

South Dakota Department of Social Services
CERTIFICATE OF LICENSE
as a
CHILD WELFARE AGENCY


This is to certify that Lifeline Children's Services located at 1915 East 8th Street, Sioux Falls, SD 57103 is hereby granted this license to conduct and maintain a Child Placement Agency for the period from June 1, 2022 to May 31, 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 31st day of May 2022.



License Number R 31166



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: Lifeline Children's Services (R31166)

DIRECTOR: Chuck Jespersen

1. Licensing Requirements - 67:42:01:02, SDCL 26-6-11

| A. The following have been submitted to the Department: | <u>YES</u> | <u>NO</u> |
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| 1. Application materials for license | ✓ | _____ |
| 2. Documentation of need, character, and intent of applicant | ✓ | _____ |
| 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 April 14, 2022 is on file in the licensing record. It contains a signed statement of compliance with the Civil Right Act of 1964. Documentation supporting need, character, and intent of applicant were submitted and are on file in the licensing record.

2. Insurance - 67:42:01:35

| A. Vehicles used to transport children have appropriate passenger liability insurance. | <u>YES</u> | <u>NO</u> |
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| | ✓ | _____ |
| B. The agency carries public liability insurance. | ✓ | _____ |

Comments:

Lifeline Children's Services purchases commercial and automobile liability (policy #V161F5190701) from Hawley & Associates, LLC. Documentation verifying current coverage is on file in the licensing record.

3. Accounting System - 67:42:01:33, 67:42:01:34

| A. The accounting system used clearly identifies the cost of services and other expenses of operation. | <u>YES</u> | <u>NO</u> |
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| | ✓ | _____ |
| B. An audit of the accounts has been done in the last year by a CPA. | ✓ | _____ |

Comments:

An audit of Lifeline's financial reports for the period ending December 31, 2020, and 2019 was completed by Steve Richardson & Company on August 13, 2021. A copy of the audit report, including a summary of significant accounting policies is on file in the licensing record.

4. Staff Qualifications

| A. <u>Staff Providing Supervision</u> - 67:42:09:07 | <u>YES</u> | <u>NO</u> |
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| 1. At least a master's degree in psychology, social work, counseling, or nursing and currently holds a license in that field | ✓ | _____ |

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| 2. | Two years supervisory experience in a family or child welfare field. | ✓ | |
| | List supervisor's qualifications: | | |
| | Melissa Steltz, BSW, MSW (License # 3610 Exp. 12/31/23) provides supervision and become the agency director in July 2021. | | |
| B. | <u>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. | NA | |
| 2. | Verification of social work licensure if performing social work functions. | NA | |
| 3. | A job description. | NA | |
| 4. | Three positive references. | NA | |
| 5. | Verification of screening for substantiated reports of child abuse or neglect. | NA | |
| 6. | Verification of submission of fingerprints to the DCI. | NA | |
| 7. | Documented orientation training. | NA | |
| 8. | Thirty hours inservice training if volunteering thirty or more hours each week. | NA | |
| 9. | Evidence of being informed of procedures for reporting suspected CA/N. | NA | |
| | <u>Comments:</u> | | |
| | Lifeline did not use volunteers in the last year. Please assure the above requirements are met in the event volunteers are used to work directly with clients. | | |
| 5. | <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. | ✓ | |

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| D. The agency has a procedure for reimbursing foster parents. | NA | |
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Comments:

A list of fees related to services for the agency was submitted with the application and are on file in the licensing record.

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| 6. <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:

Lifeline written policies contain plans for orientation and in-service training that reflect the requirements of ARSD 67:42:09:10. Two staff records were reviewed and contained documentation of over 30 hours of in-service training during the past year.

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| 7. <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:

Two personnel records reviewed contained documentation to verify compliance with the above requirements.

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| 8. <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 | | |

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| 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. | NA | |
| 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. | NA | |
| 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. | NA | |
| 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 does not provide foster care services.

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| 9. <u>Adoptive Services</u> - 67:42:09:15, 67:42:09:16 | <u>YES</u> | <u>NO</u> |
| A. 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. | ✓ | |
| B. 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. | ✓ | |

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| 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:

Lifeline written policies relating to provision of services to adoptive families are in compliance with licensing rules. Adoptive home records reviewed contained documentation to verify compliance with the above requirements.

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| 10. <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. | NA | _____ |
| B. Foster homes meet state standards (ARSD 67:42:01 & 67:42:05) or meet standards approved in accordance with tribal law. | NA | _____ |

Comments:

The agency does not provide foster care services.

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| 11. <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. | NA | _____ |
| C. Children are currently immunized. | ✓ | _____ |
| D. Children receive physical and dental exams prior to adoptive placement. | ✓ | _____ |

Comments:

The agency does not provide foster care services.

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| 12. <u>Legal Services and Responsibilities</u> - 67:42:09:21 | <u>YES</u> | <u>NO</u> |
| A. The agency employs/retains legal staff. | ✓ | _____ |

Comments:

Documentation submitted indicates the agency will utilize Terry Westergaard in Rapid City and Melissa Jelen in Sioux Falls to provide legal services.

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| 13. <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:

Agency written policy indicating the intent to comply with the above requirements was submitted and is on file in the licensing record.

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| 14. <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. | ✓ | _____ |

Comments:

A written policy and applicable forms were submitted indicating children will be placed in accordance with ICPC requirements. There were no records with ICPC information to review.

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| 15. <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. | See | Comments |
| 9. Dated, narrative record. | ✓ | _____ |

Comments:

There were no records to review for children in foster care due to the agency not providing foster care services. Birth parent records reviewed contained the above required documentation when appropriate, except one record did not contain a case service plan. Please assure all birth parent records contain a case service plan to comply with ARSD 67:42:09:24.

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| 16. <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. | ✓ | _____ |
| 2. Physical exams. | ✓ | _____ |

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| 3. Correspondence. | ✓ | |
| 4. Home study. | ✓ | |
| 5. Written references. | ✓ | |
| 6. Signed agreement regarding terms of the placement. | ✓ | |
| 7. Narrative record (regarding placement and evaluation of progress). | ✓ | |
| 8. Legal documents. | ✓ | |

Comments:

Adoptive records reviewed contained the above required documentation where appropriate.

17. Recommendations:

Lifeline Children’s 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 Lifeline Children’s Services to operate a Child Placement Agency in South Dakota.

Completed By: Kevin Kanta 06/06/22

Kevin Kanta, Program Specialist

Date of On-Site Visit: 5/11/22

Program Manager: _____