Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

Ohio SACWIS

Knowledge Base Article

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

Table of Contents

Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

Overview

This article provides step-by-step instruction for processing an incoming ICPC request through the **National Electronic Interstate Compact Enterprise** (NEICE) system.

ICPC Security

- Any Worker with access to the case may view an ICPC record.
- Assigned workers (including the supervisory chain of command) can edit ICPC records for their own agency.
- ICPC and ICAMA - ADCA Administrator can edit records for their own agency without assignment. These workers receive an email notification when a communication is received from another state through NEICE.

> **Note**: The Assistant Deputy Compact Administrator (ADCA) must also have Screener security user group rights to process the NEICE requests. Screening Decision Maker is optional, depending on agency procedures.

Processing an Incoming ICPC Request from NEICE

From the Ohio SACWIS home screen:

1. Click the **Administration** tab.
2. Click the **Utilities** tab.
3. Click **NEICE Requests**.
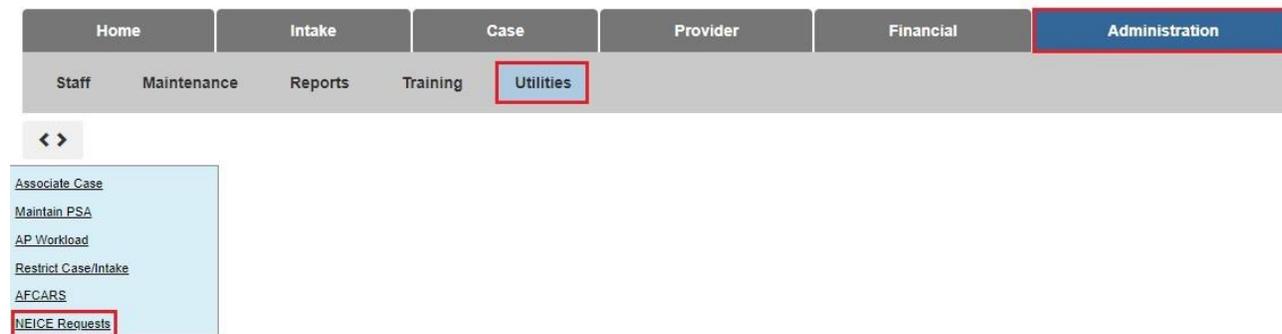
The **NEICE Requests** screen appears.

4. Click the appropriate **NEICE ID** hyperlink in the **Incoming NEICE Requests** grid.

> **Note**: If you click, **Most Recent Activity** on any entry in the **Incoming NEICE Requests** grid, the screen will expand to display a brief, general description of the most recent communication on the Request. Once the screen has expanded, you can click **view** to directly access that communication.

Ohio **Department of Children & Youth**

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

Incoming NEICE Requests

Result(s) 1 to 25 of 271 / Page 1 of 11

NEICE ID	Child(ren) Name(s)	Sending State	Date Received	Status	Placement Resource	
ABC123	Test, Child 1 / 123456	California	03/15/2024	Concurrence Request - Received 03/15/2024		Actions ▾
Most Recent Activity ⌄						
DEF123 UNSENT	Test, Child 2 / 12121212	Pennsylvania	03/15/2024	Placement Request - Received 03/15/2024	A Loving Heart	Actions ▾
Most Recent Activity ⌄						
GHI123 PRIORITY	Test, Child 3 / 13131313	Pennsylvania	03/11/2024	Placement Decision - Received 03/11/2024	A Loving Heart	Actions ▾
Most Recent Activity ⌄						

Note: Incoming NEICE Requests will indicate whether the request is **New**, **Unsent** or **Priority** on the **Incoming NEICE Requests grid**. Shown above.

The **NEICE Request Details** screen appears, defaulted to the **Communications** tab.

5. For an overview of the Placement Request, click **view** beside the request in the **NEICE Request Communications** grid.

Communications   Attachments

NEICE Request Communications

Showing 6 communications:

	Communication Status	Date	Communication Type	
edit UNSENT	Pending		Additional Information	🗑
Communication Summary: Testing Communication Comments				
edit UNSENT	Completed		Additional Information	
view	Sent	03/09/2020	Additional Information	
Communication Summary:				

Communication Type:

[▼] [Create Communication]

Ohio Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

The **NEICE Communication Details** screen appears, displaying an overview of the Communication received. The overview also includes a list of attached documentation (**Documentation/Attachments** grid) at the bottom on the page.

