

Policy 14.24 Inter-County and Inter-Agency Policy

When approved caregivers (DFCS or CPA) request to transfer between agencies (DFCS to CPA or CPA to CPA), *the CPA staff will:

1. Inform the caregiver(s) they can serve as a foster family for only one agency at a time (i.e., a County DFCS or a single CPA), discuss the re-evaluation process, and ask them to sign an Authorization for Release of Information so information may be shared between the agencies involved.
2. Request and review the caregiver's Family Evaluation from the previous agency. This includes any subsequent evaluations, pre-service training certificate, documentation of annual training hours, and history of policy violations or corrective actions.
3. Utilize an abbreviated foster home re-evaluation (SAFE Conversion/SAFE Update) process to assess the family:
 - Determine if any components of the Family Evaluation are missing or need to be updated (e.g., medical evaluations, drug screens, etc.) and ensure all required attachments and verifications are obtained (see policy 14.10 Resource Development: Initial Family Evaluation).
 - b. Conduct CPS screening and a fingerprint-based criminal records check (CRC) on all adult household members.
 - A CPS check from other state(s) is unnecessary unless an adult household member has lived out-of-state since the home's last approval.
 - ii. The results of a CRC may not be transferred between agencies. Therefore, a new CRC is necessary if the caregiver is transferring between CPAs or between a CPA and DFCS.
 - iii. A new CRC is unnecessary if the caregiver is simply moving from one county in Georgia to another but remaining with the same agency.
 - c. Conduct background screening using the following databases: Department of Corrections Offender Query; Board of Pardons and Parole; Sexual Offender Registry and **Department of Driver Services**.
4. Request a recommendation (Prior Agency Reference) from the previous agency regarding the caregivers' protective capacities and confirmation from the DFCS or CPA Director or Designee that the caregivers are active and in good standing.
5. Conduct at least one family consultation.
6. Submit the Family Evaluation for supervisory approval and final approval from the DFCS or CPA Director.
7. Provide written notification of the approval decision to the applicant.

*****If a family decides to transfer between agencies prior to attaining full approval status, then standard intake and approval procedures for prospective caregivers shall apply.**

Standard intake and approval processes shall also apply in the following instances:

1. Information from the previous agency is unable to be obtained.
2. Information from the previous agency indicates a family has been voluntarily inactive for more than five years.
3. Information from the previous agency indicates a family was not in good standing.

CPA Transfer Steps

Steps: When children are not placed in a CPA home that is transferring to another agency:

- The new CPA will create an initial inquiry in GA SCORE.
- The new CPA will select that the home is transferring (provide name of agency) and select without children placed in the home.
- The new CPA will submit the completed initial inquiry in GA SCORE

*****Please Remember:** Refer to the SAFE Matrix for guidance on uploading the applicable forms. Under the Narrative tab in GA SCORE, upload the original assessment, subsequent assessments obtained by the prior agency, and your agency's SAFE Conversion/SAFE Update.

- The assigned OPM RD will notify both the current and new CPA within three business days of next steps.
- If youth are not placed in the home the current CPA will be instructed by OPM RD staff to close the home and the new CPA will receive notification that the home is either approved in GA SHINES or in need of edits.

Steps: When children are placed in a CPA home that is transferring to another agency:

- The new CPA will request approval from county administration for the foster youth to remain in the home during the transfer process.
- The new CPA will create an initial inquiry in GA SCORE.
- The new CPA will select the home is transferring (provide name of agency) and select that the home is transferring with foster youth
- The new CPA will submit the completed initial inquiry in GA SCORE

***Please Remember:** Refer to the SAFE Matrix for guidance on uploading the applicable forms. Under the Narrative tab in GA SCORE, upload the original assessment, subsequent assessments obtained by the prior agency, and your agency's SAFE Conversion/SAFE Update.

- The new CPA will send email notification to the assigned OPM RD, Current CPA and Foster Youth Placement County Administration that the family's assessment has been completed and submitted to the assigned OPM RD for review
- The assigned OPM RD will respond to the new CPA's notification within three business days to inform the impacted youth's county administration of the change in agencies, the current CPA of the date of closure and new CPA of the date of approval.

