



Nathan Deal
Governor

Department of Community Supervision

2 Martin Luther King, Jr. Drive SE
Suite 458, Balcony Level, East Tower
Atlanta, Georgia 30334
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Michael W. Nail
Commissioner

January 1st, 2017

Certified Mail # 9999-3333-8888-5555-1111
Return Receipt Requested

Ms. Jane Doe
AAA Counseling Services
540 Anywhere Blvd
Small Town, GA 33000

Re: Notice of Deficiency

Dear Jane Doe,

This letter serves to advise you that the Georgia Commission on Family Violence observed deficiencies in your program during the course of a site visit on December 5th, 2016. The deficiencies are noted below. Pursuant to applicable rules, you must either return evidence showing that you are now in compliance with the referenced rules or respond with a Corrective Action Plan. If you choose to respond with a Corrective Action Plan, you must set forth the specific corrective step(s) to be taken for each noted deficiency, a timetable for such step(s) and a date by which compliance with the rules will be achieved. The Georgia Commission on Family Violence must receive the evidence showing compliance or the Corrective Action Plan within ten (10) business days from your receipt of this notice.

Deficiency #1:

125-4-9-.04 (a) (3) Each FVIP will be assessed a \$20 fee for each participant who participates in an FVIP. FVIPs may pass this cost on to the participant. Program participant fees must be submitted to the Department by the tenth day of each month.

Deficiency: Three (3) participants out of the six (6) files reviewed were not reported to GCFV. Payments for participant's fees were also not received. The participants' names are: Jay Smith, Jean Jones and James Hall.

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Deficiency #2:

125-4-9-.04 (a) (5) (C) FVIPs shall notify all referral sources, including the courts, the Department's Probation Division (if applicable), the State Board of Pardons and Paroles (if applicable), and the victim (via the victim liaison) within four (4) working days of a participants' completion of an FVIP, or within two (2) days of a participants' termination from an FVIP

Deficiency: During the administrative file review, it was observed that for one (1) participant out of the four (4) for which this rule is applicable, notification to the Probation Officer in regard to this participant's program completion was not found.

Furthermore, during the routine collateral contact with the Victim Liaison for this FVIP, it was discovered that two (2) out of the six (6) participants were never reported to the Victim Liaison, and no records of notifications for terminations and completions were found.

Deficiency #3:

125-4-9-.07 (c) (2) Classes must be at least ninety (90) minutes in length. Administrative duties, including taking attendance and collecting fees, are prohibited during the 90 minutes of instruction time.

Deficiency: During the site visit it was observed by the assigned monitor that the class started at 6:00 pm and finished at 7:15 pm.

Deficiency #4:

125-4-9-.07 (c) (5) Programs must provide at least one (1) facilitator for up to eight (8) participants and two (2) facilitators for nine (9) to sixteen (16) participants

Deficiency: During the site visit it was observed by the assigned monitor that there were nine (9) participants present in the class and only one (1) approved facilitator.

Please send your response within ten (10) days of receipt of this letter to:

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

Thank you in advance for your attention to this matter. I look forward to your response.

Sincerely,

Michael W. Nail, Commissioner

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