South Dakota Department of Social Services

Strong Families - South Dakota's Foundation and Our Future

Office of Licensing and Accreditation

LICENSING STUDY
for INDEPENDENT LIVING PREPARATION PROGRAMS

ARSD 67:42:01, 67:42:13

June 09, 2025

Abbott House - ILPP

909 Court Merrill St, Mitchell, SD 57301, USA

Eric Klooz, Director

1.	**Licensing Requirements** - SDCL 26-6-11	Requirement Met
A.	The following have been submitted to the Department	
	1. Application materials for license.	Yes
	2. A statement of compliance with the Civil Rights Act of 1964 is included in the agency's policies or has been submitted to the Department.	Yes
	COMMENTS: An application for license renewal was submitted on April 21, 2025.	

2.	**Agency Responsibilities** - SDCL 26-6-11	Requirement Met
A.	The building and equipment needs of the organization are adequately met.	Yes
B.	The agency has sufficient funds to meet the needs of participants in the program.	Yes
	COMMENTS: Agency offices are adequately furnished and maintained to provide for the needs of the agency.	

3.	**Insurance** - 67:42:01:35	Requirement Met
A.	Vehicles used to transport clients have appropriate passenger liability insurance.	Yes
B.	The agency carries public liability insurance.	Yes
	COMMENTS: Verification of auto liability, commercial, and umbrella liability coverage was submitted with the application.	

4.	**Accounting Systems** - 67:42:01:34	Requirement Met
A.	An audit of the accounts has been done in the last year by a CPA.	Yes
	COMMENTS: A copy of an audit of Abbott House's financial reports for the period	

ending June 30, 2024 and 2023 completed October 30, 2024 was submitted with the application.

5.	**Staff Qualifications - 67:42:07:02, 67:42:07:07, 67:42:08:02, 67:42:09:07, 67:42:09:07.01, 67:42:09:08**	**Requirement Met**
A	Program Director	
	1. Bachelor's degree in an accredited behavioral or social science area or equivalency and two years of relevant alternative child care experience if supervising agency is a group care center for minors; or	Yes
	2. Masters degree in an accredited behavioral or social science area and two years of relevant alternative child care experience, or a bachelors degree and four years experience if supervising agency is a residential treatment center; or	Yes
	3. Social work associate who works under supervision of a certified social worker or individual qualified to supervise a CSW-PIP candidate, who has two years administrative or supervisory experience, if supervising agency is a child placement agency.	Yes
B	Other Staff	
	1. For a program supervised by a group or residential center, if under age twenty-one, is under direct supervision of an experienced staff; and 3 years older than any youth supervised.	Yes
	2. Meet the qualifications of child care or social work staff for the supervising agency.	Yes
	COMMENTS: Beacy Nelson supervises Mitchell and Sioux Falls. Deb Franchetti supervises Rapid City.	

6.	**Supervision Requirements - 67:43:07:03, 67:42:08:03, 67:42:13:06, 67:42:13:07**	**Requirement Met**
A.	Appropriate staff/child ratios are observed for programs located in the same living unit at a group care center or residential treatment center	N/A

6.	**Supervision Requirements - 67:43:07:03, 67:42:08:03, 67:42:13:06, 67:42:13:07**	**Requirement Met**
B.	No more than four participants are placed together in an off-site living unit.	Yes
C.	Participants meet with their supervisor at least once every two weeks with at least a monthly meeting in their living environment.	Yes
	Documentation of Supervision includes:	
	1. Resume or application that includes educational background, personal, and employment history.	Yes
	2. Job description.	Yes
	3. Annual Performance Appraisal.	Yes
	4. Verification of contact with at least three former employers or professional references if former employers not available	Yes
D.	Arrangements made for substitute staff during vacations, illness, or off-duty time of regular staff.	Yes
	COMMENTS: Files reviewed contained documentation to support the items above.	

7.	**Personnel Records - 67:42:07:07, 67:42:07:08, 67:42:07:09, 67:42:09:08.11, 67:42:09:11**	**Requirement Met**
A.	Personnel records are maintained and contain the following:	
	1. Resume or application that includes educational background, personal, and employment history.	Yes
	2. Job description.	Yes
	3. Annual Performance Appraisal.	Yes
	4. Verification of contact with at least three former employers or professional references if former employers not available	Yes
	5. Verification of screening for substantiated reports of child abuse or neglect.	Yes
	6. Verification of submission of finger prints to DCI/FBI within fourteen days of employment.	Yes
	7. Verification of sex offender registry checks.	N/A
	8. Verification of current certification in basic 1st aid and CPR.	Yes
	COMMENTS: Files reviewed contained documentation to support the items above.	

