for all over age 16	X	
infant under 12 mos. not in care prior to TB clearance	X	
health record acceptable, if reviewed	N/A	Record Results:
child protection record clearance in communities of 50,000 or more and when considered necessary for individual applicant(s).	X	
criminal record clearance, when considered necessary for individual applicant(s).	N/A	
collateral contacts positive, if necessary and made.	N/A	
RESPONSIBILITIES OF FOSTER PARENTS (.420)		
significant changes re: employment, housing, serious illness, or other significant changes were reported to the licensing representative.	D	
operation re: treatment plan verified by foster parents	D	
verified by placement worker	D	
personal child records maintained	D	Documented By:
records went with child who has left the home	D	<input checked="" type="checkbox"/> Photos:
foster child(ren) not required to acknowledge attitude, destitution, or neglect	D	<input checked="" type="checkbox"/> School Records:
child personal possessions allowed	D	<input checked="" type="checkbox"/> Other Mementos
no money borrowed or taken from foster child(ren)	D	
NUMBER OF FOSTER CHILDREN PERMITTED (.430)		
no more than 8 under age 18 in the home	D	
no more than 2 total under age 2	D	
no more than 5 under age 18 unrelated to foster parents	D	

SUPERVISION OF CHILDREN (.440)

No adult care, boarders, or child day care unless prior DSS regional approval granted.

Code

Notes and/or Observations

Justification for Combined Care:

D

Care plan provides responsible supervision. Foster parents demonstrate ability to accurately assess child's stage of maturity.

D

Assessment Example: The Sullivans have a good understanding of child growth and development and have been able to assess a child's stage of maturity in the past. Limit Example:

Foster parents establish appropriate limits comparable to that which would be provided by a prudent parent.

X

SEE DISCIPLINE

Emergency plan and substitute adult verified. Emergency absences reported to placement person. Trips out of state approved by placement person. Thirty days advance notice on out of state trips. In-state trips or more than three days approved in advance by placement person.

X

Name: [redacted] and Marc [redacted] days
Address: 5901 [redacted] avenue
Phone: [redacted]

D

D

D

D

DISCIPLINE (.450)

Foster parents demonstrate a positive approach.

X

Discipline is appropriate to age and developmental level of child(ren).

Describe: Discipline was discussed at great lengths. I feel they can be positive towards young children (they have in the past) Children with severe acting out behavior should not be placed in this home. They are warm and caring people and like young children. They will be Examples: able to handle normal type behavior in a positive manner and if any problems arise will contact the agency. They have used behavior modification techniques in the past, such as time out, isolation, rewarding appropriate behavior, and withholding privileges.

X

no observation or reports of prohibited discipline techniques, i.e.,
no severe, humiliating unnecessary punishment
no verbal abuse, derogatory remarks about child or his family, or threats to expel
no deprivation of meals, mail, family contact
no placement in locked room
no shaking, forceful blow, no weapon
spankings limited to three buttock slaps and appropriate to age, incident & treatment plan
no physical restraints except safety straps
no unequal treatment to related children
no forced or denied religious activities.

D

D

D

D

D

D

D

D

D

CARE OF CHILDREN (.460, .470, .480, .490, .520)

Child(ren) have age and ability appropriate responsibilities.

D

Responsibilities are shared equally with other children.

D

Responsibilities do not interfere with school, health and recreation.

D

Religious policy provided.

D

Opportunities for religious experience are comparable with the child's heritage or preference.

D

Comments: Both of the [redacted] are Catholic. Younger children will attend service with them, and an older child may attend the church of their choice.

E OF CHILDREN (.460, .470, .480, .490, .520)	Code	Notes and/or Observations
<u>CONTINUED</u>		
Is and snacks provide essential nutrition and ary requirements as determined by observa- n and/or discussion.	D	
Quantity and variety of clothing is appropriate		
Weather	D	
Comfort	D	Regulations have been discussed and the
The activity	D	agree to comply.
Child's age	D	
Community standards	D	
Individual needs.	D	
Life in the community.	D	
Children participate, as appropriate to their and development in the selection of clothing	D	
Child participates in social and recreational life in the community.	D	
<u>HEALTH (.500)</u>		
Prescription medication only on physician's order	D	
Prescription medication properly labeled for child.	D	
Child receives medical exams on an age appropri- ate schedule.	D	Records Located:
Annual dental exam after 3 years old.	D	
Foster child is fully immunized or exempt.	D	
Immunization certificate verified in the foster home child's record for each pre-school child.	D	
Foster parents attests to verifying valid immun- ization certificate is on file in the public school record for each school age child in care.	D	
Emergency medical consent for each child in care. Physical and dental exams are recorded (CWS #146 for each child).	D	
<u>AGENCY REPORTS (.510 and .530)</u>		
Child emergency incident (severe illness, seri- ous accident, pregnancy, death) reported immedi- ately.	D	
Abuse or neglect of a foster child reported.	D	
Foster parents obtain placement person permis- sion for child's absence of 48 hours or more.	D	
<u>FOSTER HOME (.540 and .550)</u>		
Efficient space	X	Describe: The _____ have a very nice home with adequate space for 2 foster child- ren. The home is well kept and nicely furnished. 2 Bedrooms furnished. Mrs.
Furnished comfortably	X	
Efficient play space in and out	X	Describe: is an antique dealer and has lots of antiques in the home. Mrs. _____ shared that many of the delicate items would be put away before a child is placed in the home.
Surrounding hazards or fenced	X	
Separate and a place for each child's personal belongings	X	
Children have individual beds unless under age	X	2 Foster Care Beds. An infant will have a crib in the foster parents bedroom and an older child will have a private bed- room. There is a nice yard and little traffic in the sub-division.
Crib or crib and bedding adequate	X	
Child over one year does not sleep with foster parent unless that is within the community		
Childward or the child is handicapped or ill.	X	

Reference: Initial Foster Home Application-Part II

I. SUPPLEMENTAL INFORMATION & ANALYSIS

Section I - Motivation and Expectations

The motivations are good. They have been foster parents before and have stated that it was a very good experience for them. They stopped doing foster care when Mr. son came to live with them, they felt that they should devote more time to him. He is now out of the home and they now have the time to devote to foster children. Their expectations are realistic and they are willing to cooperate with the agency.

Section II - Family Background and Relationships

Both of the stated their early childhood years were happy ones. Mrs. 's parents divorced when she was 12 years old. She stated from that time on she felt torn between the two of them. She had no sisters and brothers. The 's feel they have a very good relationship. They enjoy just being out-doors. They both love antiques and spend lots of time looking for antique items to restore. They also spend time camping and fishing.

Section III - Financial and Employment Information

They own Service Station on Their income is more than adequate and they are able to meet all of their expenses. They own their own home and rental property as well as several antique cars worth over \$300,000 total.

Section IV - Behavior Management and Natural Parents

The _____s have a very good understanding of young children and in the past they met the needs of the children in their care. The _____'s were able to work with Natural parents. They did not degrade a child's parents in the child's presence or try to turn a child against their parents. They feel very strongly that parents who abuse children need help and feel that the children may be better off with someone else. I have discussed this area with the _____'s telling them it is the agency's goal to return the children to their own homes if at all possible. They understand this and have cooperated well with the agency.

