

A decorative orange banner with a wavy bottom edge is positioned at the top of the page. To the right, there are stylized human figures in shades of orange and yellow, appearing to be in motion or dancing.

Georgia SHINES Portal

October 22, 2010

Purpose of ECEM Vendor Portal

- All children in the state's custody must receive a purposeful visit each and every month from a case manager, in all placement settings including CPAs and CCIs.
- A case manager for these purposes includes the DFCS assigned Case Manager as well as Case Managers assigned or contracted to provide case management or visiting responsibilities.
- The GA SHINES Portal allows direct entry of Purposeful Visit Contacts into GA SHINES by CCI and CPA vendor designees:
 - Removes burden of duplicate data entry from both case managers and agency employees
 - Improves documentation (capture once, no chance to miss data on copy and paste)
 - Improves accuracy of ECEM reporting

Vendor Portal Key Concepts

☑ Is it secure?

- Portal website is secured and password protected
- Portal users may only ever access data for children in their care as recorded via Georgia SHINES Placement Information page (approved by supervisor)
- Password administration occurs at user level – users always identify and reset own passwords without password sharing
- Georgia SHINES Portal is a distinct application from GA SHINES; therefore, there is no way for users to “accidentally” access Georgia SHINES data not meant for access through the Portal

☑ How do users register?

- Users self register for site
- DFCS staff grant facility and agency administrators rights to administer resource
- Administrators may then approve registrations for their staff

☑ What are the benefits of the Georgia SHINES Portal?

- Provides a window on current state of GA SHINES data
- Promotes communication about children placed with providers (such as placement moves or RBWO program changes) throughout the month
- Increases information sharing and transparency of data

Vendor Portal Pages

There are seven pages available to provider (CPA/CCI) users:

- **Login**
- **Registration/Vendor Staff Detail**
- **Child List**
 - Displays list of children currently in care or who have recently left the agency or facility's care
 - Users may only access information for children in care of their agency
 - Additional information including current RBWO program, Per Diem Rate, and Waiver Rate as recorded in Georgia SHINES (when applicable)
- **Facility/Agency – Homes List**
 - Shows agencies to which a user is assigned
 - Homes List view shows the list of CPA homes currently assigned to an agency as recorded in Georgia SHINES

Vendor Portal Pages cont.

- **Portal Child Detail**
 - Provides information on person demographics, current placement, case manager contact information, child characteristics that may affect placement, and list of contacts made with the child
- **Portal Contact Detail**
 - Entry of Purposeful Visit contacts for children in care
 - Provides access to record a Safety, Permanency, and Well-Being Narrative
- **Staff List**
 - Provides access to list of users assigned to an agency or facility



Login Page

Georgia SHINES Portal is used by:

1. Providers
2. Eligible ILP youth completing NYTD survey

SHINES Portal **SYS** **DHS** Division of **FAMILY & CHILDREN SERVICES**
GEORGIA DEPARTMENT OF HUMAN SERVICES

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Logon to Georgia SHINES Portal

* E-mail Address:

* Password:

Log On

[Click here to register as a new user. This does not apply to NYTD youth user.](#) [Click here to reset your password](#)

Registration/Vendor Staff Detail

 

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SHINES Portal Registration

Basic Data

* First Name: Middle Initial: * Last Name:

* Title:

* Email:

* Phone Number: Ext:

* Office Address:

* City: * State: * Zip: - * County:

Access Request

* Request Type:

‡ Vendor:

‡ Other:

If you work for multiple resources under an umbrella organization, please submit a registration for access to one resource first. Your administrator will then be able to link you to multiple resources.

- Request Type:
- Placement Provider Admin
 - Placement Provider User
 - NYTD User

Vendor:
List of all approved CPA/CCI Providers

Registration/Vendor Staff Detail cont.

User Agreement

By clicking on the checkbox below, the user agrees to abide by all state and federal laws, rules, and regulations, and the Department of Human Services policy on respecting the confidentiality of an individual's records. These citations include, but are not limited to, O.C.G.A Sections 49-4-14, 49-5-40, 49-5-41, 50-18-72, and 45 CFR 205.5. The user understands that all records concerning children placed in the custody of the Department of Human Services or all individuals who are the subject of or are included in a child protective services investigation are made confidential by O.C.G.A Section 49-5-40 and may not be released to anyone except in compliance with O.C.G.A Section 49-5-41. The user also understands that information concerning recipients of TANF, Food Stamps, and Medicaid may only be disclosed pursuant to O.C.G.A Section 49-4-14.

* I accept the agreement

Password

* New Password:

* Re-Enter New Password:

Security Questions

* Question 1: <input type="text"/>	<input type="text"/>	* Answer 1: <input type="text"/>
* Question 2: <input type="text"/>	<input type="text"/>	* Answer 2: <input type="text"/>
* Question 3: <input type="text"/>	<input type="text"/>	* Answer 3: <input type="text"/>

Effective October 4, 2010, registered providers are now able to reset their passwords in the Georgia SHINES Portal. This will enable Portal users the ability to manage their own user accounts and avoid having to take the additional step of calling the Help Desk for assistance.

