

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

**as a
CHILD WELFARE AGENCY**

This is to certify that Wellfully is hereby granted
this license to conduct and maintain a Group Care Center for Minors
located at 22 Waterloo St, SD 57701

For 18 children (male or female) ages 10 to 17 years,
for the period from July 1, 2019 to June 30, 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 July 2019.



License Number R 72

Virginia Wieseler
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
GROUP CARE CENTERS FOR MINORS
ARSD 67:42:01, 67:42:07**

AGENCY NAME: Wellfully (R72)

DIRECTOR: Burke Eilers

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.	N/A	_____
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:

An application for license renewal dated May 20, 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 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:

The reviewers found Wellfully to be adequately furnished and maintained to provide for the needs of the residents. Financial reports provided 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 Certificate of Liability Insurance for Commercial General Liability and Automobile Liability (Policy # PHK1735747) and Umbrella Liability Occurrence and Retention (Policy # PHUB653803) with Philadelphia Insurance Company through November 1, 2019 was provided with the application materials and is on file in the licensing record.

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 financial statement of Wellfully , Inc. which compromises the statement of financial position as of June 30, 2018 and 2017 was completed by Ketel Thorstenson, LLP, CPA in October 2018.

5. <u>Staff Qualifications</u> - 67:42:07:02, 67:42:07:07	<u>YES</u>	<u>NO</u>
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.	N/A	_____
3. At least two years of relevant alternative child care experience.	N/A	_____

Comments:

Burke Eilers took over as Executive Director in October of 2018. Burke has a Masters of Science in Psychology and Counseling and a Bachelor of Science in Business Management. He was previously the director of the Youth and Family Services Counseling Center in Rapid City since 2002.

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.	N/A	_____

Comments:

All records reviewed were for staff who are over the age of twenty-one and the reviewers were informed the facility does not employ individuals under the age of twenty-one.

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).	✓	_____
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:

Wellfully is licensed to provide care for a maximum of eighteen youth. A copy of a month of June 2019 staff schedule was provided with the application materials. The schedule includes morning, evening and night shifts for the group care unit for youth care workers, float staff, team leads, and nurses. The schedule reflects three staff on duty counting the float staff in the group care during morning and evening 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:

YES

NO

1. Resume or application that includes educational background, personal, and employment history.

✓

2. Job description.

✓

3. Annual Performance Appraisal.

See

Comments

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 First aid and CPR.

See

Comments

9. At least one official onsite designated to authorize the Reasonable and Prudent parent Standard

✓

Comments:

Six personnel records were reviewed for staff. Each record reviewed contained documentation to verify compliance with the above requirements except four of the records reviewed did not have First Aid/CPR training or their training had expired. **Please assure all employees have training in First Aid/CPR to comply with 67:42:15:16 (see attached Corrective Action Plan).**

8. In-service Training - 67:42:07:04

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 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:

A Required Relias Training document for employees was included in the application materials. The document contains a listing of twenty nine different trainings offered to employees. Also included in the application materials is a Relias Online Training Key which outlines the Relias trainings which meet the criteria of licensing rules for employees within the first twelve months of hire. The document notes that all employees will go through an eighteen hour restraint training when hired as well as a twelve hour refresher course annually.

9. Reporting Suspected Child Abuse or Neglect and Changes in Circumstances YES NO
- 67:42:01:12, 67:42:07:15, 67:42:07:16, 67:42:07:05

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:

Each personnel record reviewed contained a signed statement defining child abuse and neglect and outline agency reporting procedures.

10. Treatment – 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

A. There are written procedures relating to: YES NO

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. Reasonable and prudent parent standard	✓	
B. Children attend a local school.	✓	
<u>Comments:</u>		
The Wellfully program is designed as a short term placement program and does not have an in-house educational program. Wellfully residents attend Rapid City public schools when possible.		
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.	✓	
3. Treatment plans are developed within one month of placement and updated at least every three months.	✓	
4. Treatment plans must contain the child's needs and strengths.	✓	
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;	✓	
6. A discharge plan that includes the projected length of stay and the conditions under which the child will be discharged.	✓	
7. Monthly progress reports submitted to placement agency.	✓	
8. Progress reports reflect the treatment plan.	✓	
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.	✓	
14. Evidence of application of the Reasonable and Prudent Parent Standard.	✓	
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.	N/A	
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	N/A	

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.
- 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:

Four youth records were reviewed with documentation of the above requirements found in the record.

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:
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.

	<u>YES</u>	<u>NO</u>
	✓	
	✓	
	✓	
	✓	
	✓	
	✓	
	✓	

Comments:

Wellfully written procedures for storage and administration of medications are in compliance with licensing rules. The employee listing noted that the facility employed a fulltime nurse registered nurse who is responsible for oversight of the administration of medications. Two of the four records reviewed are for youth who are prescribed psychotropic medications and each contained documentation to verify at least quarterly review by the prescribing practitioner of the continual need for medications.

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

- 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.
- C. Placement agency/parental/guardian approval of seclusion and restraint is obtained prior to its use.
- D. Staff continuously observe and monitor a child who has been placed in a room for the purposes of seclusion.

	<u>YES</u>	<u>NO</u>
	✓	
	✓	
	✓	
	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.	✓	
F. Placement in seclusion or restraint is documented.	✓	
G. A room used for seclusion meets the physical specifications of 67:42:07:25.	N/A	

Comments:

Wellfully written procedures for use of seclusion and restraint appear to be in compliance with licensing rules. Four instances of the use of ESI were reviewed with all containing proper documentation.

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:

The reviewers were informed Wellfully did not use volunteers as part of their treatment program during the past licensing year.

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.	See	Comments
B. There is a current health inspection.	See	Comments
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:

The fire/health inspection was not completed prior to the on-site visit. **Please submit a copy of the inspection when available.**

15. Nutrition - 67:42:07:13

YES

NO

A. Meals are of sufficient quantity to meet children's nutritional needs.

✓

B. Arrangements are made for children with a special prescribed diet.

✓

Comments:

Staff and residents interviewed reported getting enough food and the meals being good.

16. Recommendations:

Please refer to the body of this study for recommendations in the areas of Personnel Records (see attached Corrective Action Plan) and Physical Facility.

It is recommended that a satisfactory license be issued to Wellfully, Inc. to operate a Group Care Center for Minors at 1205 East St. James Street, Rapid City, SD to provide care for a maximum of eighteen youth ages ten to seventeen.

Completed By: Kevin Kanta 7/12/19
Kevin Kanta, Program Specialist

Date of On-Site Visit: 8/26/19