SUBJECT: CONDUCTING RELICENSURE INSPECTIONS

POLICY:
It is the policy of the Residential Child Care Licensing (RCCL) Unit to conduct inspections of all licensed child welfare agencies, at a minimum annually, pursuant to O.C.G.A. §§ 49-5-12. RCCL will inspect (as applicable) documented files and program related materials, the physical plant, and a percentage of foster homes to ensure compliance with the Rules and Regulations of the Department of Human Services during relicensure visits.

A. Authority
  O.C.G.A.§§ 49-5-12

B. References
  OIG-RCCU-TCS-POL - Time Frames for Completing Surveys
  OIG-RCCU-CIF-POL - Closing Inspection Files
  OIG-RCCU-POC-POL - Plan of Correction
  OIG-RCCU-FHV-POL – Conducting Foster Home Visits
  Guidance Form: Plan of Correction
  Guidance Form: Preliminary RCCL Inspection Report
  RCCL File Checklist
  PowerPoint Presentation: Conducting the Relicensure Inspection
  Residential Child Care Licensing Enforcement Actions

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

D. Definitions

  1. Child Welfare Agencies: Licensed Child Caring Institutions (CCI), Child Placing Agencies (CPA), Outdoor Child Caring Programs (OCCP), Children's Transitional Care Centers (CTCC), and Maternity Homes (MH).

  2. Relicensure: An inspection of a currently licensed child welfare agency.

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 Conducting Relicensure Inspections POL1705, last reviewed on 10/03/2019

G. Evaluation
The RCCL Unit Director, Program Director, Surveyor Manager and RCCL Surveyor Supervisors evaluate this policy when:

1. Conducting monthly data analysis of RCCL reports.

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