LICENSING RENEWAL STUDY
INDEPENDENT LIVING PREPARATION PROGRAMS
ARSD 67:42:01, 67:42:13

AGENCY NAME: Abbott House - ILPP (R21593)

DIRECTOR: Eric Klooz, Executive Director

1. Licensing Requirements - SDCL 26-6-11

	YES	NO
A. The following have been submitted to the Department:		
1. Application materials for license.	✓	
2. Documentation of need.	✓	
3. Documentation that supervising agency is currently licensed as a Child Placement Agency, Group Care Center for Minors or a Residential Treatment Center.	✓	
B. A statement of compliance with the Civil Rights Act of 1964 is included in the agency's policies or has been submitted to the Department.	✓	

Comments:

An application of licensure of Abbott House to operate an Independent Living Preparation Program, dated May 10, 2024 is on file in the licensing record. It contains a signed statement of compliance with the Civil Rights Act of 1964.

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 participants in the program.	✓	

Comments:

There are twelve efficiency apartments available to residents attached to the Bridges Foster Homes. Facilities are deemed to be adequately furnished and maintained to provide for the needs of the participants and program objectives. Financial reports submitted with the application for licensure 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:

Abbott House submitted verification documentation of auto liability insurance coverage, commercial general liability, and umbrella liability (policy# 47SPK14949508) through July 1, 2024 with their application materials and the documentation can be found in the licensing record.

4. Accounting Systems - 67:42:01:34

	YES	NO
A. An audit of the accounts has been done in the past year by a CPA.	✓	

Comments:

An audit of Abbott House's financial reports for the period ending June 30, 2023, and 2022 was completed by ELO Professional L.L.C, on December 10, 2023. A copy of the audit report, including a summary of significant accounting policies is on file in the licensing record.

5. Staff Qualifications - 67:42:07:02, 67:42:07:07, 67:42:08:02, 67:42:09:07, 67:42:09:07.01, 67:42:09:08

A. Program Director	YES	NO
1. Bachelor's degree in an accredited behavioral or social science area or equivalency and two years of relevant alternative child care experience if supervising agency is a group care center for minors; or	✓	
2. Masters degree in an accredited behavioral or social science area and two years of relevant alternative child care experience, or a bachelors degree and four years experience if supervising agency is a residential treatment center; or	✓	
3. Social work associate who works under supervision of a certified social worker or individual qualified to supervise a CSW-PIP candidate, who has two years administrative or supervisory experience, if supervising agency is a child placement agency.	✓	

Comments:

Tyson Schultz (CSW #3200, exp. 12/31/2024) is the Director and provides social worker supervision. Tyson has a Master of Social Work Degree from the University of Iowa. Tyson has worked for the Abbott House since 2006.

B. Other Staff	YES	NO
1. For a program supervised by a group or residential center, if under age twenty-one, is under direct supervision of an experienced staff; and 3 years older than any youth supervised.	NA	
2. Meet the qualifications of child care or social work staff for the supervising agency.	NA	

Comments:

The program falls under the umbrella of the Child Placement Agency.

6. Supervision Requirements - 67:43:07:03, 67:42:08:03, 67:42:13:06, 67:42:13:07

	YES	NO
A. Appropriate staff/child ratios are observed for programs located in the same living unit at a group care center or residential treatment center.	NA	
B. No more than four participants are placed together in an off-site living unit.	✓	
C. Participants meet with their supervisor at least once every two weeks		

	with at least a monthly meeting in their living environment.	✓	
	Documentation of supervision includes:		
	1. No reasonable cause to believe the residence or life style presents a risk to the participants health or safety;	✓	
	2. The participant is receiving necessary medical care;	✓	
	3. The treatment program provides for appropriate and sufficient services for the participant.	✓	
D.	Arrangements made for substitute staff during vacations, illness, or off-duty time of regular staff.	✓	

Comments:

Abbott House written procedures relating to supervision requirements are in compliance with licensing rules. Documentation was found in reach record reviewed to verify compliance with the above requirements.

7. Personnel Records - 67:42:07:07, 67:42:07:08, 67:42:07:09, 67:42:09:08.11, 67:42:09:11

		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 finger prints to DCI within fourteen days of employment.	✓	
	7. Verification of sex offender registry checks.	✓	

Comments:

Abbott House written procedures relating to personnel records are in compliance with licensing rules. Documentation was found in each record to verify compliance with the above requirements.

