

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

This is to certify that Lutheran Family Services located at 3409 W. 47th Street, Suite 103, Sioux Falls, SD 57106 is hereby granted this license to conduct and maintain a Child Placement Agency for the period from April 1, 2023 to July 31, 2024.

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 April 2023.



License Number R 31644



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: Lutheran Family Services (R31644)

DIRECTOR: Kim Laube, Director of Life Ministries

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

	<u>YES</u>	<u>NO</u>
A. The following have been submitted to the Department:		
1. Application materials for license	✓	_____
2. Documentation of need, character, and intent of applicant	NA	_____
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 July 20, 2023 is on file in the licensing record. It contains a signed statement of compliance with the Civil Right Act of 1964.

2. Insurance - 67:42:01:35

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

Comments:

Lutheran Family Services purchases commercial general liability (policy #2021-64906-DO) from Alliance of Nonprofits for Insurance. Documentation verifying current coverage through September 15, 2023 is on file in the licensing record.

3. 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.	✓	_____
B. An audit of the accounts has been done in the last year by a CPA.	NA	_____

Comments:

An audit of Lutheran Family Services' financial reports for the period ending June 30, 2022, and 2021 was completed by Cornwell, Frideres, Maher and Associates, P.L.C on December 8, 2022. A copy of the audit report, including a summary of significant accounting policies is on file in the licensing record.

4. Staff Qualifications

	<u>YES</u>	<u>NO</u>
A. <u>Staff Providing Supervision</u> - 67:42:09:07		
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:		
	Catherine Vandebraak, M.A. Marriage and Family Therapy, provides supervision and adoption services.		
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/FBI.	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>		
	Catherine Vandebraak is the only employee of the agency at this time.		
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.		

	✓	_____
D. The agency has a procedure for reimbursing foster parents.	NA	_____
<u>Comments:</u>		
A list of fees related to services for the agency was submitted with the application and are on file in the licensing record.		
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.	✓	_____
<u>Comments:</u>		
The record reviewed contained documentation to verify the above items.		
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.	✓	_____
<u>Comments:</u>		
The record reviewed contained documentation to verify the above items.		
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 implemented within thirty days of intake.	NA	_____

2. Preplacement prevention services.	NA	
3. The placement of children in the least restrictive setting available to the child.	NA	
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).	NA	
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.	NA	
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.	NA	
10. A process to recruit and develop adoptive and foster homes, and to license foster homes.	NA	

Comments:

The agency does not provide foster care services.

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.	✓	
2. Adoptive placement shall occur as soon as possible after the child is legally free for adoption.		

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| | ✓ | _____ |
| 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:

The agency worked with one family in the last year who has not had a placement.

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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 written agency policy submitted indicates the intent to comply with the above requirements. They did not place any children for adoption in the last year.

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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:

The agency intends to use John Hughes 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.

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.

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.	✓	_____
9. Dated, narrative record.	✓	_____

Comments:

The agency did not provide services in the last year. An agency written policy indicating the intent to comply with the above requirements was submitted and is on file in the licensing record.

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.	✓	_____
3. Correspondence.	✓	_____
4. Home study.	✓	_____

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

Comments:

The file reviewed contained documentation to verify the items above.

17. Recommendations:

Lutheran 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 Lutheran Family Services to operate a Child Placement Agency in South Dakota.

Completed By: Kevin Kanta 9/11/23

Kevin Kanta, Program Specialist

Date of On-Site Visit: 7/27/23

Program Manager: Muriel Nelson