Children in Care

SHINES Portal

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My Tasks Case Admin

Children in Care Facilities/Agencies

User Name: Portal, User

Children In Care

Scroll for more information -->

Person ID	Name	Case ID	Gender	DOB	Age	Resource Name	Resource ID	Placement Date	End Date	Removal Rsn.	Pl Ty
11326979	Hamm, Donovan	11303800	M	02/11/2005	4	Alpha Always Care	8546709	07/27/2009			CF
18309294	Taylor, Shelia	12405638	F	10/11/2000	8	Atchinson, William	8513709	03/15/2009			CF
14732452	Bradford, Dennis	38472930	M	02/11/2005	4	Alpha Always Care	8546709	07/27/2009			CF
18309294	Taylor, Shelia	12405638	F	10/11/2000	8	Atchinson, William	8513709	03/15/2009			CF
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18309294	Taylor, Shelia	12405638	F	10/11/2000	8	Atchinson, William	8513709	03/15/2009			CF

This list page also displays:

- Placement Type
- Legal County
- RBWO Program
- Basic Rate
- Waiver Rate

Facility/Agency – Homes List

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My Tasks **Case** **Admin**

Children in Care | **Facilities/Agencies**

Children List | **Homes List**

User Name: Portal, User

Homes List

Scroll for more information -->

Bob Resneck	8553360	Active	Home/Other Facility	Non DFCS F/A Home	109 HECK ROAD
Bowen, James Or Lissa	11307010	Active	Home/Other Facility	Non DFCS F/A Home	3252 HOLLY MILL RI
Brown, Lois	11304103	Active	Home/Other Facility	Non DFCS F/A Home	83 RUMSON CT
Brubaker, Linda (ado)	11304708	Active	Home/Other Facility	Non DFCS F/A Home	471 COTTAGE OAKS
C Ethel Kelley	11304937	Active	Home/Other Facility	Non DFCS F/A Home	4110 NORTHBROOK
Carmel Smallwood	8557723	Active	Home/Other Facility	Non DFCS F/A Home	1221 SCRIPPS COU
Carter, Dawn	11306994	Active	Home/Other Facility	Non DFCS F/A Home	3673 SWEET FLAG F
Chandra Hanes	8565323	Active	Home/Other Facility	Non DFCS F/A Home	5221 HUNTERCRES
Charles Keene	8555151	Active	Home/Other Facility	Non DFCS F/A Home	2121 DAYRON CIRC
Charmaine Gordon	8557305	Active	Home/Other Facility	Non DFCS F/A Home	3247 CHRISOLM TR
Cheryl Harris	8555593	Active	Home/Other Facility	Non DFCS F/A Home	1250 PARKLAND RU
Christopher Mcqooqan	8559283	Active	Home/Other Facility	Non DFCS F/A Home	758 LAUREL CREST
Christy Abernathy	8551474	Active	Home/Other Facility	Non DFCS F/A Home	1250 POWDER SPR
Cobb, Shawn Or Melissa	11307095	Active	Home/Other Facility	Non DFCS F/A Home	970 WATERFORD LI
Conner, Chauncey Or Latee	11307097	Active	Home/Other Facility	Non DFCS F/A Home	3888 COLLIER TRCF

List of all private agency foster homes assigned to the agency that was selected using the Facility/ Agency List view.

Providers can validate the accuracy of homes assigned to their agency and to access a list children in care by the home in which they are currently placed.

Portal Child Detail



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My Tasks | **Case** | **Admin**

Portal Child Detail

Name: Portal,User

Portal Child Detail

[Back to Child List](#)

Person Demographics

Person ID:	14300075		
First Name:	Sarah	Middle Name: A	Last Name: Lewis
Case ID:	2634532		
Gender:	Female	DOB: 10/17/2005	Age: 3

Current Placement

Resource Name:	Alexander Thomas	Resource ID:	8552398
Placement Date:	05/23/2009	End Date:	
Removal Reason:			
Placement Type:	CPA Family Foster Home	Sibling Placement:	Yes
Legal County:	Fulton		
RBWO Program:	Base WO		
Basic Rate:	\$23.95	Waiver Rate:	\$7.23

Portal Child Detail cont.

Case Manager/Supervisor Data

Primary Case Manager Name	Misty Johnson	Title	Case Manager
Phone	770-658-7245		
Office Location	2 Peachtree Center Ave		
Supervisor Name	Carl Monroe	Title	Supervisor
Phone	770-658-2345		
Office Location	2 Peachtree Center Ave		

Person Characteristics

Category	Characteristic
Child Behavior	Assaultive Behavior
Child Behavior	Self Abuse
Child - Mental/Emotional	Emotionally Disturbed - Diagnosed
Child - Mental/Emotional	Paraphilia
Other	Tribal Member

Contact List

Date	Type	Purpose	Name	Contacted By	Agency
06/30/2009	Announced Face to Face	Case Manager Child Visit	Sarah Lewis	James Taylor	Kids House
07/13/2009	Unannounced Face to Face	Case Manager Child Visit	Sarah Lewis	James Taylor	Kids House
07/31/2009	Announced Face to Face	Case Manager Child Visit	Sarah Lewis	James Taylor	Kids House
08/17/2009	Announced Face to Face	Case Manager Child Visit	Sarah Lewis	James Taylor	Kids House

Add

Providers can only view contacts entered by the provider – contacts entered by DFCS are not accessible.

