



FY 2018 RBWO Provider User Manual

July 3, 2017

Georgia DHS, Division of Family and Children Services
Office of Provider Management

Care Solutions, Inc.



WELCOME TO GA+SCORE

CARE SOLUTIONS

TECHNOLOGY-BASED SOLUTIONS FOCUSED ON RESULTS

The Office of Provider Management (OPM) contracts with and monitors Child Caring Institutions and Child Placing Agencies provision of Room, Board and Watchful Oversight (RBWO) services. OPM employs various data, on-site records review and collateral report mechanisms to monitor providers' adherence to RBWO Minimum Standards and contractual obligations, all of which direct provider performance expectations regarding the safety, permanency and well-being of children.

The foundational objective of OPM is to ensure that children placed in RBWO care are safe from abuse and neglect and that their well-being needs are met. To this end, OPM started testing the use of performance-based contracts (PBC) with RBWO providers in FY 2010; the initiative was later renamed to Performance-Based Placements (PBP) to better reflect the focus on the primary goals of safety, permanency, and well-being of the children being served by RBWO providers. FY 2018 is the sixth year where accountability for scores is upheld: scores will be used for placement matching, rewarding good performance and enforcing penalties for challenged performance.

GA+SCORE, developed and maintained by Care Solutions for OPM, is the online tracking and reporting system that OPM and RBWO providers use to report and manage daily tasks such as tracking pertinent provider, foster home, and child information, all in support of OPM's *FY2018 RBWO Minimum Standards for CPAs and CCIs*. Georgia's Out-Of-Home Care website, www.gascore.com, posts resources for providers and the community, such as the real-time placement matching tool, MATCH!; while the secure, password-protected GA+SCORE data-tracking system allows providers to report sensitive data used for PBP scoring and foster home approvals, as well as OPM's monitoring activities.

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SFC Per Diems
Wrap Around Services

Placement Details
Payments
Appts and Visits
Education
Family
ILP/TLP

Dates: 6/11/2012 - Add New Placement

Rachel's Place (Test Only) - Transitional Living Program (5127) - CCI Select Placement (1)

ILP/TLP

Youth **HAS NOT** emancipated.
Date Youth Signed Consent for Extended Services (provided by SHINES): -no Date imported from SHINES-

APPLA Goal:
12/7/2012 - APPLA is Goal (Reported to GA+SCORE: 1/7/2013)

Permanency Pact(s):
John Smith - Signed: 1/5/2013 (Reported to GA+SCORE: 1/7/2013)

Financial Independence

Youth is not eligible for a savings account (IDA Participation Override)

IDA Program Enrollment & Financial Literacy Class Completed in a Previous Placement

IDA Program Enrollment Date: **Financial Literacy Class Date:**

Note: monthly account activity is reported on the ILP/TLP Roster screen under the orange Rosters tab.

WTLP/Life Coach Contact (Supplied By SHINES)

Visit Date	Date Imported from SHINES
01/07/2013	1/17/2013
01/05/2013	1/17/2013

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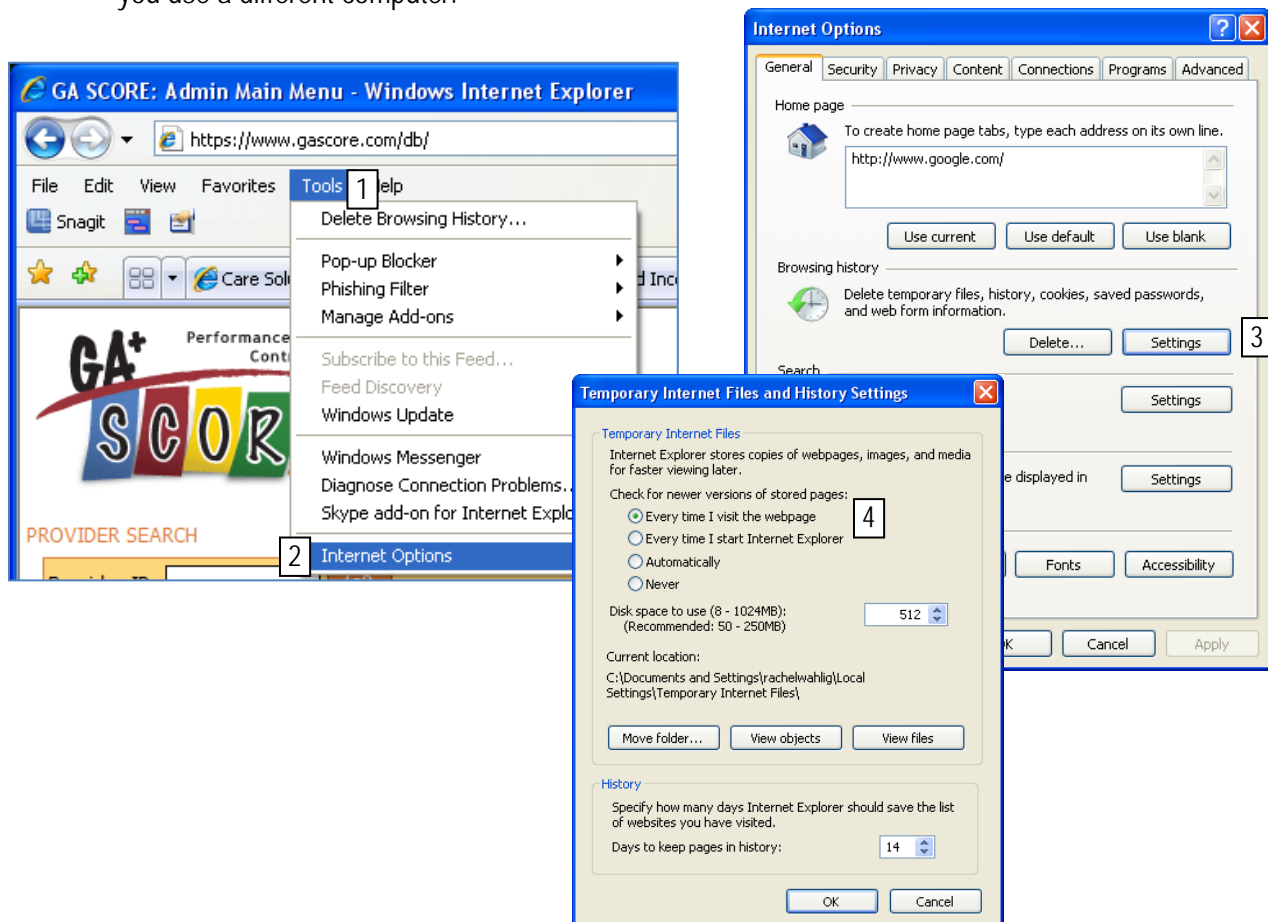
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Technical Requirements

GA+SCORE is designed to run in most recent browsers, including Internet Explorer 10+; Safari; Google Chrome; and Mozilla Firefox. To ensure that the application functions for you, please observe the following guidelines:

- + **GA+SCORE cannot be open in two browser tabs simultaneously.** If you attempt to view information on two different residents, foster homes, or providers in separate tabs, you may overwrite records and lose data you have entered.
- + Browsers more than 5 years old (for instance, Internet Explorer 9 or earlier) do not support appropriate security settings. You may see an error from your browser if you attempt to access GA+SCORE.
- + If you are using Internet Explorer to access GA+SCORE, please verify that your browser settings are correct. Click on the Tools Menu (1), then Internet Options (2). In the pop-up, find Browsing History and click the Settings button (3). Be sure your browser is set to check for newer versions of stored pages "every time [you] visit the webpage" (4). You will need to repeat these steps only if you use a different computer.



Logging Into GA+SCORE

Each provider user has an individual account in GA+SCORE. Log in at www.gascore.com, using your full email address as the username and the password you've selected. If you cannot remember your password, click on the "Request your password" link and enter your full email address; if you have an active account, your password will be sent to you automatically. If you do not have an account, contact your agency super user. (Care Solutions staff cannot create user accounts, but can help you identify your super user.)

Users assigned to only one program site land directly on the program's Rosters tab. CCI's will see the Daily Roster, Daily Non-RBWO Roster, and RBWO Referrals; CPAs will additionally see the Foster Home Roster and ILP/TLPs will additionally see the ILP/TLP Roster.

Rachel's Place (Test Only)
Group Home (5106) - Child Caring Institution (Active)

Profile
Monitoring
Services
Rosters
Reports
Risk Management

Daily Roster
Daily Non-RBWO Roster
RBWO Referrals

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](#)

Child ID#	Child Name	SHINES ID	Child Age	Admission Date	PD	Discharge
4459965	Johns (Test), Katelyn	MISSING	20	4/18/2010	BWO	X

Users assigned to more than one program must first select a program from the list of assigned programs:

Providers Main Menu

Select a program to begin:

Program	Vendor ID
Rachel's Place (Test Only) - Group Home (5106) - CCI	98986
Rachel's Place (Test Only) - Foster Care Program (5108) - CPA	98987
Rachel's Place (Test Only) - Transitional Living Program (5122) - CCI	56421
Rachel's Place (Test Only) - Child Placement Services (5123) - CPA	45678

Clicking the link brings the user directly to that program's Rosters tab as described above. To return to the list of programs, click on the GA+SCORE logo in the upper-left-hand corner of the screen.

On occasion, the system will display an important message or outstanding task at the top of the screen. Click the message to view the full content and complete the task.

User Accounts

When a super user is logged into GA+SCORE, he or she can manage user accounts by clicking on the Quick Links menu and selecting "User Management". If the super user is assigned to more than one program, he or she must click on the name of a program before using the Quick Links menu. Otherwise, the program list (3) will be empty.

Add A User:

Email Address:

User Type: Basic User

Select Program(s) user can manage:

- Rachel's Place (Test Only) - Child Placement Services (5123) - CPA
- Rachel's Place (Test Only) - Foster Care Program (5108) - CPA
- Rachel's Place (Test Only) - Group Home (5106) - CCI
- Rachel's Place (Test Only) - Transitional Living Program (5122) - CCI

Select the staff member if already entered in the system:

First Name:

Last Name:

Include user in Staffing list (under orange Profile tab)

Add

To add a user, follow the instructions above to navigate to the User Management screen. Please note that User Management is separate from the Staffing screen; the Staffing screen is not the list of active GA+SCORE users for your program and adding a record to that list does not give the person access to GA+SCORE.

- 1. Enter the email address of the individual.** The system will send an invitation directly to the address containing login instructions. *Note that the email address is the username and cannot be duplicated* – each user must have a distinct email address. Personal or business accounts may be used.
- 2. Select the user type.** Super users are able to create and manage other users; power users have access to all sections except user management; basic users can complete all home and child data entry but may not be able to edit information about the provider site.
- 3. Assign the user to one or more programs.** Users will be able to see only assigned programs. Be sure at least one program is highlighted before saving the record. If the list is empty, click the GA+SCORE logo, select a program, and then return to the User Management screen.
- 4. Check whether the user already has a staff record in GA+SCORE.** If so, select the staff person from the dropdown. Click the Add button to save your changes. Click the GA+SCORE logo to return to the orange tabs.

To edit or inactivate a user, click on the username in the list, make the edits, and click Save.

Navigation Overview – Exploring GA+SCORE

In GA+SCORE, providers can see and enter information for program sites and staff, RBWO referrals and children in placement, foster homes (CPAs only), non-RBWO placements, and program users. To reach a specific area of GA+SCORE, use the Quick Links menu in the upper-right-hand corner of any screen to jump directly to the area. Users can also return to a previously visited screen by clicking on the links in the "breadcrumb" trail just under the Quick Links menu.



Snapshot Screens

In each area, the landing screen – or snapshot – contains an overview of the most important data about the program, staff person, foster home, or child. For instance, the Provider Snapshot includes contact information, authorized program designations, and capacity (CCIs only) at a glance.

Rachel's Place (Test Only)
Group Home (5106) - Child Caring Institution (Active)

Profile Monitoring Services Rosters Reports Risk Management

Snap Shot

Status:	Active	Program Size:	Small
Site Capacity :	1	Avg # Daily Plcmts in FY17:	2
Vendor ID:	98986	OPM Team:	Red
SHINES Resource ID:	87356419		

Mailing Address:	Site Address:
Address 1: PO Box 545	Address 1: 545 S West Blvd.
Address 2: Suite D	Address 2:
City: Atlanta State: GA Zip: 30030	City: Bibb City State: GA Zip: 30030
Phone Number: 404-241-6501	County: MUSCOGEE Region: 8

The child snapshot displays pertinent information such as the child's SHINES Person ID, significant recent PBP data reported by providers, and a link to the child's open or most recent placement; clicking the link takes the user directly to the Placements tab, Placement Details screen. The Foster Home Snapshot contains a list of all non-RBWO members in the home with links to the Members tab for each of them, as well as a list of current RBWO foster placements at the bottom, with links back to the child's snapshot.

To return to the snapshot, click on the name of the area – Provider, Foster Home, or Child – in the breadcrumbs under the Quick Links menu, or click on the name of the home, child or provider in the header on the left-hand side.

Tabs, Ribbons & Pages

Data in all areas of GA+SCORE is organized using **tabs** and **ribbons**. The screenshot below shows part of the Providers area.

The screenshot shows a navigation interface with a top row of tabs: Profile (1), Monitoring, Services, Rosters, Reports, and Risk Management. Below this is a ribbon with sections: Program Information (2), Contact Information, Staffing (3), and Notes. A sub-menu for Staffing is visible below the ribbon. A red warning message states: "Please note that this staffing list is NOT the list of active GA+SCORE users for your program and adding a record to this list does NOT give the person access to GA+SCORE. User accounts are managed via the User Management screen in the Quick Links." Below the message is a table with the following data:

Name	Title/Position	RBWO Role	Role Start Date	PBP Training Hrs (FY 2017)	Foundations
Jean Bryant	Behavior Specialist	N/A	05/04/2015	N/A	N/A

This user is viewing the Profile tab (1), which includes a "ribbon" of screens (2): Program Information, Contact Information, etc. The current screen is Staffing (3).

Sub-menus


A few pages include sub-menus directly below the ribbon, which allow users to switch between two sets of data on a single tab. For instance, information about individual members in a foster home (CPAs only) is displayed via a sub-menu, which is available in the Foster Homes area on the Members tab. The display defaults to the Primary Caregiver.

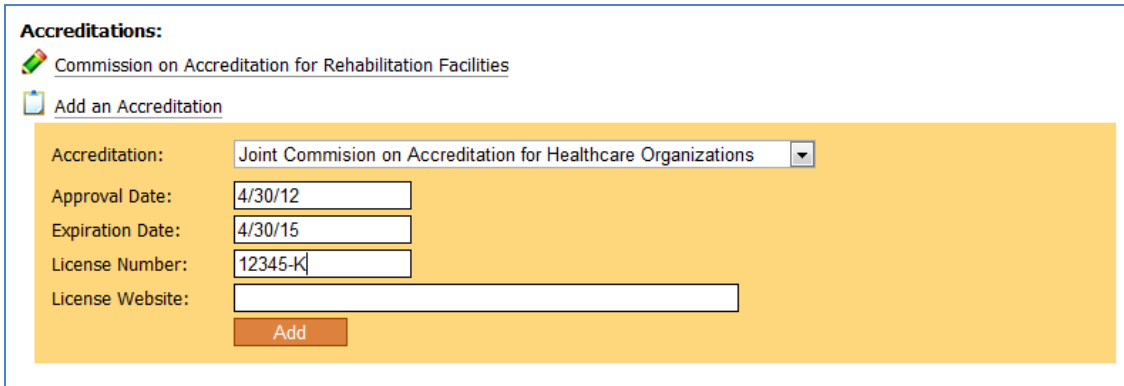
The screenshot shows a navigation interface with a top row of tabs: Profile, Members (selected), Service History, and two others. Below this is a ribbon with sections: Member Data (4), Annual Training, Safety Training, Medical Checks, and Safety Checks. A sub-menu for Member Data is visible below the ribbon, containing: Sarah Palmer (TEST) (280328) - Age: 55 (4), Primary Caregiver, Add New Member (5), and Select Member (3) (5). Below the sub-menu is a form with the following data:



Name: Sarah Palmer (TEST) DOB: 6/4/61

To view other members' data, use the green sub-menu (4): click "Select Member" (5) and pick from the other known household members. The Members tab and all its ribbon options will now display information about that selected member.

Adding & Editing Information

Underlined text and a pencil icon  indicate that information can be edited. For instance, clicking on one of the Accreditations in a provider's list expands or opens this screen, where authorized users can correct errors, update the status, supply additional dates, or remove the record:



Accreditations:
 [Commission on Accreditation for Rehabilitation Facilities](#)
 [Add an Accreditation](#)

Accreditation:



Approval Date:

Expiration Date:

License Number:

License Website:

Remember to click the Save button to update the system with any changes, or click the text link again to hide the box without saving. Note that in some cases users with lower permission levels can view information but do not have the ability to make changes; other users may not be able to view the data at all.

Underlined text and a clipboard icon  as above, allow users to add a new record. Information about people associated with a provider, foster home, or child is indicated with a person icon  and underlined text. Click on the link to view and edit additional information about that person.

In most areas of GA+SCORE, users may delete records that are the result of data-entry errors; however, **this editing window ends after the 10th of the following month for data related to PBP, or after 72 hours for significant events.** To delete a record within the editing window, simply click on the linked text (e.g., the name of the accreditation in the above example), check the box labeled "Remove from record", and click the Save button. Please use the delete feature only if the record should never have been entered. If the record was correct, but has since changed, leave the old record in place and enter a new one.

Some data, such as placement records, foster home records, and staff records, cannot be deleted by users. Please contact Care Solutions if you require assistance.

Quick Guide to Major Reporting Expectations in GA+SCORE

GA+SCORE helps make providers more accountable for data collection and reporting and offers one streamlined tool for all RBWO providers to use. CCI, CPA, and ILP/TLP providers are able to maintain their own real-time placement and foster home rosters and submit data for Performance-Based Placements. The chart below outlines key provider tasks in GA+SCORE.

