



**Department of Human Services
Online Directives Information System**

**Index:
Revised:
Next Review:**

**POL1703
4/01/2024
4/01/2026**

SUBJECT: CLOSING INSPECTION FILES

POLICY:

It is the policy of Residential Child Care Licensing (RCCL) to document and maintain the results of all licensing inspections performed at all licensed Child-Caring Institutions (CCI), Child-Placing Agencies (CPA), Maternity Homes (MH), Children's Transitional Care Centers (CTCC) and Outdoor Child Caring Programs (OCCP). Inspections include initial visits, re-licensing surveys, follow-ups, amendments, and complaint investigations. Upon the completion of an inspection and/or investigation at facilities subject to regulation by the Department of Human Services, RCCL Surveyor Specialists will:

1. Document non-compliance, citing the specific Rules of the Department of Human Services for which compliance was evaluated on the Statement of Deficiencies Form within RCC TRAILS. Include the conditions of any waiver or variance in effect, conditions on any risk evaluation, and any restrictions on the license. For all complaint investigations, link the survey to the applicable complaint in RCC TRAILS.
2. State the date(s) by which the Plan of Correction must be received. The date(s) in which correction(s) must be made should also be stated. Compliance dates should be reasonable, based upon the risk to children in care. A Plan of Correction is due within 10 days from the date of receipt of the Statement of Deficiencies.
3. Finalize each inspection within 45 calendar days from the start date of the inspection.
4. Send notification of the results of each inspection to all licensees/potential licensees via email within 24 hours of closure.
5. The RCCL File Checklist and all applicable items to include, but are not limited to, worksheets, relicensure packets, photos, videos, and any received evidence /documentation shall be uploaded into RCC TRAILS or the facility file in SharePoint.
6. Maintain a copy of all inspections and applicable items in the permanent files according to the RCCL Records Retention policy.

A. Authority

[O.C.G.A. §§ 49-5-8](#)

[O.C.G.A. §§ 49-5-12](#)

B. References

OIG-RCCU-TCS-POL - Timeframes for Completing Surveys

RCCL Preliminary Inspection Report

RCCL File Checklist

RCCL Complaint/Incident Process

C. Applicability

This policy applies to all RCCL staff.

D. Definitions

E. Responsibilities

1. The RCCL Director is responsible for monitoring requirements for updating this policy.
2. The RCCL Publisher and the Training and Development Supervisor will update this policy according to state requirements.

F. History

Replaces Closing Inspection Files POL1703, last reviewed on 4/01/2024.

G. Evaluation

The RCCL Director, Program Director, Surveyor Manager and RCCL Surveyor Supervisors will evaluate this policy when:

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