



Tips for timely Re-evaluations

The Division of Family and Children Services shall complete a written comprehensive assessment of the overall quality and functioning of each caregiver on an annual basis. The annual re-evaluation should be completed no later than the last calendar day of the 12th consecutive month following the initial approval date or expiration of the current foster home approval (e.g. the re-evaluation for a foster home approved on 8/1/2020 due on 7/31/2021).

If the re-evaluation is not done timely, the foster home status must be changed from Full Approval status in GA SHINES.

Policy 14.13



Tracking System

In an effort to keep your homes within approval status, the RD and/or assessor should develop a tracking system that includes approval period dates for when home re-evaluations are approved prior to the last day of the current approval term and that no home has more than 12 months of approval (i.e. creating a spreadsheet or any other electronic tracking template).



Monthly Contacts

When making both in-person or telephone monthly contacts with your Partnership and/or Resource Parents, make it a habit to review the caregiver's entire profile including their most recent re-evaluation date. Developing this routine will keep you updated on timely re-evaluations.



Send paperwork in advance

For re-evaluations due, make sure you send paperwork to caregivers in advance. Sending paperwork will give the caregivers a headstart in completing several forms including medical evaluations (if needed within the approval period). Assessors can send external paperwork (excluding QII's) via email or mail.



Re-Evaluation Training

Get creative! Show your caregivers how important re-evaluations are by holding an annual re-evaluation training. In this training, you can explain to them the process and paperwork. The training can also be used to guide them in why timely re-evaluations can affect them and the children placed in their home. These training are great to have in January!



Stay on top of DATES!

The following can lead foster homes to go into unapproved status; expired medicals, CPR/FA, expired pet inoculations, training hours, safety screens, children's immunization, other household members turning 18, other adult household members moving -in (new marriage), etc. It is best practice to stay on top of expiration dates for all caregivers. In addition, these dates can be added to the tracking system and will be an advantage in making sure these expired dates don't delay submission and approval of the caregiver's re-evaluation.



Accountability

Accountability is important in meeting critical deadlines. It is best practice to make sure you hold your caregivers accountable in making sure paperwork is submitted to your agency timely. Making your caregivers accountable for submitting documents and scheduling home visits timely increases efficiency and boosts productivity.



Support

Please utilize OPM and other providers for additional support in making sure assessments are done timely!



Staying on top of annual re-evaluations represents the quality of our work. When re-evaluations are late this affects federal funding and permanency for Georgia's Children. Together, we can accomplish this!