

Foster Home Updates In GA+SCORE

CPA Partnership 9/28/2021

In This Presentation

1. Overview of GA+SCORE Navigation Changes
2. Changes to the Addendum Process
3. General Reminders

Navigation Changes – Tabs

Anywhere in the system, click on a tab to see the list of included screens. To return to the start, click on the GA+SCORE logo in the upper left.

^ PROFILE

▼ MEMBERS

▼ SERVICE HISTORY

S

Contact Info

Initial Approval

ReEvaluations

Addenda

Household Status

Notes

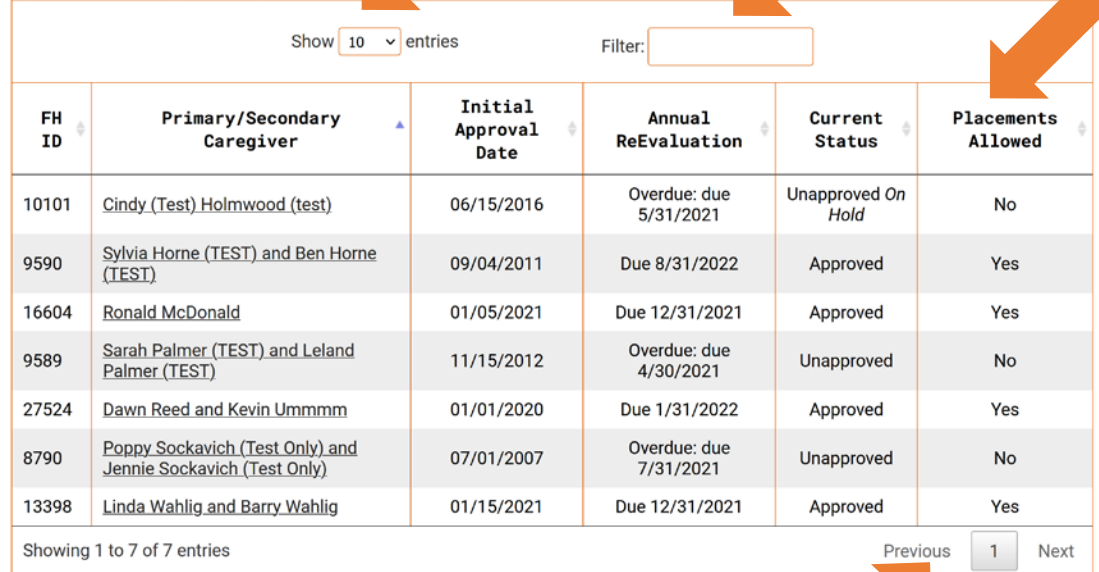
ROLE	AGE	STATUS
Primary Caregiver	63	In Home
Secondary Caregiver	66	In Home

Navigation Changes – Tables

In any table:

- Click a column heading to order by that column.
- Navigate using Previous, Next, and page numbers.
- Change the number of visible records.
- Type in the Filter box to bring back matching records (including records not currently visible). Remember to clear the filter to see other records.

Open Foster Homes (in SHINES)



The screenshot shows a table titled 'Open Foster Homes (in SHINES)'. Above the table, there is a 'Show 10 entries' dropdown and a 'Filter:' text box. The table has six columns: 'FH ID', 'Primary/Secondary Caregiver', 'Initial Approval Date', 'Annual ReEvaluation', 'Current Status', and 'Placements Allowed'. The table contains seven rows of data. Below the table, there is a 'Showing 1 to 7 of 7 entries' label, a 'Previous' button, a page number '1' in a box, and a 'Next' button. Four orange arrows point to the 'Show 10 entries' dropdown, the 'Filter:' box, the 'Placements Allowed' column header, and the 'Previous' button.