II. ANALYSIS & RECOMMENDATIONS (Include strengths and weaknesses)

This couple did very well in the past as foster parents. They have a very good understanding of young children, and are willing to give their time to parenting young children. I feel they can not handle a child with severe behavior problems. They are willing to seek help should the need arise. I am recommending that this couple be licensed for a total of 2 children, ages 0 - 8.

-They did an excellent job in the past with this age group.

III. FOLLOW-THROUGH AREAS (Where will they need support and what is the plan for follow through).

Monitor home by phone after initial placement is made. A home visit will be made before the next licensing study and contact with the caseworkers will be maintained.

Benjamin J. Davis

SERIAL

FACILITY NUMB

EFFECTIVE DATE

6 S

222298

062781

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES
DIVISION OF SOCIAL SERVICES / POUCH M 05 - JUNE 1991

FACILITIES MANAGEMENT SYSTEM

REG/AGENCY PCN

C 2171 331614

FACILITY NAME

FACILITY IDENTIFICATION

[Blank]

MAILING ADDRESS

[Blank]

CITY STATE

ZIP CODE

ALASKA 99501

LOCATION

Same

NAME OF RESPONSIBLE AGENCY PERSON

Same

PHONE

VILL

ORG

TYPE

OTHER NUMB

TYPE

2430214 K102 A C

CAPACITY RELATED

SER

SPCL

SPCL

ENDORSE

AVAILABLE

002 00 B AA

USE UTILITY FIELD 1

USE UTILITY FIELD 2

K DAVIS

MESSAGES AND REMINDERS

Over ride - License Re-Issued

LICENSING SPECIALISTS NOTE FILE

LICENSING PROCEDURE GUIDE

30	31	32
33	34	35
36	37	38

CURRENT LICENSE

LICENSE	REGIN DATE	END DATE	NEXT REVIEW
P	062781	09111811	08211811

RATE TABLE

SERVICE NUMB.	DESCRIPTION	BEGIN AGE	END AGE	RATE	UNIT	EFFECTIVE
1	1,3	C	X	10.59	A	7
2	1,3	C	Y	11.66	B	8
3	1	I	X			8
4	1,4	C	Y	17.41	B	8

32 LINE NOTE TEXT

CIA P... pending compliance with...

-22-81 BD

Alaska Department of Health and Social Services
Division of Social Services



Application for a License
To Operate a Foster Home

Last Name _____ Husband _____
Mailing Address _____
City _____ State _____ Zip _____

Wife _____ WE WERE LICENSED
 New in 1979
 Annual Renewal
 Location Change
 Foster Parent change
For changes, complete only the changes and signature.

Location, if different _____ Phone _____

Number of children for which a license is requested...../ 2 / ages (check all that apply) 0 through 2 yrs. 2 yrs. through 4 yrs. 5 yrs. through 11 yrs. 12 yrs. and over.

	Age	Race	Religion	Education	Present Employment
Husband	42	CAUS.	CATHOLIC	HIGH SCHOOL	SAWD LAKE CHEVON
Wife	36	"	"	"	HOUSEWIFE

Children: Indicate if adopted or stepchildren. Include children no longer at home.

INDS
THRU
1965
1968

Name	Sex	Age	Current Address	Grade	School
	F	22	1811 MARINA - EDMONDUS WASH	N/A	N/A
	F	20	"	N/A	N/A
	M	18	"	12	EDMONDUS HIGH SCHOOL

Are there any others living in your home? If so, what relationship are they to you? N/A

Reason for becoming foster parents: for what we feel we have to share with a child

What experience or training have you had to help you deal with children or youth? Previously we were foster parents to one child. Have had 2 children. These children with us part of the time of our marriage - 2 of them were born with birth defects (sickle cell anemia)

Name of Church ST Active Non-Active

If child is not of your faith, would you have any objections to his attending another church or no church at all? No

References: (Non relatives, such as neighbors, employer, friend; list 4 names)

Name	Address	City	State	Zip	Phone number
		Greensboro	NC	27407	78-06
		"	"	27511	30
	16th	"	"	27502	27
		"	"	27502	19-30

would you consider short term or emergency placement? *yes*

Do you have experience in caring for children with special needs? *yes - 11th yr*

- a birth defect of the skin - very disfiguring

Child Preference:

Sex	Age	Race	Religion	Children With Special Needs
F	0-8	CAU.	CATHOLIC	

THIS IS "PREFERENCE" ONLY - OTHERS FINE
Describe changes if currently licensed.

Applicant self-check list:

- We have read or reviewed the foster home regulations.
- The application for a license has been completed.
- We have reviewed our experience and qualifications to provide foster care.
- Evidence of tuberculosis clearance for each member of the household 16 years of age or older is attached.
- We have thought about or reviewed our plan for supervision and care of a foster child or youth.
- We have thought about our parenting skills and discipline techniques.
- We have planned or reviewed our plan for a place for a foster child to sleep and to keep his personal belongings.
- We have installed the required fire extinguisher and smoke detection device.
- We have reviewed our home for fire safety and have an emergency evacuation plan.
- Our water supply meets one of the following tests:
 - Community Water Supply
 - Drilled and cased well more than 20ft. deep with sanitary seal and sewage drain field more than 100ft. from well
 - Our transported water is dispensed by a faucet and disinfected.
 - If the well dimensions are not known, the results of a water test are attached.
- We have reviewed our home for necessary storage of dangerous chemicals, fire arms and freedom from other hazards.

[Signature] _____ *8/11*
Signature Date

[Signature] _____ *6-19-81*
Signature Date

Call your licensing representative if you need assistance in completing this application or in meeting requirements.

Return this application with all attachments to your Licensing Representative.

HUSBAND:

DATE: 6-19-81

WIFE:

DATE: 6-19-81

SECTION A:

1. How and when did you first hear about the foster parent program?

from a friend

2. How long have you been thinking about becoming a foster parent?

We were previously fostered parents in 1979 + the we only had one child, it was a rewarding experience - husband's son came to live with us for a time

SECTION B: FINANCIAL & EMPLOYMENT INFORMATION.

1. Work History (for the past 5 years):

	EMPLOYER	POSITION	DATES: from/to
HUSBAND:		"UNC"	1974 to present
DOB: 6-24-38			
SSN: 534-34-4944			
WIFE:	2	NO BOOKKEEPING + OTHER FAVORABLE WORK AT OUR HOME	1974 to present
DOB: 7-23-44			
SSN: 571-60-1365			

2. Are you currently in the military? NO

When will you rotate? _____

SECTION C:

1. Are you or any member of your family now or ever been addicted to the use of habit-forming drugs, or drink intoxicating beverages habitually? NO Or to excess? NO

2. Have you or any member of your immediate family ever been convicted of an offense? Arrested? Yes No
If yes, what was the nature of the problem? (The answer to this question is relevant and a yes answer does not eliminate your consideration as a foster parent.)

