

ORCC / OPM Standardization Project Plan

RULES / STANDARDS	ORCC	OPM	Plan	Due Date	Lead
INTAKE Referral	The agency must document an intake referral that includes a social, health, educational, family, behavioral and personal development history in order to determine the needs and if placement is appropriate	Providers must have clear criteria for admissions and must evaluate each referral for service against those criteria. Providers must have a written intake process which includes the steps and processes used to evaluate the appropriateness of admissions and support the decision made.	<ol style="list-style-type: none"> 1. The Provider Associations will develop a standardize referral form that will be utilized by all approved providers by March 15. 2. OPM/ORCC will review and finalize by May 1st. 3. Form will be a requirement in the FY 13 Contract. Start date: 7/1/2012 	Start Use of Standardized Form: 7/1/2012	Dianne Yearby/ LaMarva Ivory
7- Day Service Plan	No Requirement	The 7-day ISP (Initial Service Plan) is an extension of the admissions assess; determines immediate needs of the child which may include supervision, necessary contacts, precautions, safety measures, health, behavioral mgmt, educational, vocational, personal, social, family visits / contact, placement adjustments, court, and other appts.	No Conflict/ No Changes Needed		
Individual Service Plan	Within 30 days, the agency shall assess the needs of the resident in the areas of health, RBWO, education, family, personal, social, vocational, behavioral	Within 30 days, a comprehensive ISP must be developed that documents the needs of the child and the steps and measures to meet those needs (content differs)	<ol style="list-style-type: none"> 1. OPM will clarify in the Minimum Standards that the plan is due "within" 30 days of admission. 2. OPM/ORCC will develop a suggested template of the ISP. <ol style="list-style-type: none"> a. 1st Draft by 4/15 b. 2nd Draft by 5/15 	Deploy Form: 7/1/2012	Roxanne Boreland/ Rachel Neal
HEALTH 72 Hour Screening	Physical, CBC, UA, vision, hearing, updated immunizations (if necessary) within 72 hrs or 1 year prior.-clarify documentation accepted if 72 hours cannot be met and emphasize this requirement is only when a provider cannot obtain documentation of a physical in past year.	No requirement	<ol style="list-style-type: none"> 1. ORCC will clarify what documents are acceptable proof of compliance. 2. ORCC will review components with DHS Medical Officer to determine if all are still necessary. <ol style="list-style-type: none"> a. Due by May 15th b. 	Update providers by 7/1/2012	Ki Foster /LaMarva Ivory

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Annual Exams	Annual Physical / Semi-annual dental	Medicals: Follows the EPSDT Schedule by child's age Dentals: At least two annual dental screenings per year	No Conflict/ No Changes Needed		
Foster Parents and Other Household Members	CPA-VDRL on foster parents and children 16 years and older residing in home.	VDRL not required	1. ORCC will review components with DHS Medical Officer to determine if all are still necessary. Due by May 15th	Update providers by 7/1/2012	Ki Foster /La Marva Ivory
ILP / TLP Supervision and Personal Hygiene Supplies and Chemicals Rules	No rules related / Certain rules and guidelines related to hazards to health and safety and 24 hour supervision	Graduated Independence Policy to be released in March applies to all youth ages 14 and up as assessed to be appropriate.	1. ORCC will review new DFCS Graduated Independence, Runaway and AWOP policy prior to release to identify any conflicts. 2. Providers are to propose rules for older youth in CCIs. a. By May 1st 3. ORCC will clarify current waiver process and how to request a waiver for medication and chemical rules that interfere w/ ILP program. ORCC will emphasize the need to document the supervision plan in the service/case plan.	1. New DFCS policies will be effective once released. 2. ORCC will send out waiver clarification information by May 15 th . 3. Provider proposal will be considered in CCI Rules Changes in FY 13.	La Marva Ivory
Foster Parent TRAINING	CPA: Foster: Specific Pre-service training topics to be completed. Additional 15 hours of annual training required for foster parents. ORCC calculates training from the date of approval.	CPA-Foster: Must complete an approved pre-service training curriculum. Additional 10 (going to 15 hours) hours of annual training required for foster parents and the training is required on a calendar year with it being prorated for the first year.	1. ORCC will consider moving to calendar year like DFCS. a. Decision by 6/1	Inform Providers of any changes by 7/1/2012	Carol Winstead / Rachel Neal

