

Responding to an Annual Comprehensive Review Request in GA+SCORE

OPM has modified the way in which Annual Comprehensive Reviews are conducted to ensure the safety of everyone involved. Until further notice, OPM will be completing the physical plant and/or foster home visits in person. The records review portion of the Annual Comprehensive Review will be conducted off site, via GA SCORE.

The OPM Specialist conducting the Annual Comprehensive Review will add a record to the orange Monitoring screen in GA+SCORE indicating the date of the review, the start and end dates for the review period, and a list of the specific youth, staff, and/or caregivers included in the review.

At 8 AM on the day the review begins, GA+SCORE will send an automated email notification to the Executive Director/CEO and Site/Program Director listed on the program's orange Profile >> Contact Information screen. At the same time, the link for the Annual Comprehensive Review will become active for provider users. The program has 48 hours – not including weekends or state holidays – to upload all requested files for the ACR.

To see the record, go to the orange Monitoring screen and click on the Date for the Comprehensive Review.

Rachel's Place (Test Only)
 • Foster Care Program (5108) - Child Placing Agency (ACTIVE)
 Select Foster Home

▼ PROFILE ▼ **MONITORING** ▼ SERVICES ▼ RO

Monitoring

Show 25 entries

Date	Specialist	Event Type
10/05/2021	Tiffany Cutliff	Comprehensive Review

Showing 1 to 1 of 1 entries

The next screen shows the review date range and a list of individuals included in the review. There is also a row for "General Program Files". To see the list of files expected for each individual and to begin uploading files, click on any row.

▼ PROFILE ▼ **MONITORING** ▼ SERVICES ▼ ROSTERS ▼ REPORTS ▼ RISK MANAGEMENT

Monitoring Edit

MONITORING EVENT DATE: 10/05/2021

SPECIALIST
 Tiffany Cutliff

MONITORING TYPE: Comprehensive Review

Review Period: 03/01/2021 to 09/30/2021

RECORD REQUESTS NAME	TYPE	DATE ADDED	FILES UPLOADED
General Program Files	General	10/06/2021	0
Carrie Martin	Caregiver	10/06/2021	0
Michael Shannon	Caregiver	10/06/2021	0
Evan Snyder	Child	10/06/2021	0
Dawn Reed	Staff	10/01/2021	1

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At the top of the screen is the name associated with the record plus a link to return to the previous page. Underneath is a list of items that should be included in the uploaded files, based on the type of record (general, child, staff, or caregiver). It isn't necessary to upload a separate file for each listed item as long as all items are present somewhere in the record.

The screenshot shows the GA+SCORE interface for a staff record. At the top, there is a navigation menu with tabs for PROFILE, MONITORING (selected), SERVICES, ROSTERS, REPORTS, and RISK MANAGEMENT. Below the menu, the 'Add Files' section is visible. The record request is for Dawn Reed (Staff) with a review period from 03/01/2021 to 09/30/2021. A link to 'Back to Monitoring Edit' is provided. The 'STAFF RECORDS' section lists items to include: Resume/Application, References, and Verification of all Staff Training completed during the review period to include: Mandated Reporter, Confidentiality, Emergency Safety Intervention (CCI), First Aid/CPR (CCI), Youth Rights and Responsibilities, Emergency Preparedness Protocol, Internet Safety, Bullying Protocol/Policy, ECEM Webinar (HSP, CSW, CSS, and LC only), and HSP/CSW Caseload Assignment List. The 'UPLOAD ASSOCIATED FILE' section has a 'DESCRIPTION' box, a 'CHOOSE FILE' button, and an 'ADD' button. The 'UPLOADED FILES' section shows a table with one file: 'RachelsPlaceTestOnly_CR_DReed_2.pdf' uploaded on 10/5/2021 at 1:14 PM, with a description of 'hiring background checks 2020' and a 'REMOVE FILE' link.

When adding a file:

- Use a file type accepted by GA+SCORE: .pdf, .doc/.docx, .xls/.xlsx, or an image file. Email attachments (.msg or .html), text files (.txt or .rtxt), PowerPoints (.ppt/.pptx), etc., cannot be uploaded anywhere in GA+SCORE.
- Break files into smaller pieces if they are larger than 8-10 MB.
- Use short, simple filenames: "ReedTraining.pdf" rather than "Dawn Reed training records 10.2021 (includes first aid).pdf". Filenames will not be visible to the specialist.
- Describe the contents briefly in the box provided to help the specialist navigate the files.
 - If an upload is part of a larger file that has been split into pieces, please indicate that in the description, e.g., "Training certs for MR, Confidentiality, and ESI" & "Training certs for FA/CPR and ECEM" or "Employee application pt 1" & "Employee application pt 2".

Uploaded files are listed at the bottom of the screen. Note that if you remove a file, it cannot be recovered by GA+SCORE admins. You will need to upload a new copy.