

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

811 East 10th Street Dept. 3

Sioux Falls, SD 57103

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August 28, 2019

Our Home Connections
Jenise Pischel
103 W Maple St
Parkston, SD 57366

Dear Jenise:

Enclosed is the current certificate of license that allows Our Home Connections to operate as a Child Placement Agency in South Dakota with offices at 103 W Maple St, Parkston, South Dakota. The license is effective from September 1, 2019 to August 31, 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 Our Home Connections provides to South Dakota's children and families.

Sincerely,

A handwritten signature in cursive script that reads 'Virgena Wieseler'.

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 Our Home Connections is hereby granted this license to conduct and maintain a Child Placement Agency located at 103 W Maple St, Parkston, SD 57366 for the period from September 1, 2019 to August 31, 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 28th day of August 2019.



License Number R 28764

Virginia Wieseler
CPS Division Director

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

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

AGENCY NAME: Our Home Connections (R28764)

DIRECTOR: Jenise Pischel

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 | ✓ | _____ |
| B. A statement of compliance with the Civil Rights Act of 1964 is included in the agency's policies. | ✓ | _____ |

Comments:

An application for license dated July 31, 2019 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. Agency Responsibilities - 67:42:01:28

| | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| A. The building and equipment needs of the organization are adequately met. | ✓ | _____ |
| B. The agency has sufficient funds to meet the needs of the community. | ✓ | _____ |

Comments:

Financial projections submitted with the application for license indicate the availability of sufficient funds to provide for the needs of the program. A financial audit will be required the subsequent year the agency begins to provide services to children.

3. 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:

Proof of insurance must be submitted to this office prior to providing services to children.

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

Comments:

The projected budget and documents showing capital funds available were submitted with application. A copy of the audit report, including a summary of significant accounting policies is due upon license renewal.

5. Staff Qualifications

| | | |
|--|--------------|-----------|
| A. <u>Social Work Supervisor</u> - 67:42:09:07 | <u>YES</u> | <u>NO</u> |
| 1. Licensed as a certified social worker. | | |
| | See Comments | _____ |
| 2. Two years supervisory experience in a family or child welfare field. | | |
| List supervisor's qualifications: | See Comments | _____ |
| Please submit qualifications of social work supervisor once hired. | | |
| B. <u>Social Workers</u> - 67:42:09:07.01 | <u>YES</u> | <u>NO</u> |
| 1. Licensed as a social worker; or | | |
| | See Comments | _____ |
| 2. Licensed as a social work associate. | | |
| | See Comments | _____ |
| List social worker qualifications: | | |
| Please submit qualifications of social workers once hired. | | |
| C. <u>Paraprofessional Staff</u> - 67:42:09:08 | <u>YES</u> | <u>NO</u> |
| 1. Works under the direct supervision of professional staff. | | |
| | See Comments | _____ |
| 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 | _____ |

Comments:

Please assure the above requirements are met when hiring staff for the agency.

| | | |
|--|--------------|-----------|
| 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. | See Comments | |

Comments:

The documents submitted did not indicate any fees for services. Please submit policies or procedures for reimbursing foster parents when developed.

| | | |
|--|--------------|-----------|
| 7. <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. | See Comments | |
| 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. | See Comments | |
| C. Each employee has a documented record of a minimum of 30 hours annual in-service training. | See Comments | |

Comments:

Please submit written agency policy to comply with the above requirements. It is recommended a form be created to annually evaluate each staff member's competencies and develop a plan that provides for competency-based training.

| | | |
|---|--------------|-----------|
| 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. | See Comments | |
| B. Job Description. | See Comments | |
| C. Annual performance appraisal. | See Comments | |
| D. Verification of at least three reference checks. | See Comments | |
| E. Verification of past employer checks. | See Comments | |
| F. Verification of screening for substantiated reports of child abuse or neglect. | See Comments | |
| G. Verification of screening of sexual offender registry. | See Comments | |
| H. Verification of submission of fingerprints to the DCI and FBI. | See Comments | |

Comments:

Please submit written policy or procedures which will ensure compliance with the items above. Personal records will be reviewed to verify compliance at the time of the onsite visit.