FH ID	Primary/Secondary Caregiver	Initial Approval Date	Annual ReEvaluation	Current Status	Placements Allowed
10101	Cindy (Test) Holmwood (test)	06/15/2016	Overdue: due 5/31/2021	Unapproved On Hold	No
9590	Sylvia Horne (TEST) and Ben Horne (TEST)	09/04/2011	Due 8/31/2022	Approved	Yes
16604	Ronald McDonald	01/05/2021	Due 12/31/2021	Approved	Yes
9589	Sarah Palmer (TEST) and Leland Palmer (TEST)	11/15/2012	Overdue: due 4/30/2021	Unapproved	No
27524	Dawn Reed and Kevin Ummmm	01/01/2020	Due 1/31/2022	Approved	Yes
8790	Poppy Sockavich (Test Only) and Jennie Sockavich (Test Only)	07/01/2007	Overdue: due 7/31/2021	Unapproved	No
13398	Linda Wahlig and Barry Wahlig	01/15/2021	Due 12/31/2021	Approved	Yes

Showing 1 to 7 of 7 entries

Previous 1 Next

Navigation Changes – Daily Roster

A new column on the Daily Roster shows the current foster home.

▼

PROFILE

▼

MONITORING

▼

SERVICES

▼

ROSTERS

▼

REPORTS

▼

RISK
MANAGEMENT

Daily Roster

This tab includes a comprehensive listing of RBWO children your program has admitted to GA+SCORE. Children indicated in green are known to GA+SCORE as MAAC-funded.

[⊕ Add New Admission](#)

Show

25

 entries

Filter:

Child ID#	Child Name	SHINES ID	Child Age	Admission Date	PD	Discharge	PC Last Name
4491303	Jones (Test), Brenda	MISSING	17	10/1/2018	BWO	X	Holmwood (test)

Showing 1 to 1 of 1 entries

Previous

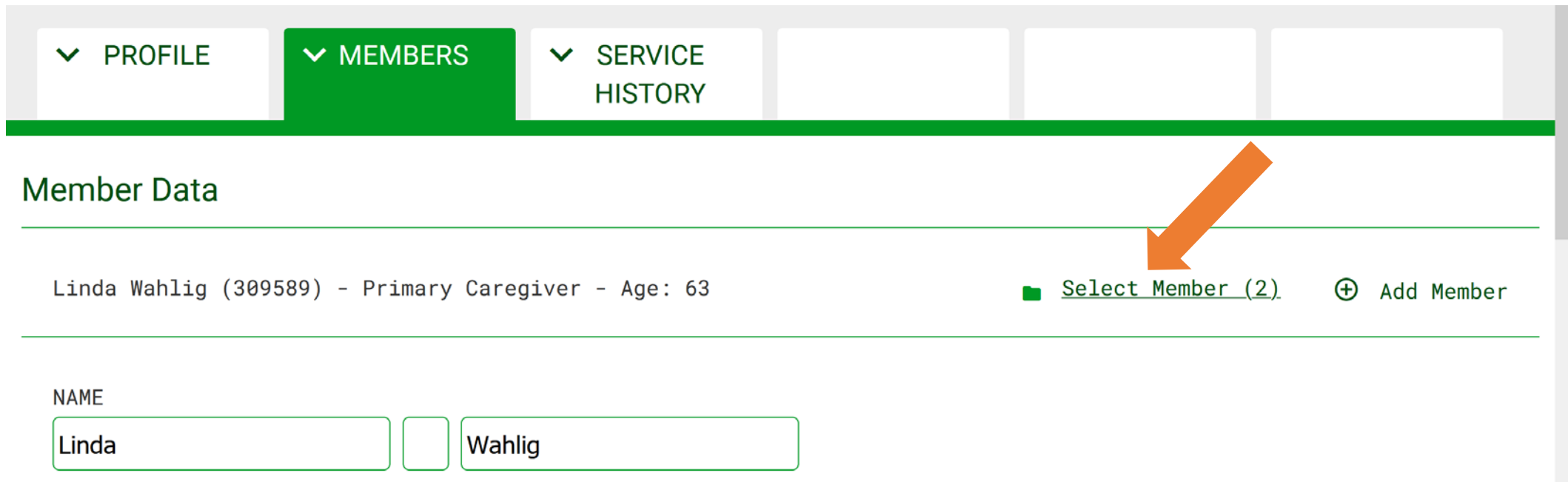
1

Next



Navigation Changes – Select Member



On the Members tab, click “Select Member (#)” to change to another household member.



