

	<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>POL1708 4/01/2024 4/01/2026</b></p>
---	--	---	--

**SUBJECT: Office Conferences**

**POLICY:**

Residential Child Care Licensing (RCCL) may request an office conference with facilities at its discretion. It is the policy of RCCL to request office conferences with licensed Child Welfare Agencies that receive multiple repeat citations within a 24 month period, or any other purpose at its discretion.

**A. Authority**

[O.C.G.A. §§ 49-5-8](#)

**B. References**

- OIG-RCCU-FUI-POL-Follow Up Inspections
- RCCL Office Conference Letter

**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) operating under a license issued by RCCL.

**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 Office Conferences POL1708, last reviewed on 4/01/2024.

**G. Evaluation**

The Surveyor Supervisors will evaluate this policy when conducting random monthly quality

assurance audits of survey reports.