

Foster Home Records in GA+SCORE

CPA Partnership 2/28/2023

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2. Initial Approval & Re-Evaluation Dates
3. Addenda Reminders & Updates
4. Addenda Processes & CPS Screening Requests (review from 2022)

1) Repeat Inquiries & Returning Homes – New inquiries for withdrawn homes

Each foster home inquiry is a separate record in GA+SCORE, and data you report as part of one inquiry is not visible in other inquiries, even at the same provider.

If you've withdrawn an inquiry and the foster family later returns to your agency, you should add a new inquiry to GA+SCORE using the return date as the inquiry date. (GA+SCORE will not save two inquiries for the same home with the same date.)

Effective January 24, 2023, if you enter a new inquiry for a home that had a previous inquiry at your agency, **GA+SCORE will automatically copy over any CPS Screening Results or Adam Walsh results** that are less than 18 months old.

1) Repeat Inquiries & Returning Homes – New inquiries for returning homes

If a home that was previously **approved** at your agency wants to reopen within three years of closing in good standing, policy allows you to submit a re-evaluation rather than an initial approval.

First add the new inquiry on your Foster Home Roster, using the home's return date as the inquiry date.

Then email support@gascore.com. We will mark the home as open but unapproved so that you can submit the re-evaluation for the home.

1) Repeat Inquiries & Returning Homes – Inquiries for transferring homes

If a home that is currently open is transferring to your agency, policy allows you to use some older information, such as medical checks older than one year.

To indicate to GA+SCORE that the home's record should use the adjusted policy, answer Yes to this question on the **Initial Approval** screen:

Is this home currently open with another RBWO CPA program / GA DFCS county?

2) Initial Approval & Re-Evaluation Dates

When you submit an initial approval or re-evaluation in GA+SCORE, the due date of the next re-evaluation is calculated **based on the date you type into the box** at the top of the screen.

Initial Approval

[Instructions](#)

AUTHOR OF EVALUATION

DATE DIRECTOR APPROVED INITIAL HOME STUDY

ReEvaluations

[Instructions](#)

DATE DIRECTOR APPROVED RE-EVALUATION

AUTHOR OF RE-EVALUATION

2) Initial Approval & Re-Evaluation Dates

Before submitting an IA or RE record in GA+SCORE, please:

1. Check whether this date is accurate. Remember that it may change if the home has been previously rejected.
 - If necessary, **change the date and then Save (do not Submit)** the screen.
2. Submit the record.

If the submitted date is incorrect, OPM has an opportunity to override it when approving the record. However, it is the providers' responsibility to ensure that this date is correct for each submission.