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CCI Staff TRAINING	CCI-CPR, First Aid and ESI training do not count toward the 24 hours of required annual training for staff.	Silent on the matter but can add that CPR, First Aid and ESI training do not count toward 24 hours of training required .	<ol style="list-style-type: none"> OPM will add that CPR, First Aid and ESI do not count toward annual training hours in the Minimum Standards. <ol style="list-style-type: none"> Due by 4/30/2012 	Effective 7/1/2012	Dianne Yearby
ESI usage in Foster Homes	May be administered by the foster and prospective adoptive parents when appropriate	May not be utilized by CPA staff or foster parents	OPM and ORCC will address through legal, policy and practice.	Inform Providers of any changes by 12/31/2012	Dianne Yearby / La Marva Ivory
DISCHARGE DOCUMENTATION	Criteria to be documented: Who discharged to, services provided, goals, accomplishments, problems, assessed needs not met and why	Specific criteria to be documented: placement, progress, challenges, supports for next placement, circumstances leading to discharge, actions to prevent, reasons for disruption, services needed for next placement, details of transfer	<ol style="list-style-type: none"> OPM will ensure that Minimum Standards are congruent with ORCC rule. <ol style="list-style-type: none"> By 4/30/2012 OPM and ORCC will develop suggested template. 	Deploy Form: 7/1/2012	Roxanne Boreland / Rachel Neal
PLACEMENT DISRUPTIONS	*Providers feel caught between DFCS wanting them to keep a child that is outside their normal scope of services and ORCC citing if they keep a child whose needs are not being met. Clarify documentation needed under these circumstances.	*Providers feel caught between DFCS wanting them to keep a child that is outside their normal scope of services and ORCC citing if they keep a child whose needs are not being met. Clarify that discharge recommendations should be made jointly with provider and how to assess when discharge is necessary and how to access assistance to be able to meet child's needs.	1. ORCC and OPM will discuss placement moves during internal Risk Management meetings. Decisions will be made jointly when possible?.	Effective 4/1/2012	Dianne Yearby / La Marva Ivory
CCI CRIMINAL RECORD CHECKS	<p>Prior to serving as an employee other than a director, a person must submit to a preliminary record check application and receive a satisfactory determination. If there is an unsatisfactory determination, the person must submit to a fingerprint record check.</p> <p>*But, the employee can start working with the satisfactory local preliminary</p>	<p>For the positions having direct care / treatment / custodial responsibilities, applicants shall undergo a criminal history investigation which shall include a fingerprint record check pursuant to Section 49-2-14 of the official code of GA. Repeat criminal record checks are required at least every 5 years</p> <p>Satisfactory OIG (GCIC/NCIC) check needs to be received before beginning employment.</p>	<ol style="list-style-type: none"> ORCC will be instituting rule for repeating checks at least every five years. OPM will enforce that contract and clarify in Minimum Standards that employees may not begin work prior to OIG clearance. 	Effective Immediately	Dianne Yearby / La Marva Ivory

