

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

This is to certify that Simply Smiles Inc. located at 27249 Highway 212, LaPlant, SD 57652 is hereby granted this license to conduct and maintain a Child Placement Agency for the period from April 1, 2021 to March 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 27 day of March 27, 2021.



License Number R 28173

*Kirgema Wieseler*  
CPS Division Director

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

**LICENSING RENWAL STUDY  
CHILD PLACEMENT AGENCY  
ARSD 67:42:01, 67:42:05, 67:42:09**

AGENCY NAME: Simply Smiles Children's Village (R28173)

DIRECTOR: Hallie Riggs

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> | <u>          </u> |
| 2. Documentation of need, character, and intent of applicant   | <u>      ✓      </u> | <u>          </u> |
| B. A statement of compliance with the Civil Rights Act of 1964 is included in the agency's policies. | <u>      ✓      </u> | <u>          </u> |

Comments:

An application for license dated March 3, 2021 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. | <u>      ✓      </u> | <u>          </u> |
| B. The agency carries public liability insurance.                                      | <u>      ✓      </u> | <u>          </u> |

Comments:

Commercial general and professional liability insurance coverage is purchased from Ion Insurance Corporation. A copy of the certificate expiring on February 18, 2022 was submitted with the application for license renewal.

3. Annual Audit - 67:42:01:34

- |  | <u>YES</u>           | <u>NO</u>         |
|--|----------------------|-------------------|
| B. An audit of the accounts has been done in the last year by a CPA. | <u>      ✓      </u> | <u>          </u> |

Comments:

The reviewer was provided a financial audit for the period ending December 31, 2019 and was completed June 10, 2020.

4. Staff Qualifications

- |   | <u>YES</u>           | <u>NO</u>         |
|---|----------------------|-------------------|
| A. <u>Social Work Supervisor</u> - 67:42:09:07  | <u>          </u>    | <u>          </u> |
| 1. At least a master's degree in psychology, social work, counseling, or nursing and currently holds a license in that field. | <u>      ✓      </u> | <u>          </u> |
| 2. Two years supervisory experience in a family or child welfare field.   | <u>      ✓      </u> | <u>          </u> |

List supervisor's qualifications:

Hallie Riggs, M.S. Social Work, (CSW #4986, exp. 12/31/22) is the Director and provides social worker supervision. Hallie has experience nationally and abroad working with survivors of physical and sexual abuse, neglect, domestic and community violence, family

separation, and loss.

B. <u>Social Workers</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	_____

Comments:

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.	✓	_____
D. The agency has a procedure for reimbursing foster parents.	✓	_____

Comments:

Simply Smile'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.

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:

Abbott House 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.

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:

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

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.	✓	
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:

Two records were reviewed for children in foster care. The children in foster care records reviewed contained documentation to verify compliance with the relevant requirements above.

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.	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 intend to provide adoption services.

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

Comments:

Written policy and procedures are in compliance with the items above. There were no foster parents licensed at the time of the onsite visit.

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

Comments:

Two records were reviewed for children in foster care. The children in foster care records reviewed contained documentation to verify compliance with the relevant requirements above.

- |  |            |           |
|--|------------|-----------|
| 12. <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.

- |  |            |           |
|--|------------|-----------|
| 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:

The agency submitted documentation supporting the items above.

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.	<u>NA</u>	<u>          </u>
B. Children's records contain evidence that ICPC is followed.	<u>NA</u>	<u>          </u>

Comments:

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

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.	<u>✓</u>	<u>          </u>
B. Records are kept in locked, fire resistant filing cabinets.	<u>✓</u>	<u>          </u>
C. There is a master card file on all case records.	<u>✓</u>	<u>          </u>
D. Records contain the following:	<u>✓</u>	<u>          </u>
1. Face sheet.	<u>✓</u>	<u>          </u>
2. Medical records with significant family health history.	<u>✓</u>	<u>          </u>
3. Medical/surgical authorization.	<u>✓</u>	<u>          </u>
4. Correspondence.	<u>✓</u>	<u>          </u>
5. Legal documents.	<u>✓</u>	<u>          </u>
6. Agency agreements/contracts.	<u>✓</u>	<u>          </u>
7. Reports from schools, specialists and other agencies.	<u>✓</u>	<u>          </u>
8. Case service plan.	<u>✓</u>	<u>          </u>
9. Dated, narrative record.	<u>✓</u>	<u>          </u>

Comments:

Two records were reviewed for children in foster care. The children in foster care records reviewed contained documentation to verify compliance with the relevant requirements above.

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.	<u>NA</u>	<u>          </u>
2. Physical exams.	<u>NA</u>	<u>          </u>
3. Correspondence.	<u>NA</u>	<u>          </u>
4. Home study.	<u>NA</u>	<u>          </u>
5. Written references.	<u>NA</u>	<u>          </u>
6. Signed agreement regarding terms of the placement.	<u>NA</u>	<u>          </u>
7. Narrative record (regarding placement and evaluation of progress).	<u>NA</u>	<u>          </u>
8. Legal documents.	<u>NA</u>	<u>          </u>

Comments:

The agency does not provide adoption services.

17. Recommendations:

Simply Smiles Children's Village is found to be in substantial compliance with licensing rules for a Child Placement Agency.

Completed By: Kevin Kanta 04/14/21

Kevin Kanta, Program Specialist

Date of On-Site Visit: 3/23/21