

# GA+SCORE

## Foster Home Addenda

Updated 11/15/2024 (DRAFT)



## Changing Foster Home Data in GA+SCORE

Foster home data in GA+SCORE is entered by CPA users. Resource Developers at the Office of Provider Management are responsible for reviewing provider data in GA+SCORE, requesting necessary revisions, approving changes, and transferring home data to Georgia SHINES.

During the inquiry process, the provider can add and remove household members and make other changes without an addendum. Once a home’s initial approval has been submitted and approved by OPM, further changes to the home require an addendum.

This document covers the basic addendum process, the different types of addenda, and some notes on CPS Screening Requests.

### Contents

Overview of the Addendum Process .....	2
Starting an Addendum .....	3
Working on the Addendum .....	3
Submitting the Addendum.....	3
Addendum Review.....	4
Addendum Types .....	5
Basic Addenda.....	6
Household Composition Addenda .....	7
Address Change Addenda .....	9
Specialty Addenda .....	10
CPS Screening Requests .....	11
Automated CPS Requests.....	11
Other CPS Requests .....	12

## Overview of the Addendum Process

A foster home’s addendum history is kept on the green Profile >> Addenda screen. The screen displays all active addenda, which include unsubmitted records (“Pending Submission”), submitted records that are pending review by OPM (“Pending Review”), and records for which OPM has requested revisions (“Revision Requested”).

Records that have been finalized by OPM (approved or denied) or withdrawn by the provider are listed in the Addenda History folder. Addenda with “CPS Screening Request” in the name are moved automatically to Addenda History after 15 days. Please contact the CPS Screening Unit with questions about pending CPS requests.

⊕ [Add an Addendum](#)

Show  entries Filter:

Addendum Date (Created)	Type	Status
<a href="#">09/17/2021</a>	Capacity Change	Pending Review
<a href="#">09/15/2021</a>	Placement Preference Change	Pending Submission

Showing 1 to 2 of 2 entries Previous  Next

■ [Addenda History \(2\)](#)

As you work on addenda, please keep the following points in mind:

1. Foster home data in GA+SCORE should be accurate and up to date. Changes in household composition, home address, etc. should be reported promptly.
  - a. See later sections for additional information on new member and address change addenda.
2. Addenda are the only way to change most foster home data for an open home and you must use the correct type of addendum for each change. If you have multiple changes, you should file multiple addenda.
3. Household data will not change in GA+SCORE until OPM has reviewed and approved the addendum. Please factor RDs’ response time into your reporting timelines.

## 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. Select the most relevant type from the list. **Only information you type into fields on the addendum screen will be saved to the system; changes you describe inside an uploaded document won't change data in GA+SCORE.** (“Other” type addenda are purely notes to OPM and cannot be used to update system data.)
- Start a new addendum any time there is a new change to report, even if other addenda are still pending.
- If a new member enters the home or the home moves to a new address, you should start the addendum immediately even if the required paperwork has not been completed yet. See later sections for additional information on new member and address change addenda.
- 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.

## Working on the Addendum

- The addendum’s status is “Pending Submission”. You can return to an addendum to make changes until you submit it.
- For most addenda, at least one document is required.
  - Addenda designed to update a particular file upload require that file: e.g., the “Updated Disaster Plan” addendum requires an upload with the type Disaster Plan and the “CPS Screening Request” addendum types require a CPS Screening Request Form.
  - The CPS Screening Request form is also required if you are adding a new adult member to the home. **Note that you must upload a document with the type “CPS Screening Request” even if you have already acquired CPS results elsewhere.**
  - Other addenda require an upload with the type Addendum Document. This is typically a letter on agency letterhead describing the change and its effect on the home. Please reach out to OPM’s RD on duty with questions about what to include in an Addendum Document.

## Submitting the Addendum

- If you decide not to complete the addendum, click the Withdraw button at the bottom of the screen to move it to the history folder.
- Otherwise, when you’re ready to submit your addendum to OPM for review, use the Submit button. **This changes the addendum’s status to “Pending Review” and prevents you from making further changes.**
  - **See the section on CPS Screening Requests for more information on when the system automatically notifies the CPS Screening Unit and when it is your responsibility to do so.**
  - Note that two addenda types – New Member and Address Change – have an extra step in the submission process. See that section of this document for more information.

### Addendum Review

- OPM's RDs will review the addendum and enter a disposition. The user who submitted the record and the Primary FH Contact identified on the programs orange Program >> Contact Information screen will receive an email notifying them of the disposition:
  - Accept: automatically updates GA+SCORE with the new data and moves the addendum into history.
  - Request Revisions: unlocks the addendum for the provider to make changes and resubmit it.
  - Deny: does not update GA+SCORE with any data but moves the addendum into history.
  - Note that addenda with "CPS Screening Request" in the name are not sent to OPM. These requests are sent to the CPS Screening Unit, and will move automatically to the Addenda History folder after 15 days.