8. Inservice Training - 67:42:07:04, 67:42:08:04, 67:42:09:10

		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 agency within one month of the date of hire that includes the facility's functions, services, community resources and specific job functions.	✓	
C.	Each employee has a documented record of at least the minimum number of hours of annual in-service training as required for staff of the supervising agency or facility.	✓	
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 or 67:42:09:10.	NA	
E.	Training for all employees after the first year of employment is determined by an annual evaluation and is competency based.	✓	

Comments:

Abbott House written procedures relating to in-service training are in compliance with licensing rules. An Annual In-service Training Plan for Foster Home and ILPP Staff was included in the application for renewal. After review of the training plan it appears the scheduled annual training meets all of the requirements of licensing rule.

9.	Reporting Suspected Child Abuse or Neglect and Changes in Circumstances - 67:42:01:12, 67:42:07:05, 67:42:07:15, 67:42:07:16	YES	NO
A.	Each employee is aware of the requirement to immediately report incidents of suspected child abuse or neglect.	✓	
B.	The facility is aware of its need to report any changes of circumstances that may affect its licensed status.	✓	

Comments:

Abbott House written procedures relating to reporting of suspected incidents of child abuse or neglect are in compliance with licensing rules.

10. Treatment - 67:42:01:01(3), 67:42:01:21, 67:42:13:03, 67:42:13:04, 67:42:13:05, 67:42:13:08

		YES	NO
A.	There are written procedures relating to:		
1.	Criteria used to select participants in the program.	✓	
2.	The approach used to assess the appropriateness of the placement.	✓	
3.	The nature and frequency of supervision provided to participants.	✓	
4.	Services available to participants.	✓	
5.	An explanation of living environments provided by the program.	✓	
6.	The crisis response system ensuring participant's 24-hour access to program personnel.	✓	
B.	A full assessment of participant's life skills is completed prior to placement.	✓	
C.	Case records are maintained and include the following:		
1.	Face sheet/application form with identifying information.	✓	
2.	A copy of the assessment of the participant's life skills.	✓	
3.	Case service plan is signed and involves the placing agency, adolescent, ILPP and parent or guardian.	✓	
4.	Case service plans are established within 14 days of placement.	✓	
5.	Case service plans state roles and responsibilities, goals and services, financial plan, and projected length of stay.	✓	

6.	Case service plan is reviewed and updated and progress reports are submitted to placement agency every three months.	✓	
7.	Documentation of Supervision.	✓	
8.	A signed authorization for medical care.	✓	
9.	Residents are provided training in emergency procedures.	✓	
D.	Records are kept in a locked file.	✓	
E.	The interstate compact administrator has been contacted before acceptance of an out-of-state child.	✓	

Comments:

Abbott House written procedures relating to the program are in compliance with licensing rules. Participant records contained documentation to verify compliance with the above requirements.

11. Volunteers - 67:42:07:14, 67:42:09:09		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.	Screening for substantiated reports of child abuse or neglect.	NA	
E.	Criminal record checks completed if appropriate.	NA	
H.	Documented orientation.	NA	
I.	Documented in-service training as per requirements for supervising agency.	NA	
J.	Informed of obligation to report suspected CA/N.	NA	
K.	Verification of sex offender registry checks.	NA	

Comments:

Abbott House has written policies relating to the use of volunteers that are in compliance with licensing rules. The program did not utilize volunteers.

12. Physical Facility - 67:42:13:07		YES	NO
A.	Off-site facilities meet the requirements of 67:42:13:07.	✓	
B.	There is a current approved fire inspection for the supervising agency when living environment is on-site.	NA	
C.	There is a current approved health inspection for the supervising agency when living environment is on-site.	NA	
D.	A fire escape plan is posted.	NA	
E.	Each participant has his own bed.	NA	

Comments:

Abbott House has written policies relating to 67:42:13:07 that are in compliance with licensing rules. Documentation of regular inspections of the off-site living facilities were found in the records as well as

documentation of residents signing off that they have inspected the residence and it meets all of the requirements of ARSD 67:42:13:07.

13. Recommendations

Abbott House has been found to be in substantial compliance with licensing rules. It is recommended that a satisfactory license be issued to Abbott House to operate an Independent Living Preparation Program in South Dakota to provide services for youth ages sixteen to twenty years.

Completed By: Kevin Kanta 06/01/24
Kevin Kanta, Program Specialist

Date of On-Site Visit: 05/23/24

Program Manager: Muriel Nelson