Contact Detail



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My Tasks

Case

Admin

Portal
Child Detail

Contact Detail

* required field

‡ conditionally required field

Contact Information

Contact/Summary Type: Contact

Entered By: Portal,User

Entered On: 08/20/2009

Title: CPA/CCI Case Manager

Contacted By: CPA/CCI Authorized Case Worker

DFCS Staff

Other

* Contact Date:

* Time:

AM

Attempted

* Method:

‡ Location:

Name of Agency:

‡ Others Contacted:

Permission to cross county lines

Contact Detail cont.

*** Purpose**

<input type="checkbox"/> Adoption - Child Specific Interview	<input type="checkbox"/> Foster Parent/Biological Family	<input type="checkbox"/> Review
<input type="checkbox"/> Child Daily Routine	<input type="checkbox"/> Family Moves During Investigation	<input type="checkbox"/> SI - Administrative Review Packet
<input type="checkbox"/> CM - Foster Parent/Caretaker	<input type="checkbox"/> Home Assessment	<input type="checkbox"/> Sibling Visit
<input type="checkbox"/> CM - Father Visit	<input type="checkbox"/> Initial Placement	<input type="checkbox"/> Special Investigation - 48 Hour Staffing
<input type="checkbox"/> Case Manager Child Visit	<input type="checkbox"/> Invited person to orientation (Inquiry follow up only)	<input type="checkbox"/> SI Home Visit - Child in Non-Residential Facility
<input type="checkbox"/> CM - Mother Visit	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> State Office Oversight
<input type="checkbox"/> Courtesy Interview	<input type="checkbox"/> Legal Trial Preparation	<input type="checkbox"/> SI Home Visit - Child in Private Agency
<input type="checkbox"/> Case Planning	<input type="checkbox"/> MDT	<input type="checkbox"/> SI School Visit - Children in Private or Public School
<input type="checkbox"/> Child Preparation	<input type="checkbox"/> Medical	<input type="checkbox"/> Safety Resource
<input type="checkbox"/> Child Religious Practices	<input type="checkbox"/> Monitoring	<input type="checkbox"/> SI Home Visit - Child in Residential Facility
<input type="checkbox"/> Court Action	<input type="checkbox"/> Notification	<input type="checkbox"/> SI Home Visit - Child in State Operated Home
<input type="checkbox"/> Child Special Skills/Achievements	<input type="checkbox"/> NYTD Preparation	<input type="checkbox"/> Staffed Case
<input type="checkbox"/> Collateral	<input type="checkbox"/> Placement	<input type="checkbox"/> Supervisor Review
<input type="checkbox"/> Diligent Search	<input type="checkbox"/> Parent Child Visit	<input type="checkbox"/> Special Investigation
<input type="checkbox"/> Diligent Search for Runaway	<input type="checkbox"/> Pre-Placement	<input type="checkbox"/> Other
<input type="checkbox"/> Facility Visit	<input type="checkbox"/> Risk Assessment	

Principals/Collaterals Contacted or Discussed/In Reference To

Name	Contacted	Private Conversation	Discussed/In Reference To	Type	Role	Relation/Interest
Appleseed,Johnny	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Principal	No Role	First Cousin
1july28,Son	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Principal	Primary Child	Self

Narrative Type: Standard Parent/Child Visitation Safety, Permanency and Wellbeing

Narrative

**New enhancement:
Discussed/In
Reference To column**

**Providers are
restricted to using
only the Safety,
Permanency, and
Well-Being
Narrative.**

Staff Detail



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My Tasks

Case

Admin

Staff List

Staff Detail

User Name: User,lesha
User ID: 2

Staff Detail

Basic Data

* First Name:	<input type="text" value="Test"/>	Middle Initial:	<input type="text"/>	* Last Name:	<input type="text" value="User"/>
* Title:	<input type="text" value="User"/>				
* Email:	<input type="text" value="testuser@nomail.com"/>				
* Phone Number:	<input type="text" value="(404) 222-1233"/>	Ext:	<input type="text" value="1233"/>		
* Office Address:	<input type="text" value="1 Office Park"/>				
	<input type="text" value="Suite 1100"/>				
* City:	<input type="text" value="Atlanta"/>	* State:	<input type="text" value="Georgia"/>		
* Zip:	<input type="text" value="30303"/>	-	<input type="text" value="1233"/>	* County:	<input type="text" value="Cobb"/>

Save

Staff Detail

Associated Vendors

Resource Name	Resource ID	Type	Status	Start Date	End Date
<input type="radio"/> Benchmark Family Services, Inc	8000058	Placement Provider User	Active	12/02/2009	

Current Password

‡ Password:

Password

New Password:

‡ Re-Enter New Password:

Save

Security Questions

* Question 1: * Answer 1:

* Question 2: * Answer 2:

* Question 3: * Answer 3:

Save