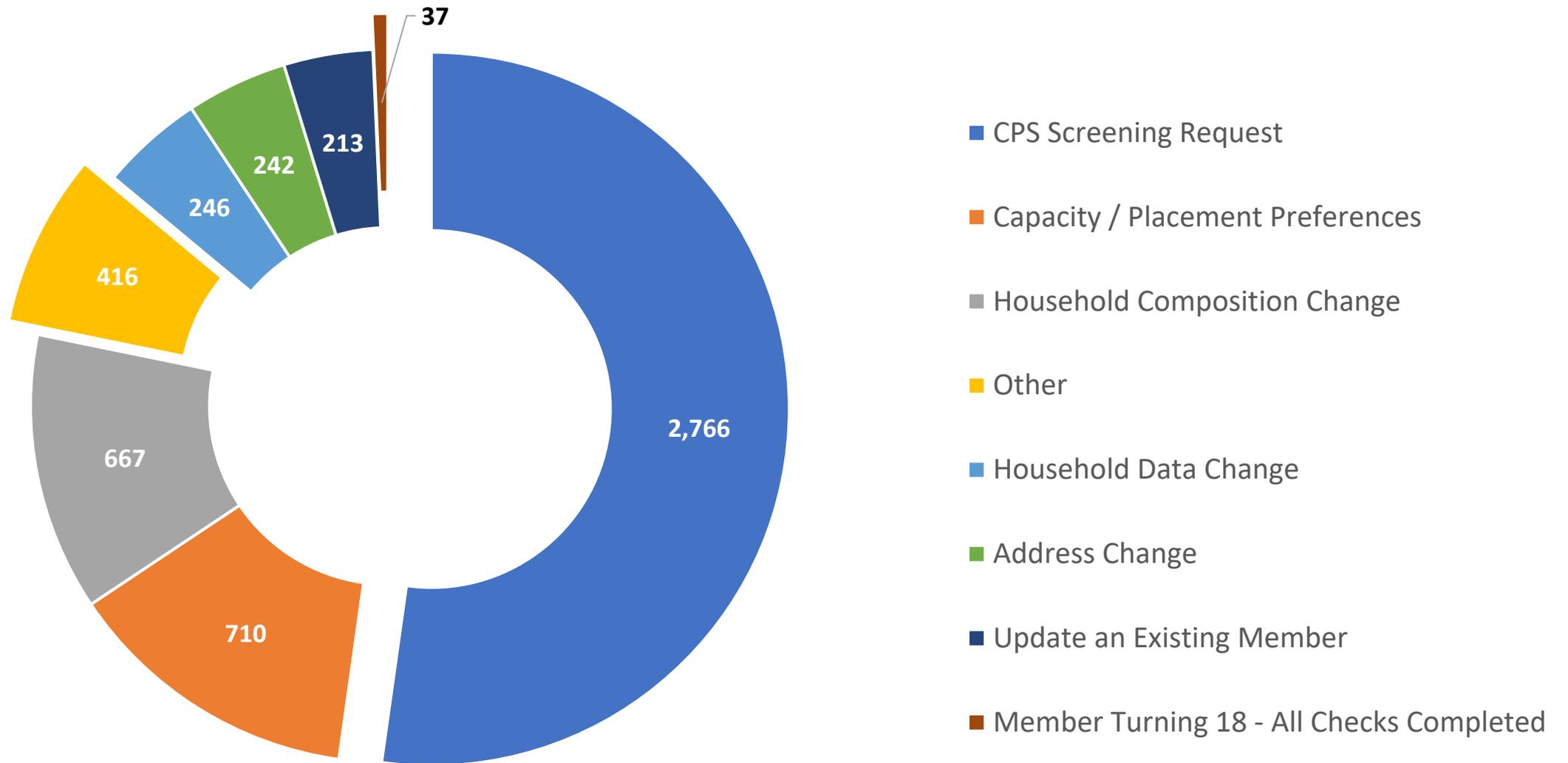
3) Addenda Reminders & Updates

Since the new addendum process was presented at the CPA Partnership Meeting in January 2022, providers have started more than 5,500 addendum records in GA+SCORE and submitted about 5,300.

By far the most common type was CPS Screening Request – ReEvaluation (2,500+ addenda).

For OPM addenda, the most common types were Capacity Change / Placement Preferences Change, Other, and changes to household composition.

Foster Home Addenda by Purpose



3) Addenda Reminders & Updates

Based on those submitted addenda, here are some pointers:

- When to submit an “Other”-type addendum
- Using an addendum to correct an earlier error
- How to revise and resubmit an addendum
- How to report address changes and new household members
- How to request a CPS screening for a returning member
- How to keep a home compliant when a member turns 18

3) Addenda Reminders & Updates – “Other”-type addenda

The “Other”-type addendum in GA+SCORE does not update any system data. Use this addendum type ONLY in response to a direct request from OPM.

- For instance, if a Resource Developer approves an initial approval submission but asks for other information or updated documents, the provider cannot edit the initial approval screen and should instead add that information in an “Other”-type addendum.

This addendum type cannot be used to change member information; update a home’s address, capacity, or placement preferences; or correct errors in the home’s address or other data.

3) Addenda Reminders & Updates – Correcting errors in the home’s record

If a home’s record contains an error, it’s important that both GA+SCORE and SHINES are updated with the corrected information. For this reason, please **file the appropriate addendum type to fix the error** rather than emailing support@gascore.com to ask for the correction.

For instance, if there is an error in the home’s address, file an addendum to update the address; if the placement preferences were reported incorrectly, file an addendum to correct them. You can note in the uploaded documents that the request is the result of a previous error rather than a change in the home.

3) Addenda Reminders & Updates – Responding to revision requests

If the Resource Developer assigned to an addendum requests revisions, please **make those changes in the original addendum record and resubmit it**. It should not be necessary to create a new addendum.

- This is especially important for composition changes. Each new addendum adds a new copy of the member to the home, resulting in duplicates. OPM cannot remove duplicates, so you'll need to contact GA+SCORE support.

