

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

AGENCY NAME: Catholic Social Services (R69)

DIRECTOR: James T. Kinyon

1. Licensing Requirements - 67:42:01:02, 67:42:01:04, 67:42:01:13; SDCL 26-6-11

- | | <u>YES</u> | <u>NO</u> |
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| 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>N/A</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 renewal dated December 30, 2021 is on file in the licensing record. It contains a signed statement of compliance with the Civil Rights Act of 1964.

2. Agency Responsibilities - 67:42:01:28

- | | <u>YES</u> | <u>NO</u> |
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| 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 the community. | <u>✓</u> | <u> </u> |

Comments:

Catholic Social Services is funded by the Catholic Diocese of Rapid City. Agency offices are adequately furnished and maintained to provide for the needs of the agency. Financial reports submitted with the application for license renewal 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> |
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| 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:

General and excess liability insurance coverage is purchased from The Catholic Mutual Relief Society of America, certificate #8496 through April 1, 2021. Please provide a copy of the updated certificate of insurance when received.

4. Accounting System - 67:42:01:33, 67:42:01:34

- | | <u>YES</u> | <u>NO</u> |
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| 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>✓</u> | <u> </u> |

Comments:

An audit of Catholic Social Services financial reports for the period ending June 30, 2020 was completed by Ketel Thorstenson, LLP, CPA's on September 22, 2020. A copy of the audit report, including a summary of significant accounting policies is on file in the licensing record.

5. Staff Qualifications

A. <u>Social Work Supervisor</u> - 67:42:09:07	<u>YES</u>	<u>NO</u>
1. Licensed as a certified social worker.	<u>✓</u>	<u> </u>
2. Two years supervisory experience in a family or child welfare field.	<u>✓</u>	<u> </u>
List supervisor's qualifications: Jim Kinyon, MS, LPC-MH, LMFT, QMHP is the supervisor for Catholic Social Services.		
B. <u>Social Workers</u> - 67:42:09:07.01	<u>YES</u>	<u>NO</u>
1. Licensed as a social worker; or	<u>✓</u>	<u> </u>
2. Licensed as a social work associate.	<u>✓</u>	<u> </u>
List social worker qualifications: Kelly Whartman, LSW (#3349, exp. 12/31/21), hired September 20, 2020, provides social work services.		
C. <u>Paraprofessional Staff</u> - 67:42:09:08	<u>YES</u>	<u>NO</u>
1. Works under the direct supervision of professional staff.	<u>N/A</u>	<u> </u>
2. Does not assume full responsibilities or duties of a social worker.	<u>N/A</u>	<u> </u>
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.	<u>N/A</u>	<u> </u>
2. Verification of social work licensure if performing social work functions.	<u>N/A</u>	<u> </u>
3. A job description.	<u>N/A</u>	<u> </u>
4. Three positive references.	<u>N/A</u>	<u> </u>
5. Verification of screening for substantiated reports of child abuse or neglect.	<u>N/A</u>	<u> </u>
6. Verification of submission of fingerprints to the DCI.	<u>N/A</u>	<u> </u>
7. Documented orientation training.	<u>N/A</u>	<u> </u>
8. Thirty hours inservice training if volunteering thirty or more hours each week.	<u>N/A</u>	<u> </u>
9. Evidence of being informed of procedures for reporting suspected CA/N.	<u>N/A</u>	<u> </u>

Comments:

Catholic Social Services does not currently use paraprofessional staff or volunteers in the Child Placement Agency Program.

6. <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.	<u>✓</u>	<u> </u>

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| B. Fees are based on the cost of services that are provided. | <u>✓</u> | _____ |
| C. If applicable, the policy includes any conditions under which fees may be waived. | <u>✓</u> | _____ |
| D. The agency has a procedure for reimbursing foster parents. | <u>✓</u> | _____ |

Comments:

A copy of the current Catholic Social Services Child Placement Program Adoption Fee Schedule was submitted with the application for license renewal and is on file in the licensing record.

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| 7. <u>Inservice 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. | <u>✓</u> | _____ |
| 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. | <u>✓</u> | _____ |
| C. Each employee has a documented record of a minimum of 30 hours annual in-service training. | <u>✓</u> | _____ |

Comments:

Catholic Social Services has a written plan for orientation for new staff to the agency and uses a checklist to document completions of the orientation by new staff.

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| 8. <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. | <u>✓</u> | _____ |
| B. Job Description. | <u>✓</u> | _____ |
| C. Annual performance appraisal. | <u>✓</u> | _____ |
| D. Verification of at least three reference checks. | <u>✓</u> | _____ |
| E. Verification of past employer checks. | <u>✓</u> | _____ |
| F. Verification of screening for substantiated reports of child abuse or neglect. | <u>✓</u> | _____ |
| G. Verification of screening of sexual offender registry. | <u>✓</u> | _____ |
| H. Verification of submission of fingerprints to the DCI and FBI. | <u>✓</u> | _____ |

Comments:

Two personnel records reviewed contained documentation to verify compliance with the above requirements.

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| 9. <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. | <u>✓</u> | _____ |

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

Comments:

Three birth parent records were reviewed and contained documentation to verify compliance with the relevant requirements above. There were no children placed in foster care during the year so there were no records to review to verify compliance with those areas above marked N/A.

