LICENSING RENEWAL STUDY
RESIDENTIAL TREATMENT CENTERS
ARSD 67:42:01, 67:42:08

AGENCY NAME: Canyon Hills Center (R100)

DIRECTOR: Michelle Williamson

1. Licensing Requirements – 67:42:07:11.01, 67:42:08:01.01, SDCL 26-6-11

		YES	NO
A.	The following have been submitted to the Department:		
1.	Application materials for license.	✓	
2.	Documentation of need as per SDCL 26-6-11.	NA	
3.	A copy of the building plans (approved by the Fire Marshal and Department of Health).	NA	
4.	Documentation to verify the agency/facility is currently accredited by CARF, COA or Joint Commission or making progress in pursuit of accreditation.	✓	
B.	A statement of compliance with the Civil Rights Act of 1964 is included in the agency's policies or is a part of the purchase of service contract with the Department.	✓	

Comments:

An application for license renewal dated April 15, 2024 was submitted with the application materials. It contains a signed statement of compliance with the Civil Rights Act of 1964, which is also a part of the agency agreement with the Department of Social Services. A copy of a certificate of accreditation in on file verifying that Lutheran Social Services is accredited by the Council on Accreditation for Residential Treatment Services through June 30, 2026.

2. Agency Responsibilities – SDCL 26-6-11

		YES	NO
A.	The building and equipment needs of the organization are adequately met.	✓	
B.	The agency has sufficient funds to meet the needs of the community.	✓	

Comments:

The reviewers found the facility to be adequately furnished and maintained to provide for the needs of the residents. Financial reports provided by Lutheran Social Services indicate the availability of sufficient funds to provide for the needs of the program.

3. Insurance - 67:42:01:35

		YES	NO
A.	Vehicles used to transport clients have appropriate passenger liability insurance.	✓	
B.	The agency carries public liability insurance.	✓	

Comments:

Auto Liability, Commercial General Liability, and Umbrella Liability coverage is purchased from Marsh & McLennan Agency LLC. A copy of the Certificate of Insurance verifying coverage through July 1, 2024 is on file in the licensing record (Policy Number # HHS857826113).

4. Accounting Systems - 67:42:01:34	YES	NO
A. An audit of the accounts has been done in the last year by a CPA.	✓	

Comments:

An audit of Lutheran Social Services financial statements for the period ending June 30, 2023 and 2022 was completed by Eide Bailly LLP, CPA's on November 6, 2023. A copy of the audit report including a summary of significant accounting policies is on file in the licensing record.

5. Staff Qualifications - 67:42:08:02, 67:42:07:07

A. Program Director	YES	NO
1. Masters Degree in an accredited behavioral or social science area plus two years relevant alternative child care experience; or	✓	
2. Bachelor of Arts/Bachelor of Science in an accredited behavioral or social science area plus four year's relevant alternative child care experience.	✓	

Comments:

Michelle Williamson, MA School Counseling, is the Director of Canyon Hills Center. She has over fifteen years of experience in child welfare and was appointed to her current position in March 2024.

B. Other Staff	YES	NO
1. At least eighteen years of age.	✓	
2. If under age twenty-one, is under direct supervision of an experienced child care staff; and 3 years older than any children supervised.	✓	

Comments:

A list of staff, including their qualifications, employed at the time of application for license renewal was submitted with the application and is on file in the licensing record. The staff list included notation if they were qualified to receive orders for restraints and/or seclusion and if they were qualified to order restraints and/or seclusions.

6. Staff/Child Ratio - 67:42:08:03	YES	NO
A. 1:6 during waking hours.	✓	
B. 1:12 in the building during sleeping hours.	✓	
C. One staff member present in each separate sleeping unit during		

	sleeping hours.	✓	
D.	Arrangements made for substitute staff during vacations, illness, or off-duty time of regular staff.	✓	
E.	Certified special ed teachers are employed (when appropriate).	✓	
F.	Provisions are made for auxiliary staff members, i.e., mental health professionals, physical therapist, and/or occupational therapist (when appropriate).	✓	
G.	A minimum of two adults are on the grounds at all times when children are present.	✓	
H.	The facility has a written plan to ensure that staff, law enforcement, or appropriate emergency responders are available at the center within a reasonable time in the event of an emergency.	✓	

Comments:

Staff schedules submitted with the application for license renewal indicates a staff rotation that meets the minimal staff to child ratio during waking and sleeping hours. Comments from staff and residents interviewed indicated staff/child ratio requirement is adhered to at all times.

7. Personnel Records - 67:42:07:07, 67:42:07:08, 67:42:07:09; SDCL 26-6-14.11

		YES	NO
A.	Personnel records are maintained and contain the following:		
1.	Resume or application that includes educational background, personal, and employment history.	✓	
2.	Job description.	✓	
3.	Annual performance appraisal.	✓	
4.	Verification of contact with at least three former employers or professional references if former employers not available.	✓	
5.	Verification of screening for substantiated reports of child abuse or neglect.	✓	
6.	Verification of submission of fingerprints to the DCI.	✓	
7.	Verification of sex offender registry checks.	✓	
8.	Verification of current certification in basic 1st aid and CPR.	✓	
9.	At least one official onsite designated to authorize the Reasonable and Prudent parent Standard.	✓	

Comments:

Records reviewed contained documentation to verify compliance with the above requirements.

