

South Dakota Department of Social Services
CERTIFICATE OF LICENSE
as a
CHILD WELFARE AGENCY


This is to certify that Abbott House is hereby granted
this license to conduct and maintain a Child Placement Agency
located at 909 Court Merrill in Mitchell SD 57301
for the period from June 1, 2022 to May 31, 2023.

This facility satisfactorily complies with requirements of the South Dakota Compiled Laws of 1967,
Sections 26-6-1 through 26-6-27 and the Child Care Standards as established by the
South Dakota Department of Social Services. This license is subject to revocation for
reasonable cause as cited in SDCL 1967; Section 26-6-23.

Issued this 28th day of May 2022.



License Number R3421



Licensing & Accreditation Administrator

Department of Social Services
Office of Licensing & Accreditation
910 E. Sioux Avenue
Pierre, S.D. 57501-3940
605-773-4766

**LICENSING RENEWAL STUDY
CHILD PLACEMENT AGENCY
ARSD 67:42:01, 67:42:05, 67:42:09**

AGENCY NAME: Abbott House Inc. (R3421)

DIRECTOR: Eric Klooz, Executive Director

1. Licensing Requirements - 67:42:01:02, 67:42:01:04, 67:42:01:13; SDCL 26-6-11

A. The following have been submitted to the Department:	<u>YES</u>	<u>NO</u>
1. Application materials for license	<u>✓</u>	<u> </u>
2. Documentation of need	<u>N/A</u>	<u> </u>
B. A statement of compliance with the Civil Rights Act of 1964 is included in the agency's policies.	<u>✓</u>	<u> </u>

Comments:

An application for license renewal dated April 8, 2022 is on file in the licensing record. It contains a signed statement of compliance with the Civil Right Act of 1964.

2. Agency Responsibilities - SDCL 26-6-11

A. The building and equipment needs of the organization are adequately met.	<u>YES</u>	<u>NO</u>
	<u>✓</u>	<u> </u>
B. The agency has sufficient funds to meet the needs of the community.	<u>✓</u>	<u> </u>

Comments:

Agency offices are adequately furnished and maintained to provide for the needs of the agency. Financial reports submitted with the application for license renewal indicate the availability of sufficient funds to provide for the needs of the program.

3. Insurance - 67:42:01:35

A. Vehicles used to transport children have appropriate passenger liability insurance.	<u>YES</u>	<u>NO</u>
	<u>✓</u>	<u> </u>
B. The agency carries public liability insurance.	<u>✓</u>	<u> </u>

Comments:

Abbott House submitted verification documentation of auto liability insurance coverage (#47RWS14949606) commercial general liability (#47SPK14949506) and umbrella liability (#47SUM14949706) through July 1, 2022, with their application materials and the documentation can be found in the licensing record.

4. Accounting System - 67:42:01:33, 67:42:01:34

A. The accounting system used clearly identifies the cost of services and other expenses of operation.	<u>YES</u>	<u>NO</u>
	<u>✓</u>	<u> </u>
B. An audit of the accounts has been done in the last year by a CPA.	<u>✓</u>	<u> </u>

Comments:

An audit of Abbott House's financial reports for the period ending June 30, 2021, and 2020 was completed by ELO Professional L.L.C, on November 19, 2021. A copy of the audit report, including a summary of significant

accounting policies is on file in the licensing record.

5. Staff Qualifications

A. Qualifications for staff providing supervision - 67:42:09:07

YES

NO

1. At least a master's degree in psychology, social work, counseling, or nursing and currently holds a license in that field.
2. Two years supervisory experience in a family or child welfare field.

✓

✓

List supervisor's qualifications:

Tyson Schulz (CSW #3200, exp. 12/31/22) is the Director and provides social worker supervision. Tyson has a Master's Degree in Social Work from the University of Iowa. Tyson has worked for the Abbott House since 2006.

B. Requirements for staff providing direct services and support to clients
67:42:09:07.01

YES

NO

1. At a minimum an associate's degree in the social sciences or human services field.
2. Supervised according to 67:42:09:07.

✓

✓

C. Paraprofessional Staff - 67:42:09:08

YES

NO

1. Works under the direct supervision of professional staff.
2. Does not assume full responsibilities or duties of a social worker.

N/A

✓

D. Volunteers - 67:42:09:09

YES

NO

Volunteer records are kept and contain:

1. Evidence that the individual is supervised by a staff member.
2. Verification of social work licensure if performing social work functions.
3. A job description.
4. Three positive references.
5. Verification of screening for substantiated reports of child abuse or neglect.
6. Verification of submission of fingerprints to the DCI.
7. Documented orientation training.
8. Thirty hours inservice training if volunteering thirty or more hours each week.
9. Evidence of being informed of procedures for reporting suspected CA/N.

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

Comments:

Abbott House Child Placement Agency did not use volunteers.

