South Dakota Department of Social Services

Department of Social Services
Office of Licensing and Accreditation
3900 W Technology Circle, Suite 1
Sioux Falls, SD 57106

Program Name:
Catholic Social Services
Due Date: December 14, 2024

Plan of Correction Items

The following administrative rules were found to be out of compliance. In a State accreditation review, Administrative Rule requires a plan by the agency to bring these items into compliance in order for accreditation to be renewed. Failure to provide a plan could result in suspension or revocation of accreditation.

Plan of Correction 1	
Rule #: 67:61:02:20	**Rule Statement: Changes Requiring Notification.** An accredited agency shall notify the department before a change in the agency director, a reduction in services provided by the agency, or the impending closure of the agency. Upon receiving a notification under this section, the department must make a determination on the agency's continued accreditation. An agency shall give the department thirty days written notice of closure. The agency shall provide the department with written documentation outlining the manner in which safe storage of financial records will be provided, for at least six years form the date of closure, and safe storage of client case records will be provided, for at least six years from the date of closure, as required by 42 C.F.R. 2.19, in effect on October 1, 1999.
Area of Noncompliance: Catholic Social Services does not have a "Changes Requiring Notification" policy.	
Corrective Action (policy/procedure, training, environmental changes, etc): New policy created in handbook	**Anticipated Date Achieved/Implemented:** **Date** 11-21-2024
Supporting Evidence: See attached	**Position Responsible:** CFO/HR
How Maintained:	**Board Notified:** Y ☒ N ☐ n/a ☐

Plan of Correction 2	
Rule #: 67:61:05:01	**Rule Statement: Tuberculin Screening Requirements.** Tuberculin screening requirements are as follows: 1. Each new staff member, intern, and volunteer must receive both steps of the two-step tuberculin skin test or a tuberculosis blood assay test to establish a baseline within

	fourteen days of employment. Any two documented tuberculin skin tests completed within a twelve month period before the date of employment may be considered a two-step test and one tuberculosis blood assay test completed within a twelve month period before employment may be considered an adequate baseline test. Skin testing or tuberculosis blood assay tests are not required if a new staff member, intern, or volunteer provides documentation of the last skin testing completed within the prior twelve months. Skin testing or tuberculosis blood assay test are not required if documentation is provided of a previous positive reaction to either test. 2. A new staff member, intern, or volunteer who provides documentation of a positive reaction to the tuberculin skin test or tuberculosis assay test must have a medical evaluation and chest x-ray to determine the presence or absence of the active disease. 3. Each staff member, intern, and volunteer with a positive reaction to the tuberculin skin test or tuberculosis blood assay test, must be evaluated annually by a physician, physician assistant, nurse practitioner, clinical nurse specialist, or a nurse, and a record must be maintained of the presence or absence of symptoms of tuberculosis. If the evaluation results in a suspicion of active tuberculosis, the physician, physician assistant, nurse practitioner, clinical nurse specialist, or a nurse, must refer the staff member, intern, or volunteer for further medical evaluation to confirm the presence or absence of tuberculosis. 4. Any employee confirmed or suspected to have infectious tuberculosis must be restricted form employment until a physician, physician assistant, nurse practitioner, or clinical nurse specialist determines that the employee is no longer infectious.

Area of Noncompliance: Catholic Social Services' tuberculosis screening policy is correct, but their new staff only receives the first step of the tuberculin skin test. Catholic Social Services must ensure that all newly hired staff receive both steps of the tuberculin skin test.

Corrective Action (policy/procedure, training, environmental changes, etc): Policy updated to reflect changes	**Anticipated Date Achieved/Implemented:** **Date** 11-26-2024
Supporting Evidence: See attached	**Position Responsible:** CFO / HR
How Maintained:	**Board Notified:** Y ☒ N ☐ n/a ☐

Signature of Agency Director: Grant M Deane	Date: 11/14/24

Please email or send Plan of Correction to:

Department of Social Services
Office of Licensing and Accreditation
3900 West Technology Circle, Suite 1

Sioux Falls, SD 57106

Email Address: DSSLicAccred@state.sd.us

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

Signature of Licensing Staff:	Date: 12/13/24

10-31 CHANGES REQUIRING NOTIFICATION POLICY

An accredited agency shall notify the South Dakota Department of Social Services (the department) before a change in the agency director, a reduction in services provided by the agency, or the impending closure of the agency. Upon receiving a notification under this section, the department must make a determination on the agency's continued accreditation.

An agency shall give the department thirty days written notice of closure. The agency shall provide the department with written documentation outlining the manner in which safe storage of financial records will be provided, for at least six years from the date of closure, and safe storage of client case records will be provided, for at least six years from the date of closure, as required by 42 C.F.R. 2.19, in effect on October 1, 1999.