NEICE ID: ABC123	STATUS: Placement Request - Received 08/06/2019	CASE:

Receiving Details

Sending State:	Sending County:
Arizona	Test County

Received Date:	REG 7 / Priority Placement? ⓘ
08/06/2019	No

Sending ICPC Coordinator Office:	Office Address:
Arizona Office	30 Arizona St Phoenix, AZ 85012

CC Agency:	CC Agency Address:
A Really Long Agency Name	123 Test Address Test, Oh 12345

Communication Summary

Communication Type:

Placement Request

Communication Comments:

Identifying Data

Child(ren) Available for Placement

Test, Child / 123456   Male Age 20, DOB 07/25/2003

Hispanic/Latino:	Race:
No	White
ICWA Eligible:	Title IV-E Eligible:
No	No
Child Legal Status:	
Sending Agency Custody/Guardianship	

Planning and Financial Responsibility

Agency/Person responsible for planning for child(ren):	Contact Person:
Arizona Office	Not Applicable

Phone Number:	Ext:	Location:
(123) 456-7899		123 Arizona Rd Test, AZ 12345

Agency/Person financially responsible for child(ren):	Contact Person:
same as above	Not Applicable

Phone Number:	Ext:	Location:

Ohio **Department of Children & Youth**

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

Placement Information

Type of care requested:
Relative/Kinship

If Relative, relationship to child:

Person(s) child(ren) is to be placed with:
Test, Adult

Placement Location and Contact Information:
111 Test Rd
Test, OH 12345

If placement is for adoption, the adoption is to be finalized in:
Not Applicable

Subsidy/IV-E Assistance to be completed in:
Not Applicable

Services Detail

Name of Supervising Agency in Receiving State:
Test County OH ICPC

Supervising Agency Address:
Test County OH ICPC

Initial Report Type (if applicable):

Supervisory Services:
Request Receiving State to Arrange Supervision

Supervisory Reports Frequency:
Quarterly

Documentation/Attachments

Showing 2 attachments:

view	Document Date: 08/06/2019	Document Type: Additional Information	Document Name: AdditionalInformation.pdf	AdditionalInformation.pdf
view	Document Date: 08/06/2019 Reference Person: Webber, Teagan	Document Type: Signed 100A Document	Document Name: 100ADocument.pdf	100ADocument.pdf

Close

Important: When you receive an incoming NEICE request, review the request and the documents to make sure it was sent to the correct agency.

Important: If you wish to see, download, or print the ICPC Form 100A (or any other form) that is listed in the Documentation/Attachments grid, be certain to click the actual document link (located on the far right of the document row). If you click **view** (located on the far left of the document row), you will see only information about the document.

You can also review **Attachments** by navigating to the **Attachments tab**.

Ohio Department of Children & Youth

Once you have reviewed the initial Placement Request and documents, you have several options:

- You can click **Create Intake**. This is the correct action when the request is accepted and will be processed by your agency; or,

- You can click **Close** on the **NEICE Communication Details** screen and return to the **NEICE Request Details** screen to create a communication. (Refer to the Creating a Communication section later in this article.) For a new placement request, this would usually be done only if additional information is needed to determine the request has been sent to the correct agency and is ready to process; or,

- If the request should have been sent to another PCSA or to the ODJFS Central ICPC office, please send an "Additional Information" communication to advise the sending state to re-submit to the correct agency. Once they have re-sent the request, it will disappear from your NEICE list page.

- If you receive an email notifying you of a new NEICE request, and you do not see the request in your incoming list, please contact the Customer Care Center for assistance.

- If you have already created an intake and/or case before realizing the request belongs with another Ohio agency, please contact the Customer Care Center for assistance.

- When you receive an incoming request and determine that it does belong to your agency, create the intake and case and make the ICPC record Active as soon as you have enough information to do so.

Department of Children & Youth

- Requests should not be rejected due to missing documents or information. If there is sufficient information to determine it is a valid request for your agency, you should create the case and document the request for additional information and the date it was received.

Creating an Intake

If, after reviewing the request communication, you determine the information in the Placement Request is correct and should be processed by your agency:

1. Click **Create Intake** on the **NEICE Communication Details** screen.

   Note: You can also create an **Intake** from the NEICE Requests screen by selecting **Create Intake** from the **Actions** drop-down menu in the **Incoming NEICE Requests** grid.

Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

The **Intake Workspace** screen appears, defaulted to the **Basic** tab (the **Reporter** tab will be pre-populated by Ohio SACWIS).

> **Note**: **Intake Category** and **Intake Type** on the Basic tab page are also prepopulated.