The exceptions are “CPS Screening Request – ReEvaluation” and “CPS Screening Request - Member Turning 18”, which cannot be edited. If the CPS Screening Unit emails you to ask for revisions, you should open a new addendum.

3) Addenda Reminders & Updates – “Report Change”

The “Address Change” addendum and “Household Composition Change – New Member” addendum have two steps.

1. When the change occurs, start the addendum, enter the required data in the first section, and click “Report Change” to update the home’s record in GA+SCORE.
 - **This data cannot be changed or withdrawn once it is reported.** Please check spellings, birthdates, and other information with caregivers before clicking “Report Change”.
2. Within the window established by policy, complete the remaining work related to the change and add it to GA+SCORE. When the record is ready for OPM’s review, return to the addendum and click the “Submit” button.

3) Addenda Reminders & Updates – “Report Change”

If a new member leaves the household before their “Household Composition Change – New Member” addendum has been approved by OPM, you should:

1. Submit a “Household Composition Change – Member Move-Out” addendum.
2. Notify support@gascore.com once the move-out is approved so that we can withdraw the unnecessary new-member addendum for you.

3) Addenda Reminders & Updates – “Report Change”

If you need to change a new member’s information before their “Household Composition Change – New Member” addendum has been approved by OPM, you should:

1. Notify support@gascore.com so that we can correct the record.
2. If the record was already submitted to OPM, we will reject it so that you can make revisions based on the corrections and resubmit.

3) Addenda Reminders & Updates – CPS checks for returning members

The CPS Screening Unit will not process a screening request if the member's status is "Moved Out". Please use this workaround:

1. Start the addendum. Select the member, enter the move-in date, and save the record.
2. Upload the CPS Screening Request Form.
3. Email support@gascore.com to mark the member as moved in.
4. Email the CPS Screening Unit to review the form.
5. Once the record is complete – including the CPS results – submit the addendum to OPM for review.

PROFILE MEMBERS SERVICE HISTORY

Addenda

DATE: 1/23/2023
AUTHOR: REW
REASON FOR ADDENDUM: HOUSEHOLD COMPOSITION CHANGE - RETURNING MEMBER

HOUSEHOLD COMPOSITION - MOVE IN

MEMBER TO MOVE IN
Simone Smith

MOVE-IN DATE
1/30/2023

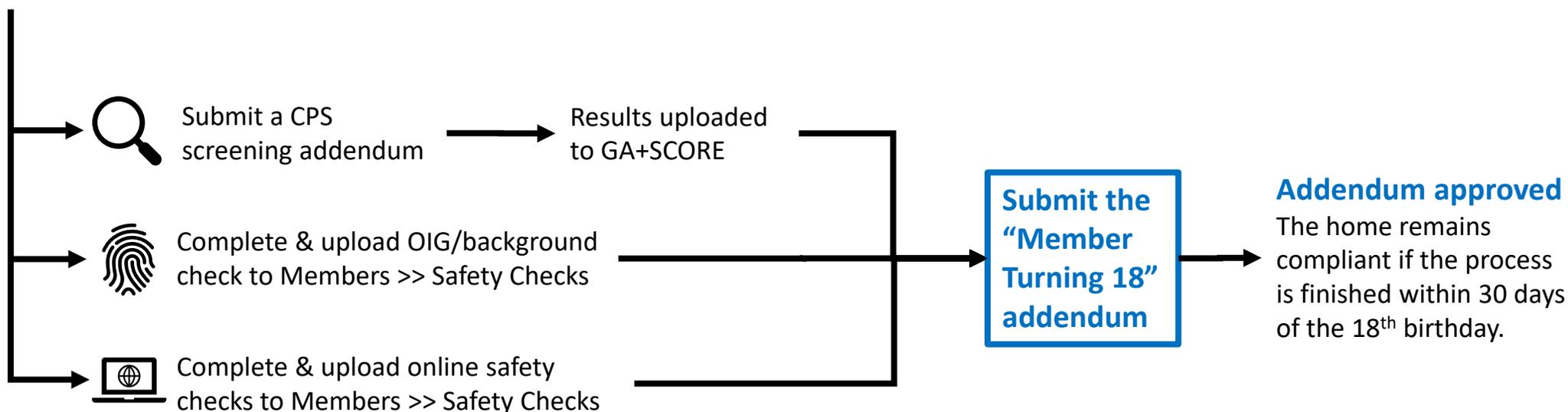
SAVE

REQUIRED DOCUMENTS

CPS Screening Request Form
Ad_cpsscreening419731_FHTD_19843_Smith.pdf (1/24/2023 2:03 PM) - Remove File
Upload new file

3) Addenda Reminders & Updates – Members turning 18

The process for reporting data on members turning 18 changed in July of 2022. Use the “Member Turning 18 - All Checks Completed” addendum type to notify OPM that a young adult’s record is ready for review.



