

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

This is to certify that Piya Mani Otipi Emergency Shelter is hereby granted
this license to conduct and maintain a Group Care Center for Minors-Shelter Care Facility
located at 28263 Bristow Ranch Road, Mission, SD 57555
to provide care for a maximum of 15 children ages 14 to 18 years,
for the period from June 1, 2022 to May 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 1st day of June 2022.



License Number R 32555



Licensing & Accreditation Administrator

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

**INITIAL LICENSING STUDY
SHELTER CARE
ARSD 67:42:01, 67:42:07**

AGENCY NAME: Piya Mani Otipi (PMO) Shelter

EXECUTIVE DIRECTOR: Skyla Fast Horse

1. Licensing Requirements - 67:42:07:11.01; 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.	✓	_____
3. A copy of the building plans (approved by the Fire Marshal and Department of Health).	N/A	_____
B. A statement of compliance with the Civil Rights Act of 1964 is included in the agency's policies or is a part of the purchase of service contract with the Department.	✓	_____

Comments:

PMO is a Shelter Care Program for male and female youth ages fourteen to eighteen located in Rosebud, SD. An application for license renewal dated March 31, 2022 is on file in the licensing record. It contains a signed statement of compliance with the Civil Rights Act of 1964 which is also part of the facility agreement with the Department of Social Services.

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 the community.	✓	_____

Comments:

Financial reports submitted with the application for license 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:

A copy of the Certificate of Liability Insurance was included with the application and is on file in the licensing record. Professional and Commercial Liability (Policy# NA00545-14) is purchased from Hudson Insurance Company and Automobile Liability (Policy # NA00545-14) is purchased from Lexington Insurance Company. Coverage is verified through November 8, 2022.

4. <u>Accounting Systems</u> - 67:42:01:34	<u>YES</u>	<u>NO</u>
A. An audit of the accounts has been done in the last year by a CPA.	✓	_____

Comments:

The projected budget and documents showing capital funds available were submitted with application. Child Protection Services informed this office a contract for services will be in place once PWO is licensed. A copy of the audit report, including a summary of significant accounting policies is due upon license renewal.

5. <u>Staff Qualifications</u> - 67:42:07:02, 67:42:07:07		
A. Program Director	<u>YES</u>	<u>NO</u>
1. Bachelor's degree in an accredited behavioral or social sciences area, or	✓	_____
2. An equivalent combination of education and experience.	✓	_____
3. At least two years of relevant alternative childcare experience.	✓	_____

Comments:

Denise Casillas, M.A. Clinical Psychology, will fill the role of the program director. Denise has over 10 years or relevant childcare experience.

B. Other Staff	<u>YES</u>	<u>NO</u>
1. At least eighteen years of age.	✓	_____
2. If under age twenty-one, is under direct supervision of an experienced child care staff; and 3 years older than any children supervised.	✓	_____

Comments:

Application materials stated 12 caregivers would be hired to staff the facility 24 hours a day, 7 days a week.

6. <u>Staff/Child Ratio</u> - 67:43:07:03	<u>YES</u>	<u>NO</u>
A. 1:8 during waking hours.	✓	_____
B. 1:25 in the building during sleeping hours.	✓	_____
C. One staff member present in each separate sleeping unit during sleeping hours.	✓	_____
D. Arrangements made for substitute staff during vacations, illness, or off-duty time of regular staff.	✓	_____
E. Certified special ed teachers are employed (when appropriate).	N/A	_____
F. Provisions are made for auxiliary staff members, i.e., mental health professionals, physical therapist, and/or occupational	_____	_____

therapist (when appropriate).	✓	_____
G. A shelter care facility maintains a staff/child ratio of 1:4 for children under the age of four years during waking hours.	N/A	_____
H. Facility has a written plan to ensure that staff, law enforcement, or appropriate emergency responders are available at the center within a reasonable time in the event of an emergency.	✓	_____

Comments:

PMO Emergency Shelter requested a license capacity of 15 residents in their initial application for license. Application materials submitted state two staff will be working on all shifts.

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

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 fingerprints to the DCI.	✓	_____
7. Verification of sex offender registry checks.	✓	_____
8. Verification of current certification in basic 1 st aid and CPR.	✓	_____

Comments:

PMO Emergency Shelter is aware of all licensing rules which pertain to personnel records (ARSD 67:42:07:07, 67:42:07:09). Policies regarding these rules were submitted with the application materials. Personnel records will be reviewed at the annual on-site license review.

