



B. J. Walker, Commissioner

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August 26, 2009

MEMORANDUM

TO: Regional Directors
County Directors
State Office Staff

FROM: Kathy Herren, Deputy Director of Programs and Policy *KH*
Isabel Blanco, Deputy Director of Field Operations

RE: Room Board and Watchful Oversight (RBWO) Monthly Summary Report

The Division of Family and Children Services strives to continually strengthen the collaboration with our community partners including our private providers who provide RBWO services. This collaboration facilitates the coordination of the services and ensures the safety, permanency and well being of the children and families we serve.

As part of this effort, the RBWO Monthly Summary Reports have been updated to reflect the Every Child Every Month (ECEM), purposeful visitation requirements and provide more comprehensive information to assist us in evaluating the children and families' progress and service needs.

The RBWO providers will continue to submit the Monthly Summary Reports to the DFCS Case Manager and Supervisor by the 10th day of the following month.

The DFCS Case Manager and Supervisor must thoroughly review all reports to assess for any issues of concern and ensure appropriate follow up. Additionally, information should be appropriately incorporated into the Family Case Plan with the involvement of the family; and, any new information regarding the child/family must be updated in SHINES. The reports must be maintained in the External Documents in SHINES.

The updated Monthly Summary Report was reviewed by Regional and County staff, Quality Assurance and Data Reporting, and Education and Training. The Monthly Summary Report and the Every Child Every Month report are mutually exclusive documents and one does not replace the other. These reports are being used to document case work activities by private providers pending the

development of a provider portal in SHINES.

For questions or additional information, please contact the Practice and Policy Unit at PPPD_Unit@dhr.state.ga.us, or Provider Relations Unit.

Cc: Kathy Herren, Deputy Director of Programs and Policy
Isabel Blanco, Deputy Director of Field Operations
Yvonne Rodgers, Director of Provider Relations Unit
Elaine Smith, Director of Education and Training
Practice and Policy Unit

Attachments:

Monthly Summary Report