

## Directions for Annual Survey of Local Residential Child Care Institutions Fall 2023

The Georgia Department of Education (GaDOE) has an annual requirement to collect the number of students enrolled in residential facilities for neglected or delinquent children located in local educational agencies (LEAs). The annual survey is required by the U.S. Department of Education and the information is used to determine Title I funding for the 2024-2025 school year.

The survey should include all children and youth residing in the local institution for at least one day during a counting period of 30 consecutive days, in which at least one of those days falls in the month of October. The LEA should include all residential facilities for neglected or delinquent children in the LEA school attendance area, regardless of the facilities' status as a school (school code) or a program. All LEAs (excluding State Charter Schools and Virtual Schools) are required to complete and submit this survey to the GaDOE even if they do not have residential facilities for neglected or delinquent children within their geographical boundaries. **The deadline for the submission of this survey to the GaDOE is Friday, December 1, 2023.**

### Locating and Consulting with Local Residential Facilities

It is the responsibility of the LEA to locate residential facilities within its boundaries (school attendance area) and consult in person with each identified residential facility to obtain required information for this report. To conduct a search of the Department of Human Services (DHS) website for all licensed "Residential Care Facilities" (Child Caring Institutions) in a given LEA use the following link:  
<http://rcctrails.dhs.ga.gov/public/publicfacilitiessearch.aspx>.

Additionally, there are **5 licensed maternity homes (MH)** and **1 outdoor child caring programs (OCCP)** that may house children ages 5-17:  
<http://rcctrails.dhs.ga.gov/public/publicfacilitiessearch.aspx>.

LEAs located in the following counties should review the referenced list: Bibb (MH-1), Chatham (MH-1), DeKalb (MH-1), Fulton (MH-1), Lumpkin (OCCP-1) and Whitfield (MH-1). Counties containing multiple LEAs should look at the street address to determine the exact school attendance zone; the facility may be located in a city school district. LEAs should consult with these facilities to complete the survey.

Furthermore, there are 20 residential treatment facilities that have educational programs and/or schools on-site. These facilities can be found at: <https://www.gadoe.org/External-Affairs-and-Policy/Policy/Documents/RTF%20-%20Provider%20List.pdf>

1. **The Annual Survey of Local Residential Child Care Institutions** is located on the GaDOE website at: <http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Neglected-or-Delinquent-Children.aspx>. Please find the document in the section labeled: **Neglected and Delinquent Children Helpful Links**.
2. Each LEA must consult with each identified residential facility to assist them with the completion of this form. See the following directions for the completion of this survey.



**Prevention and Intervention Programs for Children and Youths  
Who Are Neglected, Delinquent, or At-Risk**

**Directions for the Survey Completed by Residential Facilities:**

**Section I – Institution and School District:**

- Under number 1, residential facilities should check the appropriate box for the type of facility. The determination of “neglected” versus “delinquent” is based on the charter and the affiliation of the residential facility.
- Under number 2, residential facilities should provide the legal name of the institution, the address, the license number, and the license expiration date.
- Under number 3, residential facilities should provide the name of the LEA in whose school attendance area the facility is located, the address of the LEA, and the county.
- Under number 4, residential facilities should provide the number of **all those children and youth ages 5-17 residing in the local institution for at least one day during a counting period of 30 consecutive days in which at least one of those days falls in the month October.**

**Section II – Basis for Eligibility**

- Residential facilities should circle “yes” or “no” for the four questions.

**Section III – Certification by Chief Administrative Official of Institution**

- The Chief Administrative Official of the residential facility should sign, date, and provide a contact number verifying that the information provided is correct.

**Section IV – Child Count**

- Residential facilities should provide the:
  - Name of the institution
  - Name of the LEA in whose school attendance area the facility is located
  - Date the form is completed
  - Name of the person completing the form (usually, the Chief Administrative Official of the residential facility)
- In addition, in the chart provided, the facility should list the names of the youth counted for the survey.

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### **LEA Annual Survey of Local Residential Child Care Institutions**

Upon the completion and collection of the annual survey by each residential facility, the LEA is required to **verify** the information received from local institutions, **compile** the survey information, and **submit** the completed LEA survey information to the GaDOE **through the Consolidated Application**.

- Federal Programs Directors must submit the compiled information indicating that they have verified the information reported by the residential facility.
- LEA Superintendents must click “submit” to indicate their final approval of the annual survey and associated forms.

**LEAs will not submit the corresponding student lists; rather, LEAs will keep these records on file. All records supporting the survey of children must be maintained at the local level for five years or until any pending program audits are settled following the five-year period. Copies are also required for annual cross-functional monitoring of program requirements.**

#### **Directions for Submission of the Local Educational Agency (LEA) Annual Survey of Local Residential Child Care Institutions:**

Upon completion of the residential survey form(s), the LEA should compile and report the information from the surveys to the GaDOE. **The survey is completed by accessing the Consolidated Application.**

- In the drop-down box, under “Add Program,” locate “Title I-A, Neglected & Delinquent” and click Add.
- Click on “Title I-A, Neglected & Delinquent.”
- Click on “Program Information.”
- Click on “Data Collections” and the survey will be ready to enter data.
- Click on “Select Data Collection Form.”
- Select “Neglected and Delinquent” in the drop-down menu.

#### **Data Elements:**

1. If the LEA has no neglected residential facilities within its boundaries, the appropriate box before: **There are no Neglected Institutions** should be marked.
2. If the LEA has no delinquent residential facilities within its boundaries, the appropriate box before: **There are no Delinquent Institutions** should be marked.
  - If there are **no Neglected** institutions and **no Delinquent** institutions within the boundaries of the LEA, no other information is required; the report is complete, and the Federal Programs Director may submit the survey to the LEA Superintendent to submit to the GaDOE.
3. If the LEA **does have neglected and/or a delinquent facility(ies)** within its boundaries, information should be completed for **each** facility.
  - Mark the appropriate box for Neglected Institution or Delinquent Institution as determined by the institution’s charter. (An institution cannot be both a neglected and a delinquent institution although some neglected institutions may have some delinquent (adjudicated) students.)
  - Enter the legal name of the institution.
  - Enter the director’s name.
  - Enter the date that the LEA and the institution consulted in a face-to-face meeting to obtain the reported information.

**Prevention and Intervention Programs for Children and Youths  
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- Enter the total number of children (age 5-17 inclusive) **that resided in the institution for, at least, one day during a 30-consecutive day counting period. The counting period can fall between September 1 and November 30; however, one day of the counting period must be in October.**
- Click on the “Add” button to complete your entry. If an LEA has more than one institution, repeat the procedure above for each institution.
- When all institutions are entered, the Federal Programs Director will submit to the Superintendent for final submission of the survey.

**Contact Information:**

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