2. Click the **Participants** tab.

The **Participants** tab page appears, with a record shown for each child in the ICPC. request.

3. Click the **search** link beside the child's name.

Department of Children & Youth

The **Search & Add Participants** screen appears with pre-populated information on the listed person.

> **Note**: Search criteria shown on the page may be deselected by unchecking the box(es) in the grey "search using" box below. This is especially important if the child's SSN was sent through NEICE. If SSN is included in the search criteria, the system will ONLY search on that field when you click the Search button. If the person exists in Ohio SACWIS, but the SSN has not been previously recorded, the person's information will not be returned in the search results.
>
> For more information about searching a person(s) to add as a Participant(s), please see the following KBA: Adding Intake Participants

4. Click **Search**.

Department of Children & Youth

Current Narrative

Current Narrative (saved 10/30/2023 11:23 am) ⌄

Search & Add Participant

First Name:

Middle Name:

Last Name:

Gender:

Female

DOB:

04/03/2022 📅   -or-

Age Range:

From Age   To Age

SSN:

Person ID:

Note: If SSN or Person ID are entered, all other search criteria will be ignored

Address:

Enter at least 8 characters to get address suggestions

County:

Search Using:
- ☐ First Name
- ☐ Last Name
- ☐ Middle Name
- ☑ Gender
- ☑ DOB/Age Range
- ☐ SSN
- ☐ Address/County

Sort Order:

Relevance (Highest-Lowest)

Name Match Precision
Returns results matching entered names including AKA names/nicknames

[🟩 + AKA/Nicknames]

Fewer Results   More Results

[Search] [Clear Form]

The **Search & Add Participants** screen appears, displaying results in the **Search Results** grid.

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

Note: If your search results show the person already exists, check the box beside the person's name and then click **Add Selected to Intake** (this option shows only after you have put a checkmark in the box beside the person's name).

	Person ID - Name	Address	Gender	(Age) DOB	Active Case
☑	121212 - Test, Child		Female	(8) 05/07/2015	Yes

Related Persons ∨

Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

[Add Selected To Intake] [Clear Selected] [Cancel]

Creating a New Person

1. If the person you searched for does not exist in Ohio SACWIS, click **Create New Person**.

Search Results

No Results Returned.

Can't find who you're looking for?
Create a new SACWIS person profile: [Create New Person]

The **Person** screen appears, displaying the individual's information.

2. Complete any other Person information, as necessary.

3. Click **Save**.

Ohio Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

The **Person Overview** screen appears.

4. Click **Close**.

The **Intake Workspace** screen appears, displaying the added individual (now with a Person ID number) in the **Participants**.

Ohio Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

Note: Only the children for the NEICE request will be participants. The proposed placement resource should not be added.

5. Select **Complete** on the **Intake Status** drop-down menu.

6. Click **Save**.

Note: Once the status is Complete, if you have **Screening Decision Maker** (SDM) security rights, you will get a **Decision** tab. Click the Decision tab and go to the **Making a Screening Decision** section below. If you do not have Screening Decision Maker security rights, you will not get the Decision tab on the Intake. The Intake will be on the Intake workload for the SDM to record the decision and then link to a case according to your agency procedures.

The Decision tab screen appears.

Making a Screening Decision

1. Select **Screened In** from the drop-down menu under **Screening Decision**.

   Note: If an Intake for a NEICE request has been created, it must be screened in; the Intake cannot be deleted, nor screened out. If an intake was created in error from a NEICE request and should not be screened in, contact the Ohio SACWIS Help Desk.

2. Once you select Screened In, Enter **Date & time of screening decision**.

3. Click **Save**.

Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

The **Decision Review** screen appears.

4. Click **Confirm Screening Decision**.

The **NEICE Request** screen appears.

Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

Linking the Intake to a Case

1. **Select** the **Intake** tab at the top of the page.

The **Intake Workload** screen appears.

2. Click **link** in the appropriate row.

The **Link to Existing Case** screen appears, showing all cases in which, the intake participants are members.

3. If an appropriate case exists, on the **Link to Existing Case** screen, click **link** beside the case. If no case is listed to which you should link this ICPC Intake, click **Create Case**.

Department of Children & Youth

The **Create New Case** screen appears.

Creating a Case

A checkmark will be pre-populated in the checkbox beside the child's name.

4. Make a selection from the **Case Reference Person** drop-down menu.
5. Click **Save**.

Select Persons to Create Case		
☑ **Person Name / ID**	**Age, DOB**	**Role**
☑ Test, Child / 121212	Age 17, DOB 09/26/2006	Child/Youth Subject of a Non-CA/N (Child/Youth Subject)

Case Reference Person: *

[⌄]

[Save] [Cancel]

The **Intake Workload** screen appears, indicating the Intake has been added to the Case.