	Provider Staff	Foster Homes (CPAs only)	RBWO Children
To add a record	<ul style="list-style-type: none"> • Add a record with name, hire date, email address, and PBP role • Add education and licensure • Upload required staff safety checks, such as the OIG Fitness Determination Letter 	<ul style="list-style-type: none"> • Add an approved home with name and SSN of primary and secondary caregivers and initial approval date • Request a CPS screening • Add address, contact information, and placement preferences • Add additional members • Add trainings, medical and drug screens, and safety/background checks 	<ul style="list-style-type: none"> • Add a referral with name, age range, county, referral date, referral source, presenting issue, and disposition • Add a placement with name, date of birth, admission date, and foster home (CPAs only) • Add demographic data, including SHINES Person ID • Add a program designation (PD) and payment • Add family (visitation & siblings) data • Add education (enrollment status) data • Add EPSDT medical and dental visits from the previous 12 months • Add permanency pacts and IDA enrollment (ILP/TLP only)
<p>On a daily basis, ensure that all the Daily Roster, Foster Home Roster, Non-RBWO Roster, ILP/TLP Roster, and RBWO Referrals screens are accurate. Report Significant Events. Contacts, services, accreditations, and key document uploads for each provider site should be kept up to date. Complete all SHINES reporting and verify SHINES Person IDs listed in GA+SCORE.</p>			
Monthly	<ul style="list-style-type: none"> • By the 10th of the following month, report any annual trainings 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Conduct and report ECEM visits, provider general contacts, academic supports, permanency contacts (and WTLP/Life Coach contacts - ILP/TLP only) • Affirm ILP/TLP Roster requirements (ILP/TLP only) • By the 10th of the following month, report all PBP work to GA+SCORE or GA SHINES
Quarterly	<ul style="list-style-type: none"> • Complete 6 hours of annual training 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Ensure youth has completed 10 hours of community involvement or volunteer work (ILP/TLP only)
As Needed	<ul style="list-style-type: none"> • Update the position title, RBWO role, contact info, and education and licensure • Report on RBWO Foundations training registration and completion • Upload required staff safety checks 	<ul style="list-style-type: none"> • Update address, contact information, and placement preferences • Add new members or move out old members • Conduct and report medical and drug screens, and safety/background checks • Conduct and report annual re-evaluations 	<ul style="list-style-type: none"> • Update demographic data • Update PD, payment, education, and family data • Update permanency pacts, educational accomplishments, and IDA enrollment (ILP/TLP only) • Conduct and report EPSDT medical or dental visits
To close a record	<ul style="list-style-type: none"> • Add an end date and reason for leaving 	<ul style="list-style-type: none"> • Report the home's closure date and reason for closure 	<ul style="list-style-type: none"> • Discharge the child and report the disposition (and education/housing information - ILP/TLP only)

Provider Data

Essential Provider Data

All RBWO providers manage their contact and services information, staffing list, and user lists via GA+SCORE. Because the Office of Provider Management uses GA+SCORE to report on provider data and staffing in real time, to assist DFCS with placement matching, and to generate distribution lists for important mailings and e-blasts, the system must be kept updated as changes occur.

To update provider contact information, click on the orange Profile tab and go to the Contact Information screen. Each provider should have a designated staff member for each of the listed roles. If no staff member is assigned, click the link to assign one (1); if the assigned staff member is incorrect, click the link to change the assignment (2). **Staff must be listed on the Staffing screen before they can be assigned to any contact roles.**

The screenshot shows a navigation menu with tabs: Profile, Monitoring, Services, Rosters, Reports, and Risk Management. Below this is a sub-menu with tabs: Program Information, Contact Information (highlighted), Staffing, and Notes. Under the Contact Information tab, there is a section for 'Currently Assigned Executive Director/CEO' with a user profile for Dawn Reed (ID 2) and contact info. Below that is a section for 'Currently Assigned Site/Program Director' with a link to assign a director (ID 1).

To enter provider accreditation data, click on the orange Profile tab and go to the Program Information screen. Click on the Add an Accreditation link (1), enter the accreditation source, approval date and expiration date, license number, and the website for the accreditation source, and click the Add button. To edit an existing record, click on the name of the accreditation, make your changes, and click the Save button. To remove an accreditation reported in error (within the editing window), click on the name of the accreditation (2), check the box labeled "Remove from record (Incorrectly Assigned)", and click the Save button.

The screenshot shows the 'Accreditations' section with a list of existing accreditations, including 'Joint Commission on Accreditation for Healthcare Organizations' (ID 2). A link 'Add an Accreditation' (ID 1) is highlighted. Below it is a form with fields for Accreditation (dropdown), Approval Date, Expiration Date, License Number, and License Website, followed by an 'Add' button. At the bottom, there is a link for 'Accreditation History (0)'.

To update provider background information or services, click on the orange Profile tab and go to the Program Information screen, or click on the orange Services tab and go to any screen. On the Program Information screen, providers can update the phone number, fax number, accreditation, starting year, program description, and add a Disaster Plan. On the screens under the Services tab, providers can identify accepted referral sources, the populations they serve, as well as any specialty services offered.

Staffing

The provider staffing list is shown on the Staffing screen under the orange Profile tab. **This screen shows provider staff, not GA+SCORE user accounts, which are managed via the Quick Links menu under User Management (as not all staff will have a user account).** This screen should list program staff. Staff working fewer than 20 hours a week are marked with a "(PT)" in the RBWO Role column.

To add a staff member, click on the "Add New Staff" link (1). **Providers must have, at minimum, the name, agency hire date, email address, hours employed, RBWO role, and role start date to add a staff member.**

- + If the member has ever worked at any program site with the same provider agency, find the name in the dropdown and click the Assign button (2). Reporting shared staff correctly allows you to reduce duplicate data entry.
- + Otherwise, enter the necessary data and click the Add & Assign button (3).

To edit a staff member, click on the name (4). Staff details are reported on the purple staffing tabs; for more information, see Staff Records on page 11.

Annual trainings and Foundations (5) are reported for staff as part of PBP. For more information on how to report for this PBP measure, see page 55.

Name	Title/Position	RBWO Role	Role Start Date	PBP Training Hrs (FY 2017)	Foundations
Mahershala Ali	Administrative support	N/A	09/30/2013	N/A	N/A
Katie Holmes	Life Coach	LC (PT)	02/03/2010	N/A	Waiver - All
Samuel Jackson	Executive Director	DIR	02/12/2007	N/A	N/A

Notes on Provider Data

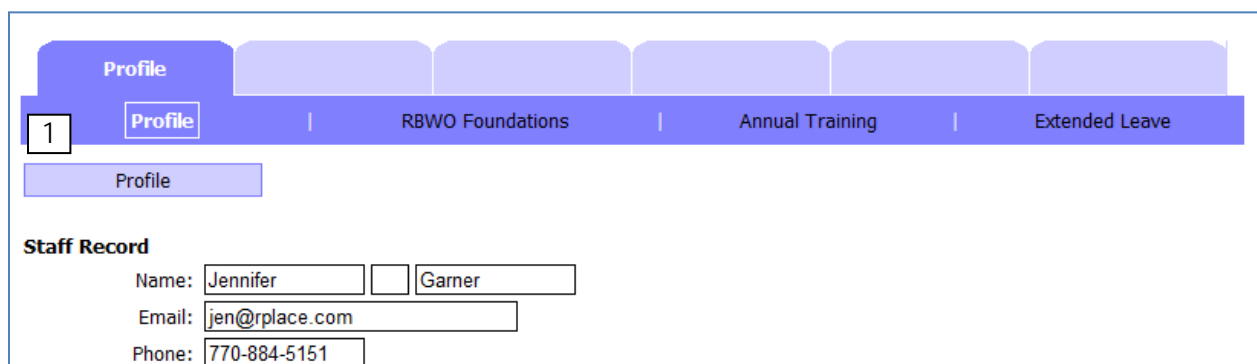
- + **The provider is responsible for all information appearing on the provider tabs.** Please ensure that staffing lists, contact assignments, and program data are correct.
- + **The provider cannot edit information specified in the Annex D of the RBWO Contract.** If you believe the program name, site or mailing address, list of authorized program designations, or PD rates are incorrect, please consult Annex D of your RBWO contract. If the Annex D is correct and GA+SCORE is not, please contact Care Solutions. However, if Annex D includes incorrect information, please contact DHS to have your contract amended/updated.
- + **The Staffing screen does not create or delete user accounts for GA+SCORE.** User accounts are created and modified only through the User Management section of the Quick Links menu by your program's super user(s).
- + **Providers are not able to delete staff records entered in error.** A simple way to recognize that a staff record is duplicated between different program sites is if the Person ID# next to the staff person's name is different from one program to the next. Please contact Care Solutions for assistance if you report staff or duplicate records by accident.

Staff Records

Essential Staff Data

All RBWO providers manage staff data via GA+SCORE as it pertains to PBP. Because the Office of Provider Management uses GA+SCORE to track provider activity in real time, basic staff records must be kept updated as changes occur.

To access a staff member's record, click the person's name on the Staffing screen under the orange Profile tab. Staff-specific data is displayed on purple screens (1). Providers can see only staff data associated with their own currently employed staff; data for previous staff cannot be edited, and providers cannot see data entered about that staff member by other employers, if any.



1 Profile | RBWO Foundations | Annual Training | Extended Leave

Profile

Staff Record

Name: Jennifer Garner

Email: jen@rplace.com

Phone: 770-884-5151

To update a staff member's demographic data, including the name, agency hire date, RBWO role and start/end dates, weekly hours worked, and contact information, click on the purple Profile tab, make the necessary changes, and click the Save button.

To report a clinical licensure, click on the purple Profile tab. Click the "Add a Licensure" link at the bottom of the screen. Enter the type, licensure number, and expiration date. Click the Save button.



Add a Licensure

Type: [dropdown]

License Number: [text input]

Expiration Date: 9/30/2012 [dropdown]

Add

To remove a licensure reported in error (within the editing window), click on the name, check the box labeled "Remove from record (Incorrectly Assigned)", and click the Save button.

To report a safety check, click "Upload a Safety Check", select the type, complete the required fields, and upload the results.

Upload a Safety Check

Document Type:

Date Requested:

Date Completed:

Note: GA+SCORE accepts only the following types of documents: .doc, .docx, xls, xlsx, pdf, xps and image files. If you attempt to upload any other unaccepted file type, you will experience an error, and the document will not be uploaded.

Document: No file selected.

Results:

Only the most recent upload of each safety check appears on the main section of the Staff Profile. Older uploads appear in the Staff Safety Check History at the bottom of the page.

To view or remove an uploaded safety check, click on the name of the check. To view the file, click on the file link; to remove the file (within the editing window), check the box labeled "Remove from record (Incorrectly Assigned)", and click the Save button.

OIG Fitness Determination Letter (Cleared) Requested: 6/14/2016 - Completed: 6/29/2016' and 'DOC: [Department of Corrections \(Cleared \(no records found\)\)](#) Requested: 7/5/2016 - Completed: 7/5/2016'. Below the second entry is a file link 'File: [MemberRequirement_442977.pdf](#)' and a checkbox labeled 'Remove from record (Incorrectly Assigned)'. At the bottom is a blue 'Save' button."/>

OIG: [OIG Fitness Determination Letter \(Cleared\)](#) Requested: 6/14/2016 - Completed: 6/29/2016

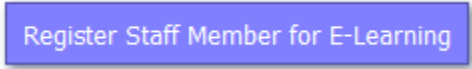
DOC: [Department of Corrections \(Cleared \(no records found\)\)](#) Requested: 7/5/2016 - Completed: 7/5/2016

File: [MemberRequirement_442977.pdf](#)

Remove from record (Incorrectly Assigned)

To add an end date for a staff member, click on the purple Profile tab, add the end date & reason for leaving agency, and click the Save button. This will move the member to the Staffing History folder on the orange Staffing screen. If you have reported staff in error, please contact Care Solutions for assistance.

To register staff for RBWO Foundations eLearning, which is part of the RBWO Foundations training required for all staff in the roles of CSS, CSW, HSP, and Life Coach, the provider must first list the staff person on the orange Staffing list and ensure that all required data (supervisor, start date, contact information) is complete. Then use the "Register Staff Member for E-Learning" button to open the registration form and follow the instructions to complete any missing fields. The staff member and his/her identified supervisor will receive course materials from OPM via email.



Providers are responsible for uploading the completed Block Supervision Form for review by OPM. This document must be uploaded as a single file; you may need to combine multiple BSF pages into one PDF or Word document prior to upload. Click on the registration date (1) to open the eLearning record. Then click the "Browse..." button (2) to find the appropriate document and upload it to GA+SCORE. Click the "Save" button to submit the document for OPM's review. The staff member will receive an email when OPM has reviewed the document. If the document is accepted, a link to print the E-Learning certificate will appear; otherwise, the staff person must retake E-Learning and the registration button will reappear in its former position.

Profile | RBWO Foundations | Annual Training | Extended Leave

RBWO Foundations

Hire Date: 8/1/2015
Training Deadline: 2/1/2016
Supervisor (Email): -none selected-
Other Email:

Waivers

Waiver Date	Waiver Request	Waiver Status	Document	Date Reported to GA+SCORE
-no waivers reported				

Registration Date

Registration Date	Type	Completed/Status
7/1/2016 1	eLearning	E-Enroll

Registration Date: 7/1/2016
 Materials Sent Date: 7/2/2016
 Start Date: 7/2/2016
 Course Version Group/Cohort: -
 End Date: 10/2/2016
 Block Supervision Forms Received Date:

Upload Document: No file selected. **2**

OPM Approval:

Confirmation Email sent 07/02/2016

To report training completed towards the 24 hours of annual training, click on the Annual Training screen. For more information about reporting these trainings, see PBP REPORTING BY MEASURE on page 55 of this manual.

To report that a staff member is on extended leave (30+ days), click on the member's name on the Staffing list. On the Extended leave screen under the purple Profile tab, click on the "Add an Extended Leave" link (2) at the bottom of the screen. You will need the start date and the reason. When you are finished, click the Add button. **When the staff member returns from leave**, click on the start date to open the record (3); enter the end date and click the Save button.

Start Date	End Date	Date Reported to GA+SCORE	Reason
12/13/2011	2/28/2012	6/29/2012	Family Leave

Save

Add an Extended Leave

2 Start Date:

End Date:

Reason:

Add

To remove an extended leave reported in error (within the editing window), click on the start date, check the box labeled "Remove from record (Incorrectly Assigned) ", and click the Save button.

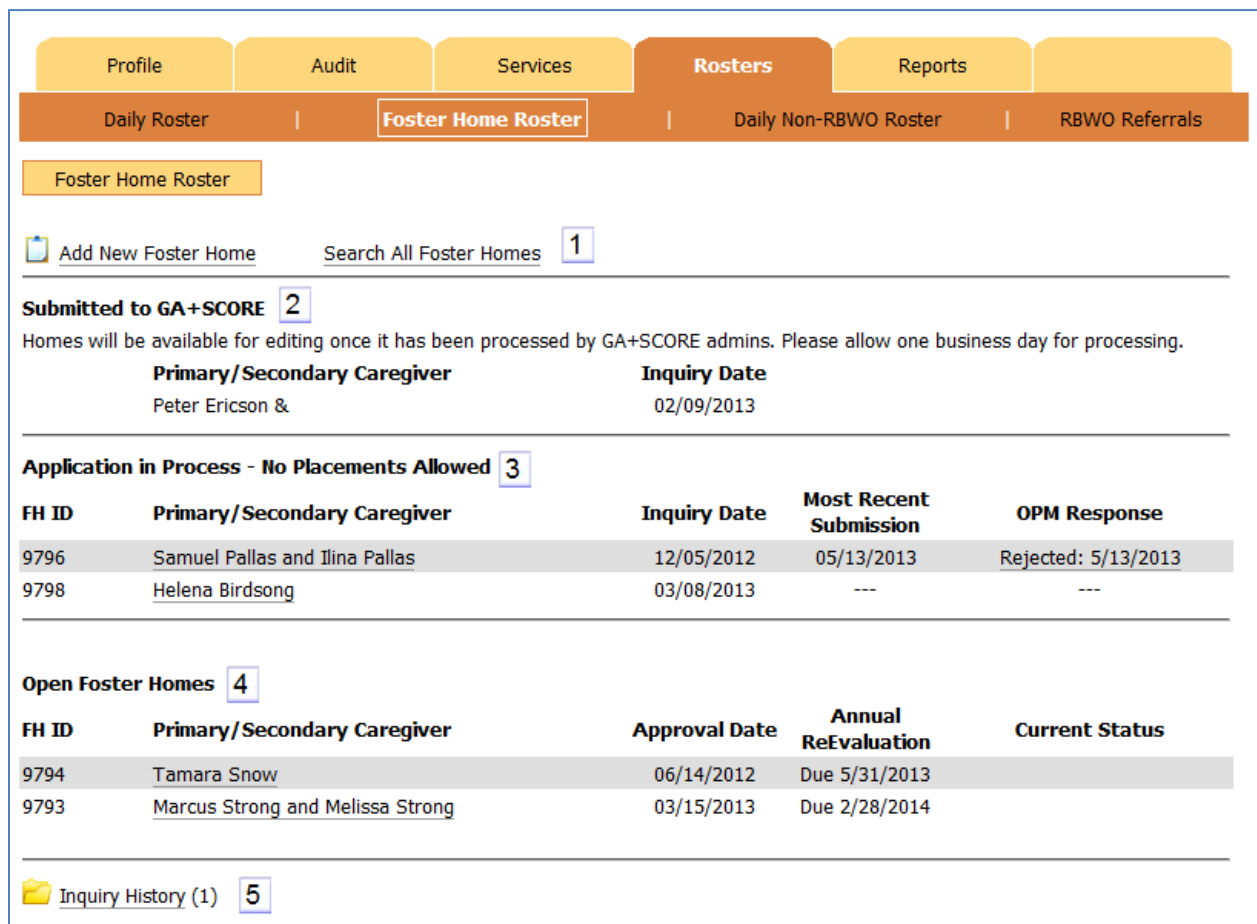
Notes on Essential Staff Data

- + **The provider is responsible for all information appearing on the staff tabs.** Please ensure that names, dates, roles, etc., are correct.
- + **If a staff person works at more than one program site, each site is responsible for the information it sees on the staff tabs.** Staff demographic information, leave dates, and hire and end dates are separately managed at each program site; changes made by one program site will not affect other records. However, Foundations registrations and completions and annual trainings reported for PBP can be shared across multiple sites. For more information about reporting annual trainings, please see PBP REPORTING BY MEASURE beginning on page 55 of this manual.

Foster Home Roster (CPAs only)

All CPA providers manage their Foster Home Rosters via GA+SCORE. Because the Office of Provider Management uses GA+SCORE to monitor foster homes in real time, the Foster Home Roster must be kept updated as changes occur. CPA providers are responsible for reporting household data before a home is approved for placements in SHINES (at initial approval), for updating data prior to each year's annual re-evaluation, and for making updates and corrections during each approval cycle via the Addenda screen.


The foster home roster has five key sections: an area to add new homes or search for existing homes (1), a list of homes recently submitted to GA+SCORE but not yet added to the system (2), a list of homes added to GA+SCORE but not yet approved for placements through the Initial Approval process (3), a list of open homes (4), and a history folder showing homes that did not complete the Initial Approval process but had an inquiry recorded (5).



Profile Audit Services **Rosters** Reports

Daily Roster | **Foster Home Roster** | Daily Non-RBWO Roster | RBWO Referrals

Foster Home Roster

 Add New Foster Home Search All Foster Homes **1**

Submitted to GA+SCORE **2**

Homes will be available for editing once it has been processed by GA+SCORE admins. Please allow one business day for processing.


Primary/Secondary Caregiver	Inquiry Date
Peter Ericson &	02/09/2013

Application in Process - No Placements Allowed **3**

FH ID	Primary/Secondary Caregiver	Inquiry Date	Most Recent Submission	OPM Response
9796	Samuel Pallas and Ilina Pallas	12/05/2012	05/13/2013	Rejected: 5/13/2013
9798	Helena Birdsong	03/08/2013	---	---

Open Foster Homes **4**

FH ID	Primary/Secondary Caregiver	Approval Date	Annual ReEvaluation	Current Status
9794	Tamara Snow	06/14/2012	Due 5/31/2013	
9793	Marcus Strong and Melissa Strong	03/15/2013	Due 2/28/2014	

 Inquiry History (1) **5**

To view a potential foster parent's RBWO history,

click on the "Search All Foster Homes" link (1) at the top of the roster. On the next screen (b), providers may search by full first and last name, or by complete Social Security number. To maintain privacy, partial search terms such as initials

cannot be processed. If the foster parent has contracted with any RBWO provider since 2007, the system will display the provider name, open and closure dates, and closure reason (if known).

Search Foster Homes b

Please enter the complete first and last name and/or the full Social Security number of the primary or secondary caregiver. To maintain privacy, partial search terms, such as first initials, cannot be processed.

