

# Reviewing Foster Home Updates In GA+SCORE

CPA Partnership 1/24/2022

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# The Addendum Process

## Starting an Addendum

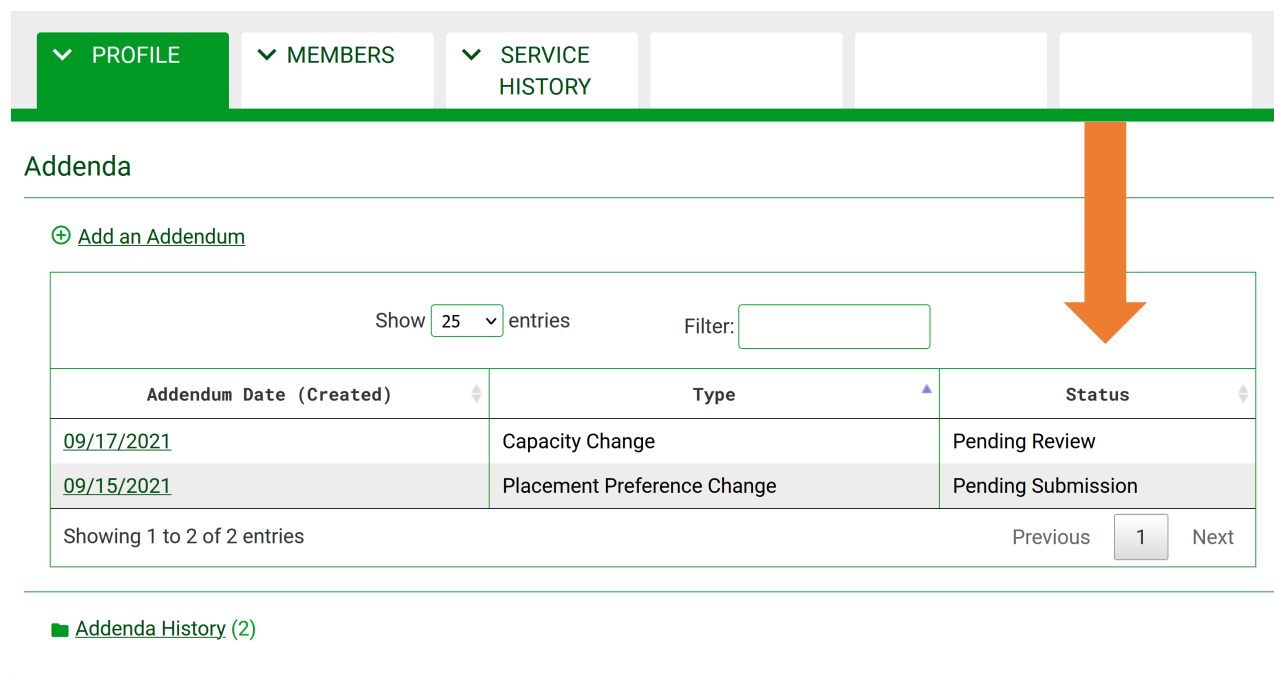
To change data for an open foster home, click “Add an Addendum” on the green Profile >> Addenda screen.

- Each addendum should describe one change.
- Start a new addendum any time there is a new change to report, even if other addenda are still pending.
- If a home has one addendum pending with OPM and the provider adds another, it will be assigned to the same Resource Developer for review.

## Changes to the Profile >> Addenda screen

The screen displays all active addenda, which include unsubmitted records, submitted records that are pending review by OPM, and records for which OPM has requested revisions.

Records that have been finalized by OPM (approved or denied) or withdrawn by the provider are listed in the Addenda History folder.



Navigation: PROFILE (selected), MEMBERS, SERVICE HISTORY

### Addenda

[+ Add an Addendum](#)

Show 25 entries Filter:

Addendum Date (Created)	Type	Status
<a href="#">09/17/2021</a>	Capacity Change	Pending Review
<a href="#">09/15/2021</a>	Placement Preference Change	Pending Submission

Showing 1 to 2 of 2 entries Previous 1 Next

[Addenda History \(2\)](#)

## Changes to the Standard Addendum Process

- For standard addenda, the changes you request will not appear in GA+SCORE until the addendum has been approved by OPM.
- OPM resource developers can add dispositions: approval, denial, and requests for revisions. **If OPM requests revisions, the provider can return to the unlocked addendum to add information and resubmit it.** OPM's notes are inside the addendum record at the bottom of the screen.
- Providers may withdraw an addendum if they do not wish to submit it, or if OPM has requested changes and they do not wish to resubmit it. (Note that this does not apply to new member or address change addenda.)

