

	<p style="text-align: center;">Department of Human Services Online Directives Information System</p>	<p style="text-align: center;">Index: Revised: Next Review:</p>	<p style="text-align: center;">POL1709 4/01/2024 4/01/2026</p>
---	---	--	---

SUBJECT: PLAN OF CORRECTION

POLICY:

It is the policy of Residential Child Care Licensing (RCCL) 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 RCCL that this process be conducted in good faith, in an effort to prevent the need for costly and 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 RCCL staff and licensed Child Welfare Agencies.

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 sanctions include, but are not limited to, civil penalties, revocations and denial of an application.
2. Child Welfare Agencies: Licensed Child-Caring Institutions (CCI), Child-Placing Agencies (CPA), Outdoor Child Caring Programs (OCCP), Children’s Transition Care Centers (CTCC), and Maternity Homes (MH) operating under a license issued by RCCL.
3. 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.

4. 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 Publisher and the Training and Development Supervisor will update this policy according to state requirements.

F. History

Replaces Plan of Correction POL1709, 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.