Maintaining the Incoming ICPC Record

If the Intake was created from NEICE, upon linking it to a case, the system automatically creates a pending ICPC record, pulling forward all relevant data from the NEICE placement request.

1. Navigate to the **Case Overview** screen.
2. Click **ICPC/ICAMA** in the Navigation grid.

Department of Children & Youth

The **ICPC List** screen appears.

3. Click **edit.**

The **ICPC Details** screen appears.

4. After you have reviewed the information on this screen, click **Search Person** or **Search Provider** toward the bottom of the page to link the Ohio SACWIS placement resource to the record.

   The example below is the Search Person option.

Placement Information

Type of care requested:

Parent

Person child(ren) to be placed with:

Search Person   Add Second Person

Optionally add a second person involved in this placement.

Placement Information from 100A ⌄

The **Search for Person** screen appears.

5. Enter search criteria.

6. Click **Search**.

Search For Person

Person ID:

~ OR ~

SSN:

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: First Name:

Gender:

Middle Name:

DOB:

~ OR ~

Age Range:

From Age   To Age

Reference, TCN, and Address Criteria ⌄

Name Match Precision
Returns results matching entered names including AKA names/nicknames

Sort by:

Relevance (Highest-Lowest)

+ AKA/Nicknames

Fewer Results   More Results

Search   Clear Form   Return

The **Search Results** grid appears.

7. Click **select** by the appropriate **Person Name/ID**.

Note: If no appropriate search results appear, click, **Create New Person** and enter all relevant information, including the address. After entering information, close the Person Overview screen.

Person Search Results					

Result(s) 1 to 1 of 1 / Page 1 of 1
☐ Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
select	Sacwis, Susie / 123456	Test Address	Male	(45) 02/09/1978	Yes
	Related Persons ∨				

Create New Person

The **ICPC Details** screen appears, displaying the information for the placement resource Person or Provider in the Placement Information grid.

Important: Once a Provider record has been created for the placement resource (i.e., foster home, kinship, etc.), you must perform a Provider search and link the Provider to the ICPC record; this will ensure the ICPC placement is reflected in the Provider record.

Note: If you click the **Placement Information from 100A** drawer, the original placement resource information from NEICE will display.

1. Click the **Services & Documents** tab.

ICPC Details	Services & Documents	Results & Decisions	Medicaid Match

Receiving Details	

Sending State: *

Oklahoma ⌄

County:

Oklahoma

State Specific ICPC Information 🗗

The **ICPC Details** screen displays the **Services & Documents** page.

Ohio Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

ICPC Details | **Services & Documents** | Results & Decisions | Medicaid Match

Services Details

Name of Supervising Agency in Receiving State:

SCCS

Supervising Agency Address:

An address for the supervising agency can optionally be added.

Add Address

Initial Report Type (if applicable):

Adoptive Home Study ▾

Supervisory Services:

Request Receiving State to Arrange Supervision ▾

Supervisory Reports Frequency: Quarterly ▾

Received Date:

07/30/2024 📅

Name of Sending Agency/Person (as signed):

First name	*Last name*

Date of Signature of Sending Agency/Person:

📅

Name of Sending State ICPC Admin, Deputy, or Alternate (as signed) :

Test	State ICPC
First name	*Last name*

Date of Signature of Sending State ICPC Admin, Deputy, or Alternate:

07/30/2024 📅

1. Select **Yes, No or Not Answered** for, Are you requesting Medicaid to be activated in Ohio for a youth being supervised by an Ohio Title I-VE agency?

Note: The above question will display for each youth on the Incoming ICPC record. The Radio button defaults to Not Answered. A selection of Yes or No is required.

2. If **YES** is selected, click **Initiate Medicaid Match**.

Ohio Medicaid Details

Sacwis, Susie / 123456

Are you requesting Medicaid to be activated in Ohio for a youth being supervised by an Ohio Title I-VE agency?

◉ Yes

○ No

○ Not Answered

Initiate Medicaid Match

The user will be navigated to the Medicaid Match Tab.

Ohio Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

⊘ Your data has been saved.   ✕

ICPC Details   Services & Documents   Results & Decisions   Medicaid Match

Ohio SACWIS Case Member Details

Case Address:
123 Test Rd
Test, OH 12345

There are three potential outcomes the system will display for a potential match:

- **Multiple Matches**

- **Exact Match**

- **No Match**

Only one of these options will display to the User.