10. <u>Adoptive Services</u> - 67:42:09:14, 67:42:09:15, 67:42:09:16	<u>YES</u>	<u>NO</u>
A. There is a written policy stating that adoptive services are provided only when the parents are either unwilling or unable to care for the child.	✓	_____
B. 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.	✓	_____
C. There is a written policy regarding adoptive placements that reflects the following:		

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| 1. Priority is given to place a child with relatives when in the best interest of the child. | <u>✓</u> | _____ |
| 2. Adoptive placement shall occur as soon as possible after the child is legally free for adoption. | <u>✓</u> | _____ |
| 3. Current medical reports on an adoptive child are supplied to the adoptive parents. | <u>✓</u> | _____ |
| 4. When indicated, continued services (including an adoption subsidy) shall be provided to assist the child and family after placement. | <u>✓</u> | _____ |

Comments:

Catholic Social Services written policies relating to provision of services to adoptive families are in compliance with licensing rules. Four adoptive home records were reviewed and documentation was found in each of the files to verify compliance with the above requirements.

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| 11. <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. | <u>✓</u> | _____ |
| B. Foster homes meet state standards (ARSD 67:42:01 & 67:42:05) or meet standards approved in accordance with tribal law. | <u>✓</u> | _____ |

Comments:

The foster home record for the one currently licensed foster home was reviewed and documentation found to verify the home meets the standards of ARSD 67:42:01 and 05.

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| 12. <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. | <u>✓</u> | _____ |
| B. Children receive physical and dental exams as required by 67:42:09:19. | <u>✓</u> | _____ |
| C. Children are currently immunized. | <u>✓</u> | _____ |
| D. Children receive physical and dental exams prior to adoptive placement. | <u>✓</u> | _____ |

Comments:

Catholic Social Services written policies relating to medical and dental services for children in their care are in compliance with licensing rules. There were no children in foster care with the agency during the past year so no records were available for review to verify compliance with the above requirements.

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| 13. <u>Legal Services and Responsibilities</u> - 67:42:09:21 | <u>YES</u> | <u>NO</u> |
| A. The agency employs/retains legal staff. | <u>✓</u> | _____ |

Comments:

Legal services were provided during the past year by area attorneys, including Jean Cline and Matt Skinner of Rapid City and Dale Hansen from Sturgis.

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| 14. <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. | <u>✓</u> | _____ |
| B. Other services (i.e., psychiatric, religious, special ed, etc.) are available as needed. | <u>✓</u> | _____ |

Comments:

Catholic Social Services written policies provide for the provision of the above services. The agency had no children placed in foster care during the past year so no records to review to verify provision of other services.

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| 15. <u>Interstate Placement of Children</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. | <u>✓</u> | _____ |
| B. Children's records contain evidence that ICPC is followed. | <u>✓</u> | _____ |

Comments:

Catholic Social Services written policies require compliance with ICPC requirements. None of the records reviewed for

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| 16. <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. | <u>✓</u> | _____ |
| B. Records are kept in locked, fire resistant filing cabinets. | <u>✓</u> | _____ |
| C. There is a master card file on all case records. | <u>✓</u> | _____ |
| D. Records contain the following: | | |
| 1. Face sheet. | <u>✓</u> | _____ |
| 2. Medical records with significant family health history. | <u>✓</u> | _____ |
| 3. Medical/surgical authorization. | <u>✓</u> | _____ |
| 4. Correspondence. | <u>✓</u> | _____ |
| 5. Legal documents. | <u>✓</u> | _____ |
| 6. Agency agreements/contracts. | <u>✓</u> | _____ |
| 7. Reports from schools, specialists and other agencies. | <u>✓</u> | _____ |
| 8. Case service plan. | <u>✓</u> | _____ |
| 9. Dated, narrative record. | <u>✓</u> | _____ |

Comments:

AAUA has written policy for health care of children in care that is in compliance with licensing rules. There were no children placed in foster care by the agency during the year so no records to review to verify provision of medical services for children in foster care. Adoptive home records reviewed contained documentation to verify the health care needs of children placed for adoption are met.

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| 17. <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. | <u>✓</u> | _____ |
| 2. Physical exams. | <u>✓</u> | _____ |
| 3. Correspondence. | <u>✓</u> | _____ |
| 4. Home study. | <u>✓</u> | _____ |

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|---|---|-------|--|
| 5. Written references. | ✓ | _____ | |
| 6. Signed agreement regarding terms of the placement. | ✓ | _____ | |
| 7. Narrative record (regarding placement and evaluation of progress). | ✓ | _____ | |
| 8. Legal documents. | ✓ | _____ | |

Comments:

The four adoptive home records reviewed contained documentation to verify the requirements above.

18. Recommendations:

Catholic Social Services is found to be in substantial compliance with licensing rules for Child Placement Agencies.

It is recommended that a satisfactory license be issued to Catholic Social Services to operate a Child Placement Agency in South Dakota.

Completed By: Kevin Kanta 01/28/21

Kevin R. Kanta, Program Specialist

Date of On-Site Visit: 01/20/21