8.	**In-service Training - 67:42:07:04, 67:42:08:04, 67:42:09:10**	**Requirement Met**
A.	There is a written plan for orientation and training for staff and volunteers.	Yes
B.	Each employee has a documented record of an initial orientation to the agency within one month of the date of hire that includes the facility's functions, services, community resources and specific job functions.	Yes
C.	Each employee has a documented record of at least the minimum number of hours of annual in-service training as required for staff of the supervising agency or facility.	Yes
D.	Each employee receives in-service training during the first year of employment that includes all of the areas required in 67:42:07:04 or 67:42:09:10.	Yes
E.	Training for all employees after the first year of employment is determined by an annual evaluation and is competency based..	Yes
	COMMENTS: Files reviewed contained documentation to support the items above.	

9.	**Reporting Suspected Child Abuse or Neglect and Change in Circumstances - 67:42:01:12, 67:42:07:05, 67:42:07:15, 67:42:07:16**	**Requirement Met**
A.	Each employee is aware of the requirement to immediately report incidents of suspected child abuse or neglect.	Yes
B.	The facility is aware of its need to report any changes of circumstances that may affect its licensed status.	Yes
	COMMENTS: Files reviewed contained documentation to support the items above.	

10.	**Treatment - 67:42:01:01(3), 67:42:01:21, 67:42:13:03, 67:42:13:04, 67:42:13:05, 67:42:13:08**	**Requirement Met**
A.	There are written procedures relating to:	Yes
	1. Criteria used to select participants in the program.	Yes

10.	**Treatment - 67:42:01:01(3), 67:42:01:21, 67:42:13:03, 67:42:13:04, 67:42:13:05, 67:42:13:08**	**Requirement Met**
	2. The approach used to assess the appropriateness of the placement.	Yes
	3. The nature and frequency of supervision provided to participants.	Yes
	4. Services available to participants.	Yes
	5. An explanation of living environments provided by the program.	Yes
	6. The crisis response system ensuring participant's 24-hour access to program personnel.	Yes
B.	A full assessment of participant's life skills is completed prior to placement.	Yes
C.	Case records are maintained and include the following:	
	1. Face sheet/application form with identifying information.	Yes
	2. A copy of the assessment of the participant's life skills.	Yes
	3. Case service plan is signed and involves the placing agency, adolescent, ILPP and parent or guardian.	Yes
	4. Case service plans are established within 14 days of placement.	Yes
	5. Case service plans state roles and responsibilities, goals and services, financial plan, and projected length of stay	Yes
	6. Case service plan is reviewed and updated and progress reports are submitted to placement agency every three months.	Yes
	7. Documentation of Supervision.	Yes
	8. A signed authorization for medical care.	Yes
	9. Residents are provided training in emergency procedures.	Yes
D.	Records are kept in a locked file.	Yes
E.	The interstate compact administrator has been contacted before acceptance of an out-of-state child.	Yes
	COMMENTS:	
	Files reviewed contained documentation to support the items above.	

11.	**Volunteers - 67:42:07:14, 67:42:09:09**	**Requirement Met**
A.	Have a written job description with specific responsibilities.	N/A
B.	Supervised and evaluated by an experienced staff member.	N/A
C.	Three documented unrelated references.	N/A
D.	Screening for substantiated reports of child abuse or neglect.	N/A

11.	**Volunteers** - 67:42:07:14, 67:42:09:09	Requirement Met
E.	Criminal record checks completed if appropriate.	N/A
F.	Documented orientation.	N/A
	Documented in-service training as per requirements for supervising agency.	N/A
G.	Informed of obligation to report suspected CA/N.	N/A
H.	Verification of sex offender registry checks.	N/A

COMMENTS:
Abbott House did not use volunteers in the last year.

12.	**Physical Facility** - 67:42:07:11, 67:42:07:12, 67:42:13:07	Requirement Met
A.	Off-site facilities meet the requirements of 67:42:13:07.	Yes
B.	There is a current approved fire inspection for the supervising agency when living environment is on-site.	Yes
C.	There is a current approved health inspection for the supervising agency when living environment is on-site.	Yes
D.	A fire escape plan is posted.	Yes
E.	Each participant has his own bed.	Yes

COMMENTS:
Files reviewed contained documentation to support the items above.

Recommendations

COMMENTS:
It is recommended a satisfactory license be issued to Abbott House to provide Independent Living Services.

Signatures



6/9/2025, 11:17:55 AM

June 09, 2025

Kevin Kanta, Program Specialist **Date**

June 09, 2025

Date of Site Visit



6/9/2025, 11:17:29 AM

June 09, 2025

Muriel Nelson, Program Manager **Date**