Georgia Department of Human Services

Office of Inspector General

Residential Child Care Licensing

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0300 Agency Organization and Administration. 290-9-2-.03(1)	Agency Organization and Administration. Individuals, associations, institutions or corporations considering the establishment of a Child-Placing Agency shall consult the Residential Child Care Licensing Unit of the Department about such plans before a specific program is developed.	
0301 Agency Organization and Administration. 290-9-2-.03(2)	Program purpose. In accordance with these rules and regulations, a licensed Child Placing Agency shall develop, implement and comply with written policies and procedures that specify its philosophy, purpose, and program orientation. Such policies and procedures shall identify the characteristics of children to be served in terms of age, race, religion, residence limitations and include the referral sources.	
0302 Agency Organization and Administration. 290-9-2-.03(3)	Program Description and Implementation. A program description which includes the purpose or function of the proposed Agency shall be clearly defined. The program description shall include: (a) Written policies and procedures that describe the scope of services to be provided, including room, board and watchful oversight, and the manner in which such services will be provided and supervised through the Agency. (b) A program description must show what services are provided directly by the Agency and how services will be coordinated with the Medicaid Rehabilitation Option Provider and other available community or contract resources. (c) Eligibility requirements for client service and for providers of care. (d) A statement that the Agency shall only place children whose known needs can be met by the Agency based on preplacement assessment, planning and room, board and watchful oversight capacity. No Agency shall provide placement services for children whose needs for room, board and watchful oversight cannot be met based upon the child's physical, educational or emotional needs.	
0303 Agency Organization and Administration. 290-9-2-.03(4)	Child-Placing Agencies shall be incorporated in Georgia as non-profit under state law and shall comply with regulations established by the State for non-profit corporations.	
0304 Board of Directors. 290-9-2-.03(5)	Board of Directors. Each Child-Placing Agency shall have a Board of Directors, which operates as the governing board of the Agency.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0305 Board of Directors. 290-9-2-.03(6)(a)	Functions and Responsibilities of the Board of Directors. The Board shall: (a) Employ and dismiss an Executive Director; ...	
0306 Board of Directors. 290-9-2-.03(6)(b)	Functions and Responsibilities of the Board of Directors. The Board shall: ... (b) Delegate to the Executive Director the authority and responsibility for the employment of other staff members and the management of the affairs of the Agency according to the Agency's established policies; ...	
0307 Board of Directors. 290-9-2-.03(6)(c)	Functions and Responsibilities of the Board of Directors. The Board shall: ... (c) Refrain from direct administration or operation of the Agency either through individual members or committees, except in emergencies; ...	
0308 Board of Directors. 290-9-2-.03(6)(d)	Functions and Responsibilities of the Board of Directors. The Board shall: ... (d) Approve written policies for accepting children for placement; ...	
0309 Board of Directors. 290-9-2-.03(6)(e)	Functions and Responsibilities of the Board of Directors. The Board shall: ... (e) Be responsible for the Agency's compliance with all applicable state laws and regulations; ...	
0310 Board of Directors. 290-9-2-.03(6)(f)	Functions and Responsibilities of the Board of Directors. The Board shall: ... (f) Be responsible for adequate financing and budgeting for the Agency; ...	
0311 Board of Directors. 290-9-2-.03(6)(g)	Functions and Responsibilities of the Board of Directors. The Board shall: ... (g) Meet at least quarterly; ...	
0312 Board of Directors. 290-9-2-.03(6)(h)	Functions and Responsibilities of the Board of Directors. The Board shall: ... (h) Keep complete minutes of each meeting reflecting official actions of the Board pertaining to and affecting any aspect of the child-placing program. Minutes of each meeting shall be kept permanently on file; ...	
0313	Functions and Responsibilities of the Board of Directors. The Board shall: ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Board of Directors. 290-9-2-.03(6)(i)	(i) Notify the Department's Residential Child Care Licensing Unit in writing within 5 calendar days when there is a change in the Executive Director or in the corporate structure, organization, or administration of the Agency; ...	
0314 Board of Directors. 290-9-2-.03(6)(j)	Functions and Responsibilities of the Board of Directors. The Board shall: ... (j) Inform the Department within 24 hours by phone and in writing within 10 days of notice to the Agency of any legal or administrative action brought against the Agency or any person affiliated with the Agency which affects any child in care or personnel or relates in any manner to the conduct of the Agency; ...	
0315 Board of Directors. 290-9-2-.03(6)(k)	Functions and Responsibilities of the Board of Directors. The Board shall: ... (k) Keep the Department informed on a quarterly basis, or more often if requested by the Department, concerning the status of current or previous judicial or administrative action against the Agency; ...	
0316 Board of Directors. 290-9-2-.03(6)(l)	Functions and Responsibilities of the Board of Directors. The Board shall: ... (l) Be responsible for the disposition or storage of records of the Agency according to these rules, should the Agency cease operations.	
0317 Board of Directors. 290-9-2-.03(7)	Board members shall have no direct or indirect financial interest in the assets, leases, business transactions, or in current professional services of the agency. Any potential conflict of interest shall be declared by a Board member and the minutes shall record declaration and abstention from the vote when a conflict exists.	
0318 Board of Directors. 290-9-2-.03(8)	The Agency shall provide the Department with a list (name, address and office held, if applicable) of all Board members and shall have on file a notarized copy of each members letter of acceptance.	
0319 Composition of the Board. 290-9-2-.03(9)(a)	Composition of the Board. ... The Board shall be composed of at least five (5) members.	
0320 Composition of the Board. 290-9-2-.03(9)(b)	At least one of the Board members shall be a bona fide resident of Georgia.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0321 Composition of the Board. 290-9-2-.03(9)(c)	Provision shall be made for systematic rotation of board members through a plan of overlapping terms of office.	
0322 Composition of the Board. 290-9-2-.03(9)(d)	Provision shall be made for removal of inactive Board members.	
0323 Composition of the Board. 290-9-2-.03(9)(e)	Employees and paid consultants of the Agency and their spouses shall not serve as members of the Board.	
0324 Composition of the Board. 290-9-2.03(9)(f)	Adoptive and foster care applicants with the Agency shall not serve as members of the Board as long as their cases are open.	
0325 Agency By-Laws. 290-9-2-.03(10)	Agency By-Laws. The Agency shall have written by-laws which shall include: (a) General purpose and functions of the organization; (b) Frequency, time and place of Board meetings; (c) Requirements regarding Board members 'attendance at meetings; (d) Number necessary for a quorum; (e) Size, selection, functions, authority and organization of the Board of Directors; (f) Appointment and duties of committees; (g) Provision for amendments to the by-laws; (h) Provisions for dealing with potential conflicts of interest.	
0333 Financing. 290-9-2-.03(11)(a)	Financing. The Agency shall: (a) Have a sound plan of financing which assures sufficient funds to support adequately the services offered, to provide for children accepted for care including care up to the time permanent plans for child care are completed, and to carry out the stated purposes of the Agency. A full and complete accounting of the financial affairs of the agency shall be provided to the Board on an annual basis; ...	
0334 Financing. 290-9-2-.03(11)(b)	The Agency shall: ... (b) Provide evidence that it will have sufficient funds available to pay operating costs including compensation for a sufficient number of administrative and service staff through the current year of operation for which the license is to be issued; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0335 Financing. 290-9-2-.03(11)(c)	The Agency shall: ... (c) Maintain financial records of all receipts, disbursements, assets and liabilities and shall establish an accounting system capable of tracking all movements of funds and the actual expenditures for each case; ...	
0336 Financing. 290-9-2-.03(11)(d)	The Agency shall: ... (d) Provide bond for Board members and staff responsible for handling substantial amounts of funds; ...	
0337 Financing. 290-9-2-.03(11)(e)	The Agency shall: ... (e) Not require gratuities such as money or other things of value or services from applicants or their representatives beyond the established fee; ...	
0338 Financing. 290-9-2-.03(11)(f)	The Agency shall: ... (f) Comply with all local and state and federal laws relating to the solicitation of funds; ...	
0339 Financing. 290-9-2-.03(11)(g)	The Agency shall: ... (g) Establish a fee for placement services based on the cost of recruitment, placement, postplacement, legal, medical and other services rendered to the birth parent, adoptive family, foster parents, and child as documented and justified in the total Agency budget. The determination of such fee schedule shall be reviewed by the Board at least annually and the Board's determination shall be adequately documented in writing; ...	
0340 Financing. 290-9-2-.03(11)(h)	The Agency shall: ... (h) Collect fees only as services are provided; ...	
0341 Financing. 290-9-2-.03(11)(i)	The Agency shall: ... (i) Establish a written policy which defines the conditions under which fees related to adoption services are refundable, including a definite time frame when applicants can expect a refund if requested services or placement of a child is not completed. Each applicant shall be provided with a copy of this policy. ...	
0342 Financing. 290-9-2-.03(11)(i)1.	The Agency shall: ... 1. This policy [which defines the conditions under which fees related to adoption services are refundable] shall be disclosed to the applicant in clear and easily understood language. ...	
0343 Financing.	The Agency shall: ... 2. The applicant shall sign that the policy [which defines the conditions under which fees related to adoption services are refundable] has been	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
290-9-2-.03(11)(i)2.	discussed and a copy of the policy was received. This signed acknowledgment shall be kept in the applicant's file. ...	
0344 Financing. 290-9-2-.03(11)(j)	The Agency shall: ... (j) Establish a written policy which defines the conditions under which it enters into purchase of service agreements, including all terms and conditions required to define the individuals to be served, services to be provided, procedures for payment and the payment plan; ...	
0345 Financing. 290-9-2-.03(12)	The Agency shall: ... (12) The Agency shall comply with other applicable requirements of state and federal laws affecting children and/or the operation of such agencies. ...	
0346 Financing. 290-9-2-.03(13)	The Agency shall: ... (13) The Agency shall be easily accessible and responsive to the applicant, staff and community and shall provide privacy for interviews and for pre-placement visits. The Agency shall have at least one staff member available at all times to handle client emergencies. ...	
0347 Financing. 290-9-2-.03(14)	The Agency shall: ... (14) Agencies ceasing operation for any reason shall notify the Child Care Licensing Unit of the Department in writing prior to closing and shall provide the following: (a) Legal transfer of surrender and release of any child in its custody to another licensed Child Placing Agency or to the Department; (b) Appropriate transfer of responsibility for children in temporary placement to another licensed Child-Placing Agency or to the Department; (c) Appropriate transfer or termination of services to all other applicants; (d) Arrangements satisfactory to the Department concerning the storage of all relevant records. Authority O.C.G.A. Secs. 49-5-12. History. Original Rule entitled " Agency Organization and Administration " adopted. F. Mar. 16, 2000; eff. Apr. 5, 2000.	
0400 Criminal History Background Checks. 290-9-2-.04(1)	Criminal History Background Checks for Owners Required. Prior to approving any license for a new child placing agency and periodically as established by the department by rule and regulation, the department shall require an owner to submit a records check application so as to permit the department to obtain criminal history background information on the owner.	
0401 Criminal History Background Checks. 290-9-2-.04(1)(a)	An owner may not be required to submit a records check application if it is determined that the owner does not do at least one of the following: 1. Maintains an office at the location where services are provided to children; 2. Resides at a location where services are provided to children; 3. Has direct access to residents receiving care; or	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
	4. Provides direct personal supervision of personnel by being immediately available to provide assistance and direction during the time services are being provided to children.	
0405 Criminal History Background Checks. 290-9-2-.04(1)(b)	In lieu of a records check application, an owner may submit evidence, satisfactory to the department, that within the immediately preceding 12 months the owner has received a satisfactory criminal history background check determination.	
0406 Criminal History Background Checks. 290-9-2-.04(2)	A child placing agency license shall not be issued, and any license issued shall be revoked where it has been determined that the owner has a criminal record involving any of the following covered crimes, as outlined in O.C.G.A. Sec. 49-2-14.1 et seq.: (a) A violation of Code Section 16-5-1, relating to murder and felony murder; (b) A violation of Code Section 16-5-21, relating to aggravated assault; (c) A violation of Code Section 16-5-24, relating to aggravated battery; (d) A violation of Code Section 16-5-70, relating to cruelty to children; (e) A violation of Code Section 16-5-100, relating to cruelty to a person 65 years of age or older; (f) A violation of Code Section 16-6-1, relating to rape; (g) A violation of Code Section 16-6-2, relating to aggravated sodomy; (h) A violation of Code Section 16-6-4, relating to child molestation; (i) A violation of Code Section 16-6-5, relating to enticing a child for indecent purposes; (j) A violation of Code Section 16-6-5.1, relating to sexual assault against persons in custody, detained persons, or patients in hospitals or other institutions; (k) A violation of Code Section 16-6-22.2, relating to aggravated sexual battery; (l) A violation of Code Section 16-8-41, relating to armed robbery; (m) A violation of Code Section 30-5-8, relating to abuse, neglect, or exploitation of a disabled adult or elder person; or (n) Any other offense committed in another jurisdiction that, if committed in this state, would be deemed to be a crime listed in this paragraph without regard to its designation elsewhere.	
0420 Criminal History Background Checks. 290-9-2-.04(3)	An owner with a valid child placing agency license issued on or before June 30, 2007 shall be required to obtain a criminal records check determination no later than December 31, 2008.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0421 Criminal History Background Checks. 290-9-2-.04(3)(a)	An owner with a valid child placing agency license issued on or before June 30, 2007 who is determined to have a criminal record for any of the crimes listed in Rule .04(2)(a)-(n) above, shall not have the license revoked prior to a hearing being held before a hearing officer pursuant to Chapter 13 of Title 50, the ' Georgia Administrative Procedure Act. '	
0422 Criminal History Background Checks. 290-9-2-.04(3)(b)	An owner with a valid license who acquires a criminal record as defined in Rule .04(2)(a)-(n) above subsequent to the effective date of these rules shall disclose the criminal record to the department.	
0423 Criminal History Background Checks. 290-9-2-.04(3)(c)	If at any time the department has reason to believe an owner holding a valid license has a criminal record for any of the crimes listed in Rule .04(2)(a)-(n) above, the department shall require the owner to submit a records check application immediately for determination of whether a revocation action is necessary. Prior to the revocation of the license becoming final, the owner is entitled to an administrative hearing unless the owner has not begun providing services under the license. Where services are not currently being provided under the license, the decision of the administrative hearing officer must precede the initiation of services.	
0424 Criminal History Background Checks. 290-9-2-.04(4)	Criminal History Background Checks for Director and Employees Required. Prior to serving as a director of a licensed agency, a person shall submit a records check application and receive a satisfactory determination or be determined to be eligible to serve as a director as a result of an administrative hearing.	
