Accreditation Report – Catholic Social Services  
Date of Review: November 10, 2021  
Overall Score: 90.5%

REVIEW PROCESS:
Catholic Social Services was reviewed by The Department of Social Services, Office of Licensing and Accreditation for adherence to the Administrative Rules of South Dakota (ARSD) on November 10, 2021. This report contains the following:

- Agency Summary  
- Administrative Findings  
- Areas of Strengths  
- Areas of Recommendations  
- Areas Requiring a Plan of Correction  
- Prior Areas Addressed in Previous Review  
- Accreditation Results

The accreditation results are derived from an administrative score which includes the scoring of policies and procedures. The level of accreditation status is based on the overall accumulative score.

AGENCY SUMMARY:
Catholic Social Services is a non-profit Prevention agency located in Rapid City, SD. The agency is seeking to renew accreditation for their prevention services. Catholic Social Services also provides other services to the state of South Dakota including counseling, adoption services, disaster relief, and parenting assistance.

Jim Kinyon is the executive director of Catholic Social Services and has been with the agency for nearly 30 years. Catholic Social Services’ mission statement is “to share in Christ’s ministry of offering hope, promoting individual human dignity, and strengthening families and communities, by providing professional social services to people of all faiths in western South Dakota”.

Jim is a licensed practical counselor, licensed marriage and family therapist, and qualified mental health professional. Jim has extensive experience in prevention services and counseling. Catholic Social Services has strong relationships with schools, churches, and other agencies throughout Western South Dakota.
AREAS OF STRENGTHS:

Description: The following areas were identified as areas the agency demonstrated substantial competency to administrative rules:

1. Catholic Social Services has maintained a thorough policies and procedures manual.

2. Catholic Social Services provides orientation for all employees within 10 days of hire as outlined in ARSD 67:61:05:05.

AREAS OF RECOMMENDATION:

Description: The following are areas that the agency is recommended to review and ensure are corrected. The areas identified met minimum standards which would not require a plan of correction at this time. However, there are areas that, if continued to be found on the next accreditation review, they could become future areas of non-compliance requiring a plan of correction.

1. According to ARSD 67:31:11:08 each prevention agency must conduct participant evaluations after each prevention presentation provided.

   While there were evaluations for most presentations in 2020 and 2021, there were eight presentations in which evaluations were not completed. Catholic Social Services indicated evaluations were not completed because they either presented in front of a very large group of students, or they were one of many presenters at a larger conference. ARSD does not grant exceptions for these circumstances, and evaluations must be conducted.

AREAS REQUIRED FOR PLANS OF CORRECTION:

Description: The following areas will require a plan of correction to address the rules of non-compliance which shall include an updated policy and/or procedure, a time frame for implementation of this procedure, the staff position or title responsible for implementation and the staff position or title responsible for ensuring continued compliance of these rules.
1. According to 67:61:11:08 each prevention agency must conduct annual satisfaction surveys of all individuals or stakeholders who requested and participated in prevention services.

Catholic Social Services did not conduct any annual satisfaction surveys.

2. According to ARSD 67:61:05:01 each new SUD staff, intern, and volunteer must receive the two-step method of tuberculin skin test or a TB blood assay test to establish a baseline within 14 days of employment. Any two documented tuberculin skin tests completed within a 12 month period prior to the date of employment can be considered a two-step or one TB blood assay test completed within a 12 month period prior to employment can be considered an adequate baseline test.

None of the last five employees hired received the second step of the two-step tuberculin skin test within 14 days of hire.

PRIOR AREAS REQUIRING A PLAN OF CORRECTION:
Description: Catholic Social Services was last reviewed by the Department of Social Services, Office of Licensing and Accreditation in April 2020. There were three areas of non-compliance which required a plan of correction. One of those areas remains an area of non-compliance for the 2021 review.

Additionally, Catholic Social Services was reviewed in January 2017. There was one area of non-compliance that was corrected by the 2020 review, but has once again become an area of non-compliance for the 2021 review.

ACCREDITATION RESULTS:
Administrative Review Score: 90.5%

<table>
<thead>
<tr>
<th>x</th>
<th>Three Year Accreditation (90%-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Two Year Accreditation (70%-89.9%)</td>
</tr>
<tr>
<td></td>
<td>Probation (69.9% and below)</td>
</tr>
<tr>
<td></td>
<td>Provisional</td>
</tr>
</tbody>
</table>