

GA+SCORE

Placement Assistance

Requests

3/17/2026



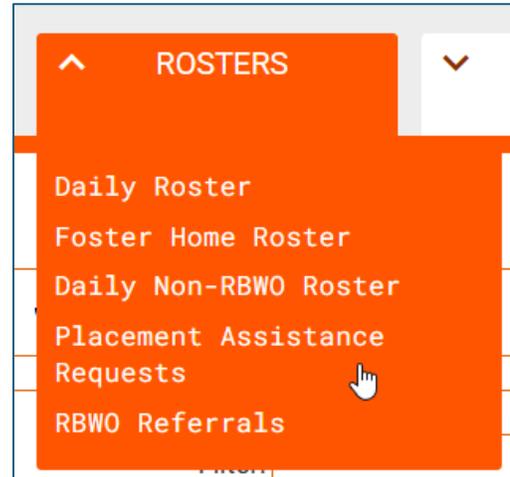
Placement Assistance Requests

Overview

The Care Coordination Treatment Unit (CCTU) is working to streamline the process of handling Placement Assistance Requests (PARs) made by DFCS case managers and other staff. Moving this work into GA+SCORE speeds up the initial step of contacting providers, keeps all correspondence in one place, and makes it easier to manage multiple ongoing PARs.

GA+SCORE has a new feature that allows CCTU to send PARs directly to your program via GA+SCORE. They appear on a new page: Rosters >> Placement Assistance Requests.

Providers are responsible for responding to each PAR. See the RBWO Minimum Standards 4.3-4.4 for timeframes on responding to these referrals.



Responding to the PAR counts as reporting the CCTU referral in GA+SCORE. You do not need to add a separate record on the Rosters >> Referrals page to document that CCTU sent the referral to your program.

Placement Assistance Requests

Receiving a new Placement Assistance Request

When CCTU assigns a PAR to your program, three things happen:

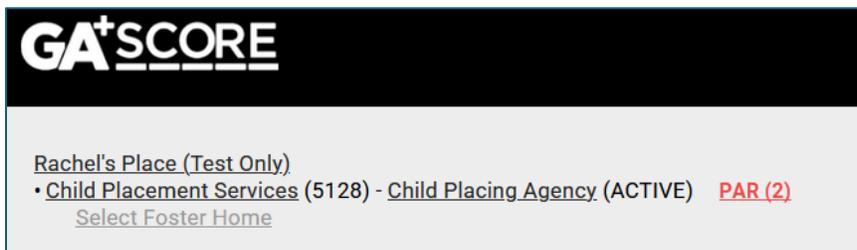
1. Your designated Admissions Contacts receive an email.
2. Your program header displays that a PAR has been assigned.
3. The PAR record is added to your Rosters >> Placement Assistance Requests tab.

Email:

GA+SCORE sends an email with the subject line “Placement Assistance Request [youth name]” to the admissions contacts designated on your program’s Profile >> Contact Information page. CCTU may also include your After Hours contact listed on that page. Please be sure that the contacts listed for your program are correct and that those staff members are aware of the new PAR process.

Header:

Your program header in GA+SCORE shows you if a PAR needs a response. The message stays in the header until someone at your program responds to the PAR. This message is visible to all users, so please be sure that staff at your program know who is responsible for responding to a PAR.



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Tab:

The PAR record appears on your Rosters >> Placement Assistance Requests tab. By default, the newest PAR appears at the top. As with all tables in GA+SCORE, you can sort the display by clicking the arrows in the header row, or search for specific records using the Filter box.

Placement Assistance Requests

CCTU has sent the following Placement Assistance Requests to your program. Please review any outstanding requests and add a disposition.

Show 25 entries Filter:

Child Name	County	DOB	PD	Request Date	Disposition
Watkins, Alaia	FAYETTE	8/18/2008		3/10/2026	-report disposition-

Showing 1 to 1 of 1 entries Previous 1 Next

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Viewing a PAR

Your program is responsible for responding to each assigned PAR. To view the PAR details and add a response, click the link in the Disposition column.

The PAR detail page shows you information about the child or youth who needs a placement, along with any notes provided by CCTU. If CCTU has attached documents to the PAR, those are listed under Supporting Files. Finally, the statuses you report – along with any responses from CCTU – are shown under Status History.

You can add multiple responses to a PAR over time. For instance, your program may report an initial status of Interested to reflect that you have an open bed and are staffing the PAR, then report another status later to report your determination. **Please keep CCTU updated with new statuses as changes occur.**

STATUS HISTORY
Mar 11, 2026: rachelwahlig@caresolutions.com Interested: We have an open bed in our girls' house and will staff this PAR Thursday AM. Do you have a recent trauma assessment for Alaia?
Mar 11, 2026: Bridgett.Miller@dhs.ga.gov Thanks, Rachel. Alaia was assessed last September; I'll add it to the file list. Please let me know if you have questions.
ADD NEW STATUS <input type="text" value="Interested"/>

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Responding to a PAR

Providers are responsible for responding to every PAR received in GA+SCORE. Your responses, including notes, are visible to CCTU staff. There are four response options:

1. Interested
2. Denied
3. Wait list
4. Ready to Accept

Remember that your program can add multiple responses over time. Please keep CCTU updated with new statuses as changes occur.

Interested:

If you may be able to take the placement and are staffing the request, add an “Interested” status. If you have notes, enter them, and click “Add”.

- Updating your status to “Interested” is helpful to CCTU but does not count as a complete response. Your program must enter a final disposition – Denied, Wait list, or Ready to Accept – to meet the minimum standard for referral decisions.
- Because CCTU can see your notes, you can use the “Interested” status to ask questions about the PAR. CCTU’s response shows in the Status History section; if they release additional files, the documents appear in the list of Supporting Files. You’ll receive a second email if CCTU adds a response.

Denied:

If your program can’t take the placement, add a “Denied” status. Selecting Denied in the “Add New Status” dropdown causes a list of checkboxes to appear.

ADD NEW STATUS

Denied ▾

REASONS FOR DECLINE

<input type="checkbox"/> Cannot meet the youth's medical needs.	<input type="checkbox"/> Cannot meet the youth's mental health needs.
<input type="checkbox"/> Child doesn't meet the listed admission criteria.	<input type="checkbox"/> Due to child's preferences for placement.
<input type="checkbox"/> Due to school placement/conflicts.	<input type="checkbox"/> Due to sexual behaviors.

Check as many reasons as apply and enter your notes. Click “Add”.

- To deny a PAR, you must select at least one reason and enter a note.

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Wait list:

If your program is willing to accept the placement but operates a wait list for capacity reasons, add a “Wait list” status. In your notes, please include information about your process for making placements from the wait list and an estimate of your earliest admission date.

Ready to Accept:

If your program is willing and able to accept the placement, add a “Ready to Accept” status.

- Adding this status automatically creates a matching record on your Rosters >> Referrals page so that you can add the placement in GA+SCORE.

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Closing a PAR

Each PAR remains on your Rosters >> Placement Assistance Requests page until CCTU closes the PAR. Once your program reports its final determination, you don't need to take further action. "Interested" is not considered a final determination.

Remember that responding to a PAR counts as reporting CCTU's referral in GA+SCORE. You do not need to add a separate record on the Rosters >> Referrals page to document that CCTU sent a referral to your program.

- If you enter a "Ready to Accept" status, GA+SCORE automatically creates a matching record on your Rosters >> Referrals page. When you're ready to report the placement, simply open the referral record, verify the data, and click Save to begin the placement process.
 - If plans change and you do not take the placement, open the referral record, update the disposition, and save it.