3. Do you feel that emotional distress warrants counseling or therapy?
NO

4. Have you or any member of your family ever had or are you presently receiving counseling? Yes No

SECTION D:

1. What methods of discipline do you find most helpful?

Restricting privileges

SECTION D: (Continued)

2. How do you view your role in relation to the children's natural parents?

It would be their "substitutes" for the time they are not able to be with their child themselves.

3. How do you feel about people who neglect or abuse their children?

It's just they are in need of help - counseling.

4. What do you think the rewards of being a foster parent would be?

Knowing we may have helped a child through what could be a very difficult time in their life. Trying to make the time they are with us normal as family life as possible.

SECTION B:

Some foster children present some of the following problems. Please indicate by circling on a scale of 1-5 (1 is easiest and 5 is hardest) how difficult you would find these problems. Consider in light of the age child you wish placed in your home.

MOTHER

FATHER

1. <u>2</u> . 3 . 4 . 5 Hard	Silence.....Easy	1. 2. <u>3</u> . 4 . 5 Hard
1. 2. <u>3</u> . 4 . 5	Lying.....	1. 2. <u>3</u> . 4 . 5
1. 2. 3. <u>4</u> . <u>5</u>	Bedwetting.....	1. 2. 3. <u>4</u> . 5
1. 2. 3. 4. <u>5</u>	Truancy from school....	1. 2. <u>3</u> . 4 . 5
1. 2. 3. <u>4</u> . 5	Stealing.....	1. 2. 3. <u>4</u> . 5
1. 2. <u>3</u> . 4 . 5	Sulkiness.....	1. 2. <u>3</u> . 4 . 5
1. 2. <u>3</u> . 4 . 5	Temper tantrums.....	1. <u>2</u> . 3 . 4 . 5
1. 2. 3. 4. <u>5</u>	Running away.....	1. 2. 3. <u>4</u> . 5
<u>1</u> . 2 . 3 . 4 . 5	Talking back.....	<u>1</u> . 2 . 3 . 4 . 5
<u>1</u> . 2 . <u>3</u> . 4 . 5	Masturbation.....	1. 2. <u>3</u> . 4 . 5
<u>1</u> . 2 . 3 . 4 . 5	Carelessness about appearance.	<u>2</u> . 3 . 4 . 5
1. <u>2</u> . 3 . 4 . 5	Poor grades in school.	1. <u>2</u> . 3 . 4 . 5
1. <u>1</u> . 3 . 4 . 5	Quarreling with other chil.	1. <u>2</u> . 3 . 4 . 5
<u>1</u> . 2 . 3 . 4 . 5	Fussy eating.....	<u>1</u> . 2 . 3 . 4 . 5
<u>1</u> . 2 . 3 . 4 . 5	Over eating.....	<u>1</u> . 2 . 3 . 4 . 5
1. 2. 3. 4. <u>5</u>	Sexual Misbehavior....	1. 2. 3. <u>4</u> . 5
1. <u>2</u> . 3 . 4 . 5	Crying.....	1. <u>2</u> . 3 . 4 . 5
1. 2. 3. <u>4</u> . 5	Soiling (daytime).....	1. 2. 3. <u>4</u> . 5
1. <u>2</u> . 3 . 4 . 5	Fighting with others..	1. 2. <u>3</u> . 4 . 5
1. <u>2</u> . 3 . 4 . 5	Smoking.....	1. 2. <u>3</u> . 4 . 5
1. 2. 3. 4. <u>5</u>	Drinking.....	1. 2. 3. 4. <u>5</u>
1. 2. 3. 4. <u>5</u>	Drugs.....	1. 2. 3. 4. <u>5</u>
1. <u>2</u> . 3 . 4 . 5	Running around in yards	1. 2. <u>3</u> . 4 . 5
1. <u>2</u> . 3 . 4 . 5	Bring kinds of friends	1. 2. 3. 4. <u>5</u>
1. <u>2</u> . 3 . 4 . 5	Angry.....	1. <u>2</u> . 3 . 4 . 5
<u>1</u> . 2 . 3 . 4 . 5	A follower.....	1. <u>2</u> . 3 . 4 . 5
<u>1</u> . 2 . 3 . 4 . 5	A leader.....	1. <u>2</u> . 3 . 4 . 5
1. <u>2</u> . 3 . 4 . 5	Rebelling.....	1. <u>2</u> . 3 . 4 . 5
1. <u>2</u> . 3 . 4 . 5	Restlessness & nervousness	1. <u>2</u> . 3 . 4 . 5
<u>1</u> . 2 . 3 . 4 . 5	Shy and timid.....	<u>1</u> . 2 . 3 . 4 . 5
1. <u>2</u> . 3 . 4 . 5	Sneaky.....	1. 2. <u>3</u> . 4 . 5
<u>1</u> . 2 . 3 . 4 . 5	Slow learner.....	<u>1</u> . 2 . 3 . 4 . 5
<u>1</u> . 2 . 3 . 4 . 5	Exceptionally bright child	<u>1</u> . 2 . 3 . 4 . 5
<u>1</u> . 2 . 3 . 4 . 5	Socially maladjusted..	<u>1</u> . 2 . 3 . 4 . 5
<u>1</u> . 2 . 3 . 4 . 5	Withdrawn.....	<u>1</u> . 2 . 3 . 4 . 5
<u>1</u> . 2 . 3 . 4 . 5	Injury prone.....	1. <u>2</u> . 3 . 4 . 5
1. <u>2</u> . 3 . 4 . 5	Emotionally upset.....	1. 2. <u>3</u> . 4 . 5
1. <u>2</u> . 3 . 4 . 5	Consistently disobedient	1. 2. 3. <u>4</u> . 5
1. <u>2</u> . 3 . 4 . 5	Aggressive.....	1. <u>2</u> . 3 . 4 . 5
<u>1</u> . 2 . 3 . 4 . 5	Evilness.....	1. <u>2</u> . 3 . 4 . 5
1. <u>2</u> . 3 . 4 . 5	Argumentative.....	<u>1</u> . 2 . 3 . 4 . 5
1. <u>2</u> . 3 . 4 . 5	High strung, nervous..	1. <u>2</u> . 3 . 4 . 5
<u>1</u> . 2 . 3 . 4 . 5	Fearful.....	<u>1</u> . 2 . 3 . 4 . 5
1. 2. 3. 4. 5	Other (please specify)	1. 2. 3. 4. 5
1. 2. 3. 4. 5		1. 2. 3. 4. 5

SECTION F: TO BE FILLED OUT BY PARENTS ABOUT EACH CHILD:

Describe each of your children. Please include each child's age, grade in school if applicable, hobbies, strengths, weaknesses, relationships with peers, siblings, parents and personality traits. Not any significant problems or information on the child's development.