First Name:
Last Name:
Social Security #: (xxx-xx-xxxx)

Search

Angelina Jolie - SSN: not entered
GA+SCORE may have a match for this individual as:

Angelina Jolie (249336) and Brad Pitt (249337) - Rachel's Place (Test Only) - Foster Care Program (5108) - CPA
Inquiry Date:
Initial Approval Date: 3/19/2009 -- Closure Date: 7/7/2010 -- Closure Reason: Voluntary Closure of Home

To add a foster home, click on the "Add New Foster Home"

(1) link at the top of the screen. On the next screen (a), providers must have the first and last name, date of birth, and full social security number of the primary caregiver and the date the home began working with the CPA on the initial approval process. If the primary caregiver is married, the secondary caregiver's information and the marriage date must also be entered. Click the "Save" button.

Add Foster Home a

Primary Caregiver Name:
First Name:
Last Name:
Social Security #: (xxx-xx-xxxx)
DOB:

Secondary Caregiver Name:
First Name:
Last Name:
Social Security #: (xxx-xx-xxxx)
DOB:

Inquiry Date:
Marriage Date:

Save

New homes reported to GA+SCORE are compared to the database of known homes. If the system is able to match the primary caregiver to a known home, the home will appear immediately in the roster section titled **Application in Process**

- **No Placements Allowed** (3). If the system is not able to match the primary caregiver, the home will appear in the roster section titled **Submitted to GA+SCORE** (2). On the next business day, GA+SCORE staff will process the home and move it into the **Application in Process - No Placements Allowed** section (3).

Homes in the section titled **Application in Process - No Placements Allowed** (3) are not available for placements. These homes do not appear in lists of approved homes in GA+SCORE and are not counted towards a program's open homes or capacity on system screens or on any report generated by the system.

To make a foster home available for placements, providers must complete GA+SCORE reporting on the Initial Approval process so that OPM resource maintainers can transfer data to GA SHINES. For more information, see Foster Home Records - Initial Approval on page 18 of this manual. Please be aware that

no placements can be reported for a home in GA+SCORE until the Initial Approval process is complete and the home is available for placements in GA SHINES.

Homes that complete the initial approval process are listed in the **Open Foster Homes** (4) section of the roster and must receive annual re-evaluations in order to remain available for RBWO placements. The due date for each re-evaluation is calculated based on the Initial Approval date and any subsequent re-evaluation dates, and is displayed in the column "Annual Re-evaluation". For more information on completing GA+SCORE reporting on the re-evaluation process, see Foster Home Records - Re-Evaluation on page 26 of this manual.

Note that a home that was previously open with the same provider and is reopening within three years of its closure date does not need to repeat the initial approval process. Once the home has been reported to GA+SCORE using the process above, it will be advanced to the Open Foster Homes section; however, the provider must complete a full re-evaluation before the home is available for placements.

To close an open home, click on the name of the foster parent, then on the green Profile tab, then on the Household Status screen. Click on the "Add Household Status" link and select "Closed" in the first dropdown. A second dropdown will appear; select the household closure reason. Enter the status date and a note, and click the "Add" button. The foster home will no longer appear on the Foster Home Roster, so please ensure that all data entry is complete before closing a home. **Note that homes cannot be closed if there are open RBWO placements in the home; until all open RBWO placements are discharged, the "Closed" option will not appear.**

Notes on the Foster Home Roster

- + **The provider is responsible for all information appearing on the Foster Home Roster.** Please ensure that caregiver names, approval dates, and statuses are accurate. If necessary, click on the home to edit the record. For details on updating foster home records, see the section on **Foster Home Records** on page 15.
- + **Providers cannot delete foster homes.** If a home is entered in error, do not close the home. Please contact Care Solutions to have the incorrect record removed.
- + **The approval date displayed on the Foster Home Roster is the most recent approval date for the home.** If the home has been open multiple times with the same agency, it will display a new approval date each time.

Foster Home Records

Essential Foster Home Data

All CPA providers manage foster home data via GA+SCORE. Because the Office of Provider Management uses GA+SCORE to track foster homes in real time and to update GA SHINES, foster home records must be kept updated as changes occur. CPA providers are responsible for reporting household data before a home is approved for placements in SHINES (at initial approval), for updating data prior to each year's annual re-evaluation, and for making updates and corrections during each approval cycle via addenda. Detailed instructions for all tasks follow.

Please note that automated checks performed by GA+SCORE as part of the initial approval or re-evaluation processes are designed to assist OPM resource maintainers and do not determine a foster home's compliance status with DFCS or RCCL. CPAs are responsible for ensuring their homes meet DFCS and RCCL policy.

Initial Approval

New homes added to GA+SCORE appear in a section of the Foster Home Roster called **Application in Process - No Placements Allowed**. Homes remain in this section until the provider reports all requirements for the initial approval and submits the home for review by an OPM resource maintainer; the resource maintainer transfers the data into GA SHINES; and the resource maintainer marks the home as approved in GA+SCORE. Once a home is approved, it moves into the section of the roster called **Open Foster Homes**, and the provider is able to make placements in the home.

Each initial approval requires these elements, which can be reported in any order:

- + A fully completed Contact Info screen, including address and phone number.
- + A complete list of members in the home under the Members tab, and all required trainings, health checks, and safety background checks for those members.
- + A fully completed Initial Approval screen, including uploaded documents.

Until these elements are reported to GA+SCORE, providers are not able to submit a home's initial approval for review, and the home cannot be opened for placements. If any required information is missing, the system will alert the provider as to which data point and for which household member. Return to the Initial Approval screen once the missing information is filled in.

To enter initial approval data for a new home, click on the name of the foster parent where it appears in the section **Application in Process - No Placements Allowed**. Note that homes in this section with "pending" in the OPM Response column are being reviewed by OPM and cannot be edited by providers until that action is complete.

1. Completing the Contact Info Screen

To enter the address and phone number of a new home, click on the green Profile tab, then on the "Add an Address" link (1). Type in the address and select the city (2); once the city is selected, the county dropdown will populate with associated counties (3). Select a county, and type in the zip code and phone number. Leave the "Current" box checked, and click the "Add" button.

The screenshot shows the 'Contact Info' screen. At the top, there are navigation tabs: Profile, Members, Service History, Addenda, Household Status, and Notes. The 'Contact Info' tab is selected. Below the navigation bar, there is a 'Contact Info' section. Underneath, it says 'Current Address: -no current address reported-'. There is a link 'Add an Address' with a blue box containing the number '1'. Below this link is a form with fields for Address 1, Address 2 (with a note '(Apt. Nbr., P.O. Box, R.R. Box)'), City (with a dropdown menu and a blue box containing the number '2'), State (with 'GA' selected), Zip, County (with a dropdown menu and a blue box containing the number '3'), and Phone. There is a checked checkbox for 'Current' and an 'Add' button.

Mistakes in the address and phone number can be corrected until the home is submitted for initial approval. To correct an address error, click on the address, make necessary changes, and click the "Save" button at the bottom of the page. Once a home is submitted and approved, the address cannot be changed on the Contact Info screen. See page 29 for more information about completing an addendum to change the address of an open foster home.

To enter the Case Support Worker assigned to a home, click on the green Profile tab as shown on the following page. Click on the "Add New Assigned CSW" link (1) at the bottom of the screen. (This link will not appear if another CSW is already assigned. See below for instructions on removing the listed CSW.) Choose a name from the list (2), enter the start date, and click the Add button. The dropdown includes all staff members on the orange Staffing screen who have an RBWO role of CSW or CSS; for more information on adding and editing staff, see page 9 of this manual.

To remove the Case Support Worker assigned to a home, click on the name. If a new Case Support Worker has been assigned, enter the end date for the previous worker and click the Save button. This will move the previous CSW to the "Assigned CSW History" folder. If the previous CSW was assigned in error, check the box labeled "Remove from record (incorrectly assigned)" and click the Save button. The previous record will be deleted.

2. Reporting for Household Members

Household members are listed on the home's snapshot screen and under the green Members tab. When a new home is reported to GA+SCORE, the primary caregiver (and secondary caregiver, if any) are collected as part of the new home. Additional members in the home must be added as part of the Initial Approval process. Required trainings, health checks, and safety background checks, as described in policy, must be listed in GA+SCORE before the home can be submitted.

To add a household member to a new home, click on the name of the home, then on the green Members tab. In the sub-menu, click the "Add New Member" link (1) and complete the fields. All members require a name, date of birth, role, gender, and race. Only the primary caregiver (and secondary caregiver, if any) require a social security number. To add the member to the home, click the "Save" button. Clicking this button more than once will duplicate the member; contact Care Solutions to have duplicates removed.

To remove a household member from a home, there are two options. If the home has not yet been submitted for initial approval, contact Care Solutions to have the member removed. If the home has already been submitted and approved, you must complete an addendum to remove the member. See page 29 of this document for more information on addendum records.

To update member demographic data at a new home, click on the Members tab. By default, GA+SCORE displays information about the primary caregiver. To report for another member, click the "Select Member" link (1) in the sub-menu, then click the member's name. The name of the selected member will appear in the sub-menu (2).

The screenshot shows the GA+SCORE interface for the 'Members' tab. The top navigation bar includes 'Profile', 'Members', 'Service History', and other tabs. Below this, a sub-menu contains 'Member Data', 'Annual Training', 'Safety Training', 'Medical Checks', and 'Safety Checks'. The main content area displays information for 'Helena Birdsong (283405) - Age: 42' as the 'Primary Caregiver'. To the right, there are buttons for 'Add New Member' and 'Select Member (2)'. The 'Select Member (2)' button is highlighted with a blue box and a '1' next to it. Below this, a 'Select Member:' dropdown menu is open, showing 'Helena Birdsong Primary Caregiver' and 'John Birdsong Other Member - Parent' with a blue box and a '2' next to it.

Make necessary changes and click the "Save" button. To view another member, click the "Select Member" link again, then click the member's name.

To enter required trainings, health checks, and safety background checks, click on the Members tab. By default, GA+SCORE displays information about the primary caregiver. To report for another member, click the "Select Member" link in the sub-menu, then click the member's name. The name of the selected member will appear in the sub-menu.

Click on each screen below the Members tab to see and edit annual trainings, safety trainings, medical checks, and safety checks for the member who is displayed in the sub-menu.

Note: This information is not intended to replace DHS policy and therefore is not a comprehensive list of all initial and re-evaluation requirements. Please refer to Social Services Policy, County Letters and the RBWO Minimum Standards for the complete list of policy requirements.

Click the "Add Medical" (or "Add Training", or "Add Safety Check") link (1) at the bottom of the screen, then select the type of check in the first dropdown (2). All fields shown in the Add box are required for each check. Click the "Add" button to save the check; it will appear immediately on the screen.

Please note that only the check with the most recent completion date appears in each row. If a record is already listed, adding a record with a more recent completion date pushes the previous record into the history folder at the bottom of the page (3). Adding a check with an older completion date will not change the display: the check with the older completion date will appear only in the history folder.

The screenshot shows a web application interface for managing member information. The top navigation bar includes tabs for Profile, Members, Service History, and Safety Checks. The 'Medical Checks' tab is selected, displaying a table of medical records for John Birdsong (283407), Age 72. The table has columns for Medical, REQ, Completed, Restriction?, Expiration, and Reported. Below the table is a 'Save' button. At the bottom, there is an 'Add Medical' section with a form for Medical Type, Date Completed, and Name of Physician, and a 'Medical History (0)' section.

Medical	REQ	Completed	Restriction?	Expiration	Reported
Form 36: Medical Report	NO	*****	*****	*****	*****
Health Statement	YES	03/11/2013	No	Does not expire	05/24/2013
TB Test	YES	*****	*****	*****	*****

GA+SCORE requires a results field for most member checks; for instance, the Department of Corrections safety check expects results of "Cleared (no records found)" or "Review (records found)". In some cases, results from a check may make a home ineligible to serve RBWO children. For instance, the OIG Fitness Determination Letter expects results of "Cleared" or "Ineligible". **If any member in a foster home has any ineligible checks, the home's Initial Approval cannot be submitted for review by OPM resource maintainers, and may need to be withdrawn from consideration (see page 26).**

To remove a required training, health check, or background check, click on the name of the check. Check the "Remove" checkbox, and then click the "Save" button at the bottom of the screen. The record will be deleted. If there is an older record for the same check in the history folder, it will move out of the history folder and into the row in the main display.

3. Completing the Initial Approval Screen

To complete the Initial Approval screen, click on the green Profile tab, then on the Initial Approval screen. Enter the name of the individual who completed the Initial Home Study document and the date the agency's director approved it. This will be the approval date of the home if the OPM review is successful.








All fields on the Initial Approval screen are required. Providers are able to change data on this page until the Initial Approval is submitted for OPM review. At any time, click the "Save" button at the bottom of the screen to save data entered so far. It can be edited until the initial approval is saved and submitted for OPM review.


The Initial Approval fields may be completed in any order, except that the school district must be selected before schools can be chosen. Changing the school district will erase the schools already selected.

Each initial approval requires a minimum set of documents, listed in the **Required Documents** section. To add a document, click the "Upload New File" link (1); select the document type, and click the "Browse..." button to locate the document. Click the "Add" button. To view an uploaded document, click the name of the document (2), which is assigned by GA+SCORE. To delete an uploaded document, click the "Remove File" link (3) beside the file's name. Providers may upload multiple documents of each type, but should remove any extraneous documents before submitting the Initial Approval.

Required documents

Note: [Click here](#) if you need a blank template of the July 2013 Placement Preferences form.

Form 29: Safety	2  IA_form2972539_FHID_14442_Perkins.pdf - Remove File 3
Form 44: Financial	 IA_form4467883_FHID_14442_Perkins.pdf - Remove File
Placement Preferences	 IA_placementpref72540_FHID_14442_Perkins.pdf - Remove File
CPS Screening Request Form	 IA_cpsscreening67885_FHID_14442_Perkins.pdf - Remove File
CPS Screening Request Form	 IA_cpsscreening71463_FHID_14442_Perkins.pdf - Remove File
Prior Service report	 IA_prior-service67887_FHID_14442_Perkins.pdf - Remove File
DHS-HIPAA	 IA_dhshipaa72538_FHID_14442_Perkins.pdf - Remove File
Narrative/Home Study	(Missing)
Reference Files	(Missing)

 [Upload new file](#) [1](#)

Note: GA+SCORE accepts only the following types of documents: .doc, .docx, xls, xlsx, pdf, xps and image files. If you attempt to upload any other unaccepted file type, you will experience an error, and the document will not be uploaded.

Document Type:

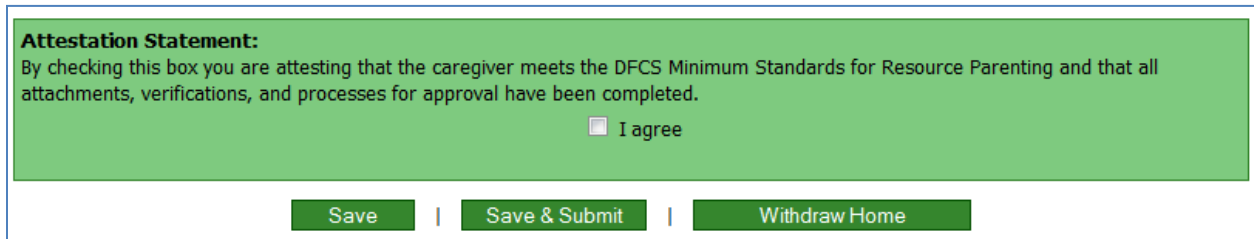
[Browse...](#) No file selected.

[Add](#)

4. Submitting the Initial Approval

Before a home can be opened for RBWO placements, data about the home must be transferred to SHINES by an OPM resource maintainer.

To submit the Initial Approval, first verify that the field "Date Director Approved Initial Home Study" at the top of the Initial Approval screen is completed, and then check the attestation statement checkbox at the bottom of the screen and click the "Save & Submit" button.

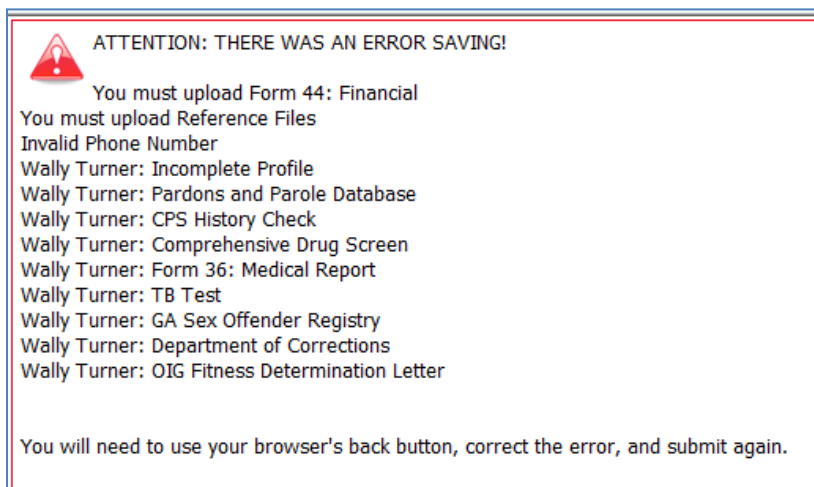


Attestation Statement:
By checking this box you are attesting that the caregiver meets the DFCS Minimum Standards for Resource Parenting and that all attachments, verifications, and processes for approval have been completed.


I agree

Save | Save & Submit | Withdraw Home

GA+SCORE will automatically execute a series of queries to determine that the Initial Approval information is ready for review: first, that all fields and documents on the Initial Approval screen are complete; second, that the address and phone number have been entered; third, that each listed member has all required checks; fourth, that all member requirement dates are eligible and within the last year. If any of these queries fails, the provider will receive an on-screen error message identifying which checks were not completed or are ineligible or too old, and the Initial Approval will not be submitted for OPM review. The provider should correct any problems before attempting to submit the home a second time. **If the "Date Director Approved Initial Home Study" field at the top of the Initial Approval screen is left blank, the home will fail all checks at this step.**




ATTENTION: THERE WAS AN ERROR SAVING!

 You must upload Form 44: Financial
You must upload Reference Files
Invalid Phone Number
Wally Turner: Incomplete Profile
Wally Turner: Pardons and Parole Database
Wally Turner: CPS History Check
Wally Turner: Comprehensive Drug Screen
Wally Turner: Form 36: Medical Report
Wally Turner: TB Test
Wally Turner: GA Sex Offender Registry
Wally Turner: Department of Corrections
Wally Turner: OIG Fitness Determination Letter


You will need to use your browser's back button, correct the error, and submit again.

If the provider has entered all required data, the Initial Approval will be submitted for OPM review. At this point, the provider can no longer make any changes to the information entered on the home and its members. All household screens except the snapshot will be locked. On the Foster Home Roster screen, the date of the submission will be displayed in the "Most Recent Submission" column (1), and the "OPM Response" column will show a status of "pending" (2).