	<u>YES</u>	<u>NO</u>
6. <u>Fees for Services</u> - 67:42:09:04		
A. There is a written policy regarding the fees charged by the agency.	<u>✓</u>	<u> </u>
B. Fees are based on the cost of services that are provided.	<u>✓</u>	<u> </u>
C. If applicable, the policy includes any conditions under which fees may be waived.	<u>✓</u>	<u> </u>
D. The agency has a procedure for reimbursing foster parents.	<u>✓</u>	<u> </u>

Comments:

Abbott House's written policies relating to fees for services and reimbursement of foster parents are in compliance with licensing rules. The agency has a contract with the Department of Social Services to provide family treatment home care and negotiates a rate with the department for payment of those services.

	<u>YES</u>	<u>NO</u>
7. <u>Inservice Training</u> - 67:42:09:10		
A. Each employee has a documented record of an initial orientation within one month of employment that includes all of the areas required in 67:42:09:10.	<u>✓</u>	<u> </u>
B. There is a written plan for orientation and training for staff and volunteers. For staff beyond the first year of employment, the plan provides for competency-based training based on an annual evaluation of the staff member's competencies.	<u>✓</u>	<u> </u>
C. Each employee has a documented record of a minimum of 30 hours annual in-service training.	<u>✓</u>	<u> </u>

Comments:

Abbott House written policies contain plans for orientation and in-service training that reflect the requirements of ARSD 67:42:09:10. Two staff records were reviewed and contained documentation of over 30 hours of in-service training during the past year.

	<u>YES</u>	<u>NO</u>
8. <u>Personnel Records</u> - 67:42:09:08.01, 67:42:09:11		
Personnel records are kept and include the following:		
A. Resume or application that includes educational background, personal and employment history.	<u>✓</u>	<u> </u>
B. Job Description.	<u>✓</u>	<u> </u>
C. Annual performance appraisal.	<u>✓</u>	<u> </u>
D. Verification of at least three reference checks.	<u>✓</u>	<u> </u>
E. Verification of past employer checks.	<u>✓</u>	<u> </u>
F. Verification of screening for substantiated reports of child abuse or neglect.	<u>✓</u>	<u> </u>

- | | | |
|---|----------|-------|
| G. Verification of screening of sexual offender registry. | <u>✓</u> | _____ |
| H. Verification of submission of fingerprints to the DCI and FBI. | <u>✓</u> | _____ |

Comments:

Two personnel records reviewed contained documentation to verify compliance with the above requirements.

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|---|------------|-----------|
| 9. <u>Client Services</u> - 67:42:09:13, 67:42:09:17 | <u>YES</u> | <u>NO</u> |
| A. There are written policies and procedures that provide for the following: | | |
| 1. A task centered, time framed case service planning process that is implemented within thirty days of intake. | <u>✓</u> | _____ |
| 2. Preplacement prevention services. | <u>✓</u> | _____ |
| 3. The placement of children in the least restrictive setting available to the child. | <u>✓</u> | _____ |
| 4. Permanency planning to help children in foster care achieve a permanent placement. | <u>✓</u> | _____ |
| 5. A process that assures continued services to the birth parents (when applicable). | <u>✓</u> | _____ |
| 6. A process that assures at least monthly contacts with children in care or their foster parents. | <u>✓</u> | _____ |
| 7. Assurances to allow continued contacts between birth parents and their children when this is appropriate. | <u>✓</u> | _____ |
| 8. Regular educational instruction for children of school age. | <u>✓</u> | _____ |
| 9. Termination of services occurs only after a permanent plan has been achieved, or the agency's services are no longer required. | <u>✓</u> | _____ |
| 10. A process to recruit and develop adoptive and foster homes, and to license foster homes. | <u>✓</u> | _____ |

Comments:

Four records were reviewed for children in foster care. The children in foster care records reviewed contained documentation to verify compliance with the relevant requirements above.

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|--|------------|-----------|
| 10. <u>Adoptive Services</u> - 67:42:09:14, 67:42:09:15, 67:42:09:16 | <u>YES</u> | <u>NO</u> |
| A. There is a written policy stating that adoptive services are provided only when the parents are either unwilling or unable to care for the child. | N/A | _____ |
| B. There is a written policy that reflects the following qualifications for adoptive applicants and is documented in adoptive home records: | | |
| 1. Income requirements. | N/A | _____ |
| 2. Housing requirements. | N/A | _____ |
| 3. Physical health. | N/A | _____ |
| 4. Mental health. | N/A | _____ |
| 5. Religious beliefs in relation to best interests of the child. | N/A | _____ |

6. Other children in the home and family composition, needs and relationships.	N/A	
7. Verification of screening for substantiated reports of child abuse or neglect.	N/A	
8. Verification of a criminal record check.	N/A	
9. Ability to parent a child.	N/A	
C. There is a written policy regarding adoptive placements that reflects the following:		
1. Priority is given to place a child with relatives when in the best interest of the child.	N/A	
2. Adoptive placement shall occur as soon as possible after the child is legally free for adoption.	N/A	
3. Current medical reports on an adoptive child are supplied to the adoptive parents.	N/A	
4. When indicated, continued services (including an adoption subsidy) shall be provided to assist the child and family after placement.	N/A	

Comments:

Abbott House Child Placement Agency is not licensed to provide adoptive services.

