

**DEPARTMENT OF SOCIAL SERVICES
DIVISION OF CHILD PROTECTION SERVICES**

811 East 10th Street Dept. 3

Sioux Falls, SD 57103

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Strong Families - South Dakota's Foundation and Our Future

August 8, 2019

McCrossan Boys Ranch
Brian Roegiers, Director
47135 260th Street
Sioux Falls, SD 57107

Dear Mr. Roegiers:

Enclosed is the current certificate of license that allows McCrossan Boys Ranch to operate as an Independent Living Preparation Program located at 47135 260th Street in Sioux Falls, SD. The license is effective from August 1, 2019 to July 31, 2020 and is issued on a satisfactory basis. It allows for the care of a maximum of 24 male youth, ages 16 years to 20 years of age. South Dakota law requires the license to be posted in a conspicuous place in the facility.

A copy of the licensing study is enclosed. Please read it carefully and refer to it for details relating to compliance with each of the applicable licensing standards. Continued non-compliance with licensing rules or failure to submit any requested information may result in negative licensing action such as suspension or revocation of the license. Should you have any questions, feel free to contact Eric Grover at the telephone number above.

Thank you for the care McCrossan Boys Ranch provides to South Dakota's children and families.

Sincerely,

Virgena Wieseler
Division Director

Enclosures

**South Dakota Department of Social Services
CERTIFICATE OF LICENSE**

**as a
CHILD WELFARE AGENCY**

This is to certify that McCrossan Boys Ranch is hereby granted this license to conduct and maintain an Independent Living Preparation Program, located at 47135 260th Street in Sioux Falls, SD 57107 to provide care for a maximum of 24 male youth ages 16 to 20 years, for the period from August 1, 2019 to July 31, 2020.

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 August, 2019.



License Number R 133

Virginia Wiseler
CPS Division Director

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

**INVESTIGATION REPORT AND LICENSING STUDY
INDEPENDENT LIVING PREPARATION PROGRAMS
ARSD 67:42:01, 67:42:13**

AGENCY NAME: McCrossan Boys Ranch (R133)

DIRECTOR: Brian Roegiers

1. Licensing Requirements - 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.	NA	_____
3. Documentation that supervising agency is currently licensed as a Child Placement Agency, Group Care Center for Minors or a Residential Treatment Center.	NA	_____
B. A statement of compliance with the Civil Rights Act of 1964 is included in the agency's policies or has been submitted to the Department.	✓	_____

Comments:

An application for license renewal dated July 9, 2019, is on file in the licensing record. It contains a signed statement of compliance with the Civil Rights Act of 1964, which is part of the agency agreement with the Department of Social Services. McCrossan Boys Ranch Group Care Center for Minors is the supervising agency for the Independent Living Preparation Program and is currently licensed by the South Dakota Department of Social Services through July 31, 2020.

2. Agency Responsibilities - SDCL 26-6-11

A. The building and equipment needs of the organization are adequately met.	<u>YES</u>	<u>NO</u>
	✓	_____
B. The agency has sufficient funds to meet the needs of participants in the program.	✓	_____

Comments:

McCrossan ILPP, facilities are adequately furnished and maintained to provide for the needs of program participants. Financial reports submitted with the Group Care Center for Minors application materials indicate the availability of sufficient funds to provide for the needs of the program.

3. Insurance - 67:42:01:35

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

Comments:

Auto (policy #HUA1279-03); general (policy #HUP1278-03), Excess (policy #HUU1280-03) liability insurance is purchased from the Markel Insurance Agency. A copy of the Certificate of Liability Insurance verifying coverage through March 1, 2020, was provided with the application materials and is on file in the licensing record.

4. Accounting Systems - 67:42:01:34

YES

NO

A. An audit of the accounts has been done in the past year by a CPA.

✓

Comments:

An audit of McCrossan Boys Ranch financial statements for the period ending June 30th, 2018 and 2017 was completed by Eide Bailly LLP, CPA's on January 2, 2019. A copy of the audit report including a summary of significant accounting policies can be found in the Group Care Center for Minors licensing record.

5. Staff Qualifications - 67:42:07:02, 67:42:07:07, 67:42:08:02, 67:42:09:07, 67:42:09:07.01, 67:42:09:08

A. Program Director

YES

NO

1. Bachelor's degree in an accredited behavioral or social science area or equivalency and two years of relevant alternative child care experience if supervising agency is a group care center for minors; or
2. Masters degree in an accredited behavioral or social science area and two years of relevant alternative child care experience, or a bachelors degree and four years experience if supervising agency is a residential treatment center; or
3. Social work associate who works under supervision of a certified social worker or individual qualified to supervise a CSW-PIP candidate, who has two years administrative or supervisory experience, if supervising agency is a child placement agency.

