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: Glory House

Recommendations

The following administrative rules were found to be out of compliance in low numbers, or were in compliance, but the Office of License and Accreditation saw potential for future noncompliance and is recommending changes to procedure. In some cases, if recommendations are not corrected, they may become plans of corrections in the future.

Administrative Recommendation-1	
Rule #: 67:61:05:08	**Rule Statement: Personnel Policies and Records.** The agency shall maintain written personnel policies and records for all staff including provisions for equal employment opportunities. Each agency shall maintain a personnel file or record or both for each staff member including contracted staff, intern, or volunteer. The file includes the following: 1. The application filed for employment or resume and transcripts or diploma and continuing education; 2. The position description signed by the staff with a statement of duties and responsibilities and the minimum qualifications and competencies necessary to fulfill these duties; 3. The completion of appropriate pre-hire screening will be evident for staff that provide direct services to vulnerable populations; 4. The staff's orientation documentation in accordance with ARSD 67:61:05:05; 5. Copies of the staff's current credentials related to job duties; and 6. Any staff health clearances, including tuberculin test results, if required, and any clearances from a licensed physician after an infectious or contagious disease requires the staff's absence from the program.
Area of Noncompliance: Glory House met all of the above requirements in most personnel files reviewed, however, some files were missing required documentation that the provider possessed but had not been filed appropriately, making it difficult to find required documentation. The Office of Licensing and Accreditation advises Glory House complete a quarterly personnel file review to avoid potential compliance issues in the future.	

Clinical Recommendation-1	
Rule #: 67:61:07:10	**Rule Statement: Transfer or Discharge Summary.** An addiction counselor or counselor trainee shall complete a transfer or discharge summary for any client within five working days after the client is discharged regardless of the reason for discharge. A transfer or discharge summary of the client's problems, course of treatment, and progress toward planned goals and objectives identified in the treatment plan is maintained in the client case record. A process shall be in place to ensure that the transfer or discharge is completed in the MIS.

Area of Noncompliance: The Glory House informed the Office of Licensing and Accreditation that when a client is in services for less than 10 days, a discharge letter is completed, but not a discharge summary. A discharge summary must be completed for every client who is discharged, regardless of the length of time the client is in services.

Signature of Licensing Staff:	Date: