South Dakota Department of Social Services

Strong Families - South Dakota's Foundation and Our Future

Office of Licensing and Accreditation

Accreditation Survey Report
for Substance Use Disorder Treatment Providers

ARSD 67:61

February 28, 2025

University of South Dakota Student Counseling Center

Dakota Hall

Vermillion, SD 57069

Levels of Care:

Early Intervention (0.5)

Outpatient Treatment (1.0)

Intensive Outpatient Treatment (2.1)

1. Governance	Yes	No	N/A
a. Governmental agency, federally recognized tribe, business corporation, non-profit corporation or limited liability company (0.5 and 1.0 only) (67:61:03:01)	✓		
b. Policy for not denying clients equal access to services (67:61:03:04)	✓		
c. Annual, entity-wide, independent financial audit completed (67:61:04:05)	✓		
d. Business hours posted in prominent place on premises (67:61:04:09)	✓		
e. Board of directors meets at least quarterly and keeps minutes of all meetings (67:61:03:03)	✓		
f. Up-to-date policy and procedure manual (67:61:04:01)	✓		
g. Up-to-date organizational chart (67:61:05:09)	✓		
h. Sentinel event policy (67:61:02:21)		✓	
i. Policy for notifying DSS of changes (67:61:02:20)	✓		

Comments: USD Student Counseling Center does not have a sentinel event policy or root cause analysis policy.

2. Program Services	Yes	No	N/A
a. Schedule of fees based on client ability to pay (67:61:04:06)	✓		
b. Policy prohibiting client abuse, neglect, and		✓	

	exploitation (67:61:06:03)			
c.	Client rights policy (67:61:06:01; 67:61:06:02)	✓		
d.	Client grievance policy (67:61:06:04)	✓		
e.	Submits accurate statistical data (67:61:04:02)	✓		
f.	Discharge policy (67:61:06:07)	✓		
g.	Client orientation policy and procedure (67:61:04:07)	✓		
h.	Policy for responding to medical emergencies (67:61:04:09)	✓		
i.	Electronic or written directory with name address, and phone number of support services (67:61:04:10)	✓		
j.	In level 3.1, 3.2D, and 3.7 facilities, staff is on duty at all times who is trained to respond to fires and natural disasters (67:61:04:09)			✓

Comments: USD Student Counseling Center does not have a policy prohibiting client abuse, neglect, and exploitation.

3. Personnel		**Yes**	**No**	**N/A**
a.	Orientation completed within 10 days of hire with all required components (64:61:05:05)	✓		
b.	Office of Inspector General Medicaid exclusion list check (67:61:05:12)	✓		
c.	In 3.2D facility, all counseling and supervisory staff are trained in emergency first aid, CPR and responding to natural disasters; Documentation in file (67:61:17:06)			✓
d.	Policy and procedure for supervising employees,	✓		

volunteers, and interns (67:61:05:06)

e. Two-step TB test or blood assay test within 2 weeks of hire or 12 months before hire (67:61:05:01)	✓		
f. Employee TB policies and procedures (67:61:05:01)	✓		
g. Complete employee records; policies to maintain those records (67:61:05:08)	✓		

Comments:

4. Case Record Management	**Yes**	**No**	**N/A**
a. Procedures for closing inactive client records for inpatient programs within 3 days and outpatient programs for 30 days [67:61:07:04(1-2)]	✓		
b. Policy for case records to be retained for at least 6 years [67:61:07:04(3)]	✓		
c. Established ongoing compliance review process (67:61:04:03)	✓		

Comments:

5. Environmental/Sanitation/Safety/Fire Prevention	**Yes**	**No**	**N/A**
a. Health, safety, sanitation, and disaster plan (67:61:10:01)	✓		

Comments:

6. Initial Screening and Planning (67:61:12:02) (0.5 only)	**Yes**	**No**	**N/A**
a. Initial screening and planning completed within 48 hours of initial contact. Includes:			✓

i.	Client's problems and needs	____	____	✓
ii.	Client's emotional and physical state	____	____	✓
iii.	Client's drug and alcohol use	____	____	✓
iv.	Statement of intended course of action	____	____	✓

Comments: Although USD Student Counseling Center does provide early intervention services, they do not complete initial screening and planning. Instead, they complete integrated assessments on all clients, even those they may think need early intervention services. The Office of Licensing and Accreditation recommends completing initial screening and planning, based on initial intake information and the clinical opinion of the clinician. Then, if it is discovered during initial screening and planning that the client needs a higher level of care, an integrated assessment can be completed. This will allow USD Student Counseling Center to provide services starting with the least intensive service first.

