

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF CHILD PROTECTION SERVICES

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Sioux Falls, SD 57103

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Strong Families - South Dakota's Foundation and Our Future

November 19, 2019

All About U Adoptions
Coleen Globke, Director
PO Box 90542
Sioux Falls, SD 57109-0542

Dear Coleen:

Enclosed is the current certificate of license that allows All About U Adoptions to operate as a Child Placement Agency in South Dakota with an office at 311 South Main Street in Milbank, SD. The license is effective from December 1, 2019 to November 30, 2020 and is issued on a satisfactory basis. South Dakota law requires the license to be posted in a conspicuous place in the facility.

A copy of the licensing study is enclosed. Please read it carefully and refer to it for details relating to compliance with each of the applicable licensing standards. Continued non-compliance with licensing rules or failure to submit any requested information may result in negative licensing action such as suspension or revocation of the license. Should you have any questions, feel free to contact Kevin Kanta at the telephone number above.

Thank you for the care All About U Adoptions provides to South Dakota's children and families.

Sincerely,

Virgena Wieseler
Division Director

VW/kk

Enclosures

**South Dakota Department of Social Services
CERTIFICATE OF LICENSE**

**as a
CHILD WELFARE AGENCY**

This is to certify that All About U Adoptions is hereby granted this license to conduct and maintain a Child Placement Agency located at 311 S Main Street, Milbank, SD 57252 for the period from December 1, 2019 to November 30, 2020.

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 19th day of November 2019.



License Number R 8735

Virginia Wiseler
CPS Division Director

Department of Social Services
Child Protection Services
700 Governors Drive
Pierre, S.D. 57501-2291
605-773-3227

**INVESTIGATION REPORT AND LICENSING STUDY
CHILD PLACEMENT AGENCY
ARSD 67:42:01, 67:42:05, 67:42:09**

AGENCY NAME: All About U Adoptions (R8735)

DIRECTOR: Coleen Globke

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

- | | <u>YES</u> | <u>NO</u> |
|--|-------------------|-------------------|
| A. The following have been submitted to the Department: | <u> </u> | <u> </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 dated October 11, 2019 is on file with the licensing record. It contains a signed statement of compliance with the Civil Rights Act of 1964.

2. Agency Responsibilities - 67:42:01:28

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

Comments:

All About U Adoptions (AAUA) has an office co-located with a law firm in a store-front office in Milbank, SD. The offices are adequately furnished and maintained to provide 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

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

Comments:

AAUA staff use their own vehicles for transportation and personnel records reviewed contained documentation to verify current auto liability insurance coverage for staff automobiles used for that purpose. Commercial professional liability insurance coverage is purchased from Allied World Insurance Company, policy #5140-0034. A copy of the certificate verifying coverage through April 1, 2020 were submitted with the application for license renewal.

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

- | | <u>YES</u> | <u>NO</u> |
|--|--------------|-------------------|
| A. The accounting system used clearly identifies the cost of services and other expenses of operation. | <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 AAUA financial statements for the period ending December 31, 2018 was completed by Schoenfish & Co., Inc on May 31, 2018. A copy of the audit report, including significant accounting policies is on file in the licensing record.

5. Staff Qualifications

A. <u>Social Work Supervisor</u> - 67:42:09:07	<u>YES</u>	<u>NO</u>
1. Licensed as a certified social worker.	<u>✓</u>	<u> </u>
2. Two years supervisory experience in a family or child welfare field.	<u>✓</u>	<u> </u>

List supervisor's qualifications:

Karen Brown, CSW-PIP (#3078 exp. 12/31/19) provides social work supervision for the agency. She has been employed in this capacity since August 1, 2012 and has six years supervisory experience in a family or child welfare field.