Foster Home Roster				
 Add New Foster Home		Search All Foster Homes		
Submitted to GA+SCORE				
Homes will be available for editing once it has been processed by GA+SCORE admins. Please allow one business day for processing.				
Primary/Secondary Caregiver		Inquiry Date		
Peter Ericson &		02/09/2013		
Application in Process - No Placements Allowed				
FH ID	Primary/Secondary Caregiver	Inquiry Date	Most Recent Submission	OPM Response
9796	Samuel Pallas and Ilina Pallas	12/05/2012	05/23/2013 1	pending 2
9798	Helena Birdsong	03/08/2013	---	---

OPM resource maintainers receive an email notification when a home's Initial Approval is submitted. They attempt to transfer the home's data into SHINES so that the home can be approved for placements. If the OPM resource maintainer is successful, he or she will return to GA+SCORE and mark the home's initial approval as approved. At that point, the home is open for placements, and will appear in the **Open Foster Homes** section of the foster home roster. The provider who submitted the initial approval will receive an email notification.

If the OPM resource maintainer is not able to complete the home's record in SHINES (e.g., if a file uploaded by a provider cannot be read), the resource maintainer will return to GA+SCORE, mark the home's initial approval as rejected, and identify the issue which needs to be addressed. The provider who submitted the initial approval will receive an email notification, and the home's record will be unlocked so that the provider can make requested changes. The "OPM Response" column on the Foster Home Roster screen will show a status of "Rejected," and the reason for the rejection will be displayed at the top of the Initial Approval screen. Follow the steps above to make the requested changes.

Profile	Members	Service History			
Contact Info	Initial Approval	ReEvaluations	Addenda	Household Status	Notes
Initial Approval					
Initial Approval was rejected					
I was unable to transfer the home study/narrative to SHINES. Please upload a clearer copy of the document.					
 Instructions					
Author of Evaluation:		<input type="text" value="Rachel Wahlig"/>			
Date Director Approved Initial Home Study:		<input type="text" value="4/28/2013"/>			

To resubmit the home's updated initial approval record, check the attestation statement checkbox at the bottom of the Initial Approval screen and click the "Save & Submit" button. GA+SCORE will again query the home to ensure that the record is complete. If not, the system will show an error message; if so, the home will be locked pending OPM review.

5. Withdrawing the Initial Approval

If the provider cannot complete the initial approval process for a home - for instance, because a member check is ineligible, or because the foster parent does not complete the initial approval prerequisites - the home can be withdrawn. Withdrawing the home removes it from the **Application in Process - No Placements Allowed** section of the foster home roster; withdrawn homes appear in the Inquiry History folder at the bottom of the roster.

To withdraw a home, click on the name of the foster parent, then on the green Profile tab, then the Initial Approval screen. At the bottom of the screen, click the "Withdraw Home" button and click the "OK" button in the pop-up.

Annual Re-Evaluation

Homes that complete the initial approval process are listed in the **Open Foster Homes** section of the roster and must receive annual re-evaluations in order to remain available for RBWO placements. The due date for each re-evaluation is calculated based on the Initial Approval date and any subsequent re-evaluation dates, and is displayed in the column "Annual Re-evaluation".

Each annual re-evaluation requires these elements, which can be reported in any order:

- + A fully completed Contact Info screen, including address and phone number.
- + A complete list of members in the home under the Members tab, and all required trainings, health checks, and safety background checks for those members.
- + A fully completed Re-Evaluations screen, including uploaded documents.

Until these elements are reported to GA+SCORE, providers are not able to submit a home's annual re-evaluation for review. **If a home's re-evaluation is not submitted by the provider and approved by an OPM resource maintainer before the due date passes, the home is considered out of full approval status**; no additional placements can be made until the home's re-evaluation is submitted and approved.

1. Verify the Contact Info and Member Requirements

Information reported to GA+SCORE is stored with the home (or member) for the life of the home and can be viewed at any time. In many cases, information previously reported to GA+SCORE will still be correct at the time of the re-evaluation. It is not necessary to reenter any data or to update any screens unless the information has changed. However, all screens should be reviewed carefully prior to completing a re-evaluation.

Providers are responsible for keeping all household data in GA+SCORE up-to-date and accurate. Some member requirements expire and must be repeated at regular intervals (e.g., the OIG Fitness Determination Letter is required every five years). Foster parents who have diagnosed medical conditions must have a new medical record entered each year. All foster parents are required to complete annual training hours. Members who turn 18 and those who enter the home during the approval year must complete additional member requirements based on their age and role. **All of these member requirements should be reported to GA+SCORE as they are completed, and must be present before the re-evaluation is submitted.**

For more information on completing the Contact Info screen and reporting member requirements, please see the Initial Approval section of this document.

2. Completing the Re-Evaluations Screen

To complete the Re-Evaluations screen, click on the green Profile tab, then on the Re-Evaluations screen. Enter the name of the individual who completed the Initial Home Study document and the date the re-evaluation was completed. This will be the annual re-evaluation date of the home if the OPM review is successful.

All fields on the Re-Evaluations screen are required. Providers are able to change data on this page until the re-evaluation is submitted for OPM review. At any time, click the "Save" button at the bottom of the screen to save data entered so far. It can be edited until the Re-Evaluation is submitted for OPM review.

Many fields on the re-evaluation screen are designed to pre-populate based on information previously entered about the home during the Initial Approval process described above or during a previous re-evaluation cycle. All pre-populated fields can be edited and updated during the re-evaluation process.

The re-evaluation fields may be completed in any order, except that the school district must be selected before schools can be chosen. Changing the school district will erase the schools already selected.

Each initial approval requires a minimum set of documents, listed in the **Required Documents** section. To add a document, click the "Upload New File" link; select the document type, and click the "Browse..." button to locate the document. Click the "Add" button. To view an uploaded document, click the name of the document, which is assigned by GA+SCORE. To delete an uploaded document, click the "Remove File" link beside the file's name. Providers may upload multiple documents of each type, but should remove any extraneous documents before submitting the re-evaluation.

3. Submitting the Re-Evaluation

Before a home can be re-approved for RBWO placements, data about the home must be transferred to SHINES by an OPM resource maintainer.

To submit the re-evaluation, check the attestation statement checkboxes at the bottom of the screen and click the "Save & Submit" button.

The screenshot shows a web interface for re-evaluation. It features two green rectangular boxes, each containing an attestation statement and a checkbox labeled "I agree".

Attestation Statement:
By checking this box you are attesting that the caregiver, and if married, both caregivers, completed the required annual training last calendar year and are on track to complete their requirement(s) by Dec 31st of the current year.

I agree

Attestation Statement:
By checking this box you are attesting that the caregiver meets the DFCS Minimum Standards for Resource Parenting and that all attachments, verifications, and processes for approval have been completed.

I agree

At the bottom of the screen, there are two buttons: "Save" and "Save & Submit", separated by a vertical line.

GA+SCORE will automatically execute a series of queries to determine that the re-evaluation information is ready for review: first, that all fields and documents on the Re-Evaluations screen are complete; second, that the address, phone number, and current case support worker have been entered; third, that each listed member has all required checks and trainings; fourth, that all member requirement dates are eligible and within the last year. If any of these queries fails, the provider will receive an on-screen error message identifying which checks are missing or ineligible or too old, and the re-evaluation will not be submitted for OPM review. The provider should correct any problems before attempting to submit the re-evaluation a second time.

If the provider has entered all required data, the re-evaluation will be submitted for OPM review. At this point, the provider can no longer make any changes to the information entered on the home and its members. All household screens except the snapshot will be locked. On the Foster Home Roster screen, the "Annual Re-Evaluation" column will display "*Submitted: Pending(1).*"

OPM resource maintainers receive an email notification when a home's re-evaluation is submitted. They attempt to transfer the home's data into SHINES so that the home can be reapproved for placements for the next 12 months. If the OPM resource maintainer is successful, he or she will return to GA+SCORE and mark the home's annual re-evaluation as approved. At that point, the home is approved for placements for the following year. The due date in the "Annual Re-Evaluation" column on the Foster Home Roster screen will be updated, and the provider who submitted the initial approval will receive an email notification.

If the OPM resource maintainer is not able to complete the home's record in SHINES (e.g., if a file uploaded by a provider cannot be read), the resource maintainer will return to GA+SCORE, mark the home's re-evaluation as rejected, and identify the issue with the re-evaluation. The provider who submitted the re-evaluation will receive an email notification, and the home's record will be unlocked so that the provider can make requested changes. The "Annual Re-Evaluation" column on the Foster Home Roster

screen will show a status of *Rejected*, and the reason for the rejection will be displayed at the top of the Re-Evaluations screen. Follow the steps above to make the requested changes.

To resubmit the home's updated re-evaluation record, check the attestation statement checkboxes at the bottom of the Re-Evaluations screen and click the "Save & Submit" button. GA+SCORE will again query the home to ensure that the record is complete. If not, the system will show an error message; if so, the home will be locked pending OPM review.

Addenda

Providers have the opportunity to report foster home information during the initial approval process and each year during the annual re-evaluation. If information about the foster home changes during the approval year, providers are responsible for updating GA+SCORE so that OPM resource maintainers can transfer changes to SHINES. For instance, if a member is added to the home or leaves the home, if the home moves to a new address, or if the foster parents' placement preferences change, the provider must report those changes to GA+SCORE to maintain an accurate record.

In most cases, updates reported through an addendum are immediately visible in the home's record once the addendum is submitted. However, changes to a home's capacity, for example, must be reviewed and approved by OPM resource maintainers, and so the home's new capacity will not be visible in the home's record until an OPM resource maintainer has approved the addendum.

Please note that if a new member enters the home, the provider should report the new member immediately. Do not wait until all member requirements are complete and ready to be reported to GA+SCORE. Those member requirements can be reported at any time during the intervals established in DHS policy.

To submit an addendum for an open home, click on the name of the foster parent, then on the green Profile tab, then the Addenda screen. Enter the date and author of the addendum document. Choose the reason for the addendum, enter the date and author, then click the "Start Addendum" button to begin reporting.

Profile	Members	Service History			
Contact Info	Initial Approval	ReEvaluations	Addenda	Household Status	Notes
Addenda					
Date of Addendum:	<input type="text" value="6/25/2015"/>				
Author of Addendum:	<input type="text" value="Jane Smith"/>				
Reason for Addendum:	Capacity Change <input type="button" value="v"/>				
	<p><i>The most recent requirements for foster home addenda are outlined in 14.14 of the Child Welfare Policy Manual: Chapter 14: Resource Development and reviewed in the Initial, Re-evaluation & Addendums Webinar.</i></p>				
<hr/>					
Capacity Change					
Current Approved Spaces: 1	New Approved Spaces:	<input type="text"/>			
Date of Change:	<input type="text"/>				
<hr/>					

GA+SCORE will display the fields that are required, based on the selected reason. All displayed fields are required. Providers are able to change data on this page until the record is submitted. At any time, click the "Save" button at the bottom of the screen to save data entered so far.

Every addendum requires at least one upload, the Addendum Document; other types of addenda may require additional documents. For instance, an addendum to change the home's placement preferences should be accompanied by a new copy of the Placement Preferences document. Consult an OPM specialist or resource maintainer for information about correctly documenting an addendum request.

To submit the completed addendum, check the Attestation Statement checkbox at the bottom of the screen and click the "Save & Submit" button. If the submission is for a capacity increase, GA+SCORE will automatically execute a query to determine that the addendum information is ready for OPM review. If the query fails, the provider will receive an on-screen error message identifying the problem, and the addendum will not be submitted for OPM review at that time. The provider should correct any problems before attempting to submit the addendum a second time.

If the provider has entered all required data, the addendum will be submitted for OPM review. As with initial approvals and re-evaluations, the home's record is not locked, and providers can continue to make changes in the home while the addendum is pending OPM approval.

Household Status

Providers may use the Household Status screen to report that a home is temporarily on hold and not accepting placements or that a home has been closed. Homes that are on hold are not included in the CPA's capacity or on the MATCH! tool; closed homes do not appear on the Foster Home Roster screen.

To place a home on hold, click the green Profile tab, then the Household Status screen. Click the "Add Household Status" link (1) at the bottom of the screen. Choose from the dropdown menu, enter the date and add a note if needed, and click the "Add" button.

The screenshot shows the 'Household Status' screen. At the top, there are two fields: 'Initial Approval Date: 05/01/2013' and 'Next Re-Eval Due Date: 04/30/2014'. Below this is a table with three columns: 'Household Status', 'Date Completed', and 'Date Reported to GS'. The first row is 'Capacity Increase' with a '2' in a box next to it, 'Notes: yes ok', 'Date Completed: 05/11/2013', and 'Date Reported to GS: 5/11/2013'. The second row is 'Open In SHINES' with 'Notes: test', 'Date Completed: 5/2/2013', and 'Date Reported to GS: 5/2/2013'. At the bottom, there is a green 'Add Household Status' link with a '1' in a box next to it. Below this link is a form with three fields: 'Household Status:' (a dropdown menu), 'Status Date:' (a text input field), and 'Status Notes:' (a text area). There is an 'Add' button below the form and a 'Save' button at the very bottom of the screen.

To remove a status reported in error, click on the name of the status (2). Check the box labeled "Remove from record (Incorrectly Assigned)" and click the Save button.

To report a closure, click the green Profile tab, then the Household Status screen. **Providers must have the date and reason for the closure, and all RBWO placements in the home must first be discharged.** Click the "Add Household Status" link (1) at the bottom of the screen, enter the data, and click the Add button. Please note that once a home is closed, the provider no longer has access to that home's records. Remember to complete all required reporting before closing a home.

Policy Violations and Corrective Action Plans

Typically, providers complete policy violation assessments and corrective action plans in response to direct requests by OPM that relate to CPS allegations, significant events, monitoring results, or other action.

These policy violations and corrective action plans should be reported using the screens described in the Provider section, beginning on page 45.

However, in the event that a CPA wishes to self-impose a policy violation assessment or corrective action plan, these actions can be reported under the green Service History tab.

To report a policy violation, click on the Service History tab, then on the "Add New Policy Violation" link (1) at the bottom of the screen. All fields are required; pick a risk level (2) in order to see the choices for type. Click the Add button. Once the policy violation has been added, click on the link to indicate which children (1a) were affected, if any.

Violation Date	Type	Status	RBWO Children Affected	CAPs/CAPs Achieved
5/15/2013	Corporal Punishment	Unsupported	0 Manage Children 1a	0/0 3

[Add New Policy Violation](#)

Date of Violation:

County of Violation:

Risk Level:

Type:

Status:

Description:

To report a corrective action plan for a policy violation, click on the link in the column labeled "CAPs/CAPs Achieved" (3). On the following screen, click the "Add CAP to Policy Violation" link (4), enter the start and end dates, upload a copy of the CAP, and click Add. To report the achieved date for a previously reported CAP, click on the effective start date (5), make your changes, and click Save.

Notes on Foster Home Data

- + **The provider is responsible for all information appearing on the Foster Home tabs.** Because information reported to GA+SCORE is used to update GA SHINES, it is essential that foster home records are kept updated as changes occur. The only exception to this rule is that GA CPS History Checks must be added by the State Office in order for a home's initial approval or re-evaluation to be submitted by the provider.
- + **The provider is responsible for ensuring that all homes comply with DHS policy.** Automated onscreen display of a home's status in GA+SCORE is intended to assist OPM resource maintainers in updating SHINES, and do not replace or modify DHS policy in any way.
- + **Providers cannot close a home with open RBWO placements.** To have the option of closing a home, please discharge all RBWO children currently placed in the home. For details on discharging RBWO placements, see page 37 of this manual.
- + **Providers cannot delete a foster home member.** If you enter a household member in error, please contact Care Solutions to have the record deleted.
- + **Providers cannot move out the primary caregiver.** If the primary caregiver leaves the home, close the home and open a new foster home record with the new primary caregiver.

RBWO Referrals

All RBWO providers manage an RBWO Referrals list via GA+SCORE. Because the Office of Provider Management uses GA+SCORE to monitor provider activity in real time, the RBWO Referrals list must be kept updated as changes occur. **You must complete an RBWO Referral record in order to add an RBWO placement to your Daily Roster.** If the disposition is marked "Accepted", GA+SCORE navigates you directly to the screens to add the new placement.

You should add a referral record any time you receive a completed Universal Application and Placement Referral Form. You do not need to report informal referrals or inquiries that do not use the standardized form, unless they result in a placement.

Profile | Audit | Services | **Rosters** | Reports

Daily Roster | Foster Home Roster | Daily Non-RBWO Roster | **RBWO Referrals**

RBWO Referrals

Please enter information for all RBWO referrals received by your program. Note that beginning 7/1/2011, **you must report an RBWO referral before you can report a new admission** to your program.

Any **new** RBWO placement must have a referral record. However, if a child is transferring between two foster homes at the same CPA site, close the first placement and then [click here](#) [2] to create a placement record at the new foster home.

[1] Add New Referral

Showing referrals from 10/1/2012 and open referrals

Child Name	County	DOB	PD	Referral Date	Disposition
Davis Johnson	BACON			6/1/2013	-report disposition- [4]
Princess Leia	CLINCH			5/10/2013	Accepted - RBWO [3]

Referrals History

To add a new referral, click the "Add New Referral" link at the top of the list (1). **Providers must have the first and last name, referral source, referral date, county, age range, and presenting issue in order to add a referral.** Other fields – including race, gender, and date of birth – may be added later. If the child is transferring between homes at the same CPA site and there is no referral, use the transfer link (2) to enter the placement.

To edit a referral before reporting a disposition, click the child's name (3). Referrals cannot be edited once they have been accepted and the placement record is created.

To report a disposition, click the "-report disposition-" link on the far right (4). **Providers must have the disposition (accepted, denied, or request withdrawn) and reason for disposition.** Please note that once a disposition is reported, the provider no longer has the ability to edit the referral. Remember to enter all available information before reporting the disposition. If the disposition is "Accepted", GA+SCORE will navigate the user directly to the screens used to report a new admission; see the following section for more information.

Notes on Referrals

- + **The provider is responsible for all information appearing on the RBWO Referrals screen.** Please ensure that referrals are entered promptly and dispositions and reasons are reported accurately.
- + **Accepted RBWO Referrals are automatically linked to placement records.** If a provider reports that a disposition was accepted, GA+SCORE navigates the user directly to the screens to add a new placement. See page 36 for information on adding an RBWO placement.
- + **Only RBWO Referrals are tracked in GA+SCORE.** Please do not report referrals on children who do not receive RBWO funding.
- + **If the disposition link for a referral is "Accepted - *Placement Missing*"**, you have not completed the placement process. Click on the link to view the referral record. Click the Save button and complete the placement process. See page 36 for information on adding an RBWO placement.
- + **If the disposition link for a referral is "Accepted - *Placement Pending*"**, you have completed the placement process, but GA+SCORE staff have not processed the record. Please allow one business day for this to occur.

Daily Roster (RBWO)

All RBWO providers manage their Daily Rosters via GA+SCORE. Because the Office of Provider Management uses GA+SCORE to report on provider rosters and capacity in real time, the Daily Roster must be kept updated as changes occur. Only RBWO-funded children should be listed on the Daily Roster.

Child ID#	Child Name	SHINES ID	Child Age	Admission Date	PD	Discharge
4439775	Leia (TEST), Princess	83759297	14	12/14/2012	Traditional	X

To add a new admission, providers must complete the referral process described in the previous section. Click on the "Add New Admission" link (1) or on the RBWO Referrals screen to enter a referral or a disposition.

Once a referral is marked "Accepted", GA+SCORE navigates the user directly to the screens to add a new admission. To avoid duplicating child data, the system will attempt to match any new admission to an existing record (1a). If the child matches a record, GA+SCORE will pre-populate existing data (1b), and **the child will appear on the Daily Roster as soon as the admission is saved.**

If the system believes it has made a match but the existing data (1b) does not appear to refer to the same child being placed with you, do not complete the placement. Use the back button to navigate to the previous page (1a) and remove the social security number, which is the cause of most false matches. Click "Find Child" again and look for an accurate match.

