

South Dakota Department of Social Services
CERTIFICATE OF LICENSE

as a
CHILD WELFARE AGENCY

This is to certify that Our Home is hereby granted this license to conduct and maintain a Residential Treatment Program located at 40354 210th Street, Huron, SD 57350 to provide care for a maximum of 36 male youth ages 12 to 17 years, for the period from September 1, 2020 to August 31, 2021.

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 23rd day of September 2020.



License Number R 97

Virginia Wiselober
CPS Division Director

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

**LICENSING RENEWAL STUDY
RESIDENTIAL TREATMENT CENTERS
ARSD 67:42:01, 67:42:08**

AGENCY NAME: Our Home, Inc. – ASAP (R97)
 DIRECTOR: Jenise Pischel

1. Licensing Requirements – 67:42:07:11.01, 67:42:08:01.01, SDCL 26-6-11, 42 CFR 441 Subpart D

A. The following have been submitted to the Department:	<u>YES</u>	<u>NO</u>
1. Application materials for license.	✓	_____
2. Documentation of need as per SDCL 26-6-11.	NA	_____
3. A copy of the building plans (approved by the Fire Marshal and Department of Health).	NA	_____
4. Documentation to verify the agency/facility is currently accredited by CARF, COA or Joint Commission or making progress in pursuit of accreditation.	✓	_____
5. The facility has completed an annual attestation statement and/or been surveyed by DOH to verify they meet the requirements as a Psychiatric Residential Treatment Facility.	✓	_____
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:

An application for license renewal dated July 24, 2020 is on file in the licensing record. It contains a signed statement of compliance with the Civil Rights Act of 1964 which is also a part of the agency agreement with the Department of Social Services. A copy of the letter of accreditation from CARF stating Our Home, Inc. is accredited in the area of Residential Treatment: Integrated: AOD/MH (Children and Adolescents) through June 30, 2023 was included in the application materials. A copy of the current Attestation statement signed by Our Home, Inc. Executive Director, Jenise Pischel and dated June 2, 2020 was submitted with the application for license renewal and is on file in the licensing record.

2. <u>Agency Responsibilities</u> – SDCL 26-6-11	<u>YES</u>	<u>NO</u>
A. The building and equipment needs of the organization are adequately met.	✓	_____
B. The agency has sufficient funds to meet the needs of the community.	✓	_____

Comments:

The reviewers were unable to tour the facility due to COVID restrictions. Financial reports submitted with the application for license renewal indicate the availability of sufficient funds to provide for the needs of the program.

- | | | |
|---|------------|----------------|
| 3. <u>Insurance</u> - 67:42:01:35 | <u>YES</u> | <u>NO</u> |
| A. Vehicles used to transport clients have appropriate passenger liability insurance. | ✓
_____ | _____
_____ |
| B. The agency carries public liability insurance. | ✓
_____ | _____
_____ |

Comments:

Commercial auto liability insurance coverage is purchased from National Casualty Company, policy #QFO0000127 and commercial general and professional liability insurance policy #00099827. Policy declarations verifying coverage through February 9, 2021 were submitted with the application for license renewal.

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

An audit of Our Home, Inc. financial statements for the period ending June 30, 2019 was completed by Schoenfish & Co., Inc. CPA's on October 30, 2019. A copy of the audit report, including a summary of significant accounting policies, was submitted with the Our Home application for license renewal and is on file in the licensing record.

- | | | |
|---|------------|----------------|
| 5. <u>Staff Qualifications</u> - 67:42:08:02, 67:42:07:07 | <u>YES</u> | <u>NO</u> |
| A. Program Director | <u>YES</u> | <u>NO</u> |
| 1. Masters Degree in an accredited behavioral or social science area plus two years relevant alternative child care experience; or | ✓
_____ | _____
_____ |
| 2. Bachelor of Arts/Bachelor of Science in an accredited behavioral or social science area plus four year's relevant alternative child care experience. | ✓
_____ | _____
_____ |

Comments:

Jenise Pischel became the Executive Director of Our Home, Inc on July 1, 2018. She has a Master of Science and Education and BS of Arts. She has been employed with Our Home since 2004 serving as the Program Coordinator for the Parkston program.