" " is 22, recently married, attending college part time, working with handicapped people - she is a quiet, sensitive person - she relates well to the handicapped as she herself was born with ichthyosis - a disfiguring skin condition

" " is 20 - has a job - is attractive & vivacious - makes friends easily - a normal 20 year old woman

" " is 18 - he was also born with ichthyosis & a crossed eye which was corrected last year - He required special education (& was a slow learner) till last year. He suffered some emotional problems due to his severe ichthyosis. He is now doing very well. He is in his last year of high school & looking to a career in electronics.

All three get along well & enjoy each other.

SECTION G: TO BE FILLED OUT BY THE HUSBAND:

1. Where were you born and raised?

Born in Jantzen, Mass - raised in Seattle Wash.

2. List all previous marriages including the date of marriage, date of divorce, and reason the marriage was terminated. Indicate where any natural children of previous marriages are living, what amount of time they spend with you, and what financial support you provide.

! - GREW APART

3 CHILDREN - LIVE IN EDMONDS, WASH.
OCCASIONAL VISITS

PROVIDE \$130'S MO SUPPORT FOR YOUNGEST - OTHER TWO ARE GROWN

3. Have you experienced death, separation or loss? Describe (explain, state the circumstances). How did you deal with this experience?

MOTHER DIED - 6 YRS AGO - KIDNEY FAILURE - EXPERIENCED NORMAL GRIEF
FATHER DIED - 15 YRS AGO - STROKE "

4. Apart from what you have just written in item #3, what was the most difficult experience you have ever had to deal with? How did you deal with it?

DIVORCE & SEPARATION FROM CHILDREN -
TRIED TO KEEP IN CONTACT & HAVE AS MANY VISITS AS POSSIBLE

5. What makes you angry?

IF PEOPLE LIE TO ME -
IF PEOPLE DO ANYTHING AGAINST ME OR
PEOPLE I CARE FOR

6. What do you do when you are angry?

LET PEOPLE KNOW WHAT MADE ME ANGRY

7. What do you like best about yourself?

MY STABILITY & DEPENDABILITY

8. If you could change something about yourself, what would you change?

I'D LIKE TO BE BETTER AT HANDLING DETAILS

9. What do you like best about your spouse?

HER VERY LOVING WAYS

10. If you could change one thing about your wife, what would you change?

I'D HAVE HER REACT MORE CALMLY IN TRYING SITUATIONS

11. Describe an experience which was meaningful to you. (Describe one of the most meaningful experiences you have had in your life.)

MARRIAGE ENCOUNTER - SPENDING A WEEKEND AT A CATHOLIC RETREAT HOUSE WITHOUT ANY OUTSIDE INTERFERENCES & REALLY GETTING TO KNOW MY WIFE

12. Describe your relationship with your wife.

IDEAL

SECTION II: TO BE FILLED OUT BY THE WIFE:

1. Where were you born and raised?

Seattle, Washington

2. List all previous marriages including the date of marriage, date of divorce, and reason the marriage was terminated. Indicate where any natural children of previous marriages are living, what amount of time they spend with you, and what financial support you provide.

N/A-

3. Have you experienced death, separation or loss? Describe (explain, state the circumstances). How did you deal with this experience?

MY PARENTS WERE DIVORCED WHEN I WAS 12 + MY MOTHER MOVED TO ANOTHER STATE FOR - I HAD A DIFFICULT TIME DEALING WITH IT + I GIVE MOST OF CREDIT TO THE NUNS AT THE SCHOOL I WAS ATTENDING FOR HELPING ME AT THIS TIME

4. Apart from what you have just written in item 3, what was the most difficult experience you have ever had to deal with? How did you deal with it?

~~MY GRANDMOTHER DIED + SHE + I WERE VERY CLOSE -~~
I LOST A BABY - MISCARRIAGE - I CRIED A LOT BUT HAD HELP + SUPPORT OF FAMILY + FRIENDS

5. What makes you angry?

INCOMPETENCE IN OTHER PEOPLE AT AFFECTS MY LIFE

6. What do you do when you are angry?

TRY TO POSITIVELY CORRECT THE SITUATIONS

7. What do you like best about yourself?

I HAVE ENTHUSIASM -

8. If you could change something about yourself, what would you change?

*I WOULD LIKE TO TAKE PRESSURE
SITUATIONS MORE CALMLY*

9. What do you like best about your spouse?

*His kindness + ability to try to understand
my feelings*

10. If you could change one thing about husband, what would you change?

I'D MAKE HIM QUIT SMOKING

11. Describe an experience which was meaningful to you. (Describe one of the most meaningful experiences you have had in your life.)

Being pregnant - the miracle of it all

12. Describe your relationship with your husband.

Very close - he's also my best friend

How would you describe the applicant's capacity to provide substitute parenting?

Can't accept the responsibility and they seem so much to give any child. Had their experience with one of their foster children

How would you describe the applicant's ability to show warmth, love and acceptance to children and youth?

Very easy as that is a great part of each of them with each other

How do the applicant's discipline children and youth and how do you feel about their method of discipline?

Very good. They are considerate of the young people feeling as they are with their own children

How would you describe the applicant's housekeeping skills?

Very clean, very well in trying to make a home for her husband

Is there anything about the home that you would consider dangerous or unhealthy for a child?

no

Does the applicant or any member of the family show any health, mental health, alcohol or drug problems? If yes, please explain.

no

How would you feel about leaving your child in their care?

Very good

Please provide the name of another person who may be able to assess the applicant's ability to provide foster home care:

Name

Address

Telephone

Reference Signature

Date

Telephone

Family Day Care Home has been granted waivers. [] Yes [] No
If yes, was the waiver review for continued appropriateness?

If Family Day Care Home currently has a provisional license, were violations corrected?

[] Yes [] No If not, explain: _____

RECOMMENDATION:

I recommend issuance of a(n) _____ Family Day Care Home
(Provisional or Annual)
license.

Permitting the care of _____ children in the age range of _____ through _____.

Specify any limitations: _____

This license is effective from _____ to _____
(Month, Day, Year) (Month, Day, Year)

Reason(s) for a provisional license: _____

SUBMITTED BY: _____
(Licensing Specialist)

DATE: _____

APPROVED BY: _____
(Supervisor, if other than a Family
Services Regional Manager or a
Community Care Licensing Supervisor)

DATE: _____

CHILD DAY CARE CENTERS
STANDARD BY STANDARD EVALUATION
7 AAC 50.120-275

NAME OF FACILITY	AGENCY
LICENSING REPRESENTATIVE	NUMBER OF CHILDREN IN CARE
DATE(S) OF SCHEDULED VISIT(S)	DATE(S) OF UNSCHEDULED VISIT(S)
PERSONS INTERVIEWED	ROLE IN FACILITY

Rating Responses:

- Standard Compliance
- Non-Compliance
- Not Applicable
- Discussed - Applicant is Informed and Agrees to Comply
- Leave Blank if not Evaluated

REQUIRED REPORTS AND FORMS ON FILE AT REGIONAL OFFICE:

	Code	Notes and/or Observations
1. Application Form		
2. Licensing Information		
3. Staff Schedule		
4. Three Positive Operator References		
5. Sample Program Schedule		
6. Policy Brochure		
7. Sample Menus		
8. Fire Safety and		
9. Sanitation or		
10. Local Government Clearance		
11. Certificate of Insurance with 30 Days Notice		
12. Approved Alternate For is, if Applicable		
Employment		
Emergency CWS 35		
Child Attendance		
13. Modification/Waiver Approval, if Applicable		

SPECIAL PROVISIONS REGARDING LICENSE (.175)

- (d) Access provided to facilities, records, and staff.
- (e) Substantial program/facility changes within the previous year were reported 30 days before change.
- (f) License displayed in a prominent place.