If the child is not an exact match with an existing record, the provider must enter all required information to create a new child record. When the record is saved, **the child will be placed in a pending list at the top of the Daily Roster. On the next business day, the child record will be processed by Care Solutions staff and added to the Daily Roster.**

To report information about a child, click on the name. Child details are reported on the blue tabs; for more information, see RBWO Placement Records on page 39.

To discharge a child, click the "X" link on the far right of the roster (2, previous page). **Providers must have the child's discharge date and discharge reason in order to complete a discharge. ILP/TLPs must also have employment information and housing information (2b).** This information is required for Performance-Based Placements and must be reported before the child can be removed from the roster.

Discharge

Discharge Date:

Discharge Reason:

Discharge Reason Comments:

2b Employment with Benefits:

Signed Housing Lease:

Save

Once a child is discharged, the provider no longer has access to that child's records. Remember to complete all required PBP reporting before discharging a child from the Daily Roster.

To transfer a child between foster homes at a CPA, discharge the child from the original placement as described above and select "Child moved to another foster home within the same agency" as the discharge reason. If the child's transfer is reported to GA+SCORE within 30 days of the discharge date, the system will guide you through the process of reporting the new placement and all data reported at the previous placement will be copied forward. However, if the child's transfer is reported more than 30 days after the discharge date, you must enter a new referral for the child, and no data will be copied forward.

Notes on the Daily Roster

- + **The provider is responsible for all information appearing on the Daily Roster.** Please ensure that child names, SHINES Person IDs, and Program Designations are accurate. If necessary, click on the child's name to edit the record. For details on updating child records, see the section on [RBWO Placement Records](#) on page 39.
- + **Remember that GA+SCORE cannot be open in two browser tabs simultaneously.** If you attempt to view information on two different residents in separate tabs, you may overwrite records and lose data you have entered.
- + **A child may be duplicated on the Daily Roster** for one of three reasons:
 - The child is duplicated in GA+SCORE. If the child appears twice with different Child ID#s, please contact Care Solutions to have the duplicate record removed.
 - The child has two open program designations. If the child appears twice with the same Child ID# but different PDs, please click on the child's name and close the historical PD record. For details on updating child records, see the section on [RBWO Placement Records](#) on page 39.
 - The placement was entered twice. If the child appears twice with the same GA+SCORE Child ID# and Program Designation, please contact Care Solutions to have the extra placement record removed.
- + **Placement dates should not overlap.** To keep child placement histories error-free, remember to enter the last full day of a child's placement as the discharge date. **The day the child moves between placements is the first day of the new placement.**
- + **Providers cannot delete placements.** If a placement is entered in error, do not discharge the child; the child will show an incorrect placement history. Please contact Care Solutions to have the incorrect record removed.

RBWO Placement Records

Essential Child Data

Although GA+SCORE is not the child's official record, all RBWO providers manage placement data via GA+SCORE as it pertains to PBP and foster home records. Because the Office of Provider Management uses GA+SCORE to track provider activity in real time, basic child records must be kept updated as changes occur.

To access a child's record, click the child's name on the RBWO Daily Roster. Child-specific data is displayed on blue screens (1). **Providers can edit only child data associated with their own currently open placements; data for closed placements at the same provider is visible but cannot be edited, and providers cannot see data entered during the child's placements with other providers, if any.**

The screenshot shows a software interface with a top navigation bar containing tabs: Profile, Placements, Program Designations, and Notes. Below this is a secondary bar with a 'Child Data' tab highlighted in blue. A circled '1' is positioned to the left of this tab. Underneath, there is a 'Child Data' section with the following information:

- GA SCORE ID: 4439775
- Child's Name: Princess [D] Leia
- Date of Birth: 8/1/2002

To update a child's demographic data, including the name, date of birth, GA SHINES Person ID, etc., click on the blue Profile tab, make the necessary changes, and click the Save button.

To enter or update the HSP assigned to a child (CCIs only), click on the blue Placements tab. Click the "Add New Assigned HSP" link at the bottom of the screen. Choose a name from the list, enter the start date, and click the Add button. To edit the record or report an end date, click on the name, make the necessary changes, and click the Save button. The dropdown includes all staff members on the orange Staffing screen who have an RBWO role of HSP; for more information on adding and editing staff, see page 9 of this manual.

Notes on Essential Child Data

- + **The provider is responsible for all information appearing on the child tabs.**
- + **The child's SHINES Person ID displayed on the child snapshot screen and Daily Roster screen must match the SHINES Person ID displayed in GA SHINES.** Please verify this information for each new placement in order to receive credit for PBP reporting in GA SHINES.

Program Designations and Payments

GA+SCORE is not the payment system. However, OPM asks that providers maintain accurate records of each child's program designations and payment rates over time.

To enter or update a program designation, click on the blue Program Designations tab. **A child can have only one open program designation record, but historical records are displayed for all placements.**

If the child has an open program designation (1) – i.e., a program designation record with no end date – that is no longer applicable, click on the program designation link (2), enter the end date, and click the Save button. If you do not know the end date, use the day before the current program designation became effective.

Program Designation	Start Date	End Date
Base Watchful Oversight (CPA)	07/04/2011	
Base (CCI)	09/02/2010	07/03/2011
Maximum Watchful Oversight (CPA)	07/12/2010	09/01/2010

[Add New Program Designation](#)

If the child does not have an assigned program designation – the Program Designations screen is empty or all PD records have an end date – click on the "Add New Program Designation" (3) link at the bottom of the screen. **Providers must have the program designation and start date in order to report a child's PD. Do not report an end date in the future;** leave this field blank until that program designation has ended.

Add a Program Designation

Program Designation:

Start Date:

End Date:

To delete a program designation entered in error, click on the program designation link, check the box labeled "Remove Program Designation (Incorrectly Assigned)", and click the Save button.

To enter or update a payment, click on the blue Placements tab. **A child can have only one open payment record, but historical records are displayed for the current placement, if any.**

Profile | **Placements** | Program Designations | | | |

Placement Details | **Payments** | Appts and Visits | Education | Family | ILP/TLP

Dates: 6/30/2011 - Rachel's Place (Test Only) - Foster Care Program (5108) - CPA Select Placement (3)

Payments

Start Date	End Date	PD	Provider Rate	FP Rate	FP Waiver	Total Payment
07/04/2011	1	Base	\$101.82	\$16.50	(\$16.50)	\$101.82

[Save](#)

If the child has an open payment (1) – i.e., a payment record with no end date – that is no longer applicable, click on the payment link (2), enter the end date, and click the Save button. If you do not know the end date, use the day before the current payment became effective.

If the child does not have an assigned payment – the Payments screen is empty or all payment records have an end date – click on the "Add a Payment" (3) link at the bottom of the screen. **Providers must have the start date and waiver amount (CPAs only) in order to report a payment.** Note that the provider rate (and foster parent rate, for CPAs only) is populated automatically based on the open Program Designation (and the child's age). This information is taken directly from Annex D of the RBWO Contract. Please contact Care Solutions if you believe the information in GA+SCORE does not match your Annex D.

Payments

Start Date	End Date	PD	Provider Rate	FP Rate	FP Waiver	Total Payment
01/02/2011	05/30/2011	BWO	\$29.01	\$18.80	\$0.00	\$47.81

[Save](#)

3 [Add a Payment](#)

Provider Rate:

Foster Parent Rate:

Foster Parent Waiver:

Total Payment: [Update](#)

Start Date:

End Date:

Notes:

[Add](#)

To delete a payment entered in error, click on the payment link, check the box labeled "Remove Program Designation (Incorrectly Assigned)", and click the Save button.

Notes on Program Designations and Payments

- + **A child may have only one Program Designation open on a particular day.** Please close any open PD records before adding a new one, and remember that dates should not overlap.
- + **If a child has two open Program Designation records, the child may appear more than once on the RBWO Daily Roster.** To end the duplication, simply close the additional PD record. If you do not know the end date, use the day before the current payment became effective.
- + **If a child has two open Program Designation records, no open Program Designation records, or an open record for a Program Designation that is not available at the current placement, the PD records must be corrected before a payment can be added.** In this event, the "Add a Payment" link at the bottom of the Payments screen is replaced with a prompt to correct the Program Designations tab (4). After making necessary changes to the Program Designations screen, you can return to the Payments screen to enter a new payment record.

Profile | **Placements** | Program Designations | | | |

Placement Details | **Payments** | Appts and Visits | Education | Family | ILP/TLP

Dates: 6/30/2011 -
Rachel's Place (Test Only) - Foster Care Program (5108) - CPA Select Placement (3)

Payments

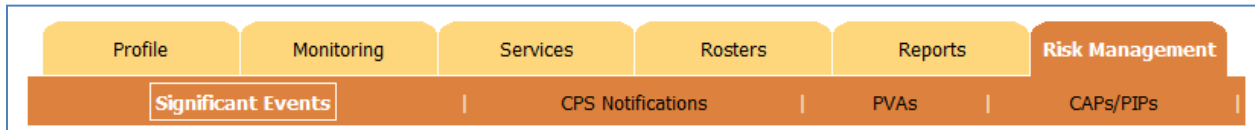
Start Date	End Date	PD	Provider Rate	FP Rate	FP Waiver	Total Payment
07/04/2011	06/04/2012	Base	\$101.82	\$16.50	(\$16.50)	\$101.82

[Save](#)

4 A child must have an open Program Designation that is available at this placement.
[Click here](#) to add a Program Designation

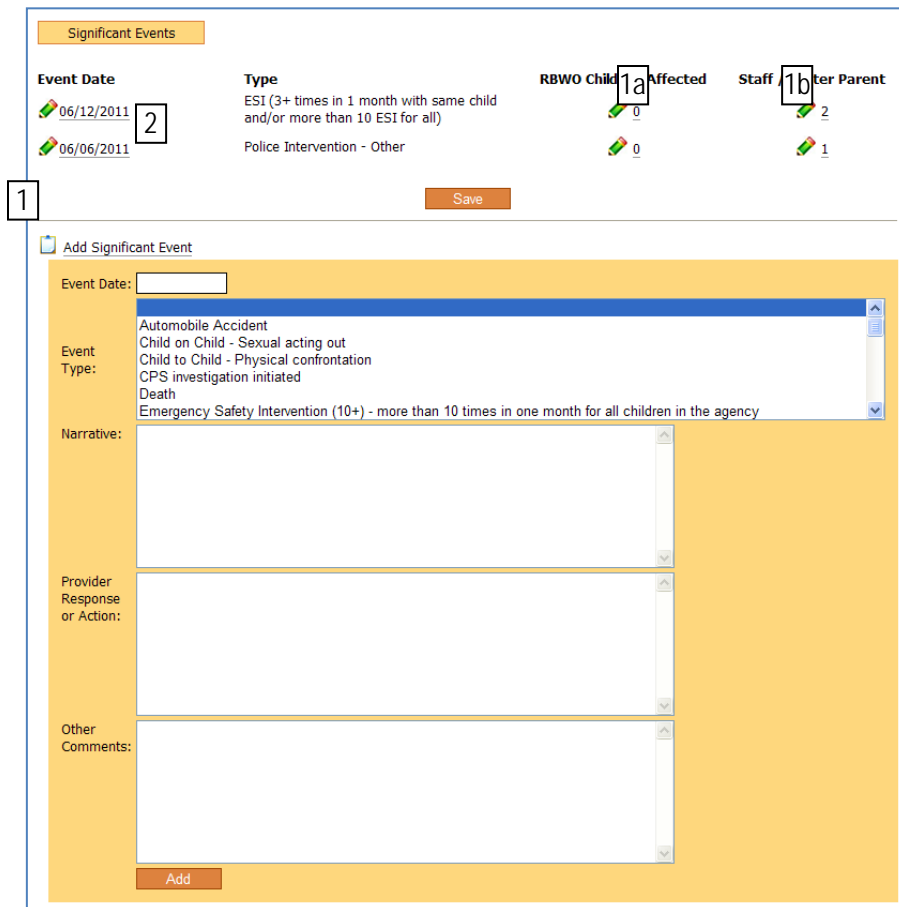
Risk Management

OPM's Risk Management team uses GA+SCORE to communicate with providers about all types of risk assessment, including Significant Events, CPS Notifications, Policy Violation Assessments, and Corrective Action Plans (CAPs) and Program Improvement Plans (PIPs). This data is stored in the orange Risk Management area of GA+SCORE.



Significant Events

To add a significant event, click on the "Add Significant Event" link at the bottom of the Significant Events screen (1). **Providers must have the date, event type, and narrative to add a significant event.** You may select multiple types by holding down the Ctrl key while selecting each type. Once an event has been added, click on the links to indicate which children (1a) and staff or foster parents (1b) were involved in the event.



Event Date	Type	RBWO Child Affected	Staff or Foster Parent
06/12/2011	ESI (3+ times in 1 month with same child and/or more than 10 ESI for all)	0	2
06/06/2011	Police Intervention - Other	0	1

1

Add Significant Event

Event Date:

Event Type:

Narrative:

Provider Response or Action:

Other Comments:

To edit a significant event, click on the event link (2), make your changes, and click the Save button.

CPS Notifications

When a CPS allegation is made against an RBWO provider staff person or foster parent, or involving a child in an RBWO placement, OPM transfers the information about the allegation to the CPS Notifications page in GA+SCORE. If OPM requires a provider response to the allegation, the Currently Assigned Executive Director/CEO and Currently Assigned Site/Program Director (as identified by the provider on the Contact Information screen) receive an email from GA+SCORE notifying them that the record has been added.

To view the details of a CPS Notification, follow the link in the email or click on the date link for the notification (1). Records for older notifications that have already been resolved may be listed in the CPS Notification History folder (2).

Date Notice Received	Alleged Maltreater	CPS Disposition	PVA Status	CAP Status
06/22/2016 (1)	Other: Homer Simpson	Final: Unsubstantiated	OPM: Violation (3)	Results accepted (4)
12/08/2015	FP: Palmer (TEST), Leland (5)	Init: Screen Out	N/A	N/A
12/07/2015	Staff: F. [redacted], B. [redacted]	Init: Screen Out	N/A	N/A
12/07/2014	Staff: M. [redacted], C. [redacted]	Init: Screen Out	N/A	N/A

[CPS Notifications History](#) (2)

Note that providers cannot edit any information associated with a CPS Notification record. However, it is possible to link directly to the associated Policy Violation Assessment (3) or Corrective Action Plan (4), if any, as well as to the foster home record (5) if the allegation named a CPA foster parent as the alleged maltreater.

Policy Violation Assessments

If a CPS allegation, significant event, or other provider activity prompts OPM to request a Policy Violation Assessment, the Currently Assigned Executive Director/CEO and Currently Assigned Site/Program Director (as identified by the provider on the Contact Information screen) receive an email from GA+SCORE notifying them that the request has been made.

To view the details of a PVA request, follow the link in the email or click on the date link for the request (1). You can also link directly to the incident that prompted the request for a PVA (2) or to the associated Corrective Action Plan (3), if any.

The screenshot shows a web interface with a navigation bar at the top containing tabs for Profile, Monitoring, Services, Rosters, Reports, and Risk Management. Under Risk Management, there are sub-tabs for Significant Events, CPS Notifications, PVA's (highlighted), and CAPs/PIPs. Below this is a section titled 'PV Assessments' containing a table with the following data:

Request Date	Due Date	Incident Type	Staff/Foster Home	PVA Status	CAP
06/25/2016 (1)	07/07/2016	CPS Notification (2)		OPM: Violation	Results accepted (3)
12/07/2015	12/20/2015	Misc		Submitted	N/A
12/14/2015	12/20/2015	CPS Notification	FP: Horne (TEST), Sylvia	OPM: Violation	Results accepted
12/07/2015	12/15/2015	CPS Notification	FP: Horne (TEST), Sylvia	OPM: Violation	Plan submitted
12/05/2015	12/10/2015	CPS Notification	Staff: Milford, Dougie	OPM: Violation	Plan submitted

At the bottom of the interface, there is a folder icon and a link for 'Policy Violation Assessment History'.

To submit a Policy Violation Assessment file, click on the Request Date link to open the detail page. Click "Add a Policy Violation Assessment File" (1), complete both required fields, and click Browse to upload the document. Note that you can upload only one document per PVA request; please combine multiple documents into a single PDF or Word file prior to upload, if necessary. It is not possible to delete or replace a file once it has been uploaded, as OPM is immediately notified that the document is available for review.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Profile, Monitoring, Services, Rosters, Reports, and Risk Management. Under Risk Management, there are sub-tabs for Significant Events, CPS Notifications, PVAs, and CAPs/PIPs. Below this is a 'PV Assessments Edit' button. The main content area displays the following information:

- Notification Date:** 12/07/2015
- Due Date:** 12/20/2015
- Incident Type:** Misc
- OPM Request Notes:** According to the report, child BL was left alone at home while the foster parents were taking another child to a medical appointment. Please assess for violations regarding supervision.

Below this is a section titled 'Provider-Submitted Policy Violation Assessments' with the text '-- none submitted --'. At the bottom, there is a section for 'Add A Policy Violation Assessment File' with a count of 1. This section contains the following form fields:

- A text area with the instruction: "Please upload your PVA file here. Only one file may be submitted; if you have multiple files, please combine them into a single document prior to uploading it here."
- Assessment Date:** A text input field with a placeholder 'mm/dd/yyyy'.
- Did a policy violation occur?:** A dropdown menu currently showing '-select-'.
- A 'Browse...' button next to the text 'No file selected.'
- An 'Add' button at the bottom right of the form area.

Once a document has been uploaded, it appears in the middle section of the page, pending OPM review. If OPM reviews and accepts the document, the Currently Assigned Executive Director/CEO and Currently Assigned Site/Program Director receive an email from GA+SCORE notifying them that OPM's review data has been reported.

To submit a revised PVA, repeat the process; note that **revisions can be made only if requested by OPM**. If OPM requests a revision, the Currently Assigned Executive Director/CEO and Currently Assigned Site/Program Director receive an email from GA+SCORE notifying them that the record has been reviewed and a revision is necessary, and the "Add a Policy Violation Assessment File" link is reactivated.

Corrective Action Plans & Program Improvement Plans

If a Policy Violation Assessment or Monitoring visit prompts OPM to request a Corrective Action Plan or Program Improvement Plan, the Currently Assigned Executive Director/CEO and Currently Assigned Site/Program Director (as identified by the provider on the Contact Information screen) receive an email from GA+SCORE notifying them that the request has been made.

To view the details of a CAP/PIP, follow the link in the email or click on the date link for the request (1). You can also link directly to the incident that prompted the request for a CAP/PIP (2), if any.

Request Date	Plan Due Date	Incident Type (Date)	CAP/PIP Status
06/25/2016 1	06/27/2016	CPS Allegation (06/20/2016)	Results accepted
12/07/2015	01/15/2016	CPS Allegation (12/01/2015)	Plan submitted
12/14/2015	01/01/2016	CPS Allegation (12/12/2015)	Results accepted
12/07/2015	12/31/2015	Monitoring: Safety Review (12/01/2015)	Results due
12/05/2015	12/20/2015	CPS Allegation (12/04/2015)	Plan submitted

[CAP/PIP History](#)

To submit a CAP/PIP file, click on the Request Date link to open the detail page. Complete both required fields (1) and click Browse to upload the document (2). Note that you can upload only one document per CAP/PIP request; please combine multiple documents into a single PDF or Word file prior to upload, if necessary. It is not possible to delete or replace a file once it has been uploaded, as OPM is immediately notified that the document is available for review.

