# COMPLIANCE PLAN
## OFFICE OF LICENSING & ACCREDITATION

South Dakota Department of Social Services

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|---|---|---|---|
| Date Issued | September 04, 2025 | Status | Closed |

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| Provider Name | John Harris CLC |
| Provider ID | 1125038381 |
| Provider Address | 3501 E 49th St, Sioux Falls, SD 57103, USA |
| Provider Contact | Kyle Hoffman |

**The items listed below are those that the provider was not in compliance with at the time of the inspection.**

### Compliance Plan Action #1

**Administrative Rule:**

67:42:17:27

Before any medication is administered to a child, permission of the parent or guardian must be documented and must include the name of the child, the name of the medication, and the dates, times, and dosage of the medication.

The medication must be provided by the parent and kept in the original container, with the original label. The label for a prescription medication must contain the child's name, the amount and frequency of dosage, the expiration date, the physician or other licensed practitioner's name, and instructions for storage. The medication must be returned to the parent when no longer needed or expired.

The provider shall document, in the child's record, any medication administered to a child and shall include the dose, the name of the child, the time and date administered, and the name of the person administering the medication. The documentation must be retained for at least six months and be made available to the child's parent upon request.

**Summary of Non-Compliance Finding:**

Not all medication authorization forms had the dates and times documented for the parent's permission.

**Corrections to be Made:**

Before any medication is administered to a child, permission of the parent or guardian must be documented and must include the name of the child, the name of the medication, and the dates, times, and dosage of the medication.

**Corrections Made:**

All medication authorization forms were updated to include the dates and times for permission to administer medication to children in care.

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| **Anticipated Completion Date:** | **Date Completed:** |
| September 05, 2025 | September 11, 2025 |

### Compliance Plan Action #2

**Administrative Rule:**

67:42:17:29

A provider shall have a written care plan for each child who has a known food allergy. The plan must contain instructions regarding any food allergens, steps to be taken to avoid that food, and a detailed treatment plan to be implemented if the child has an allergic reaction.

**Summary of Non-Compliance Finding:**

The program did not have an updated allergy plan for a child in care with a known food allergy.

**Corrections to be Made:**

A provider shall have a written care plan for each child who has a known food allergy. The plan must contain instructions regarding any food allergens, steps to be taken to avoid that food, and a detailed treatment plan to be implemented if the child has an allergic reaction.

**Corrections Made:**

The program updated all allergy plans for children in care with a known food allergy.

| **Anticipated Completion Date:** | **Date Completed:** |
|---|---|
| September 05, 2025 | September 11, 2025 |

## Compliance Plan Action #3

**Administrative Rule:**

67:42:17:42

A provider shall maintain a record for each child that includes:

(1) The child's name and date of birth;
(2) The parent or guardian's name and telephone number;
(3) An emergency contact name and telephone number;
(4) Parental permission for emergency medical treatment;
(5) The names of individuals authorized to pick up the child;
(6) Health information, including any allergies or special needs;
(7) A current immunization record or, for a school-age program, the name of the child's school;
(8) Parental permission for medication;
(9) The child's attendance records;
(10) The date of the child's enrollment; and
(11) The date on which the child's enrollment ends.

The provider shall annually review and update each record required under this section, and make the child's record available to the department, upon request.

**Summary of Non-Compliance Finding:**

Not all children records include the required information outlined in ARSD 67:42:17:42.

**Corrections to be Made:**

All children records need to include the required information outlined in67:42:17:42.

**Corrections Made:**

All children records were updated to include the required information outlined in ARSD 67:42:17:42.

**Anticipated Completion Date:**
September 05, 2025

**Date Completed:**
September 11, 2025

## Compliance Plan Action #4

**Administrative Rule:**

67:42:17:19
Maximum group sizes are determined by individual room capacity and all space used must be approved for care by the department.

The provider shall ensure the number of children in care at any given time does not exceed the capacity identified on the license. Children of program employees must be included in the group size.

The provider shall ensure children to staff ratios are maintained in all settings, including large indoor and outdoor space; in spaces where more than twenty children are allowed, providers shall identify which children each provider is responsible to supervise; and when room capacity does not align with the ratio requirements, a maximum of three additional children may be included in the room capacity as long as ratios are maintained.

**Summary of Non-Compliance Finding:**

Providers were not assigned as primary caregivers and providers were not aware of which children they are responsible for when a specific group of children share a space.

**Corrections to be Made:**

In spaces where more than twenty children are allowed, providers shall identify which children each provider is responsible to supervise.

**Corrections Made:**

Providers identified which children each provider is responsible to supervise when there are spaces with more than 20 children.

**Anticipated Completion Date:**
September 05, 2025

**Date Completed:**
September 11, 2025

## Compliance Plan Action #5

**Administrative Rule:**

67:42:17:15
A child care provider shall maintain a record for each employee that includes:

(1) The employee's name and date of birth;
(2) The dates on which the employee began and ended employment;
(3) Documentation of orientation and ongoing annual training, if the employee provides direct care and supervision of children;
(4) A statement that:

(a) Defines child abuse and neglect;
(b) Sets forth the employee's responsibility to report all incidents of child abuse or neglect in accordance with SDCL 26-8A-3 and 26-8A-8; and
(c) Is signed by the employee; and

(5) The results of the background check.

All records required by this section must be reviewed and updated at least annually by the provider, made available to the department for verification of the contents, and retained by the provider for six months after the employee leaves the program.

**Summary of Non-Compliance Finding:**

There were 7 employee records that did not have all the required information outlined in ARSD 67:42:17:15.

**Corrections to be Made:**

Provider employee records should include all required information outlined in ARSD 67:42:17:15.

**Corrections Made:**

All employee records were updated to include the required information outlined in ARSD 67:42:17:15.

| **Anticipated Completion Date:** | **Date Completed:** |
| --- | --- |
| September 12, 2025 | September 15, 2025 |

**Your signature below certifies you have read and understand the non-compliance findings and agree to make corrections to be compliant with the identified administrative rules.**

Kyle Hoffman
Printed Name of Provider/Agency Contact

Signature of Provider/Agency Contact

September 04, 2025
Date

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

Brooke Flemmer
Printed Name of DSS Staff

8/28/2025, 9:06:08 AM

Signature of DSS Staff: August 28, 2025

Date