0425 Criminal History Background Checks. 290-9-2-.04(4)(a)	A person with an unsatisfactory criminal history background check determination may not serve as a director of a licensed child placing agency if it is determined that such person has a criminal record involving any of the following covered crimes: 1. Any felony under Georgia law; 2. A violation of Code Section O.C.G.A. Sec. 16-4-1, relating to criminal attempt when the crime attempted is any of the crimes specified by this paragraph; 3. A violation of Code Section O.C.G.A. Sec. 16-5- 23, relating to simple battery; where the victim is a minor; 4. A violation of Code Section O.C.G.A. Sec. 16-6-1 et seq., relating to sexual offenses, excluding the offenses of bigamy or marrying a bigamist; 5. A violation of Code Section O.C.G.A. Sec. 16-21-1, relating to contributing to the delinquency of a minor;	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
	6. Any other offense committed in another jurisdiction that, if committed in this state, would be deemed to be a crime listed in this paragraph without regard to its designation elsewhere.	
0431 Criminal History Background Checks. 290-9-2-.04(4)(b)	Prior to serving as an employee other than a director of a licensed agency, a person must submit a preliminary record check application and receive a satisfactory determination. Provided however, should there be an unsatisfactory determination, the person must submit to a fingerprint record check and get a satisfactory determination or be determined eligible to be employed as a result of an administrative hearing.	
0432 Criminal History Background Checks. 290-9-2-.04(4)(c)	A person with an unsatisfactory background check determination may not serve as an employee of a licensed child placing agency if it is determined that such person has a criminal record involving any of the covered crimes outlined in O.C.G.A. Secs. 16-4-1, 16-5- 23, 16-6-1 and 16-21-1 and in Rule .04(2)(a)(1)-(6) above.	
0433 Criminal History Background Checks. 290-9-2-.04(4)(d)	In lieu of a records check application, a director or employee may submit evidence, satisfactory to the department, that within the immediately preceding 12 months the above personnel have received a satisfactory records check determination or a satisfactory preliminary records check determination, whichever is applicable.	
0434 Criminal History Background Checks. 290-9-2-.04(5)	Criminal History Background Checks for Foster Parents Required. No facility that provides care in foster homes shall place a child in a foster home unless the foster parent or parents of the home and other adult persons that reside in the home or provide care to children placed in the home have obtained a criminal records check as required by law.	
0435 Criminal History Background Checks. 290-9-2-.04(6)	No child shall continue to be placed in such foster home care unless the foster parent or parents also subsequently receive a satisfactory fingerprint records check determination or be determined eligible to serve as foster parents as a result of an administrative hearing.	
0437 Criminal History Background Checks. 290-9-2-.04(7)	Personnel. In accordance with these rules and regulations, the agency shall have the administrative and professional service staff necessary to provide the services it is authorized to provide.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0438 Criminal History Background Checks. 290-9-2-.04(7)(a)	Agencies operating multi-state programs under the supervision of an Executive Director who resides outside of Georgia shall employ an assistant director to whom the responsibility for administration of the Georgia program shall be delegated.	
0439 Criminal History Background Checks. 290-9-2-.04(7)(b)	Executive Director. The Executive Director or assistant director with responsibility for the administration of the Georgia program shall have as a minimum a Bachelor's degree and two years administrative experience in the field of human services. If the Executive Director or assistant director is responsible for supervision of casework services or provides direct placement services he/she shall also meet the educational and experience requirements for a casework supervisor.	
0440 Agency Personnel. 290-9-2-.04(8)	The Executive Director or the assistant director with responsibility for the administration of the Georgia program shall be: (a) A full-time resident of the State of Georgia; (b) Responsible for administration of policies and procedures established by the Board for operation of the Agency; (c) Responsible for preparation, or assisting in the preparation of the annual budget, and control of expenditures according to budget allowance; (d) Responsible for personnel matters including hiring, assigning duties, in-service training, supervision, evaluation of staff and terminations; (e) Responsible for professional leadership and technical consultation to the Board, determination of policy, and for periodic evaluations of the Agency's performance in terms of the conditions of licensure.	
0445 Agency Personnel. 290-9-2-.04(9)	Casework Supervisor. There shall be at least one casework supervisor employed by the Agency.	
0446 Agency Personnel. 290-9-2-.04(9)(a)	The casework supervisor shall have the minimum qualifications of a master ' s degree from an accredited college or university in social work, psychology, childhood education, education counseling and psychology, or other human service or behavioral science field, with a minimum of two years of casework experience in a Child-Placing Agency.	
0447 Agency Personnel. 290-9-2-.04(9)(b)	The Executive Director or assistant director may perform this function if qualified.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0448 Agency Personnel. 290-9-2-.04(9)(c)	The casework supervisor shall be responsible for the supervision of the placement services provided by the agency, and for the designation of approval for prospective adoptive and foster families and for assessing the appropriateness of the placement's room, board and watchful oversight capacity.	
0449 Agency Personnel. 290-9-2-.04(10)	Caseworker(s). There shall be at least one caseworker employed by the Agency.	
0450 Agency Personnel. 290-9-2-.04(10)(a)	The caseworker shall have the minimum qualification of a bachelor's degree from an accredited college or university.	
0451 Agency Personnel. 290-9-2-.04(10)(b)	The casework shall provide direct placement services and supervision following placements.	
0452 Agency Personnel. 290-9-2-.04(10)(c)	A casework supervisor may perform this function [direct placement services and supervision following placements].	
0453 Agency Personnel. 290-9-2-.04(11)	Annual Training. All supervisory and social service staff members, whether employees or contracted staff, must complete job-related training annually.	
0454 Agency Personnel. 290-9-2-.04(11)(a)	Each supervisory and social service staff member employed or contracted by the agency to work more than twenty (20) hours per week shall be required to complete 15 hours of job-related training annually, as calculated from the employment date.	
0455 Agency Personnel. 290-9-2-.04(11)(b)	Each supervisory or social service staff member employed or contracted for twenty (20) hours or less per week shall be required to complete 7 hours of job-related training annually, as calculated from the employment date.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0456 Agency Personnel. 290-9-2-.04(12)	Clerical Staff. There shall be clerical staff employed by the Agency as necessary to keep correspondence, records, bookkeeping and files current and organized.	
0457 Agency Personnel. 290-9-2-.04(13)	Personnel Policies. The Agency shall have written personnel policies which shall include: (a) Hiring and termination procedures; (b) Job descriptions; (c) Provisions for work performance evaluations conducted at least annually; (d) Provisions for staff training, including the use of behavior management techniques and emergency safety interventions; and (e) Provisions for addressing concerns, disagreements and grievances of staff relating to the care of children.	
0462 Agency Personnel. 290-9-2-.04(14)(a)	Personnel Files. There shall be a personnel file on each employee which shall include: (a) Application for employment; ...	
0463 Agency Personnel. 290-9-2-.04(14)(b)	There shall be a personnel file on each employee which shall include: ... (b) A satisfactory criminal history background check completed in accordance with O.C.G.A. Secs. 49-5-60, et seq., and a ten-year employment history; ...	
0464 Agency Personnel. 290-9-2-.04(14)(c)	There shall be a personnel file on each employee which shall include: ... (c) Documentation of at least two professional, educational, or personal reference contacts that attest to the person's capabilities of performing the duties for which they are employed and to the person's suitability of working with or around children, with at least one of the reference contacts being a previous employer; ...	
0465 Agency Personnel. 290-9-2-.04(14)(d)	There shall be a personnel file on each employee which shall include: ... (d) Satisfactory documentation of education and other qualifications prior to employment; ...	
0466 Agency Personnel. 290-9-2-.04(14)(e)	There shall be a personnel file on each employee which shall include: ... (e) Date of employment or contract with the Agency; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0467 Agency Personnel. 290-9-2-.04(14)(f)	There shall be a personnel file on each employee which shall include: ... (f) Current job description; ...	
0468 Agency Personnel. 290-9-2-.04(14)(g)	There shall be a personnel file on each employee which shall include: ... (g) Annual performance evaluation reports and any records of discipline involving the inappropriate use of behavior management techniques or emergency safety interventions signed and dated by both the employee or contracted individual and the supervisor; ...	
0469 Agency Personnel. 290-9-2-.04(14)(h)	There shall be a personnel file on each employee which shall include: ... (h) Documentation of participation in job-related training, including the dates of all such training, as required annually; ...	
0470 Agency Personnel. 290-9-2-.04(14)(i)	There shall be a personnel file on each employee which shall include: ... (i) Letter of resignation or reason for termination;	
0471 Agency Personnel. 290-9-2-.04(15)	Contracted Social Service Staff. All contracted social service staff must meet the same qualifications as employees and have a contract file with all of the same items required for the personnel files of other Agency staff.	
0472 Agency Personnel. 290-9-2-.04(16)	Personnel practices shall conform to the written policies and to these rules and regulations. Authority O.C.G.A. Secs. 49-5-12. History. Original Rule entitled "Agency Personnel" adopted. F. Mar.16, 2000; eff. Apr. 5, 2000. Repealed: New Rule of same title adopted. F. Aug. 21, 2006; eff. Sept. 10, 2006. Repealed: New Rule of same title adopted. F. Nov. 20, 2006; eff. Dec. 10, 2006.	
0500 Agency Policies and Procedures for Services. 290-9-2-.05(1)	Agency Policies and Procedures for Services. ... Policy and Procedure Manual. The Agency shall have and comply with a written manual of operating policies and procedures in accordance with these rules and regulations regarding its services.	
0501 Agency Policies and Procedures for Services.	The policies and procedures shall include, but need not be limited to: (a) Adoption services. 1. Services to birth parent(s) exploring surrender of a child for adoption; 2. Procedures for termination of parental rights;	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
290-9-2-.05(1)(a)	3. Procedures for accepting applications for adoption, for conducting home studies and for approval or disapproval of prospective adoptive homes and families; 4. Procedures for placements, supervising placements, completing required court reports and assistance in finalizing the adoption; 5. Collection and refunding of fees; and 6. Process for obtaining a criminal records check of each petitioner prior to the finalization of the adoption according to current Georgia law. ..	
0507 Agency Policies and Procedures for Services. 290-9-2-.05(1)(b)	The policies and procedures shall include, but need not be limited to: ... (b) Foster Care Services. 1. Procedures for obtaining temporary custody or parental consent to provide foster care services; 2. Procedures for accepting applications from prospective foster parent(s), conducting home studies, approval or disapproval of foster homes; 3. Procedures for supervising foster home placements; 4. Payment procedures for cost of care and other expenses to the foster parent(s); 5. Provision of medical and dental care, allowance, clothing and other incidentals for children in foster care; 6. Parental visiting; 7. Behavior management of children in care; and 8. Process for obtaining a satisfactory criminal records check clearance of all foster parent(s) and other adults residing in the foster home prior to placing a child in the home, or of foster parent(s) to continue a child in foster care, as required by current Georgia law. ...	
0515 Agency Policies and Procedures for Services. 290-9-2-.05(1)(c)	The policies and procedures shall include, but need not be limited to: ... c) Financial policies and procedures including fees, payment schedules, and refunds; ...	
0516 Agency Policies and Procedures for Services. 290-9-2-.05(1)(d)	The policies and procedures shall include, but need not be limited to: ... (d) Establishing, maintaining and storing of records and files; ...	
0517 Agency Policies and Procedures for Services.	The policies and procedures shall include, but need not be limited to: ... (e) Interstate and intercountry placement of children; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
290-9-2-.05(1)(e)		
0518 Agency Policies and Procedures for Services. 290-9-2-.05(1)(f)	The policies and procedures shall include, but need not be limited to: ... (f) The specific emergency safety intervention plan, including the emergency safety interventions that may be used; ...	
0519 Agency Policies and Procedures for Services. 290-9-2-.05(1)(g)	The policies and procedures shall include, but need not be limited to: ... (g) The prohibition and reporting of child abuse. ...	
0520 Agency Policies and Procedures for Services. 290-9-2-.05(2)	Prior to separation of a child from his home or family, the Agency shall require an assessment of the child's current situation.	
0521 Agency Policies and Procedures for Services. 290-9-2-.05(3)	If it is determined that it is not in the child's best interest to remain with the birth parent(s)/guardians, they shall be required to be involved in the service planning so that the most appropriate form of placement for the child (foster family care, residential group care or adoption) can be determined.	
0522 Agency Policies and Procedures for Services. 290-9-2-.05(4)	Prior to accepting a child from another state or prior to placing a child outside Georgia for temporary care or for adoption, the Agency's procedures shall comply with the applicable state laws and with the provisions of the Interstate Compact on the Placement of Children (ICPC), O.C.G.A. Chapter 39-4.	
0523 Agency Policies and Procedures for Services. 290-9-2-.05(5)	Agencies providing adoptive services shall have policies and procedures in compliance with the provisions of the State Adoption statutes, O.C.G.A. Chapter 19-8.	
0524 Agency Policies and	The Agency shall have written procedures for addressing concerns, disagreements, complaints and grievances of applicants.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Procedures for Services. 290-9-2-.05(6)		
0525 Agency Policies and Procedures for Services. 290-9-2-.05(7)	Agency practices shall conform to the written policies.	
0526 Agency Policies and Procedures for Services. 290-9-2-.05(8)	Whenever the Agency has reason to believe that a child in care has been subjected to child abuse it shall cause a report of such abuse to be made to the child welfare agency providing protective services as designated by the Department of Human Resources (Division of Family and Children Services) or in the absence of such an agency to an appropriate police authority or district attorney in accordance with the requirements of O.C.G.A. Sec. 19-7-5. A copy of such report shall also be filed with the Office of Regulatory Services. Authority O.C.G.A. Secs. 19-7-5, 19-8, 39-4, 49-5-12. History. Original Rule entitled "Agency Policies and Procedures for Services" adopted. F. Mar. 16, 2000; eff. Apr. 5, 2000. Repealed: New Rule of same title adopted. F. Aug. 21, 2006; eff. Sept. 10, 2006. Repealed: New Rule of same title adopted. F. Nov. 20, 2006; eff. Dec. 10, 2006.	
0600 Adoption Services. 290-9-2-.06(1)	Orientation Information For Prospective Applicants. Prior to the acceptance of an application or fees of any kind, the Agency shall provide information to prospective adoptive parent(s) to assist them in making an informed decision about applying to adopt. The information may be in the form of a written handout. The information shall include at least: (a) The Agency's adoption services; (b) The Agency's eligibility requirements for adoption; (c) A description of the procedures involved with adoption; (d) The Agency's fee schedule and refund policies; (e) The approximate time the assessment and adoption process will take; and (f) The types of children available for adoption.	
0605 Adoption Services. 290-9-2-.06(2)	Additional Orientation for Applicants. Once an application has been submitted by prospective adoptive parent(s), and prior to approval of the application, additional orientation information shall be supplied for the applicant(s), including but not limited to: (a) The legal procedures involved in adoption; (b) The minimum requirements for a prospective adoptive home and the procedures for the home study; (c) The selection and placement process; (d) The process children use to locate birth parent(s), and the process birth parent(s) use to locate children; (e) The Agency's grievance procedures; and	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
	(f) The Agency's policies and procedures including those on behavior management techniques and emergency safety interventions.	
0611 Adoption Services. Home Study. 290-9-2-.06(3)	Home Study of Prospective Adoptive Family. The Agency shall make a written evaluation, or study, of each prospective adoptive family prior to the placement of a child in the home. If the applicant is approved, the required information shall be kept current, with modifications made as necessary if changes occur, until a placement is made.	
