

Instructions for Completing the PBP Scoring Dispute Notification Form

This Adobe PDF fillable form is used to notify the Office of Provider Management of any performance-based placement (PBP) scoring dispute. Preferably, providers should attempt to rectify scoring disputes through the assigned OPM monitoring team first. Complete information on the OPM dispute resolution process is outlined in the RBWO Minimum Standards.

Section One

Complete this section which contains general demographic information on the agency. If the agency director is not the contact person, please provide the designee's name and email address.

Section Two : Score Disputed

Identify which PBC score is disputed. List the date of the associated review or report and the score.

Section Three : Description

Describe the nature of the dispute and include the resolution sought. You will need to attach supporting documents or information.

Describe any other attempts to resolve the dispute.

Section Four : Signature

The agency director or designee must sign the form.

Submission

Submit form with supporting documentation to opmrequests@dhs.ga.gov or fax to 770.359.5335 . A response will be provided within 10 business days.