

**LICENSE RENEWAL 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

	<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, character, and intent of applicant	<u>✓</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 March 22, 2022 is on file in the licensing record. It contains a signed statement of compliance with the Civil Right Act of 1964.

2. 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/Automobile Liability Insurance (policy #60521951) is purchased from American Trust Insurance Company and expires January 6, 2023.

3. 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>NA</u>	<u> </u>

Comments:

An audit of Building Forever Families financial reports for the period ending December 31, 2020 and 2019 was completed by ELO CPAs & Advisors on November 26, 2021. A copy of the audit report, including the summary of significant accounting policies was submitted with the application for license renewal.

4. Staff Qualifications

	<u>YES</u>	<u>NO</u>
A. <u>Staff Providing Supervision</u> - 67:42:09:07	<u> </u>	<u> </u>
1. At least a master's degree in psychology, social work, counseling, or nursing and currently holds a license in that field.	<u>✓</u>	<u> </u>
2. Two years supervisory experience in a family or child welfare field.	<u>✓</u>	<u> </u>

Supervisor's qualifications:

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

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 an associate's degree in the social sciences or human services field.	✓	_____
2. Supervised according to 67:42:09:07.	✓	_____
C. <u>Paraprofessional Staff</u> - 67:42:09:08	<u>YES</u>	<u>NO</u>
1. Works under the direct supervision of professional staff.	NA	_____
2. Does not assume full responsibilities or duties of a social worker.	NA	_____
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.	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	_____
<u>Comments:</u>		
The agency did not utilize volunteers or paraprofessionals in the last year.		
5. <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:

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

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| 6. <u>In-service 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 two personnel records reviewed contained documentation to verify compliance with the above requirements.

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| 7. <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 two personnel records reviewed contained documentation to verify compliance with the above requirements.

8. <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.	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 did not provide foster care services in the last year.

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

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| 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. 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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| 10. <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. | 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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| 11. <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. | 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 foster care in the last year.

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| 12. <u>Legal Services and Responsibilities</u> - 67:42:09:21 | <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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| 13. <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:

The agency does not provide additional services.

14. <u>Interstate Placement of Children</u> - 67:42:09:23, 67:14:24	<u>YES</u>	<u>NO</u>
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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.

15. <u>Client Case Records</u> - 67:42:09:24, 67:42:01:21	<u>YES</u>	<u>NO</u>
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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:		
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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 does not provide foster care services.

16. <u>Adoptive Home Record</u> - 67:42:09:26	<u>YES</u>	<u>NO</u>
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A. Adoptive home records contain the following:		
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1. Signed application.	✓	
	_____	_____

2. Physical exams.	✓	
	_____	_____

3. Correspondence.	✓	
	_____	_____

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

Four adoptive home records were reviewed and documentation was found in each of the files to verify compliance with the above requirements.

17. 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 4/15/22

Kevin Kanta, Program Specialist

Date of On-Site Visit: 4/4/22

Program Manager: Muriel Nelson