The screenshot shows a web interface for managing CAPs/PIPs. At the top, there is a navigation menu with tabs for Profile, Monitoring, Services, Rosters, Reports, and Risk Management. Under the Risk Management tab, there are sub-tabs for Significant Events, CPS Notifications, PVAs, and CAPs/PIPs. A yellow button labeled 'CAPs / PIPs Edit' is located below the sub-tabs. The main content area displays details for an OPM Requested CAP, including the requested date (12/05/2015), plan due date (12/20/2015), incident type (CPS Allegation), and associated PVA date (12/05/2015). Below this, there is a section for 'Submit New PIP/CAP File' with two input fields for 'Target Start Date' and 'Target Completion Date', each with a circled '1' next to it. There is also an 'Upload CAP/PIP File' section with a 'Browse...' button and the text 'No file selected.' with a circled '2' next to it. A large orange button labeled 'Submit CAP/PIP' is positioned at the bottom of the form.

Once a document has been uploaded, it appears in the middle section of the page, pending OPM review. If OPM reviews and accepts the document, the Currently Assigned Executive Director/CEO and Currently Assigned Site/Program Director receive an email from GA+SCORE notifying them that OPM's review data has been reported.

To submit a revised CAP/PIP, repeat the process; note that **revisions can be made only if requested by OPM**. If OPM requests a revision, the Currently Assigned Executive Director/CEO and Currently Assigned Site/Program Director receive an email from GA+SCORE notifying them that the record has been reviewed and a revision is necessary, and the fields to submit a file are reactivated.

Monitoring

OPM's Monitoring specialists use GA+SCORE to track the results of monitoring visits, including Comprehensive Reviews (annual or biennial), Safety Reviews, Foster Home Evaluations (prior to FY 2017), and any other visits, as well as PBP Debits and score revisions.

Providers are not able to edit any monitoring data. However, certain types of monitoring data are visible to providers under the orange Monitoring tab, including uploaded final report files for monitoring visits.

Date	Specialist	Event Type	File Type(s)	Foster Parent	CAP/PIP
07/05/2016	Matashia Collier	Comprehensive Review	Comprehensive Review Final Report	N/A	N/A
12/01/2015	Tiffany Cutliff	Safety Review		Claus (10104)	N/A

Monitoring History (14)

ILP/TLP Roster (ILP/TLP only)

All ILP/TLP providers manage an ILP/TLP Roster via GA+SCORE as part of Performance-Based Placements. Any placement open during the current month is automatically displayed on the ILP/TLP roster for PBP reporting. **Each month, ILP/TLP providers report several PBP measures through this screen** in addition to data collected through the blue child tabs.

This tab includes a list of every child served during the current month. To update the previous month's data (during the first ten days of the following month), click on the history folder below.

July 2011
Reporting for a previous month? Click on the ILP/TLP History folder at the bottom of the screen.

Child ID#	Child Name	Child Age	Academic/ Career	Active IDA \$5/mo.	Fin Skills Exp	Community Connections (10 hours)	Incentive Credits			
							Received HS Diploma	Passed Prof. Cert.	Passed College Courses	No New DJJ/DOC Involvement
4459965	Johns (Test), Katelyn	16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4462853	Van Pelt, Linus	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

ILP/TLP History (11)

For more information on PBP reporting for ILP/TLP providers, see page 69 of this manual.

Notes on the ILP/TLP Roster

- + **The provider is responsible for all information appearing on the ILP/TLP Roster.** Please ensure that the correct children are listed and that PBP data is reported accurately.
- + **Providers may save multiple times throughout the month and continue to make edits until the 10th of the following month.** On the last day of the month, the data is moved to the history folder at the bottom of the screen and the new month's data is displayed at the top. Data in the history folder can be edited until the 10th day of the following month, after which it is considered final and cannot be changed.

Daily Non-RBWO Roster

All RBWO providers manage a Daily Non-RBWO Roster via GA+SCORE. Because the Office of Provider Management uses GA+SCORE to monitor capacity in real time, the Daily Non-RBWO Roster must be kept updated as changes occur.

Profile Audit Services **Rosters** Reports Services

Daily Roster Foster Home Roster **Daily Non-RBWO Roster** RBWO Referrals

Daily Non-RBWO Roster

This tab includes a comprehensive listing of children placed at the provider site who are not RBWO-funded.

1 [Add New Non-RBWO Placement](#)

Child Initials	DOB	Admission Date	Placement Type	Discharge
B, L	8/7/1997	7/1/2011	BHDDAD	X
Z, Y	6/3/2004	7/1/2011	Private	X

2

Save

Non-RBWO Placement History (1)

To add a new non-RBWO Placement, click the "Add New Non-RBWO Placement" link at the top of the roster (1). **Providers must have the first and last initials, date of birth, placement type, and admission date to enter a placement.** No other data is collected for non-RBWO admissions.

To discharge a non-RBWO placement, click the "X" link on the far right of the roster (2). **Providers must have the child's discharge date to complete a discharge.** No other data is collected for non-RBWO discharges.

Notes on the Non-RBWO Daily Roster

- + **The provider is responsible for all information appearing on the Non-RBWO Daily Roster.** Please ensure that child's initials, dates of birth, admission dates, and placement types are entered correctly. If placement information was entered incorrectly, delete the record and create a new record with the correct information.
- + **Providers can delete non-RBWO placements** until the 10th of the month following the admission. If a placement was entered in error (the placement did not occur), click on the child's name or on the "X" link and select "Remove from roster – placement did not occur" to delete the record.
- + **Non-RBWO Placements** are not included in Performance-Based Placements. These children do not have complete child records (blue tabs) in GA+SCORE.

Reports

GA+SCORE is the source for numerous state-level reports, including but not limited to:

- + Performance-Based Placements quarterly reports and supporting child and staff detail reports
- + CPA Foster Home reports
- + MATCH! Placement tool
- + Placements (by agency or program or by license type)
- + RBWO Provider Profile
- + Staff Safety Checks

Report access varies depending on the user's access level. Please note that *not all reports run in real time*. Typically, PBP reports, such as the GA+SCORECARD, do not run real time; scores are calculated once per quarter and remain available as PDFs throughout the year. Changes made in GA+SCORE after the scores are calculated will not be reflected in report scores, unless the provider has successfully been approved for a scoring change by OPM through the formal appeals process. Other reports, including the *RBWO Provider Profile Guide*, display real-time system data.

To view available reports, click on the "Reports" tab (1). Reports are available as PDF files that providers can save or print. Some reports, including MATCH! - a real-time placement-matching tool - can also be run by the public at www.gascore.com.

The screenshot displays the GA+SCORE user interface. At the top, there is a navigation bar with tabs for Profile, Monitoring, Services, Rosters, Reports (highlighted with a '1' in a box), and Risk Management. Below the navigation bar, there are two main sections: 'Available PDF Reports' and 'Archived Reports'. The 'Available PDF Reports' section is currently active and contains the following text and list:

This tab includes available PDF reports for download. Click the link and a PDF will be auto-generated for you to download & view. Some reports require more time than others to generate, please be patient. Depending on the type of report presented, your browser will either: **(A)** Receive a popup message asking you to open/save or cancel the generated PDF file or **(B)** Automatically display the report directly in your browser.

- [FY 2016 RBWO Performance-Based Placement Measurements and Standards Guide](#)
[More Details](#)
- [FY16 PBP Quarterly GA+SCORECARD - Child Detail - CPA \(Q1\)](#)
[More Details](#)
- [FY16 PBP Quarterly GA+SCORECARD - Child Detail - CPA \(Q2\)](#)
[More Details](#)

As a reminder, **all provider reporting in GA+SCORE or GA SHINES must be completed by the tenth day of the following month** to be included in PBP reports. Reporting is for the previous month's

activity; e.g., February's data must be completely entered by March 10th. Please see the *FY2017 RBWO PBP Measurements and Standards Guide* for specific scoring information.

Performance-Based Placements (PBP)

PBP REPORTING OVERVIEW

OPM contracts with and monitors Child Caring Institutions, including ILPs and TLPs, and Child Placing Agencies provision of RBWO services. OPM employs various data, on-site records review and collateral report mechanisms to monitor providers' adherence to RBWO Minimum Standards and contractual obligations, all of which direct provider performance expectations regarding the safety, permanency and well-being of children. The foundational objective of OPM is to ensure that children placed in RBWO care are safe from abuse and neglect and that their well-being needs are met. To this end, OPM started testing the use of performance-based placements (PBP) with RBWO providers in FY 2010. FY 2018 is the sixth year where accountability for scores is upheld.

Please see the *FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide* for a full description of FY2018 measurements and scoring.

Data Entry Guidelines

Most PBP data is self-reported by providers in GA SHINES or GA+SCORE. Exceptions are maltreatment & Extended Foster Care Services, which are entered in GA SHINES by DFCS case managers. **Data must be entered by the 10th of the following month (e.g., any work done in August must be reported by 9/10) to receive credit, unless there is an earlier deadline established by OPM. Providers may delete PBP data reported in error until the 10th of the following month, at which point all data entry is considered final.**

Most measures are scored on a monthly basis and automatically include every child in placement for the full month. Some measures have additional qualifying factors; e.g., children who are too young to enroll in K-12 are not required to receive academic supports. It is the provider's responsibility to report all such exclusions to GA+SCORE. The only exceptions:

- + Children younger than one are automatically excluded from the measure for EPSDT dental visits.
- + Based on child data, OPM may exclude a medically fragile child from the measure for EPSDT dental visits. Contact OPM for assistance.

Information reported to SHINES is imported to GA+SCORE via a data-sharing and matching process.

- + **GA+SCORE does not instantly display records entered in GA SHINES.** Records are imported in monthly batches throughout the year, typically 3-5 days after the reporting deadline.
- + **The child's SHINES Person ID in GA+SCORE *must* be the same as the Person ID displayed in SHINES in order for data to match/link between the two systems. The provider is responsible for verifying that the SHINES Person ID is the same in both systems. If the SHINES Person ID is not the same in both systems at the time records are imported, the provider will not receive credit for data entered in GA SHINES; only one attempt is made to import each record.**

- + If a child does not appear on the SHINES roster after 30 days in placement and attempts to work with the DFCS case manager are unsuccessful, contact Region IV Director Lon Roberts at lsroberts@dhs.ga.gov for technical assistance.

PBP REPORTING BY MEASURE – CCI/CPA

CPA and CCI providers are accountable for the following measures. However, CCI providers operating as specialty ILP or TLP providers have an adjusted weight for each measure. Please see the following section beginning on page 69 for more information on specialty providers.

Safety Scoring Component

Provider self-reported measures related to child safety account for 10% of a CCI or CPA provider's total PBP score.

Incidence of Maltreatment

Children who have substantiated CPS investigations (all or none)

Data Source: GA SHINES

This measure is calculated based on data reported to GA SHINES by DFCS staff. Providers are not required to report for this measure. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 11.

Staff Training

For new staff: Percent of staff whose records are entered timely into GA+SCORE, contain the OIG records information, are enrolled in Foundations within 30 days of hire or waived and complete the Foundations requirements within the deadline based on hire date.

For veteran staff: Percent of staff whose records are entered into GA+SCORE including OIG information and who complete at least 25% of annual training requirement quarterly (6 hours).

Foundations component applies to HSP, CSS, CSW, LC only; other components apply to all staff with any role other than N/A.

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on staff members' RBWO Roles, number of days worked during the quarter, status as part-time or full-time employees, OIG reporting, Foundations training completion, and hours of annual training completed during the quarter. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 11.

There are three components to reporting this measure in GA+SCORE.

First, report all staff on the Staffing screen, and ensure that all staff listed on the Staffing screen have an assigned RBWO Role.

- + Staff members with RBWO Roles other than N/A **are** included in this measure. The Foundations component applies only to staff with RBWO roles HSP, CSS, CSW, or LC.
- + Staff members with no RBWO Role in GA+SCORE **are** included in this measure.

For more information about the Staffing list, see page 9 of this manual.

Second, report a valid hire date and agency start date for all staff listed on the Staffing screen, indicate whether the staff work part time (fewer than 20 hours a week) or full time, and ensure that any staff who are no longer working at the program site have a valid end date. If a staff member is on leave 30 days or more during the quarter, report the extended leave to GA+SCORE by the tenth of the month after the leave begins; add the end date when the staff member returns from leave.

- + Staff members who have no hire date in GA+SCORE **are** included in this measure.

For more information about the Staffing list, see page 9 of this manual.

Third, ensure that staff are compliant with Foundations training requirements. New staff must have waived both components or enrolled in both components within 30 days of their hire dates. Staff who do not waive Foundations must complete both components within 4 months (staff hired 7/1/2016 or later) or within 6 months of their hire dates.

- + Staff members who have no hire date in GA+SCORE **are** included in this measure.

For more information about Foundations registration, see page 13 of this manual and the registration instructions on the homepage of www.gascore.com.

Fourth, ensure that background checks are uploaded for staff. New staff must have checks completed prior to hire and uploaded to GA+SCORE by the tenth of the following month. Veteran staff must have an OIG letter completed in the month of their fifth, tenth, etc., anniversary (by agency start date) and uploaded to GA+SCORE by the tenth of the following month, as well as annual background checks completed prior to hire and one each anniversary.

- + Staff members who have no hire date in GA+SCORE **are** included in this measure.

For more information about uploading OIG letters, see page 12 of this manual.

Fifth, report all staff member trainings to GA+SCORE by the tenth of the month after the end of the quarter in which the training is completed.

- + No extra credit is given for training completed by staff members who are not required to complete training based on their RBWO Role and/or number of days worked in the quarter. However, these trainings may be applied to subsequent quarters if the staff member requires training in those quarters.
- + If a staff member completes more than 6 hours of training in a single quarter, the additional training is applied to the following quarter. Additional training may not be applied retroactively to a previous quarter.
- + If a staff member works at more than one program site, each site is responsible for the information it sees on the staff tabs. However, annual trainings reported for the staff member at one program site may be visible at other program sites.

- + CPR, First Aid, and ESI **may not** be counted as PBP training hours for CCI staff.
- + CPR, First Aid, and CPI **may** be counted as PBP training hours for CPA staff.

To report a staff training, click on the staff member's name (1) on the Staffing screen. On the Annual Training screen (2) under the purple Profile tab, click on the "Add an Annual Training" link at the bottom of the screen (3). You will need the name and description, the date the training was completed, the mode (online or classroom), and the number of credit hours, which may be a decimal. When you are finished, click the Add button. To view the description you reported, click on the name of the training. The total of eligible training hours – i.e., hours completed during the fiscal year and reported by the tenth of the month after the end of the quarter in which the training was completed – displays in a column on the orange Staffing screen.

Rachel's Place (Test Only)
Transitional Living Program (5127) - Child Caring Institution (Active)

Profile | Audit | Services | Rosters | Reports | Risk Management

Program Information | Contact Information | Program Designations | **Staffing** | Contract Activity | Notes

Staffing

Please note that this staffing list is NOT the list of active GA+SCORE users for your program. User accounts are managed via the User Management screen in the Quick Links.

Name	Title/Position	RBWO Role	Hire Date	PBP Training Hrs	Foundations
Ben Affleck	HSP (Human Services Professional)	HSP	07/14/2008	MISSING	Incomplete
Tom Cruise	Life Coach	LC	06/23/2007	MISSING	Incomplete
Jennifer Garner	Behavior Specialist	HSP	09/30/2009	3.00	Incomplete
Katie Holmes	House Parent	CSW	02/03/2010	MISSING	Incomplete
Samuel Jackson	Executive Director	DIR	02/12/2007	N/A	N/A
Minka Kelley	Child Life Specialist	LC (PT)	11/25/2011	N/A	Incomplete

Add New Staff

Staffing History (3)

Rachel's Place (Test Only)
Transitional Living Program (5127) - Child Caring Institution (Active)

Staff Person: Katie Holmes (Person ID: 280314) - Staff List

Profile | RBWO Foundations | **Annual Training** | Extended Leave

Annual Training

Name	Date	Mode	Credit HRS	Date Reported to GA+SCORE
First Aid	2/23/2013	Classroom	2.00	6/10/2013
CPR	2/13/2013	Classroom	3.00	6/10/2013

Save

Add an Annual Training

Staff Annual Training History (0)

To remove an annual training reported in error (within the editing window), click on the name of the training, check the box labeled "Remove from record (Incorrectly Assigned) ", and click the Save button.

Permanency Scoring Component

Provider self-reported measures related to child permanency account for 15% of a CCI or CPA provider's total PBP score.

Placement Stability

Percent of children remaining in provider placement without a disruption

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on the disposition reported to GA+SCORE when a child is discharged from a placement (including transfers between homes at a single CPA program site). For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 13.

For more information on reporting a discharge, see page 37 of this manual.

Well-Being Scoring Component

Provider self-reported measures related to child well-being account for 25% of a CCI or CPA provider's total PBP score.

EPSDT Medical Visits

Percent of children who receive health screenings based on Medicaid's Early Prevention and Screening Diagnostic Test (EPSDT) periodicity schedule as recorded in Minimum Standard 6.2

Data Source: Provider Self-Report in GA SHINES and GA+SCORE

This measure is calculated based on Medicaid's EPSDT periodicity schedule as reflected in the RBWO Minimum Standards and any EPSDT medical visits reported to GA+SCORE. **Only EPSDT Medical visits should be reported to GA+SCORE; please do not report other types of medical appointments, such as sick-child visits, vision appointments, or follow-up/treatment visits.** Full credit is given for each child who is not overdue for an EPSDT medical visit. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 14.

There are two components to reporting this measure in GA+SCORE.

First, enter the most recent EPSDT medical visit date as soon as it that date is known. This visit may have occurred before the start of the placement.

To report an EPSDT medical visit, click on the child's name on the Daily Roster. On the Appts and Visits screen under the blue Placements tab, click on the "Add an EPSDT Appointment" link. You will need the visit date, the type (medical), the status (attempted or completed), and whether the visit was completed by your staff; you may also enter the location and any comments. (Please limit your comments to brief notes; the full narrative should be reported to GA SHINES.) When you are finished, click the Add button. To view the comments you reported, click on the date. **Only EPSDT Medical visits should be reported to GA+SCORE; please do not report other types of medical appointments, such as sick-child visits, vision appointments, or follow-up/treatment visits.**

Date	Type	Status	Location	Completed By	Reported to GA+SCORE
06/24/2012	EPSDT Dental	Visit Completed	Clean Teeth	Current Provider	06/25/2012
04/01/2012	EPSDT Medical		Dr. Nealy	Other Party	06/22/2012

Note: Only EPSDT visits should be entered in to GA+SCORE.

Add an EPSDT Appointment

Date:

Type:

Status:

Location:

Completed By:

Comments:

Add

Second, enter each EPSDT medical visit or attempted visit completed during the placement. Each visit must be documented in GA+SCORE by the tenth of the following month.

To report an EPSDT medical visit, follow the instructions above.

To remove a visit reported in error (within the editing window), click on the date, check the box labeled "Remove from record (Incorrectly Assigned) ", and click the Save button.

EPSDT Dental Visits

Percent of children age 1 or older who receive two dental screenings annually
Data Source: Provider Self-Report in GA SHINES and GA+SCORE

This measure is calculated based on Medicaid's EPSDT periodicity schedule as reflected in the RBWO Minimum Standards and any EPSDT dental visits reported to GA+SCORE. **Only EPSDT Dental visits should be reported to GA+SCORE; please do not report other types of dental appointments, such as orthodontist visits or follow-up/treatment visits.** Full credit is given for each child who is not overdue for an EPSDT dental visit. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 15.

