

DO RIGHT FAMILY VIOLENCE INTERVENTION PROGRAM

111 Main Street, Atlanta, GA 30308

January 31, 2019

Ms. Jennifer Thomas
Executive Director
Georgia Commission on Family Violence
270 Washington St, S.W. – Suite 5145
Atlanta, GA 30334

Re: Notice of Deficiency

Dear Ms. Thomas:

Please accept this letter in response to the Notice of Deficiency we received following the site visit to our program on January 15, 2019.

Deficiency #1: Participants Mike Denny, Javier Lopez, Michael Brown, and Amy Parson's files did not contain record of victim liaison contact upon enrollment. Participants Mike Denny and Joel Berger's files did not contain record of victim liaison contact upon their respective completions. Michael Brown's file did not contain any victim contact information.

Corrective Action:

Do Right FVIP will update its intake process and check list to require participants to fill out victim liaison contact forms the day of orientation. Participants who refuse to provide their victim name and contact information will not be admitted into Do Right FVIP. Do Right FVIP will contact the participant's referral source for victim contact information if a participant no longer has current contact information for his or her victim. Do Right FVIP will add a victim liaison contact check box next on the attendance form next to the first day of attendance (contact within 5 days of enrollment) and the 24 days of attendance (contact within 4 days completion) in addition to creating Google calendar alerts for each participant. Additionally, Do Right FVIP notify our victim liaison and referral source within two days of a participant's termination.

All victim liaison contact requests will be faxed or email to Molly Dugan at Safe Place House. Copies of all faxed or emailed contact forms will be dated and placed in the participant's file.

Deficiency #2: Participants John Smith was not entered before the 10th day of the following month in which he enrolled. Participant Mary Bell was not entered into the GCFV Portal

Corrective Action:

Do Right FVIP will report all FVIP enrollees by the 10th day of the following month. Do Right FVIP will update its intake process and check list to include entering the new participant into the GCFV Portal the day of the individual's orientation. Do Right FVIP will create a calendar reminder on the 8th of each month to make sure all participants who enrolled in the prior month have been submitted to the Commission. Additionally, we have now entered participant Mary Bell into the GCFV Portal.

Deficiency #3: Participant Ronald Murphy had more than three absences that did not result in termination.

Corrective Action:

FVIP participants will be automatically terminated from the program after missing four (4) classes, unless previously approved by the victim liaison and referral source. Upon missing he or she's 3rd class, the participant will be made aware he or she can not miss any additional classes. Do Right FVIP will install an alert to the Excel spreadsheet that will activate on the date the participant misses a fourth (4th) class. Additional approved absences via referral source (i.e., State Court Judge, Solicitor General, probation, etc.) will be documented, dated and recorded in the participant's file. Additionally, Do Right FVIP will contact our victim liaison within 2 days of a participant's termination.

Feel free to contact me should you have any questions.

Sincerely,

Jane Doe
Executive Director,
Do Right Family Violence Intervention Program