

***Eblast: Changes to CPS Screening Request Process in GA+SCORE - 5/5/2014***

Dear CPA Providers:

GA+SCORE has been updated to simplify the process of requesting a CPS Screening for a new member, a new secondary caregiver, or for a home prior to re-evaluation. Please make note of these changes to the process:

- **At initial approval:** no changes. Continue to upload the screening request form through the Initial Approval screen. Notify SSIU via email following the process documented at <https://www.gascore.com/content/page.cfm/206>.
- **Prior to a re-evaluation:** rather than creating a new re-evaluation record with a fictitious director approval date, instead use the Addendum screen and select "CPS Screening Request - ReEvaluation" as the reason for the addendum. After you upload the form and submit the addendum, GA+SCORE will notify SSIU directly; you do not need to send a separate email.
- **When adding a new member or new Secondary Caregiver to an approved household:** Upload the completed CPS form on the Addendum screen as part of the regular addendum process (Household Composition Change - New Marriage and Household Composition Change - New Other Member, respectively). After you upload the form and submit the addendum, GA+SCORE will notify SSIU directly; you do not need to send a separate email.

SSIU response times remain those outlined in the December webinar. If you have questions about the policy, including when CPS screenings are required, please contact OPM. If you have questions about uploading forms to GA+SCORE or submitting an addendum, please contact Care Solutions.

Thank you.

**The Office of Provider Management**