

**FY 2012 RBWO Minimum Standards
Revision 001-September 2011**

The following standards are new or revised as indicated. The changes are effective immediately.

(Revised) **Safety Standard 1.6:** Providers must have two face-to-face contacts a month with each child placed. One of those contacts must be an Every Child Every Month (ECEM) contact. The ECEM contact must occur in the child's residence (foster home or CCI). (See also Quality of Care Standard 6.19)

(Revised) **Quality of Care Standard 6.19:** Providers must conduct an Every Child Every Month (ECEM) contact every month for each child placed. The ECEM contact must occur in the child's residence (foster home or CCI). The documentation of the visit must be uploaded via the SHINES Portal within 72 hours of the contact. ECEM documentation includes the following:

- a. Developmental, social, emotional progress and challenges
- b. Progress on Individual Service Plan goals
- c. Child's involvement in the permanency case plan
- d. Issues pertinent to safety, permanency and well-being
- e. Any concerns or red flags
- f. Any need for follow-up and next steps.

Additional information on conducting and documenting ECEM contacts is posted at www.gascore.com

(Revised) **CPA Staffing Standards Case Support Worker:**

The Case Support Workers (CSW) maximum allowed caseload is determined by children's program designations. Maximum caseload numbers follow:

- Traditional Care Only---20 children per CSW
- Base Care Only--- 18 children per CSW
- MWO Only --- 15 children per CSW
- Specialty Designations Only-- (SBWO, SMWO and SMFWO) – 12 children per CSW
- For combined caseloads of Traditional, Base and Maximum Watchful Oversight, the following criteria must be followed:
 - Base and Traditional Only: The CSW caseload number must not exceed 18 children.
 - Base, Traditional and MWO in any combination: The CSW caseload number must not exceed 15 children.
 - Specialty plus Base, Traditional and MWO in any combination: The CSW caseload number must not exceed 12 children.

Providers should give consideration to the level of experience of the Case Support Worker in determining actual caseload size and type.

(New) **Family Foster Homes Standard 11.26:** Children with a Specialty program designation have intensive needs and require significant levels of care and supervision. Therefore, children who have a Specialty Watchful Oversight program designation -- Specialty Base (SBWO), Specialty Maximum (SMWO) and Specialty Medically Fragile (SMFOW)—must be the only placement in the foster home. This includes respite for the Specialty designation child or another child coming into the Specialty home for respite. Any exceptions to this standard (whether for respite or placement) must be approved in advance of the placement by the Office of Provider Management. Waiver requests should be sent to opmrequests@dhr.state.ga.us and include a complete explanation of the supporting circumstances and concurrence from all children’s DFCS Case Manager(s).

(New) **Family Foster Homes Standard 11.27:** Any previous fostering or adopting experience must be documented in the initial home evaluation and used in making the approval decision. Providers must review any previous home evaluations, training history, policy violations history, corrective action plans history, reasons for closure and any other pertinent information that would assist in making an approval decision. A recommendation must be requested from the previous agency (ies). If a previous agency is closed, no longer has the caregiver’s records or for other reasons is unable or refuses to comply with the request, this must be documented in the home evaluation.