Remember that if OPM requests revisions, you should click into the original addendum, make your changes there, and resubmit it. You should not start a new addendum to address the changes.

## Addendum Types

Each addendum must have one type. The type you pick will change the available fields inside the addendum record. It's important to pick the correct type so that GA+SCORE can automatically update the record after OPM approves the addendum. Although OPM will review your uploaded documents, GA+SCORE uses only the information collected directly in data fields inside the addendum. OPM cannot make additional changes to system data based on the contents of the uploaded documents.

For instance, to change demographic information about a household member, select the "Update an Existing Member" type. That addendum allows you to edit the data for that member. If you select the "Other" type and report your changes in an uploaded document, GA+SCORE will not be updated.

The available types are:

### Basic addenda

- Placement Preference Change
- Capacity Change
- New Pet
- Phone Number Change
- Email Address Change
- Updated Disaster Plan
- Updated DHS-HIPAA
- Employment/Financial Status Change
- Safety Requirements Change (e.g., pool, firearms, pet)

### Household Composition Addenda

- Household Composition Change - Add Secondary Caregiver
- Household Composition Change - Add Other Member
- Update an Existing Member
- Household Composition Change - Move Out
- Household Composition Change - Returning Member

### Address Change Addenda

- Address Change

### Specialty Addenda

- Member Turning 18 - All Checks Completed
- Other

### CPS Addenda

- CPS Screening Request - Member Turning 18
- CPS Screening Request - ReEvaluation

## Changing Foster Home Data in GA+SCORE

### Basic Addenda

The first nine items in the list above, through “Safety Requirements Change (e.g., pool, firearms, pet)”, are basic addenda. They let you report changes in a home’s data that typically don’t affect compliance. Submitting these addenda does not change the home’s status in GA+SCORE.

For these addenda, follow the submission process outlined above. Remember that the changes you request will not appear in GA+SCORE until the addendum has been approved by OPM.

## Household Composition Addenda

**To add a new member**, you should begin an addendum as soon as you are aware of the composition change.

Follow these steps to ensure that OPM is notified of the change and the home remains compliant:

1. As soon as you are aware of the new household member, start the addendum. Select either “Household Composition Change - Add Secondary Caregiver” 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.**
2. Policy allows 30 days from the member’s arrival date for providers to complete all required background checks and documentation. The 30-day window is calculated from the actual move-in date, not from the date you begin the addendum process.
  - For new adult members, upload the CPS Screening Request form on the Addendum screen and email the unit to have it reviewed. **Do not submit the addendum at this point; GA+SCORE will not notify the CPS Screening Unit on your behalf.**
  - For all members, upload required medical and/or background checks under the green Members tab.
  - For all members, upload the Addendum Document on the Addendum screen.
3. When all member data is in GA+SCORE and ready for review, click the Submit button. **Do not click the Submit button until all required medical & safety check results are uploaded to the green Members tab, including the CPS results letter for a new adult member.**
4. OPM will review the record and enter their disposition. 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.
5. If the 30<sup>th</sup> day after the move-in occurs before the addendum has been approved, the home will automatically be marked non-compliant. When the addendum is approved, it will be returned to compliance.

## Changing Foster Home Data in GA+SCORE

**To update demographic information** – such as name, social security number, or household role –for any current member, select “Update an Existing Member” and choose the member from the dropdown on the addendum screen. If the CPS Screening Unit rejects a CPS Screening Request because the member’s information in GA+SCORE does not match their legal name, use this addendum type to update the system.

- Make your changes in the data fields on the addendum screen.
- Upload an Addendum Document that identifies each change: e.g., “The first name was changed from Bob to Robert to match the legal name.” That assists OPM’s RDs in making matching changes in SHINES.

OPM will reply as described above.

**To remove a member**, select “Household Composition Change - Move Out” and choose the member from the dropdown on the addendum screen. Add the Addendum Document to the addendum screen before submission. OPM will reply as described above.

**To report a returning member**, select “Household Composition Change - Returning Member” and choose the member from the dropdown on the addendum screen. Upload the required background checks on the green Members tab and add the Addendum Document to the addendum screen before submission. OPM will reply as described above.

If the returning member is an adult, you must request a CPS screening and wait for the results to be uploaded before you submit the addendum to OPM for review. Because the unit will not process a request for a member who is marked “Moved Out”, please use the following workaround (eff. 7/1/2024):

1. Start the “Household Composition Change - Returning Member”. Select the member’s name and enter the move-in date.
2. Upload the completed CPS Screening Request form.
3. Email [support@gascore.com](mailto:support@gascore.com) and notify them that an adult member is returning to the home.
4. Email the CPS Screening Unit to notify them that a member is returning to the foster home.
5. Once the CPS Screening Results have been uploaded on the member’s Safety Checks page, email [support@gascore.com](mailto:support@gascore.com) a second time.
6. Update and submit the addendum to OPM for review.

