



Screening FAD Stage (When a New or Respite Placement is Requested)

Confirm that the Home is on not on Hold

- 1) From the Home Information page, scroll down to Home Approval section and expand.
- 2) Review the male and female age range, capacity, and approval dates. In the Placement Information section of this area, verify whether or not the **Hold** button is checked. It is located on the right side of this section.

Reviewing Previous Documented Record Checks for Household Members

- 1) Click the Person tab. A list of household members display. Click on each person's name hyperlink to review and verify that the previous required screenings were completed. (It is especially important to review the information documented for the historical checks for IDS, PSDS, Placement Central)
- 2) Click on the Records Check tab. Review the screenings and history.

Completing Required Record Checks

- 1) Click on the RC Summary tab and review the screenings for household members. Person's listed as collateral will not be listed on this page.
- 2) Complete all required screenings needed (Georgia SHINES, CPS Screenings, etc.).
- 3) During the screening, if a CPS allegation is discovered, click on the hyperlinks/ Case IDs. Review and assess the allegation(s). (Note if alleged maltreatment occurred in the foster home, or with another provider (e. g. daycare center, school, etc.).

Reviewing History of Non-Compliance

- 1) Click on the Non-Compliance Documentation tab. Review all sections: **Policy Violation**, **Corrective Action Plans**, and **Provider Allegation History**. These tabs help determine:
 - a. what type of violations have occurred in the home, and
 - b. what steps were taken to educate and assist the foster family with better handling situations that may arise in their home
- 2) Under the Policy Violation and Correction Action Plan tabs, assess whether or not they are in process (PROC), pending (PEND), or approved (APRV). Determine if the Corrective Action Plan (CAP) has been initiated.
- 3) Provider Allegation History page displays summary of the intake and investigation information on all the allegations made against a home or provider. In order for this to display, the Intake must have a case ID (specifically, the intake must have been



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submitted for approval though it does not need to be approved yet).

The following columns will display on the Provider Allegation History page:

- Intake Id – This value is a hyperlink to the Intake Actions page.
- Intake Date – This is the date from the Entry section of the Intake Information page.
- Intake Disposition – This is the Disposition field of the Intake Actions page.
- Screen Out Reason – This is the Screen Out Reason field on the Intake Actions page.
- Alleged Maltreatment in Care? – This is the response to the “Is this alleged Maltreatment in Care?” field on the Intake Actions Page.
- Inv Maltreatment Finding – This value is a hyperlink to the CPS Investigation Conclusion page.
- Overall Risk Finding – This is the Overall Risk Finding field from the CPS Investigation Conclusion page.
- Inv Maltreatment in Care? – This is the response to the “Is this Maltreatment in Care?” field on the CPS Investigation Conclusion page.

If no Intake or Investigation stage exists for the provider, a blue informational message displays at the top of the page – “[No Intake or Investigation records were found for the Provider.](#)”

- 4) When reviewing the Provider Allegation tab for CPS history, click the numerical hyperlink/Intake ID. If the Inv Maltreatment Finding is available, click the hyperlink and review.

Reviewing the CPS Re-Screen Letter

- 1) Click on the External Documents tab. Check to see if a "CPS Re-Screen Letter" has been uploaded. (This letter is completed by the State Office Screening Unit and will have information pertaining the re-screening they completed as part of their statewide rescreening of foster homes.)
- 2) If the letter has been uploaded, open and review to determine if there are any recommendations which may preclude the placement of the child in the foster home.

IMPORTANT NOTES:

- **CPS Screenings must be searched through Georgia SHINES, NOT only through the Provider Allegation page. (See handout SHINES Screening for CPS History)**
- **When searching for a foster parent in Georgia SHINES, users can search via the F/A Home Search tab or the Resource tab. Conduct separate searches using different search criteria including the Resource ID, Person ID and the foster parent's name.**