

FY 16 GA SCORE ENHANCEMENTS QUICK REFERENCE GUIDE

Foster Home Search			Care Solutions Process Time
	<i>Helps to determine if the caregiver may have had previous service history with a GA CPA.</i>	Enter: First, Last, SSN	1 Business Day

Initial Foster Home Evaluation	Documents/Info Needed	Time Required to Document Information in GA SHINES
	GENERAL DATES NEEDED	3-Business Days
		Note: Homes may not be offered for DFCS placements until they have been processed by OPM and show on the Open Foster Homes Roster.
	Inquiry Date	
	Pre-Service Training Type/ Completion Date	
	FP Manual Receipt Date	
	FP Orientation /Info Session Date	
	FP Bill of Rights Review Date	
	Dates of Safety Screens (Drug, PP, DOC and SOR)	
	Medical Info (Date Medical Evaluation Completed, Physician Name, Whether or Not a Medical Issue Impacting Parenting Was Noted)	
	DOCUMENTS NEEDED FOR UPLOAD	
	Home Study (Narrative)	
	Form 29	
	Form 44	
	Placement Preferences Form (Includes School District and Zoned Schools Info)	
	DHS-HIPAA	
	OIG Letter	
	GA CPS Screen Application	
	Other State's CPS Screen (If Applicable)	
	OTHER	
	# / Type of Previous FP Violations	
	REFERENCES	
	References (Actual # varies based on family circumstances but a minimum of 3 references required)	
	Service History with Other Agencies? Prior Service Report	
	Child Caring Employment History?	
	Were all children outside the home contacted?	

Re-Evaluation		Time Required to Document Information in GA SHINES 10-Business Days
	DOCUMENTS NEEDED FOR UPLOADED	Note: As long as the re-evaluation is documented in GA SCORE by the due date, there will be no change in approval status and therefore the 10-day process time will not impact providers.
	Narrative	
	Form 29	
	Placement Preferences Form	
	Form 44	
	FP Input	
	OTHER INFO NEEDED	
	Training Log (with Training Name, Date, Mode, Hours and Description)	
	CPR / First Aid (1 st Re-evaluation)	

Addenda	TYPE	Uploaded Narrative Required	Time Required to Document Information in GA SHINES
	Capacity Change	Yes	1 Business Day*
	Address Change	Yes	1 Business Day**
	Marriage	Yes	1 Business Day**
	New Other Member	Yes	1 Business Day**
	Member Move-Out	Yes	3 Business Days
	Placement Preference Change	Yes	3 Business Days
	Phone # Change	No	3 Business Days
	Updated Disaster Plan	Yes	3 Business Days
	New Pet	Yes	3 Business Days
	Other	Yes	3 Business Days

*Prior to implementing capacity changes, they must be approved by OPM and updated in SHINES. **These changes will change the foster home status to 30 Day Grace to allow time for required documentation to be obtained.

Policy Violation / Corrective Action Plan	Document/Info Needed	Time Required to Document Information in GA SHINES 7- Business Days
	Date of Violation	
	County of Violation	
	Risk Level (Low or Serious)	
	Type	
	Status (Supported or Unsupported)	
	Description of Violation	
	CAP Dates (Start, End, Achieved)	
	CAP Document	

r. April 12, 2016