Blaise Tomczack, BS Criminal Justice is the Program Coordinator for Our Home-ASAP. He has been employed by Our Home, Inc. since 1988 serving in various positions including as a Childcare Worker, Chemical Dependency Counselor, ASAP Community Family Services Coordinator and since 2000 Chemical Dependency Services Coordinator for Rediscovery. He was appointed to his current position in August of 2012.

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

A list of staff, including their qualifications at the time of application for license renewal was

submitted with the application and is on file in the licensing record. All staff for whom a personnel record was reviewed were over the age of twenty-one. The list shows that Our Home-ASAP currently has thirty-eight employees. In addition to Youth Supervisors the program employs four Group Leaders, a Psychologist, a Child Care Coordinator, a Family Services Coordinator, an Adolescent Counselor, Assistant Program Coordinator and a Registered Nurse.

6. <u>Staff/Child Ratio</u> - 67:42:08:03	<u>YES</u>	<u>NO</u>
A. 1:6 during waking hours.	✓	_____
B. 1:12 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).	✓	_____
F. Provisions are made for auxiliary staff members, i.e., mental health professionals, physical therapist, and/or occupational therapist (when appropriate).	✓	_____
G. A minimum of two adults are on the grounds at all times when children are present.	✓	_____
H. The 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:

Our Home – ASAP is licensed to provide care for a maximum of thirty-six youth. A Our Home Inc.-ASAP Staffing Pattern for the month of September, 2020 was submitted with the application materials along with a numerical and lettered number system for individual staff shifts. The shifts for direct care staff are from 5:45 a.m. to 3:45 p.m. and 1:00 p.m. to 11:00 p.m. for staff who work regular waking hours. Shifts for overnight staff are from 9:00 p.m. to 7:00 a.m. The staff schedule submitted with the application for license renewal indicates a minimum of seven staff on duty during regular waking hour shifts and at least three staff on duty during regular sleeping hours. The schedule indicates Our Home-ASAP meets staff to child ratio at all times with additional staff scheduled in the facility Monday through Friday.

7. Personnel Records - 67:42:07:07, 67:42:07:08, 67:42:07:09; SDCL 26-6-14.11

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 fingerprints to the DCI.	✓	_____
7. Verification of sex offender registry checks.	✓	_____
8. Verification of current certification in basic 1 st aid and CPR.	✓	_____
9. At least one official onsite designated to authorize the Reasonable and Prudent parent Standard.	✓	_____

Comments:

Nine personnel records were reviewed with documentation found in each to verify compliance with the above requirements. Our Home Inc., designates the Program Coordinators to be the officials who authorize the Reasonable and Prudent Parent Standard for youth in care.

8. <u>In-service Training</u> – 67:42:07:04, 67:42:08:04, 42 CFR 483.376	<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 during their first month of employment that includes the facility's functions, services, community resources and specific job functions.	✓	_____
C. Each employee has a documented record of a minimum of forty 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:

An Our Home-ASAP Training Plan dated September 2019 through August 2020 was provided with the application materials. The document states Our Home, Inc. requires new employees to read the Policies and Procedures Manual which is then reviewed by a supervisor within the first week of employment. Overall program goals are reviewed with new employees as part of orientation. Supervisors review the Operations Manual with new employees as part of the new employee orientation. All new employees take part in a 12 hour orientation course as well as 20 hours of Medication Administration training initially upon hire and then a 4 hour refresher annually. Five of the records reviewed for staff employed more than a year and contained a plan for competency-based training based on annual evaluation of the staff member's competencies.

