



## Facility Inspection Report Issued By The Minnesota Department of Corrections Pursuant to MN Statute 241.021, Subdivision 1

Inspection and Enforcement Unit, 1450 Energy Park Drive, Suite 200, St.Paul MN 55108  
Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

### INSPECTION DETAILS FOR:

#### Steps For Change-Adult Residential

**Address:** 2712 Fremont Avenue S, Minneapolis, MN 55408

**MN Governing Rule:** 2920 Adult Community-Based Residential Correctional Facility

**Inspection Type:** Biennial **Inspected By:** Stephanie Kantola – Detention Facility Inspector

**Inspected on:** 11/13/2025 to 11/14/2025

**Inspection Method:** Schedule annual onsite inspection.

**Officials Present During Inspection:** Program Administrator Janae Sullivan

**Officials Present for Exit Interview:** Program Administrator Janae Sullivan

**Issued Inspection Report to:** Program Administrator Janae Sullivan

### RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Recommendations	Compliance Rating	Substantial Compliance Result/Criteria
2920	Mandatory	25	24	1	0	96.00%	Compliance rating of 100%
2920	Essential	81	79	2	0	97.53%	Compliance rating of 90%

### TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 01/01/2026 **Ends On:** 12/31/2027 **Facility Type:** Adult Community-Based Residential Correctional Facility

**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 12/31/2026

**Delinquent Juvenile Hold Approval:** Not Applicable

**Certificate Holder:** Steps For Change-Adult Residential  
2712 Fremont Avenue  
Minneapolis, MN 55408

#### Special Conditions:

**Approved Capacity Details** \*Operational Capacity is calculated as a percent of Approved Capacity beds.

Bed Type	Gender	Approved Capacity	Effective Date	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Adult Community-Based Residential Correctional Facility	Male	7	7/1/2024	100	7.00		

### RULE COMPLIANCE DETAILS

**Chapter 2920 - Mandatory Rules Not In Compliance****Total: 1****1. 2920.3900 MANTOUX TEST OR CHEST X RAY REQUIRED.**

It is mandatory that staff and residents be screened for tuberculosis according to Minnesota Statutes, section 144.445.

**Inspection Findings:**

Two of four resident files reviewed did not contain resident tuberculosis screening.

**Corrective Actions:**

**Within 30 days of receipt this report the license holder must send a plan to MN DOC describing how the license holder will meet requirements for tuberculosis screening.**

**Response Needed By: 12/31/2025****Chapter 2920 - Essential Rules Not In Compliance****Total: 2****1. 2920.4400 ADMISSION FORM.**

The adult community-based residential correctional facility referral form on each client to be admitted into residency includes at a minimum: A. name; B. address; C. date of birth; D. sex; E. reason for referral; F. whom to notify in case of emergency; G. date information gathered; H. signature of both interviewee and interviewer gathering information; I. name of referring agency of committing authority; J. special medical problems or needs; K. legal status, including jurisdiction, length, and conditions of placement; L. financial arrangements for medical care; M. financial arrangements for placement; N. present medications; O. driver's license or Minnesota state identification number; and P. vehicle title and vehicle insurance, if applicable.

**Inspection Findings:**

Four of four resident files reviewed identified that the referral form does not include subpart J.

**Corrective Actions:**

**No further action needed, license holder has submitted an updated referral form that has been approved by MN DOC.**

**Response Needed By: 01/03/2026****2. 2920.4900 RESIDENT RECORDS. Subpart 5. Summary of resident's progress.**

The record must include a summary of the resident's progress. These reports must be recorded regularly and must include the following: A. significant incidents, both positive and negative; B. changes in family situation; C. future planning; D. summary of resident's development; E. grievances, and F. disciplinary actions, if any.

**Inspection Findings:**

Four of four resident files reviewed revealed the summaries of the residents' progress does not include the information in subparts B, E, and F.

**Corrective Actions:**

**No further action needed, license holder has submitted an updated quarterly progress update form that has been approved by MN DOC.**

**Response Needed By:****INSPECTION COMMENTS**

Facility will be on biennial inspection for next inspection.

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**JJDPA Compliance**

**Report completed By:** Stephanie Kantola – Detention Facility Inspector

**Signature:** \_\_\_\_\_