

Processing Outgoing and Incoming ICPC Requests

Processing an Outgoing ICPC Request

To process an outgoing ICPC request in SACWIS, complete the following steps:

Important: The steps to complete incoming ICPC requests are also discussed later in this Knowledge Base Article.

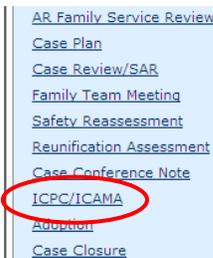
1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link.

Note: If you know the **Case ID** number, you can also use the **Search** link at the top of the **Home** screen and navigate to the **Case Overview** screen.



The **Case Overview** screen appears.

4. Click the **ICPC / ICAMA** link in the **Navigation** menu on the left.



The **ICPC/ICAMA List** screen appears.

Processing Outgoing and Incoming ICPC Requests

5. In the **Child Name** field, select the appropriate child's name.
6. Click the **Add ICPC/ICAMA Information** button.

Case ID: [redacted] Case Status: Open ([redacted])
Case Name: [redacted] Case Category: ICPC

ICPC/ICAMA List

	ICPC/ICAMA ID	Name	Receiving Agent	Sending Agent	Type	Status	
edit reports copy	[redacted]	[redacted]	Ohio	Buckeye County Department of Job and Family Services	ICPC	Active	delete
edit reports copy	[redacted]	[redacted]	Oregon	Buckeye County Department of Job and Family Services	ICAMA	Active	delete

Child Name: **April Showers** **Add ICPC/ICAMA Information**

The **ICPC/ICAMA Identifying Data** screen appears displaying the **Child Info** tab.

7. In the **Type** field, select **ICPC** from the drop-down list.
8. Enter data into the other fields, as needed. Some fields are mandatory.
9. Click the **Request Info** tab.

Child Info **Request Info** Medicaid Info

Case ID: [redacted] Case Status: Open ([redacted])
Case Name: [redacted] Case Category: ICPC

ICPC/ICAMA Identifying Data

Name: [redacted] DOB: [redacted] Gender: Female

Type: * [ICPC]

Sending Agent: * [redacted]

Receiving Agent: * [redacted]

Receiving County Name: [redacted]

Agency Responsible for Planning for Child: [redacted]

Contact Person: [redacted] Phone: [redacted] Ext: [redacted]

Location: *no address recorded
Add Address **Remove Address**

The **Initial Request Documentation** screen appears.

Processing Outgoing and Incoming ICPC Requests

10. On the **Request Info** tab, complete the fields as needed.
11. In the **Name of Supervising Agency in Receiving State** field, enter the name.
12. In the **Status** field, select **Active** from the drop-down list.
13. When complete, click the **Save** button.

The screenshot displays the 'Request Info' tab of the ICPC/ICAMA List form. The form is organized into three main sections: 'Child Info', 'Request Info', and 'Medicaid Info'. The 'Request Info' section is the primary focus, containing fields for 'Name of Supervising Agency in Receiving State' and 'Status'. The 'Name of Supervising Agency in Receiving State' field is highlighted with a red box. The 'Status' field is also highlighted with a red box and is set to 'Active'. The 'Save' button at the bottom of the form is also highlighted with a red box. Other fields in the 'Request Info' section include 'Date Sent/Received', 'Requested Services Information', and 'Initial Report Type (if applicable)'. The 'Child Info' section includes fields for 'Case ID', 'Case Name', 'DOB', and 'Gender'. The 'Medicaid Info' section includes fields for 'Case Status' and 'Case Category'.

The **ICPC/ICAMA List** screen appears displaying the new record in the grid (shown in green in the next screen shot).