8. In-service Training – 67:42:07:04, 67:42:08:04, 42 CFR 483.376	YES	NO
A. There is a written plan for orientation and training for staff and volunteers.	✓	
B. Each employee has a documented record of an initial orientation to the center during their first month of employment that includes the facility's functions, services, community resources and specific job functions.	✓	
C. Each employee has a documented record of a minimum of forty hours annual in-service training.	✓	
D. Each employee receives in-service training during the first year of employment that includes all of the areas required in 67:42:07:04.	✓	
E. Training for all employees after the first year of employment is determined by an annual evaluation and is competency based.	✓	

Comments:

Canyon Hills Center has a written plan for orientation of new staff and utilizes a checklist to document completion of the orientation. Records reviewed contained documentation to verify compliance with the above requirements.

9. Reporting Suspected Child Abuse or Neglect, Changes in Circumstances and Serious Incidents- 67:42:01:12, 67:42:07:15, 67:42:07:16	YES	NO
A. The facility has a written procedure for handling and reporting suspected in-house CA/N. It includes:		
1. A definition of what constitutes CA/N;	✓	
2. Immediate reporting to DSS or law enforcement;	✓	
3. A procedure for assuring the incident will not recur pending the investigation;	✓	
4. A procedure for evaluating the continued employability of any staff member involved in an incident of CA/N.	✓	
B. Each employee has signed a statement acknowledging and understanding the reporting procedure.	✓	
C. The facility is aware of its need to report any changes of circumstances that may affect its licensed status.	✓	
D. The facility has written procedures for reporting of serious incidents.	✓	

Comments:

Canyon Hills Center has written procedures that relate to the above requirements. Staff interviewed was able to adequately describe agency reporting procedures.

10. Treatment - 67:42:01:01(7), 67:42:08:01, 67:42:08:01.01, 67:42:08:05, 67:42:08:07, 67:42:07:10, 67:42:01:21

A. There are written procedures relating to:	YES	NO
1. Intake.	✓	
2. Treatment.	✓	
3. Discharge.	✓	
4. Discipline.	✓	
5. Confidentiality.	✓	
6. Health care of children.	✓	
7. Emergency procedures in case a child is injured.	✓	
8. The child's parent or guardian has signed and dated a statement that lists the specific policies covered as verification that the facility provided the required information.	✓	
9. Reasonable and prudent parent standard	✓	

Comments:

Canyon Hills Center has written procedures relating to the above required areas that are in compliance with licensing rules.

B. Children attend an on grounds school.	✓	

Comments:

Canyon Hills Center has classroom space to allow residents who are unable to attend the public schools to attend classes conducted on-site by staff from Black Hills Special Services Cooperative.

C. Case records are maintained and include the following:

1. Face sheet/application form with identifying information.	✓	
2. Documentation to verify the child meets Residential Treatment eligibility.	✓	
3. Treatment plans developed and signed by the treatment team that includes the child, parent or guardian if appropriate, facility staff working with the child, placing agency staff	✓	
4. Treatment plans are established within fourteen days of placement.	✓	
5. Treatment plans are based on assessment of the child's medical, psychological, social, behavioral and developmental needs and strengths, projected length of stay, conditions for discharge with discharge plans to ensure continuity of care and reflect the need for care at		

	the Residential Treatment level.	✓	
6.	Treatment plans contain treatment goals and objectives for the child and their family with an integrated program of therapies, activities and experiences designed to meet the goals.	✓	
7.	Treatment plans include conditions for discharge, and a discharge plan that includes:		
	a. Projected date of discharge;	✓	
	b. Responsibilities of provider, child, family and placing agency.	✓	
	c. Transitional services to be provided and by whom;	✓	
8.	On-going records of medical/dental/eye/hearing care.	✓	
	a. Projected date of discharge;	✓	
	b. Responsibilities of provider, child, family and placing agency.	✓	
	c. Transitional services to be provided and by whom;	✓	
	d. Crisis and emergency plans.	✓	
	e. Links with resources and preparation to navigate adult system if 16 or older.	✓	
	f. Aftercare services	✓	
	g. List of responsible persons; and	✓	
	h. Involvement of Tribe in aftercare planning if Native American.	✓	
9.	Treatment plan is reviewed at least every 30 days and a progress report sent to placement agency.	✓	
10.	Treatment plan is updated every three months to include progress toward achieving goals and amendments to the plan and sent to the placement agency (meets requirement for progress report).	✓	
11.	Physical exam (twelve months prior to or thirty days following admission).	✓	
12.	Current immunization record.	✓	
13.	A signed authorization for medical care at the time of placement.	✓	
14.	On-going records of medical/dental/eye/hearing care.	✓	
D.	Records are kept in a locked file.	✓	
E.	The interstate compact administrator has been contacted before acceptance of an out-of-state child.	NA	

Comments:

Records reviewed contained documentation to verify compliance with the above requirements.

