

**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 located at 801 N. Sycamore Ave., Sioux Falls, SD 57101 for the period from July 1, 2020 to July 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 8th day of July, 2020.



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

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

AGENCY NAME: Children's Home Society (R46)

DIRECTOR: Michelle Lavelle

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> </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 10, 2020 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:

Auto liability and commercial general liability insurance is purchased from Philadelphia Indemnity Insurance Company policy # PHPK2091520. Professional liability insurance is purchased from Tokio Marine Specialty Insurance Company policy# PPK2092208. A copy of the Certification of Liability Insurance verifying coverage through February 1, 2021 was submitted with the application materials.

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:

An audit of Children's Home Society of South Dakota's financial reports for the period ending June 30th, 2019 and 2018 was completed by Eide Bailly LLP, CPA's on October 23, 2019 was submitted with the agency's application.

5. Staff Qualifications

A. Social Work Supervisor - 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:

Ondrea Patzlaff, BSW, SWA (#3070, exp. 12/31/21) 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

- | | <u>YES</u> | <u>NO</u> |
|---|------------|----------------|
| 1. Licensed as a social worker; or | ✓
_____ | _____
_____ |
| 2. Licensed as a social work associate. | ✓
_____ | _____
_____ |

List social worker qualifications:

Chelsie Ogaard, SWA (license # 3531, exp. 12/31/20) is the Program Director for the Foster Care Program in the Sioux Falls office and was hired in March 2020.

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

Volunteer records are kept and contain:

- | | <u>YES</u> | <u>NO</u> |
|---|------------|----------------|
| 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. Fees for Services - 67:42:09:04

YES

NO

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. 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. Inservice Training - 67:42:09:10

YES

NO

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:

Three personnel records were reviewed from the Sioux Falls office and three 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. Personnel Records - 67:42:09:08.01, 67:42:09:11

YES

NO

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 three 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. Records reviewed for children in foster care from the Sioux Falls and Rapid City office contained documentation to verify compliance with the above requirements.

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:

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

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.	✓	_____
B. Children's records contain evidence that ICPC is followed.	NA	_____

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.	✓	_____
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 from each office contained the above required documentation where applicable.

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.	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: 06/22/20 RC 07/08/20 SF