B. <u>Social Workers</u> - 67:42:09:07.01	<u>YES</u>	<u>NO</u>
1. Licensed as a social worker; or	<u>✓</u>	<u> </u>
2. Licensed as a social work associate.	<u>✓</u>	<u> </u>

List social worker qualifications:

Coleen Globke, LCSW (#4759, exp. 12/31/19) is the director of the agency and provides social work services;

Jennie Hohn, SWA (#3098, exp. 12/31/19) provides social work services;

Kelsey Kummer, SWA (#4789, exp. 12/31/19) provides social work services.

C. <u>Paraprofessional Staff</u> - 67:42:09:08	<u>YES</u>	<u>NO</u>
1. Works under the direct supervision of professional staff.	<u>N/A</u>	<u> </u>
2. Does not assume full responsibilities or duties of a social worker.	<u>N/A</u>	<u> </u>

D. <u>Volunteers</u> - 67:42:09:09	<u>YES</u>	<u>NO</u>
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Volunteer records are kept and contain:

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

9. Evidence of being informed of procedures for reporting suspected CA/N. ✓

Comments:

AAUA has written procedures for use of paraprofessional staff and volunteers that are in compliance with licensing rules.

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

Comments:

AAUA written procedures relating to fees for services meet the above requirements. A copy of the Current Fee Structure was submitted with the application for license renewal and is on file in the licensing record.

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|--|------------|-------------------|
| 7. <u>Inservice Training</u> - 67:42:09:10 | <u>YES</u> | <u>NO</u> |
| 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> |
| 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> |
| C. Each employee has a documented record of a minimum of 30 hours annual inservice training. | ✓ | <u> </u> |

Comments:

Records reviewed contained the items above. Staff records reviewed contained 30 hours of in-service training during the past year that related to all areas required by licensing rules.

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

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

Comments:

Personnel records reviewed for social work staff contained documentation to verify compliance with the above requirements.

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| 10. <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. | ✓ | _____ |
| 2. Preplacement prevention services. | ✓ | _____ |
| 3. The placement of children in the least restrictive setting available to the child. | ✓ | _____ |
| 4. Permanency planning to help children in foster care achieve a permanent placement. | N/A | _____ |
| 5. A process that assures continued services to the birth parents (when applicable). | ✓ | _____ |
| 6. A process that assures at least monthly contacts with children in care or their foster parents. | N/A | _____ |
| 7. Assurances to allow continued contacts between birth parents and their children when this is appropriate. | ✓ | _____ |
| 8. Regular educational instruction for children of school age. | N/A | _____ |
| 9. Termination of services occurs only after a permanent plan has been achieved, or the agency's services are no longer required. | ✓ | _____ |
| 10. A process to recruit and develop adoptive and foster homes, and to license foster homes. | ✓ | _____ |

Comments:

Four birth parent records were reviewed and contained documentation to verify compliance with the relevant requirements above. There were no children placed in foster care during the year so there were no records to review to verify compliance with those areas above marked N/A.

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| 11. <u>Adoptive Services</u> - 67:42:09:15, 67:42:09:16, 67:14:32 | <u>YES</u> | <u>NO</u> |
| A. There is a written policy that reflects the following qualifications for adoptive applicants and is documented in adoptive home records: | | |
| 1. Income requirements. | ✓ | _____ |
| 2. Housing requirements. | ✓ | _____ |
| 3. Physical health. | ✓ | _____ |
| 4. Mental health. | ✓ | _____ |

- | | | |
|---|---|--|
| 5. Religious beliefs in relation to best interests of the child. | ✓ | |
| 6. Other children in the home and family composition, needs and relationships. | ✓ | |
| 7. Verification of screening for substantiated reports of child abuse or neglect. | ✓ | |
| 8. Verification of a criminal record check. | ✓ | |
| 9. Ability to parent a child. | ✓ | |
| B. 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. | ✓ | |
| 2. Adoptive placement shall occur as soon as possible after the child is legally free for adoption. | ✓ | |
| 3. Current medical reports on an adoptive child are supplied to the adoptive parents. | ✓ | |
| 4. When indicated, continued services (including an adoption subsidy) shall be provided to assist the child and family after placement. | ✓ | |

Comments:

AAUA written policies relating to provision of services to adoptive families are in compliance with licensing rules. Four adoptive home records were reviewed and documentation was found in each of the files to verify compliance with the above requirements.

