South Dakota Department of Social Services

DEPARTMENT OF SOCIAL SERVICES
OFFICE OF LICENSING & ACCREDITATION
700 GOVERNORS DRIVE
PIERRE, SD 57501
Phone: 605.773.3165
Web: dss.sd.gov

Plan of Correction

Date Issued	May 12, 2025	Status	Closed

Provider Name	Northern State University Community Coalition
Provider Type	Accreditation
Accreditation #	1865263377
Provider Address	1200 S Jay St, Student Center 230, Aberdeen, SD 57401
Provider Contact	Kelly Weismantel
Board Notified	N/A

This is the Plan of Correction for Substance Use Disorder Treatment Services. The following administrative rules have been found to be out of compliance. A plan of correction is required to bring the provider into compliance. Continued non-compliance could lead to suspension or revocation of your accreditation.

POC Action #1

Administrative Rule:

67:61:11:07

An agency conducting prevention services shall maintain a record of all prevention activities provided in accordance with the described program content. Each record must include:

(1) A list of presenters;
(2) A list of participants involved using non-identifiable information;
(3) Demographic characteristics of participants, including:

(a) Age;
(b) Race or ethnicity;
(c) Gender;
(d) Type of prevention populations, such as universal, selective, or indicated; and
(e) Any other information as requested by the department;

(4) A description of all program activities; and
(5) A copy of the programmatic materials.

Summary of Non-Compliance Finding:

Since their most recent prevention specialist left, Northern State University has not kept a record of their prevention activities including lists of presenters, lists of participants, demographic characteristics, descriptions of all program activities, or copies of the programmatic activities.

Northern State University must document a plan to ensure they will record all prevention activities moving forward.

Corrective Action:

Records of prevention activities will be kept on the Counseling Services "h: drive" which is sharable by all professional staff within Counseling Services. This will ensure that records are able to be maintained, regardless of who is currently in the prevention specialist position. Each activity will have a designated folder which will include title and description of activity, sign-in sheets (which include demographics of participants as self-disclosed). This folder will also include copies of pre/post tests and satisfaction survey results.

Supporting Evidence:

A folder in the Counseling Services h: drive has been established which includes a sample prevention activity that can be used as a training aid for new prevention staff.

How Maintained:

This documentation will be maintained by the current prevention specialist under the direction/supervision of the Director of Counseling and Health Services.

Position Responsible:	Expected Completion Date:	Date Completed:
Prevention Specialist and Director of Counseling and Health Services	December 31, 2025	January 12, 2026

POC Action #2

Administrative Rule:

67:61:11:08

An agency shall conduct a quality assurance review of its prevention programming to monitor, protect, and enhance the quality and appropriateness of its programming and to identify qualitative problems and recommend plans for correcting each problem. The agency shall conduct:

(1) Annual satisfaction surveys of all individuals or stakeholders who requested and participated in prevention services;
(2) Participant evaluations, after each prevention presentation the agency provides; and
(3) Pre- and post-tests for all evidence-based curricula presented to individuals.

A summary of the quality assurance review must be made available to the board of directors or agency staff annually, and to the department and community members, upon request.

Summary of Non-Compliance Finding:

Since their most recent prevention specialist left, Northern State University has not been completing participant evaluations or pre- and post-tests for each prevention presentation.

Northern State University must ensure they complete participant evaluations and pre- and post-tests, as well as annual satisfaction surveys. Additionally, they must ensure they use this documentation to complete annual quality assurance evaluations.

Corrective Action:

Pre and post tests and satisfaction surveys/evaluations for all prevention activities will be uploaded to the designated folder in the Counseling Services h: drive. After each prevention activity, the prevention coordinator will be responsible to ensure these are saved on the h: drive within 48 hours of activity. Furthermore, an annual satisfaction survey will be emailed to all stakeholders on campus to include faculty and staff who requested activities as well as coalition members. These findings will be presented to the coalition on an annual basis and findings will be save on the counseling services h: drive.

Supporting Evidence:

Designated folder has been created with sample surveys.

How Maintained:

Survey results and pre/post tests will be uploaded within 48 hours of prevention activity to the designated h: drive.

Position Responsible:	**Expected Completion Date:**	**Date Completed:**
Prevention Coordinator and Director of Counseling and Health Services.	December 31, 2025	January 12, 2026

SIGNATURES

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.

Kelly Weismantel

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

June 16, 2025
Date

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

Chris Kenyon
Printed Name of DSS Staff



6/17/2025, 2:35:58 PM
Signature of DSS Staff:

June 17, 2025
Date

COMPLETION DETAILS

COMPLETION DATE: January 12, 2026

The Department of Social Services, Office of Licensing and Accreditation has reviewed the actions taken by the agency to resolve the above items and has accepted the above plan as completed.

Chris Kenyon
Printed Name of DSS Staff



1/12/2026, 12:13:43 PM
Signature of DSS Staff:

January 12, 2026
Date