Exact/Potential Match:

1. To view Ohio SACWIS Case Members, click **Ohio SACWIS Case Members** to expand the page.

2. Select the **Radio button** for the most appropriate Medicaid Match for the youth.

Note: The system defaults to the Not Answered Radio button. The User will not be able to save the record in a Completed Status with this option selected.

Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

Ohio SACWIS Case Member Details

Case Address:
123 Test Rd, Test Oh
12345

Gender:
Female

Custody Start Date:
05/12/2025

Ohio SACWIS Case Members ∧

Case Member Names	DOB / Age	Gender	Relationship to child
Test, Case Name / 123456	11/23/1999, 25	Female	Biological Mother
Test, Child / 121212	06/22/2019, 5	Female	Self

Ohio Benefits (OB) Person Matching for Medicaid

Select the most appropriate match for the youth in custody

⦿
Youth Name:	**OB Case Address:**	**SSN:**
Test, Child	123 Test Rd, Test OH 12345	No Match

Match Type:
Ohio Benefits was able to match to a youth by Name, Gender, and DOB, review the potential match carefully to ensure it is a correct match.

DOB:
06/22/2019

Gender:
Female

Race:
White

Ohio Benefits Case Members ∨

○ None of the above records are a match for the Ohio SACWIS Youth.

○ Not Answered

Mulitple Matches:

Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

Ohio SACWIS Case Member Details

Case Address:
123 Test Rd, Test
Oh 12345
Custody Start Date:
05/04/2025

Gender:
Male

Ohio SACWIS Case Members ^

Case Member Names	DOB / Age	Gender	Relationship to child
Test, Grandmother	03/07/1976, 49	Female	Grandmother
Test, Biological Mother	12/17/1993, 31	Female	Biological Mother
Test, Adoptive Brother	06/10/2012, 12	Male	Adoptive Brother

Ohio Benefits (OB) Person Matching for Medicaid

Select the most appropriate match for the youth in custody

○ Youth Name:

OB Case Address:
123 W SPRING ST, LIMA, OH 45801

SSN:
No Match

Match Type:
Ohio Benefits found multiple potential matching persons for the request, select the appropriate match, or select None of the person match.

DOB:
04/04/2013

Gender:
Male

Race:
White

Ohio Benefits Case Members ^

Case Member Names	DOB / Age	Gender	Relationship to child
Test, Mom	09/01/1976; 48	Female	Mom
Test, Dad	03/22/1969; 56	Male	Dad
Test, Aunt/Uncle	12/06/1971; 53	Female	Aunt/Uncle (up to 3 greats)

○ Youth Name:
Test, Child

OB Case Address:
2434 WALES AVE, LIMA, OH 45805

SSN:
No Match

Match Type:
Ohio Benefits found multiple potential matching persons for the request, select the appropriate match, or select None of the person match.

DOB:
04/04/2013

Gender:
Male

Race:
White

Ohio Benefits Case Members ^
Test, Child

Case Member Names	DOB / Age	Gender	Relationship to child

○ None of the above records are a match for the Ohio SACWIS Youth.

⊙ Not Answered

Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

No Match:

ICPC Details   Services & Documents   Medicaid Match

Medicaid Matching has not yet occurred, has been completed or has been determined as not required, for the youth(s) associated to this ICPC record. The question "Are you requesting Medicaid in Ohio?" is required for each youth to initiate the matching process (Services and Documents).

4. Select the most appropriate option from the results returned for the Youth.

5. Make a selection for Managed Care Organization (MCO) Plan Selection, if applicable.

Medicaid Details

Managed Care Organization (MCO) Plan Selection:

CareSource

The above plan is the most recent plan the child was on.

Status: *   Active   Apply   Save   Cancel

Note: The MCO Selection dropdown will default in several scenarios based on predetermined information recorded in your Agency:

- **Drop down is Non-Modifiable**: Your Agency has Pre-Selected to use the ODM Enrollment Broker to select the youth's MCO plan.
- **An MCO has been Pre-Determined by your Agency**. This is still modifiable by the User as needed.
- **An MCO appears in the drop down**: System is displaying the Youth's last known MCO plan. This is still modifiable by the user.
- **No Default**: The User will need to select a MCO Plan.

6. Click **Apply**.

Once completed, the user may navigate back to the **Services and Documents** tab. If no possible results are returned, the user will not need to make a selection.

✔ Your data has been saved.   ✕

ICPC Details   Services & Documents   Results & Decisions   Medicaid Match

Ohio SACWIS Case Member Details

Complete the following steps for the Services and Documents tab.