## Changes to the Addendum Process – Special Types

- **Addenda to add a member to the household (including a secondary caregiver) or to change the home's address have additional steps.**

For these addenda the provider must first report the change, which updates GA+SCORE, and then complete the documentation work that maintains the home's compliance.

This ensures that OPM is kept informed of changes as they occur while still allowing providers time to complete and gather documentation.

## Adding a Household Member

There are multiple steps to adding a new member to a foster home.

1. As soon as the member moves into the home, start an addendum for them. Select either “Household Composition Change – New Secondary” or “Household Composition Change – Add Other Member”. Fill out the demographic information and click “Report Change”. This adds the member to the household in GA+SCORE and locks the demographic fields.

After clicking “Report Change”, it is no longer possible to withdraw the addendum or change the demographic data.





## Adding a Household Member

2. Policy allows 30 days from the member's arrival date for providers to complete all required background checks and documentation.
  - a) For new adult members, upload the CPS Screening Request form on the Addendum screen and email the unit to have it reviewed. GA+SCORE will not automatically notify them.
  - b) For all members, upload required medical and/or background checks under the green Members tab.
  - c) For all members, upload the Addendum Document on the Addendum screen.
  - d) When all data is uploaded, click the Submit button.

## Adding a Household Member

3. OPM reviews the addendum record. The RD can approve the record or else request revisions.

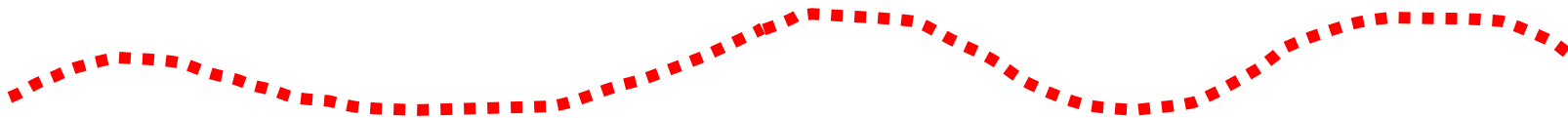
If OPM requests revisions, click on the original addendum to make your changes and then re-submit it. Do not start a new, “Other”-type addendum to add information.

## Changing a Foster Home's Address

There are multiple steps to changing a home's address. The process is similar to addenda for new members.

1. As soon as the foster family moves, start an addendum for them. Select "Address Change". Fill out the address fields and click "Report Change". This locks the address fields and changes the home's address in GA+SCORE.

After clicking "Report Change", it is no longer possible to withdraw the addendum or change the address data.



## Changing a Foster Home's Address

2. Policy allows 30 days from the move date for providers to complete all documentation.
  - a) Upload the Addendum Document on the Addendum screen. For larger files, it may be necessary to split the file into several pieces to remain under the size limit for each upload.
  - b) When the record is complete, click the Submit button.
3. OPM reviews the addendum record. The RD can approve the record or else request revisions.

# CPS Screening Requests

## CPS Screening Requests

The steps to submit a CPS Screening Request are different depending on the type of the request:

- Initial approval
- Re-evaluation
- New household member
- Member turning 18

After uploading the completed request form, you need to email the screening unit directly for initial approvals and new household members; GA+SCORE will email the unit for re-evaluations and members turning 18.

## **CPS Screening Requests: Initial Approval**

For homes in inquiry status, upload the CPS Screening Request form on the green Profile >> Initial Approval screen.

Then email the screening unit at [cpsscreening@dhs.ga.gov](mailto:cpsscreening@dhs.ga.gov).

If they require changes to the request form, upload a new form to the Initial Approval screen and repeat the process. You cannot delete the older form; upload a new one instead.

## **CPS Screening Requests: Re-Evaluation**

For homes approaching their annual re-evaluation, start a “CPS Screening Request – ReEvaluation” addendum. Upload the completed CPS Screening Request form and submit the addendum. You do not need to email the CPS Screening Unit separately.

After 14 calendar days, the addendum containing the request will automatically move to history.

If the unit requires changes to the request form, start a new addendum. The original addendum will not be open for revisions.