ADMINISTRATION REQUIREMENTS (.195)

- (1) The operator has read the requirements and made them available to staff (copy posted or in staff meeting area).
- (2) Enrollment policies, access to services and activities are non-discriminatory.
- (3) Confidentiality of records and information on children and parents is maintained.
- (4) Current required records are maintained. Minimum sample 25%.

- Child Emergency Records
- Child Attendance
- Caregiver Employment
- Caregiver Attendance

(5) Child emergency, child attendance, and caregiver employment records are maintained on Division forms unless prior Division approval for alternate forms.

(6) An adult caregiver is in charge of the facility in the operator's absence.

(7) Liability insurance limits meet requirements.

- Insurance Dates are Valid.
- Copy of Indorsement(s) on File.
- Transporting Coverage, if Applicable.

(8) Copy of parent policy brochure contains:

- Non-Discrimination Statement
- Services Offered
- Special Needs, if Applicable
- Enrollment Requirements and Procedures
- Fees and Payment Arrangements
- Insurance Coverage
- Rules Concerning Personal Belongings
- Transportation Arrangements
- Parent's Permission for Trips and Related Activities

(9) Children

Disclosure of Information (Confidentiality)

(10) Age of Administrator is Over 19

ENSURING CARE IN EMERGENCIES (.197)

- (a) Written plan for evacuation.
 - Plan Posted.
 - Evacuation Drills Held Every Two Months.
- (b) Emergency Lighting
- (c) Telephone and radio phone
 - Emergency Numbers Conspicuously Posted
- (d) First aid supplies appropriate for facility size.
 - Supply is Maintained.
 - Supply is Readily Available.
- (f) Child abuse or neglect is reported.
- (g) 14 hours without parental contact is reported.

Code

Notes and/or Observations

Enrollment: _____ #Records Checked: _____
 Child Records Located: _____
 Personnel Records Located: _____

Expiration Date: _____

Describe:
 Location:

GENERAL PROGRAM (.240) - Continued

Code

Notes and/or Observations

(B) Materials and equipment.

A. Are there opportunities for children to express success with a variety of materials? Are there enough materials for the licensed capacity so that children avoid excessive competition and long waits? Are there materials in each of the following categories to support the program?

- Indoor Vigorous Play
- Outdoor Vigorous Play
- Quiet Play
- Imaginative Play
- Creative Expression
- Intellectual Development
- Social Development

B. Are there individual storage areas available for each child's belongings?

C. Furniture is child size.

(b) Infant care criteria in (a) appropriate for infants and toddlers.

(1) Separate sleeping area for infants & toddlers.

A play or crawl area.

Free of cribs. Older children's Play

(2) Children not left routinely in cribs without direct adult contact (45 minute periods).

(3) Opportunities under supervision to explore & learn on their own.

(4) Rest available for (each at least (3) for compliance)

Feeding Feeding Feeding

Feeding Feeding

(5) Requirements communication between children & caregiver.

(6) Physical isolation not through

Feeding Feeding Dressing

Feeding Feeding

ENVIRONMENTAL REQUIREMENTS (.267)

Outdoor coverage requirements met (3) sq. ft. used per child

Adequate outside play area.

Alternate play for outdoor space.

Storage and work space consistent to use.

Describe
Describe:

SAFETY (.265)

Satisfactory Fire Safety Report.

Date:

VENTILATION AND ENVIRONMENTAL PROTECTION (.267)

Satisfactory Ventilation Report.

Date:

DRUGS IN PROGRAM (.260)

(a) Written permission to administer ... unless properly labeled as follows:

Labeled Doctor's Name Date

Labeled Child's Name Dosage

Medicines are inaccessible to children.

(b) Is there an isolation area, separate, but supervised?

Describe:

PLEASE NOTE: THE PRECEDING PAGES WERE TREATED
AS A UNIT IN THE ORIGINAL DOCUMENT.

alaska
state
hospital
association

*copies members
packets*

319 Seward St., Juneau, Alaska 99801 • (907) 586-1790
REPRESENTING ACUTE, LONG TERM AND OUTPATIENT FACILITIES

Chairman of the Board
Tom Mingen
Fairbanks Memorial
Hospital
Fairbanks

January 26, 1982

Chairman Elect
Ronald A. Pavellas
Alaska Hospital and
Medical Center
Anchorage

The Honorable Charles H. Parr
State Capitol
Pouch V
Juneau, AK 99811

Secretary/Treasurer
Mark Hawkins
Sitka Community Hospital
Sitka

Immediate Past Chairman
Sister Barbara Haase
Ketchikan General Hospital
Ketchikan

Dear Senator Parr:

Delegate to the American
Hospital Association
Al M. Camusso
Petersburg Hospital
Anchorage

SUBJECT: Senate Bill 650

Alternate Delegate to the
American Hospital Assoc
Elsa and Zena
Ketchikan Community
Hospital
Ketchikan


Hope Cottages has called to our attention several problems they have had with licensure in the areas covered by this bill. They suggest that in the legislation there be included a requirement that the various agencies develop interpretative guidelines in addition to the regulations such as is done in Medicaid certification. This would assist the facility in responding to the regulations and limit the changes in interpretations caused by the constant turn over in staff of the licensing agencies.

Delegate to the American
Health Care Association
John Buck
St. Ann's Nursing Home
Juneau

Mike Saville from Hope Cottages or I would be pleased to discuss this issue with you in more detail.

Alternate (alternate to the
American Health Care
Association
Emma Laing
Wrangell General Hospital
Wrangell

Sincerely


Dennis L. DeWitt
President

Delegate to the Association
of Western Hospitals
Marian Harding
Ketchikan Community Hospital
Ketchikan

DLD:jp

Alternate Delegate to the
Association of Western
Hospitals
Dorothy W. Wierman
Ketchikan Community Hospital
Ketchikan

cc: Mike Saville
Phoebe Lindzey

Trustee Delegate to the
Association of Hospital & Health
Care
Mike Smith
Trustee, Providence
Hospital
Anchorage

Alternate Trustee Delegate
to American Hospital
Association
Richard Johnson
Ketchikan Community Hospital
Ketchikan

Trustee
Dennis L. DeWitt
Juneau

§ 47.35.020 WELFARE, SOCIAL SERVICES AND INSTITUTIONS § 47.35.040

and following "department" in paragraph (4), and inserted "and foster homes, group homes and institutions caring for dependent adults" in paragraph (4).

