

	<p align="center">Department of Human Services Online Directives Information System</p>	<p align="center">Index: Revised: Next Review:</p>	<p align="center">POL1715 4/01/2024 4/01/2026</p>
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SUBJECT: TIME FRAMES FOR COMPLETING SURVEYS

POLICY:

It is the policy of Residential Child Care Licensing (RCCL) to complete all surveys in a consistent manner for all licensed child welfare agencies in Georgia. RCCL Surveyors must initiate each survey inspection pursuant to O.C.G.A. §§ 49-5-12 and/or in accordance with RCCL policies and must complete, document, and provide to the child welfare agency a completed Statement of Deficiencies within 45 calendar days of the initiation date of the survey inspection.

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 staff and licensed Child Welfare Agencies.

D. Definitions

1. 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).
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 Publisher and the Training and Development Supervisor will update this policy according to state requirements.

F. History

Replaces Time Frames for Completing Surveys POL1715, 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.