

South Dakota Department of Social Services CERTIFICATE OF LICENSE

as a

CHILD WELFARE AGENCY

This is to certify that Catholic Family Services is hereby granted this license to conduct and maintain a Child Placement Agency located at 1221 East Broadway Ave in Pierre, SD for the period from April 1, 2020 to March 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 11th day of March, 2020.



License Number R 70

Virginia Wieseler
CPS Division Director

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

South Dakota Department of Social Services CERTIFICATE OF LICENSE

as a

CHILD WELFARE AGENCY

This is to certify that Catholic Family Services is hereby granted this license to conduct and maintain a Child Placement Agency located at 310 15th Ave in Aberdeen, SD for the period from April 1, 2020 to March 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.
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South Dakota Department of Social Services CERTIFICATE OF LICENSE

as a

CHILD WELFARE AGENCY

This is to certify that Catholic Family Services is hereby granted this license to conduct and maintain a Child Placement Agency located at 523 North Duluth Ave in Sioux Falls, SD for the period from April 1, 2020 to March 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.
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**INVESTIGATION REPORT AND LICENSING STUDY
CHILD PLACEMENT AGENCY
ARSD 67:42:01, 67:42:05, 67:42:09**

AGENCY NAME: Catholic Family Services (R70)

DIRECTOR: Dr. Marcie Moran

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 | <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 February 5, 2020 is on file in the licensing record. It contains a signed statement of compliance with the Civil Rights Act of 1964.

- | | | |
|---|------------|---------------|
| 2. <u>Agency Responsibilities</u> - 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:

Catholic Family Services offices are located in the Diocesan administrative building of the Catholic Diocese of Sioux Falls and 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 of sufficient funds to provide for the needs of the program.

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| 3. <u>Insurance</u> - 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:

Auto Liability coverage is purchased from Nationwide Mutual Insurance Company, policy #ACPBA7240102873, effective through April 1, 2019, and general liability insurance coverage is purchased from The Catholic Mutual Relief Society of America, policy #8549, effective through April 1, 2020. Please send a copy of the updated insurance coverage when received.

- | | | |
|--|------------|---------------|
| 4. <u>Accounting System</u> - 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 Catholic Family Services financial statements for the period ending June 30, 2019 was completed by Eide Bailly LLP, CPA's on November 16, 2019. A copy of the audit report, including a summary of significant accounting practices is on file in the licensing record.

5. Staff Qualifications

A. Social Work Supervisor - 67:42:09:07

YES

NO

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

✓

✓

List supervisor's qualifications:

Christina Vander Woude, MSW, LCSW (#3091, exp. 12/31/21) provides social work services in the Sioux Falls office and is the Social Work Supervisor. She took over the supervisor role in 2012.

B. Social Workers - 67:42:09:07.01

YES

NO

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

✓

✓

List social worker qualifications:

Christina Vander Woude is doing the social work duties at this time.

C. Paraprofessional Staff - 67:42:09:08

YES

NO

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

N/A

N/A

D. Volunteers - 67:42:09:09

YES

NO

Volunteer records are kept and contain:

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

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

Comments:

Catholic Family Services does not use paraprofessional staff or volunteers in the Child Placement Agency Program.

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

Comments:

A copy of the 2012 Fee Scale outlining current fees was submitted with the application for license renewal.

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| 7. <u>Inservice 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. | <u>✓</u> | <u> </u> |
| 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. | <u>✓</u> | <u> </u> |
| C. Each employee has a documented record of a minimum of 30 hours annual inservice training. | <u>✓</u> | <u> </u> |

Comments:

Catholic Family Services CPA written policies contain plans for orientation and in-service training that reflect the requirements of ARSD 67:42:09:10.

| | | |
|---|------------|-------------------|
| 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. | <u>✓</u> | <u> </u> |
| B. Job Description. | <u>✓</u> | <u> </u> |
| C. Annual performance appraisal. | <u>✓</u> | <u> </u> |
| D. Verification of at least three reference checks. | <u>✓</u> | <u> </u> |
| E. Verification of past employer checks. | <u>✓</u> | <u> </u> |
| F. Verification of screening for substantiated reports of child abuse or neglect. | <u>✓</u> | <u> </u> |
| G. Verification of screening of sexual offender registry. | <u>✓</u> | <u> </u> |
| H. Verification of submission of fingerprints to the DCI and FBI. | <u>✓</u> | <u> </u> |

Comments:

The personnel record reviewed for the one staff employed more than one year contained documentation to verify compliance with the above requirements.

9. Client Services - 67:42:09:13, 67:42:09:17

YES

NO

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:

The agency did not work with any birth parents or provide foster care in the last year.

10. Adoptive Services - 67:42:09:14, 67:42:09:15, 67:42:09:16

YES

NO

- 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. | <u>✓</u> | <u> </u> |
| 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. | <u>✓</u> | <u> </u> |
| 2. Adoptive placement shall occur as soon as possible after the child is legally free for adoption. | <u>✓</u> | <u> </u> |
| 3. Current medical reports on an adoptive child are supplied to the adoptive parents. | <u>✓</u> | <u> </u> |
| 4. When indicated, continued services (including an adoption subsidy) shall be provided to assist the child and family after placement. | <u>✓</u> | <u> </u> |

Comments:

Catholic Family Services written policies relating to provision of services to adoptive families are in compliance with licensing rules. Documentation was found in the file reviewed to verify compliance with the above requirements.