The second 1977 amendment inserted "within 90 days after receiving a written request that it do so" and "under home rule powers or" in the first sentence of subsection (b), substituted "a municipality which has" for "municipalities which have" in that sentence, and inserted "under the

authority of §§ 10 — 80 of this chapter as it applies to nurseries." "such" preceding "regulation or standard," and "day care" preceding "licensee" in the second sentence of that subsection.

Legislative history report. — For report on ch. 98, SLA 1977 (HB 193), see 1977 House Journal, p. 25.

Cited in *J.M.A. v. State*, Sup. Ct. Op. No. 1201 (File No. 2391), 342 P.2d 170 (1975).

Sec. 47.35.020. License or permit required. No person may, without a license or permit to do so, (1) maintain or conduct a boarding home, foster home, group home, institution or other place for the regular reception or care of children under 16 years of age, or a foster home, group home or institution for the care of dependent adults, or (2) engage in the business of receiving or caring for children under 14 years of age, with or without compensation, in a nursery in which five or more children not related by blood or marriage, or legal adoption, to the owner, operator or manager of the business are lodged. (§ 3 ch 17 SLA 1951; am § 3 ch 42 SLA 1973; am § 3 ch 253 SLA 1976; am § 2 ch 45 SLA 1977)

Effect of amendments. — The 1976 amendment deleted "nursery" preceding "institution or other place" in clause (1) and in clause (2), substituted "14 years of age" for "16 years of age," "five or more children" for "a child," and "are lodged"

for "is lodged or boarded" and inserted "in a nursery."

The 1977 amendment inserted "or a foster home, group home or institution for the care of dependent adults" in item (1).

Sec. 47.35.030. Authority to issue regulations. The department may adopt regulations and standards consistent with other requirements of law. This authority does not deny a religious group from establishing and operating an institution solely because of the prior installation or operation of another religious group in the same area. The authority to adopt regulations and standards shall be exercised to insure compliance with the intent and purpose of AS 47.35.010 — 47.35.100. The department may inspect and examine an institution, home or place, or the performance of a service. (§ 4 ch 17 SLA 1951; am § 1 ch 77 SLA 1967)

Legislative history report. — For report on ch. 77, SLA 1967 (HB 201), see 1967 House Journal, p. 439.

Sec. 47.35.040. Issuance of license or permit. (a) The department shall issue a license or permit to conduct a boarding home, foster home, group home, nursery or institution if it determines that the boarding home, foster home, group home, nursery or institution meets the standards for operation set by the department.

(b) A license or permit may not be transferred. (§§ 5, 8 ch 17 SLA 1951; am § 4 ch 42 SLA 1973)

Sec. 47.35.050. Duration of license or permit. The license or permit remains in effect for a period of one year from the date of issuance unless revoked for cause. The department shall give written notice of revocation 30 days before the effective date of a revocation, except in a case when the health or well-being of children or dependent adults is in jeopardy. (§ 6 ch 17 SLA 1951; am § 5 ch 42 SLA 1973; am § 3 ch 45 SLA 1977)

Effect of amendment. — The 1977 amendment inserted "or dependent adults" in the second sentence.

Sec. 47.35.060. Records required. Each licensee or permit holder shall keep records regarding each child or adult in its control and care, or placed by it, which the department prescribes, and shall report to the department the facts which the department requires with reference to the children or adults. All records regarding individuals placed for care in an institution or home under this chapter are confidential and shall be safeguarded from improper disclosure by the agency or department. (§ 9 ch 17 SLA 1951; am § 4 ch 45 SLA 1977)

Effect of amendment. — The 1977 amendment inserted "or adult" in the first sentence, added "or adults" to the end of that sentence, and substituted "individuals placed for care in an institution or home under this chapter" for "children and their parents or relatives" in the second sentence.

Sec. 47.35.070. Violations. A person who violates a provision of AS 47.35.010 — 47.35.100 or a rule or regulation adopted under AS 47.35.010 — 47.35.100 is guilty of a misdemeanor, and upon conviction is punishable by a fine of not more than \$200. (§ 11 ch 17 SLA 1951; am § 2 ch 77 SLA 1967)

Legislative history report. — For report on ch 77, SLA 1967 (HB 201), see 1967 House Journal, p. 429

Sec. 47.35.075. Licensure of providers of care for dependent adults by municipalities. A first or second class borough or a first or second class city outside a first or second class borough may license and supervise institutions caring for dependent adults. If a borough or city chooses not to license care providers for dependent adults, the department shall be the licensing authority; if a borough or city chooses to license care providers for dependent adults, the borough or city may exercise any power or responsibility granted to the department under this chapter and shall enforce standards and regulations adopted by the department under AS 47.35.030 (§ 5 ch 45 SLA 1977)

Sec. 47.3
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STATE OF ALASKA
OFFICE OF THE GOVERNOR
JUNEAU

The Honorable Jalmar Kerttula
President of the Senate
Alaska State Legislature
Pouch V
Juneau, Alaska 99811

Dear Mr. President:

Under the authority of Article III, sec. 18 of the Alaska Constitution, I am transmitting a bill relating to licensing of foster homes, group homes, nurseries, and institutions for children and dependent adults.

The bill has three major features: it amends licensing practices to provide for biennial rather than annual licensing; it authorizes the Department of Health and Social Services to waive compliance with regulatory standards where appropriate; and it establishes the conditions under which the department may issue provisional licenses.

This bill is a response to the substantially increased workload of the department's licensing staff in recent years (currently, 13 licensing specialists in seven locations do most licensing for over 1,100 facilities) and the concomitant drop in the department's ability to monitor the quality of care provided by licensed facilities. A number of factors have contributed to this. In the fall of 1980, the department implemented a statewide complaint investigation procedure, as a result of which numerous grave conditions were brought to the department's attention. Correction of these, including such conditions as physical and sexual abuse of children in care, mishandling of medication, and fire and sanitation hazards, is critical and requires a large amount of staff time.

Another factor is recent legislation which has greatly increased the number of facilities subject to licensing, without providing for additional staff to implement the licensing program. In 1977 the legislature added licensing requirements for facilities for dependent adults. Last session the legislature created a child care grant program for day care centers, family day care homes, and pre-schools, which requires licensing by the department in

order to qualify for a grant (ch. 112 SLA 81). Although many family day care homes and pre-schools are currently exempt from licensing requirements, a substantial number may now decide to apply for a license in order to qualify for a grant.

Biennial licensing would be a major step toward meeting the department's increasing volume of cases. Performance of annual reviews currently occupies a high percentage of staff time; biennial licensing would enable staff to concentrate on new and marginal facilities where the need for scrutiny is greatest, while performing full-scale reviews of all facilities every two years.

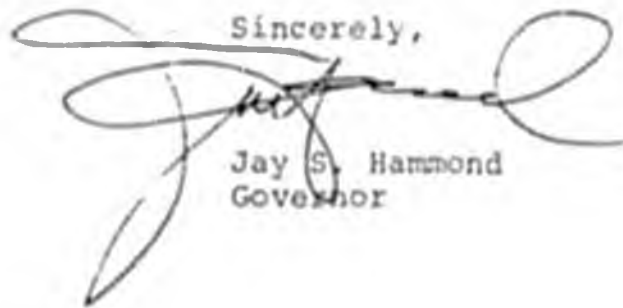
The department's waiver of requirements for operation in appropriate circumstances (AS 47.35.040(c)) is a recognition of the fact that in some instances urban and rural differences require flexibility to allow for alternatives which satisfy the purpose of the particular standard for which waiver is sought.