0612 Adoption Services. Home Study. 290-9-2-.06(3)(a)	This home study of the applicant for adoption services shall include at least three visits on separate days. At least one visit shall be in the home and the applicant and all other family members shall be seen and interviewed.	
0613 Adoption Services. Home Study. 290-9-2-.06(3)(b)	Prospective adoptive parent(s) shall be interviewed together as well as separately.	
0614 Adoption Services. Home Study. 290-9-2-.06(3)(c)	Dates of these [home study] visits and the name of the caseworker making the visits shall be documented in the home study.	
0616 Adoption Services. Home Study. 290-9-2-.06(3)(d)1.	The [home] study shall include at least the following information concerning the prospective adoptive family: 1. The names, home address, and home phone number of the prospective adoptive family, as well as the work phone number of the prospective adoptive parent(s); ...	
0617 Adoption Services. Home Study. 290-9-2-.06(3)(d)2.	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 2. Motivation to adopt and the family members' attitude(s) toward childlessness; ...	
0618 Adoption Services. Home Study.	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 3. Description of each family member, to include: (i) Date and place of birth; (ii) Physical description;	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
290-9-2-.06(3)(d)3.	(iii) Family background and history; (iv) Current relationships with immediate and extended family members; (v) Education; (vi) Social involvements; and (vii) Personal characteristics, such as personality, and interests and hobbies; ...	
0625 Adoption Services. Home Study. 290-9-2-.06(3)(d)4.	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 4. Evaluation of marriages and family life: (i) Date and place of marriages, if applicable; (ii) History and assessment of marital relationship; (iii) Family patterns; and (iv) Previous marriages (verification of divorces, if applicable); ...	
0627 Adoption Services. Home Study. 290-9-2-.06(3)(d)5.	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 5. Evaluation of parenting practices: (i) Description of parenting knowledge, attitudes, and skills; (ii) Behavior management practices; (iii) Child rearing practices; and (iv) Experience with children; ...	
0629 Adoption Services. Home Study. 290-9-2-.06(3)(d)6.	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 6. Evaluation of physical and mental health: (i) Summary of health history and condition of each family member; (ii) Documentation of a physical examination of the prospective adoptive parent applicants completed by a licensed physician, physician's assistant, or a registered nurse with advanced training working under the direction of a physician, or the public health department, within 12 months prior to the completion of the home study; (iii) A statement from a licensed physician, physician's assistant, or public health department regarding the general health status of other members of the prospective adoptive family, obtained within the 12 months prior to the completion of the home study; and (iv) An informal assessment of the emotional and mental health of each member of the prospective adoptive family; ...	
0633 Adoption Services. Home Study. 290-9-2-.06(3)(d)7.	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 7. Evaluation of the understanding of and adjustment to adoptive parenting: (i) The understanding of adoption and how adoption will be handled with the child; (ii) Attitude toward birth parent(s);	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
	(iii) Understanding of how adoptive parenting is different from biological parenting; (iv) Attitude toward rearing a child biologically not their own; (v) Understanding of the possibility of inherited traits and the influence of genetics vs. environment; (vi) Expectations of the adopted child, including intellectual and physical achievement; (vii) Understanding of loss in adoption; (viii) Attitudes of other children residing in the home and extended family members toward adoption; and (ix) The support network in place for the prospective adoptive family, including support systems for single parent families, if applicable; ...	
0636 Adoption Services. Home Study. 290-9-2-.06(3)(d)8.	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 8. Evaluation of the prospective adoptive parent(s)' finances and occupation: (i) Employment history of family members; (ii) Combined annual income; (iii) Ability to provide financially for the family; and (iv) Projected financial impact of the addition of an adopted child to the home; ...	
0640 Adoption Services. Home Study. 290-9-2-.06(3)(d)9.(i)	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 9. A description of the home and community: (i) Description of the neighborhood; ...	
0641 Adoption Services. Home Study. 290-9-2-.06(3)(d)9.(ii)	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 9. A description of the home and community: ... (ii) Physical standards of the home, including space, and water supply and sewage disposal systems which, if other than public systems, have been approved by appropriate authorities; ...	
0642 Adoption Services. Home Study. 290-9-2-.06(3)(d)9.(iii)	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 9. A description of the home and community: ... (iii) A statement to verify that any domestic pets owned or residing with the family have been inoculated against rabies as required by law; ...	
0643 Adoption Services. Home Study. 290-9-2-	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 9. A description of the home and community: ... (iv) A statement verifying that all firearms owned and in the home are locked away from children; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
.06(3)(d)9.(iv)		
0644 Adoption Services. Home Study. 290-9-2-.06(3)(d)9.(v)	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 9. A description of the home and community: ... (v) A statement verifying that if a swimming pool is present at the home, it is fenced with a locked gate to prevent unsupervised access and that it meets all applicable community ordinances; ...	
0645 Adoption Services. Home Study. 290-9-2-.06(3)(d)9.(vi)	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 9. A description of the home and community: ... (vi) A statement that smoke alarms are present and functioning on each level in the home; ...	
0646 Adoption Services. Home Study. 290-9-2-.06(3)(d)9.(vii)	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 9. A description of the home and community: ... (vii) Verification that gas heaters are vented to avoid fire and health hazards, with any unvented fuel-fired heaters equipped with oxygen depletion safety shut-off systems; ...	
0647 Adoption Services. Home Study. 290-9-2-.06(3)(d)9.(viii)	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 9. A description of the home and community: ... (viii) Assessment of community resources, including accessibility of schools, religious institutions, recreation, and medical facilities; ...	
0648 Adoption Services. Home Study. 290-9-2-.06(3)(d)10.	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 10. A statement regarding the results of a criminal records check, as required by law, for each prospective adoptive parent (s). Where the individuals in the home have not resided in this state for the five years preceding their application to adopt, the Agency shall require additional documentation available through the state child welfare agency in which the applicant resided that the individuals are not listed on the child abuse and neglect registry. ...	
0649 Adoption Services. Home Study. 290-9-2-.06(3)(d)11.	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 11. A minimum of three character references: (i) At least one reference must be from an extended family member not residing with the prospective adoptive family, and (ii) If a prospective adoptive parent(s) has worked with children in the past five (5) years, a reference must be obtained from the former employer(s) for that work experience; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0651 Adoption Services. Home Study. 290-9-2-.06(3)(d)12.	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 12. Description of the child the applicant will consider, including age, sex, ethnicity, and any physical, medical, or emotional parameters; ...	
0652 Adoption Services. Home Study. 290-9-2-.06(3)(d)13.	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 13. Recommendation regarding approval as prospective adoptive parent(s), including description of any identified training or resource needs; and that the prospective adoptive parents possess the capacity to provide room, board and watchful oversight. ...	
0653 Adoption Services. Home Study. 290-9-2-.06(3)(d)14.	The [home] study shall include at least the following information concerning the prospective adoptive family: ... 14. Date the home study is completed and the name and signature of the person completing the study.	
0654 Adoption Services. Home Study. 290-9-2-.06(3)(e)	Home Study Updates. For certain circumstances as described below, a home study may be updated in lieu of completion of an entirely new home study. At a minimum, a home study update must include at least one home visit, the applicant's current employment status, updated medical reports, changes in family composition, and any changes in types of children requested.	
0655 Adoption Services. Home Study. 290-9-2-.06(3)(e)1.	Home Study Updates. ... Additional information may be required as follows: 1. When a family is approved for an adoption placement by a Georgia agency, and a child has not been placed with the family within one year of the date of the approval by that agency, there shall be documentation annually of the reason(s) a placement has not been made, and a home study update shall be completed prior to a placement being made; ...	
0656 Adoption Services. Home Study. 290-9-2-.06(3)(e)2.	Home Study Updates. ... Additional information may be required as follows: ... 2. When a family is applying to adopt again after an initial adoption placement has resulted in a disruption, an update shall be completed and include information about the cause(s) of the previous disruption;...	
0657 Adoption Services. Home Study. 290-9-2-.06(3)(e)3.	Home Study Updates. ... Additional information may be required as follows: ... 3. An update of a home study from another state or from another Georgia agency shall require at least one home visit with all family members present and shall include additionally an evaluation of the physical standards of the home.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0658 Adoption Services. Home Study. 290-9-2-.06(3)(f)	Subsequent Home Studies. When a family is applying to adopt again after an initial placement has been made with that family, a subsequent home study shall be completed, which may contain the original home study for information which has not changed since that study, but must at a minimum include additionally: 1. At least one additional home visit since the time of the previous placement; 2. The applicant's current employment status; 3. Updated medical reports; 4. Changes in family composition; 5. Any changes in types of children requested; 6. An evaluation of the prospective adoptive parent(s)' adjustment to parenthood; and 7. A re-evaluation of parenting skills, knowledge, and techniques.	
0665 Adoption Services. Home Study. 290-9-2-.06(3)(g)	Decision on Approval. A decision on approval of a prospective adoptive family shall be made within 60 days of the last contact with the applicant or there shall be documentation in the record to explain any delay.	
0666 Adoption Services. Home Study. 290-9-2-.06(3)(g)1.	Applicants shall be notified in writing within ten (10) working days following the Agency's decision of their approval or disapproval as a prospective adoptive family.	
0667 Adoption Services. Home Study. 290-9-2-.06(3)(g)2.	A narrative that clearly indicates the reason(s) a family was not accepted or did not have a child placed shall be included in the record of an unapproved applicant.	
0668 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(a)	Services to the birth family and child. The Agency shall offer and document services to both birth parent(s), including counseling and referral to other agencies when needed, to assist in determining the best plan of care for their child.	
0669 Adoption Services. Birth Family and Child.	The Agency and the birth parent(s) shall enter into a written agreement as early in the working relationship as possible specifying the services to be provided and the responsibilities and expectations of each party.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
290-9-2-.06(4)(b)		
0670 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(c)	Once an agreement has been established with the birth parent(s), the Agency's commitment to an appropriate placement of that child shall be irrevocable unless the birth parent(s) fail to abide by the terms of the agreement or it is determined by the Agency in good faith that the child cannot be legally freed for adoption.	
0671 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(d)	An Agency shall not induce the birth parent(s) to surrender the child by any financial aid or other consideration, or use coercion to influence their decision to either make an adoption plan or parent the child. The birth parent(s) shall sign a statement that no financial or in-kind compensation was promised or received except for reasonable living and medical expenses actually incurred.	
0672 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(e)	The Agency shall obtain medical and social background information for each birth parent such as name, age, nationality, religion, education, and occupation. Information to determine whether there are any significant hereditary facts or pathology, including illnesses of the birth parent(s) and their families, that might affect the child's normal development, shall be included in the background information.	
0673 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(f)	When a birth mother refuses to disclose the name of the biological father, the record shall reflect the fact that she was advised of the legal consequence of non-disclosure of the name of the biological father.	
0674 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(g)	When a birth mother indicates that the identity of the biological father is unknown to her, the record shall reflect the fact that she was advised of the consequences of such a response and shall also reflect the reason why his identity is unknown to her.	
0675 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(h)	A copy of the executed surrender documents shall be given to the parent(s) at the time of the signing.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0676 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(i)	The statutory right of the birth parent(s) to revoke the surrender of the child shall be respected.	
0677 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(j)	Requirements and procedures for any reimbursement of funds to the agency from the birth parent(s) in the event of a withdrawal or revocation of consent shall be made available in writing to the birth parent(s) and shall be discussed during initial interviews.	
0678 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(j)1.	Requiring reimbursement [from the birth parent(s)] for Agency operational expenses is prohibited.	
0679 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(j)2.	If there is no required reimbursement of funds, a statement signed by the birth parent(s) and the Agency representative to that effect shall be in the file.	
0680 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(k)	The Agency shall accept a surrender of a child for adoption only after a thorough study has been made to determine: 1. That the birth parent(s) signing the surrender understands the meaning and consequences of surrender and of consent to adoption procedures, including time limitations for withdrawal or revocation of consent; 2. That all facts relative to the biological or legal father are a part of the record; and 3. That adoption is in the child's best interest.	
0683 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(l)	A surrender shall not be accepted prior to the birth of the child, nor within 24 hours after the birth of the child.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0684 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(m)	The surrender of parental rights of the birth parents shall be executed in the presence of a designated representative of the Agency, a witness and a notary. The Agency representative shall not serve as the witness or the notary.	
0685 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(n)	A surrender of parental rights of the birth parents shall not be accepted without the benefit of legal representation or action when: 1. In the Agency's opinion the birth parent(s) appear incapable of exercising informed judgment; or 2. The birth parent(s) refuses to sign a surrender or assume responsibility for the child.	
0686 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(o)	The Agency shall assure that a surrender of parental rights of the birth parents is executed in accordance with the provisions of the O.C.G.A. Chapter 19-8.	
0687 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(p)	The Agency shall be responsible for any legal services necessary for the termination of the parental rights of the biological or legal father, if applicable.	
0688 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(q)	When an Agency accepts surrender of a child from a birth parent, the Agency shall assume primary responsibility for the child, including care and support, until the final decree of adoption.	
0689 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(r)	Birth parent(s) shall be informed of Georgia's Adoption Reunion Registry and their legal rights to enter either a consent to contact or affidavit of nondisclosure should their child placed for adoption ever request contact with them upon reaching age twenty-one (21) or older.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0690 Adoption Services. Birth Family and Child. 290-9-2-.06(4)(s)	Records for the birth parent(s) and child shall contain: 1. Name, address, social security number, telephone number and marital status of the birth parent(s); 2. Social history of the family; 3. A report of the circumstances precipitating the Agency's involvement with the birth parent(s); 4. Agreement for services to birth parent(s) and child; 5. Plan of care for the child; 6. Health history of the birth parent(s) and child including a health examination of the child within one year prior to date of placement. Such examination shall be done by a medical doctor, physician's assistant, or a registered nurse with advanced training working under the direction of a physician, or public health department; 7. Name, sex, race, birth date and birthplace of the child; 8. Legal documents including verified birth certificate, court order, agreements, surrenders, consents, etc.; 9. Documentation of the surrender or termination of parental rights of the birth parents; 10. Documentation that birth parent(s) were informed of Georgia's Adoption Reunion Registry and of how they could register their wishes on the Registry; and 11. Documentation of contacts with or made on behalf of the birth parent(s) and child.	
0701 Adoption Services. Biological Father. 290-9-2-.06(5)(a)	Services to the Biological Father Who Is Not the Legal Father of the Child. ... The Agency shall offer and document services to the biological father who is not the legal father of the child, if applicable.	
0702 Adoption Services. Biological Father. 290-9-2-.06(5)(b)	The Agency shall obtain medical and social background information for the biological father who is not the legal father such as name, age, nationality, religion, education, and occupation. Information to determine whether there are any significant hereditary facts or pathology, including illnesses of the biological father who is not the legal father and his families, which might affect the child's normal development, shall be included in the background information.	
