

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, 2022 to March 31, 2023.

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 27th day of March 2022.



License Number R 28173



Licensing & Accreditation Administrator

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

**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: Bryan Nurnberger

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

A. The following have been submitted to the Department:	<u>YES</u>	<u>NO</u>
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 March 10, 2022 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

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

Comments:

Commercial general and professional liability insurance coverage is purchased from Alliance of Nonprofits for Insurance. A copy of the certificate expiring on January 5, 2023 was submitted with the application for license renewal.

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

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

Comments:

The reviewer was provided a financial audit for the period ending December 31, 2020 and was completed March 27, 2021.

4. 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:

Marcella Gilbert is the village director and is providing direct care services to the foster parents. Marcella has a bachelor's degree in Education and Community Health Education. She has a master's degree in Nutrition, Food Science and Hospitality.

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.	✓	_____

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 Smiles' 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. In-service Training - 67:42:09:10 YES NO

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:

Simply Smiles' written policies contain plans for orientation and in-service training that reflect the requirements of ARSD 67:42:09:10.

7. Personnel Records - 67:42:09:08.01, 67:42:09:11 YES NO

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 one personnel record was 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:

The agency did not provide foster care service in the last year.

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.

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

Comments:

The agency did not provide foster care service in the last year.

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

Comments:

The agency did not provide foster care service 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. | 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.	✓	_____
<u>Comments:</u>		
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.	NA	_____
B. Children's records contain evidence that ICPC is followed.	NA	_____
<u>Comments:</u>		
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.	✓	_____
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.	✓	_____
<u>Comments:</u>		
The agency did not provide foster care service in the last year.		
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.	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.

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 03/18/22

Kevin Kanta, Program Specialist

Date of On-Site Visit: 3/15/22

Program Manager: _____