

**DEPARTMENT OF SOCIAL SERVICES  
DIVISION OF CHILD PROTECTION SERVICES**

811 East 10<sup>th</sup> Street Dept. 3

Sioux Falls, SD 57103

**PHONE:** 605-367-5444 ext. 272

**FAX:** 605-367-5618

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**Strong Families - South Dakota's Foundation and Our Future**

July 11, 2019

Children's Home Society  
Bill Colson, Executive Director  
1330 Jolly Lane  
Rapid City, SD 57703

Dear Bill:

Enclosed is the current certificate of license that allows Children's Home Society to operate as a Child Placement Agency in South Dakota with offices at 801 N Sycamore Ave, Sioux Falls, South Dakota, and 1330 Jolly Lane, Rapid City, South Dakota. The license is effective from July 1, 2019 to June 30, 2020 and is issued on a satisfactory basis. South Dakota law requires the license to be posted in a conspicuous place in the facility.

A copy of the licensing study is enclosed. Please read it carefully and refer to it for details relating to compliance with each of the applicable licensing standards. Continued non-compliance with licensing rules or failure to submit any requested information may result in negative licensing action such as suspension or revocation of the license. Should you have any questions, feel free to contact Kevin Kanta at the telephone number above.

Thank you for the care Children's Home Society provides to South Dakota's children and families.

Sincerely,

Virgena Wieseler  
Division Director

VW/kk

Enclosures

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

**as a  
CHILD WELFARE AGENCY**

This is to certify that Children's Home Society is hereby granted this license to conduct and maintain a Child Placement Agency to provide adoption and foster care services In South Dakota with an office located at 801 N Sycamore Ave in Sioux Falls, SD for the period from July 1, 2019 to June 30, 2020.

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 1st day of July 2019.



License Number R 46

*Virginia Wieseler*  
CPS Division Director

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

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

AGENCY NAME: Children's Home Society (R46)

DIRECTOR: Bill Colson

1. Licensing Requirements - 67:42:01:02, 67:42:01:04, 67:42:01:13; 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   | <u>      NA      </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 June 11, 2019 is on file in the licensing record. The application contained a signed statement of compliance with the Civil Rights Act of 1964. Lists of staff employed at the time of application for license renewal were submitted with the application and are on file in the licensing record.

2. Agency Responsibilities - 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:

Children's Home Society Child Placement Agency offices located in Rapid City and in Sioux Falls are adequately furnished and maintained to provide for the needs of the program. Financial reports submitted with the application for license renewal indicate the availability of sufficient funds to provide for the operation of the agency.

3. 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 general, professional liability, and auto liability insurance coverage is purchased from Philadelphia Indemnity Insurance Company (policy # PHPK1929266). Copies of the policy declarations verifying coverage through February 1, 2020 and a copy of the current Certificate of Liability Insurance verifying coverage is on file in the licensing record.

4. 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>      ✓      </u> | <u>          </u> |

Comments:

Children's Home Society of South Dakota financial audit report that includes Sioux Falls Children's Home was submitted with the application for license renewal. An audit of Children's Home Society of South Dakota's financial reports for the period ending June 30, 2018 and 2017 was completed by Eide Bailly LLP, CPA's on October 23, 2018.

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:

Ondrea Patzlaff, BSW, SWA (#3070, exp. 12/31/19) hired 11/13/17 is the Program Director for the Foster Care Program in the Sioux Falls office and provides social work supervision for the Sioux Falls and Rapid City office..

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:

Freddy Maseman, LPC, hired 11/12/18 is the Program Director for the Foster Care Program in the Sioux Falls office and provides social work services.

Ashley Evans, CSW (#4943, expires 12/31/20) hired 1/22/18 is a Foster Care therapist in Rapid City, she was described as being in the process of obtaining her social work license;

Mary Laidlaw, CSW (#4754, expires 12/31/20) hired 8/7/18 is a Foster Care therapist in Rapid City, she was described as being in the process of obtaining her social work license;

Ann Lecy, BSW, LSW (#2195, exp. 12/31/19) hired 7/21/08 is a Family Development Specialist in Rapid City;

Angela Smith (#4712, exp. 12/31/20) hired 9/18/17 is a Family Development Specialist and therapist in Sioux Falls;

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

YES

NO

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:

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.	✓	_____

Comments:

The agency did not use paraprofessional staff or volunteers during the past 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:

Children's Home Society Fee Schedule is part of agency written policies and procedures. A copy of the rates for FY 2018-2019 was submitted with the application for licensee renewal and is on file in the licensing record. CHS has a contract with the Department of Social Services to provide Family Treatment Home Care and Emergency Foster Care. A rate is negotiated with the Department of Social Services annually for payment for those services.

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.	✓	_____
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 inservice training.	✓	_____

Comments:

Three personnel records were reviewed from the Sioux Falls office and four were reviewed from the Rapid City office.

Children's Home Society CPA has an orientation plan and uses a checklist to document completion of the agency orientation by new staff. Records reviewed contained documentation to verify completion of the orientation during

the staff member's first month of employment.

