

	<p align="center"><b>Department of Human Services Online Directives Information System</b></p>	<p align="center"><b>Index: Revised: Next Review:</b></p>	<p align="center"><b>POL1715 4/01/2021 4/01/2024</b></p>
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**SUBJECT: TIME FRAMES FOR COMPLETING SURVEYS**

**POLICY:**

It is the policy of the Residential Child Care Licensing (RCCL) Unit to perform all surveys in a consistent manner for all programs and all providers. RCCL Surveyors must complete, document, and mail a completed Statement of Deficiencies to licensed facilities within 45 days of the start date.

**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
- RCCL Complaint/Incident Process Flowchart

**C. Applicability**

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

**D. Definitions**

1. Facilities: A child caring institution; child placing agency; outdoor child caring program; maternity home; or children’s transitional care center operating under a license issued by RCCL.
2. Survey: An on-site inspection of a licensed entity or an offsite review of documentation to determine compliance with applicable rules and regulations. The survey may include foster home visits for those programs which provide foster care services.

**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 Time Frames for Completing Surveys POL1715, 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.