There are two components to reporting this measure in GA+SCORE.

First, enter the most recent EPSDT dental visit date at the time of the placement, or as soon as it becomes available.

To report an EPSDT dental visit, see the instructions for EPSDT medical visits in the previous section. **Only EPSDT Dental visits should be reported to GA+SCORE; please do not report other types of dental appointments, such as orthodontist visits or follow-up/treatment visits.**

Second, enter each EPSDT dental visit or attempted visit completed during the placement. Each visit must be documented in GA+SCORE by the tenth of the following month.

To report an EPSDT dental visit, see the instructions for EPSDT medical visits in the previous section.

To remove a visit reported in error (within the editing window), see the instructions for EPSDT medical visits in the previous section.

Academic Supports

Percent of children enrolled in K-12 or a GED program who receive at least two academic supports per month

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on the child's education status and any academic supports reported to GA+SCORE.

- + Children with no education status reported in GA+SCORE are included in this measure.
- + Children with an education status of "Not required to be enrolled in K-12/GED" are **not** included in this measure.

For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 16.

There are two components to reporting this measure in GA+SCORE.

First, report the child's education status.

To report a child's education status, click on the child's name on the Daily Roster. On the Education screen under the blue Placements tab, click on the "Add New Education Status" link. You will need the effective date, the education status, and the grade level (if the status is "Enrolled in K-12/GED" or "Intend to enroll in K-12/GED") or the reason not enrolled (if the status is "Not required to be enrolled in K-12/GED"). When you are finished, click the Add button.

The screenshot shows the GA+SCORE interface for reporting education status. At the top, there are tabs for Profile, Placements (selected), Program Designations, Family, and ILP/TLP. Under the Placements tab, there are sub-tabs for Placement Details, Payments, Appts and Visits, Education (selected), Family, and ILP/TLP. The main content area shows the child's name, Rachel's Place (Test Only) - Foster Care Program (5108) - CPA, and a 'Select Placement (2)' button. Below this is an 'Education' button. The 'Education Status' section shows the current status: Effective Date: 4/1/2012 - Enrolled in K-12/GED in 2nd grade or equivalent (Reported to GA+SCORE: 4/13/2012). The 'Academic Supports' section contains a table with columns for Date, Type, and Date Reported To GA+SCORE. Two supports are listed: Caregiver educational surrogate training (6/2/2011, 7/1/2011) and PTA Attendance (6/2/2011, 1/23/2012). A 'Save' button is located below the table. At the bottom, there is a form to 'Add New Education Status' with fields for Effective Date, Education Status, and an 'Add' button. Below that is a link to 'Add an Academic Support'.

Date	Type	Date Reported To GA+SCORE
6/2/2011	Caregiver educational surrogate training	7/1/2011
6/2/2011	PTA Attendance	1/23/2012

To report a change in education status, simply add a new record using the instructions above. You should not delete the existing record unless it was entered incorrectly. The new record will appear at the top of the Education screen, and the old record will be moved to the "Education Status History" folder at the bottom of the screen.

To remove an education status reported in error (within the editing window), click on the date, check the box labeled "Remove from record (Incorrectly Assigned) ", and click the Save button.

Second, report the child's academic supports by the tenth of the month following the support provided.

To report an academic support, click on the child's name on the Daily Roster. On the Education screen under the blue Placements tab, click on the Add an Academic Support link. You will need the date of the support and the type of support. When you are finished, click the Add button.

The screenshot shows a web interface for adding academic support. At the top, there is a light blue box with the title "Add an Academic Support". Inside this box, there are two input fields: "Meeting Date" with a text box and "Academic Support Type" with a dropdown menu. Below the dropdown menu is a blue button labeled "Add". Below the form, there are two folder icons with labels: "Education Status History (7)" and "Academic Supports History (0)".

To remove an academic support reported in error (within the editing window), click on the date, check the box labeled "Remove from record (Incorrectly Assigned)", and click the Save button.

Provider Every Child Every Month (ECEM) Visits

Percent of children with whom the provider makes a purposeful monthly contact

Data Source: Provider Self-Report in GA SHINES

This measure is calculated based on provider reporting in GA SHINES. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 16.

To report an ECEM visit to GA SHINES, please see the "SHINES PBC Reporting Guide", which is posted on the GA+SCORE website.

ECEM visits entered in GA SHINES will be displayed on the blue Appts and Visits screen in GA+SCORE after each scheduled import. GA+SCORE does not instantly display records entered in GA SHINES.

Provider General Contacts

Percent of children receiving a documented contact between child and HSP or CSW or CSS

Data Source: Provider Self-Report in GA SHINES

This measure is calculated based on provider reporting in GA SHINES. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 17.

To report a provider general contact to GA SHINES, please see the "SHINES PBC Reporting Guide", which is posted on the GA+SCORE website.

General contacts entered in GA SHINES will be displayed on the blue Appts and Visits screen in GA+SCORE after each scheduled import. GA+SCORE does not instantly display records entered in GA SHINES.

Placements with Siblings

Percent of children placed with all siblings who are also in DFCS custody

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on provider reporting in GA+SCORE. This test measure will not be scored in FY 2018. For a full description of the measurement, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 17.

This measure is calculated based on family data reported to GA+SCORE.

- + Children with no family data in GA+SCORE are included in this measure.
- + Children whose family data indicates they have no siblings in DFCS custody are **not** included in this measure.

To report family data, click on the child's name on the Daily Roster. On the Family screen under the blue Placements tab, click on the "Add New Visitation Requirements" link at the bottom of the screen. Enter the date of the most recent consultation with DFCS and answer each question with "Yes" or "No". As you answer each question, the system will display follow-up questions. When you are finished, click the Add button.

The screenshot shows a web interface for reporting family data. At the top, there's a 'Family' tab. Below it, 'Current DFCS Visitation Requirements' are displayed, including a 'DFCS Consultation Date' and a 'FY17 Sibling Test Measure' status. A 'Save' button is present. The main section is 'Add New Visitation Requirements', which includes a date field set to 7/10/2016. Under 'Sibling Placements' (1a), there are two questions about siblings in custody, both answered 'Yes'. Under 'Parent Visits' (1b), there are several questions about contact methods and supplementary visits, with the last one answered 'Yes'. An 'Add' button is at the bottom. A dashed tip box on the right states: 'Tip: The number of questions you see will vary depending on your answers. Based on your responses, the system automatically displays whether the child has siblings in care (1a) and whether Parent Visits need to be facilitated (1b).'

To report a change in visitation expectations, simply add a new record using the instructions above. You should not delete the existing record unless it was entered incorrectly.

To remove visitation expectations reported in error (within the editing window), click on the date, check the box labeled "Remove from record (Incorrectly Assigned) ", and click the Save button.

Placements in Legal County

Percent of admissions to a foster home or CCI in the child's legal county

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on provider reporting in GA+SCORE. This test measure will not be scored in FY 2018. This measure is calculated based on the legal county reported for a child at the time of admission to a new placement (including transfers between homes at a single CPA program site). For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 17.

For more information on reporting an admission, see page 36 of this manual.

CCI/CPA INCENTIVE CREDITS

Incentive Credits are capped at 10 points per quarter.

EPSDT Medical Visits

Percent of required medical visits completed early (within 60 days for youth ages 3 and older or within 15 days for children 6-36 months)

Data Source: Provider Self-Report in GA SHINES and GA+SCORE

For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 18.

To report an EPSDT medical visit, see Well-being Scoring Component EPSDT Medical Visits on page 58 of this manual. Please note that attempted visits do not count toward incentive credit.

EPSDT Dental Visits

Percent of required dental visits completed early (within 60 days for youth ages 1 and older)

Data Source: Provider Self-Report in GA SHINES and GA+SCORE

For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 19.

To report an EPSDT dental visit, see Well-being Scoring Component EPSDT Dental Visits on page 59 of this manual. Please note that attempted visits do not count toward incentive credit.

Permanency Contacts

Percent of children receiving provider supported contact between child and permanency adult which support the DFCS permanency plan

Data Source: Provider Self-Report in GA SHINES

This measure is calculated based on visitation expectations reported to GA+SCORE and sibling visits reported to GA SHINES.

- + Children with no visitation expectations in GA+SCORE **are** included in this measure.
- + Children whose visitation expectations do not include parent visits **are not** included in this measure.

For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 19.

To report visitation expectations, see Well-being Scoring Component Placements with Siblings on page 63 of this manual.

To report a permanency contact to GA SHINES, please see the "SHINES PBC Reporting Guide", which is posted on the GA+SCORE website.

Permanency contacts entered in GA SHINES will be displayed on the blue Appts and Visits screen in GA+SCORE after each scheduled import. GA+SCORE does not instantly display records entered in GA SHINES.

Additional Academic Supports

Percent of children enrolled in K-12 or a GED program who receive six or more academic supports per month

Data Source: Provider Self-Report in GA+SCORE

For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 20.

To report an academic support, see Well-being Scoring Component Academic Supports on page 61 of this manual.

Foster Home Retention – CPA only

Total quarterly foster home retention rate is at least 90%

Data Source: GA+SCORE derived from provider self-report

This measure is calculated based on foster home data reported to GA+SCORE. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 20.

For more information on reporting foster home data, see page 15 of this manual.

Foster Home Recruitment – CPA only

Approval of at least four new homes (or at least 25% of # approved of homes at the start of the quarter) during the quarter

Data Source: GA+SCORE derived from provider self-report

This measure is calculated based on foster home data reported to GA+SCORE. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 20.

For more information on reporting foster home data, see page 15 of this manual.

Active Accreditation

Add 2 points for each accreditation active on the last day of the quarter

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on provider data reported to GA+SCORE. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 21.

For more information on reporting provider data, see page 8 of this manual.

Staff Clinical Licensure

Add 1/2 point per HSP, CSS, or CSW staff with one or more state of Georgia clinical licenses active on the last day of the quarter

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on staff data reported to GA+SCORE. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 21.

For more information on reporting staff data, see page 11 of this manual.

Behavior Management – CCI only

No "reportable" use of physical restraint/seclusion/ESI during the quarter

Data Source: GA+SCORE derived from provider self-report of Significant Events

This measure is calculated based on Significant Events reported to GA+SCORE; no additional documentation is required. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 21.

For more information on reporting significant events, see page 43 of this manual.

ILP/TLP MEASURES

ILP/TLP programs receive a combined CCI/ILP or CCI/TLP GA+SCORECARD which combines some of the CCI measures described above, including the two new test measures, with the following ILP/TLP specialty measures.

Academic/Career Development

Percent of youth attending an educational program leading to HS completion or higher education and/or employed at least 10 hours a week

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on data reported on the ILP/TLP Roster. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 22.

The screenshot shows a web interface with a navigation bar containing tabs: Profile, Monitoring, Services, **Rosters**, Reports, and Risk Management. Under the Rosters tab, there are sub-tabs: Daily Roster, Daily Non-RBWO Roster, **ILP/TLP Roster**, and RBWO Referrals. Below the sub-tabs is a button labeled "ILP/TLP Roster".

A text box states: "This tab includes a list of every child served during the current month. To update the previous month's data (during the first ten days of the following month), click on the history folder below."

A red text box says: "July 2017 - Reporting for a previous month? Click on the ILP/TLP History folder at the bottom of the screen."

Child ID#	Child Name	Child Age	Academic/ Career	Active IDA \$5/mo.	Fin Skills Exp	Community Connections (10 hours)	Incentive Credits			
							Received HS Diploma	Passed Prof. Cert.	Passed College Courses	No New DJJ/DOC Involvement
4465053	Brady (TEST), Greg	19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4465051	Brady (TEST), Jan	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4467784	Potter, Harry	16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the table is a "Save" button.

At the bottom, there is a folder icon labeled "ILP/TLP History (61)".

To report academic/career development for the current month, click on the ILP/TLP Roster screen under the orange Rosters tab. For each youth, check the box in the column labeled "Academic/ Career" if this measure has been met. When you are finished, click the Save button. You may return to this screen multiple times throughout the month to complete your reporting.

To report academic/career development for the previous month (by the tenth day of the following month), click on the ILP/TLP Roster screen under the orange Rosters tab. Then click on the "ILP/TLP history" link at the bottom of the screen and select the previous month's record. For each youth, check the box in the column labeled "Academic/ Career" if this measure has been met. When you are finished, click the Save button.

Independent Living Skills Provision

Percent of youth receiving at least four independent living skills experiences monthly: counseling, workshop, experiential activity or other that supports the youth's development as dictated by the ACLSA and the youth's WTLP (ISP)

Data Source: Provider Self-Report in GA SHINES

This measure is calculated based on provider reporting in GA SHINES. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 23.

To report an independent living skills experience to GA SHINES, please see the "SHINES PBC Reporting Guide", which is posted on the GA+SCORE website.

Independent living skills experiences entered in GA SHINES will be displayed on the blue ILP/TLP screen in GA+SCORE after each scheduled import. GA+SCORE does not instantly display records entered in GA SHINES.

Financial Independence

Percent of youth enrolled in the Individual Development Account program, attending financial literacy class and maintaining IDA with minimum \$5 monthly contribution and at least one skill training experience on finances monthly

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on provider reporting to GA+SCORE for a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 24.

- + All youth must enroll in the IDA program. Youth with no enrollment data in GA+SCORE are included in the measure.
- + If the youth is unable to open an account due to bad credit or another extenuating circumstance, document the circumstance in the youth's file. Then check the box labeled "Youth is not eligible for a savings account (IDA Participation Override)" (1) on the ILP/TLP screen under the blue Placements tab, and click the Save button. These youth are **not** required to open an account or make monthly donations, but must receive at least one skill training experience on finances monthly.

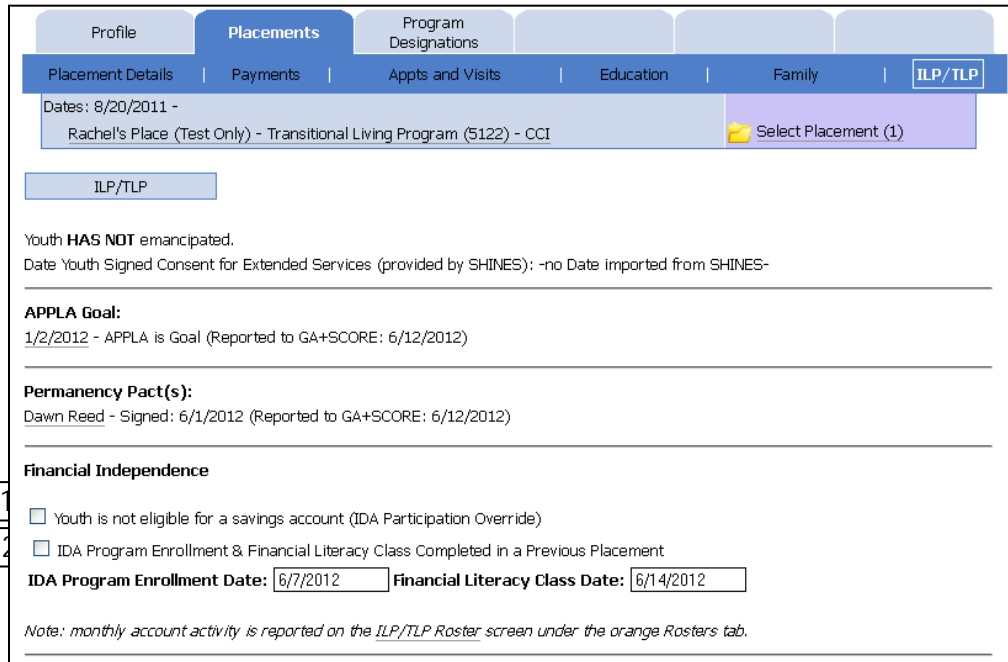
There are three components to reporting this measure in GA+SCORE.

First, each youth in placement must enroll in the IDA program and complete the financial literacy class.

To report that a youth has enrolled in the program and/or completed the class, click on the ILP/TLP screen under the blue Placements tab.

- o If the youth enrolled and completed the class during a previous placement at another provider, check the box labeled "IDA Program Enrollment & Financial Literacy Class Completed in a Previous Placement" (2) and click the Save button.

- o If the youth enrolls and completes the class during the placement at your program site, enter the enrollment date and class date (3) and click the Save button.



Profile | **Placements** | Program Designations | Education | Family | ILP/TLP

Placement Details | Payments | Apts and Visits | Education | Family | ILP/TLP

Dates: 8/20/2011 -
Rachel's Place (Test Only) - Transitional Living Program (S122) - CCI Select Placement (1)

ILP/TLP

Youth **HAS NOT** emancipated.
Date Youth Signed Consent for Extended Services (provided by SHINES): -no Date imported from SHINES-

APPLA Goal:
1/2/2012 - APPLA is Goal (Reported to GA+SCORE: 6/12/2012)

Permanency Pact(s):
Dawn Reed - Signed: 6/1/2012 (Reported to GA+SCORE: 6/12/2012)

Financial Independence

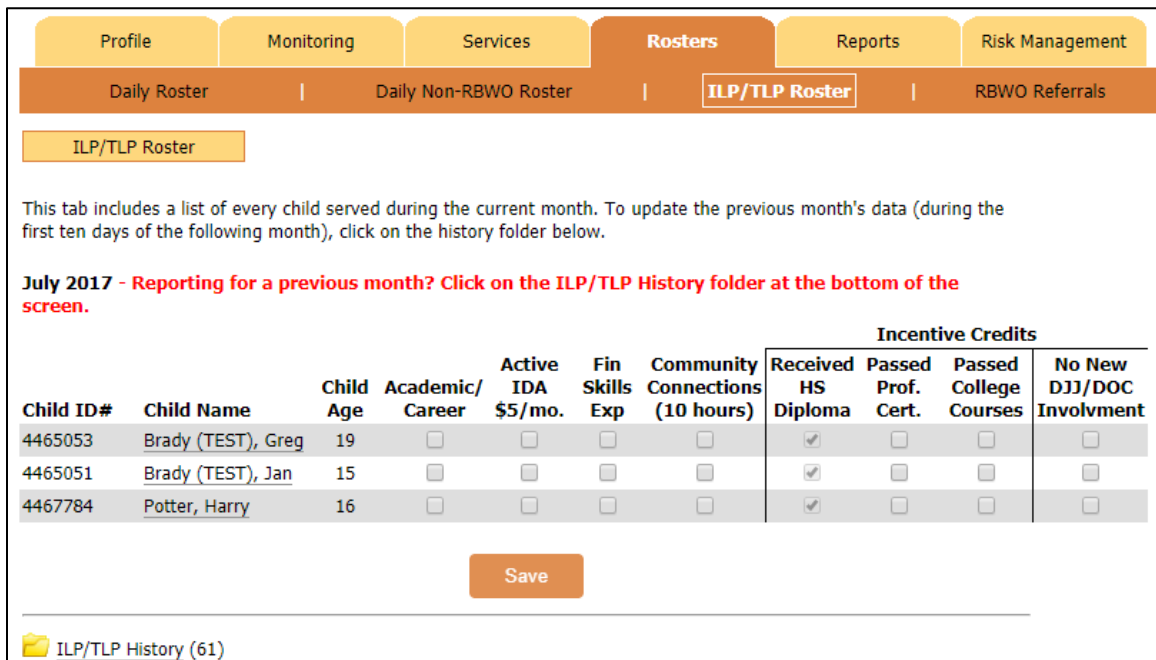
Youth is not eligible for a savings account (IDA Participation Override)

IDA Program Enrollment & Financial Literacy Class Completed in a Previous Placement

IDA Program Enrollment Date: Financial Literacy Class Date:

Note: monthly account activity is reported on the ILP/TLP Roster screen under the orange Rosters tab.