0703 Adoption Services. Biological Father. 290-9-2.06(5)(c)	A copy of the executed surrender documents shall be given at the signing to the biological father who is not the legal father.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0704 Adoption Services. Biological Father. 290-9-2-.06(5)(d)	The statutory right of the biological father who is not the legal father to revoke the surrender of the child shall be respected.	
0705 Adoption Services. Biological Father. 290-9-2-.06(5)(e)	The Agency shall accept a surrender of a child for adoption only after a thorough study has been made to determine: 1. That the biological father who is not the legal father signing the surrender understands the meaning and consequences of surrender and of consent to adoption procedures, including time limitations for withdrawal or revocation of consent; and 2. That all available information relative to the biological father who is not the legal father is a part of the record.	
0707 Adoption Services. Biological Father. 290-9-2-.06(5)(f)	A surrender from the biological father who is not the legal father shall not be accepted prior to the birth of the child.	
0708 Adoption Services. Biological Father. 290-9-2-.06(5)(g)	The surrender of rights by the biological father who is not the legal father shall be executed in the presence of a designated representative of the Agency, a witness, and a notary. The Agency representative shall not serve as the witness or notary.	
0709 Adoption Services. Biological Father. 290-9-2-.06(5)(h)	A surrender of rights shall not be accepted from the biological father who is not the legal father without the benefit of legal representation or action when: 1. In the Agency's opinion the biological father who is not the legal father appears to be incapable of exercising informed judgment; or 2. The biological father who is not the legal father refuses to sign a surrender.	
0711 Adoption Services. Biological Father. 290-9-2-.06(5)(i)	The Agency shall assure that a surrender of rights by the biological father who is not the legal father is executed in accordance with the provisions of the O.C.G.A. Chapter 19-8.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0712 Adoption Services. Biological Father. 290-9-2-.06(5)(j)	The biological father who is not the legal father shall be informed of Georgia's Adoption Reunion Registry and his legal rights to enter either a consent to contact or affidavit of nondisclosure should their child placed for adoption ever request contact with them upon reaching age 21 or older.	
0713 Adoption Services. Biological Father. 290-9-2-.06(5)(k)	Records for the biological father who is not the legal father shall contain, if available: 1. His name, address, social security number, telephone number and marital status; 2. A report of the circumstances precipitating the Agency's involvement with him; 3. His health history; 4. Documentation of the surrender or termination of his rights to the child; 5. Documentation that he was informed of Georgia's Adoption Reunion Registry and of how he could register his wishes on the Registry; and 6. Documentation of contacts made with or made on behalf of him.	
0719 Adoption Services. Prior to Placement. 290-9-2-.06(6)	Services Prior to An Adoption Placement. These services are provided after an applicant has been approved, and prior to the placement of a child for adoption.	
0720 Adoption Services. Prior to Placement. 290-9-2-.06(6)(a)	The Agency shall consider a child's racial, cultural, ethnic, and religious heritage and preserve them to the extent possible without jeopardizing the child's right for placement and care.	
0721 Adoption Services. Prior to Placement. 290-9-2-.06(6)(b)	Children of the same family shall be kept together when possible unless it has been determined through casework services that this is not desirable. If not in the best interest of the children involved, the reasons shall be documented in the records.	
0722 Adoption Services. Prior to Placement.	The Agency shall discuss children for potential adoption with the approved prospective adoptive family and shall prepare the prospective adoptive family for the placement of a particular child or children, by anticipating the adjustments and problems that may arise during and after placement.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
290-9-2-.06(6)(c)	1. All available information about the child's development and background shall be shared in writing with the prospective adoptive parent(s). 2. A copy of the written health history shall be given to the prospective adoptive parent(s) for their use with the child's physician. 3. Documentation of these disclosures shall be included in the case record.	
0726 Adoption Services. Prior to Placement. 290-9-2-.06(6)(d)	The child shall be seen by the prospective adoptive parent(s) prior to the signing of the placement agreement, and this event shall be documented in the case record. For intercountry adoptions, this rule shall not apply if the Agency does not have custody of the child.	
0727 Adoption Services. Following a Placement. 290-9-2-.06(7)(a)	Services Following An Adoption Placement. The Agency caseworker shall make at least two home visits after the placement of the child and prior to the filing of the petition for adoption.	
0728 Adoption Services. Following a Placement. 290-9-2-.06(7)(a)1.	The first home visit may be made at any time after the placement of the child.	
0729 Adoption Services. Following a Placement. 290-9-2-.06(7)(a)2.	There shall be a minimum of two weeks between the required home visits for a child age twelve (12) months or younger.	
0730 Adoption Services. Following a Placement. 290-9-2-.06(7)(a)3.	There shall be a minimum of 30 days between the required home visits for a child over the age of twelve (12) months.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0731 Adoption Services. Following a Placement. 290-9-2-.06(7)(b)	Home visits shall be made with the prospective adoptive family at least once a month prior to the filing of a petition for adoption to verify that the prospective parent(s) are delivering care in a safe and healthy environment to the children in accordance with these rules and regulations and relevant agency policies and procedures. Such visits shall include observation of the child and at least one prospective adoptive parent in the home.	
0732 Adoption Services. Following a Placement. 290-9-2-.06(7)(c)	When foster parent(s) are adopting their foster child, the foster parents may proceed with the filing of the petition prior to any home visits.	
0733 Adoption Services. Following a Placement. 290-9-2-.06(7)(d)	If a petition for adoption is not granted within 90 days after filing, the Agency shall make additional home visits at least quarterly until a final order has been entered on the petition.	
0734 Adoption Services. Following a Placement. 290-9-2-.06(7)(e)	Documentation of home visits will be maintained in both the prospective adoptive family's and the child's file. Documentation of home visits should include but not be limited to a summary of the entire family's adjustment to the prospective adoptive placement, any problem or issue that has arisen, and the resolution of the problem or issue.	
0735 Adoption Services. Following a Placement. 290-9-2-.06(7)(f)	The Agency shall explain to the prospective adoptive family the requirement that the prospective adoptive family engage an attorney of its choice for finalization of the adoption.	
0736 Adoption Services. Following a Placement. 290-9-2-.06(7)(g)	The Agency shall help complete the adoption as required by the Superior Court through preparation and presentation of the written court report. A copy of the court report shall be filed with the state Office of Adoptions. Copies of the state birth verification and the court report shall be retained by the Agency in the adoption record.	
0737 Adoption Services.	In an interstate adoption placement where Georgia is the state of origin, the requirements for services following an adoption placement may be met by fulfilling the requirements of the receiving state**.**	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Following a Placement. 290-9-2-.06(7)(h)		
0738 Adoption Services. Intercountry Adoptions. 290-9-2-.06(8)(a)	Intercountry Adoptions. When an Agency is participating in intercountry adoptions, the following requirements must be met in addition to other requirements contained in these rules: (a) An Agency participating in prospective intercountry adoptions, whether as a sponsoring agency or by the provision of home studies, shall abide by all applicable federal and state laws and regulations, including immigration laws and those relating to intercountry agreements concerning adoptions. ...	
0739 Adoption Services. Intercountry Adoptions. 290-9-2-.06(8)(b)	When an Agency is participating in intercountry adoptions, the following requirements must be met in addition to other requirements contained in these rules: ... (b) Where written agreements exist, an Agency shall retain copies of all agreements with foreign countries and English translations of those agreements. ...	
0740 Adoption Services. Intercountry Adoptions. 290-9-2-.06(8)(c)	When an Agency is participating in intercountry adoptions, the following requirements must be met in addition to other requirements contained in these rules: ... (c) A sponsoring agency for a prospective intercountry adoption shall retain documentation that: 1. The child is legally freed for adoption in the country of origin; and 2. All information about supervision after placement required by the country of origin has been provided prior to the finalization of the adoption. ...	
0742 Adoption Services. Intercountry Adoptions. 290-9-2-.06(8)(d)	When an Agency is participating in intercountry adoptions, the following requirements must be met in addition to other requirements contained in these rules: ... (d) An Agency participating in prospective intercountry adoption placements where the United States is the country of origin shall document that the following processes have occurred before the child leaves Georgia: 1. There has been termination of parental rights as required by the receiving country; 2. There has been termination of rights by the biological father who is not the legal father, if applicable; 3. There has been a determination of legal responsibility for the child in the new country; and 4. There has been validation that all the requirements for the adoption to occur in the foreign country can be satisfied.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0746 Adoption Services. Intercountry Adoptions. 290-9-2-.06(8)(e)	When an Agency is participating in intercountry adoptions, the following requirements must be met in addition to other requirements contained in these rules: ... (e) A sponsoring agency shall provide and document orientation for prospective adoptive parent(s) in issues related to intercountry adoptions, including but not limited to: 1. Adoption requirements of the country of origin; 2. Health issues of the country of origin; 3. Institutional disorders; and 4. Developmental delay. ...	
0750 Adoption Services. Intercountry Adoptions. 290-9-2-.06(8)(f)	When an Agency is participating in intercountry adoptions, the following requirements must be met in addition to other requirements contained in these rules: ... (f) A sponsoring agency shall document the provision of the following information to prospective adoptive parent(s): 1. Which countries finalize adoptions abroad, and which require that the adoption be finalized in the United States; 2. Information about the physical and mental health of the child; 3. Information regarding domestication of the foreign adoption decree; and 4. Information regarding obtaining U.S. citizenship for the child. ...	
0754 Adoption Services. Intercountry Adoptions. 290-9-2-.06(8)(g)	When an Agency is participating in intercountry adoptions, the following requirements must be met in addition to other requirements contained in these rules: ... (g) The Agency shall apply the same standards for home study for prospective intercountry placements as for other placements in Georgia and shall meet any federal requirements for the home study. ...	
0755 Adoption Services. Intercountry Adoptions. 290-9-2-.06(8)(h)	When an Agency is participating in intercountry adoptions, the following requirements must be met in addition to other requirements contained in these rules: ... (h) Agencies providing intercountry adoption services, whether as a sponsoring agency, through the provision of home studies, or in any other capacity, shall disclose promptly to prospective adoptive parent(s) any information that is or becomes available which may affect their adoption placement, including but not limited to any suspension of the adoption program by the foreign country. ...	
0756 Adoption Services. Intercountry Adoptions. 290-9-2-.06(8)(i)	When an Agency is participating in intercountry adoptions, the following requirements must be met in addition to other requirements contained in these rules: ... (i) Agencies providing intercountry adoption services shall provide all applicants with policies governing refunds when adoption services that have been promised have not been rendered or when there is a disruption of services that may nullify an adoption.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0757 Adoption Services. Maintenance of Records. 290-9-2-.06(9)(a)	Maintenance of Adoption Records. The Agency shall maintain a record for each applicant for adoption services, to contain the application and other information collected by the Agency pertaining to the applicant including but not limited to: 1. The home study and all documents required by the home study, such as criminal records checks; 2. Upon placement of a child in the home, a signed agreement as to the terms of the placement; 3. A copy of the information given to the parent(s) concerning the child; 4. All legal documents pertaining to the adoption; and 5. A summary narrative on the pre-placement and post-placement contacts with the prospective adoptive family and the adopted child. Entries shall be dated and shall identify the caseworker making the contacts.	
0762 Adoption Services. Maintenance of Records. 290-9-2-.06(9)(b)	Adoption records shall be maintained permanently following finalization of the adoption. Immediately upon receipt of the final order or certificate of adoption, each individual record shall be sealed and secured from unauthorized scrutiny in accordance with the provisions of O.C.G.A. Sec. 19-8-23.	
0763 Adoption Services. Maintenance of Records. 290-9-2-.06(9)(c)	For adoptions finalized after the effective date of these rules, the adoption records shall be converted to non-paper format, such as microfilm or computer format, within six months from the date of finalization of the adoption. The format type and date must be clearly labeled on the exterior of the record container.	
0764 Adoption Services. Maintenance of Records. 290-9-2-.06(9)(d)	Records of evaluation of applicants for adoption services which do not result in the finalization of an adoption shall be maintained for at least one year following date of written notification to applicants of their unapproved status.	
0765 Adoption Services. Maintenance of Records. 290-9-2-.06(9)(e)	All adoption records shall be stored in fireproof file cabinets.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0766 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(a)	Behavior Management and Emergency Safety Interventions. Child training, behavior management, and emergency safety interventions may be administered by the prospective adoptive parent(s) when appropriate and shall be appropriate for the child's age, intelligence, emotional makeup, and past experience.	
0767 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(b)	The use of positive techniques for child training and behavior management shall be encouraged and supported by the Agency.	
0768 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)1.	Behavior Management. The agency shall make available to prospective adoptive parent(s) information on the kinds of behavioral problems of the children that might arise and appropriate techniques of behavior management for dealing with such behaviors.	
0769 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)2.	The following forms of behavior management shall not be used by prospective adoptive parent(s) receiving services through the licensed agency; (i.) Assignment of excessive or unreasonable work tasks; ...	
0770 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)2.(i)	The following forms of behavior management shall not be used by prospective adoptive parent(s) receiving services through the licensed agency; ... (ii.) Denial of meals and hydration; ...	
0771 Adoption Svcs. Behavior Mgt and Emerg	The following forms of behavior management shall not be used by prospective adoptive parent(s) receiving services through the licensed agency; ... (iii.) Denial of sleep; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Safety. 290-9-2-.06(10)(c)2.(ii)		
0772 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)2.(iii)	The following forms of behavior management shall not be used by prospective adoptive parent(s) receiving services through the licensed agency; ... (iii.) Denial of sleep; ...	
0773 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)2.(iv)	The following forms of behavior management shall not be used by prospective adoptive parent(s) receiving services through the licensed agency; ... (iv.) Denial of shelter, clothing, or essential personal needs; ...	
0774 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)2.(v)	The following forms of behavior management shall not be used by prospective adoptive parent(s) receiving services through the licensed agency; ... (v.) Denial of essential services; ...	
0775 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)2.(vi)	The following forms of behavior management shall not be used by prospective adoptive parent(s) receiving services through the licensed agency; ... (vi.) Verbal abuse, ridicule, or humiliation; ...	
0776 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)2.(vii)	The following forms of behavior management shall not be used by prospective adoptive parent(s) receiving services through the licensed agency; ... (vii.) Restraint, manual holds, and seclusion used as a means of coercion, discipline, convenience, or retaliation; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0777 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)2.(viii)	The following forms of behavior management shall not be used by prospective adoptive parent(s) receiving services through the licensed agency; ... (viii.) Corporal punishment; ...	
0778 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)2.(ix)	The following forms of behavior management shall not be used by prospective adoptive parent(s) receiving services through the licensed agency; ... (ix.) Seclusion or confinement of a child in a room or area which may reasonably be expected to cause physical or emotional damage to the child; ...	
0779 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)2.(x)	The following forms of behavior management shall not be used by prospective adoptive parent(s) receiving services through the licensed agency; ... (x.) Seclusion or confinement of a child to a room or area for periods longer than those appropriate to the child's age, intelligence, emotional makeup and previous experience, or confinement to a room or area without the supervision or monitoring necessary to ensure the child's safety and wellbeing.	
