

# Georgia Division of Family & Children Services

TITLE IV-E SAFETY REQUIREMENTS

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#### **Agenda**

- Welcome
- Purpose
- Scope of the Review
- Safety Requirements
- Quality Assurance Plan
- Demonstration
- Q&A



# Title IV-E Foster Care Eligibility

The Children's Bureau (CB) of the Administration for Children and Families (ACF) conducted a primary review of the Georgia Title IV-E foster care program in November 2015.



#### Purpose of the Review

- 1. Determine whether the Georgia Title IV-E foster care program was in compliance with the eligibility requirements outlined in 45 CFR §1356.71 and §472 of the Social Security Act;
- 2. Validate the basis of the State's financial claims to ensure appropriate payments were made on behalf of eligible children.

#### Scope of the Review

- A random sample of 80 cases were drawn from data that the State submitted to the Adoption and Foster Care Analysis and Reporting System (AFCARS) for the period of 10/01/14 – 03/31/15.
- 69 out of 80 cases met all eligibility requirements.
- In the 11 cases that did not meet eligibility, \$398,733 is due to be repaid.
- Due to provider non-compliance, \$359,989
  (90.2%) is our responsibility.

# **Safety Requirements**

- OIG Fitness Determination Letter (Background check)
- Department of Corrections (DOC)
- Sex Offender Registry (SOR)
- Pardons and Parole (P&P)
- CPS Screening (Child Abuse Registry CAR)

# Phone Lines Open





# Applicable Minimum Standards





#### **FY17 RBWO Minimum Standard**

• 1.3 Providers must ensure that employees in positions or classes of positions 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.

#### **FY17 RBWO Minimum Standard**

 1.7 Providers must conduct and document, a Sex Offenders Registry, Pardons and Parole and Department of Corrections check on all staff prior to hiring. Each provider must have policy on checking the databases and how information found in the databases will be used in determining an individual's anniversary date.

#### **FY17 RBWO Minimum Standard**

 1.16 Providers must conduct and document the results of a Child Protective Services history check through the Georgia Child Abuse Registry for all staff before hiring and annually within 30 days of the staff's anniversary date. Each provider must have a policy on checking the registry and how, if the results of the registry reveal a substantiated case, the provider's procedure for assessing the information and determining whether or not the individual should be hired or continue their employment.

# Questions?





Division of Family & Children Services

# Going Forward...







## **Quality Assurance Plan**

- Providers will develop a Quality Assurance Plan to be uploaded in GA+SCORE for review by March 10, 2017.
- The QAP must include how your agency will regularly monitor compliance with this standard.
- In addition, the plan must include an Excel document with the following information for all staff and foster parents: staff's name, position, date of hire, and dates for OIG, DOC, P&P, SOR and CAR.
  - Initial; and
  - Ongoing

# **OPM/REV MAX Responsibility**

- OPM will conduct a 100% audit on safety screenings by March 31, 2017.
- OPM/Revenue Maximization will conduct cross training to be completed by April 2017.
- OPM/Revenue Maximization will provide RBWO providers with a webinar training on the IV-E requirements on May 16, 2017.



# Phone Lines Open

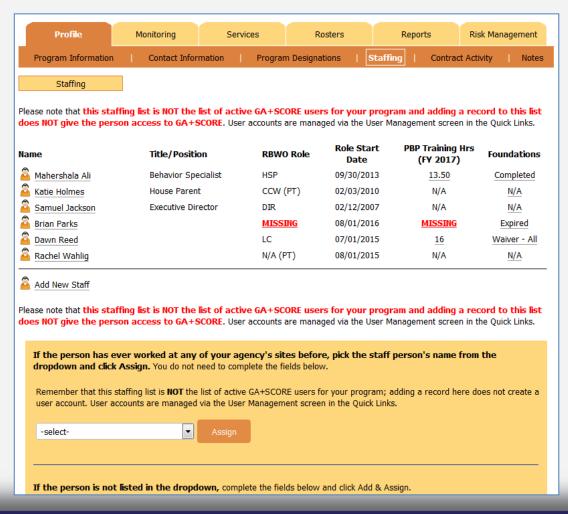




#### "How To" with Care Solutions



## **Accessing Staff Records**



For each program, click on the orange Profile tab, then on the Staffing screen. Active staff are listed at the top of the page. Click on any name to view the purple staff Profile page.

To add new staff, click "Add New Staff".

- If the person has previously worked at the agency, select their name from the drop down and click "Assign". (You can complete the record once it's been added to the Staffing list.)
- Otherwise, complete the fields below and click "Add & Assign".



# Staff Profile Page



For each staff person on your orange Staffing list, be sure you have:

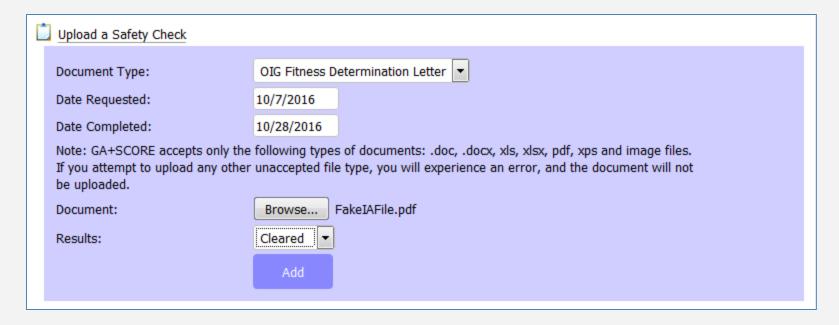
- The correct agency hire date
- 2. The correct, current RBWO Role and Role Start Date
- 3. All required safety checks

To add a safety check, click "Upload a Safety Check" (#4).

To view older documents, click "Staff Safety Check History" (#5).



# Uploading a Safety Check



For each check, enter the dates requested and completed (which may be the same date for online checks), click "Browse..." to upload the file, select the results, and click Add.

The file will immediately show up on the staff person's page. It will be in the main part of the page if it is the most recent date for that type of check; otherwise, it will be in the history folder.

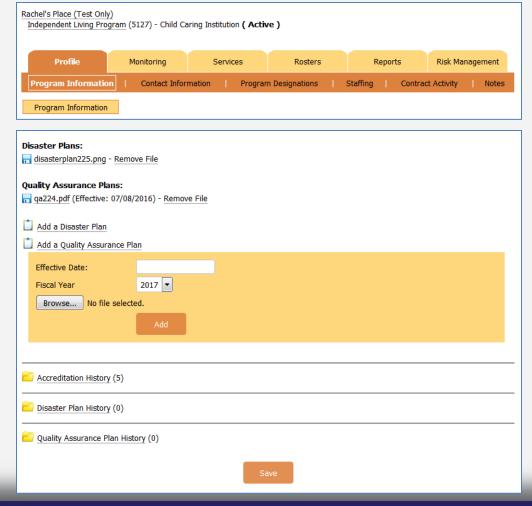
# Managing Staff at Multiple Sites

If a staff person has the same Person ID at both sites, safety checks reported at one site will immediately be visible at both sites. (However, you must report the "Agency Hire Date" at each site.)





# Uploading a Quality Assurance Plan



For each program, click on the orange Profile tab, then on the Program Information screen. Quality Assurance Plans are listed at the bottom of the page.

To upload a plan, click "Add a Quality Assurance Plan", fill out the fields, and click Add. The file will immediately show up on the program's page. It will be in the main part of the page if it is the most recent date; otherwise, it will be in the history folder.





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