▼ PROFILE ▼ MEMBERS ▼ SERVICE HISTORY

Member Data

Linda Wahlig (309589) - Primary Caregiver - Age: 63

 [Select Member \(2\)](#)  Add Member

NAME

Changes to the Addendum Process

- Providers may have multiple addendum records open at one time.
- OPM resource developers can respond to each addendum on the Addendum screen (rather than the Household Status screen). Responses include approval, denial, and requests for revisions. **If OPM requests revisions, the provider will be able to return to the unlocked addendum to add information and resubmit it.** OPM's notes will appear inside the addendum record, as they do for re-evaluations.
- 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

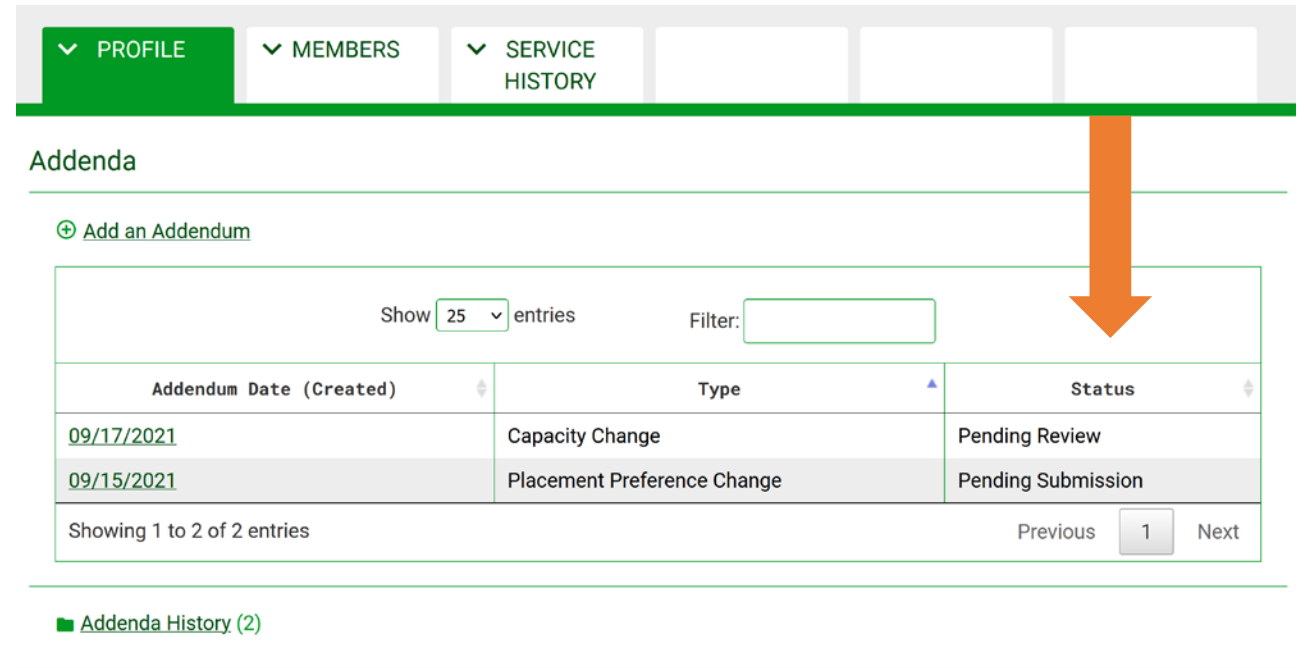
- **Addenda to add a member to the household (including a secondary caregiver) or to change the home's address have additional steps.**

For most addendum types, no updates will appear in GA+SCORE until the addendum has been approved by OPM. However, 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 while still allowing providers time to complete and gather documentation.

Changes to the Profile >> Addenda screen

The screen displays all active addenda, which include records 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.



The screenshot shows the 'Addenda' screen in a web application. At the top is a navigation bar with tabs: 'PROFILE' (active), 'MEMBERS', 'SERVICE HISTORY', and three empty tabs. Below the navigation bar is the 'Addenda' section. It features a link 'Add an Addendum' with a plus icon. Below this is a table with columns 'Addendum Date (Created)', 'Type', and 'Status'. The table contains two entries: one dated 09/17/2021 with type 'Capacity Change' and status 'Pending Review', and another dated 09/15/2021 with type 'Placement Preference Change' and status 'Pending Submission'. Above the table are controls for 'Show 25 entries' and a 'Filter' input field. Below the table is a pagination bar showing 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next' buttons. An orange arrow points from the top right towards the table. At the bottom of the screen is a link 'Addenda History (2)' with a folder icon.

