

	Department of Human Services Online Directives Information System	Index: Revised: Next Review:	POL1709 4/01/2021 4/01/2024
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SUBJECT: PLAN OF CORRECTION

POLICY:

It is the policy of the Residential Child Care Licensing (RCCL) Unit to ensure that all licensed entities correct cited deficient practices and state corrections in writing as a Plan of Correction (PoC) within 10 business days of receiving the Statement of Deficiencies. It is the intent of the RCCL that this process be conducted in good faith in an effort to prevent the need for costlier and more time-consuming formal hearings. The opportunity to refute findings within the PoC is granted to licensed providers upon receipt of the final inspection report.

A. Authority

[O.C.G.A. §§ 49-5-8](#)

B. References

- OIG-RCCU-CIF-POL - Closing Inspection Files
- OIG-RCCU-FUI-POL - Follow Up Inspections
- OIG-RCCU-AA-POL - Adverse Actions

C. Applicability

This policy applies to All RCCL Staff, Licensed Child Caring Institutions (CCI), Child Placing Agencies (CPA), Outdoor Child Caring Programs (OCCP), Maternity Homes (MH), and Children’s Transitional Care Centers (CTCC).

D. Definitions

1. Adverse Action: Adverse action is taken when rule citations for non-compliance are numerous, subsequent, repeat, or pose a risk that endangers the health and safety of consumers, or there are indications of a facility’s continued failure to comply with DHS rules and regulations or Georgia law over time. Adverse action includes, but is not limited to, civil penalties, revocations and denial of an application.
2. Plan of Correction: A written plan submitted to RCCL by the person or persons responsible for the CCI, CPA, OCCP, MH or CTCC. The Plan shall identify the existing areas of non-compliance coupled with the proposed procedures, methods and period of time required to correct the areas of noncompliance.

3. Refutation: A provider's objection to one or more cited deficiencies on the Statement of Deficiencies. All objections must be included in the PoC.

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 Plan of Correction POL1709, last reviewed on 4/01/2021.

G. Evaluation

The RCCL Unit Director, Program Director, Surveyor Manager, and RCCL Surveyor Supervisors evaluates this policy when:

1. Conducting monthly data analysis of RCCL reports.
2. Conducting random monthly quality assurance audits of survey reports.