**The Addendum Process
& CPS Screening Requests
(content from
January 2022)**

Starting an Addendum

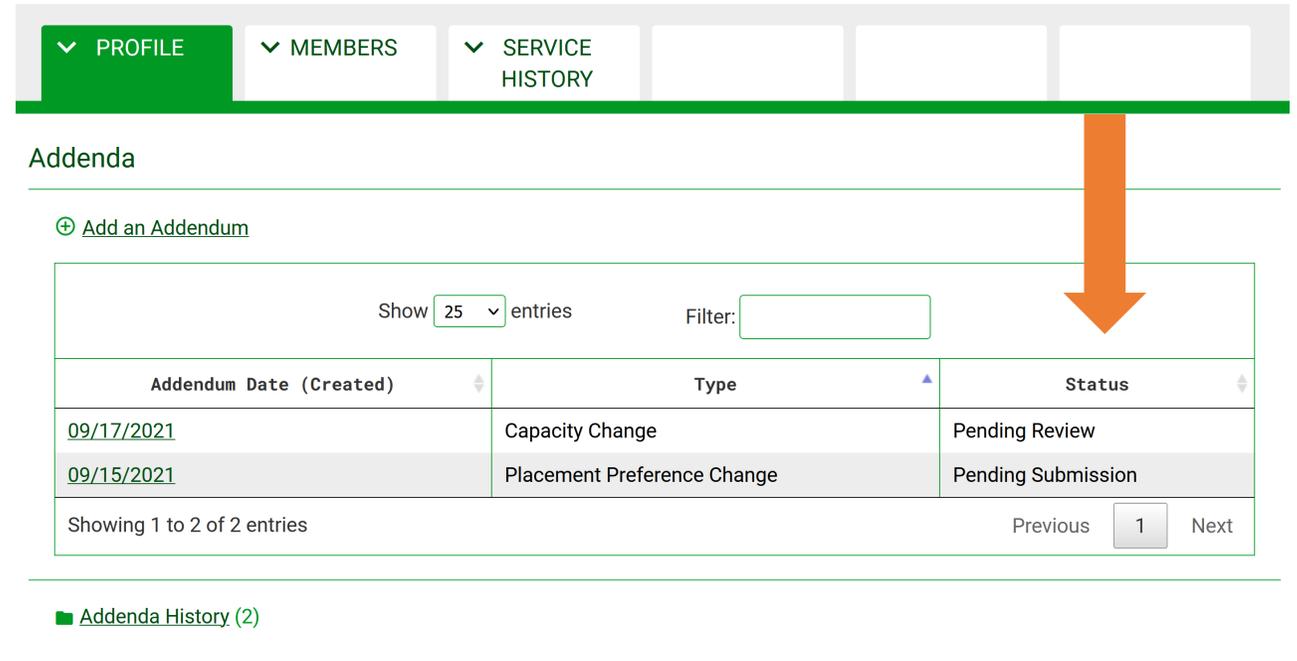
To change data for an open foster home, click “Add an Addendum” on the green Profile >> Addenda screen.

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

Changes to the Profile >> Addenda screen

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

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



ADDENDA

[Add an Addendum](#)

Show entries Filter:

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

Showing 1 to 2 of 2 entries Previous Next

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

Changes to the Standard Addendum Process

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

Changes to the Addendum Process – Special Types

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

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

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

Adding a Household Member

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

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

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



Adding a Household Member

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

Adding a Household Member

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

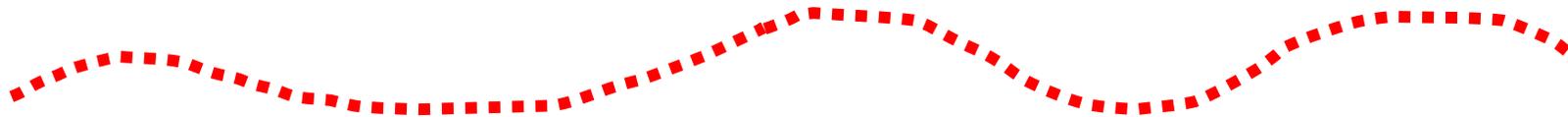
If OPM requests revisions, click on the original addendum to make your changes and then re-submit it. Do not start a new, “Other”-type addendum to add information.

