

**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, 2022 to September 30, 2023.

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 23rd day of September 2022.



License Number R52

  
\_\_\_\_\_  
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: 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 September 16, 2022 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.

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 # PHPK2292848. A copy of the current Certificate of Liability Insurance verifying coverage through July 1, 2023 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>
	See	Comments

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>Requirements for staff providing direct services and support to clients</u> 67:42:09:07.01	<u>YES</u>	<u>NO</u>
1. At least a master’s degree in psychology, social work, counseling, or nursing and currently holds a license in that field.	✓	_____
2. Two years supervisory experience in a family or child welfare field.	✓	_____
List supervisor's qualifications: Christine Bisek, MA Community/Agency Counseling, LPC (MH2191, exp. 11/30/22) provides oversight to staff providing direct services to individuals with the program.		
B. <u>Requirements for 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.	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>
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:

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 2022 - August 2023" 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:

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. 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 does not 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:

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. 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.

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

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.

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.	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 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: 9/20/2022

Completed By: Kevin Kanta 9/23/2022

Kevin R. Kanta, Program Specialist

Program Manager: Muriel Nelson