



## 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**

A file reviewed during the license renewal did not contain a FBI background check.

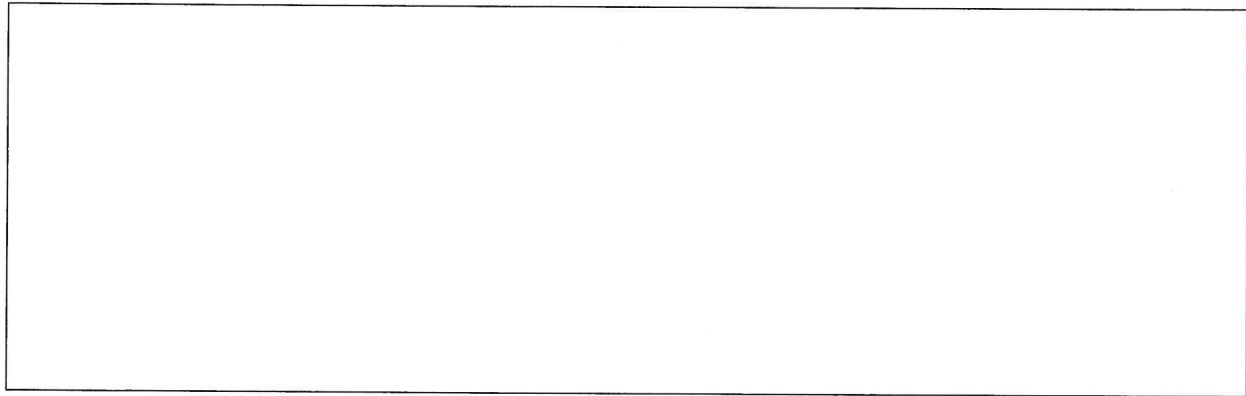
#### **Action Needed:**

Submit FBI fingerprints.

#### **Submit plan by:**

May 17, 2024

#### **Corrective Action Plan (Attach documents if needed):**



**Date Corrective Action Plan Implemented: Sent FBI Prints on May 6, 2024**

**Date of Expected Completion: Should have results by May 16, 2024**

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.

Lorinda Collings            5.6.24  
Signature of Agency Director      Date

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

Kevin Kanta      5/7/24  
Signature of Licensing Staff      Date