Section 2 of the bill establishes provisions for the issuance of provisional licenses and limits the maximum duration of a provisional license to two years. Provisional licenses would be issued to all new facilities and to facilities which are temporarily unable to conform to licensing requirements. New facilities would be issued a biennial license after the department has had time to inspect the facility and determine that standards are being met.

In addition to these features, the bill clarifies the provision prohibiting transfer of a license, and adds a definition of the term "facility".

Passage of this bill is essential in order for the department to promote a sound licensing program that will ensure quality care and protection of children and dependent adults in facilities that are required to be licensed.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Jay S. Hammond". The signature is written over the typed name and title.

Jay S. Hammond
Governor



ALASKA FOSTER PARENTS ASSOCIATION

Box 8651

Anchorage, Alaska 99508

Dec. 11, 1981



Our association is calling on you for assistance. You have been willing in the past and we hope you will try now.

Three times in the past two years the Division of Family and Youth Services, for whom many of us care for children, has attempted to move our foster care licensing workers from the social services District office. There have been logical, if minor reasons for this change. There are major reasons for this not happening.

With those workers in the same office children are placed in better homes the first time around, thus avoiding multiple placements. This "foster home bounce" is extremely damaging to children as I'm sure you can imagine. The licensing workers also provide support and trouble shooting for foster parents as they go about the "business" of foster care. The social workers have neither the time or the sensitivity to do this. Without it foster parents quit. The state loses experienced homes and must recruit continuously. And the children must be moved and moved..

On the two prior occasions we have conveyed our feelings and reasons to D.F.Y.S., ourselves and with the help of childrens advocates such as yourself. And always they have found a way to return the licensing workers to the social service office-- to better serve foster children. We seem to continue to battle this issue however.

We feel very strongly about this issue. Foster Parents are volunteers who work 24 hours a day to provide care for those children in the custody of the State of Alaska. We have nothing personally to gain here, except to see children better served.

We will appreciate your looking into this matter and hope that we can work together to make sure that our state system is always looking out for the "best interests" of our children.

Respectfully,

Ann M. Spahnholz
President, A.F.P.A.

345-2248

POSITION PAPER

SENATE BILL NO. 650

"An Act relating to licensing of foster homes, group homes, nurseries, and institutions; and providing for an effective date."

AMENDING LICENSING PRACTICES

This Bill would amend Chapter 35 in Title 47 of the Alaska Statutes governing the licensing of non-medical facilities in Alaska, including day care centers and family day care homes for children, and foster homes and residential facilities for children or dependent adults. The three proposed changes are: 1) amending licensing practices to provide for biennial rather than annual licensing; 2) authorizing waiver of Department regulatory standards when appropriate; and 3) establishing the parameters for provisional licensing.

INCREASED RESPONSIBILITY

The need for this amendment stems from a substantial increase in workload under this statute resulting both from efforts by the Department to fully implement the statute and from added responsibilities established by legislation without the authorization of additional staff. Thirteen (13) Community Care Licensing Specialists in seven (7) locations provide licensing for over 1,100 Alaskan facilities.

IMPLEMENTATION OF THE STATUTE

Though the Licensing Statute dates back to 1951, full implementation is still in process. The licensing of child placement agencies authorized in 1967 has not been implemented. In 1982 up to thirty (30) child placement agencies will be added to specialist's licensing assignments. The statutory requirement that the Department supervise licensed facilities also had not been adequately implemented. A statewide complaint investigation procedure was implemented in the Fall of 1980 to correct this deficiency, with the result that the Department has been able to correct very serious situations, including:

- physical and sexual abuse to children in care
- fire and sanitation hazards
- food of limited nutritional value or no food being served
- mishandling of medication
- negligent supervision
- humiliating treatment of minority groups
- operation without a license

While the new complaint investigation procedure has required much staff time, it is considered the most important consumer protection provided under the statute outside of licensing new programs.

NEW LEGISLATION

Two (2) bills have been signed into law in recent years which have added to the number of facilities falling under the authority of the licensing statute without accompanying authorization for additional staff needed to review these programs against standards. Licensing of facilities for dependent adults was added by the Legislature in 1977. In 1981 thirty-nine (39) adult residential care facilities were licensed using existing staff and the recruitment, and licensure for twenty (20)

adult foster homes will begin in February, 1982. The First Session of the Twelfth Legislature passed Senate CS for CS for House Bill No. 508 creating a child care grant program for day care centers, family day care homes, and pre-schools to be administered by the Department of Community and Regional Affairs. Programs applying for a grant must comply with licensing standards as a condition of funding. Of the two thousand five hundred (2,500) family day care homes and one hundred fifty (150) pre-schools exempt from the licensing statute, a substantial number may be attracted to apply in order to obtain a grant. The positions requested for the licensing reviews under this new legislation were not authorized by the Legislature. To prevent an excessive number of applications for licensing, the Department of Community and Regional Affairs has agreed not to publicize the new grant program until corrective licensing legislation could be achieved.

BIENNIAL LICENSING

The proposed change to biennial rather than annual licensing in Section 040(a) and (b) of the Bill offers a reasonable solution to the unmet need for additional staff. Performing annual reviews is currently absorbing a significant percentage of staff time. Changing to a mandatory review every two years would reduce that pressure, allowing staff to concentrate on new and marginal programs. Monitoring visits may still occur more frequently than every two years, but the full mandatory licensing reviews would only occur on a biennial basis. Biennial licensing is sound practice. Michigan and Texas, considered to have two of the finest licensing programs in the nation, have biennial licensing.

WAIVERS, PROVISIONAL LICENSES, AND OTHER CHANGES

Other minor but important changes are proposed.

Section 040 has been retitled, "LICENSING."

The former provisions of paragraph 040(a) have been retained in paragraph 040(a) of the amendment.

The Department is authorized to grant waivers in paragraph (c). A waiver provision is in the Department regulations for each facility type. Granting of waivers is treated as a serious matter conducted by a waiver committee within the Department. Authority for this process should be contained in the statute.

The provisions of paragraph 040(d) were formerly in paragraph 040(b) and have been clarified to prohibit transfer of a license to a different owner or to a different facility.

Revocation has been moved to paragraph 040(e), formerly in Section 050, with no change except that the Department will be required to give written notice when a license has been modified to provisional status.

Section 47.35.055 contains new statutory language. Provisional licensing has always been a practical and necessary practice in Alaska, but policy has varied. The language contained in this section establishes criteria for the issuance of provisional licenses and limits the maximum duration of a provisional license to two

POSITION PAPER

SENATE BILL NO. 650

PAGE 3

years. Provisional licenses would be issued to all new facilities and to facilities which are temporarily unable to conform to licensing requirements. New facilities would be issued a biennial license after the Department has inspected the facility and determined that standards are being met.