1. Select **Yes**, or **No**, from the **All information received?** drop-down menu.

Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

Note: If **No** is selected, the screen will expand, and you will need to complete the **Describe missing information** field and record the **Date request for missing information was sent**.

Not sure if you have all of the information you need for this placement? Review the checklist resource ⧉

All information received? [No ▾]

Describe missing information:

[   ]   ✔ ABC
                                                                         250

Date request for missing information was sent: [   ] 📅   **Date all information received:** [   ] 📅

Status: * [Active ▾] [Apply] [Save] [Cancel]   08/01/2024 03:16:52 PM

2. Select **Active** from the **Status** drop-down menu.

[Upload Document]

Not sure if you have all of the information you need for this placement? Review the checklist resource ⧉

All information received? [Yes ▾]

Status: * [Active ▾] [Apply] [Save] [Cancel]   08/01/2024 03:16:52 PM

If all required information is complete, the **Results & Decisions** tab appears.

> **Note**: The fields on this tab will be used later to record the approval or denial of the placement request, the exchange of required documentation, and the Medicaid effective date, as applicable, once a child is placed into Ohio.

> **Note:** If any required fields were not populated from NEICE, Ohio SACWIS will display validation messages. You may need to refer to the documents in the **Documentation/Attachments** grid to complete the required fields.

3. Click **Save**.

Ohio Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

| ICPC Details | Services & Documents | Results & Decisions | Medicaid Match |

Results & Placement Decisions

Note: Placement results and decision is documented per child within the sibling group.

Sacwis, Susie / 123456   - Female Age 3 - 01/22/2022

Provisional Decision (Optional): ⓘ

[▾]

Placement may be made?	Signature date for 100A:	Date the signed 100A was sent:	Home Study Narrative Sent: ⓘ
Yes ▾	01/21/2025 📅	01/21/2025 📅	01/21/2025 📅

Date child placed:	Date notified of child's placement:	Date of 100B showing placement:
📅	📅	📅

Termination Date:

[📅]

Name of Receiving State Compact Administrator, Deputy or Alternat   **Status:** *   [Active ▾]   [Apply]   [Save]   [Cancel]

The **ICPC List** page appears.

Once approval or denial of the placement request has been documented on the 100A form, it must be entered in the ICPC record.

1. Click **edit**.

ICPC List

Showing (3) records:

	ICPC / NEICE ID	Name	Sender / Recipient	Ohio Agency	Type / Status	Placement Resource	
edit view	Test, Child / pending		Ohio / Alabama	Test County Children Services Board	Outgoing / Active		📄
edit view	Sacwis, Susie / AABB123		Wyoming / Ohio	Test County Children Services Board	Incoming / Active		📄

The **ICPC Details** screen appears.

Ohio Department of Children & Youth

2. Click **Services & Documents**.

The **Services & Documents** tab page appears.

3. Click **Upload Document**.

The **Manage Documents** screen appears.

Documents must be uploaded to the ICPC record before they can be sent through NEICE.

> **Note**: The Home Study Response communication must have a Signed 100A attached for each child, as applicable.

4. Make a selection from the **Document Type** drop-down menu.

5. Enter the **Document Name**.

Ohio Department of Children & Youth

6. Enter the **Date on Document**.

7. Make a selection from the **Reference Person** drop-down menu.

8. Click **Browse** to search and select the document you wish to attach.

9. Click **Save**.

Maintain Document Information

Document Category:

ICPC

Document Type: *

Document Name: *

Date on Document: *

Reference Person:

File to Attach: *

Choose File

Browse

Comments: (expand full screen)

✔ ABC

500

Save   Cancel

The **ICPC Details** screen appears, displaying the document you uploaded.

1. Click **Results & Decisions**.

ICPC Details   Services & Documents   Results & Decisions   Medicaid Match

Services Details

Name of Supervising Agency in Receiving State:

SCCS

Supervising Agency Address:

An address for the supervising agency can optionally be added.

Add Address

The **ICPC Details** screen appears, displaying the Results & Decisions page.

1. Make a selection from the **Provisional Decision** drop-down menu.

2. Make a selection from the **Placement may be made?** drop-down menu.

Ohio **Department of Children & Youth**

3. Record the Signature date for 100A (**this is the date your agency ADCA signed the 100A**).

4. Enter **Name of Receiving State Compact Administrator, Deputy or Alternate (as signed on the 100A).**

5. Record the **Home Study Narrative Sent** date, if applicable.

6. Enter any other information, as applicable.

7. If entering a **Termination Date**, select appropriate option from the dropdown menu.

8. Click **Save**.

Results & Placement Decisions

Note: Placement results and decision is documented per child within the sibling group.