## **CPS Screening Requests: New Household Member**

First, start the addendum to add the member; complete the demographic information and click “Report Change”. This adds the member to the green Members tab in GA+SCORE.

Second, upload the CPS Screening Request form on the Addendum screen and email the unit to have it reviewed. GA+SCORE will not automatically notify them.

If the unit requires changes to the request form, upload a new copy on the addendum screen under the existing one.

Finally, when the CPS results are uploaded and all other checks are complete, return to the addendum and submit it to OPM for review.

## **CPS Screening Requests: Member Turning 18**

When an existing household member turns 18, start a “CPS Screening Request – Member Turning 18” addendum. Upload the completed CPS Screening Request form and submit the addendum. You do not need to email the CPS Screening Unit separately.

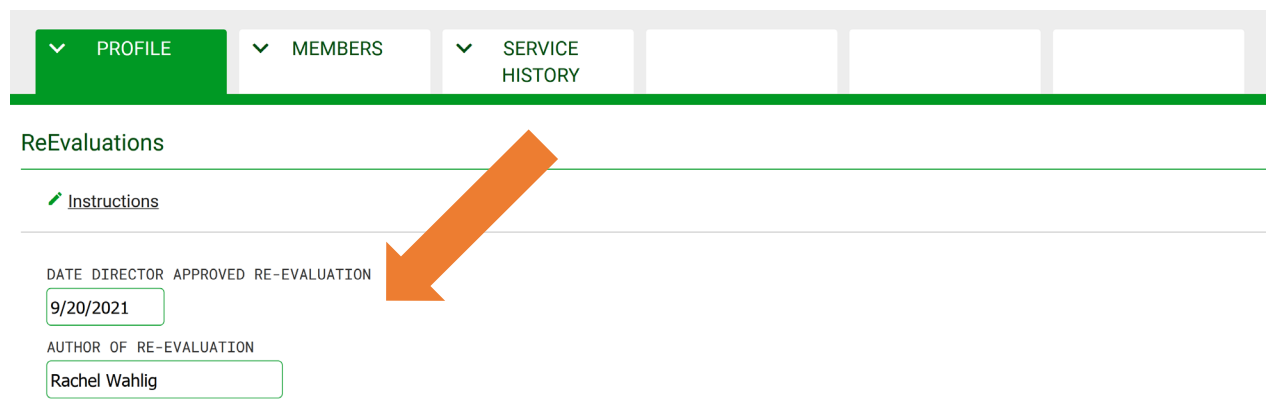
After 14 calendar days, the addendum containing the request will automatically move to history.

If the unit requires changes to the request form, start a new addendum. The original addendum will not be open for revisions.

# General Reminders

## GA+SCORE Reminders: Initial Approval and Re-Evaluation Dates

- Before submitting an Initial Approval or Re-Evaluation, check the date field at the top of the record. GA+SCORE will use this date to check whether all required checks have been completed and to calculate when the next year's re-evaluation is due. **If this field is blank or incorrect, you will receive a list of missing checks.** If necessary, change the date, click "Save" to update the record, and then click "Save & Submit".



The screenshot shows a web interface for managing re-evaluations. At the top, there is a navigation bar with tabs: PROFILE (selected), MEMBERS, SERVICE HISTORY, and three empty tabs. Below the navigation bar, the section is titled "ReEvaluations". Underneath, there is a link for "Instructions" with a green checkmark icon. The main form area contains two input fields: "DATE DIRECTOR APPROVED RE-EVALUATION" with the value "9/20/2021" and "AUTHOR OF RE-EVALUATION" with the value "Rachel Wahlig". An orange arrow points to the date input field.

DATE	DIRECTOR	APPROVED	RE-EVALUATION
9/20/2021			

AUTHOR OF RE-EVALUATION  
Rachel Wahlig

## GA+SCORE Reminders: Updating Member Data

- Before a home is open, you can add, remove, and update members without filing an addendum.
  - To add a member, click “Add New Member” under the green Members tab.
  - To change member data, select their name, go to Members >> Member Data, make the changes, and click “Save”.
  - To remove a household member (other than the Primary Caregiver), select their name, go to Members >> Member Data, and click “Remove Member”.
- To change member data in an open home, use the “Update an Existing Member” addendum.

[support@gascore.com](mailto:support@gascore.com)