Second, each youth who is enrolled in the IDA program must make a minimum \$5 contribution to the IDA account each month.



Profile | Monitoring | Services | **Rosters** | Reports | Risk Management

Daily Roster | Daily Non-RBWO Roster | **ILP/TLP Roster** | RBWO Referrals

ILP/TLP Roster

This tab includes a list of every child served during the current month. To update the previous month's data (during the first ten days of the following month), click on the history folder below.

July 2017 - Reporting for a previous month? Click on the ILP/TLP History folder at the bottom of the screen.

Child ID#	Child Name	Child Age	Academic/ Career	Active IDA \$/mo.	Fin Skills Exp	Community Connections (10 hours)	Incentive Credits			
							Received HS Diploma	Passed Prof. Cert.	Passed College Courses	No New DJJ/DOC Involvement
4465053	Brady (TEST), Greg	19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4465051	Brady (TEST), Jan	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4467784	Potter, Harry	16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

ILP/TLP History (61)

To report a contribution for the current month, click on the ILP/TLP Roster screen under the orange Rosters tab. For each youth, check the box in the column labeled "Active IDA \$5/mo." if this measure has been met. When you are finished, click the Save button.

To report a contribution for the previous month (by the tenth day of the following month), click on the ILP/TLP Roster screen under the orange Rosters tab. Then click on the "ILP/TLP history" link at the bottom of the screen and select the previous month's record. For each youth, check the box in the column labeled "Active IDA \$5/mo." if this measure has been met. When you are finished, click the Save button.

Third, each youth must receive at least one skill training experience on finances monthly. This includes youth who are unable to open an account

To report a skills experience for the current month, click on the ILP/TLP Roster screen under the orange Rosters tab. For each youth, check the box in the column labeled "Fin Skills Exp" if this measure has been met. When you are finished, click the Save button.

To report a skills experience for the previous month (by the tenth day of the following month), click on the ILP/TLP Roster screen under the orange Rosters tab. Then click on the "ILP/TLP history" link at the bottom of the screen and select the previous month's record. For each youth, check the box in the column labeled "Fin Skills Exp" if this measure has been met. When you are finished, click the Save button.

Community Connections

Percent of youth participating in a community organization or volunteer experience at least 10 hours a quarter

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on data reported on the ILP/TLP Roster. Please note that this measure is calculated on a quarterly basis; you should report the community connection only once, in the month where the youth completes the 10th hour of participation for that quarter. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 24.

To report that the 10th hour was completed in the current month, click on the ILP/TLP Roster screen under the orange Rosters tab. For each youth, check the box in the column labeled "Community Connections (10 hours)" if this measure has been met. When you are finished, click the Save button.

Profile
Audit
Services
Rosters
Reports

Daily Roster
Daily Non-RBWO Roster
ILP/TLP Roster
RBWO Referrals

ILP/TLP Roster

This tab includes a list of every child served during the current month. To update the previous month's data (during the first ten days of the following month), click on the history folder below.

June 2012 - Reporting for a previous month? Click on the ILP/TLP History folder at the bottom of the screen.

Child ID#	Child Name	Child Age	Academic/ Career	Active IDA \$5/mo.	Fin Skills Exp	Community Connections (10 hours)	Incentive Credits			
							Received HS Diploma	Passed Prof. Cert.	Passed College Courses	No New DJJ/DOC Involvement
4459965	Johns (Test), Katelyn	16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4462853	Van Pelt, Linus	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

📁
ILP/TLP History (11)

To report that the 10th hour was completed in the previous month (by the tenth day of the following month), click on the ILP/TLP Roster screen under the orange Rosters tab. Then click on the "ILP/TLP history" link at the bottom of the screen and select the previous month's record. For each youth, check the box in the column labeled "Community Connections (10 hours)" if this measure has been met. When you are finished, click the Save button.

WTLP/Life Coach

Percent of youth who receive at least two documented contacts with Life Coach in support of achieving WTLP goals

Data Source: Provider Self-Report in GA SHINES

This measure is calculated based on provider reporting in GA SHINES. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 25.

To report a WTLP/Life Coach contact to GA SHINES, please see the "SHINES PBC Reporting Guide", which is posted on the GA+SCORE website.

WTLP/Life Coach contacts entered in GA SHINES will be displayed on the blue ILP/TLP screen under Placements in GA+SCORE after each scheduled import (1). GA+SCORE does not instantly display records entered in GA SHINES.

Profile	Placements	Program Designations	SFC Per Diems	Wrap Around Services	
Placement Details	Payments	Apts and Visits	Education	Family	ILP/TLP
Dates: 6/11/2012 -				Add New Placement	
Rachel's Place (Test Only) - Transitional Living Program (5127) - CCI				Select Placement (1)	
ILP/TLP					
Youth HAS NOT emancipated.					
Date Youth Signed Consent for Extended Services (provided by SHINES): -no Date imported from SHINES-					
APPLA Goal:					
12/7/2012 - APPLA is Goal (Reported to GA+SCORE: 1/7/2013)					
Permanency Pact(s):					
John Smith - Signed: 1/5/2013 (Reported to GA+SCORE: 1/7/2013)					
Financial Independence					
<input type="checkbox"/> Youth is not eligible for a savings account (IDA Participation Override)					
<input type="checkbox"/> IDA Program Enrollment & Financial Literacy Class Completed in a Previous Placement					
IDA Program Enrollment Date: 6/30/2012 Financial Literacy Class Date: 7/2/2012					
<i>Note: monthly account activity is reported on the ILP/TLP Roster screen under the orange Rosters tab.</i>					
WTLP/Life Coach Contact (Supplied By SHINES)					
Visit Date		1		Date Imported from SHINES	
01/07/2013				1/17/2013	
01/05/2013				1/17/2013	

ILP/TLP INCENTIVE CREDITS

Incentive Credits are capped at 10 points per quarter.

No DJJ or DOC Involvement

Percent of youth with no DJJ or DOC involvement OR no additional involvement or probation violations and no Significant Events with police involvement

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on data reported on the ILP/TLP Roster. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 26.

To report no DJJ or DOC involvement for the current month, click on the ILP/TLP Roster screen under the orange Rosters tab. For each youth, check the box in the column labeled "No New DJJ/DOC Involvement" if this measure has been met. When you are finished, click the Save button. You may return to this screen multiple times throughout the month to complete your ILP/TLP reporting.

This tab includes a list of every child served during the current month. To update the previous month's data (during the first ten days of the following month), click on the history folder below.

June 2012 - Reporting for a previous month? Click on the ILP/TLP History folder at the bottom of the screen.

Child ID#	Child Name	Child Age	Academic/ Career	Active IDA \$5/mo.	Fin Skills Exp	Community Connections (10 hours)	Incentive Credits			
							Received HS Diploma	Passed Prof. Cert.	Passed College Courses	No New DJJ/DOC Involvement
4459965	Johns (Test), Katelyn	16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4462853	Van Pelt, Linus	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

ILP/TLP History (11)

To report no DJJ or DOC involvement for the previous month (by the tenth day of the following month), click on the ILP/TLP Roster screen under the orange Rosters tab. Then click on the "ILP/TLP history" link at the bottom of the screen and select the previous month's record. For each youth, check the box in the column labeled "No New DJJ/DOC Involvement" if this measure has been met. When you are finished, click the Save button.

Extended Foster Care Services (EFCS)

Percent of youth agreeing to extended foster care at 18 years of age

Data Source: GA SHINES

This measure is calculated based on data reported to GA SHINES by DFCS staff. Providers are not required to report for this measure. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 26.

EFCS agreements entered in GA SHINES will be displayed on the blue ILP/TLP screen under Placements in GA+SCORE after each scheduled import. GA+SCORE does not instantly display records entered in GA SHINES.

Positive Permanency Connections

Percent of emancipating youth (with APPLA goal) or emancipated youth with signed "Permanency Pacts" or agreements with three or more caring adults

Data Source: Provider Self-Report in GA+SCORE

For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 27.

- + Youth who are emancipated (18 or older) and youth under 18 with APPLA as a permanency goal **are** included in this measure.
- + Youth younger than 18 whose permanency goal has not been reported **are** included in this measure.
- + Youth younger than 18 with a permanency goal other than APPLA **are not** included in this measure.

There are two components to reporting this measure in GA+SCORE.

First, report the permanency goal for any youth under 18. You do not need to report this information for a youth 18 or older.

To report a permanency goal, click on the ILP/TLP screen under the blue Placements tab. Click on the "Add an APPLA Goal" link at the bottom of the screen. You will need the date of your consultation with DFCS and whether the permanency goal is APPLA. When you are finished, click the Add button. The most recent APPLA goal is displayed on screen; to see previous records, click on the "APPLA Goal History" link at the bottom of the screen.

The screenshot displays the ILP/TLP screen in the GA+SCORE system. At the top, there are navigation tabs: Profile, Placements (selected), Program Designations, Education, and Family. Below these are sub-tabs: Placement Details, Payments, Apts and Visits, Education, and Family. The main content area shows the following information:

- Dates:** 8/12/2011 -
- Placement:** Rachel's Place (Test Only) - Group Home (5106) - CCI
- Buttons:** Select Placement (1), ILP/TLP
- Youth Status:** Youth **HAS NOT** emancipated.
- SHINES Information:** Date Youth Signed Consent for Extended Services (provided by SHINES): -no Date imported from SHINES-
- APPLA Goal:** 4/12/2010 - APPLA is Goal (Reported to GA+SCORE: 6/1/2012)
- Permanency Pact(s):** -no Permanency Pact reported-
- Skills Provisions:** -no Skills Provisions-
- Save Button:** A blue button labeled "Save".
- Add an APPLA Goal Section:** Includes a text input for "Date of Provider/DFCS Case Plan Consultation", a dropdown menu for "Is the permanency goal APPLA?", and an "Add" button.
- Add a Permanency Pact Section:** A link to "Add a Permanency Pact".
- History Links:** "APPLA Goal History (0)" and "Permanency Pact History (0)".

To remove a permanency goal reported in error (within the editing window), click on the date, check the box labeled "Remove from record (Incorrectly Assigned) ", and click the Save button.

Second, report any signed permanency pacts.

To report a permanency pact, click on the ILP/TLP screen under the blue Placements tab. Click on the "Add a Permanency Pact" link at the bottom of the screen. You will need the first and last name of the caring adult, and the date on which the pact was signed. When you are finished, click the Add button.



The screenshot shows a web form titled "Add a Permanency Pact". The form contains four text input fields arranged vertically. The first field is labeled "First Name of Caring Adult", the second "Last Name of Caring Adult", the third "Date Permanency Pact signed", and the fourth "Date Permanency Pact cancelled (if any)". A blue button labeled "Add" is positioned at the bottom center of the form area.

To report that a permanency pact has ended, click on the name of the involved adult, enter the date the pact ended, and click the Save button. To see closed permanency pacts, click on the "Permanency Pact History" link at the bottom of the screen.

To remove a permanency pact reported in error (within the editing window), click on the name of the adult, check the box labeled "Remove from record (Incorrectly Assigned) ", and click the Save button.

High School Graduation, College Participation, or Professional Certification

Percent of youth completing a HS diploma or who pass at least two classes at a college, university, trade, or technical school full-time, or pass a professional certification course

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on data reported on the ILP/TLP Roster. Please note that *this measure is calculated on a quarterly basis (up to one accomplishment per youth per quarter); you should report the accomplishment only once, in the month when it occurs.* For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 27.

To report an academic accomplishment that occurred during the current month, click on the ILP/TLP Roster screen under the orange Rosters tab. For each youth, check the box in the column labeled "Received HS Diploma", "Passed Prof. Cert.", or "Passed College Courses" if this measure has been met. When you are finished, click the Save button. You may return to this screen multiple times throughout the month to complete your ILP/TLP reporting.

This tab includes a list of every child served during the current month. To update the previous month's data (during the first ten days of the following month), click on the history folder below.

July 2017 - Reporting for a previous month? Click on the ILP/TLP History folder at the bottom of the screen.

Child ID#	Child Name	Child Age	Academic/ Career	Active IDA \$5/mo.	Fin Skills Exp	Community Connections (10 hours)	Incentive Credits			
							Received HS Diploma	Passed Prof. Cert.	Passed College Courses	No New DJJ/DOC Involvement
4465053	Brady (TEST), Greg	19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4465051	Brady (TEST), Jan	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4467784	Potter, Harry	16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

ILP/TLP History (61)

To report an academic accomplishment for the previous month (by the tenth day of the following month), click on the ILP/TLP Roster screen under the orange Rosters tab. Then click on the "ILP/TLP history" link at the bottom of the screen and select the previous month's record. For each youth, check the box in the column labeled "Received HS Diploma", "Passed Prof. Cert.", or "Passed College Courses". When you are finished, click the Save button.

At Least Part Time Employment with Medical Benefits

Percent of discharged youth who have at least a part time job with medical benefits

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on data reported to GA+SCORE during the discharge process. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 28.

To discharge a child from a placement, click on the Daily Roster screen under the orange Rosters tab; remember that you will not be able to access records for discharged youth, so complete all required reporting before discharging the youth. Click on the "X" link in the column labeled "Discharge" beside the youth's name. You will need the discharge date (the last day the youth went to bed at the facility: i.e., one day before the day of the move), the discharge reason, whether the youth has at least a part-time job with medical benefits on the discharge date, and whether the youth has a signed housing lease in his/her name on the discharge date.

The screenshot shows a web form titled "Discharge". It contains the following fields:

- Discharge Date:** A text input field.
- Discharge Reason:** A dropdown menu currently showing "-select-".
- Employment with Benefits:** A checkbox.
- Signed Housing Lease:** A checkbox.

A "Save" button is located at the bottom right of the form.

Living Arrangements at Discharge

Percent of youth discharged who have a signed housing lease in their name

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on data reported to GA+SCORE during the discharge process. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 28.

For information on discharging a child from placement, see the previous measure.

Additional Academic Supports

Percent of children enrolled in grade school or GED program who receive six or more academic supports per month

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on data reported to GA+SCORE. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 28.

See CCI/CPA Well-being Scoring Component Academic Supports on page 61 of this manual.

Additional Independent Living Skills Provision

Percent of youth receiving more than 5 independent living skills/activities monthly

Data Source: Provider Self-Report in GA SHINES

This measure is calculated based on data reported to GA+SCORE. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 29.

See ILP/TLP Independent Living Skills Provision on page 70 of this manual.

Active Accreditation

Add 2 points for each accreditation active on the last day of the quarter

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on provider data reported to GA+SCORE. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 29.

For more information on reporting provider data, see page 8 of this manual.

Staff Clinical Licensure

Add 1/2 point per HSP, CSS, or CSW staff with one or more state of Georgia clinical licenses active on the last day of the quarter

Data Source: Provider Self-Report in GA+SCORE

This measure is calculated based on staff data reported to GA+SCORE. For a full description of the measurement and scoring, please consult the "FY 2018 Room Board and Watchful Oversight Performance-Based Placements Measurements and Standards Guide," page 29.

For more information on reporting staff data, see page 11 of this manual.

Security

Care Solutions takes the safeguarding of child data very seriously. Keeping this information safe and secure is every user's responsibility; in addition to the precautions described below, CSI encourages users to protect their account login information and, consequently, the provider, foster home, and child data contained in the system.

The Out-of-Home Care website is public. Information, resources, links, and useful manuals are posted there to keep the Out-of-Home Care community as informed as possible; therefore, no login is required for these sections.

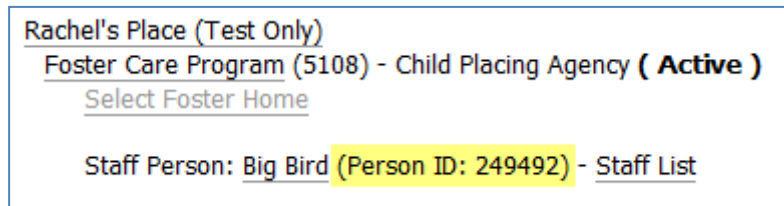
However, the database, which contains OPM's child data, demands the ultimate level of security. GA+SCORE utilizes industry-standard security practices, employing a number of controls for the protection and confidentiality of all child data, as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

1. User verification. Users are required to enter their Username and Password for authentication.
2. Secure browser. Information that flows between the user's computer and the system is encrypted. For maximum security, a browser with 256-bit encryption is recommended. To ensure that data displays correctly, please view GA+SCORE using a current browser (Internet Explorer, Mozilla Firefox, Google Chrome, or Safari) version.
3. Automatic logout. The system automatically logs users out after a short period of non-use, but users are encouraged to log out as soon as they are finished using the system. Re-establishing and re-authenticating one's credentials for an online session helps to reduce unauthorized access to GA+SCORE.
4. Firewall. Firewalls act as a selective barrier that permits only specific types of traffic access to the system. This protects stored data from unauthorized access as well as reducing the load on CSI's servers.
5. System back-ups. The database is backed up nightly to a remote data vault. Remote backup procedures include compressing and encrypting the data, ensuring the highest level of security.

Troubleshooting/Common Issues

As a first step in resolving any errors you encounter, please check the following:

- + **Issue: When a super user attempts to add or edit users, there are no program names in the selection list.**
 - o **Fix:** A super user who can view multiple programs in GA+SCORE must select a program before viewing the User Management screen. Click on the GA+SCORE logo, then on the name of any program. After clicking on the name of the program, you can use the Quick Links menu and the User Management screen to add, edit, or remove users.
- + **Issue: A new user does not receive the password email from GA+SCORE.**
 - o **Fix:** User accounts must be created through the User Management screen under the Quick Links menu, which is accessible only to super users. **Adding a record to the orange Staffing screen does not create a user account.** To see whether an account was created correctly, go to www.gascore.com, click "Request your password", type the full email address of the user into the pop-up box, and click Submit. If you receive the message, "There is no valid user account on file", verify with a super user that the account is listed on the User Management screen.
- + **Issue: Annual training or Foundations components reported for a staff member at one provider site does not appear at another site.**
 - o **Fix:** Training records are shared only if the person has the same Person ID at both provider sites. (The Person ID is visible in the Staff header after selecting a person's name from the orange Staffing list.) Please review page 9 of this document for tips on reporting shared staff correctly; to resolve issues with staff who have already been reported incorrectly, contact Care Solutions.



- + **Issue: A child appears twice on the Daily Roster.**
 - o **Fix:** Look at the Child ID# to the left of the children's names.
 - If the child appears twice with the same ID number, incorrect data on another screen is causing the child to duplicate. The most frequent cause of this problem is multiple open program designations. Click on the child's name, then the blue Program Designations tab; close the previous program designation (the day before the current program designation began), or delete the incorrect record. Please contact Care Solutions if correcting the PDs does not remove the duplication on your Daily RBWO Roster.

- If the child has two or more different GA+SCORE ID numbers, the child has been duplicated in GA+SCORE. Please contact Care Solutions to have the extra record deleted.

Please contact Care Solutions about other questions or errors. Support staff can be reached by email at support@gascore.com, by phone at 770-642-6722 or 1-800-227-3410, or by fax at 770-640-6073. Care Solutions staff will respond as quickly as possible during normal business hours.