0780 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)3.	Children shall not be permitted to participate in the behavior management of other children.	
0781 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)4.	Agencies shall submit to the Department electronically or by facsimile a report within 24 hours, whenever the Agency becomes aware of an incident, which results in any injury to a child requiring medical treatment beyond first aid that is received by a child as a result of or in connection with any behavior management or emergency safety intervention.	
0782 Adoption Svcs. Behavior Mgt and Emerg Safety.	The Agency shall take appropriate corrective action when it becomes aware of or observes the use of prohibited forms of behavior management, as specified in sections .06(10)(c) 2. through (xi) or inappropriate emergency safety interventions. Documentation of the incident and the corrective action taken by the Agency shall be maintained in the case records of the child and family.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
290-9-2-.06(10)(c)5.		
0783 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)6.	Prospective adoptive parent(s) shall be made aware of each child's known or apparent medical and psychological conditions and family history, as evidenced by written acknowledgement of such awareness, to ensure that the prospective adoptive parent(s) have adequate knowledge to deliver safe and healthy care to the child.	
0784 Adoption Svcs. Behavior Mgt and Emerg Safety. 290-9-2-.06(10)(c)7.	The Agency shall require the prospective adoptive parent(s) to report to the agency within 24 hours whenever a child receiving services through the Agency requires medical attention as a result of or in connection with the use of a behavior management techniques or emergency safety interventions. Authority O.C.G.A. Secs. 19-8, 49-5-3, 49-5-12, 49-5-60. History. Original Rule entitled "Adoption Services" adopted. F. Mar. 16, 2000; eff. Apr. 5, 2000. Repealed: New Rule of same title adopted. F. Aug. 21, 2006; eff. Sept. 10, 2006. Repealed: New Rule of same title adopted. F. Nov. 20, 2006; eff. Dec. 10, 2006	
0800 Foster Care Services. 290-9-2-.07(1)	Foster Care Services. Foster care shall be considered only after it has been established that it is necessary for the physical and/or emotional well-being of the child.	
0801 Foster Care Services. 290-9-2-.07(2)	No more than 6 children under the age of 19 may reside in a foster home.	
0802 Foster Care Services. 290-9-2-.07(3)	Orientation Prior to Foster Care Application. The Agency shall provide orientation information in person or in written form to prospective foster parent(s) to assist them in making an informed decision about applying to become a foster parent. The format of the orientation must be documented in the applicant's file. The orientation information must include at least the following: (a) The Agency's purpose and a listing of services provided; (b) A description of the approval process for foster parenting; (c) The minimum requirements for foster parenting including the limits to the number of children in the home; (d) The roles and responsibilities of foster parent(s);	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
	(e) A description of children served by the Agency; (f) Support services available for foster parent(s); (g) General information regarding financial reimbursement for expenses in foster care; and (h) Policies and procedures regarding appropriate behavior management and emergency safety interventions.	
0810 Foster Care Services. Training for Family. 290-9-2-.07(4)	Training for Prospective Foster Parent(s). Once an application to become a foster parent has been submitted, and prior to the approval of an applicant for placement of a child in foster care, the agency shall provide and document training for the applicant in at least the following topics: (a) The Agency's grievance policies and procedures; (b) The annual training requirements for foster parent(s), including the requirement of at least fifteen (15) hours of training relevant to the type of child placed or to be placed in the foster home if the child is more than 12 months old. For parent(s) providing foster care for children under 12 months of age, the foster parent shall have at least eight (8) hours of training. (c) The Agency's policies and procedures for behavior management techniques and emergency safety interventions for children in foster care; (d) Child abuse recognition, reporting, and investigation procedures; (e) Characteristics of children served and their developmental needs, including special needs when applicable, and (f) The Agency's policies and procedures for handling medical emergencies (conditions or situations which threaten life, limb, or continued functioning), and managing use of medications by children in care.	
0817 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)1.	Minimum Requirements for Prospective Foster Families. Home Study. The Agency shall make a thorough evaluation of each prospective foster family and document this evaluation in a foster home study report which shall be updated as changes in the required home study information occur and include at least the following: 1. The names of family members, the family address and telephone number, drivers' license numbers, and proof of automobile insurance as applicable; ...	
0818 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)2.	[The foster home study report shall] include at least the following: ... 2. The motivation for foster parenting, including but not limited to attitude toward childlessness; ...	
0819 Foster Care Services.	[The foster home study report shall] include at least the following: ... 3. A description of family members, including: (i) Date and place of birth;	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Minimum Requirements. 290-9-2-.07(5)(a)3.	(ii) Physical description; (iii) Family background and history; (iv) Current relationships with immediate and extended family members; (v) Education; (vi) Social involvements; (vii) Personal characteristics; (I) Personality; (II) Interests and hobbies; and (III) Emotional stability; ...	
0820 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)4.	[The foster home study report shall] include at least the following: ... 4. Evaluation of marriages and family life: (i) Verified date and place of marriage, if applicable; (ii) Assessment of marital relationship; (iii) Family interaction patterns; (iv) Previous marriages; ...	
0821 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)5.	[The foster home study report shall] include at least the following: ... 5. Evaluation of parenting practices: (i) Description of parenting knowledge, attitudes and skills; (ii) Current behavior management practices; and (iii) Current child-rearing practices; ...	
0822 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)6.	[The foster home study report shall] include at least the following: ... 6. Physical and mental health: (i) Health history and condition of family members; (ii) Documentation of a physical examination of the foster parent applicants completed by a licensed physician, physician's assistant, or a registered nurse with advanced training working under the direction of a physician, or the public health department, within 12 months prior to the completion of the home study; (iii) A statement from a licensed physician, physician's assistant, or public health department regarding the general health status of other members of the prospective adoptive family, obtained within the 12 months prior to the completion of the home study; (iv) Evaluation of emotional and mental health status of each member of the prospective foster family; and (v) Screening for tuberculosis and venereal disease for prospective foster parent(s) and children 16 years of age and older living in the prospective foster home; …	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0823 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)7.	[The foster home study report shall] include at least the following: ... 7. Understanding of and adjustment to foster parenting: (i) Understanding of the role of a foster parent and the issues in caring for foster children; (ii) Foster family's attitude toward the parent(s) of the foster children including parental visits in their home; (iii) Expectations of the foster child, including intellectual and physical achievement; (iv) Anticipated adjustment of each foster family member to a foster child; (v) Willingness to cooperate with the placement agency; and (vi) Support network in place for the foster family, including support systems for single parent families, if applicable; ...	
0824 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)8.	[The foster home study report shall] include at least the following: ... 8. Finances and occupations of family members: (i) Employment history, including whether the home is a registered family day care home; (ii) Financial stability of the family; (iii) Possible financial impact of the addition of a foster child to the home; ...	
0825 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)9.(i)	[The foster home study report shall] include at least the following: ... 9. Home and community: (i) Description of neighborhood; ...	
0826 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)9.(ii)	[The foster home study report shall] include at least the following: ... 9. Home and community: ... (ii) Physical standards of the home, including: (I) Space and sleeping arrangements, such that (II) Only bedrooms are used as sleeping space for children, ... (III) A maximum of two (2) children sleep in a double or larger bed, and only if they are of the same sex and under 5 years of age, (IV) No child over one (1) year of age sleeps in a room with an adult, (V) Children over three (3) years of age of different sexes do not share a bedroom, and (VI) Children sleep in a bedroom with adequate space for clothing and personal possessions, ... (VII) The home is maintained in a condition to ensure the health and safety of children, (VIII) Hazardous items are not accessible to children,	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
	(IX) A statement as to whether or not there are firearms kept in the home and if so, all firearms owned and in the home are locked away from children, (X) A statement as to whether or not there is a swimming pool on the premises, and if a swimming pool is present at the home, it is fenced with a locked gate to prevent unsupervised access and it meets all applicable community ordinances, (XI) Each level of the home is equipped with a functional smoke alarm, (XII) Water supply and sewage disposal systems which, if other than public systems, have been approved by appropriate authorities, (XIII) Domestic pets owned or residing with the family have been inoculated against rabies as required by law, and (IVX) Gas heaters are vented to avoid fire and health hazards, with any un-vented, fuel-fired heaters equipped with oxygen depletion safety shut-off systems. ...	
0827 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)9.(iii)	[The foster home study report shall] include at least the following: ... 9. Home and community: ... (iii) Assessment of community resources, including accessibility of schools, churches, recreation, medical facilities and mental health facilities; ...	
0828 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)10.	[The foster home study report shall] include at least the following: ... 10. Religion; ...	
0829 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)11.	[The foster home study report shall] include at least the following: ... 11. A statement regarding the results of a criminal records check, as required by law, for each prospective foster parent (s) and any adult residing in the home. Where the individuals in the home have not resided in this state for the five years preceding their application to foster, the Agency shall require additional documentation available through the state child welfare agency in which the applicant resided that the individuals are not listed on the child abuse and neglect registry. ...	
0830 Foster Care Services. Minimum Requirements.	[The foster home study report shall] include at least the following: ... 12. Pre-service training the prospective foster parent and/or family may have received; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
290-9-2-.07(5)(a)12.		
0831 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)13.	[The foster home study report shall] include at least the following: ... 13. A minimum of three (3) character references: (i) At least one reference shall be from an extended family member not residing with the prospectivefoster family, and (ii) If the prospective foster parent has either served previously as a foster parent for another agency, and/or been employed within the past five (5) years in a job involving the care of children, at least one reference must be from the former agency or employer; ...	
0832 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)14.	[The foster home study report shall] include at least the following: ... 14. A description of the type of child desired by the prospective foster family; ...	
0833 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)15.	[The foster home study report shall] include at least the following: ... 15. The date the study is completed and the name and signature of the person completing the study. ...	
0834 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(a)16.	[The foster home study report shall] include at least the following: ... 16. Recommendation regarding approval as prospective foster parent(s), including description of any identified training or resource needs; and that the prospective foster parents possess the capacity to provide room, board and watchful oversight.	
0835 Foster Care Services. Minimum Requirements. 290-9-2-.07(5)(b)	Notification of Approval. Potential foster parent(s) shall be notified in writing as to whether or not their application has been approved.	
0836 Foster Care Services.	Location of Foster Homes. Foster homes used by the Agency shall be located within a reasonable travel distance from the Agency so as to be accessible for regular visits by family and Agency staff.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Minimum Requirements. 290-9-2-.07(5)(c)		
0837 Foster Care Services. Prior to Placement. 290-9-2-.07(6)(a)	Services Prior to Foster Care Placement. The selection of a foster home for a particular child shall be based on an assessment of the child's total needs and how well a particular home can meet the child's needs.	
0839 Foster Care Services. Prior to Placement. 290-9-2-.07(6)(b)	Children of the same family shall be kept together when possible unless it has been determined through casework services that this is not desirable.	
0840 Foster Care Services. Prior to Placement. 290-9-2-.07(6)(c)	Placement considerations shall include the potential for children's participation in religious and cultural activities in accordance with their cultural ethnic heritage.	
0841 Foster Care Services. Prior to Placement. 290-9-2-.07(6)(d)	The Agency shall discuss the prospective foster placement with the foster family and shall prepare the foster family for the placement of a particular child by anticipating the adjustments and problems that may arise during placement and any specialized services to be provided. This discussion shall be documented in the case record.	
0842 Foster Care Services. Prior to Placement. 290-9-2-.07(6)(e)	Pre-placement activities between child and foster family shall be documented in the case record of the child and family.	
0843 Foster Care	Complete written placement agreement(s) shall be developed with the involvement of the child, the foster parent(s), the parent(s) or guardian(s), and the placing agency representative and signed by all adult parties; such agreement(s) shall include the following:	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Services. Prior to Placement. 290-9-2-.07(6)(f)	1. Written authorization to care for the child; 2. Written authorization to obtain medical care for the child;	
0844 Foster Care Services. Prior to Placement. 290-9-2-.07(6)(g)	The Agency shall have a written agreement with the foster parent regarding its policies as to payment of board, arrangements for medical care, clothing incidental expenses, visits by parent(s), discipline, advance notices for removal when placements are terminated by foster parent and emergency procedures.	
0845 Foster Care Services. During Placement. 290-9-2-.07(7)(a)	Services During the Foster Care Placement. A plan of care, or case plan, for the foster child and the foster family shall be developed within 30 days from the date of placement.	
0846 Foster Care Services. During Placement. 290-9-2-.07(7)(a)1.	The case plan shall be reevaluated for appropriateness in a case review conference at least every 6 months.	
0847 Foster Care Services. During Placement. 290-9-2-.07(7)(a)2.	The involvement of the child, foster parent, Agency representative and, when appropriate the legal custody holder, shall be documented in the case plan.	
0848 Foster Care Services. During Placement. 290-9-2-.07(7)(b)1.	The case plan shall include, but not be limited to: 1. Reason for present foster care placement; ...	
0849 Foster Care	The case plan shall include, but not be limited to: ... 2. Statement of preliminary plans for discharge; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Services. During Placement. 290-9-2-.07(7)(b)2.		
0850 Foster Care Services. During Placement. 290-9-2-.07(7)(b)3.	The case plan shall include, but not be limited to: 3. Statements of any special care and services that will be arranged for or provided directly; ...	
0851 Foster Care Services. During Placement. 290-9-2-.07(7)(b)4.	The case plan shall include, but not be limited to: ... 4. Statements of time-limited goals and objectives for the child and family and methods of achieving them and evaluating them, and: (i) Designation of responsibility for carrying out objectives with child, birth parent(s), foster parent(s), and Agency representative; (ii) A method for evaluating and changing goals as needed; ...	
0852 Foster Care Services. During Placement. 290-9-2-.07(7)(b)5.	The case plan shall include, but not be limited to: 5. A visitation plan, with any changes to the plan documented; (i) Provisions for visits between parent(s) and children shall be made, except where the parental rights have been terminated or where it is documented that visits are detrimental to the child. (ii) The parent(s) and the child shall be informed of the visitation plan.	
0853 Foster Care Services. During Placement. 290-9-2-.07(7)(c)	When the agency has a written contract with a state human services agency to provide home finding services only, and the state agency has prepared a case plan for the child and family, then the contracting Child-Placing Agency shall not be required to complete an additional case plan. The Child-Placing Agency must document that a case plan is in place at the time of placement of the child.	
0854 Foster Care Services. During Placement. 290-9-2-.07(7)(d)1.	The Agency shall provide for a complete health and dental program for each child including: 1. A physical examination of the child shall be provided within 72 hours (excluding weekends and holidays) of placement. If the child is being moved from a previous placement by a licensed agency or state agency, results from an examination completed within one year prior to the new placement shall be accepted for this requirement as long as there appears to be no obvious change in health status; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0855 Foster Care Services. During Placement. 290-9-2-.07(7)(d)2.	The Agency shall provide for a complete health and dental program for each child including: 2. A general dental examination of a child over the age of three (3) years shall be provided for unless such an examination has been completed within 6 months prior to placement. Such examinations shall be done by either a dentist or a licensed dental hygienist. ...	
