

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, 2023 to August 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 September 2023.



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:		
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 dated July 21, 2023 is on file in the licensing record. It contains a signed statement of compliance with the Civil Right Act of 1964.

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 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.	✓	_____
B. The agency carries public liability insurance.	✓	_____

Comments:

Commercial auto liability insurance coverage is purchased from National Indemnity Company commercial general/professional liability insurance policy is purchased from Capitol Specialty Insurance Corporation. Policy declarations verifying coverage through February 9, 2024 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.	✓	_____
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, 2022 was completed by Schoenfish & Co., Inc. CPA's on November 14, 2022. 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. <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: Kristen Schroeder, LCSW # 3109 Exp. 12/31/23, provides supervision.		
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.	✓	_____
List social worker qualifications: Elizabeth Cope, LCSW #6009 Exp. 12/31/24, provides social work services.		
C. <u>Paraprofessional Staff</u> - 67:42:09:08	<u>YES</u>	<u>NO</u>
1. Works under the direct supervision of professional staff.	✓	_____
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:

The agency did not use volunteers.

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.

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 reviewed contained documentation of over 30 hours of in-service training during the past year.

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. Intake services to determine whether or not the agency is suited to the client's needs.	✓	
2. Treatment planning services through which the client and worker jointly determine the need and the services to be provided.	✓	
3. A process to recruit and develop adoptive and foster homes, and to license foster homes.	✓	
4. A case plan developed 30 days after the child's placement.	✓	
5. A statement that regarding the necessity of the foster care placement.	✓	
6. A description of services which are to be provided to the child and the child's family to facilitate a permanent plan for the child.	✓	
7. Projected dates for attaining established goals.	✓	
8. A process that assures at least monthly contacts with children in care or their foster parents.	✓	
9. Assurances to allow continued contacts between birth parents and their children when this is appropriate.	✓	
10. Regular educational instruction for children of school age.	✓	
11. Termination of services occurs only after a permanent plan has been achieved, or the agency's services are no longer required.	✓	

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 one family currently licensed was 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.

13. <u>Services to Birth Parents</u> - 67:42:09:20	<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</u> - 67:42:09:21	<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.

15. <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 their care indicates the agency provides appropriate services to meet the needs of those children.

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.

✓

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. Adoptive Home Record - 67:42:09:26

YES

NO

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 8/22/23

Kevin Kanta, Program Specialist

Date of On-Site Visit: 8/16/23

Program Manager: Muriel Nelson