



MEMORANDUM

TO: RBWO PROVIDERS

FROM: Melloney Claiborne, CPS Screening Unit Manager
Office of Safety Services

DATE: September 26, 2018

RE: Updated CPS Screening Application

As you are aware the foster parent(s) must provide addresses dating back (5) years, with no gaps from the date the request is submitted to the CPS Screening Unit for review/processing. They must also list all current household members in the home. Currently the CPS application lists (5) spaces for addresses, to include the current residence, and (5) spaces for the current household members.

We have observed that many of the applicants have more than (5) current household members, and have resided at more than (5) addresses within the past five years. To list all the required information, some providers modify the application (which is not accepted) to list the required information, resulting in the request being kicked back.

To prevent re-work and numerous re-submissions of the same requests, I have amended the CPS Screening application which will go from (5) spaces for the addresses/household members to (8) spaces. I have also changed the document from a word document to a PDF so that you will no longer have the option to make any modifications. You will be able to type all required information (except the signature) on the PDF document. I also removed the section for "who to send results to", since the results are uploaded in GA+SCORE and the email is sent to the individual(s) who submitted the request. I have completed the CPS application in its entirety so that you can view exactly how the information should be listed at the time of submission.

By reviewing the completed CPS application prior to uploading it to GA+SCORE, it will prevent a vast number of requests from being kicked back for simple reasons. I would also suggest to review the CPS application prior to submitting it to make sure that all information is included. The amended CPS application will be uploaded in GA+SCORE under the CPS Screening Unit tab for immediate use.

We appreciate your efforts and understanding in this process as we continue to strive to complete your submitted requests as quickly as possible. I always welcome any comments, feedback, or suggestions that will result in the improving the process. It was at the suggestion from a provider that I made some of the above-mentioned changes.