0856 Foster Care Services. During Placement. 290-9-2-.07(7)(d)3.	The Agency shall provide for a complete health and dental program for each child including: ... 3. Correction/improvement of health and dental defects (including an annual physical examination and a semiannual dental examination); ...	
0857 Foster Care Services. During Placement. 290-9-2-.07(7)(d)4.	The Agency shall provide for a complete health and dental program for each child including: ... 4. Immunizations appropriate for the age of the child.	
0858 Foster Care Services. During Placement. 290-9-2-.07(7)(e)	The Agency shall provide opportunity for academic and/or vocational training for each child in accordance with his ability and aptitude and as required by the school attendance laws of the state.	
0859 Foster Care Services. During Placement. 290-9-2-.07(7)(f)	Home visits shall be conducted by the Agency at least monthly in order to verify that the foster parent(s) are delivering care in a safe and healthy environment to the children, in accordance with these rules and regulations and agency policies and procedures. Such visits shall include observation of the foster child with at least one of the foster parent(s).	
0860 Foster Care Services. During Placement. 290-9-2-.07(7)(g)	The Agency shall provide an annual evaluation of the strengths and needs of the foster family and assessment of the best way to maximize the foster care experience for the foster family and the children placed with them. This evaluation shall be shared with the foster family as evidenced by the signature of the foster parent(s) on the evaluation.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0861 Foster Care Services. During Placement. 290-9-2-.07(7)(h)	Documentation of supervision of the placement by the agency shall include: 1. Adjustment of the child to the foster family and vice versa; ... 2. Progress made on treatment plan goals; ... 3. Any new problems that have arisen and the actions taken toward a solution of those problems; ... 4. Contacts and issues with other resources serving the child; ... 5. Agency updates reassessing the appropriateness of the foster care placement whenever a significant change occurs in the home, to ensure that care continues to be delivered in a safe and healthy environment in accordance with these rules and regulations and agency policies and procedures. .. 6. Documentation that the foster parent(s) have received the required clock hours of training annually following the initial foster placement, with the training being relevant to the type(s) of children placed in the foster home.	
0867 Foster Care Services. During Placement. 290-9-2-.07(7)(i)	Termination of Agency care shall be determined by casework study and planning with the child and his family and/or the court or local public Agency responsible for the child.	
0868 Foster Care Svcs. Beh Mgt and Emerg Safety. 290-9-2-.07(8)(a)	Behavior Management and Emergency Safety Interventions in Foster Care. Child training and behavior management, may be administered by the foster parent(s) when appropriate and shall be appropriate for the child's age, intelligence, emotional makeup, and past experience.	
0869 Foster Care Svcs. Beh Mgt and Emerg Safety. 290-9-2-.07(8)(b)	Foster parents shall supervise the foster children placed in their homes and utilize appropriate behavior management techniques to assist the foster children in meeting service plan goals.	
0870 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)1.	Behavior Management. The agency shall develop and implement policies and procedures on behavior management. Such policies and procedures shall set forth the types of children served in accordance with its program purpose, the anticipated behavioral problems of the children, and acceptable methods of managing such problems.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0871 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)2.(i)	Such behavior management policies and procedures shall incorporate the following minimum requirements: (i.) Behavior management principles and techniques shall be used in accordance with written policies and procedures governing service expectations, treatment goals, safety, security, and these rules and regulations. ...	
0872 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)2.(ii)	Such behavior management policies and procedures shall incorporate the following minimum requirements: ... (ii.) Behavior management shall be limited to the least restrictive appropriate method in accordance with the prohibitions as specified in these rules and regulations.	
0873 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)3.(i)	The following forms of behavior management are prohibited and shall not be used; (i.) Assignment of excessive or unreasonable work tasks; ...	
0874 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)3.(ii)	The following forms of behavior management are prohibited and shall not be used; ... (ii.) Denial of meals and hydration; ...	
0875 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)3.(iii)	The following forms of behavior management are prohibited and shall not be used ... (iii.) Denial of sleep; ...	
0876 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)3.(iv)	The following forms of behavior management are prohibited and shall not be used ... (iv.) Denial of shelter, clothing, or essential personal needs; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0877 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)3.(v)	The following forms of behavior management are prohibited and shall not be used ... (v.) Denial of essential services; ...	
0878 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)3.(vi)	The following forms of behavior management are prohibited and shall not be used ... (vi.) Verbal abuse, ridicule, or humiliation; ...	
0879 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)3.(vii)	The following forms of behavior management are prohibited and shall not be used ... (vii.) Restraint, manual holds, and seclusion used as a means of coercion, discipline, convenience, or retaliation; ...	
0880 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)3.(viii)	The following forms of behavior management are prohibited and shall not be used ... (viii.) Denial of communication and visits with family unless restricted by case plan or court order; ...	
0881 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)3.(ix)	The following forms of behavior management are prohibited and shall not be used ... (ix.) Corporal punishment; ...	
0882 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)3.(x)	The following forms of behavior management are prohibited and shall not be used ... (x.) Seclusion of a child or children in a room or area which may reasonably be expected to cause physical or emotional damage to the child (e.g. small closet, crawl space, cabinet, etc.); ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0883 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)3.(xi)	The following forms of behavior management are prohibited and shall not be used ... (xi.) Seclusion of a child or children to a room or area for periods longer than those appropriate to the child's age, intelligence, emotional makeup and previous experience, or confinement to a room or area without the supervision or monitoring necessary to ensure the child's safety and well-being.	
0884 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)4.	Children shall not be permitted to participate in the behavior management of other children.	
0885 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)5.	Agencies shall submit to the Department electronically or by facsimile a report within 24 hours whenever the Agency becomes aware of an incident which results in any injury of a child requiring medical treatment beyond first aid that is received by a child as a result of or in connection with any behavior management or emergency safety intervention.	
0886 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)6.	The Agency shall take appropriate corrective action when it becomes aware of or observes the use of prohibited forms of behavior management, as specified in sections .07(8)(c)(i) through (xi). Documentation of the incident and the corrective action taken by the Agency shall be maintained in the case records of the child and family.	
0887 Foster Care Services. Behavior Management. 290-9-2-.07(8)(c)7.	The Agency shall require any foster parent(s) to report to the agency within 24 hours whenever a child receiving services through the Agency requires medical attention beyond first aid as a result of or in connection with the use of a behavior management techniques or emergency safety interventions.	
0888 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)1.	Emergency Safety Interventions. When it can be reasonably anticipated from a child's behavioral history, that a child may require the use of emergency safety interventions to keep either the child or others safe from immediate physical harm, the staff and therapeutic foster parent(s) working with such child shall be trained in emergency safety interventions utilizing a nationally recognized training program in emergency safety interventions which has been approved by the Department.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0889 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)2.	Emergency safety interventions shall only be used when less restrictive means of dealing with the injurious behavior have not proven successful or may subject the child or others to greater risk of injury. Emergency safety interventions shall not include the use of any restraint or manual hold that would potentially impair the child's ability to breathe or has been determined to be inappropriate for use on a particular child due to a documented medical or psychological condition.	
0890 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)3.	The agency shall have and enforce written policies and procedures for the appropriate use of emergency safety interventions that shall apply to both foster and therapeutic foster parent(s), a copy of which shall be provided to and discussed with each child (as appropriate taking into account the child's age and intellectual development) and the child's foster parent(s) prior to or at the time of placement.	
0891 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)3.(i)	Emergency safety intervention policies and procedures shall include: (i.) Provisions for the documentation of an assessment at placement and at each annual exam by the child's physician, a physician's assistant, or a registered nurse with advanced training working under the direction of a physician, or a public health department that reflects that there are no medical issues that would be incompatible with the appropriate use of emergency safety interventions on that child. Such assessment and documentation must be re-evaluated following any significant change in the child's medical condition; ...	
0892 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)3.(ii)	Emergency safety intervention policies and procedures shall include: ... (ii.) Provisions for the documentation and reporting of each use of an emergency safety intervention by a therapeutic foster parent including: (I) Date and description of the precipitating incident; (II) Description of the de-escalation techniques used prior to the emergency safety intervention, if applicable; (III) Environmental considerations; Therapeutic foster parent(s) or staff members participating in the emergency safety intervention; (V) Any witnesses to the precipitating incident and subsequent intervention; (VI) Exact emergency safety intervention used; (VII) Documentation of the 15 minute interval visual monitoring of a child in seclusion; (VIII) Beginning and ending time of the intervention; (IX) Outcome of the intervention; (X) Detailed description of any injury arising from the incident or intervention; and (XI) Summary of any medical care provided. ...	
0893 Foster Care Svcs. Emerg	Emergency safety intervention policies and procedures shall include: ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Safety Interventions. 290-9-2-.07(8)(d)3.(iii)	(iii.) Provisions for prohibiting manual hold use by any staff or therapeutic foster parent(s) not trained in prevention and use of emergency safety interventions.	
0894 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)4.	Emergency safety interventions may be used to prevent runaway only when the child presents an imminent threat of physical harm to self or others.	
0895 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)5.	Agency staff and foster parent(s) shall be aware of each child's known or apparent medical and psychological conditions (e.g. obvious health issues, list of medications, history of physical abuse, etc.), as evidenced by written acknowledgement of such awareness, to ensure that an emergency safety intervention that is utilized does not pose a danger to the physical or mental health of the child.	
0896 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)6.	Children shall not be allowed to participate in the emergency safety intervention of other children.	
0897 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)7.	Immediately following the conclusion of the emergency safety intervention and hourly thereafter for a period of at least four hours where the child is with a staff member or therapeutic foster parent, the child's behavior will be assessed, monitored, and documented to ensure that the child does not appear to be exhibiting symptoms that would be associated with an injury. Authority O.C.G.A. §§ 49-5-8 and 49-5-12.	
0898 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(i)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: (i). Techniques for de-escalating problem behavior including child, staff and therapeutic foster parent debriefings; ...	
0899 Foster Care Svcs. Emerg Safety	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (ii.) Appropriate use of emergency safety interventions; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Interventions. 290-9-2-.07(8)(d)8.(ii)		
0900 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(iii)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (iii.) Recognizing aggressive behavior that may be related to a medical condition; ...	
0901 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(iv)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (iv.) Awareness of physiological impact of a restraint on the child; ...	
0902 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(v)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (v.) Recognizing signs and symptoms of positional and compression asphyxia and restraint associated cardiac arrest;	
0903 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(vi)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (vi.) Instructions as to how to monitor the breathing, verbal responsiveness, and motor control of a child who is the subject of an emergency safety intervention; ...	
0904 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(vii)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (vii.) Appropriate self-protection techniques; ...	
0905 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(viii)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (xiii.) Policies and procedures relating to using manual holds, including the prohibition of any technique that would potentially impair a child's ability to breathe; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0906 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(ix)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (ix.) Agency policies and reporting requirements; ...	
0907 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(x)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (x.) Alternatives to restraint; ...	
0908 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(xi)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (xi.) Avoiding power struggles; ...	
0909 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(xii)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (xii.) Escape and evasion techniques; ...	
0910 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(xiii)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (xiii.) Time limits for the use of restraint and seclusion; ...	
0911 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(xiv)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (xiv.) Process for obtaining approval for continual restraints and seclusion; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0912 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(xv)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (xv.) Procedures to address problematic restraints; ...	
0913 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(xvi)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (xvi.) Documentation; ...	
0914 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(xvii)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (xvii.) Investigation of injuries and complaints; ...	
0915 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(xiii)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (xiii.) Monitoring physical signs of distress and obtaining medical assistance; ...	
0916 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)8.(xix)	At a minimum, the emergency safety intervention program that is utilized by staff and therapeutic foster parent(s) shall include the following: ... (xix.) Legal issues	
0917 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)9.	The emergency safety intervention training for foster parent(s) who are approved to care for children who are likely to require the use of emergency safety interventions shall be recorded in the child's record showing the cause for the emergency safety intervention, the emergency safety intervention used, and, if needed, approval by the executive director, the casework supervisor, and the physician who has responsibility for the diagnosis and treatment of the child's behavior.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0918 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)10.	Agencies shall submit to the Department electronically or by facsimile a report within 24 hours whenever the Agency becomes aware of an incident which results in injury to a child requiring medical treatment beyond first aid that is received by a child as a result of or in connection with any emergency safety intervention.	
0919 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)10.(i)	For any agency with 20 or more foster placement homes, serving children who are likely to require the use of emergency safety interventions, any 30-day period in which three or more instances of emergency safety interventions of a specific child occurred and/or whenever the agency has had a total of 10 emergency safety interventions for all children in care within the 30-day period.	
0920 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)10.(ii)	For any agency with less than 20 foster placement homes, serving children who are likely to require the use of emergency safety interventions, of a specific child occurred and/or whenever the agency has had a total of five instances for all children in care within the 30-day period.	
0921 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)11.	Agency staff and foster parents shall submit a written report to the executive director on the use of any emergency safety intervention immediately after the conclusion of the intervention. A copy of such report shall be maintained in the child's file.	
0922 Foster Care Svcs. Emerg Safety Interventions. 290-9-2-.07(8)(d)12.	At least once per quarter, the agency, utilizing a master agency emergency safety intervention log and the child's case record, shall review the use of all emergency safety interventions for each child and foster therapeutic placement, including the type of intervention used and the length of time of each use, to determine whether there was a clinically therapeutic basis for the intervention, whether the use of the emergency safety intervention was warranted, whether any alternatives were considered or employed, the effectiveness of the intervention or alternative, and the need for additional training. Written documentation of all such reviews shall be maintained. Where the agency identifies opportunities for improvement as a result of such reviews or otherwise, the agency shall implement these changes through an effective quality improvement plan.	
0923 Foster Care Svcs. Emerg	No later than January 1, 2007 and ongoing thereafter, all foster parent(s) who likely may require the use of emergency safety interventions, because of the identified needs of the children being served, shall have evidence of having satisfactorily completed a nationally recognized	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Safety Interventions. 290-9-2-.07(8)(d)13.	training program for emergency safety interventions to protect children and others from injury, which has been approved by the Department and taught by an appropriately certified trainer in such program.	
0924 Foster Care Services. Manual Holds. 290-9-2-.07(8)(d)14.(i)	Manual Holds. Emergency safety interventions utilizing manual holds require at least one trained staff member or foster parent(s) to carry out the hold. Emergency safety interventions utilizing prone restraints require at least two trained staff members or foster parent(s) to carry out the hold.	
0925 Foster Care Services. Manual Holds. 290-9-2-.07(8)(d)14.(ii)	Emergency safety interventions utilized by any staff or foster parent shall not include the use of any restraint or manual hold that would potentially impair the child's ability to breathe or has been determined to be inappropriate for use on a particular child due to a documented medical or psychological condition.	
0926 Foster Care Services. Manual Holds. 290-9-2-.07(8)(d)14.(iii)	When a manual hold is used upon any child whose primary mode of communication is sign language, the child shall be permitted to have his or her hands free from restraint for brief periods during the intervention, except when such freedom may result in physical harm to the child or others.	