7. Assessment (67:61:07:05)	**Yes**	**No**	**N/A**
a. Strengths of the client and client's family if appropriate; identification of resources within the family	✓	____	____
b. Presenting problems or issues	✓	____	____
c. Identification of readiness for change in problem areas	✓	____	____
d. Current substance use and relevant treatment history, including mental health history and treatment, gambling treatment, psychiatric hospital admissions, medications, relapse history, potential for relapse, physical illness, and hospitalization	✓	____	____
e. Relevant family history, including family relationship dynamics and family psychiatric and substance use history	✓	____	____
f. Family and relationship issues along with social	✓	____	____

needs

g.	Educational history and needs	✓		
h.	Legal issues	✓		
i.	Living environment or housing	✓		
j.	Safety needs and risks with regard to physical acting out, health conditions, acute intoxication, or risk of withdrawal	✓		
k.	Past or current indications of trauma, domestic violence, or both if applicable	✓		
l.	Vocational and financial history and needs	✓		
m.	Behavioral observations or mental status	✓		
n.	Formulation of a diagnosis	✓		
o.	Eligibility determination	✓		
p.	Clinician's signature, credentials, and date	✓		
q.	Clinical supervisor's signature, credentials, and date			✓
r.	Completed within 30 days of intake for 1.0; 10 Days for 2.1.	✓		

Comments:

8. Treatment Plan (67:61:07:06)	**Yes**	**No**	**N/A**
a. Statement of specific client problems to be addressed during treatment, with supporting evidence	✓		
b. Diagnostic statement and statement of short and long-term goals	✓		

c. Measurable objective or methods leading to the completion of short-term goals including time frames for the anticipated dates of completion of each objective; include interventions that match the client's readiness to change	✓		
d. Statement identifying staff member responsible for facilitating treatment methods	✓		
e. Signed and dated by addiction counselor or addiction counselor trainee, and credentials	✓		
f. Evidence of the client's meaningful involvement in formulating the plan	✓		
g. Completed within:			
i. Ten calendar days (2.1, 2.5, 3.1, 3.7)			✓
ii. Thirty calendar days (1.0)	✓		

Comments:

9. Progress Notes (67:61:07:08)	**Yes**	**No**	**N/A**
a. Minimum of one progress note weekly which substantiates all services provided and summarizes significant events occurring throughout the treatment process	✓		
b. Information identifying the client receiving services – name, unique ID number, service activity code, title describing the service, or both, date, time met, units of service, and length of session	✓		
c. Brief assessment of the client's functioning	✓		
d. Description of what occurred during the session, including action taken or plan to address	✓		

unresolved issues

e. Brief description of what client and provider plan to work on during the next session	✓		
f. Signature and credentials of staff providing the services	✓		

Comments:

10. Continued Service Criteria (67:61:07:07)	Yes	No	N/A
a. Client meets continued service criteria, and is documented every:			
i. Two calendar days (3.2D)			✓
ii. Fourteen calendar days (0.5, 2.1, 2.5, 3.7)		✓	
iii. Thirty calendar days (1.0, 3.1)	✓		
b. Progress and reasons for retaining the client at the present level of care		✓	
c. An individualized plan of action that addresses the reasons for retaining the individual in the present level of care		✓	

Comments: USD Student Counseling Center correctly completes continued service reviews for clients in outpatient treatments. However, they do not complete continued service reviews for clients in early intervention services. Additionally, they complete progress notes and continued service reviews for outpatient treatment clients on the same document. Completing them on the same document means they are completing continued service reviews after every treatment session. It also means many of the continued service reviews are not detailed enough and describe the client's progress for that single session, rather than the past 30 days.