9. <u>Reporting Suspected Child Abuse or Neglect, Changes in Circumstances and Serious Occurrences</u> - 67:42:01:12, 67:42:07:15, 67:42:07:16, 42 CFR 483.374	<u>YES</u>	<u>NO</u>
A. The facility has a written procedure 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.	✓	_____
D. The facility has written procedures for reporting serious occurrences to CPS and SD Advocacy Services and to the parent or legal guardian within 24 hours after the serious occurrence.	✓	_____
1. The death of a resident is reported to CMS by the close of business the day after the death.	NA	_____
2. A copy of the report of a serious occurrence is retained in the resident's record.	✓	_____

Comments:

Our Home, Inc. written procedures for reporting suspected incidents of child abuse and neglect and serious occurrences relate to the above requirements. Each personnel record reviewed contained a signed statement defining child abuse and neglect and outlined agency reporting procedures for suspected incidents of child abuse or neglect.

10. <u>Treatment</u> - 67:42:01:01(7), 67:42:08:01, 67:42:08:01.01, 67:42:08:05, 67:42:08:07, 67:42:07:10, 67:42:01:21, 42 CRF 441 Subpart D	<u>YES</u>	<u>NO</u>
A. There are written procedures relating to:		
1. Intake.	✓	_____
2. Treatment.	✓	_____
3. Discharge.	✓	_____
4. Discipline.	✓	_____
5. Confidentiality.	✓	_____
6. Health care of children.	✓	_____
7. Emergency procedures in case a child is injured.	✓	_____
8. The child's parent or guardian has signed and dated a statement that lists the specific policies covered as	_____	_____

verification that the facility provided the required information.

✓

9. Reasonable and prudent parent standard

✓

Comments:

Our Home, Inc. has written procedures for the above required areas that are in compliance with licensing rules.

B. Children attend an on grounds school.

✓

Comments:

Residents attend the in-house education program operated in cooperation with the Huron Public Schools.

C. Case records are maintained and include the following:

1. Face sheet/application form with identifying information.

✓

2. Documentation to verify the child meets PRTF eligibility.

✓

3. Treatment plans developed and signed by the treatment team that includes the child, parent or guardian if appropriate, facility staff working with the child, placing agency staff and those required by 42 CFR 441.156.

✓

4. Treatment plans are established within fourteen days of placement.

✓

5. Treatment plans are based on assessment of the child's medical, psychological, social, behavioral and developmental needs and strengths, projected length of stay, conditions for discharge with discharge plans to ensure continuity of care and reflect the need for care at the PRTF level.

✓

6. Treatment plans contain treatment goals and objectives for the child and their family with an integrated program of therapies, activities and experiences designed to meet the goals.

✓

7. Treatment plans include conditions for discharge, and discharge plan that includes:

a. Projected date of discharge;

✓

b. Responsibilities of provider, child, family and placing agency.

✓

c. Transitional services to be provided and by whom;

✓

d. Crisis and emergency plans.

✓

e. Links with resources and preparation to navigate adult system if 16 or older.

✓

f. Aftercare services	✓	
g. List of responsible persons; and	✓	
h. Involvement of Tribe in aftercare planning if Native American.	✓	
8. Treatment plan is reviewed at least every 30 days and a progress report sent to placement agency.	✓	
9. Treatment plan is updated every three months to include progress toward achieving goals and amendments to the plan and sent to the placement agency (meets requirement for progress report).	✓	
10. Evidence of application of the Reasonable and Prudent Parent Standard.	✓	
11. Physical exam (twelve months prior to or thirty days following admission).	✓	
12. Current immunization record.	✓	
13. A signed authorization for medical care at the time of placement.	✓	
14. On-going records of medical/dental/eye/hearing care.	✓	
D. Records are kept in a locked file.	✓	
E. The interstate compact administrator has been contacted before acceptance of an out-of-state child.	NA	

Comments:

Six records of youth in care were reviewed and documentation was found in each to verify compliance with the above requirements.

