



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
NS6-1 • 2809 - 26th Ave S • Seattle WA 98144-6094

May 19, 1998

Ms. Victoria Wagner, Chief Executive Officer
YouthCare
2500 N.E. 54th Street Suite 100
Seattle, Washington 98105

Dear Vickie;

In connection with the licensing of your new University Village facility, I want to highlight some concerns that did surface during the licensing process.

My biggest concern was in the area of personnel files and clearances. Your personnel system has come a very long way since I started working with Kim several years ago. During this last review I found some critical pieces missing, i.e. proof of TB tests and criminal history/background clearances. I also discovered that as you were about to move the minor residents into the new facility, criminal history clearances had not been completed on a significant number of the staff being utilized in this program. Since we only read a sample of the records during reviews, I don't know what other items might have been missing from their files.

If this is the case in a sample, it is likely to be a general condition. I am enclosing a blank of the form that I used when I read your personnel records. I would recommend that you do an "in house" review of your personnel files. This situation also needs to be corrected in order to issue the current Child Placing Agency license.

The other area that I will continue to bring attention to, is supervision. You have successfully run coeducational programs in the past, but I am not sure that you have had residents of the opposite sex in such close proximity as you do now. This coupled with the new, inexperienced and young staff working this program warrants close attention. I know that I am not telling you anything that you do not already know, but I am noting that supervision and safety of

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residents must be an ongoing process and your staff cannot afford to be too casual about this.

I have been working with Lee regarding both of these issues. I am confident that they will receive appropriate attention and followup. I also feel it is important for you to be aware of my concerns.

As always, if you have any questions, concerns or comments, please feel free to call me at

Sincerely,

BR

Barbara Rosenwald, Regional Licenser
Division of Licensed Resources

cc: Lee Trevithick, Director of Clinical Services

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