11. Medications - 67:42:07:19, 67:42:07:20, 67:42:07:22, 67:42:07:23

		YES	NO
A.	The facility has written procedures relating to the storage and administration of medication which include:		
	1. Conditions under which medications may be given.	✓	
	2. Procedures for documenting the administration of medication.	✓	
	3. Procedures for immediately notifying the facility's nurse in cases of medication errors or drug reactions. The nurse assesses the situation and determines whether there is a need to report the incident to the attending physician.	✓	
	4. Procedures for evaluating and recording each child's reactions to prescribed medication.	✓	
B.	A licensed nurse is responsible for administration of medications.	✓	
C.	Psychotropic drugs are prescribed by a MD, CNP or PA with ongoing quarterly follow-up.	✓	
D.	Medicine is kept in a locked cabinet.	✓	
E.	A medication record is kept on each child.	✓	

Comments:

Canyon Hills Center written procedures for storage and administration of medications are in compliance with licensing rules. Canyon Hills Center has a fulltime Registered Nurse on staff.

12. Emergency Safety Interventions (ESI) - 67:42:07:24, 67:42:07:25, 67:42:07:26, 67:42:08:05

		YES	NO
A.	The facility has a written procedure relating to the use of ESI's that allows for use only to ensure safety of the child or others and by order of a physician or other licensed practitioner.	✓	
B.	Use of ESI's is incorporated into the treatment plan.	✓	
C.	Placement agency/parent/guardian are informed of policies, give written approval for use of ESI's at the time of admission and are notified of use of ESI's as soon as possible.	✓	
D.	Only qualified staff give and receive orders and monitor and provide assessments following ESI's.	✓	
E.	Trained clinical staff continually monitors children while involved in ESI's.	✓	
F.	ESI's do not exceed times allowed in orders.	✓	
G.	Required reports are completed following ESI's.	✓	

H.	Staff involved in an ESI meets with the child involved to discuss the ESI, and with administrative staff, within 24 hours after use of the ESI.	✓	
I.	Medical treatment is provided for a resident injured during an ESI.	✓	
J.	Seclusion rooms meet the physical specifications of 67:42:07:25.	NA	

Comments:

Canyon Hills Center written procedures for use of ESI's are in compliance with licensing rules. Reports of the use of an ESI were reviewed and documentation was found to verify the agency complied with the requirements for use of an ESI. All staff interviewed indicated they are familiar with the circumstances under which it is appropriate to use an ESI and that use of restraint and seclusion is part of the facility's in-service training. See Corrective Action Plan.

13. Volunteers - 67:42:07:14		YES	NO
A.	Have a written job description with specific responsibilities.	NA	
B.	Supervised and evaluated by an experienced staff member.	NA	
C.	Three documented unrelated references.	NA	
D.	Documented orientation.	NA	
E.	Documented in-service training as per 67:42:07:04 if volunteer works thirty plus hours per week.	NA	
F.	Informed of obligation to report suspected CA/N.	NA	
G.	Verification of screening for substantiated reports of child abuse or neglect.	NA	
H.	Verification of submission of fingerprints to the DCI.	NA	
I.	Verification of sex offender registry checks.	NA	

Comments:

Canyon Hills Center has submitted written procedures for use of volunteers that are in compliance with licensing rules. Volunteers were not used by Canyon Hills Center during the past year.

14. Physical Facility - 67:42:07:11, 67:42:07:12		YES	NO
A.	There is a current fire inspection.	3/4/24	
B.	There is a current health inspection.	3/4/24	
C.	A fire escape plan is posted.	✓	
D.	A minimum of four fire drills are held annually.	✓	
E.	Children of opposite genders over the age of six have separate sleeping facilities.	✓	
F.	Sleeping children are monitored.	✓	
G.	Each child has his own bed with linens, blankets and pillows.	✓	

Comments:

Deficiencies noted in the inspection completed by the Department of Public Safety were corrected prior to the on-site renewal visit.

15. Nutrition - 67:42:07:13	YES	NO
A. Meals are of sufficient quantity to meet children's nutritional needs.	✓	
B. Arrangements are made for children with a special prescribed diet.	✓	

Comments:

Interviews with staff and youth supported compliance with the items above.

16. Recommendations

Canyon Hills Center is found to be in substantial compliance with licensing rules for Residential Treatment Centers. See comments on ESI.

It is recommended that a satisfactory license be issued to Lutheran Social Services to operate Canyon Hills Center as a Residential Treatment Center at 2519 Windmill Drive, Spearfish, South Dakota to provide care for a maximum of thirty-two youth age ten to seventeen years.

Completed By: Kevin Kanta 05/8/24
Kevin Kanta, Program Specialist Date

Date of On-Site Visit: 4/25/24

Program Manager Muriel Nelson