

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, Sioux Falls, SD 57107 to provide care for a maximum of 24 male youth ages 16 to 21 years, for the period from August 1, 2021 to July 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 28th day of July, 2021.



License Number 133



Licensing & Accreditation Administrator

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

**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

	<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.	<u> NA </u>	<u> </u>
3. Documentation that supervising agency is currently licensed as a Child Placement Agency, Group Care Center for Minors or a Residential Treatment Center.	<u> NA </u>	<u> </u>
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.	<u> ✓ </u>	<u> </u>

Comments:

An application for license renewal dated July 20, 2021 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.

2. Agency Responsibilities – SDCL 26-6-11

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

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

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

Comments:

Auto (policy #PHPK2102639); general ([policy #PHPK2102639), Excess liability (policy #PHUB712921) insurance is purchased from the Markel Insurance Agency. A copy of the Certificate of Liability Insurance verifying coverage through March 1, 2022 was provided with the application materials and is on file in the licensing record.

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

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

Comments:

An audit of McCrossan Boys Ranch financial statements for the period ending June 30th, 2019 and 2018 was completed by Eide Bailly LLP, CPA's on October 28, 2020. A copy of the audit report including a summary of significant accounting policies can be found in the 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

	<u>YES</u>	<u>NO</u>
A. Program Director		
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	NA	_____
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	_____

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.

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.

	<u>YES</u>	<u>NO</u>
B. Other Staff		
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

	<u>YES</u>	<u>NO</u>
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:

Records reviewed for staff contained documentation 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:

Records reviewed for staff contained documentation to verify compliance with the above requirements.

8. Inservice Training - 67:42:07:04, 67:42:08:04, 67:42:09:10

A. There is a written plan for orientation and training for staff and volunteers.	<u>YES</u>	<u>NO</u>
	✓	_____
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, 2021- July 31, 2022 was submitted with renewal application materials and is on file in the Group Care Center for Minors licensing record. The plan provides for twenty-four 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.

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.

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		
A. There are written procedures relating to:	<u>YES</u>	<u>NO</u>
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:

Participant records reviewed contained documentation to verify compliance with the above requirements. Youth interviewed were able to describe their treatment plan, stated they had frequent contact with staff, and feel it gives them numerous opportunities in the community.

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.	✓	
B. There is a current approved fire inspection for the supervising agency when living environment is on-site.	NA	
C. There is a current approved health inspection for the supervising		

agency when living environment is on-site.	NA	_____
D. A fire escape plan is posted.	✓	_____
E. Each participant has his own bed.	✓	_____

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. 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 twenty-four male youth ages sixteen to twenty years.

Completed By: Kevin Kanta 7/29/21
 Kevin Kanta, Program Specialist

Date of On-Site Visit: 7/21/20

Program Manager: Muriel Nelson