

**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 and 1330 Jolly Lane, Rapid City, SD 57703  
for the period from July 1, 2021 to July 31, 2022.

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 13th day of July, 2021.



License Number R46

  
\_\_\_\_\_  
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: Children's Home Society (R46)

DIRECTOR: Michelle Lavallee

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 May 11, 2021 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 - SDCL 26-6-11

- |   | <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 # PHPK2232433. Professional liability insurance is purchased from Tokio Marine Specialty Insurance Company policy # PPK2232578. A copy of the Certification of Liability Insurance verifying coverage through February 1, 2022 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 30<sup>th</sup>, 2020 and 2019 was completed by Eide Bailly LLP, CPA’s on October 28, 2020 was submitted with the agency’s application.

5. Staff Qualifications

A. <u>Qualifications for staff providing supervision</u> - 67:42:09:07	<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: Chelsie Ogaard, SWA (license # 3531, exp. 12/31/21) is the Program Director for the Foster Care Program in the Sioux Falls office and was hired in March 2020.		
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.	NA	_____
2. Does not assume full responsibilities or duties of a social worker.	NA	_____
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.	✓	_____
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</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:

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.	<u>Inservice 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:

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:

Personnel records 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:

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 contained documentation to verify children receive the required medical and dental services.

- |  |            |           |
|--|------------|-----------|
| 13. <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 Jean Bender of Sioux Falls or Gary Jensen of Rapid City for legal services when needed.

- |  |            |           |
|--|------------|-----------|
| 14. <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.

- |   |            |           |
|---|------------|-----------|
| 15. <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.

- |  |            |           |
|--|------------|-----------|
| 16. <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.

17. <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.



18. 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: 06/22/21

Program Manager: Muriel Nelson