

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

**as a**  
**CHILD WELFARE AGENCY**

This is to certify that Capital Area Counseling Services located at 2001 Eastgate Avenue, Pierre, SD 57501 is hereby granted this license to conduct and maintain a Child Placement Agency for the period from October 1, 2020 to September 30, 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 October 5, 2020.



License Number R 52

*Virginia Wiselob*  
CPS Division Director

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

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

AGENCY NAME: Capital Area Counseling Service, Inc. (R52)

DIRECTOR: Carrie Ward

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   | ✓          | _____     |
| 2. Documentation of need   | N/A        | _____     |
| 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 October 1, 2020 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

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

Capital Area Counseling Service (CACS) offices were found to be adequately furnished and maintained to provide for the needs of the program. The current audit was not available at the time of the on-site visit. **Please provide the current audit when available.**

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:

Auto, commercial, general, and professional liability coverage is purchased through Philadelphia Insurance Company, policy # PHPK2146886. A copy of the current Certificate of Liability Insurance verifying coverage through July 1, 2021 is on file in the licensing record. Proof of insurance coverage for employee's vehicles used for transporting clients were in the personnel files reviewed.

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

- |  |            |           |
|--|------------|-----------|
| A. An audit of the accounts has been done in the last year by a CPA. | <u>YES</u> | <u>NO</u> |
|  | ✓          | _____     |

Comments:

The current audit was not available at the time of the on-site visit. **Please provide the current audit when available.**

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.	✓	_____
2. Two years supervisory experience in a family or child welfare field.	✓	_____

List supervisor's qualifications:

Jennifer Gray, MSW Social Work CSW (# 2936 exp. 12/31/21), Chief of Operations has been the social work supervisor since November 1, 2012 after she returned to employment with CACS. She previously was the SW supervisor from May 2005 to July 2011.

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

List social worker qualifications:

Carrie Ward, BA Psychology, SWA (#1849, exp. 12/31/21) is the Therapeutic Foster Care Director and provides services to foster families and children in foster care.

Becky Grandpre (#1539, exp. 12/31/20) is the TFC Licensing Specialist and is responsible for licensing of foster homes. She is the previous TFC director and has been employed in her present position with CACS since 2017.

Christine Bisek, MA Community/Agency Counseling, SWA (#2107, exp. 12/31/20) is a TFC Clinical Specialist V/TFC Coordinator and Provides services to foster families and children in foster care as well as providing oversight to the Clinical Specialists in case management and clinical areas and provides assistance as needed to the director;

Shirley Bernie, BA English, SWA (#2760, exp. 12/31/20) is a TFC Clinical Specialist and provides services to foster families and children in foster care.

Claire Johnson, BS Social Work, SW (#3035, exp. 12/31/20) is a TFC Clinical Specialist and provides services to foster families and children in foster care.

Annette Hulm SWA (#4680, exp. 12/31/20) is a TFC Clinical Specialist.

JaTona Jager BSW (#4833, exp. 12/31/21) is a TFC Clinical Specialist.

Bonnie Jeanotte (#5062, exp. 12/31/21) is a TFC Clinical Specialist.

Kimberlee Geuther, BA Psychology, is a TFC Clinical Specialist.

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

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.	N/A	_____
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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:

CACS doesn't use paraprofessional staff or volunteers in the Therapeutic Foster Care Program.

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:

CACS 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.

7. <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:

CACS written policies contain an orientation plan for new staff as does the Annual Training Plan submitted with the application for license renewal. An "Annual Training Plan CACS Therapeutic Foster Care TFC License Year September 2020 - August 2021" was submitted with the application for license renewal and is on file in the licensing record. The plan requires that staff attend a minimum of thirty hours of training per licensing year. Documentation in records reviewed for staff employed for more than one year indicated thirty

hours of in-service training during the past year and documentation verifying training.

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.	✓	_____

Comments:

Four personnel records were reviewed for staff employed more than one year. Documentation was found in records reviewed 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:

CACS written procedures relating to their treatment program are in compliance with licensing rules. Four records were reviewed of children in foster care. Documentation in records reviewed indicates compliance with each of the above required areas.

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:

CACS 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:

Four family foster home records were reviewed. Each record reviewed contained documentation to verify the home met the requirements of ARSD 67:42:01 and 67:42:05.

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:

CACS written policies relating to medical and dental care of children placed in their care are in compliance with licensing rules. Four records were reviewed of children in foster care. Documentation in records reviewed indicates compliance with each of the above required areas.

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:

CACS does not provide counseling services to unmarried parents regarding planning for their unborn 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:

Agency policy states the agency attorney will provide legal services for children in care when needed. CACS uses the services of Rob Anderson of the May, Adam, Gerdes, & Thompson law firm.

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 for children in foster care indicate CACS provides appropriate services to meet the needs of children in their care.

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:

CACS written policies reflect the need to comply with ICPC requirements when placing a child in a state other than their state of residence. None of the records reviewed was for a child placed in a state other than their state of residence.

	<u>YES</u>	<u>NO</u>
17. <u>Client Case Records</u> - 67:42:09:24, 67:42:01:21		
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 four records reviewed of children in foster care contained the above required documentation where appropriate. CACS uses an electronic record keeping system that contains safeguards to assure confidentiality of records. The system is easy to navigate and find information.

	<u>YES</u>	<u>NO</u>
18. <u>Adoptive Home Record</u> - 67:42:09:26		
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:

CACS is not licensed to provide adoptive services.



19. Recommendations:

Capital Area Counseling Service 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 relating to Agency Responsibilities and Accounting System.

It is recommended that a satisfactory license be issued to Capital Area Counseling Service to operate a Child Placement Agency in Pierre, South Dakota to provide family foster home services only.

Date of On-Site Visit: 10/01/20

Completed By: Kevin Kanta 10/05/2020

Kevin R. Kanta, Program Specialist