



Corrective Action Plan

Trinity Pregnancy and Adoption Services

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: Trinity Pregnancy and Adoption Services

ARSD – Out of Compliance

Trinity Pregnancy and Adoption Services was found to be out of compliance with the following portions of the following Administrative Rules of South Dakota:

67:42:09:11. Staff Personnel Records. A facility must maintain a personnel record on each employee and volunteer. The record must include the employee's or volunteer's application showing qualifications and experience, a job description, annual performance appraisals together with the employee's or volunteer's comments on the appraisal, a record of orientation and in-service training, documentation of the provider's contact with references, documentation of screening for substantiated reports of child abuse and neglect, and documentation that a criminal record check was completed.

The facility must make its personnel records available to the department for verification of the contents.

Non-Compliance Finding

The personnel file of Trinity's contracted employee contained her contract with job description and proof of her licensure, but did not contain annual performance appraisals, a record of orientation and in-service training, documentation of screening for substantiated reports of child abuse and neglect, or documentation of a criminal record check.

Action Needed:

The contracted employee's personnel file must have annual performance appraisals, a record of orientation and in-service training, documentation of screening for child abuse and neglect, and criminal background screening.

67:42:09:10. Orientation and In-Service Training. The agency shall have written plans for orientation and ongoing in-service training. Each staff member shall participate in the in-service training. The written plan for in-service training shall address the following areas for staff during the first year of employment:

1. Administrative procedures and overall program goals;

2. Understanding children's emotional needs and problems which affect and inhibit their growth;
3. Family relationships and the impact of separation;
4. Substance abuse and its recognition, prevention, and treatment;
5. Identification and reporting of child abuse and neglect; and
6. Principles and practices of child care.

For staff beyond the first year of employment, the plan must provide for competency – based training based on an annual evaluation of the staff member's competencies.

Each staff member shall have a minimum of 30 clock hours of in-service training annually.

An orientation course shall be completed by staff members within one month of their hire date. The agency may consider the orientation course a part of the required 30 hours of in-service training. The orientation course shall include the agency's functions, services, community resources, and specific job functions. Supervision of staff members as they perform their routine tasks may not be considered training activities for purposes of this requirement. Participation in training shall be documented and kept in the individual personnel files.

Non-Compliance Finding

There was no evidence of orientation or on-going in service training in the contracted employee's personnel file.

Action Needed:

The contracted employee must be provided orientation and documentation of that orientation must be placed in the file. Additionally, the contracted employee must complete ongoing in-service trainings. These trainings can be trainings that the contracted employee uses for maintaining their social work license.

Submit plan by:

April 23, 2023

Corrective Action Plan (Attach documents if needed):

Jim will meet with Rene to complete an employee evaluation, orientation, and her in-service training form before 5/30/2023.
Lorinda will complete documentation on substantiated report of child abuse and neglect and criminal records check 5/30/2023.

Date Corrective Action Plan Implemented: 3/24/2023 5/30/2023

Date of Expected Completion: 5.30/2023

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.



Signature of Agency Director



Date

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

Signature of Licensing Staff

Date