

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


This is to certify that Holt International is hereby granted
this license to conduct and maintain a Child Placement Agency in South Dakota
for the period from July 1, 2023 to June 30, 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 28th day of June 2023.



License Number R 25691



Licensing & Accreditation Administrator

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

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

AGENCY NAME: Holt International (R25691)

DIRECTOR: Jessica Groeneweg

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>NA</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 May 11, 2023 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:

Holt International Child Placement Agency Commercial Liability (policy #W17605230901) is purchased from Alliance Insurance Group. Documentation verifying current coverage until March 1, 2024 is on file in the licensing record.

3. 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> |
| B. An audit of the accounts has been done in the last year by a CPA. | <u>NA</u> | <u> </u> |

Comments:

A copy of the 2021 Holt International Annual Report for the years ended September 30, 2021 and 2020 completed by Wealth Advisory on January 24, 2022 was provided with the application materials.

4. Staff Qualifications

- | | <u>YES</u> | <u>NO</u> |
|------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
| A. <u>Social Work Supervisor</u> - 67:42:09:07 | <u> </u> | <u> </u> |
| 1. t 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:

Jessica Groeneweg provides social work supervision. She has her Master's Degree in Social Work, Bachelor of Arts in Psychology/Minor in Social Work, and sufficient supervisory experience.

| | | |
|---------------------------------------------------------------------------------------|------------|-----------|
| 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/FBI. | 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 the services of volunteers. Please assure the above requirements are met in the event volunteers are used to work directly with clients.

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

A list of fees related to services for the agency was submitted with the application and are on file in the licensing record.

| 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:

Files reviewed contained the above requirements.

| 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. | See _____ | Comments _____ |

Comments:

Personnel records reviewed verified contained the above requirements, except one of the files did not contain verification of fingerprints being submitted to the FBI. See Corrective Action.

| 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. | NA _____ | _____ _____ |
| 2. Preplacement prevention services. | NA _____ | _____ _____ |

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|-----------------------------------------------------------------------------------------------------------------------------------|----|-------|
| 3. The placement of children in the least restrictive setting available to the child. | NA | _____ |
| 4. Permanency planning to help children in foster care achieve a permanent placement. | NA | _____ |
| 5. A process that assures continued services to the birth parents (when applicable). | NA | _____ |
| 6. A process that assures at least monthly contacts with children in care or their foster parents. | NA | _____ |
| 7. Assurances to allow continued contacts between birth parents and their children when this is appropriate. | NA | _____ |
| 8. Regular educational instruction for children of school age. | NA | _____ |
| 9. Termination of services occurs only after a permanent plan has been achieved, or the agency's services are no longer required. | NA | _____ |
| 10. A process to recruit and develop adoptive and foster homes, and to license foster homes. | NA | _____ |

Comments:

The agency does not provide foster care services.

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|---------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 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. | ✓ | _____ |
| 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. | ✓ | _____ |
| 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. | ✓ | _____ |

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|-----------------------------------------------------------------------------------------------------------------------------------------|---|-------|
| 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. | ✓ | _____ |

Comments:

Records reviewed contained the above requirements.

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

Comments:

The agency does not provide foster care services.

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

Comments:

Records reviewed contained the above requirements.

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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. | ✓ | _____ |

Comments:

Documentation submitted indicated the agency will utilize James Reisinger located in Omaha Nebraska to provide legal services.

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| 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. | NA | _____ |
| B. Other services (i.e., psychiatric, religious, special ed, etc.) are available as needed. | NA | _____ |

Comments:

The agency does not provide other services.

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|-------------------------------------------------------------------------------------------------------|------------|-----------|
| 14. <u>Interstate Placement of Children (ICPC)</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. | ✓ | _____ |
| B. Children's records contain evidence that ICPC is followed. | ✓ | _____ |

Comments:

Records reviewed were not ICPC.

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|----------------------------------------------------------------|------------|-----------|
| 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. | ✓ | _____ |

Comments:

The agency does not provide foster care services.

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|-------------------------------------------------------|------------|-----------|
| 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. | ✓ | _____ |
| 2. Physical exams. | ✓ | _____ |
| 3. Correspondence. | ✓ | _____ |
| 4. Home study. | ✓ | _____ |
| 5. Written references. | ✓ | _____ |
| 6. Signed agreement regarding terms of the placement. | ✓ | _____ |

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|-----------------------------------------------------------------------|---|--|
| 7. Narrative record (regarding placement and evaluation of progress). | ✓ | |
| 8. Legal documents. | ✓ | |

Comments:

Records reviewed contained the above requirements.

17. Recommendations:

Holt International is found to be in substantial compliance with licensing rules for Child Placement Agencies. See comments regarding Personnel Records.

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

Completed By: Kevin Kanta 6/28/23

Kevin Kanta, Program Specialist

Date of On-Site Visit: Review was conducted remotely on 6/14/23

Program Manager: Muriel Nelson