Addendum Date (Created)	Type	Status
09/17/2021	Capacity Change	Pending Review
09/15/2021	Placement Preference Change	Pending Submission

Showing 1 to 2 of 2 entries

Previous 1 Next

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

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.

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; when those fields are complete, click “Report Change”. This locks the demographic fields and adds the member to the household in GA+SCORE.

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; when they are complete, 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.



Adding a Household Member

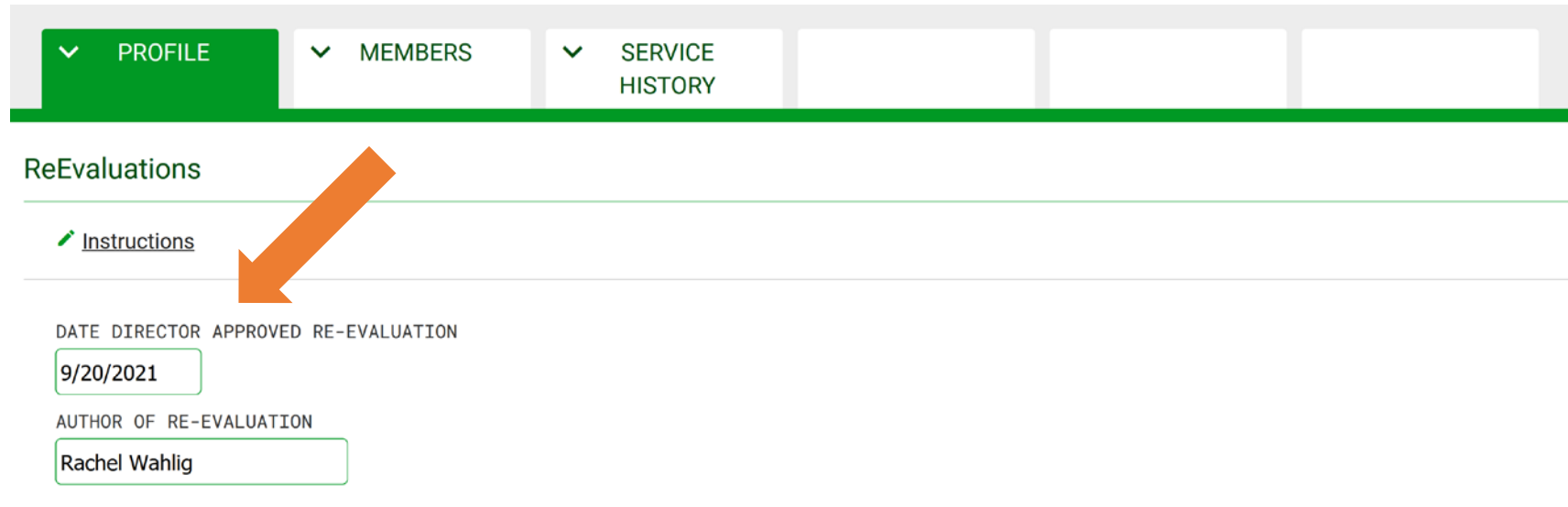
2. Policy allows 30 days from the move date for providers to complete all documentation.
 - a) Upload the Addendum Document on the Addendum screen. For larger files, it may be necessary to split the file into several pieces to remain under the size limit for each upload.
 - b) When the record is complete,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

**That's a lot of information.
Here's a nice picture of a beach.**



GA+SCORE Reminders: 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 calculate when the next year's re-evaluation is due. **Is it correct? Should it change?** If necessary, change the date, click "Save" to update the record, and then click "Save & Submit".



ReEvaluations

[Instructions](#)

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, addenda aren't necessary.
 - 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.

GA+SCORE Reminders: General

- User accounts are managed through the Quick Links >> User Management screen. Changes made on the orange Profile >> Staffing screen do not affect the user list.
- To avoid overwriting data in GA+SCORE:
 - Never open GA+SCORE in two tabs in the same browser.
 - Don't use the back & forward buttons in your browser to switch between records. The surest way to navigate is by clicking links inside GA+SCORE.

support@gascore.com