

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

This is to certify that Our Home is hereby granted a license extension to conduct and maintain a
Child Placement Agency located at
103 West Maple St. Parkston, SD 57366
for the period from September 1, 2021 to August 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 2nd day of November, 2021.



License Number 28764



Licensing & Accreditation Administrator

Department of Social Services
Office of Licensing & Accreditation
910 E. Sioux Avenue
Pierre, S.D. 57501-3940
605-773-4766

**LICENSE RENEWAL 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: | <u> </u> | <u> </u> |
| 1. Application materials for license | ✓ | <u> </u> |
| 2. Documentation of need, character, and intent of applicant | ✓ | <u> </u> |
| B. A statement of compliance with the Civil Rights Act of 1964 is included in the agency's policies. | ✓ | <u> </u> |

Comments:

An application for license dated July 23, 2021 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. | <u> </u> | <u> </u> |
| | ✓ | <u> </u> |
| B. The agency has sufficient funds to meet the needs of the community. | ✓ | <u> </u> |

Comments:

The reviewers found the facility to be adequately furnished and maintained to provide for the needs of the residents. Financial reports submitted with the application for license renewal indicate the availability of sufficient funds to provide for the needs of the program.

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> |
| | ✓ | <u> </u> |
| B. The agency carries public liability insurance. | ✓ | <u> </u> |

Comments:

Commercial auto liability insurance coverage is purchased from National Casualty Company, policy #QFO0000135 and commercial general and professional liability insurance policy #00099827. Policy declarations verifying coverage through February 9, 2022 were submitted with the application for license renewal.

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> |
| | ✓ | <u> </u> |

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

Comments:

An audit of Our Home, Inc. financial statements for the period ending June 30, 2020 was completed by Schoenfish & Co., Inc. CPA's on October 20, 2020. A copy of the audit report, including a summary of significant accounting policies, was submitted with the Our Home application for license renewal and is on file in the licensing record.

5. Staff Qualifications

A. Qualifications for staff providing supervision - 67:42:09:07 YES NO

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:

Kristen Schroeder, LCSW # 3109 Exp. 12/31/23, provides supervision.

B. Requirements for staff providing direct services and support to clients 67:42:09:07.01 YES NO

1. At a minimum an associate's degree in the social sciences or human services field. ✓

2. Supervised according to 67:42:09:07. ✓

List social worker qualifications:

Elizabeth Cope, LCSW #6009 Exp. 12/31/22, provides social work services.

C. Paraprofessional Staff - 67:42:09:08 YES NO

1. Works under the direct supervision of professional staff. ✓

2. Does not assume full responsibilities or duties of a social worker. NA

D. Volunteers - 67:42:09:09 YES NO

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:

The agency did not use volunteers.

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| 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:

Our Home's written policies relating to fees for services and reimbursement of foster parents are in compliance with licensing rules. The agency has a contract with the Department of Social Services to provide family treatment home care and negotiates a rate with the department for payment of those services.

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| 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. | ✓ | _____ |
| 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:

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

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|---|------------|-----------|
| 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.

9. <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:

Records reviewed for children in foster care contained documentation to verify compliance with the relevant requirements above.

10. <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.	NA	_____
2. Housing requirements.	NA	_____
3. Physical health.	NA	_____
4. Mental health.	NA	_____
5. Religious beliefs in relation to best interests of the child.	NA	_____
6. Other children in the home and family composition, needs and relationships.	NA	_____
7. Verification of screening for substantiated reports of child abuse or neglect.	NA	_____
8. Verification of a criminal record check.	NA	_____
9. Ability to parent a child.	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.	NA	_____
2. Adoptive placement shall occur as soon as possible after the child is legally free for adoption.	NA	_____
3. Current medical reports on an adoptive child are supplied to the adoptive parents.	NA	_____
4. When indicated, continued services (including an adoption subsidy) shall be provided to assist the child and family after placement.	NA	_____

Comments:

The agency does not provide adoption services.

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:

The foster home record for the two families currently licensed by were reviewed and documentation was found to verify the home meets the standards of ARSD 67:42:01 and 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. | ✓ | _____ |

Comments:

Our Home's written policies relating to medical and dental services for children in their care are in compliance with licensing rules. Documentation found in records reviewed of children in foster care verifies children receive appropriate medical and dental services as required by licensing rules.

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|--|------------|-----------|
| 13. <u>Services to Birth Parents - 67:42:09:20</u> | <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:

The agency does not intend to provide adoption services.

- | | | |
|--|------------|-----------|
| 14. <u>Legal Services and Responsibilities - 67:42:09:21</u> | <u>YES</u> | <u>NO</u> |
| A. The agency employs/retains legal staff. | NA | _____ |

Comments:

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

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|--|------------|-----------|
| 15. <u>Other Agency Services - 67:42:09:22</u> | <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 their care indicates the agency provides

appropriate services to meet the needs of those children.

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.	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. <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 for children in foster care contained the above required information.

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:

The agency does not provide adoption services.

19. Recommendations:

Our Home Connections is found to be in substantial compliance with licensing rules for Child Placement Agencies. It is recommended that a satisfactory license be issued to Our Home to operate a Child Placement Agency in South Dakota.

Completed By: Kevin Kanta 11/1/21

Kevin Kanta, Program Specialist

Date of On-Site Visit: 10/12/21

Program Manager: _____