



Nathan Deal, Governor

Keith Horton, Commissioner

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MEMORANDUM

TO: RBWO Providers

FROM: Dianne Kelly, Director
Foster Care Services

DATE: December 16, 2013

Re: Common Referral Form and Process for RBWO Placements

Foster care placements with Child Placing Agencies (CPAs) and Child Caring Institutions (CCIs) generally account for over 45% of all DFCS placements. The process of referring children and youth to providers can often be an overwhelming task considering that there are over 170 CCI sites and more than 65 different CPAs all with varying differences in their referral and administrative processes. To simplify and standardize the referral process, the common referral form or RBWO MATCH Screening Summary (RBWO MSS) has been developed. The RBWO MSS is a three-page questionnaire focused on the key aspects of a child's characteristics that influence their placement needs. An instruction guide has also been developed.

Once fully implemented the RBWO MSS will be the single process used by all CCIs and CPAs as the initial referral tool for potential placement matches. Due to contractual requirements, providers may continue to use other referral forms until May 1, 2014. Thereafter use of the RBWO MSS will be a requirement and no other referral forms may be used.

In the meantime starting January 1st, DFCS will begin making referrals using the RBWO MSS. This will allow time for DFCS staff to learn to use the form and how to complete it thoroughly. Additionally, feedback will be collected on the form and the RBWO referral process in general. It is recommended that providers voluntarily begin to use/accept the RBWO MSS January 1st as well instead of waiting until May 1st. This will give you an opportunity to provide your own feedback on the form and process. If you prefer to wait until May 1st, simply inform the DFCS worker that additional referral paperwork is needed when you receive the RBWO MSS.

RBWO Referral Process

The referral process should not be confused with the application process. A referral is an inquiry to determine if a provider likely has a placement match. A referral has to include sufficient information for the provider to make an initial decision about whether or not a potential placement match exists. The RBWO MSS is designed with this need in mind; it will provide sufficient information to make the initial placement match decision. If the initial match decision is "yes", then the provider's application would be completed. The application is the complete child welfare information packet which includes attachments such as case plans, the CCFA or trauma assessment. A flowchart is posted on GA SCORE to aid in understanding the referral and application process.

It should be noted that the MATCH e-tool and Provider Profile Guide are also key to the RBWO referral process. The MATCH e-tool was released last year as a part of Performance Based Placement (PBP) scoring. It

returns real-time results on potential placement matches based on user input and CCI/CPA placement rosters. The Provider Profile Guide is the complete description of a provider's contact information, location, services and quarterly PBP scores. As a reminder, when multiple providers have a placement match, DFCS will select the provider with the highest PBP score.

Please review your Profile and ensure that the information is accurate and up-to-date.

Implementation Feedback

The MATCH e-tool, Provider Profile Guide, RBWO MSS form and instructions and flow chart are posted on the GA SCORE website at www.gascore.com. From the home page, click the MATCH button under "Items of Interest".

Once you begin utilizing the RBWO MSS form, if you would like to provide feedback, please complete the survey at <http://www.surveymonkey.com/s/rbwomss>.

If you have any questions regarding this memorandum, please contact Dianne Kelly at dyearby@dhr.state.ga.us.

Posted On GA SCORE: RBWO MSS Form
RBWO MSS Form Instructions
RBWO Referral Process Flowchart