Changing a Foster Home's Address

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

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

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



Changing a Foster Home's Address

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

CPS Screening Requests

CPS Screening Requests

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

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

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

CPS Screening Requests: Initial Approval

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

Then email the screening unit at cpsscreening@dhs.ga.gov.

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

CPS Screening Requests: Re-Evaluation

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

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

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

CPS Screening Requests: New Household Member

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

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

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

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

CPS Screening Requests: Member Turning 18

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

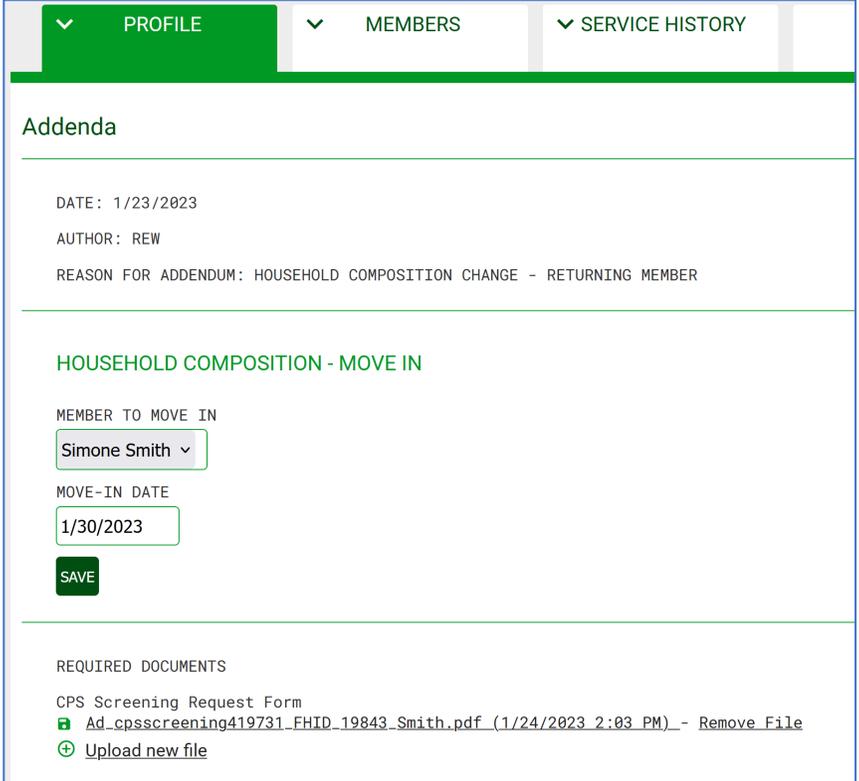
After 14 calendar days, the addendum containing the request will automatically move to history.

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

CPS Screening Requests: Returning Household Member

The CPS Screening Unit will not process a screening request if the member's status is "Moved Out". Please use this workaround:

1. Start the addendum. Select the member, enter the move-in date, and save the record.
2. Upload the CPS Screening Request Form.
3. Email support@gascore.com to mark the member as moved in.
4. Email the CPS Screening Unit to review the form.
5. Once the record is complete – including the CPS results – submit the addendum to OPM for review.



The screenshot displays a web interface with three tabs: 'PROFILE', 'MEMBERS', and 'SERVICE HISTORY'. The 'MEMBERS' tab is active. Below the tabs, the 'Addenda' section is visible, containing the following information:

- DATE: 1/23/2023
- AUTHOR: REW
- REASON FOR ADDENDUM: HOUSEHOLD COMPOSITION CHANGE - RETURNING MEMBER

The section is titled 'HOUSEHOLD COMPOSITION - MOVE IN' and includes a form with the following fields:

- MEMBER TO MOVE IN: Simone Smith (dropdown menu)
- MOVE-IN DATE: 1/30/2023
- A green 'SAVE' button.

Below the form, the 'REQUIRED DOCUMENTS' section lists:

- CPS Screening Request Form
- Ad_cpsscreening419731_FHID_19843_Smith.pdf (1/24/2023 2:03 PM) - Remove File
- Upload new file

support@gascore.com