



**Tom C. Rawlings**  
Director

# RBWO Minimum Standard Changes for FY2020



By: Michelle M. Williams

## RBWO Standard 1.3

Providers must ensure that employees in positions or classes of positions that have direct care, treatment, custodial care, access to confidential information of clients or any combination thereof (to include administrative support staff, janitorial/housekeeping staff, maintenance/grounds keeping staff and security guards) shall undergo a criminal history investigation prior to being hired and every five years thereafter (based upon hire date anniversary). This requirement became effective July 1, 2014. Staff hired prior to July 1, 2009 but before July 1, 2014 must have their 5-year criminal records check completed by their anniversary date as they reach their fifth (5<sup>th</sup>) year of service. The criminal history investigation shall include fingerprint record check pursuant to the provisions of Section 49-2-14 of the Official Code of Georgia, Annotated (O.C.G.A).

Providers shall maintain and upon request, provide DHS with evidence of a satisfactory criminal record check of any members of its staff or a subcontractor's staff assigned to or proposed to be assigned to any aspect of the performance of this contract. Providers must utilize the Georgia Applicant Processing Services (GAPS) at [www.ga.cogentid.com](http://www.ga.cogentid.com) to comply with this requirement.

# RBWO Standard 1.3 cont'd...

a. Only RBWO Staff (Director, Case Support Supervisor, Case Support Worker, Human Service Professional, Life Coach and Child Care Worker) criminal records checks are required to be uploaded into GA+ SCORE. These checks must be uploaded by the date of hire and annually within 30 days before the staff's anniversary. (Note: The OIG check is renewed every five years at the staff's anniversary).

b. For new hires, the OIG check can be completed no more than one year prior to the hire date. Similarly, the SOR, PPD, DOC and CPS screenings can be completed no more than 30 days prior to the hire date.

**Recommended Change:** All staff employed with the agency need background checks uploaded in GA+SCORE. Potential and Current staff members who do not have satisfactory background checks cannot be employed by the agency.

# The Verdict...



# RBWO Standard 1.3



**It stays the same!**

Only RBWO Staff employed with the agency need background checks uploaded in GA+SCORE. Potential and current employees with unsatisfactory background checks cannot be employed by the agency.

# RBWO 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 other contact is called a general contact. A General Contact is a purposeful visit; however it does not have to occur in the home. The General Contact must be conducted by the CCI Human Services Professional (HSP), Life Coach (LC) or the CPA Case Support Worker (CSW) or Case Support Supervisor (CSS) and generally focuses on safety and well-being. The General Contact will be documented in the standard narrative type in Georgia SHINES or the Safety, Permanency, and Well-being narrative type. All documentation must be entered into GA SHINES within 72 hours of the contact. Some of these contacts should be unannounced visits. (For details on ECEM contacts, review RBWO Minimum Standard ECEM 6.20)

## RBWO Standard 1.6 cont'd...

**Recommended Change:** All documents must be entered **and approved** in the GA SHINES Portal within 72 hours of the contact. Unannounced visits should be conducted at least quarterly (4x times a year).

The Verdict...





# RBWO Standard 1.6



**It changes!**

All documents must be entered **and approved** in the GA SHINES Portal within 72 hours of the contact.

Unannounced visits are unspecified.

# RBWO Standard 3.1

3.1 The provider must carefully and immediately assess the needs of all children placed and develop a 7-Day ISP within seven days of admission. The 7-Day ISP is an extension of the admissions assessment whereby immediate safety, health and placement adjustment needs are considered and a plan developed to address immediate needs. The 7-Day ISP sets goals and objectives through the first 30 days of placement.

The 7-Day should address at a minimum immediate placement issues such as:

- Increased Placement Supervision or Contacts by Case Support Worker or HSP
- Precautions or Other Safety Measures
- Immediate needs related to:
  - Health (including medication management)
  - Behavioral Management
  - Educational/Vocational

# RBWO Standard 3.1

- Personal/Social
- Family Visitation/Contact
- Placement Adjustment
- Scheduled Court, FTMs or other Case Related Appointments

The 7-Day ISP must be submitted to the child's County DFCS Case Manager within 5 business days of completion. Providers must maintain documentation verification of submission to the Case Manager.

**Recommended Change:** The 7-Day ISP must be uploaded into the GA SHINES Portal within 5 business days of completion.

**The Verdict...**



# RBWO Standard 3.1



**It changes!**

The 7-Day ISP must be uploaded into the GA SHINES Portal within 5 business days of completion.

**\*\*DFCS should still sign the 7-Day ISP as a participant.**

## RBWO Standard 6.20

Providers must conduct an Every Child Every Month (ECEM) contact every month (starting the first full month of placement) for each child placed. The ECEM contact must occur in the child's residence (foster home or CCI). The ECEM visit must be conducted by the CCI Human Services Professional or the CPA Case Support Worker or Case Support Supervisor. Prior to conducting any ECEM visits, the staff person must have completed the ECEM webinar training which is posted on [www.gascore.com](http://www.gascore.com). A copy of the completion certificate must be maintained in the staff's personnel and/or training file.

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

## RBWO Standard 6.20 cont'd...

f. Any need for follow-up and next steps.

Additional information on conducting and documenting ECEM contacts is posted at [www.gascore.com](http://www.gascore.com).