✓

NA

NA

Comments:

Brian Roegiers, MS Child & Youth Care Administration, is the Executive Director of McCrossan Boys Ranch. He has served in this capacity since June 1998 and has over thirty years of residential group care experience.

Steve Wahl, MS Administrative Studies – Human Resource Specialization, is the Associate Director of McCrossan Boys Ranch and has served in this capacity since July 2008. He has over fifteen years' experience working with youth in residential group care settings.

Ryan Kramer, BS, is the Independent Living Preparation Program Director. He has been employed with McCrossan since 2011 and took over this position in 2015.

B. Other Staff

YES

NO

1. For a program supervised by a group or residential center, if under age twenty-one, is under direct supervision of an experienced staff; and 3 years older than any youth supervised.
2. Meet the qualifications of child care or social work staff for the supervising agency.

✓

✓

Comments:

A list of staff employed at the time of application for license renewal was submitted with the application and is on file in the licensing record. All staff employed by the McCrossan Boys Ranch Independent Living Preparation Program are over the age of twenty-one.

6. Supervision Requirements - 67:43:07:03, 67:42:08:03, 67:42:13:06, 67:42:13:07

YES

NO

A. Appropriate staff/child ratios are observed for programs located in the same living unit at a group care center or residential treatment center.	NA	_____
B. No more than four participants are placed together in an off-site living unit.	✓	_____
C. Participants meet with their supervisor at least once every two weeks with at least a monthly meeting in their living environment.	✓	_____
Documentation of supervision includes:		
1. No reasonable cause to believe the residence or life style presents a risk to the participants health or safety;	✓	_____
2. The participant is receiving necessary medical care;	✓	_____
3. The treatment program provides for appropriate and sufficient services for the participant.	✓	_____
D. Arrangements made for substitute staff during vacations, illness, or off-duty time of regular staff.	✓	_____

Comments:

The reviewers were informed McCrossan employs seven staff who work full time with the Independent Living program. Four personnel records were reviewed for the full-time staff who are employed to work with the Independent Living Program. Documentation was found in each to verify compliance with the above requirements.

7. Personnel Records - 67:42:07:07, 67:42:07:08, 67:42:07:09, 67:42:09:08.11, 67:42:09:11

A. Personnel records are maintained and contain the following:	<u>YES</u>	<u>NO</u>
1. Resume or application that includes educational background, personal, and employment history.	✓	_____
2. Job description.	✓	_____
3. Annual Performance Appraisal.	✓	_____
4. Verification of contact with at least three former employers or professional references if former employers not available.	✓	_____
5. Verification of screening for substantiated reports of child abuse or neglect.	✓	_____
6. Verification of submission of finger prints to DCI within fourteen days of employment.	✓	_____
7. Verification of sex offender registry checks.	✓	_____
8. Verification of current certification in basic 1 st aid and CPR.	✓	_____

Comments:

Four personnel records were reviewed with each file containing documentation to verify compliance with the above requirements.

8. Inservice Training - 67:42:07:04, 67:42:08:04, 67:42:09:10 YES NO

- | | | |
|---|---|-------|
| A. There is a written plan for orientation and training for staff and volunteers. | ✓ | _____ |
| B. Each employee has a documented record of an initial orientation to the agency within one month of the date of hire that includes the facility's functions, services, community resources and specific job functions. | ✓ | _____ |
| C. Each employee has a documented record of at least the minimum number of hours of annual in-service training as required for staff of the supervising agency or facility. | ✓ | _____ |
| D. Each employee receives in-service training during the first year of employment that includes all of the areas required in 67:42:07:04 or 67:42:09:10. | ✓ | _____ |
| E. Training for all employees after the first year of employment is determined by an annual evaluation and is competency based. | ✓ | _____ |

Comments:

McCrossan Boys Ranch has an orientation checklist that is used as an orientation plan and to document completion of the orientation by new staff. All records reviewed indicated completion of an orientation to the program. The McCrossan Boys Ranch Training Calendar August 1, 2019- July 31, 2020, was submitted with renewal application materials and is on file in the Group Care Center for Minors licensing record. The plan provides for 30.25 hours of in-service training and relates to all areas required for staff during the first year of employment. McCrossan Boys Ranch is using Relias Training to meet the requirements of yearly training for employees.

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|---|------------|-----------|
| 9. <u>Reporting Suspected Child Abuse or Neglect and Changes in Circumstances</u>
- 67:42:01:12, 67:42:07:05, 67:42:07:15, 67:42:07:16 | <u>YES</u> | <u>NO</u> |
| A. Each employee is aware of the requirement to immediately report incidents of suspected child abuse or neglect. | ✓ | _____ |
| B. The facility is aware of its need to report any changes of circumstances that may affect its licensed status. | ✓ | _____ |

Comments:

McCrossan Boys Ranch written procedures for reporting suspected incidents of child abuse or neglect are in compliance with licensing rules. Each personnel record reviewed contained a signed statement defining child abuse and neglect and outlining agency reporting procedures.