The performance appraisal used by Children's Home Society is well suited for use to assess staff competency in carrying out their job duties and training after the first year of employment. There is evidence in the file the agency and employee work together to identify areas where training is needed in the coming year based off the evaluation of the employee's performance and clearly identify the training to be received in the annual performance appraisal.

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 and FBI.	✓	_____

Comments:

Three personnel records were reviewed from the Rapid City office and four from the Sioux Falls office. Each record reviewed contained documentation to verify compliance with the above requirements.

09. <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:

Children Home Society's written procedures relate to the above requirements. Four records were reviewed for children in foster care from the Sioux Falls and Rapid City office and all records contained documentation to verify compliance with the above requirements. A foster parent from the Rapid City office was interviewed and reported information regarding children in care is shared with them prior to their placement in their home and foster parents are involved in treatment planning for the children. She reported at least monthly contact with agency staff and rated Children's Home Society as "Excellent" in meeting the needs of children in care.

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.	✓	_____
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.	✓	_____
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.	✓	_____
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:

Children's Home Society written policies relating to adoption are in compliance with licensing rules. The agency did not complete any adoptions or approve additional adoptive homes during the year for children whom they have responsibility, so there were no records to review to verify compliance with the above requirements.

- |   |            |           |
|---|------------|-----------|
| 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 from the office in Sioux Falls and Rapid City. Records reviewed contained documentation to verify homes meet 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. | NA         | _____     |

Comments:

Four records were reviewed of children in foster care from the Rapid City and Sioux Falls office and documentation was found in each to verify children receive the required medical and dental services.

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

Comments:

Children's Home Society- CPA is not involved in infant adoptions. Parental rights for children placed in adoptive homes by the agency will generally have been terminated prior to their involvement in the adoptive process with the agency.

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

Children's Home Society generally uses the services of Gene Bender of Sioux Falls or Gary Jensen of Rapid City for legal services when needed.

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

Comments:

Documentation found in records reviewed of children in foster care and interviews with foster parents verify that Children's Home Society provides services to meet the needs of children for whom they have responsibility.

- |   |             |                |
|---|-------------|----------------|
| 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. | ✓<br>_____  | _____<br>_____ |
| B. Children's records contain evidence that ICPC is followed.   | NA<br>_____ | _____<br>_____ |

Comments:

Children's Home Society written policies and procedures reflect the requirements for interstate placement of children. None of the records reviewed was for a child placed in a state other than their state of residence, although past reviews of records for children placed into or from another state have indicated the agency makes appropriate contact with the Department's Interstate Compact Administrator when required.

- |  |            |                |
|--|------------|----------------|
| 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.          | ✓<br>_____ | _____<br>_____ |
| B. Records are kept in locked, fire resistant filing cabinets. | ✓<br>_____ | _____<br>_____ |
| C. There is a master card file on all case records.            | ✓<br>_____ | _____<br>_____ |
| D. Records contain the following:                              |            |                |
| 1. Face sheet.   | ✓<br>_____ | _____<br>_____ |
| 2. Medical records with significant family health history.     | ✓<br>_____ | _____<br>_____ |
| 3. Medical/surgical authorization.                             | ✓<br>_____ | _____<br>_____ |
| 4. Correspondence.   | ✓<br>_____ | _____<br>_____ |
| 5. Legal documents.  | ✓<br>_____ | _____<br>_____ |
| 6. Agency agreements/contracts.                                | ✓<br>_____ | _____<br>_____ |
| 7. Reports from schools, specialists and other agencies.       | ✓<br>_____ | _____<br>_____ |
| 8. Case service plan.  | ✓<br>_____ | _____<br>_____ |
| 9. Dated, narrative record.                                    | ✓<br>_____ | _____<br>_____ |

Comments:

Four records were reviewed from the Rapid City and four from the Sioux Falls office. Records reviewed from each office contained the above required documentation where applicable.

18. <u>Adoptive Home Record - 67:42:09:26</u>	<u>YES</u>	<u>NO</u>
A. Adoptive home records contain the following:		
1. Signed application.	NA	_____
2. Physical exams.	NA	_____
3. Correspondence.	NA	_____
4. Home study.	NA	_____
5. Written references.	NA	_____
6. Signed agreement regarding terms of the placement.	NA	_____
7. Narrative record (regarding placement and evaluation of progress).	NA	_____
8. Legal documents.	NA	_____

Comments:

Children's Home Society CPA did not complete any adoptions or approve additional adoptive homes during the past year for children for whom they have responsibility.

19. Recommendations:

Children Home Society is found to be in substantial compliance with licensing rules for Child Placement Agencies.

It is recommended that a satisfactory license be issued to Children Home Society to operate a Child Placement Agency in South Dakota with offices located in Sioux Falls and Rapid City.

Completed By: Kevin Kanta

Kevin Kanta , Program Specialist

Date of On-Site Visit: 06/25/19 RC 06/20/19 SF