Processing Outgoing and Incoming ICPC Requests

Generating Reports

Important Information about Generating Reports

- Reports must be printed out and signed.
- At a minimum, send the following items to the receiving state's ICPC office:
 - **100 A (JFS 01661 – Interstate Compact Placement Request ; 3 copies)**
 - **JFS 2424 (ICPC Placement Financial Information report; 2 copies)**
 - **Child Summary (2 copies)**
 - **Cover Letter (2 copies)**
 - **Court Entry Showing Current Legal Status (2 copies)**
 - **Case Plan (2 copies)**
 - **JFS 1616 Social and Medical History (Adoptive Requests only; 2 copies)**

To generate a **100 A** and a **JFS 02424**, complete the following steps:

1. On the **ICPC/ICAMA List** screen, click the **Reports** link in the appropriate row.

Case ID: [redacted] Case Status: Open ([redacted])
Case Name: [redacted] Case Category: ICPC

	ICPC/ICAMA ID	Name	Receiving Agent	Sending Agent	Type	Status	
edit reports copy	[redacted]	[redacted]	Alabama	Ohio	ICPC	Active	delete
edit reports copy	[redacted]	[redacted]	Ohio	Buckeye County Department of Job and Family Services	ICPC	Active	delete
edit reports copy	[redacted]	[redacted]	Oregon	Buckeye County Department of Job and Family Services	ICAMA	Active	delete

The **Available Documents** screen appears.

Processing Outgoing and Incoming ICPC Requests

2. In the **Generate Document** field, choose the desired report.
3. Click the **Select** button.

Work-Item Type: CASE
Task Type: ICPC

Work-Item Reference:
Task Reference:

Available Documents
Generate Document:

Select Cancel

- JFS 01640 - ICPC Transmittal Form
- JFS 01661 - Interstate Compact Placement Request
- JFS 01662 - Interstate Compact Report on Child Placement Status
- JFS 02424 - ICPC Placement Financial Information

The **Document Details** screen appears.

4. Click the **Generate Report** button.

Document Details

Document Category: [redacted] Document Title: JFS 02424 - ICPC Placement Financial Information
Work-Item ID: [redacted] Work-Item Reference: [redacted]
Task ID: [redacted] Task Reference: [redacted]

Document History

ID	Date Created	Employee ID	Name
----	--------------	-------------	------

Document History

Generate Report

Depending on the report selected, an additional screen may appear.

5. Complete the screen fields as needed.
6. Click the **Generate Report** button. The selected report appears. An example is shown here.
7. When complete, click the **Save** button.

Ohio Department of Job and Family Services
ICPC PLACEMENT FINANCIAL INFORMATION

SECTION I: Proposed Placement

Date Feb 17, 2012
Child's Name
Proposed Resource Name
Proposed Resource Address
Proposed Placement Type (Please check one)
Foster Care Adoptive Residential [] Residential/Article VI Relative Other

Section II: Financial Plan - The Placement Resource is: (Check as many as appropriate)
[] Financially able and willing to support this child.
[X] Willing to assume any cost related to private education.

Save Cancel Review Parameters

Processing Outgoing and Incoming ICPC Requests

Processing an Incoming ICPC Request

ICPC requests from other states are referred to the county's **Assistant Deputy Compact Administrator** or ICPC contact. The request should be accompanied with the necessary documentation and paperwork per Interstate Compact procedures.

The ICPC request is entered into SACWIS as **FINS – ICPC Intake** and is screened in. The intake is then linked to a new or existing case.

If a new case is created, the CRP (Case Reference Person) will be the child's name or oldest child's name. If the intake is linked to an existing case, the county worker can change the CRP to the child's name or oldest child's name.

Only one intake is screened in to open the case; this covers the home study requests, supervision requests, and/or both.

The county ICPC contact then decides whether the case is a home study or supervision request, assigns the case to the appropriate ICPC supervisor (with a role of supervisor), and distributes the paperwork to the assigned agency employee.

Important: Be selective as to which person is assigned the role of ICPC supervisor.

When the work is completed and the case can be closed, the county worker and supervisor will close the case via the usual case closure procedures.

For home study requests, the case should remain open until the:

- Receiving county (who completed the home study) denies the placement
- Sending state withdraws their request
- Family who was the subject of the home study receives custody of the child(ren) or the sending state terminates their jurisdiction.

The link for **Compact Administrator or Deputy Compact Administrator** for other states is as follows: <http://icpc.aphsa.org/content/AAICPC/en/home.html>. Then, click **State Information** under the **Resources** tab.