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| 10. <u>Treatment</u> - 67:42:01:01(3), 67:42:01:21, 67:42:13:03, 67:42:13:04, 67:42:13:05, 67:42:13:08 | <u>YES</u> | <u>NO</u> |
| A. There are written procedures relating to: | | |
| 1. Criteria used to select participants in the program. | ✓ | _____ |
| 2. The approach used to assess the appropriateness of the placement. | ✓ | _____ |
| 3. The nature and frequency of supervision provided to participants. | ✓ | _____ |
| 4. Services available to participants. | ✓ | _____ |
| 5. An explanation of living environments provided by the program. | ✓ | _____ |

6. The crisis response system ensuring participant's 24-hour access to program personnel.	✓	
B. A full assessment of participant's life skills is completed prior to placement.	✓	
C. Case records are maintained and include the following:		
1. Face sheet/application form with identifying information.	✓	
2. A copy of the assessment of the participant's life skills.	✓	
3. Case service plan is signed and involves the placing agency, adolescent, ILPP and parent or guardian.	✓	
4. Case service plans are established within 14 days of placement.	✓	
5. Case service plans state roles and responsibilities, goals and services, financial plan, and projected length of stay.	✓	
6. Case service plan is reviewed and updated and progress reports are submitted to placement agency every three months.	✓	
7. Documentation of Supervision.	✓	
8. A signed authorization for medical care.	✓	
9. Residents are provided training in emergency procedures.	✓	
D. Records are kept in a locked file.	✓	
E. The interstate compact administrator has been contacted before acceptance of an out-of-state child.	✓	

Comments:

Four participant records were reviewed, and documentation was found in each file to verify compliance with the above requirements. Youth interviewed were able to describe their treatment plan, stated they had frequent contact with staff, and indicated the program is helping them. Youth interviewed indicated they were happy with the program and feel it gives them numerous opportunities in the community. The reviewers noted that McCrossan continues to keep documentation of when information was sent to outside parties and how they are keeping outside parties involved in progress or lack of progress for participants in the program.

11. <u>Volunteers</u> - 67:42:07:14, 67:42:09:09	<u>YES</u>	<u>NO</u>
A. Have a written job description with specific responsibilities.	NA	
B. Supervised and evaluated by an experienced staff member.	NA	
C. Three documented unrelated references.	NA	
D. Screening for substantiated reports of child abuse or neglect.	NA	
E. Criminal record checks completed if appropriate.	NA	
H. Documented orientation.	NA	
I. Documented inservice training as per requirements for supervising agency.	NA	
J. Informed of obligation to report suspected CA/N.	NA	

K. Verification of sex offender registry checks. NA _____

Comments:

McCROSSAN Boys Ranch Independent Living Program did not use any volunteers in the last year.

- | | | |
|---|------------|-----------|
| 12. <u>Physical Facility</u> - 67:42:07:11, 67:42:07:12, 67:42:13:07 | <u>YES</u> | <u>NO</u> |
| A. Off-site facilities meet the requirements of 67:42:13:07. | <u>✓</u> | _____ |
| B. There is a current approved fire inspection for the supervising agency when living environment is on-site. | <u>NA</u> | _____ |
| C. There is a current approved health inspection for the supervising agency when living environment is on-site. | <u>NA</u> | _____ |
| D. A fire escape plan is posted. | <u>✓</u> | _____ |
| E. Each participant has his own bed. | <u>✓</u> | _____ |

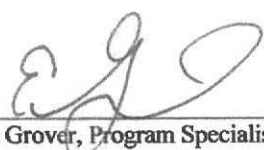
Comments:

Although located on the McCrossan Boys Ranch campus, the Independent Living Apartments are considered to be an off-site facility and an annual fire/health inspection is not required for the building; however, it was still completed on July 8, 2019. Each participant record reviewed contained documentation to verify the living facility meets the requirements of ARSD 67:42:13:07.

13. Recommendations

McCROSSAN Boys Ranch Independent Living Preparation Program is found to be in substantial compliance with licensing rules for Independent Living Preparation Programs. It is recommended that a satisfactory license be issued to McCrossan Boys Ranch to operate an Independent Living Preparation Program in South Dakota for male youth ages sixteen to twenty years.

Completed By: _____


Eric Grover, Program Specialist

08/01/19

Date of On-Site Visit: _____

7/24/19