Corrective Action Plan
Abbott House Child Placement Agency

The Department of Social Services, Office of Licensing & Accreditation is requiring the implementation of a Corrective Action Plan (CAP). The CAP is established to ensure changes are made to achieve and maintain compliance with the identified Administrative Rule(s) of South Dakota (ARSD).

**Agency:** Abbott House Child Placement Agency

**ARSD – Out of Compliance**
Abbott House was found to be out of compliance with the underlined portion of the following Administrative Rules of South Dakota:

67:42:09:24. **Client case records.** The child placement agency shall maintain a current and securely filed case record on each client served. The case records shall include at least the following:

1. The current addresses of parents or other significant persons;
2. Medical records with significant family health history and signed statements authorizing necessary medical or surgical treatment;
3. Correspondence;
4. Legal documents;
5. Agency agreements or contracts;
6. Reports from schools, specialists, and other agencies;
7. A case plan; and
8. Dated, ongoing records of treatment, supervisory visits, narrative of case worker visits, conferences, and contacts with other persons concerning services provided to the client.


General Authority: SDCL 26-6-16.

Law Implemented: SDCL 26-6-16.

Cross-References: Definition of case plan, subdivision 67:42:01:01(3); Foster care services, § 67:42:09:17.
Non-Compliance Finding:
Client files reviewed did not contain a narrative of case worker visits. Agency staff shared narratives are not completed for case worker visits.

Action Needed:
Submit a plan to ensure all client files contain a dated narrative of case worker visits.

Submit plan by: June 18, 2021

Corrective Action Plan (Attach documents if needed):

| Bridges added a supervisor narrative section to the monthly reporting form. The case worker visits will be recorded as a running narrative each month and the information will be included in the monthly reports as well as the quarterly case plan reviews. |

Date Corrective Action Plan Implemented: June 1st, 2021

Date of Expected Completion: Ongoing for each child each month.

Your signature below certifies you have read and understand the non-compliance findings and submitted a plan to comply with the identified portions of ARSD to the Department of Social Services, Office of Licensing and Accreditation.

Tyson Schulz
Signature of Agency Director 6-17-21 Date

Kevin Kanta
Signature of Licensing Staff 6-28-21 Date

The Department of Social Services, Office of Licensing and Accreditation has reviewed and accepted the above plan.