

# **Creating an ICAMA Record**



**Knowledge Base Article**

# Creating an ICAMA Record

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# Creating an ICAMA Record

## Overview

This article provides step-by-step instruction for creating an ICAMA (Interstate Compact on Adoption and Medical Assistance) record to establish Ohio Medicaid.

**Important:** Upon receipt of an ICAMA referral, a FINS- ICAMA Intake must be created, screened-in, and linked to a Case.

## Navigating to the ICAMA Screen

From the Ohio SACWIS Home Page:

1. Navigate to the **Case Overview** screen.
2. Click the **ICPC/ICAMA** link.

The screenshot shows the 'Case Overview' screen for a case named 'Sacwis, Susie / 123456'. The left sidebar contains a navigation menu with 'ICPC/ICAMA' highlighted. The main content area displays case details for 'ICPC' (Open 02/07/2020). The details include ADDRESS: 123 Test Rd, Test, Oh 12345; CONTACT: (empty); AGENCY: Test County Children Services Board; PRIMARY WORKER: Assign Primary Worker; SUPERVISOR(S): Test, Supervisor. Below the details, there are 'Case Actions' and a notification: 'One or more active case members under age 22 is missing ICWA information in Person Demographics'. A yellow alert box states 'Case members have unspecified relationships.' At the bottom, there are buttons for 'Dismiss Action Items' and 'Close'.

The **ICPC/ICAMA** screen appears.

3. Select the child's name from the active case members listed in the **Child Name** drop-down menu (**ICAMA List grid**).
4. Click, **Add ICAMA Information**.

## Creating an ICAMA Record

ICPC List

Showing (3) records:

ICPC / NEICE ID	Name	Sender / Recipient	Ohio Agency	Type / Status	Placement Resource
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Incoming/Outgoing Placement Type:

Add ICPC Information

ICAMA List

Showing (0) records:

ICAMA ID	Name	Sending State	Receiving Agency	Status
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Child Name:

Add ICAMA Information

The **ICAMA Details** screen appears.

### Completing the ICAMA Details Screen

1. Make a selection from the **Sending State** drop-down menu. (**Receiving Agency** will be pre-populated.)
2. Enter the **AA Agreement Date**.
3. Enter the **ICAMA 700 Form Date**.
4. Click, **Search Person**, to add a parent(s) to the record. For information regarding a person search, please see the following KBA: [Using Search Functionality](#). If the person does not exist in Ohio SACWIS, you will need to create a new person.

**Note:** At least one parent must be part of the record. A second parent may be added, as applicable.

**Important:** You must add the adoptive parent's address and contact information to the person record. Medicaid information will be sent to the address of the first listed adoptive parent.

**Note:** The child's address also displays on the ICAMA Details page. The address listed is where the Medicaid card will be sent. To add or update the child's address, you will need to go to the child's person record. You may use the hyperlink in the page header.

## Creating an ICAMA Record

5. Enter the **Ohio Medicaid Effective Date**.
6. Click, **Save**.

**ICAMA Details**

Sending State: \*

Receiving Agency:  
Test County Children Services Board

AA Agreement Date: \*

ICAMA 700 Form Date: \*

Adoptive Parent/Guardian:  
*Please specify at least one parent involved in this adoption.*

**Search Person**

Child's Address:  
*Medicaid card will be sent to this address.*

Ohio Medicaid Effective Date: \*

Ohio Medicaid Termination Date:

Status:

**Save** **Cancel**

## Terminating Ohio Medical

On the **ICAMA Details** screen:

1. Enter the **Ohio Medicaid Termination Date**.
2. Click, **Save**.

**ICAMA Details**

Sending State: \*

Receiving Agency:  
Test County Children Services Board

AA Agreement Date: \*

ICAMA 700 Form Date: \*

Adoptive Parent/Guardian:  
*Please specify at least one parent involved in this adoption.*

**Search Person**

Child's Address:  
*Medicaid card will be sent to this address.*

Ohio Medicaid Effective Date: \*

Ohio Medicaid Termination Date:

Status:

**Save** **Cancel**

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at [sacwis\\_help\\_desk@childrenandyouth.ohio.gov](mailto:sacwis_help_desk@childrenandyouth.ohio.gov).