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|---|------------|-----------|
| 12. <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. | N/A | |
| B. Foster homes meet state standards (ARSD 67:42:01 & 67:42:05) or meet standards approved in accordance with tribal law. | N/A | |

Comments:

There were no licensed foster homes by the agency to review.

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|--|------------|-----------|
| 13. <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. | N/A | |
| C. Children are currently immunized. | N/A | |
| D. Children receive physical and dental exams prior to adoptive placement. | ✓ | |

Comments:

AAUA has written policy for health care of children in care that is in compliance with licensing rules. There were no children placed in foster care by the agency during the year so no records to review to verify provision of medical services for children in foster care. Adoptive home records reviewed contained documentation to verify the health care needs of children placed for adoption are met.

15. <u>Legal Services and Responsibilities</u> - 67:42:09:21	<u>YES</u>	<u>NO</u>
A. The agency employs/retains legal staff.	<u>✓</u>	<u>_____</u>
<u>Comments:</u> AAUA contracts with Chad Nelson for legal services when needed.		
16. <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.	<u>✓</u>	<u>_____</u>
B. Other services (i.e., psychiatric, religious, special ed, etc.) are available as needed.	<u>✓</u>	<u>_____</u>
<u>Comments:</u> There were no children in foster care by the agency during the past year so no records were reviewed to verify provision of services for children in foster care.		
17. <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.	<u>✓</u>	<u>_____</u>
B. Children's records contain evidence that ICPC is followed.	<u>✓</u>	<u>_____</u>
<u>Comments:</u> AAUA written polices require compliance with ICPC requirements.		
18. <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.	<u>✓</u>	<u>_____</u>
B. Records are kept in locked, fire resistant filing cabinets.	<u>✓</u>	<u>_____</u>
C. There is a master card file on all case records.	<u>✓</u>	<u>_____</u>
D. Records contain the following:		
1. Face sheet.	<u>✓</u>	<u>_____</u>
2. Medical records with significant family health history.	<u>✓</u>	<u>_____</u>
3. Medical/surgical authorization.	<u>✓</u>	<u>_____</u>
4. Correspondence.	<u>✓</u>	<u>_____</u>
5. Legal documents.	<u>✓</u>	<u>_____</u>
6. Agency agreements/contracts.	<u>✓</u>	<u>_____</u>
7. Reports from schools, specialists and other agencies.	<u>N/A</u>	<u>_____</u>
8. Case service plan.	<u>✓</u>	<u>_____</u>

9. Dated, narrative record. ✓ _____

Comments:

There were no records to review for children in foster care. Birth parent records reviewed contained the above required documentation when appropriate.

19. <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.	✓ _____	_____
2. Physical exams.	✓ _____	_____
3. Correspondence.	✓ _____	_____
4. Home study.	✓ _____	_____
5. Written references.	✓ _____	_____
6. Signed agreement regarding terms of the placement.	✓ _____	_____
7. Narrative record (regarding placement and evaluation of progress).	✓ _____	_____
8. Legal documents.	✓ _____	_____

Comments:

The four adoptive records reviewed contained the above required documentation where appropriate.

20. Recommendations:

All About U Adoptions is found to be in substantial compliance with licensing rules for Child Placement Agencies. Please refer to the body of this licensing study for comments and recommendations relating to In-service training and Adoptive Services.

It is recommended that a satisfactory license be issued to All About U Adoptions to operate a Child Placement Agency at 311 S. Main Street, Milbank, SD.

Completed By: Kevin Kanta 11/15/19

Kevin Kanta, Program Specialist

Date of On-Site Visit: 11/13/19