0927 Foster Care Services. Manual Holds. 290-9-2-.07(8)(d)14.(iv)	If the use of a manual hold exceeds 15 consecutive minutes, the executive director or his or her designee, who possesses at least the qualifications of the executive director and has been fully trained in the agency's emergency safety intervention plan, shall be contacted by a two-way communications device or in person and determine that the continuation of the manual hold is appropriate under the circumstances. Documentation of any consultations and outcomes shall be maintained for each application of a manual hold that exceeds 15 minutes. Manual holds shall not be permitted to continue if the restraint is determined to pose an undue risk to the child's health given the child's physical or mental condition.	
0928 Foster Care Services. Manual Holds. 290-9-2-.07(8)(d)14.(v)	A manual hold may not continue for more than 30 minutes at any one time without the consultation as specified in subparagraph (2) of this subparagraph, and under no circumstances may a manual hold be used for more than one-hour total within a 24-hour period.	
0929 Foster Care Services. Manual Holds.	If the use of a manual hold on a child reaches a total of one hour within a 24-hour period, the staff shall reconsider alternative treatment strategies, document same, and consider notifying the authorities or transporting the child to a hospital or mental health facility for evaluation.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
290-9-2-.07(8)(d)14.(vi)		
0930 Foster Care Services. Manual Holds. 290-9-2-.07(8)(d)14.(vii)	The child's breathing, verbal responsiveness, and motor control shall be continuously monitored during any manual hold. Written summaries of the monitoring by a trained staff member or foster parent not currently directly involved in the manual hold shall be recorded every 15 minutes during the duration of the restraint. If only one trained staff member or trained foster parent is involved in the restraint and no other trained staff member or parent is available, written summaries of the monitoring of the manual hold shall be recorded as soon as is practicable, but no later than one hour after the conclusion of the restraint.	
0931 Foster Care Services. Seclusion 290-9-2-.07(8)(d)16.(i)	Seclusion. If used, seclusion procedures in excess of thirty (30) minutes must be approved by the executive director or designee. No child shall be placed in a seclusion room or area in excess of one (1) hour within any twenty-four (24) hour period without obtaining authorization for continuing such seclusion from the child's physician, psychiatrist, or licensed psychologist and documenting such authorization in the child's record.	
0932 Foster Care Services. Seclusion 290-9-2-.07(8)(d)16.(ii)	A seclusion room or area shall only be used if a child is in danger of harming himself or herself or others.	
0933 Foster Care Services. Seclusion 290-9-2-.07(8)(d)16.(iii)	A child placed in a seclusion room or area shall be visually monitored at least every 15 minutes.	
0934 Foster Care Services. Seclusion 290-9-2-.07(8)(d)16.(iv)	A room or area used for the purposes of seclusion must meet the following criteria: (I) The room or area shall be constructed and used in such ways that the risk of harm to the child is minimized; (II) The room or area shall be constructed so that a staff member or foster parent can visually monitor the child; (III) The room shall be lighted and well-ventilated; (IV) The room shall be a minimum fifty (50) square feet in area; and (V) The room must be free of any item that may be used by the child to cause physical harm to himself/herself or others. (VI) No more than one child shall be placed in the seclusion room or area at a time.	
0940 Foster Care	A seclusion room monitoring log shall be maintained and used to record the following information: (I) Name of the secluded child; (II) Reason for child's seclusion;	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Services. Seclusion 290-9-2-.07(8)(d)16.(v)	(III) Time of child's placement in the seclusion room or area; (IV) Name and signature of the therapeutic foster parent or staff that conducted visual monitoring; (V) Signed observation notes; and (VI) Time of the child's removal from the seclusion room or area.	
0946 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(a)	Maintenance of Foster Care Records. The Agency shall maintain separate records for each foster home. The record shall be started at the time of application and shall be kept current.	
0947 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(b)1.	The foster home record shall contain: 1. The application; ...	
0948 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(b)2.	The foster home record shall contain: ... 2. Home study; ...	
0949 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(b)3.	The foster home record shall contain: ... 3. Medical reports for each member of the foster family; ...	
0950 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(b)4.	The foster home record shall contain: ... 4. Summary narrative containing the dates as well as the content material from the caseworker's contacts;	
0951 Foster Care Svcs. Maintenance of Records.	The foster home record shall contain: ... 5. References; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
290-9-2-.07(9)(b)5.		
0952 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(b)6.	The foster home record shall contain: ... 6. The annual evaluations of the foster home, family, and placements; ...	
0953 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(b)7.	The foster home record shall contain: ... 7. Placement history of the foster home, children placed, date(s) admitted, date(s) discharged and reason for discharge; ...	
0954 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(b)8.	The foster home record shall contain: ... 8. Documentation of satisfactory criminal records checks in accordance with Georgia law. ...	
0955 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(b)9.	The foster home record shall contain: ... 9. Phone numbers of foster parent(s) including day, cell & evening phone numbers and the days of the week and times of day the foster parent is likely to be accessible at the foster home. ...	
0956 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(b)10.	The foster home record shall contain: ... 10. Foster children currently in the foster home including the child's name & county of custody.	
0957 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(c)	Foster home records shall be maintained for at least 3 years following the Agency's last placement in said foster home.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0958 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(d)	The Agency shall maintain separate records for each child placed in foster care.	
0959 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(d)1.	The [foster care] record for each child shall include: 1. Name, sex, race, birth date and birthplace of child; ...	
0960 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(d)2.	The [foster care] record for each child shall include: ... 2. Name, address, telephone number and marital status of parent or guardian of the child; ...	
0961 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(d)3.	The [foster care] record for each child shall include: ... 3. Name, address, telephone number of the foster parent with whom the child is currently placed; . . .	
0962 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(d)4.	The [foster care] record for each child shall include: ... 4. Legal documents including verified birth record, court status, agreements, consents, etc.; ...	
0963 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(d)5.	The [foster care] record for each child shall include: ... 5. Social history of the family and parent background; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0964 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(d)6.	The [foster care] record for each child shall include: ... 6. Medical history and cumulative health record, psychological and psychiatric reports; ...	
0965 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(d)7.	The [foster care] record for each child shall include: ... 7. Education records and reports; ...	
0966 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(d)8.	The [foster care] record for each child shall include: ... 8. Plan of care pursuant to these rules; ...	
0967 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(d)9.	The [foster care] record for each child shall include: ... 9. Summary of each 6 month case review conference which reflects the contacts with and the status of all family members in relation to the placement plan as well as the achievements or changes in the goals or services; ...	
0968 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(d)10.	The [foster care] record for each child shall include: ... 10. Summary of child's contacts with the family, the quality of the relationships and the child's progress in coping.	
0969 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(e)	Upon termination of placement of the child, the following shall be placed in the record of the child and the foster home: 1. Date of termination, reason for termination, the name, telephone number, address, and relationship of the person or Agency assuming responsibility for the child. 2. A termination summary describing the services provided during care, growth and accomplishments, and assessed needs which remain to be met with the service possibilities, which might meet those needs. 3. Aftercare plans that determine the responsibility for follow through.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
0970 Foster Care Svcs. Maintenance of Records. 290-9-2-.07(9)(f)	Family/child records shall be maintained for at least 3 years following completion of service. Authority O.C.G.A. Secs. 49-5-12, 49-5-60. History. Original Rule entitled "Foster Care Services" adopted. F. Mar. 16, 2000; eff. Apr. 5, 2000. Repealed: New Rule of same title adopted. F. Aug. 21, 2006; eff. Sept. 10, 2006. Repealed: New Rule of same title adopted. F. Nov. 20, 2006; eff. Dec. 10, 2006.	
1000 Agency Records and Reports. 290-9-2-.08(1)	Agency Records and Reports. Each Agency shall maintain records and submit on a timely basis reports required by the Department.	
1001 Agency Records and Reports. 290-9-2-.08(2)	Each Agency shall maintain a permanent listing with identifying information of all children accepted for service or placement.	
1002 Agency Records and Reports. 290-9-2-.08(3)	Records shall be confidential and protected from unauthorized use, fire, damage or theft.	
1003 Agency Records and Reports. 290-9-2-.08(4)	Records and files shall be kept current and be available for review by the Department.	
1004 Agency Records and Reports. 290-9-2-.08(5)	The Agency shall submit on a timely basis such financial, statistical reports, and Board minutes and other information as may be required by the Department.	
1005 Agency Records and Reports. 290-9-2-.08(6)	Reporting. Detailed written summary reports shall be made to the Department of Human Resources, Office of Regulatory Services, Residential Child Care Unit via email or fax on the required incident intake information form (IIIF) within 24 hours.	
1006 Agency Records and	This [Detailed written summary] report shall be made regarding serious occurrences involving children in care, including but not limited to: (a) Accidents or injuries requiring medical treatment and/or hospitalization; (b) Death;	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Reports. 290-9-2-.08(6)(a-f)	(c) Suicide attempts; (d) Closure of the living unit due to disaster or emergency situations such as fires or severe weather; (e) Emergency safety interventions resulting in any injury; or (f) Any incident which results in any federal, state or private legal action by or against the institution which affects any child or the conduct of the institution. However, legal action involving the juvenile justice system is not required to be reported.	
1012 Agency Records and Reports. 290-9-2-.08(6)(7)	Child Abuse Reports. Whenever the child placing agency has reason to believe that a child in care has been subjected to child abuse it shall cause a report of such abuse to be made to the child welfare agency of the county of occurrence providing protective services as designated by the Department of Human Resources (Division of Family and Children Services) or in the absence of such an agency to an appropriate police authority or district attorney in accordance with the requirements of O.C.G.A. Sec. 19-7-5. A copy of such report shall also be filed with the Office of Regulatory Services. Authority O.C.G.A. Secs. 49-5-12, 49-5-60. History. Original Rule entitled " Agency Records and Reports " adopted. F. Mar. 16, 2000; eff. Apr. 5, 2000.	
1100 How to Apply For/Renew a License. 290-9-2-.09(1)	How to Apply For/Renew a License. ... Applicant Responsibilities. * Indicates those items that must be submitted for application for renewal of either a temporary or continuing license. Non-asterisked items need not be submitted with an application for renewal. All items must be submitted with application for initial license.	
1101 How to Apply For/Renew a License. 290-9-2-.09(1)(a)	* All applications for license or renewal of license shall be submitted on forms provided by the Department. Both the Executive Director and the Chairman of the Board must verify the application for the Agency.	
1102 How to Apply For/Renew a License. 290-9-2-.09(1)(b)1.	The following information shall be submitted with the completed application forms: 1. Certified copy of the Agency's current Articles of Incorporation; ...	
1103 How to Apply For/Renew a License. 290-9-2-.09(1)(b)2.	The following information shall be submitted with the completed application forms: ... 2. Certified copy of the current Agency by-laws; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
1104 How to Apply For/Renew a License. 290-9-2-.09(1)(b)3.	(b) The following information shall be submitted with the completed application forms: ... * 3. A list of the names and addresses of the current members of the Board of Directors and a letter of acceptance from each. ...	
1105 How to Apply For/Renew a License. 290-9-2-.09(1)(b)4.	(b) The following information shall be submitted with the completed application forms: ... * 4. A list of the professional staff including their education and experience; ...	
1106 How to Apply For/Renew a License. 290-9-2-.09(1)(b)5.	(b) The following information shall be submitted with the completed application forms: ... * 5. The Agency plan for financing including an itemized budget, base for and schedule of fees; ...	
1107 How to Apply For/Renew a License. 290-9-2-.09(1)(b)6.	(b) The following information shall be submitted with the completed application forms: ... 6. Copy of the Agency's personnel policies; ...	
1108 How to Apply For/Renew a License. 290-9-2-.09(1)(b)7.	(b) The following information shall be submitted with the completed application forms: ... 7. Outline of the Agency's proposed program including but not limited to specific geographic area and clients to be served. ...	
1109 How to Apply For/Renew a License. 290-9-2-.09(1)(b)8.	(b) The following information shall be submitted with the completed application forms: ... 8. Documentation of need: (i) Written communications from community leaders in the field of child welfare indicating a need for the services proposed by the applicant, or (ii) Recent research data establishing a need for the service proposed, and (iii) Evidence that the services will be used by referral sources; ...	
1112 How to Apply For/Renew a License.	(b) The following information shall be submitted with the completed application forms: ... 9. The Agency's manual of operating procedures; ...	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
290-9-2-.09(1)(b)9.		
1113 How to Apply For/Renew a License. 290-9-2-.09(1)(b)10.	(b) The following information shall be submitted with the completed application forms: ... * 10. Full written disclosure of the following as applies to the applicant Agency, its Executive Director, and any affiliates of the Agency and their child placement activities in this and other jurisdictions: (i) The status of all child-placing license applications submitted or licenses issued whether denied, pending, active, revoked, suspended or voluntarily surrendered; and (ii) Any current or previous judicial or administrative action against the above listed persons or entities, along with the disposition of the case.	
1116 How to Apply For/Renew a License. 290-9-2-.09(1)(c)	* An application for renewal of license shall be submitted by the Agency as requested by the Department prior to the periodic review of the Agency. A listing of identifying information for all children accepted for service or placement shall be available for review on site at the time of renewal.	
1117 How to Apply For/Renew a License. 290-9-2-.09(1)(d)	When there is a substantial change in the Agency Board membership (50% or greater), other than changes required for systematic rotation, the Agency must notify the Department in writing. The Department may, at its discretion, require that a new application be submitted by the Agency under these circumstances.	
1118 How to Apply For/Renew a License. 290-9-2-.09(1)(e)	Posting of License. The issued license shall be posted near the entrance to the Agency office or in a part of the Agency office that is open to view by the public.	
1119 How to Apply For/Renew a License. 290-9-2-.09(2)(a)	Department Review of Applications. An application for license or renewal of license shall be considered by the Department only when all sections are completed and all required information is present with the application.	
1120 How to Apply For/Renew a License. 290-9-2-.09(2)(b)	Initial Application - Temporary License. The initial application submitted by an Agency shall be considered an application for a temporary license. 1. Consideration for approval of the initial temporary license shall be based on a determination that the Agency has made adequate provision to meet these Rules. 2. The Department may, at its discretion, following review of the initial application, issue or deny the temporary license.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
	3. Upon approval, the temporary license shall be valid for a period not to exceed six months.	
1124 How to Apply For/Renew a License. 290-9-2-.09(2)(c)	Renewal of the Temporary License. Prior to the expiration of the temporary license, the Department shall consider an application to renew the license. If the department finds that any child placing agency applicant does not meet rules and regulations prescribed by the department but is attempting to meet such rules and regulations, the department may, in its discretion, issue a temporary license or commission to such child placing agency, but such temporary license or commission shall not be issued for more than a one-year period. 1. Upon presentation of satisfactory evidence that such institution is making progress toward meeting prescribed rules and regulations of the department, the department may, in its discretion, reissue such temporary license or commission for one additional period not to exceed one year. 2. As an alternative to a temporary license or commission, the department, in its discretion, may issue a restricted license or commission which states the restrictions on its face. 3. Consideration for the renewal of the one year temporary license shall be based on the Agency ' s performance during the temporary license period. 4. The Department may, at its discretion, after review of the Agency ' s performance, either approve the Agency for an additional six-month temporary license, approve the Agency for a one-year license, or deny the license renewal.	
