

	<p align="center">Department of Human Services Online Directives Information System</p>	<p align="center">Index: Revised: Next Review:</p>	<p align="center">POL1708 4/01/2021 4/01/2024</p>
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SUBJECT: Office Conferences

POLICY:

The Residential Child Care Licensing (RCCL) Unit may request an office conference with facilities at its discretion. It is the policy of RCCL to request office conferences with facilities that receive multiple repeat citations within a 24 month period, child placing agencies that are receiving an initial license, or any other purpose at its discretion.

A. Authority

[O.C.G.A. §§ 49-5-8](#)

B. References

OIG-RCCU-FUI-POL - Follow Up Inspections
RCCL Office Conference Letter

C. Applicability

This policy applies to all RCCL Unit Staff and Licensed Child-Welfare Agencies.

D. Definitions

E. Responsibilities

1. The RCCL Director is responsible for monitoring requirements for updating this policy.
2. The RCCL Training and Policy Specialist will update this policy according to state requirements.

F. History

Replaces Office Conferences POL1708, last reviewed on 4/01/2021.

G. Evaluation

The Surveyor Supervisors evaluates this policy when:

1. Conducting random monthly quality assurance audits of survey reports.