Creating an ICAMA Record

Knowledge Base Article

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Ohio | Department of Job and Family Services

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 **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**.

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ICPC List

Showing (3) records:

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

Incoming/Outgoing Placement Type:

[⌄] **Add ICPC Information**

ICAMA List

Showing (0) records:

	ICAMA ID	Name	Sending State	Receiving Agency	Status	

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.

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5. Enter the **Ohio Medicaid Effective Date**.

6. Click, **Save**.

Terminating Ohio Medical

On the **ICAMA Details** screen:

1. Enter the **Ohio Medicaid Termination Date**.

2. Click, **Save**.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at sacwis_help_desk@childrenandyouth.ohio.gov .

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