The term "facility" has been used and defined to prevent the need for repeated listings of each type of facility involved.

RECOMMENDATION

Licensing is intended to reduce predictable risk to children and dependent adults, and also to provide support services to those giving the care. A sound licensing program ensures a standard level of service below which programs are not allowed to operate. In recent years license expirations due to licensing staff overloads have increased to an unacceptable level. Passage of this Bill is essential to prevent further erosion of Alaska's licensing program and thereby, preventing increased risk to children and dependent adults, liability to the State, and a widespread decrease in the quality of care.

RECOMMENDED BY: John R. Pugh
John R. Pugh, Director
Division of Family and
Youth Services

DATE: 1/20/82

APPROVED BY: Helen O. Beirne
Helen O. Beirne
Commissioner

DATE: 1/20/82

THE LEGISLATURE OF THE STATE OF ALASKA
TWELFTH LEGISLATURE

FISCAL NOTE

I. REQUEST

Bill/Resolution No. SENATE BILL NO. 650
Title "licensing of foster homes, group homes, nurseries, & institutions..."
Requested by The Rules Committee Date _____

II. FISCAL DETAIL

Agency Affected Department of Health and Social Services
Program Category Affected _____

ERU, Program, Or Subprogram(s) Affected _____

(Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)

EXPENDITURES (Thousands of Dollars)

	FY 82	FY 83	FY 84	FY 85	FY 86	FY 87
100 PERSONAL SERVICES						
200 TRAVEL						
300 CONTRACTUAL						
400 COMMODITIES						
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS, ETC.						
TOTAL	-0-	-0-	-0-	-0-	-0-	-0-

FUNDING (Thousands of Dollars)

GENERAL FUND	-0-	-0-	-0-	-0-	-0-	-0-
FEDERAL FUNDS	-0-	-0-	-0-	-0-	-0-	-0-
OTHER (Specify Source)	-0-	-0-	-0-	-0-	-0-	-0-
	-0-	-0-	-0-	-0-	-0-	-0-
	-0-	-0-	-0-	-0-	-0-	-0-

POSITIONS

FULL TIME	-0-	-0-	-0-	-0-	-0-	-0-
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TEMPORARY	-0-	-0-	-0-	-0-	-0-	-0-
	-0-	-0-	-0-	-0-	-0-	-0-

III. ANALYSIS (See Fiscal Note Preparation Instruction, Section III)

Senate Bill No. 650 has no fiscal impact on the Department of Health and Social Services.

IV. DATE 1/25/82 PREPARED BY John R. Pugh John R. Pugh, Director
AGENCY Division of Family and Youth Services
Original: Legislative Finance PHONE 465-1170
cc: Budget and Management
Prime Sponsor (First Legislator Named)

THE FOLLOWING DOCUMENT(S) MAY NOT FILM
LEGIBLY BECAUSE OF POOR QUALITY OF THE
ORIGINAL.



Stephen Paul Teske
Executive Director

2904 Estway Street • Anchorage, Alaska 99503 • 907 273 3501

February 4, 1982

The Honorable Charles H. Parr
State Capitol
Pouch V
Juneau, AK 99811

Dear Senator Parr,

SUBJECT: Senate Bill 650

Because items in the proposed regulations are subject to individual interpretation, interpretive guidelines appear to be a necessary addition to any proposed legislation. Such guidelines, as evidenced in the Medicaid regulations, have facilitated our understanding of and compliance with IC/MR licensing requirements. It is extremely difficult to work with regulations when they are subject to the changing interpretation of individual licensing specialists. Long range planning, particularly in respect to capital projects/improvements, further accentuates our concerns with the generalities of the proposed regulations.

Furthermore, there is no distinct accountability that we can find within the regulations that differentiates one program from another. Such an agency as Hope Cottages, based upon principles that are both normalized and normalizing, is unique in its scope of services. This same uniqueness does not appear to be properly addressed in the regulations. We also find extremely broad and nebulous parameters of authority given to the licensing division. The exact nature and extent of that authority, as general as it is written, appears to give a single individual enormous responsibility within the licensing process which may well be beyond the perview of their given expertise. Programs such as ours, serving the extensive and specialized needs of the developmentally disabled, rely on many professionals working together in an interdisciplinary effort to insure proper programming and services. It is not left to the discretion of one individual or one discipline. The present regulations, by the very nature of their intrinsic broadness, may well permit a licensing specialist unlimited control and authority over programs and services beyond the respective expertise that any one individual may possess. The regulations must intelligently preserve the best interests of all individuals in a given agency and must also preserve and afford that same agency its due share of operational and program integrity.

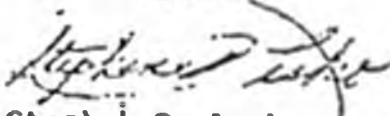
No program can exist as a viable service delivery system when regulations are subject to constant change and individualized interpretation. Regulations are necessary. In the long run they must allow an organization

to serve the best interests of its population in a reasonable, effective, consistent and dynamic manner.

It would be an unnecessary tragedy to foster regulations that are unclear, based on changing interpretations with unlimited parameters of authority to subvert the integrity of a program and thus, limit the scope of services to which all individuals are entitled.

Thank you for your interest and concern.

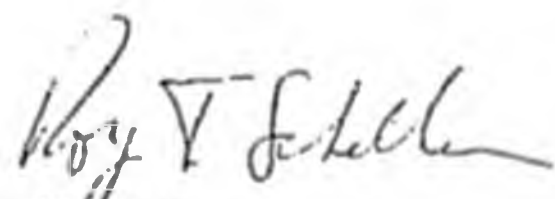
Sincerely,



Stephen P. Losko
Executive Director



Michael A. Saville
Controller



Roy T. Scheller
Program Administrator

cc: Dennis DeWitt
Floche Lindsey

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RECOMMENDED BY: John R. Pugh
John R. Pugh, Director
Division of Family and
Youth Services

DATE: 1/25/82

APPROVED BY: Helen G. Beirne
Helen G. Beirne
Commissioner

DATE: 1/20/82

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TWELFTH LEGISLATURE

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	-0-	-0-	-0-	-0-	-0-	-0-
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III. ANALYSIS (See Fiscal Note Preparation Instruction, Section III)

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IV. DATE 1/25/83 PREPARED BY [Signature] John P. Pugh, Director
 AGENCY Division of Family and Youth Services
 PHONE 465-3170
 Original: Legislative Finance
 cc: Budget and Management
 Prime Sponsor (first legislator named)
 33-001 (Rev. 3/78)

JPC

Dr. Mike Saville

Hope Cottage

274-1581

Bill not specific enough:

- need an interpretive guideline
- vague in Administrative Code
- depends on person determining licensing.

Can't know when building or buying a facility what the specific requirements are for the structure

Asked him to telecopy info through L10 for tomorrow's Committee meeting since he cannot come down to testify.

Called Info Office & asked them to notify us a.p.a.p. on arrival.

John Joseph