



## **Office of Licensing and Accreditation**

### **Accreditation Survey Report for Substance Use Disorder Treatment Providers ARSD 67:61 September 6, 2024**

Michael Glynn Memorial Coalition

416 N. Main St.

White River, SD

Levels of Care: Prevention

<b>1. Governance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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)	<u>✓</u>	_____	_____
b. Policy for not denying clients equal access to services (67:61:03:04)	<u>✓</u>	_____	_____
c. Annual, entity-wide, independent financial audit completed (67:61:04:05)	<u>✓</u>	_____	_____
d. Business hours posted in prominent place on premises (67:61:04:09)	<u>✓</u>	_____	_____
e. Board of directors meets at least quarterly and keeps minutes of all meetings (67:61:03:03)	<u>✓</u>	_____	_____
f. Up-to-date policy and procedure manual (67:61:04:01)	<u>✓</u>	_____	_____
g. Up-to-date organizational chart (67:61:05:09)	<u>✓</u>	_____	_____
h. Sentinel event policy (67:61:02:21)	<u>✓</u>	_____	_____
i. Policy for notifying DSS of changes (67:61:02:20)	<u>✓</u>	_____	_____

Comments:

<b>2. Program Services</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
a. Schedule of fees based on client ability to pay (67:61:04:06)	_____	_____	<u>✓</u>
b. Policy prohibiting client abuse, neglect, and exploitation (67:61:06:03)	<u>✓</u>	_____	_____
c. Client rights policy (67:61:06:01; 67:61:06:02)	<u>✓</u>	_____	_____
d. Client grievance policy (67:61:06:04)	<u>✓</u>	_____	_____

e. Submits accurate statistical data (67:61:04:02)	<u>✓</u>	<u>    </u>	<u>    </u>
f. Discharge policy (67:61:06:07)	<u>    </u>	<u>    </u>	<u>✓</u>
g. Client orientation policy and procedure (67:61:04:07)	<u>    </u>	<u>    </u>	<u>✓</u>
h. Policy for responding to medical emergencies (67:61:04:09)	<u>    </u>	<u>    </u>	<u>✓</u>
i. Electronic or written directory with name address, and phone number of support services (67:61:04:10)	<u>✓</u>	<u>    </u>	<u>    </u>
j. In level 3.1, 3.2D, and 3.7 facilities, staff is on duty at all times who is trained to respond to fires and natural disasters (67:61:04:09)	<u>    </u>	<u>    </u>	<u>✓</u>

Comments:

<b>3. Personnel</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>N/A</u></b>
a. Orientation completed within 10 days of hire with all required components (64:61:05:05)	<u>✓</u>	<u>    </u>	<u>    </u>
b. Office of Inspector General Medicaid exclusion list check (67:61:05:12)	<u>✓</u>	<u>    </u>	<u>    </u>
c. In 3.2D facility, all counseling and supervisory staff are trained in emergency first aid, CPR and responding to natural disasters; Documentation in file (67:61:17:06)	<u>    </u>	<u>    </u>	<u>✓</u>
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<br>(67:61:05:01)                           | ✓<br>____ | ____ | ____ |
| g. Complete employee records; policies<br>to maintain those records (67:61:05:08) | ✓<br>____ | ____ | ____ |

Comments:

<b>4. <u>Prevention</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>N/A</u></b>
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).	✓ ____	____	____
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	✓ ____	____	____
ii. Education services	✓ ____	____	____
iii. Alternative services	____	____	✓ ____
iv. Problem identification and referral services	____	____	✓ ____
v. Community-based services	✓ ____	____	____
vi. Environmental services	____	____	✓ ____
c. Evidence based interventions (67:61:11:05)	✓ ____	____	____
d. Database of information and referral sources that is posted publicly (67:61:11:05)	✓ ____	____	____
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>	_____	_____
f.	Conducts annual satisfaction surveys (67:61:11:08)	<u>✓</u>	_____	_____
g.	Conducts participant evaluations after each presentation (67:61:11:08)	_____	<u>✓</u>	_____
h.	Conducts pre- and post-tests for all presentations (67:61:11:08)	<u>✓</u>	_____	_____
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	<u>✓</u>	_____	_____
j.	Staff have completed Substance Abuse Prevention Skills Training or Foundations of Prevention within one year of hire (67:61:05:04)	<u>✓</u>	_____	_____

Comments:

Michael Glynn Memorial Coalition completed participant evaluations for most presentations and programs, but does not do so for Life Skills programming.

## 5. Signatures

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

\_\_\_\_\_  
Program Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Site Visit

\_\_\_\_\_  
Program Manager

\_\_\_\_\_  
Date