Sacwis, Susie / 123456 - Female Age 1 - 10/15/2022

| Provisional Decision (Optional): | Provisional Decision Sent Date |
| Approved | |

| Placement may be made? | Signature date for 100A: | Date the signed 100A was sent: | Home Study Narrative Sent: |
| Yes | 03/01/2024 | 04/01/2024 | 03/01/2024 |

| Date child placed: | Date notified of child's placement: | Date of 100B showing placement: |
| 04/05/2024 | 04/05/2024 | 04/30/2024 |

| Ohio Medicaid Effective Date: | Ohio Medicaid Termination Date: |
| | |

| Termination Date: | Date the 100B/termination was received: |
| 05/01/2024 | |

Termination reason:

Name of Receiving State Compact Administrator, Deputy or Alternate (as signed on the 100A):   Title

First name   Last name   Alternate

Remarks

1/8/24: sent preliminary home study report   ✔ ABC   925

Status: * Active   Apply   Save   Cancel

Important: As you receive information regarding the placement of the child, you must return to the Results & Decisions page to enter the subsequent information. When

Ohio Department of Children & Youth

information is added, the screen will populate with additional fields that will need to be completed.

Important: A child placed into Ohio does not have to be IV-E eligible to receive Ohio Medicaid but must be in the custody of Children Services in the sending state. Please note that when the ICPC for the child is terminated, the Medicaid established from this ICPC record will also end. Therefore, a relative caregiver may wish to apply for benefits/Medicaid for the child directly through the CDJFS instead.

Important: The 1st Legal Custodian / Guardian will pull from the Legal Custody Termination screen when the Legal Guardianship record is automatically created as part of the custody termination.

To establish Medicaid for a child in the ICPC record, you will first record the Ohio Medicaid Effective Date on the Results & Decisions tab. Once the span has been created, a Managed Care Plan (MCP) Coordinator for your agency must go to the Financial>Eligibility>Medicaid Eligibility page to select an MCP for the child to complete the process. The child should also display on the Agency Medicaid Eligibility Roster Report for your agency.

For more information, please refer to the following article: [Viewing Medicaid Eligibility and Selecting a Managed Care Plan](#).

Creating Communication

When it is necessary to provide information or documents to the sending State, you will create a communication.

1. On the **NEICE Request Details** page, make a selection from the **Communication Type** drop-down menu.
2. Click **Create Communication**.

	Communication Status	Date	Communication Type	
view	Received	09/27/2023	Placement Request	

NEICE Request Communications

Showing 1 communications:

Communication Type: [_____] [Create Communication]

The **NEICE Communication Details** screen appears.

3. Enter information in the text box, located in the **Communication Summary** grid.

Department of Children & Youth

4. Place a checkmark in the boxes for **Sending Preliminary Home Evaluation** and/or **Sending Provisional Decision** if applicable.

Note: These options only appear if you chose **Additional Information** as your Communication Type. Sending Provisional Decision requires the Provisional Approval or Denial to first be recorded in the ICPC record.

5. In the **Communication Status** drop-down menu, change the **Communication Status** from **Pending** to **Completed**.

The **NEICE Communication Details** screen appears, displaying the following message: **Your data has been saved**. If you have ADCA Security, a **Send** button will display.

6. Click **Send** to send the communication to the sending state via NEICE.

The **NEICE Request Details** screen appears, displaying the following message: **Communication has been sent**.

7. Click, **Close**.

Department of Children & Youth

Note: Any worker can go directly to the NEICE Request Details page by clicking on the NEICE ID in the ICPC List within the case. ADCA can also get there from Administration>Utilities>NEICE Requests.

Home Study Response Communication

1. On the **NEICE Request Details** page, select **Home Study Response** from the **Communication Type** drop-down menu.
2. Click **Create Communication**.

The **NEICE Communication Details** screen appears.

3. Enter information in the text box, located in the **Communication Summary** grid.
4. **Check** the checkbox next to the appropriate child(ren).
5. Click **Link Attachments**.

Communication Summary

Communication Type:
Home Study Response-100A

Communication Comments: (expand full screen)

Test Narrative

✔ ABC

1000

Home Study Response Details

☐ Test, Child / 123456   Female Age 1, DOB 10/15/2022

Provisional Decision:

Placement may be made?

If the details of this communication are incorrect, please update the ICPC record.

Documentation/Attachments

No Documents Attached.

