

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


This is to certify that Bethany Christian Services located at 508 Columbus Street, Rapid City, SD 57701 and 1915 East 8th Street, Sioux Falls, SD 57103 is hereby granted a license to conduct and maintain a Child Placement Agency for the period from August 1, 2021 to July 31, 2022.

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 10th day of November 2021.



License Number R10846



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: Bethany Christian Services (R10846)

DIRECTOR: Jeff Carlson

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 for license renewal dated August 2, 2021 is on file in 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:

Bethany Christian Services offices in Rapid City and Sioux Falls 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 for sufficient funds to provide for program needs.

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:

Commercial general liability (FF P000001) coverage is purchased through Ironside Specialty Insurance Company. Auto (ADI H359160) is purchased from Traveler's Insurance Company. A copy of the Certificate of Liability Insurance verifying coverage through July 1, 2022 was providing with the application materials.

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 Bethany Christian Services' financial reports for the period ending December 31, 2020 was completed by Plante and Moran, PLLC, on March 17, 2021. A copy of the audit report, including the summary of significant accounting policies is on file in the licensing record.

5. Staff Qualifications

A. <u>Staff Providing Supervision</u> - 67:42:09:07	<u>YES</u>	<u>NO</u>
1. A mental health professional who has at least a master's degree in psychology, social work, counseling, or nursing, and currently holds a license in that field.	✓	_____
2. Two years of supervised post graduate clinical experience in a mental health, family, or child welfare setting.	✓	_____

List supervisor's qualifications:

Sarah Caldararo is the Branch Director for Bethany Christian Services of South Dakota. She has been employed with the agency since January 30, 2019 and has over fifteen years of relevant experience in a family or child welfare field.

B. <u>Staff providing direct services and support to clients</u> - 67:42:09:07.01	<u>YES</u>	<u>NO</u>
1. At a minimum has an associate's degree in the social sciences or human services field	NA	_____
2. Can be supervised according to 67:42:09:07.	NA	_____

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

D. <u>Volunteers</u> - 67:42:09:09	<u>YES</u>	<u>NO</u>
Volunteer records are kept and contain:		
1. Evidence that the individual is supervised by a staff member.	N/A	_____
2. Verification of social work licensure if performing social work functions.	N/A	_____
3. A job description.	N/A	_____
4. Three positive references.	N/A	_____
5. Verification of screening for substantiated reports of child abuse or neglect.	N/A	_____
6. Verification of submission of fingerprints to the DCI.	N/A	_____
7. Documented orientation training.	N/A	_____
8. Thirty hours in-service training if volunteering thirty or more hours each	_____	_____

week.	N/A	_____
9. Evidence of being informed of procedures for reporting suspected CA/N.	N/A	_____

Comments:

The agency did not utilize volunteers in the last year. Susan Caldararo is the only employee designated to the agency for adoption services at this time.

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.	✓	_____
B. Fees are based on the cost of services that are provided.	✓	_____
C. If applicable, the policy includes any conditions under which fees may be waived.	✓	_____
D. The agency has a procedure for reimbursing foster parents.	✓	_____

Comments:

Written policies describe fees charged by the agency are based on a sliding fee and agency cost of services. A copy of the current agency fee schedule was submitted with the application for license renewal and is on file in the licensing record.

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.	✓	_____
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.	✓	_____
C. Each employee has a documented record of a minimum of 30 hours annual in-service training.	✓	_____

Comments:

The agency has a written plan for orientation for new staff to the agency and uses a checklist to document completion of the orientation by new staff. The one record reviewed contained documentation to verify the requirements above.

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.	✓	_____
B. Job Description.	✓	_____

C. Annual performance appraisal.	✓	_____
D. Verification of at least three reference checks.	✓	_____
E. Verification of past employer checks.	✓	_____
F. Verification of screening for substantiated reports of child abuse or neglect.	✓	_____
G. Verification of screening of sexual offender registry.	✓	_____
H. Verification of submission of fingerprints to the DCI and FBI.	✓	_____

Comments:

The personnel record reviewed contained documentation to verify compliance with the above requirements.

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.	✓	_____
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.	✓	_____
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.	✓	_____
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.	✓	_____
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:

Bethany Christian Services written procedures relating to services provided to clients are in compliance with licensing rules. There were no client records to review due to the agency not providing adoption services in the last six months.

10. <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 stating that adoptive services are provided only when the parents are either unwilling or unable to care for the child.	✓	_____

B. 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. | ✓ | _____ |

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. | ✓ | _____ |
| 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:

Bethany Christian Services written policies and procedures relating to adoptive services are in compliance with licensing rules. There were no adoption records to review due to the agency not providing adoption services in the last six months.

11. Foster Home Services - 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:

There were no foster home records to review due to the agency not actively providing adoption services in the last six months.

- | | | |
|--|------------|-----------|
| 12. <u>Host Family Services</u> – 67:42:09:18.02 | <u>YES</u> | <u>NO</u> |
| A. Host homes are approved on a bi-annual basis. | ✓ | _____ |
| B. Host homes meet applicable state standards of 67:42:01 & 67:42:05 | _____ | _____ |

Comments:

There were no Host Family records to review due to the agency not actively providing Host Family services in the last six months.

- | | | |
|--|------------|-----------|
| 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. | ✓ | _____ |
| C. Children are currently immunized. | ✓ | _____ |
| D. Children receive physical and dental exams prior to adoptive placement. | ✓ | _____ |

Comments:

Bethany Christian Services 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.

- | | | |
|--|------------|-----------|
| 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:

Bethany Christian Services uses the services of the Terry Westergaard from Bangs McCullen Law Firm in Rapid City.

- | | | |
|--|------------|-----------|
| 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:

Bethany Christian Services written policies provide for the provision of the above services. The agency had no children placed in foster care during the past year so no records to review to verify provision of other services.

- | | | |
|---|------------|-----------|
| 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. | ✓ | _____ |

Comments:

Bethany Christian Services written policies require compliance with ICPC requirements when placing a child in a state other than their state of residence.

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, narrative record.	✓	_____

Comments:

There were no client records to review due to the agency not providing adoption services in the last six months.

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.	✓	_____
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:

There were no adoptive home records to review due to the agency not actively providing adoption services in the last six months.

19. Recommendations:

Bethany Christian Services is found to be in substantial compliance with licensing rules for Child Placement Agencies.

It is recommended that a satisfactory license be issued to Bethany Christian Services of South Dakota to operate a Child Placement Agency in South Dakota. The agency is not actively providing services at this time.

Completed By: Kevin Kanta 12/10/21
Kevin R. Kanta, Program Specialist

Date of On-Site Visit: Records were reviewed electronically on 12/9/21

Program Manager: Muriel Nelson