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INCIDENT REPORTING	A detailed written summary shall be made regarding any serious occurrences involving children in care to ORCC via email or fax in the required form within 24 hours . A copy of any report regarding child abuse sent to the child welfare agency of the county, police authority or district attorney shall be filed with ORCC. A detailed investigative report to prevent future similar incidents shall be provided to ORCC within five working days.	Providers must report via the GA SCORE system any Significant Events as soon as possible but within 24 hours of the incident.	No Conflict / No Changes Needed		
CCI Ratios	ORCC does not provide ratios	DFCS provides minimum staff / child ratios for day and overnight staff.	No Conflict / No Changes Needed		
Waivers	A waiver approval to DFCS standard does not equate to a waiver of an ORCC rule and vice versa.	A waiver approval to an ORCC rule does not equate to a waiver of a DFCS standard and vice versa.	<ol style="list-style-type: none"> 1. OPM will review process to determine if any improvements can be made. 2. OPM will clarify in Minimum Standards that county offices cannot waiver RBWO policy standards. 3. OPM will clarify in Standards that ORCC waivers and OPM waivers are different. <ol style="list-style-type: none"> a. By 4/30/2012 	Effective 7/1/2012	Dianne Yearby
CPA Home Studies	*Compare qualitative standards with DFCS	*Compare qualitative standards with ORCC	1. OPM and ORCC will review each requirement in detail and publish any changes or clarifications by 9-30-2012.	Due by 9-30-2012	Dianne Yearby / La Marva Ivory
Inter-rater reliability	Better consistency is needed between surveyors with regard to interpretation and enforcement of the rules	Better consistency is needed between specialist with regard to interpretation and enforcement of the standards	OPM and ORCC will institute specific staff training on rating, add supervisory level QA reviews and continue to request provider feedback.	Effective Immediately	Dianne Yearby / La Marva Ivory

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Communication and Customer Service	Consistent and timely notification about rule revisions and updates to interpretive guidelines is needed in order to ensure providers have the most current information.	Consistent and timely notification about revisions and updates to standards is needed in order to ensure providers are clear about policies, expectations and any changes.	<ol style="list-style-type: none"> 1. Providers will continue to receive Eblasts and Practice Matters newsletters from OPM. Twitter begins in April. 2. OPM already has a customer service survey and ORCC began in March. 	Effective Immediately	Dianne Yearby / La Marva Ivory
Coordinate Schedules for OPM Specialist and ORCC Surveyors	Visits are often made by both DFCS and ORCC on the same incident/complaint or to the same foster home and attempts should be made to conduct those visits jointly. Need to explain the differences in the two investigations.	Visits are often made by both DFCS and ORCC on the same incident/complaint or to the same foster home and attempts should be made to conduct those visits jointly. Need to explain the differences in the two investigations.	OPM and ORCC will review work efforts to determine if a scheme to coordinate visits is possible.	Due By 12/31/2012	Dianne Yearby / La Marva Ivory

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<p>Bedrooms/ Capacity</p>	<p>Foster homes-no more than 6 children under the age of 19/no more than 2 children in a double bed and only if they are of the same sex and under 5 years/no child over one year sleeps in the room of an adult/Children over three years of age of different sexes do not share a bedroom CCI-Boys and girls of any age shall sleep in separate sleeping areas</p>	<ul style="list-style-type: none"> • No more than six (6) children under the age of 16 (ORCC says under the age of 19), including the children of the foster family shall be placed in a foster home. • No more than two (2) children under two (2) years of age, including the children of the foster family, may be placed in a foster home. (Not an ORCC requirement) • Only bedrooms shall be used as sleeping space for children. • Each non-related child must have a separate bed. (ORCC does not specify this) • A maximum of two (2) children may sleep in a double or larger bed if they are siblings (ORCC does not restrict to siblings, but does restrict to children under 5 years of age and of the same sex) and are of the same sex. • No child shall sleep in a bed with an adult. (This is captured by the under 5 restriction above) • A child over one (1) year of age cannot sleep in the bedroom of an adult. • A maximum of three (3) children to share a bedroom is preferable. (Not specified by ORCC) The suitability of children sharing a room should be assessed based on the background/history of the children. • Children age five (5) years (ORCC states 3 years) and older and of different sexes shall not share a bedroom. 	<ol style="list-style-type: none"> 1. OPM will add a CCI sleeping standard to Minimum Standards. <ol style="list-style-type: none"> a. By 4/30/2012 2. OPM will review policy with policy unit to determine if any updates are needed. 3. OPM and ORCC will agree on congruent standard/rule. <ol style="list-style-type: none"> a. By 4/30/2012 	<p>Inform Providers of any changes by 7/1/2012</p>	<p>Dianne Yearby / La Marva Ivory</p>