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|---|------------|-------------------|
| 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. | <u>✓</u> | <u> </u> |
| B. Foster homes meet state standards (ARSD 67:42:01 & 67:42:05) or meet standards approved in accordance with tribal law. | <u>✓</u> | <u> </u> |

Comments:

Catholic Family Services has written procedures for licensing of foster homes that meet the requirements of ARSD 67:42:01 & 05, however they currently have no homes licensed to provide foster care and use homes approved by other agencies when the need arises. Because no foster homes were used during the past year there were no records to review to verify the agency approves homes in compliance with licensing rules, however past review of family foster home records verified the agency follows these requirements when approving or using a family foster home.

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| 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. | <u>✓</u> | <u> </u> |
| B. Children receive physical and dental exams as required by 67:42:09:19. | <u>N/A</u> | <u> </u> |
| C. Children are currently immunized. | <u>N/A</u> | <u> </u> |
| D. Children receive physical and dental exams prior to adoptive placement. | <u>N/A</u> | <u> </u> |

Comments:

Catholic Family Services written policies relating to medical and dental services for children in their care are in compliance with licensing rules. The agency did not have youth in care during the past year so it was not possible to determine compliance with sections B, C, and D above, however past reviews have verified medical and dental services are provided to children in foster care according to the requirements of licensing rules.

| | | |
|---|------------|-------------------|
| 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. | <u>✓</u> | <u> </u> |

- | | | |
|--|----------|-------------------|
| 2. The agency will provide services to birth parents whether or not they choose to relinquish the child. | <u>✓</u> | <u> </u> |
| 3. The agency will not entice the birth parent to relinquish the child. | <u>✓</u> | <u> </u> |
| 4. The decision to relinquish the child shall be made by the birth parent. | <u>✓</u> | <u> </u> |
| 5. The agency shall assist with the legal termination of parental rights. | <u>✓</u> | <u> </u> |

Comments:

Catholic Family Services written policies reflect the above requirements. There were no birth parent records to review to verify compliance with the above requirements.

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| 14. <u>Legal Services and Responsibilities</u> - 67:42:09:21 | <u>YES</u> | <u>NO</u> |
| A. The agency employs/retains legal staff. | <u>✓</u> | <u> </u> |

Comments:

Catholic Family Services retains Mark Arndt of May and Johnson Law Offices to provide needed legal services.

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| 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. | <u>✓</u> | <u> </u> |
| B. Other services (i.e., psychiatric, religious, special ed, etc.) are available as needed. | <u>✓</u> | <u> </u> |

Comments:

The agency did not have youth in placement during the past year so it was not possible to document compliance with the above requirements, however past licensing reviews have shown that Catholic Family Services provides appropriate services to meet the needs of children for whom they have responsibility.

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| 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. | <u>✓</u> | <u> </u> |
| B. Children's records contain evidence that ICPC is followed. | <u>✓</u> | <u> </u> |

Comments:

Catholic Family Services CPA written policy requires compliance with ICPC requirements. None of the records reviewed involved the placement of a child in a state other than the state of residence, however past licensing reviews have verified the agency complies with ICPC requirements.

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| 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. | <u>✓</u> | <u> </u> |
| B. Records are kept in locked, fire resistant filing cabinets. | <u>✓</u> | <u> </u> |
| C. There is a master card file on all case records. | <u>✓</u> | <u> </u> |
| D. Records contain the following: | | |
| 1. Face sheet. | <u>✓</u> | <u> </u> |

| | | |
|--|----------|-------------------|
| 2. Medical records with significant family health history. | <u>✓</u> | <u> </u> |
| 3. Medical/surgical authorization. | <u>✓</u> | <u> </u> |
| 4. Correspondence. | <u>✓</u> | <u> </u> |
| 5. Legal documents. | <u>✓</u> | <u> </u> |
| 6. Agency agreements/contracts. | <u>✓</u> | <u> </u> |
| 7. Reports from schools, specialists and other agencies. | <u>✓</u> | <u> </u> |
| 8. Case service plan. | <u>✓</u> | <u> </u> |
| 9. Dated, narrative record. | <u>✓</u> | <u> </u> |

Comments:

One adoptive home record was reviewed and contained the above required documentation. The agency did not have children placed in foster care during the past year, however documentation in records reviewed for past licensing reviews verified the agency was in compliance with requirements.

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|---|------------|-------------------|
| 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. | <u>✓</u> | <u> </u> |
| 2. Physical exams. | <u>✓</u> | <u> </u> |
| 3. Correspondence. | <u>✓</u> | <u> </u> |
| 4. Home study. | <u>✓</u> | <u> </u> |
| 5. Written references. | <u>✓</u> | <u> </u> |
| 6. Signed agreement regarding terms of the placement. | <u>✓</u> | <u> </u> |
| 7. Narrative record (regarding placement and evaluation of progress). | <u>✓</u> | <u> </u> |
| 8. Legal documents. | <u>✓</u> | <u> </u> |

Comments:

One adoptive home record was reviewed and contained the above required documentation.

19. Recommendations:

Catholic Family 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 Catholic Family Services to operate a Child Placement Agency in South Dakota with offices located in Sioux Falls, Pierre, and Aberdeen.

Completed By: Kevin Kanta 03/4/20

Kevin Kanta, Program Specialist

Date of On-Site Visit: 03/4/20