8. <u>In-service Training</u> - 67:42:07:04	<u>YES</u>	<u>NO</u>
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 center 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 a minimum of twenty-four hours annual in-service training.	✓	_____
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.	✓	
E. Training for all employees after the first year of employment is determined by an annual evaluation and is competency based.	✓	

Comments:

PMO Emergency Shelter’s orientation plan which will be used for new staff employed by the facility was included in the application materials and appears to be in compliance with licensing rules.

9. <u>Reporting Suspected Child Abuse or Neglect and Changes in Circumstances</u> - 67:42:01:12, 67:42:07:15, 67:42:07:16, 67:42:07:05	<u>YES</u>	<u>NO</u>
A. The facility has a written procedures for handling and reporting suspected in-house CA/N. It includes:	✓	
1. A definition of what constitutes CA/N;	✓	
2. Immediate reporting to DSS or law enforcement;	✓	
3. A procedure for assuring the incident will not recur pending the investigation;	✓	
4. A procedure for evaluating the continued employability of any staff member involved in an incident of CA/N.	✓	
B. Each employee has signed a statement acknowledging and understanding the reporting procedure.	✓	
C. The facility is aware of its need to report any changes of circumstances that may affect its licensed status.	✓	

Comments:

PMO Emergency Shelter has written procedures for identification and reporting of child abuse and neglect that address the above requirements and appear to be in compliance with licensing rules. A PMO Shelter Policies and Procedures Manual which addresses the above requirements was included in the application materials.

10. <u>Treatment</u> – 67:42:01:01(3), 67:42:01:21, 67:42:07:01, 67:42:07:01.01, 67:42:07:01.02, 67:42:07:05, 67:42:07:10, 67:42:07:28, 67:42:07:29	<u>YES</u>	<u>NO</u>
A. There are written procedures relating to:		
1. Intake.	✓	
2. Treatment.	N/A	
3. Discharge.	✓	
4. Discipline	✓	
5. Confidentiality.	✓	
6. Health care of children	✓	
7. Emergency procedures in case a child is injured.	✓	

Comments:

A PMO Shelter Policies and Procedures Manual which addresses the above requirements was included in the application materials.

- B. Children attend a local school. ✓

Comments:

PMO Emergency Shelter residents will attend their home school when possible or educational programming will be coordinated by the agency.

- C. Case records are maintained and include the following:
- 1. Face sheet/application form with identifying information. ✓
 - *2. Development of the treatment plan must involve the child in care, the facility staff working with the child, the placement agency and if appropriate the parents. N/A
 - *3. Treatment plans are developed within one month of placement and updated at least every three months. N/A
 - *4. Treatment plans must contain the child's needs and strengths. N/A
 - *5. Treatment goals for the child and family, including a description of how family and aftercare services will be provided, and projected times for achieving goals; N/A
 - *6. A discharge plan that includes the projected length of stay and the conditions under which the child will be discharged. N/A
 - *7. Monthly progress reports submitted to placement agency. N/A
 - *8. Progress reports reflect the treatment plan. N/A
 - 9. Physical exam (twelve months prior to or thirty days following admission). ✓
 - 10. Current immunization record. ✓
 - 11. A signed authorization for medical care. ✓
 - 12. On-going records of medical/dental/eye/hearing care. ✓
 - 13. Signed statement verifying the child's parent or guardian was informed of agency written policies. ✓
- D. Records are kept in a locked file. ✓
- *E. A shelter care facility that does not provide short term assessment services is exempt from numbers 2, 3, 4, 5, 6, 7 and 8 but submits a summary report to the placement agency upon discharge of the child. ✓
- F. Children do not remain in a shelter care facility longer than thirty days unless an extension of time is needed not to exceed thirty days for the plan to be implemented or needed assessment ✓

services completed.		
G. The interstate compact administrator has been contacted before acceptance of an out-of-state child.	N/A	
H. A facility that provides alternative services to children in custody of the department has a signed alternative service agreement with the department.	N/A	

Comments:

Resident records will be reviewed for compliance with the above requirements at the yearly onsite review.