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

	<u>YES</u>	<u>NO</u>
A. The facility has written procedures relating to the storage and administration of medication which include:		
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:

Our Home, Inc. written procedures for storage and administration of medications are in compliance with licensing rules. Four out of the six records reviewed were for a youth prescribed a psychotropic medication. Documentation of at least a quarterly review signed for by the prescribing physician detailing the reasons the psychotropic medication is being continued, discontinued, or changed, as well as any recommended changes in the treatment goals and plan were found in the record.

- | | | |
|---|------------|-----------|
| 12. <u>Emergency Safety Interventions (ESI)</u> - 67:42:07:24, 67:42:07:25, 67:42:07:26, 67:42:08:05, 42 CFR 483 Subpart G | <u>YES</u> | <u>NO</u> |
| A. The facility has a written procedure relating to the use of ESI's that allows for use only to ensure safety of the child or others and by order of a physician or other licensed practitioner. | ✓ | _____ |
| B. Use of ESI's is incorporated into the treatment plan. | ✓ | _____ |
| C. Placement agency/parent/guardian are informed of policies, give written approval for use of ESI's at the time of admission and are notified of use of ESI's as soon as possible. | ✓ | _____ |
| D. Only qualified staff give and receive orders and monitor and provide assessments following ESI's. | ✓ | _____ |
| E. Trained clinical staff continually monitors children while involved in ESI's. | ✓ | _____ |
| F. ESI's do not exceed times allowed in orders. | ✓ | _____ |
| G. Required reports are completed following ESI's. | ✓ | _____ |
| H. Staff involved in an ESI meets with the child involved to discuss the ESI, and with administrative staff, within 24 hours after use of the ESI. | ✓ | _____ |
| I. Medical treatment is provided for a resident injured during an ESI. | NA | _____ |
| J. Seclusion rooms meet the physical specifications of 67:42:07:25. | ✓ | _____ |

Comments:

Our Home, Inc. written procedures for use of Emergency Safety Interventions (ESI) are in compliance with licensing rules.

Four incidents of use of restraint were reviewed and documentation found indicates procedures followed were in compliance with the above requirements.

- | | | |
|---|------------|-----------|
| 13. <u>Volunteers</u> - 67:42:07:14 | <u>YES</u> | <u>NO</u> |
| A. Have a written job description with specific responsibilities. | ✓ | _____ |
| B. Supervised and evaluated by an experienced staff member. | ✓ | _____ |
| C. Three documented unrelated references. | ✓ | _____ |
| D. Documented orientation. | ✓ | _____ |

E. Documented in-service training as per 67:42:07:04 if volunteer works thirty plus hours per week.	NA	_____
F. Informed of obligation to report suspected CA/N.	✓	_____
G. Verification of screening for substantiated reports of child abuse or neglect.	✓	_____
H. Verification of submission of fingerprints to the DCI.	✓	_____
I. Verification of sex offender registry checks.	✓	_____

Comments:

Our Home, Inc. written procedures for use of volunteers relate to the above requirements.

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 are held annually.	✓	_____
E. Children of opposite genders over the age of six have separate sleeping facilities.	✓	_____
F. Sleeping children are monitored.	✓	_____
G. Each child has his own bed with linens, blankets and pillows.	✓	_____

Comments:

A fire/health inspection was completed on July 21, 2020 and is on file in the licensing record.

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:

The facility utilizes a rotating menu for meals. Staff and residents interviewed described the meals to be of sufficient quality and quantity.

16. Recommendations

Our Home – ASAP is found to be in substantial compliance with licensing rules for Residential Treatment Centers.

It is recommended that a satisfactory license be issued to Our Home, Inc. to operate a Residential Treatment Center at 40354 210 Street, Huron, South Dakota to provide care for a maximum of thirty-six youth age twelve to seventeen years.

Completed By: Kevin Kanta 9/23/20
Kevin Kanta, Program Specialist Date

Date of On-Site Visit: 9/2/20