

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).

**ARSD – Out of Compliance**

New Horizons was found to be out of compliance with the underlined portion of the following Administrative Rules of South Dakota:

**26-6-14.5. Waiver, fingerprinting, and declaration as condition of employment--Time--Immediate termination of employee.**

Subsequent to initial licensure, any person specified in § 26-6-14.4 shall, as a condition to employment, residence, or presence in a child welfare agency sign the waiver set forth in § 23-5-12, be fingerprinted and sign a declaration under penalty of perjury regarding any prior criminal conviction and military history. The licensee shall submit these fingerprints to the South Dakota Division of Criminal Investigation and the Federal Bureau of Investigation Identification Division not later than fourteen calendar days following employment, residence, or initial presence in the child welfare agency. If it is determined that the person has been convicted of a crime specified by rules of the department, the licensee shall act immediately to terminate the person's employment and remove the person from the child welfare agency or bar the person from entering the child welfare agency.

**Source:** SL 1988, ch 208, § 3; SL 1993, ch 197, § 2.

**Non-Compliance Finding:**

A file reviewed during the on-site visit on March 22, 2023 did not contain FBI fingerprint results.

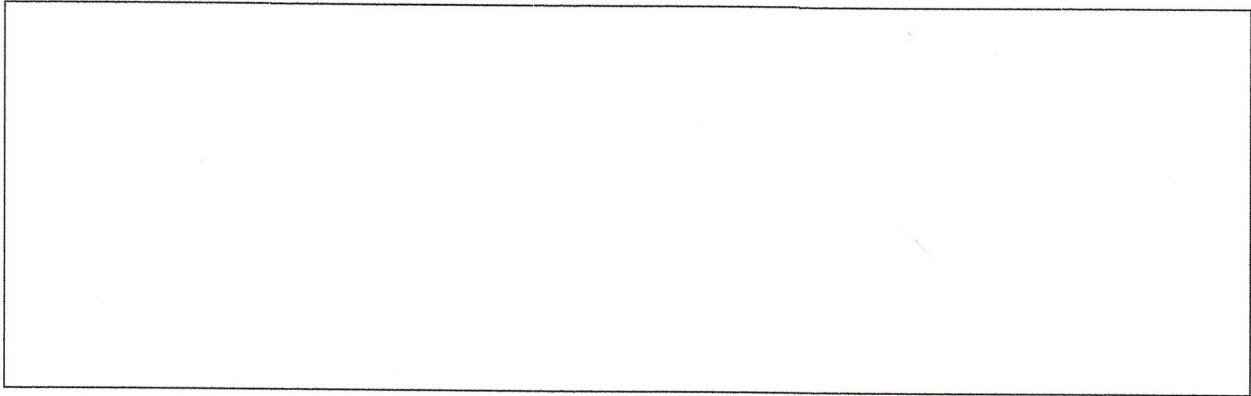
**Action Needed:**

FBI fingerprints must be submitted.

**Submit plan by:**

April 7, 2023

**Corrective Action Plan (Attach documents if needed):** Fingerprint cards and release were sent to Lisa Spielmann to complete and will be forwarded to the State to be processed for the FBI clearance. Lisa is returning the fingerprints and release to New Horizons Adoption Agency so we may forward to the State for processing.



**Date Corrective Action Plan Implemented: March 27, 2023**

**Date of Expected Completion: April 14, 2023 (Depending on FBI processing)**

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.

*Maup G. Usher*

\_\_\_\_\_  
**Signature of Agency Director**

**April 4, 2023**

\_\_\_\_\_  
**Date**

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

*Kevin Kanta*

\_\_\_\_\_  
**Signature of Licensing Staff**

**4/4/23**

\_\_\_\_\_  
**Date**