



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:**  
Wellfully Group Care

**ARSD – Out of Compliance**

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

**67:42:01:06. Ability to Provide Care.** An applicant shall demonstrate the ability to provide care to a client which meets the client's intellectual, physical, social, and emotional needs. The applicant's ability is determined by the capacity to provide the following:

1. An understanding of, and encouragement and emotional support to, the client;
2. Assistance to the client in coping with daily living experiences;
3. Supervision of the client;
4. If working with children, an understanding of child development and appropriate use of discipline; and
5. Ability to apply the reasonable and prudent parent standard for the participation in age or developmentally-appropriate activities.

The applicant must also be able to participate with the department or a responsible party in devising and executing a case plan for a client.

**Source:** 4 SDR 2, effective July 25, 1977; 7 SDR 66, 7 SDR 66, 7 SDR 89, effective July 1, 1981; 12 SDR 4, effective July 25, 1985; 39 SDR 220, effective June 27, 2013; 42 SDR 97, effective January 4, 2016.

**67:42:07:04. Orientation and in-service training.** The facility must have written plans for orientation and in-service training. Each direct child care staff member shall participate in the in-service training. The written plan for in-service training must provide for training in 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 that affect and inhibit their growth;
3. Family relationships and the impact of separation;
4. Substance abuse, its recognition, prevention, and treatment;
5. Identification and reporting of child abuse and neglect;
6. Principles and practices of child care;
7. Behavior management techniques;
8. Use of seclusion and personal restraint, if used by the facility;
9. Emergency and safety procedures; and

10. Cultural sensitivity.

Staff must receive training to become certified in basic first aid and cardiopulmonary resuscitation and must maintain certification throughout employment.

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 must have 24 hours of training annually. The facility shall provide a minimum of 24 hours of planned in-service training annually. The training in behavior management techniques and personal restraint must be from a nationally recognized program.

Staff members shall complete an orientation course within one month after they are hired. The facility may consider the orientation course a part of the required 24 hours of in-service training. The orientation course must include the facility's functions, services, community resources, and specific job functions.

Supervision of staff members as they perform their routine tasks is not considered in-service training for purposes of this requirement. Participation in training must be documented and kept in the individual's personnel file.

**Non-Compliance Finding:**

1. On 2/20/2023, Wellfully staff allowed two youth to enter the bathroom together. According to Wellfully policy, youth must ask to "relocate" when they want to use the restroom. Wellfully reported that youth were struggling to relocate and follow directions that day, yet there was not sufficient supervision to prevent the youth from entering the bathroom together.
2. Review of an unusual incident reported on January 19, 2023 revealed staff are completing CPR training on Relias which does not provide a certification.

**Action Needed:**

1. Submit a plan to prevent youth from entering areas, including bathrooms, without staff permission.
2. Submit a plan to ensure all staff are certified in basic first aid and cardiopulmonary resuscitation.

**Submit plan by:**

April 12, 2023

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

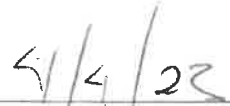
1. Locks will be installed on the BHCU by 4/18/2023 that will lock from the outside but be open from the inside. Staff will have to let the youth into these areas in order for the youth to access area. This will prevent youth from entering the bathrooms without staff. All other areas are secured with mechanical or magnetic locks.
2. On 3/12/2023 and 3/19/2023, West Hills Village sent their CPR trainer to Wellfully to train all staff that were not certified with and in person instructor. See attachment C.

**Date Corrective Action Plan Implemented: 4/4/2023**

**Date of Expected Completion: 4/18/2023**

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**