**Recommended Change:** Documentation of visits must be uploaded and approved within 72 hours of the contact.

The Verdict...



# RBWO Standard 6.20



**It changes!**

Documentation of visits must be uploaded **and approved** within 72 hours of the contact.

## RBWO Standard 11.0

CPA foster homes must meet the minimum approval standards for fostering as outlined in DFCS Child Welfare Policy Manual Chapter 14. Foster homes may not receive placements prior to complete family information being entered into GA SHINES.

**Recommended Change:** Foster homes may not receive placements prior to complete and approved family information being entered into the GA SHINES system.

**The Verdict...**





# RBWO Standard 11.0



It changes!

Foster homes may not receive placements prior to complete **and approved** family information being entered into the GA SHINES system.

## RBWO Standard 11.23

Caregivers must have access to respite care, both planned and crisis. Respite homes must be approved by the agency or another agency as fully approved foster homes.

**Recommended Change:** Caregivers must have access to respite care, both planned and crisis. Respite homes must be approved by the agency or another agency as fully approved foster homes. Respite homes must also be in approval status.

The Verdict...



# RBWO Standard 11.23



It changes!

Caregivers must have access to respite care, both planned and crisis. Respite homes must be approved by the agency or another agency as fully approved foster homes. **Respite homes must also be in approval status.**

# RBWO Standard 11.28

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 (SMFWO)—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 Placement Resource Operations Unit. Waiver requests should be sent to [www.gascore.com](http://www.gascore.com) and include a complete explanation of the supporting circumstances and concurrence from all children's DFCS Case Manager(s).

# RBWO Standard 11.28 cont'd...

**Recommended Change:** Include that it must be approved by OPM

The Verdict...



# RBWO

## Standard 11.28



It changes!

Any exceptions to this standard (whether for respite or placement) must be approved in advance of the placement by the **Office of Provider Management Section**. Waiver requests should be sent to [www.gascore.com](http://www.gascore.com) and include a complete explanation of the supporting circumstances and concurrence from all children's DFCS Case Manager(s).

## RBWO Standard 16.3

Providers must submit a monthly summary of each youth's progress to the regional Independent Living Specialist (ILS) and the DFCS case manager by the 10<sup>th</sup> of the following month. The list of ILSs is located in Appendix G.

**Recommended Change:** Providers must upload via the GA SHINES Portal a monthly summary of each youth's progress to the regional Independent Living Specialist (ILS) and the DFCS case manager by the 10<sup>th</sup> of the following month. The list of ILSs is located in Appendix G.

The Verdict...





# RBWO Standard 16.3



**It changes!**

Providers **must upload via the GA SHINES Portal** a monthly summary of each youth's progress to the regional Independent Living Specialist (ILS) and the DFCS case manager by the 10<sup>th</sup> of the following month. The list of ILSs is located in Appendix G.



# New RBWO Standard 9.4

Providers must discharge all young persons from their program by the young person's 21st birthday.

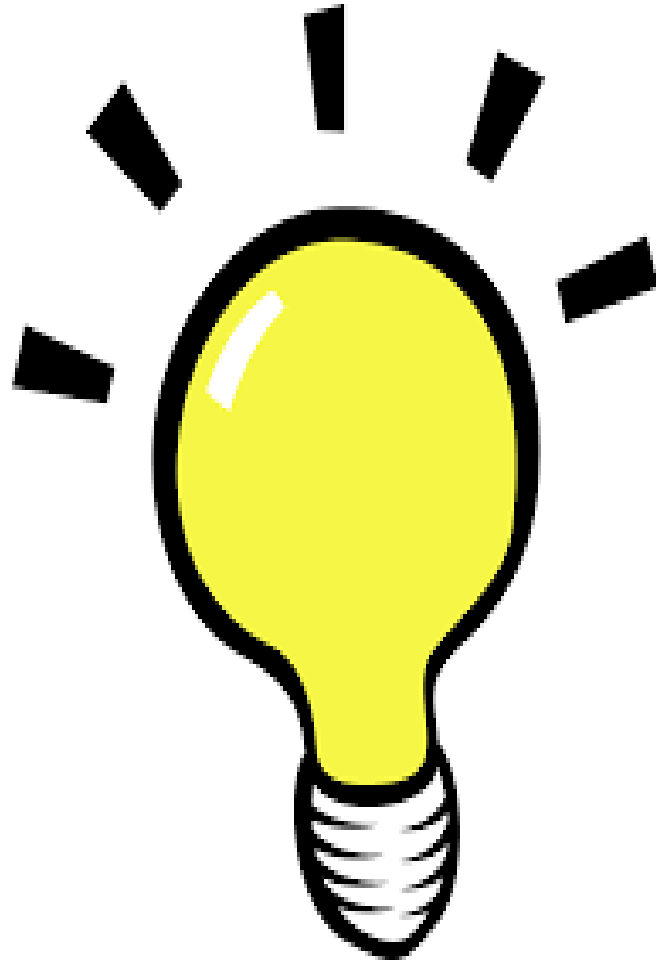


# New RBWO Standard 10.7

Providers must participate in a transition planning meeting with DFCS to include the young person every six months for young person age 18 to 21, and within 90 days of the young person's exit from EYSS (refer to Child Welfare Policy 13.4 Independent Living Program: Transition from Foster Care).



# Recommendations???



# Contact Information

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