

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

**as a
CHILD WELFARE AGENCY**

This is to certify that Building Forever Families located at 120 8th Avenue South, Faulkton, SD 57438 is hereby granted this license to conduct and maintain a Child Placement Agency for the period from May 1, 2020 to April 31, 2021.

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 27 day of April 22, 2020.



License Number R 25452

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

Kirgema Wieseler
CPS Division Director

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

AGENCY NAME: Building Forever Families (R25452)

DIRECTOR: Barbara Pearson-Cramer

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

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

Comments:

An application for license renewal dated March 26, 2020 is on file in the licensing record. It contains a signed statement of compliance with the Civil Right Act of 1964.

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

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

Comments:

The Building Forever Families Agency office is located in Faulkton. Agency offices are adequately furnished and maintained to provide for the needs of the agency. Financial reports submitted with the application for license 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> |
| B. The agency carries public liability insurance. | ✓ | _____ |

Comments:

Commercial General Liability Insurance (policy #60521951) is purchased from United Fire and Casualty Insurance Company and expires January 6, 2021.

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

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

Comments:

An audit of Building Forever Families financial reports for the period ending December 31, 2018 was completed by Certified Public Accountants, on December 11, 2019. A copy of the audit report, including the summary of significant accounting policies was submitted with the application for license renewal.

5. Staff Qualifications

A. Social Work Supervisor - 67:42:09:07 YES NO

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|---|---|--|
| 1. Licensed as a certified social worker. | ✓ | |
| 2. Two years supervisory experience in a family or child welfare field. | ✓ | |

List supervisor's qualifications:

Ellen Stevens, (CSW-PIP # 2352, exp. 12/31/21), hired May 1, 2017 provides social work supervision.

B. Social Workers - 67:42:09:07.01 YES NO

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|---|---|--|
| 1. Licensed as a social worker; or | ✓ | |
| 2. Licensed as a social work associate. | ✓ | |

List social worker qualifications:

Barbara Pearson-Cramer, (SWA #2123, exp. 12/31/21), hired May 1, 2017, provides social work services.

C. Paraprofessional Staff - 67:42:09:08 YES NO

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

D. Volunteers - 67:42:09:09 YES NO

Volunteer records are kept and contain:

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

Comments:

The agency did not utilize volunteers or paraprofessionals in the last year.

6. <u>Fees for Services - 67:42:09:04</u>	<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:

A list of fees related to services for the agency was submitted with the application and are on file in the licensing record.

7. <u>In-service Training - 67:42:09:10</u>	<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. Personnel records were not reviewed due to COVID-19 restrictions.

8. <u>Personnel Records - 67:42:09:08.01, 67:42:09:11</u>	<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:

Personnel records were not reviewed due to COVID-19 restrictions.

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

Comments:

The agency does not provide foster care services and did not work with birth parents in the last year.

10. <u>Adoptive Services - 67:42:09:15, 67:42:09:16</u>	<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:

Building Forever Families written policies and procedures relating to adoptive services are in compliance with licensing rules. Adoption records were not reviewed due to COVID-19 restrictions.

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

Comments:

The agency does not provide foster care services.

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|--|------------|-----------|
| 12. <u>Medical and Dental Services - 67:42:09:19</u> | <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. | NA | _____ |
| C. Children are currently immunized. | ✓ | _____ |
| D. Children receive physical and dental exams prior to adoptive placement. | ✓ | _____ |

Comments:

The written agency policy submitted indicates the intent to comply with the above requirements. There were no children placed in the last year.

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|--|------------|-----------|
| 13. <u>Legal Services and Responsibilities - 67:42:09:21</u> | <u>YES</u> | <u>NO</u> |
| A. The agency employs/retains legal staff. | ✓ | _____ |

Comments:

The agency utilizes Jodi Brown to provide legal services.

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|--|------------|-----------|
| 14. <u>Other Agency Services - 67:42:09:22</u> | <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:

The agency doesn't provide additional services.

15. <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:

Building Forever Families written policies require compliance with ICPC requirements.

16. <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:

The agency complies with the above requirements and doesn't provide foster care services.

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:

Adoptive records were not reviewed due to COVID-19 restrictions.

20. Recommendations:

Building Forever Families is found to be in substantial compliance with licensing rules for Child Placement Agencies.

It is recommended that a satisfactory license be issued to Building Forever Families to operate a Child Placement Agency in South Dakota with offices located in South Dakota.

Completed By: Kevin Kanta 4/21/20

Kevin Kanta, Program Specialist

Date of On-Site Visit: NA