Link Attachments

The **Attach Documents to Communication** screen appears.

6. Place a checkmark in the check box beside each document you wish to attach.

7. Click **Link Selected Document(s)**.

Note: The Home Study Response communication must have a Signed 100A attached for each child, as applicable.

Available Document(s)

Showing 3 attachments:

☐	Document Date: 10/28/2020 Reference Person:	Document Type: Progress Report Document	Document Name: Activity Logs	Activity Logs.pdf
☐	Document Date: 03/30/2020 Reference Person:	Document Type: Signed 100A Document	Document Name: Approved 100-A	100-A Approved Interstate_Compact_on_the_Placement_of_Children_ICPC 03-30-2020.pdf
☐	Document Date: 03/30/2020 Reference Person:	Document Type: Home Study of Placement Resource Documentation	Document Name: Home Study	Home Study Interstate_Compact_on_the_Placement_of_Children_ICPC 03-30-2020.pdf

Link Selected Document(s)   Cancel

Ohio Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

The **NEICE Communication Details** screen appears, displaying the linked document in the **Documentation/Attachments** grid.

8. Select **Completed** from the **Communication Status** drop-down menu.

If you have ADCA Security, a **Send** button will display.

9. Click **Send** to send the communication to the sending state via NEICE.

   Important: **If you do not have ADCA security, click, Save and notify your agency's ADCA the communication is ready to be sent**.

Department of Children & Youth

Completing an Incoming Interstate Compact on the Placement of Children (ICPC) Request from NEICE

> ✓ Your data has been saved.   ✕

Communication Summary

Communication Type:
Home Study Response-100A

Communication Comments: *(expand full screen)*

[   ]

Home Study Response Details

☑ Test, Child / 123456   Male Age 14, DOB 03/03/2010

Provisional Decision:

    Placement may be made?
    No

Documentation/Attachments

Showing 4 attachments:

| view | Document Date:
02/08/2019
Reference Person: | Document Type:
Completed Home Study | Document Name:
15.GA | 15.GA.pdf |

| view | Document Date:
02/06/2019
Reference Person: | Document Type:
Signed 100A Document | Document Name: | |

Communication Status: * [Completed ▾] [Apply] [Save] [Cancel] | [Send]

The **NEICE Request Details** screen appears, displaying the following message: **Communication has been sent**.

   10. Click **Close**.

Communication Type:
[▾]   [Create Communication]

[Close]

Creating an Urgent Communication

   1. On the **NEICE Request Details** page, select **Additional Information** from the **Communication Type** drop-down menu.

   2. Click **Create Communication**.

Ohio Department of Children & Youth

The **NEICE Communication Details** screen appears.

3. Place a checkmark in the box for **Urgent**.
4. Enter information in the text box, located in the **Communication Summary** grid.

5. Place a **Check** in the checkbox for, If this transmittal is for the purpose of sending a **Provisional Decision** and/or **Preliminary Home Evaluation**, check the applicable checkbox(es).

Department of Children & Youth

6. Click **Link Attachments**.

The **Attach Documents to Communication** screen appears.

7. Place a checkmark in the check box beside each document you wish to attach.

8. Click **Link Selected Document(s)**.

Available Document(s)			
Showing 3 attachments:			
☐	Document Date: 10/28/2020 Reference Person:	Document Type: Progress Report Document	Document Name: Activity Logs	Activity Logs.pdf
☐	Document Date: 03/30/2020 Reference Person:	Document Type: Signed 100A Document	Document Name: Approved 100-A	100-A Approved Interstate_Compact_on_the_Placement_of_Children_ICPC 03-30-2020.pdf
☐	Document Date: 03/30/2020 Reference Person:	Document Type: Home Study of Placement Resource Documentation	Document Name: Home Study	Home Study Interstate_Compact_on_the_Placement_of_Children_ICPC 03-30-2020.pdf

Link Selected Document(s)   Cancel

The **NEICE Communication Details** screen appears, displaying the linked document in the **Documentation/Attachments** grid.

9. Select **Completed** from the **Communication Status** drop-down menu.

Communication Status: * Completed ∨   Apply   Save   Cancel | Send

If you have ADCA Security, a **Send** button will display.

10. Click **Send** to send the communication to the sending state via NEICE.

   Important: **If you do not have ADCA security, click, Save and notify your agency's ADCA the communication is ready to be sent**.

The **NEICE Request Details** screen appears, displaying the following message: **Communication has been sent**.

11. Click **Close**.

Communication Type:

[∨]   Create Communication

Close

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).