

# How to find the Facility Email ID

The following steps will help you find the Facility Email ID for your Facility or Agency.

1. From the RCC TRAILS homepage, click on the orange box “Find a Facility”.

**Welcome to Residential Child Care Licensing**

Submit Application      Submit POA for the Care of Child Report

File a Complaint      Find a Facility

**Residential Child Care Licensing Login**

User Name:

\* Password:

\* [Log In](#)

[Forgot Password](#)

2. **Welcome to Office of Inspector General Residential Child Care Licensing** will populate. As you read the disclosure, be sure to scroll to the bottom of the page to read the full page.

**Welcome to Office Of Inspector General Residential Child Care Licensing**

Thank you for visiting the Residential Child Care Licensing (RCCL) database.

This site provides the public with access to information on all licensed Child Caring Institutions (CCI), Child Placing Agencies (CPA), Outdoor Child Caring Programs (OCCP), Maternity Homes (MH), and Children's Transitional Care Centers (CTCC).

If a facility is not listed on this site, then it is not licensed by RCCL. RCCL has authority to license, monitor and enforce rules for Child Welfare Agencies, as they are defined in O.C.G.A 49-5-12.3(a)(2) and (3).

The RCCL database provides full access to facility surveys completed and closed in the last 24 months. RCCL surveys provide the public with information on rules and regulations that were found to be out of compliance on the date of the RCCL site evaluation. Surveys resulting in no citations or only citations on the A-C level are considered in substantial compliance.

Each citation is accompanied with a letter from A-L, which reflects the scope and severity of the respective citation.

- Letters A-C represent citations that even if allowed to continue over a period of time are not likely to have an adverse effect on the physical or emotional health and safety of a person or persons in care. Facilities with violations in this category are still considered to be in substantial compliance with the rules and regulations.
- Violations represented with the letters D-F are considered Category III Violations. These are violations which indirectly or over a period of time had or are likely to have an adverse effect on the physical or emotional health and safety of a person or persons in care or are violations of administrative, reporting, or notice requirements.
- Violations represented with the letters G-I are considered Category II Violations. These are violations which had direct adverse effect on the physical or emotional health and safety of a person or persons in care and are all subject to enforcement action.
- Violations represented with the letters J-L are considered Category I Violations. These are violations which caused death or serious physical or emotional harm or posed an imminent and serious threat to the physical or emotional health and safety of one or more persons in care.

3. After reading and understanding the disclosure, click on “I’ve read and understand the above mentioned statements.”

  I've read and understand the above mentioned statements.

4. After checking the box, “Proceed to Facility Search” populates. Click on the tab.

I've read and understand the above mentioned statements.

Proceed to Facility Search

5. On the Active Facility Search page enter your Facility or Agency name (ex: Picture A). Click Search. If your search populates “No records to display”, type in just the city where your Facility/Agency is located (ex: Picture B). The Facility Email is under the fourth column from the right. The Facility Email is where your Facility/Agency will receive RCCL correspondence for that location. There is only one Facility Email address for each location.

**Picture A:**

Active Facility Search

Program Type:  Facility Name:  Phone:   
 Address:  City:  County:   
 Zip:

FACID	Active Facility	Program Type	Address	City	State	County	Zip	Facility Email ID	Operating Status	Active Date	
No records to display.											

**Picture B:**

Active Facility Search

Program Type:  Facility Name:   
 Address:  City:  Phone:   
 Zip:  County:

FACID	Active Facility	Program Type	Address	City	State	County	Zip	Facility Email ID	Operating Status	Active Date	
CCI001016	GEORGIA BAPTIST CHILDREN'S HOME - PALMETTO	CCI	9250 HUTCHINSON FERRY ROAD	PALMETTO	GA	FULTON	30268	adacornwell@gbchfm.org	ACTIVE	6/1/1987	File a Compliant
CPA000997	GEORGIA BAPTIST CHILDREN'S HOMES & FAMILY MINISTRY, INC.	CPA	9250 HUTCHENSON FERRY ROAD	PALMETTO	GA	FULTON	30268	fostercare@gbchfm.org	ACTIVE	11/1/1987	File a Compliant

## **Contact Information**

If there are any questions or technical problems, please forward  
to [rcc@dhs.ga.gov](mailto:rcc@dhs.ga.gov) .

For technical problems, be sure to include a screenshot of the  
problem you are having on RCC TRAILS.