



Office of Licensing and Accreditation
Accreditation Survey Report
for Substance Use Disorder Treatment Providers
ARSD 67:61
October 28, 2024

Catholic Social Services

529 Kansas City St. #219

Rapid City, SD 57701

Levels of Care: Prevention

1. Governance	Yes	No	N/A
a. Governmental agency, federally recognized tribe, business corporation, non-profit corporation or limited liability company (0.5 and 1.0 only) (67:61:03:01)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Policy for not denying clients equal access to services (67:61:03:04)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Annual, entity-wide, independent financial audit completed (67:61:04:05)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Business hours posted in prominent place on premises (67:61:04:09)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Board of directors meets at least quarterly and keeps minutes of all meetings (67:61:03:03)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Up-to-date policy and procedure manual (67:61:04:01)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Up-to-date organizational chart (67:61:05:09)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sentinel event policy (67:61:02:21)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Policy for notifying DSS of changes (67:61:02:20)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments: Catholic Social Services does not have a “Changes Requiring Notification” policy.

2. Personnel	Yes	No	N/A
a. Orientation completed within 10 days of hire with all required components (64:61:05:05)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Office of Inspector General Medicaid exclusion list check (67:61:05:12)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. In 3.2D facility, all counseling and supervisory staff are trained in emergency first aid, CPR and	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

responding to natural disasters; Documentation in file (67:61:17:06)

- | | | | |
|---|-------------|-------------|-------------|
| d. Policy and procedure for supervising employees, volunteers, and interns (67:61:05:06) | <u>✓</u> | <u> </u> | <u> </u> |
| e. Two-step TB test or blood assay test within 2 weeks of hire or 12 months before hire (67:61:05:01) | <u> </u> | <u>✓</u> | <u> </u> |
| f. Employee TB policies and procedures (67:61:05:01) | <u>✓</u> | <u> </u> | <u> </u> |
| g. Complete employee records; policies to maintain those records (67:61:05:08) | <u>✓</u> | <u> </u> | <u> </u> |

Comments: Catholic Social Services' tuberculosis screening policy is correct, but their new staff only receives the first step of the tuberculin skin test. Catholic Social Services must ensure that all newly hired staff receive both steps of the tuberculin skin test.

3. Case Record Management

Yes No N/A

- | | | | |
|---|-------------|-------------|-------------|
| a. Procedures for closing inactive client records for inpatient programs within 3 days and outpatient programs for 30 days [67:61:07:04(1-2)] | <u> </u> | <u> </u> | <u>✓</u> |
| b. Policy for case records to be retained for at least 6 years [67:61:07:04(3)] | <u>✓</u> | <u> </u> | <u> </u> |
| c. Established ongoing compliance review process (67:61:04:03) | <u> </u> | <u> </u> | <u>✓</u> |

Comments:

4. Environmental/Sanitation/Safety/Fire Prevention

Yes No N/A

- | | | | |
|--|----------|-------------|-------------|
| a. Health, safety, sanitation, and disaster plan (67:61:10:01) | <u>✓</u> | <u> </u> | <u> </u> |
|--|----------|-------------|-------------|

Comments:

5. <u>Prevention</u>	Yes	No	N/A
a. Encompass current research, theory, and practice-based strategies and activities implemented through structured prevention strategies. Delineate a work plan to outline scope of services. Found on evidence-based programming list. Made available to the public and staff (67:61:11:01).	<u>✓</u>	_____	_____
b. Will offer one or more of the following, with written description available to staff members, the public and DSS. Includes target population, program goals, scope of services, measurable objectives, program evaluations and outcomes (67:61:11:03)			
i. Information dissemination services	<u>✓</u>	_____	_____
ii. Education services	<u>✓</u>	_____	_____
iii. Alternative services	<u>✓</u>	_____	_____
iv. Problem identification and referral services	<u>✓</u>	_____	_____
v. Community-based services	<u>✓</u>	_____	_____
vi. Environmental services	<u>✓</u>	_____	_____
c. Evidence based interventions (67:61:11:05)	<u>✓</u>	_____	_____
d. Database of information and referral sources that is posted publicly (67:61:11:05)	<u>✓</u>	_____	_____
e. Maintains a record of all prevention activities including: (67:61:11:07)			
i. Record of presenters and participants	<u>✓</u>	_____	_____
ii. Demographics of participants including age, race, gender	<u>✓</u>	_____	_____
iii. Record of all program activities	<u>✓</u>	_____	_____
iv. Copies of all programmatic materials	<u>✓</u>	_____	_____

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- f. Conducts annual satisfaction surveys (67:61:11:08) ✓ ___ ___
- g. Conducts participant evaluations after each presentation (67:61:11:08) ✓ ___ ___
- h. Conducts pre- and post-tests for all presentations (67:61:11:08) ✓ ___ ___
- i. Completes a quality assurance review of its programming with an annual summary report made available to the board of directors, agency staff, and DSS ✓ ___ ___
- j. Staff have completed Substance Abuse Prevention Skills Training or Foundations of Prevention within one year of hire (67:61:05:04) ✓ ___ ___

Comments:

6. Signatures

X	Three Year Accreditation (100%-90%)
	Two Year Accreditation (89.9% - 70%)
	Probation (69.9% and below)
	One Year Provisional Accreditation (70% and above)

Chris Kenyon

Program Specialist

November 14, 2024

Date

October 28, 2024

Date of Site Visit

Muriel Nelson

Program Manager

November 14, 2024

Date