11. <u>Foster Home Services</u> - 67:42:09:18, 67:42:09:25	<u>YES</u>	<u>NO</u>
A. Foster homes are approved on an annual basis.	✓	
B. Foster homes meet state standards (ARSD 67:42:01 & 67:42:05) or meet standards approved in accordance with tribal law.	✓	

Comments:

The foster home records for the four families currently licensed by Abbott House Child Placement Agency were reviewed and documentation found to verify the home meets the standards of ARSD 67:42:01 and 05.

12. <u>Medical and Dental Services</u> - 67:42:09:19	<u>YES</u>	<u>NO</u>
A. There is a written policy for the health care of every child in care.	✓	
B. Children receive physical and dental exams as required by 67:42:09:19.	✓	
C. Children are currently immunized.	✓	
D. Children receive physical and dental exams prior to adoptive placement.	✓	

Comments:

Abbott House's written policies relating to medical and dental services for children in their care are in compliance with licensing rules. Documentation found in records reviewed of children in foster care verifies that children receive appropriate medical and dental services as required by licensing rules.

13. <u>Services to Birth Parents</u> - 67:42:09:20	<u>YES</u>	<u>NO</u>
A. Written policies reflect the following:		
1. The agency will respect parental rights and obligations.	N/A	_____
2. The agency will provide services to birth parents whether or not they choose to relinquish the child.	N/A	_____
3. The agency will not entice the birth parent to relinquish the child.	N/A	_____
4. The decision to relinquish the child shall be made by the birth parent.	N/A	_____
5. The agency shall assist with the legal termination of parental rights.	N/A	_____

Comments:

Abbott House Child Placement Agency does not provide services to birth parents concerning the adoption of children.

14. <u>Legal Services and Responsibilities</u> - 67:42:09:21	<u>YES</u>	<u>NO</u>
A. The agency employs/retains legal staff.	✓	_____

Comments:

Abbott House Child Placement Agency continues to retain Don Peterson of Morgan, Theeler, Wheeler, Cogley, and Peterson LLP in Mitchell, SD for legal services.

15. <u>Other Agency Services</u> - 67:42:09:22	<u>YES</u>	<u>NO</u>
A. The agency provides for clothing, incidental and educational expenses for children in its care.	✓	_____
B. Other services (i.e., psychiatric, religious, special ed, etc.) are available as needed.	✓	_____

Comments:

Documentation found in records reviewed of children in the care of Abbott House Child Placement Agency indicates the agency provides appropriate services to meet the needs of those children.

16. <u>Interstate Placement of Children</u> - 67:42:09:23, 67:14:24	<u>YES</u>	<u>NO</u>
A. Written policies reflect appropriate procedures to follow in the interstate placement of children.	✓	_____
B. Children's records contain evidence that ICPC is followed.	N/A	_____

Comments:

Abbott House's written policies require compliance with ICPC requirements. There were no files to review to verify records contain evidence that ICPC is followed.

17. <u>Client Case Records</u> - 67:42:09:24, 67:42:01:21	<u>YES</u>	<u>NO</u>
A. Case records are current and systematically filed.	✓	_____
B. Records are kept in locked, fire resistant filing cabinets.	✓	_____

C. There is a master card file on all case records.	✓	_____
D. Records contain the following:		
1. Face sheet.	✓	_____
2. Medical records with significant family health history.	✓	_____
3. Medical/surgical authorization.	✓	_____
4. Correspondence.	✓	_____
5. Legal documents.	✓	_____
6. Agency agreements/contracts.	✓	_____
7. Reports from schools, specialists and other agencies.	✓	_____
8. Case service plan.	✓	_____
9. Dated, ongoing records of treatment, supervisory visits, narrative of caseworker visits, conferences, and contacts with other persons concerning services provided to client.	✓	_____

Comments:

The four records reviewed of children in foster care contained the above required information.

18. <u>Adoptive Home Record</u> - 67:42:09:26	<u>YES</u>	<u>NO</u>
A. Adoptive home records contain the following:		
1. Signed application.	N/A	_____
2. Physical exams.	N/A	_____
3. Correspondence.	N/A	_____
4. Home study.	N/A	_____
5. Written references.	N/A	_____
6. Signed agreement regarding terms of the placement.	N/A	_____
7. Narrative record (regarding placement and evaluation of progress).	N/A	_____
8. Legal documents.	N/A	_____

Comments:

Abbott House Child Placement Agency is not licensed to provide adoptive services.

19. Recommendations:

Abbott House is found to be in substantial compliance with licensing rules for Child Placement Agencies. It is recommended that a satisfactory license be issued to Abbott House to operate a Child Placement Agency in South Dakota.

Completed By: Kevin Kanta 06/03/22

Kevin Kanta, Program Specialist

Date of On-Site Visit: 05/24/22

Program Manager: Muriel Nelson