### Address Change Addenda

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.**
2. Policy allows 30 days from the move date for providers to complete all documentation. The 30-day window is calculated from the actual move date, not from the date you begin the addendum process. 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.
3. When the record is complete, click the Submit button.
4. OPM will review the record and enter their disposition. 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.
5. If the 30<sup>th</sup> day after the move occurs before the addendum has been approved, the home will automatically be marked non-compliant. When the addendum is approved, it will be returned to compliance.

## Specialty Addenda

**If a household member turns 18**, the provider must upload the necessary background checks, receive the CPS Screening results letter, and have the home reviewed by OPM by the 30<sup>th</sup> day following the birthday. Otherwise the home becomes non-compliant on the 30<sup>th</sup> day.

To notify OPM that all required checks are in the system, submit a “Member Turning 18 - All Checks Completed” addendum. It should be submitted on or after the youth’s 18<sup>th</sup> birthday.

1. Add the youth’s social security number, if not already in the system, using either an “Update an Existing Member” addendum or a “CPS Screening Request – Member Turning 18” addendum.
2. Request a CPS screening, typically with the “CPS Screening Request – Member Turning 18” addendum. (If the screening has already been requested, e.g., as part of a re-evaluation cycle, skip this step.) The CPS Screening Unit will upload the results directly to GA+SCORE.
3. Upload all other required background checks.
4. Submit a “Member Turning 18 - All Checks Completed” addendum. **Do not click the Submit button until all required medical & safety check results, including the CPS results letter, are uploaded to the green Members tab.**
5. OPM will review the record and enter their disposition. 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.
6. If the 30<sup>th</sup> day after the 18<sup>th</sup> birthday occurs before the addendum has been approved, the home will automatically be marked non-compliant. When the addendum is approved, it will be returned to compliance.

**The “Other” type addendum** is the only type of addendum that does not change any data in GA+SCORE. Providers should submit this addendum type only if it is requested by OPM.

Remember that if OPM requests revisions to an addendum, you can make your changes in that addendum before you resubmit it. There’s no need to start an “Other” addendum to capture those changes.

## CPS Screening Requests

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

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

### Automated CPS Requests

GA+SCORE will email the unit on your behalf for re-evaluations and members turning 18, i.e., addenda with “CPS Screening Request” in the name. These two types are also moved automatically to Addenda History after 15 days. Please contact the CPS Screening Unit with questions about pending CPS 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 emails you to request changes to the form, start a new addendum. The original addendum will not be open for revisions. Wait for the unit to add the results letter(s) to GA+SCORE before you submit the home’s re-evaluation.

#### **Member Turning 18**

Follow the instructions provided above for “Member Turning 18 - All Checks Completed”. Use the “CPS Screening Request – Member Turning 18” addendum to request CPS results (and update the youth’s SSN, if necessary). The CPS Screening Request form should be uploaded inside the new member addendum. Email the unit to have it reviewed. GA+SCORE will not automatically notify them.

If the unit emails you to request changes to the request form, upload a new copy on the addendum screen under the existing one. Wait for the unit to add the results letter(s) to GA+SCORE before you submit the “Member Turning 18 - All Checks Completed” addendum.

## Other CPS Requests

For these requests, the provider is responsible for emailing the CPS Screening Unit to notify them that a request form has been uploaded to GA+SCORE. **Please contact the CPS Screening Unit with questions about pending CPS requests.**

### Initial Approval

Initial CPS Screening Requests do not require an addendum. 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](mailto:cpsscreening@dhs.ga.gov).

If the unit emails you to request changes to the 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. Wait for the unit to add the results letter(s) to GA+SCORE before you submit the home's initial approval.

### New Household Member

Follow the instructions provided above for "Household Composition Change - Add Other Member" **and "Household Composition Change – Add Secondary Caregiver"**. The CPS Screening Request form should be uploaded inside the new member addendum. Email the unit to have it reviewed. GA+SCORE will not automatically notify them.

If the unit emails you to request changes to the request form, upload a new copy on the addendum screen under the existing one. Wait for the unit to add the results letter(s) to GA+SCORE before you submit the "Household Composition Change - Add Other Member" addendum.

### Returning Household Member

Follow the instructions provided above for "Household Composition Change - Returning Member". The CPS Screening Request form should be uploaded inside the new member addendum.

**Because the unit will not process a request for a member who is marked "Moved Out", please use the following workaround (eff. 7/1/2024):**

1. **Start the "Household Composition Change - Returning Member". Select the member's name and enter the move-in date.**
2. **Upload the completed CPS Screening Request form.**
3. **Email [support@gascore.com](mailto:support@gascore.com) and notify them that an adult member is returning to the home.**
4. **Email the CPS Screening Unit to notify them that a member is returning to the foster home.**
  - **If the unit emails you to request changes to the request form, upload a new copy on the addendum screen under the existing one.**
5. **Once the CPS Screening Results have been uploaded on the member's Safety Checks page, email [support@gascore.com](mailto:support@gascore.com) a second time.**
6. **Update and submit the addendum to OPM for review.**