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

November 6, 2025

Brookings Area United Way
908 Hope Drive
Brookings, SD 57006

Levels of Care:
Prevention

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: Brookings Are United Way meet all requirements of this section.

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: Brookings Area United Way meet all requirements of this section.

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: Brookings Area United Way meets all requirements of this section.

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: Brookings Area United Way meets all requirements of this section.

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

Comments: Brookings Area United Way meets all requirements of this section.

6. 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: Brookings Area United Way has not completed a quality assurance review of its prevention programming yet, but plan to by the end of the fiscal year.

7. Signatures

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

Chris Kenyon
Program Specialist

November 18, 2025
Date

November 6, 2025
Date of Site Visit

Muriel Nelson
Program Manager

November 18, 2025
Date