11. Medications - 67:42:07:19, 67:42:07:20, 67:42:07:22, 67:42:07:23

A. The facility has written procedures relating to the storage and administration of medication which include:	<u>YES</u>	<u>NO</u>
1. Conditions under which medications may be given.	✓	
2. Procedures for documenting the administration of medication.	✓	
3. Procedures for immediately notifying the facility's nurse in cases of medication errors or drug reactions. The nurse assesses the situation and determines whether there is a need to report the incident to the attending physician.	✓	
4. Procedures for evaluating and recording each child's reactions to prescribed medication.	✓	
B. A licensed nurse is responsible for administration of medications.	✓	
C. Psychotropic drugs are prescribed by a MD, CNP or PA with ongoing quarterly follow-up.	✓	
D. Medicine is kept in a locked cabinet.	✓	
E. A medication record is kept on each child.	✓	

Comments:

PMO Emergency Shelter has written procedures for storage and administration of medications that are in compliance with licensing rules.

12. Seclusion and Restraint - 67:42:07:05, 67:42:07:24, 67:42:07:25, 67:42:07:26, 67:42:07:27

	<u>YES</u>	<u>NO</u>
A. The facility has written procedures relating to the use of seclusion and restraint.	✓	
B. Use of seclusion and restraint is included in the treatment plan.	N/A	
C. Placement agency/parental/guardian approval of seclusion and restraint is obtained prior to its use.	N/A	
D. Staff continuously observe and monitor a child who has been placed in a room for the purposes of seclusion.	N/A	
E. Placement in seclusion or restraint does not exceed two hours if		

the child is age 9 to 17 or one hour if the child is under the age of 9.	N/A	
F. Placement in seclusion or restraint is documented.	N/A	
G. A room used for seclusion meets the physical specifications of 67:42:07:25.	N/A	

Comments:

PMO Emergency Shelter written policy states restraint or seclusion is not allowed at the agency.

13. <u>Volunteers</u> - 67:42:07:14	<u>YES</u>	<u>NO</u>
A. Have a written job description with specific responsibilities.	N/A	
B. Supervised and evaluated by an experienced staff member.	N/A	
C. Three documented non-related references.	N/A	
D. Documented orientation.	N/A	
E. Documented in-service training as per 67:42:07:04 if volunteer works thirty plus hours per week.	N/A	
F. Informed of obligation to report suspected CA/N.	N/A	
G. Verification of screening for substantiated reports of child abuse or neglect.	N/A	
H. Verification of submission of fingerprints to the DCI.	N/A	
I. Verification of sex offender registry checks.	N/A	

Comments:

PMO Emergency Shelter has written procedures for use of volunteers that are in compliance with licensing rules. This office will review records for volunteers if the facility uses them during the annual on-site license review.

14. <u>Physical Facility</u> - 67:42:07:11, 67:42:07:12	<u>YES</u>	<u>NO</u>
A. There is a current fire inspection.	✓	
B. There is a current health inspection.	✓	
C. A fire escape plan is posted.	✓	
D. A minimum of four fire drills held annually.	✓	
E. Children of opposite gender over the age of six have separate sleeping facilities.	✓	
F. Sleeping children are monitored.	✓	
G. Each child has their own bed with linens, blankets and pillows.	✓	

Comments:

PMO Emergency Shelter has a completed Fire & Life Safety Inspection which was completed on April 12, 2022 and can be found in the licensing record. Another unannounced inspection will be completed in the next month.

15. <u>Nutrition</u> - 67:42:07:13	<u>YES</u>	<u>NO</u>
A. Meals are of sufficient quantity to meet children’s nutritional needs.	✓	_____
B. Arrangements are made for children with a special prescribed diet.	✓	_____

Comments:

PMO Emergency Shelter has written policies regarding Nutrition Standards.

16. Recommendations:

PMO Emergency Shelter has established policies and procedures for the operation of a Shelter Care Facility that have been found to be in substantial compliance with licensing rule and has indicated their intent to comply with licensing rules for a Group Care Center for Minors-Shelter Care Facility.

It is recommended that a satisfactory license be issued to PMO Emergency Shelter to as a Shelter Care facility in Mission, SD, to provide care for a maximum of 15 youth ages fourteen to eighteen.

Completed By: <u>Kevin Kanta</u>	5/25/22
Kevin Kanta, Program Specialist	Date

Program Manager: Muriel Nelson