

E-form process

The Division of Family and Children Services (DFCS) e-form is used by the DFCS Staff to notify Amerigroup Community Care when a youth enters into DFCS custody of care.

- DFCS staff should complete an e-form for the following reasons:
 - New entry into DFCS custody of care
 - Updates to placement changes
 - Changes to DFCS case manager
 - Corrections to personal data
 - Exit of a child from care
 - Pregnancy of a youth



- The e-form doesn't determine eligibility or take the place of any DFCS policy or procedure.
- DFCS case managers should follow agency procedures when applying for Medicaid for youth through the RevMax system and the DFCS SHINES portal.

Steps to completing an e-form when a youth enters into DFCS custody of care

Amerigroup Georgia Families 360° DFCS Referral Form

Timeframe for e-form submittal	<ul style="list-style-type: none"> ■ E-form must be sent within 72 hours
Where to send the e-form	<p>The DFCS referral e-form must be sent to ALL three email addresses:</p> <ul style="list-style-type: none"> ■ FCIntake@amerigroup.com ■ FCAADJJ_MemberServices@dch.ga.gov ■ RevMaxCMOTransition@dhr.state.ga.us <p>If unable to email, fax the form to Amerigroup at 1-888-375-5064.</p>
Complete sections 1, 2 and 3	<p>Section 1 — Reason for notification (e.g., child entry into care, placement change, DFCS CM change)</p> <p>Section 2 — Information about the child (e.g., name, DOB, SSN, joint custody)</p> <p>Section 3 — Child's caseworker information</p>
Complete sections 4, 5 and 6	<p>Section 4 — Current placement of the child</p> <p>Section 5 — Future placement of the child</p> <p>Section 6 — Applies if the child is leaving care</p>
Complete sections 7 and 8	<p>Section 7 — List the child's medical needs</p> <p>Section 8 — List all referrals since child entered care (e.g., BCW, CCFA, CSEC or any other health care provider)</p>
Complete sections 9 and 10	<p>Section 9 — List all medical diagnoses and conditions</p> <p>Section 10 — List all known medications the child is currently taking</p>

Helpful hints for updates and changes

If a new case manager is being assigned	Complete sections 1, 2 and 3
If there is a change of placement	Complete sections 1, 2 and 5
If a youth is leaving care	Complete sections 1, 2 and 6

- Upon completion the e-form, our Intake Compliance Team (ICT) will help identify doctors in the area of placement, and make sure appointments are completed in the specified timeframes.
- The youth is transitioned to an ongoing Georgia Families 360° care coordinator once the scheduled appointments are completed.

Important timelines for medical, dental and trauma assessments

Appointment Type	Days to Complete Appointment
Early periodic screening, diagnostic and treatment (EPSDT) exam	10 days from eligibility
Dental assessment	10 days from eligibility
Trauma assessment	15 days from eligibility

If you need help, contact our Intake Compliance Team in one of the following ways:



Phone: 1-855-661-2021



Fax: 1-888-375-5064



Email: FCIntake@amerigroup.com

Locate a care coordinator in your region:

- Go to <https://myamerigroup.com/GA>.
- Select Georgia Families 360°SM Stakeholder Information and choose the Contact tab.
- Scroll down to Care Coordinator Team Contacts and select the desired team (**Adoption Assistance, Emerging/Intensive, or Complex**).