The Office of Licensing and Accreditation recommends completing continued service reviews on a separate document so it is easier to separate progress at a single session from progress over a longer period of time.

11. Transfer or Discharge Summary (67:61:07:10)	Yes	No	N/A
a. Completed by an addiction counselor or addiction counselor trainee within five working days after discharge, regardless of the reason for discharge	✓		
b. Summary of the client's problems, course of treatment, and progress toward planned goals and objectives identified in the treatment plan	✓		
c. When a client prematurely discontinues services, reasonable attempts are made and documented by the agency to re-engage the client into services, if appropriate.	✓		

Comments: USD Student Counseling Center contacts clients who prematurely discontinue services, usually by email. They need to make sure they are placing those attempted contact emails in the client files.

12. Tuberculin Screening Requirement (67:61:07:12)	Yes	No	N/A
a. A tuberculin screening for the absence or presence of symptoms shall be conducted for each new client within 24 hours of onset of services	✓		

Comments:

13. Intensity of Services	Yes	No	N/A
a. The outpatient program provides less than 9 hours per week of counseling services for adults and less than 6 hours for adolescents. (67:61:13:03)	✓		
b. The intensive outpatient program provides counseling at least two times per week. Each adult should be provided with at least 9 hours of services. Adolescents shall be provided at least 6 hours of services.			✓

c. The day treatment program shall provide at least 15 hours per week of services for adults and adolescents. For adults, the program shall provide an additional 5 hours on specialized topics.	____	____	✓
d. The clinically-managed low-intensity residential treatment program shall provide at least 5 hours of services.	____	____	✓
e. The clinically-managed residential detoxification program shall provide at least 30 minutes of services per day within 48 hours of admission, and an additional 30 minutes for each subsequent 24 hour period.	____	____	✓
f. The medically-monitored intensive inpatient program shall provide at least 21 hours of services per week. The program shall also provide at least 9 hours of additional services on specialized topics.	____	____	✓

Comments:

14. Prevention	**Yes**	**No**	**N/A**
a. Encompass current research, theory, and practice-based strategies and activities implemented through structured prevention strategies. Delineate a work plan to outline scope of services. Found on evidence-based programming list. Made available to the public and staff (67:61:11:01).	✓	____	____
b. Will offer one or more of the following, with written description available to staff members, the public and DSS. Includes target population, program goals, scope of services, measurable objectives, program evaluations and outcomes (67:61:11:03)			
i. Information dissemination services	✓	____	____
ii. Education services	✓	____	____
iii. Alternative services	✓	____	____
iv. Problem identification and referral	✓	____	____

	services			
v.	Community-based services	✓		
vi.	Environmental services	✓		
c.	Evidence based interventions (67:61:11:05)	✓		
d.	Database of information and referral sources that is posted publicly (67:61:11:05)	✓		
e.	Maintains a record of all prevention activities including: (67:61:11:07)			
i.	Record of presenters and participants	✓		
ii.	Demographics of participants including age, race, gender	✓		
iii.	Record of all program activities	✓		
iv.	Copies of all programmatic materials	✓		
f.	Conducts annual satisfaction surveys (67:61:11:08)	✓		
g.	Conducts participant evaluations after each presentation (67:61:11:08)	✓		
h.	Conducts pre- and post-tests for all presentations (67:61:11:08)	✓		
i.	Completes a quality assurance review of its programming with an annual summary report made available to the board of directors, agency staff, and DSS		✓	
j.	Staff have completed Substance Abuse Prevention Skills Training or Foundations of Prevention within one year of hire (67:61:05:04)	✓		

Comments: Although USD Student Counseling Center collects all of the required data, they do not complete an annual quality assurance review of their prevention programming.

15. Signatures

x	Three Year Accreditation (100%-90%)
	Two Year Accreditation (89.9% - 70%)
	Probation (69.9% and below)
	One Year Provisional Accreditation (70% and above)

Chris Kenyon
Program Specialist

March 11, 2025
Date

February 28, 2025
Date of Site Visit

Muriel Nelson
Program Manager

March 11, 2025
Date