1128 How to Apply For/Renew a License. 290-9-2-.09(2)(d)	Review of the Continuing License. An annual review packet must be completed and submitted within to the Department within ten (10) working days from the annual review of the Agency. 1. Consideration for the renewal of the one-year license shall be based on the results of the Department review of the renewal application and the review of the performance of the Agency. 2. The Department may, at its discretion and after review of the Agency ' s performance, either approve the renewal of the one-year license, approve the Agency for a temporary license, or deny the license renewal. 3. False or Misleading Information. The application for a license including the application for a criminal history background check must be truthfully and fully completed. In the event that the Department has reason to believe that any required application has not been completed truthfully, the department may require additional verification of the facts alleged. The Department may refuse to issue a license where false statements have been made in connection with the application or any other documents required by the Department. Authority O.C.G.A. Sec. 49-5-12. History. Original Rule entitled " How to Apply for/Renew a License " adopted. F. Mar. 16, 2000; eff. Apr. 5, 2000.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
1200 Variances and Waivers. 290-9-2-.10	Variances and Waivers. (1) The department may, in its discretion, grant waivers and variances of specific rules upon application or petition being filed by an agency. The department may establish conditions which must be met by the agency in order to operate under the waiver or variance granted. Waivers and variances may be granted in accordance with the following considerations: (a) Variance. A variance may be granted by the department upon a showing by the applicant or petitioner that the particular rule or regulation that is the subject of the variance request should not be applied as written because strict application of the rule would cause undue hardship. The applicant or petitioner must also show that adequate standards affording protection for the health, safety and care of the children exist and will be met in lieu of the exact requirements of the rule or regulations in question. (b) Waiver. The department may dispense entirely with the enforcement of a rule or regulation upon a showing by the applicant or petitioner that the purpose of the rule or regulation is met through equivalent standards affording equivalent protection for the health, safety and care of the children. (c) Experimental Variance or Waiver. The department may grant waivers and variances to allow experimentation and demonstration of new and innovative approaches to delivery of services upon a showing by the applicant or petitioner that the intended protections afforded by the rule or regulation which is the subject of the request are met and that the innovative approach has the potential to improve service delivery. Authority O.C.G.A. Sec. 49-5-12. History. Original Rule entitled " Variances and Waivers " adopted. F. Mar. 16, 2000; eff. Apr. 5, 2000.	
1300 Inspections and Access by Department Staff. 290-9-2-.11(1)	Inspections by the Department and Access by Department Staff. The department is authorized and empowered to conduct investigations and on-site inspections of any agency required by these rules to be licensed. The proposed and current licensee and staff shall cooperate with any inspection or investigation by responding truthfully to any legitimate departmental inquiry.	
1301 Inspections and Access by Department Staff. 290-9-2-.11(1)(a)	Initial Inspection. Following receipt and review of a complete application package, the department may conduct an on-site inspection of the agency to assess compliance with these rules.	
1302 Inspections and Access by	Consent to Entry. An application for a license or commission to operate an agency or the issuance of a license by the department constitutes consent by the applicant, the proposed holder of the license and the owner of the premises for the department's representative, after displaying picture identification to any agency staff, to enter the premises	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Department Staff. 290-9-2-.11(1)(b)	at any time during operating hours for the purpose of inspecting the facility. This includes both scheduled and unscheduled inspections and includes consent for meaningful access to all staff, parts of the premises, all children present, and all records required by these rules. To the degree possible, inspections of records normally maintained in the agency's business office, such as financial records, will be conducted during normal business hours, e.g. 8:00 a.m. to 6:00 p.m. on Mondays through Fridays. The department shall have the authority to require the production of any books, records, papers, or other information related to the initial or continued licensing of any agency.	
1303 Inspections and Access by Department Staff. 290-9-2-.11(1)(c)	Other Inspections. The department may conduct scheduled and unscheduled on-site inspections of an agency in the following instances: 1. Annually or at other regular intervals as the department may determine or at the expiration of the current license; or 2. Upon receiving a report, including a report submitted by the agency, alleging child abuse, neglect, sexual exploitation, or deprivation which occurred while the child was in the care of the agency director or employees; or 3. Upon receiving information of alleged violations of these rules, including information provided by the agency, which, if true, could endanger the health, safety or welfare of the children in care; or 4. Upon receipt and review of a request for an amended license, where the department determines that an on-site inspection is advisable; or 5. Upon the department or its duly authorized representative being made aware of any flagrant abuses, derelictions or deficiencies during the course of the department's inspection or at any other time. The department shall immediately investigate such matters and may make an on-site inspection so as to take such actions as conditions may require; or 6. Subsequent to the receipt of a plan of correction, as determined necessary by the department, to monitor whether the plan of correction is being complied with by the agency's personnel.	
1310 Inspections and Access by Department Staff. 290-9-2-.11(1)(d)	Failure to Allow Access. Failure to allow access of the department's representative to the agency, its staff, or the children receiving care at the agency or the books, records, papers, or other information related to initial or continued licensing, or failure to cooperate with a departmental inspection or investigation shall constitute good cause for the denial, restriction, revocation or suspension of a license, or other penalty as provided by law.	
1311 Inspections and Access by Department Staff.	False or Misleading Statements. No licensee shall make or condone any employee making false or misleading statements to the department in connection with any authorized investigation or inspection being conducted by the department. Authority O.C.G.A. Sec. 49-5-12. History. Original Rule entitled " Inspections by the Department and Access by Department Staff " adopted. F. Mar. 16, 2000; eff. Apr. 5, 2000.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
290-9-2-.11(1)(e)		
1400 Disaster Preparedness. 290-9-2-.12	Disaster Preparedness. The agency shall prepare for potential emergency situations that may affect the care of children by the development of an effective disaster preparedness plan that identifies emergency situations and outlines an appropriate course of action. The plan must be reviewed and revised annually, as appropriate, including any related written agreements.	
1401 Disaster Preparedness. 290-9-2-.12(a)1.	The disaster preparedness plan shall include at a minimum plans for the following emergency situations: 1. Local and widespread weather emergencies or natural disasters, such as tornadoes, hurricanes, earthquakes, ice or snow storms, or floods; ...	
1402 Disaster Preparedness. 290-9-2-.12(a)2.	The disaster preparedness plan shall include at a minimum plans for the following emergency situations: ... 2. Manmade disasters such as acts of terrorism and hazardous materials spills;	
1403 Disaster Preparedness. 290-9-2-.12(a)3.	The disaster preparedness plan shall include at a minimum plans for the following emergency situations: ... 3. Unanticipated interruption of service of utilities, including water, gas, or electricity, involving any placement homes within a local or widespread area; ...	
1404 Disaster Preparedness. 290-9-2-.12(a)4.	The disaster preparedness plan shall include at a minimum plans for the following emergency situations: ... 4. Loss of heat or air conditioning in the placement home;	
1405 Disaster Preparedness. 290-9-2-.12(a)5.	The disaster preparedness plan shall include at a minimum plans for the following emergency situations: ... 5. Fire, explosion, or other physical damage in the placement home; ...	
1406 Disaster Preparedness. 290-9-2-.12(a)6.	The disaster preparedness plan shall include at a minimum plans for the following emergency situations: ... 6. Pandemics or other situations where the community's need for services exceeds the availability of placement homes and services regularly offered by the agency.	
1407 Disaster	There shall be plans to ensure sufficient staffing and supplies to provide room, board and watchful oversight during the emergency situation.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Preparedness. 290-9-2-.12(b)		
1408 Disaster Preparedness. 290-9-2-.12(c)	There shall be plans for the emergency transport or relocation of all children in placement homes, should it be necessary, in vehicles appropriate to the children's needs. Additionally there shall be written agreements with any agencies which have agreed to receive the agencies' children in these situations.	
1409 Disaster Preparedness. 290-9-2-.12(d)	The agency shall document participation of each placement home's quarterly fire drills.	
1410 Disaster Preparedness. 290-9-2-.12(e)	The plan shall include a requirement for the placement home to notify the Child Placing Agency, who will in turn notify the Department of the emergency situation as required by these rules and notify the lawful custodians of the children's whereabouts and condition.	
1411 Disaster Preparedness. 290-9-2-.12(f)	The agency shall provide a copy of the internal disaster preparedness plan to the local Emergency Management Agency (EMA) and shall include the local EMA in development of the facility's plan for the management of external disasters.	
1412 Disaster Prepare ness. 290-9-2- .12(g)	The agency's disaster preparedness plan shall be made available to the Department for inspection upon request.	
1413 Disaster Preparedness. 290-9-2-.12(h)	The Department may suspend any requirements of these rules and the enforcement of any rules where the Governor of the State of Georgia has declared a public health emergency. Authority Ga. L. 1964, pp. 611-613, as amended; Ga. L. 1964, p. 499 et seq; Ga. L. 1972, p. 1015 et seq; and Ga. L. 1972, p. 1069 et seq. Administrative History. Original Rule was filed on June 9, 1976; effective June 29, 1976.	
1500 Emergency Orders. 290-9-2-.13(1)	In accordance with O.C.G.A. 49-5-90 et seq., notwithstanding other remedies available to the department which may be pursued at the same time, the commissioner or his designee may issue emergency orders. Such orders may include emergency placement of a monitor or monitors in an agency upon a finding that the department ' s rules and regulations are being violated which threaten the health, safety, or	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
	welfare of children in care and when one or more of the following conditions are present: (i) The agency is operating without a license; or (ii) The department has denied the application for the license or has initiated action to revoke the existing license; or (iii) Children are suspected of being subjected to injury or life-threatening situations or the health or safety of a child or children is in danger.	
1503 Emergency Orders. 290-9-2-.13(2)	Unless otherwise provided in the order, an emergency order shall become effective upon its service to the owner, the director, or any other agent, employee, or person in charge of the agency at the time of the service of the order.	
1504 Emergency Orders. 290-9-2-.13(3)	Prior to issuing an emergency order, the commissioner or his designee may consult with persons knowledgeable in the field of child care and a representative of the agency to determine if there is a potential for greater adverse effects on children in care as a result of the emergency order. Authority O.C.G.A. Secs. 31-2-4, 31-2-6, 49-5-8, 49-5-12.History. Original Rule entitled "Waivers and Variances" adopted. F. Jun. 30, 1994; eff. Aug. 1, 1994, as specified by the Agency. Repealed: New Rule entitled " Emergency Orders " adopted. F. Sept. 6, 2006; eff. Sept. 26, 2006.	
1600 Enforcement and Penalities. 290-9-2-.14(1)	Enforcement and Penalties. Plans of Correction. If the Department determines that either a childplacing agency or a facility applying to become licensed as a child-placing agency does not comply with the rules, the Department shall provide written notice specifying the rule(s) violated and setting a time for the agency not to exceed ten (10) working days within which to file an acceptable written plan of correction where the Department has determined that an opportunity to correct is permissible. If such plan of correction is determined not acceptable to the Department because it does not adequately correct the identified violation, the Department will advise the child-placing agency or facility applying to become licensed that the plan of correction is not acceptable. The Department may permit the agency to submit a revised plan of correction.	
1601 Enforcement and Penalities. 290-9-2-.14(1)(a)	The agency shall comply with an accepted plan of correction.	
1602 Enforcement and Penalities.	Where the Department determines that either the child-placing agency or the facility applying to become licensed as a child-placing agency has not filed an acceptable plan of correction or has not complied with the accepted plan of correction, the Department may initiate an adverse action to enforce these rules.	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
290-9-2-.14(1)(b)		
1603 Enforcement and Penalities. 290-9-2-.14(2)	All adverse actions to enforce the Rules and Regulations for Child-Placing Agencies shall be initiated in accordance with the Rules and Regulations for Enforcement of Licensing Requirements, Chapter 290-1-6, and O.C.G.A. Secs. 49-5-12 and 49-5-12.1, Penalties for Violation of Child Welfare Agency Laws and Regulations and Secs. 49-5-60 et seq. and the requirements set forth herein.	
1604 Enforcement and Penalities. 290-9-2-.14(3)	Required Notifications for Revocations and Suspensions. The agency shall notify each child's parents and/or legal guardians of the Department's actions to revoke the license or seek an emergency suspension of the agency's license to operate.	
1605 Enforcement and Penalities. 290-9-2-.14(3)(a)	The official notice of the revocation or emergency suspension action and any final resolution, together with the Department's complaint intake phone number and website address, shall be provided by the agency to each current and prospective child's parents and/or legal guardians.	
1606 Enforcement and Penalities. 290-9-2-.14(3)(b)	The agency shall ensure the posting of the official notice at the agency in an area that is visible to each child's parents and/or legal guardians.	
1607 Enforcement and Penalities. 290-9-2-.14(3)(c)	The agency shall ensure that the official notice continues to be visible to each child's parents and/or legal guardians throughout the pendency of the revocation and emergency suspension actions, including any appeals.	
1608 Enforcement and Penalities. 290-9-2-.14(3)(d)	The agency shall have posted in an area that is readily visible to each child's parents and/or legal guardians any inspection reports that are prepared by the Department during the pendency of any revocation or emergency suspension action.	
1609 Enforcement and Penalities. 290-9-2-.14(3)(e)	It shall be a violation of these rules for the agency to permit the removal or obliteration of any posted notices of revocation, emergency suspension action, resolution, or inspection survey during the pendency of any revocation or emergency suspension action.	
1610	The Department may post an official notice of the revocation or emergency suspension action on its website or share the notice of the revocation or emergency suspension action and any information	

CHILD PLACING AGENCY RULES PROVIDER POLICY CHART

TAGS	RULE	Page number in Policy
Enforcement and Penalities. 290-9-2-.14(3)(f)	pertaining thereto with any other agencies that may have an interest in the welfare of the children in care of the agency.	
1611 Enforcement and Penalities. 290-9-2-.14(3)(g)	The Department may suspend any requirements of these rules and the enforcement of any rules where the Governor of the State of Georgia has declared a public health emergency. Authority O.C.G.A. Secs. 31-2-6, 49-5-8, 49-5-12, 49-5-12.1. History. Original Rule entitled "Enforcement of Law and Rules" adopted. F. Mar. 16, 2000; eff. Apr. 8, 2000. Repealed: New Rule entitled "Enforcement and Penalties" adopted. F. Aug. 21, 2006; eff. Sept. 10, 2006.	
1700 Severability of These Rules. 290-9-2-.15	Severability of These Rules. In the event that any rule, sentence, clause, or phrase of any of these rules and regulations may be construed by any court of competent jurisdiction to be invalid, illegal, unconstitutional, or otherwise unenforceable, the remaining rules or portions of the rules shall not be affected and shall remain in full force and effect. Authority O.C.G.A. Secs. 49-5-8, 49-5-12. History. Original Rule entitled "Severability of These Rules" adopted. F. Mar. 16, 2000; eff. Apr. 5, 2000.	