9. Client Services - 67:42:09:13, 67:42:09:17

YES

NO

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.

See Comments

See Comments

See Comments

See Comments

See Comments

See Comments

See Comments

See Comments

See Comments

See Comments

Comments:

Please submit written policy or documents developed to comply with the items above.

10. Adoptive Services - 67:42:09:15, 67:42:09:16

YES

NO

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.

NA

NA

NA

NA

NA

NA

NA

NA

NA

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.
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.

NA

NA

NA

NA

Comments:

The agency does not intend to provide adoption services.

11. Foster Home Services - 67:42:09:18, 67:42:09:25

YES

NO

A. Foster homes are approved on an annual basis.

See Comments

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

See Comments

Comments:

Please submit written policy to ensure compliance with the items above.

12. Medical and Dental Services - 67:42:09:19

YES

NO

A. There is a written policy for the health care of every child in care.

See Comments

B. Children receive physical and dental exams as required by 67:42:09:19.

See Comments

C. Children are currently immunized.

See Comments

D. Children receive physical and dental exams prior to adoptive placement.

See Comments

Comments:

Please submit written policy to ensure compliance with the items above.

13. Services to Birth Parents - 67:42:09:20

YES

NO

A. Written policies reflect the following:

1. The agency will respect parental rights and obligations.
2. The agency will provide services to birth parents whether or not they choose to relinquish the child.
3. The agency will not entice the birth parent to relinquish the child.
4. The decision to relinquish the child shall be made by the birth parent.

NA

NA

NA

NA

5. The agency shall assist with the legal termination of parental rights.

NA

Comments:

The agency does not intend to provide adoption services.

14. Legal Services and Responsibilities - 67:42:09:21

YES

NO

- A. The agency employs/retains legal staff.

NA

Comments:

The agency does not have the need to retain legal staff at this time.

15. Other Agency Services - 67:42:09:22

YES

NO

- 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:

The agency submitted documentation supporting the items above.

16. Interstate Placement of Children - 67:42:09:23, 67:14:24

YES

NO

- A. Written policies reflect appropriate procedures to follow in the interstate placement of children.

NA

- B. Children's records contain evidence that ICPC is followed.

NA

Comments:

The agency did not indicate the intent to have children placed from states other than South Dakota.

17. Client Case Records - 67:42:09:24, 67:42:01:21

YES

NO

- A. Case records are current and systematically filed.

See Comments

- B. Records are kept in locked, fire resistant filing cabinets.

See Comments

- C. There is a master card file on all case records.

See Comments

- D. Records contain the following:

See Comments

1. Face sheet.

See Comments

2. Medical records with significant family health history.

See Comments

3. Medical/surgical authorization.

See Comments

4. Correspondence.

See Comments

5. Legal documents.

See Comments

6. Agency agreements/contracts.

See Comments

7. Reports from schools, specialists and other agencies.

See Comments

8. Case service plan.

See Comments

9. Dated, narrative record.

See Comments

Comments:

Please submit written policy to ensure compliance with the items above.

| | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| 18. <u>Adoptive Home Record</u> - 67:42:09:26 | | |
| 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:

The agency will not provide adoption services.

19. Recommendations:

Our Home Connections is found to be in substantial compliance with licensing rules for Child Placement Agencies. The agency will hire staff in the next year and develop policies related to the comments above. Compliance with items noted throughout this document must occur prior to providing services to children in foster care.

It is recommended that a satisfactory license be issued to Our Home Connections to operate a Child Placement Agency in South Dakota with offices located in South Dakota.

Completed By: Kevin Kanta Date: 8/20/19
Kevin Kanta, Program Specialist