



Georgia Division of Family & Children Services

TITLE IV-E SAFETY REQUIREMENTS

Bobby Cagle, Director

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



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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?



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



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“How To” with Care Solutions

GA⁺

Performance-Based
Contracting



S **C** **O** **R** **E**



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Accessing Staff Records


Profile | Monitoring | Services | Rosters | Reports | Risk Management

Program Information | Contact Information | Program Designations | **Staffing** | Contract Activity | Notes

Staffing

Please note that **this staffing list is NOT the list of active GA+SCORE users for your program and adding a record to this list does NOT give the person access to GA+SCORE.** User accounts are managed via the User Management screen in the Quick Links.

Name	Title/Position	RBWO Role	Role Start Date	PBP Training Hrs (FY 2017)	Foundations
 Mahershala Ali	Behavior Specialist	HSP	09/30/2013	13.50	Completed
 Katie Holmes	House Parent	CCW (PT)	02/03/2010	N/A	N/A
 Samuel Jackson	Executive Director	DIR	02/12/2007	N/A	N/A
 Brian Parks		MISSING	08/01/2016	MISSING	Expired
 Dawn Reed		LC	07/01/2015	16	Waiver - All
 Rachel Wahlig		N/A (PT)	08/01/2015	N/A	N/A

 [Add New Staff](#)

Please note that **this staffing list is NOT the list of active GA+SCORE users for your program and adding a record to this list does NOT give the person access to GA+SCORE.** User accounts are managed via the User Management screen in the Quick Links.

If the person has ever worked at any of your agency's sites before, pick the staff person's name from the dropdown and click Assign. You do not need to complete the fields below.

Remember that this staffing list is **NOT** the list of active GA+SCORE users for your program; adding a record here does not create a user account. User accounts are managed via the User Management screen in the Quick Links.

-select-

If the person is not listed in the dropdown, complete the fields below and click Add & Assign.

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

GA+ Performance-Based Contracting
SCORE

Quick Links +
YOU HAVE 23 NEW MESSAGES Help
GA SCORE -> Provider -> Staff -> Profile -> Profile

Rachel's Place (Test Only)
Independent Living Program (5127) - Child Caring Institution (Active)
Staff Person: Dawn Reed (Person ID: 247726) - Staff List

Profile | RBWO Foundations | Annual Training | Extended Leave

Profile

Staff Record

Name: Dawn Reed
Email: dawnreed@rbwo.com
Phone:
Agency Hire Date: 02/04/2010
Title/Position:
RBWO Role: ILP/TLP Life Coach (LC)
Role Start Date: 07/01/2015
Highest Education: Masters - MSW
Role End Date:
Supervisor:
Other Supervisor Email:
Hours Employed: 40 hrs/wk
Experience: 8 years
Reason for leaving Agency:
Licenses: LMSW License #: 868432465 (2016) - Date reported to GA+SCORE: 2/21/2017
PPD: Pardons and Parole Database (Cleared (no records found)) Requested: 10/4/2016 - Completed: 10/4/2016
CPS: GA CPS History Check (Cleared) Requested: 10/4/2016 - Completed: 10/4/2016
GASORC: GA Sex Offender Registry (Cleared (no records found)) Requested: 10/4/2016 - Completed: 10/4/2016
DOC: Department of Corrections (Cleared (no records found)) Requested: 10/17/2016 - Completed: 10/17/2016

Save

Add a Licensure
Upload a Safety Check
Staff Licensure History (0)
Staff Safety Check History (0)

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


1. 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

 Upload a Safety Check

Document Type:

Date Requested:

Date Completed:

Note: GA+SCORE accepts only the following types of documents: .doc, .docx, xls, xlsx, pdf, xps and image files. If you attempt to upload any other unaccepted file type, you will experience an error, and the document will not be uploaded.

Document: FakeIAFile.pdf

Results:

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.)

The image displays two screenshots of a web-based staff management system. Both screenshots show a staff member named Dawn Reed with Person ID 247726. The top screenshot is for 'Rachel's Place (Test Only) - Independent Living Program (5127) - Child Caring Institution (Active)'. The bottom screenshot is for 'Rachel's Place (Test Only) - Child Placement Services (5128) - Child Placing Agency (Active)'. Both screenshots show a navigation bar with 'Profile', 'RBWO Foundations', 'Annual Training', and 'Extended Leave' tabs. The 'Profile' tab is selected in both. The 'Staff Record' section in the top screenshot shows fields for Name (Dawn), Email (dawnreed@caresolutions.com), and Phone. The 'Staff Record' section in the bottom screenshot shows fields for Name (Dawn, Reed), Email (dawnreed@caresolutions.com), and Phone (404-555-9842). A callout box with the number 247726 is overlaid on the 'Profile' tab in both screenshots.



Uploading a Quality Assurance Plan

Rachel's Place (Test Only)
Independent Living Program (5127) - Child Caring Institution (Active)

Profile | Monitoring | Services | Rosters | Reports | Risk Management

Program Information | Contact Information | Program Designations | Staffing | Contract Activity | Notes

Program Information

Disaster Plans:
disasterplan225.png - Remove File

Quality Assurance Plans:
qa224.pdf (Effective: 07/08/2016) - Remove File

Add a Disaster Plan

Add a Quality Assurance Plan

Effective Date:

Fiscal Year: 2017

Browse... No file selected.

Add

Accreditation History (5)

Disaster Plan History (0)

Quality Assurance Plan History (0)

Save

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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