

**LICENSING RENEWAL STUDY  
GROUP CARE CENTERS FOR MINORS  
ARSD 67:42:01, 67:42:07**

AGENCY NAME: McCrossan Boys Ranch

DIRECTOR: Brian Roegiers

1. Licensing Requirements - 67:42:07:11.01; SDCL 26-6-11

	<u>YES</u>	<u>NO</u>
A. The following have been submitted to the Department:		
1. Application materials for license.	<u>✓</u>	<u>          </u>
2. Documentation of need.	<u>N/A</u>	<u>          </u>
3. A copy of the building plans (approved by the Fire Marshal and Department of Health).	<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 or is a part of the purchase of service contract with the Department.	<u>✓</u>	<u>          </u>

Comments:

An application for license renewal dated July 12, 2024 is on file in the licensing record. It contains a signed statement of compliance with the Civil Rights Act of 1964.

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 the community.	<u>✓</u>	<u>          </u>

Comments:

The reviewers found the facilities 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

	<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, general liability (policy #PHPK2658970), Excess liability (policy #PHUB901759) insurance is purchased from the Markel Insurance Agency. A copy of the Certificate of Liability Insurance verifying coverage through March 1, 2025 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 last year by a CPA.	<u>✓</u>	<u>          </u>

Comments:

An audit of McCrossan Boys Ranch financial statements for the period ending June 30<sup>th</sup>, 2023 and 2022 was completed by Eide Bailly LLP, CPA's on October 31, 2023. 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

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

Comments:

Brian Roegiers, MS Child & Youth Care Administration, is the Executive Director of McCrossan Boys Ranch. Brian has over thirty years of residential group care experience and has served in his present capacity since June 1998.

Steve Wahl, MS Administrative Studies with Human Services Specialization, is the Associate Director and has been employed by McCrossan Boys Ranch in this position since July 2008.

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

Comments:

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

6. Staff/Child Ratio - 67:43:07:03

	<u>YES</u>	<u>NO</u>
A. 1:8 during waking hours.	<u>✓</u>	<u>                    </u>
B. 1:25 in the building during sleeping hours.	<u>✓</u>	<u>                    </u>
C. One staff member present in each separate sleeping unit during sleeping hours.	<u>✓</u>	<u>                    </u>
D. Arrangements made for substitute staff during vacations, illness, or off-duty time of regular staff.	<u>✓</u>	<u>                    </u>
E. Certified special ed teachers are employed (when appropriate).	<u>✓</u>	<u>                    </u>
F. Provisions are made for auxiliary staff members, i.e., mental health professionals, physical therapist, and/or occupational therapist (when appropriate).	<u>✓</u>	<u>                    </u>
G. A shelter care facility maintains a staff/child ratio of 1:4 for children under the age of four years during waking hours.	<u>N/A</u>	<u>                    </u>
H. Facility has a written plan to ensure that staff, law enforcement, or appropriate emergency responders are available at the center within a	<u>                    </u>	<u>                    </u>

reasonable time in the event of an emergency.

✓

Comments:

A copy of a staff schedule was provided with the application for renewal and indicates sufficient staff to maintain staff to child ratio.

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. At least one official onsite designated to authorize the Reasonable and Prudent Parent Standard.	✓	
8. Verification of sex offender registry checks.	✓	
9. Verification of current certification in basic 1 <sup>st</sup> aid and CPR.	✓	

Comments:

Records reviewed contained documentation to be in compliance with the licensing regulations above.

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

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 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:

McCrossan Boys Ranch has an orientation checklist that is used as an orientation plan to document completion of the agency orientation by new staff. McCrossan Boys Ranch utilizes 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, 67:42:07:15, 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:

McCrossan Boys Ranch written procedures for reporting suspected incidents of child abuse and neglect are in compliance with the above requirements.

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.	✓	_____
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	✓	_____

Comments:

McCrossan Boys Ranch has written procedures which address the above requirements.

B.	Children attend a local school.	✓	_____
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Comments:

McCrossan Boys Ranch residents attend the on-grounds school operated under contract with the East Dakota Educational Cooperative.

C.	Case records are maintained and include the following (See E for * explanation):		
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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.	See	Comments
*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.	✓	
A. A signed authorization for medical care.	✓	
B. On-going records of medical/dental/eye/hearing care.	✓	
C. Signed statement verifying the child's parent or guardian was informed of agency written policies.	✓	
D. Evidence of application of the Reasonable and Prudent Parent Standard.	✓	
E. 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 plan to be implemented or needed assessment services completed.	N/A	
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.	✓	

Comments:

Records reviewed for youth in care contained documentation to verify compliance with the requirements above, except treatment plans reviewed were not developed within one month of placement. See corrective action plan 2024.

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:

McCrossan Boys Ranch written procedures for storage and administration of medications are in compliance with licensing rules. Files reviewed contained evidence of compliance with the requirements above.

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.	✓	
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.	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:

McCrossan Boys Ranch does not use seclusion and has written procedures for use of restraint that are in compliance with licensing rules. Incidents of restraint reviewed contained documentation to verify the requirements above.

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 non-related references.	✓	_____
D. Documented orientation.	✓	_____
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.	✓	_____
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:

McCrossan Boys Ranch has written procedures for use of volunteers that relate to licensing requirements. No volunteers were used in the last 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.	✓	_____
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:

A fire/health inspection was completed on August 5, 2024 and issues corrected.

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:

Staff and residents interviewed described the meals to be of sufficient quantity and quality.

16. Recommendations:

McCrossan Boys Ranch is found to be in substantial compliance with licensing rules for a Group Care Center for Minors. See comments on treatment.

It is recommended that a satisfactory license be issued to operate McCrossan Boys Ranch as a Group Care Center for Minors at 47135 260<sup>th</sup> Street, Sioux Falls, South Dakota to provide care for a maximum of forty-eight youth ages nine to seventeen.

Completed By: Kevin Kanta 8/5/24  
Kevin Kanta, Program Specialist

Date of On-Site Visit: 07/25/24

Program Manager: Muriel Nelson