

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



Knowledge Base Article

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

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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.

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Incoming NEICE Requests

Result(s) 1 to 6 of 6 / Page 1 of 1

NEICE ID	Child(ren) Name(s)	Sending State	Date Received	Status	Placement Resource	
ABC123	Test, Child / 1212	Arizona	10/12/2023	Placement Request - Received 10/12/2023		Actions ▾

[Most Recent Activity](#) ▾

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

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

Communications
Attachments

NEICE Request Communications

Showing 1 communications:

	Communication Status	Date	Communication Type
view	Received	10/12/2023	Placement Request

Communication Summary:
Please review the case

Communication Type:

[Create Communication](#)

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).

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.

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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 the request should not have been sent to Ohio at all, you may use the Reject Request button to send a communication to the sender advising them of the issue and the status of the request will be updated to “Rejected” in Ohio SACWIS.
- If a request is “Rejected” by any Ohio agency, and is then re-sent to another Ohio agency, the status in Ohio SACWIS will still show “Rejected” until it is updated by a subsequent communication. ***This is an Ohio SACWIS defect, and the workflow is being revised.**
- If you receive an email notifying you of a new NEICE request, and you do not see the request in your incoming list, select the “Include Rejected Requests” checkbox and click Filter, as the request may have been rejected previously by another agency. If you still do not find the request, please contact the Ohio SACWIS Help Desk.
- If you have already created an intake and/or case before realizing the request belongs with another Ohio agency, please contact the Help Desk 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.

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

- 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.

Rejecting a Request for Placement

1. Once you have reviewed the information on the **NEICE Communication Details** screen (including any attachments), you can click **Reject Request** if the Placement Request is incomplete and/or incorrect.

Note: There is no need to reject a request if there is sufficient information to determine the request has been sent to the correct agency. If you need additional information from the sending state, that information can be obtained prior to or after opening the case.

The screenshot displays the 'NEICE Communication Details' screen. It is divided into three main sections: 'Receiving Details', 'Communication Summary', and 'Identifying Data'.
- **Receiving Details:** This section contains several fields: 'Sending State', 'Sending Country', 'Received Date' (05/25/2018), 'REG 7 / Priority Placement?' (No), 'Send to ICPC Coordinator Office', 'Office Address', 'CC Agency', and 'CC Agency Address' (An address for the responsible agency has not been added).
- **Communication Summary:** This section shows 'Communication Type' as 'Placement Request' and 'Communication Comments' as an empty text box.
- **Identifying Data:** This section is a dark bar at the bottom containing three buttons: 'Create Intake', 'Reject Request' (highlighted with a red box), and 'Close'.

When you click **Reject Request** the **NEICE Communication Details** screen appears.

2. Enter comments in the **Communication Comments** text box to explain the reason for rejecting the request.
3. Click **Apply** to save the reject status.
4. Click **Send**.

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

Communication Summary

Communication Type:
Status Report Request

Communication Comments: [\(expand full screen\)](#)

Documentation/Attachments

No Documents Attached.

Communication Status: * Rejecting Apply Save Cancel Send

The **NEICE Request Details** screen appears, displaying the status of the Placement Request.

5. Click **Close**.

Communications Attachments

NEICE Request Communications

Showing 1 communications:

	Communication Status	Date	Communication Type
view	Rejected	10/12/2023	Placement Request

Communication Summary:
Please review the case

Communication Type:

Create Communication

Close

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

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.

The screenshot shows the 'NEICE Communication Details' screen. At the bottom, there is a dark bar with three buttons: 'Create Intake' (circled in red), 'Reject Request', and 'Close'. The screen also displays fields for CHILD(REN), PLACEMENT RESOURCE, PLACEMENT TYPE (Relative), NEICE ID, STATUS (Placement Request - Received 08/27/2018), and CASE. Other sections include Receiving Details, Communication Summary, and Identifying Data.

The screenshot shows the 'Incoming NEICE Requests' grid. The grid has columns for NEICE ID, Child(ren) Name(s), Sending State, Date Received, Status, and Placement Resource. A row is shown with NEICE ID 'ABC123', Child(ren) Name(s) 'Test, Child', Sending State 'Virginia', Date Received '10/12/2023', Status 'Placement Request - Received 10/12/2023', and Placement Resource 'Alati, Tyne'. An 'Actions' dropdown menu is open for this row, showing 'View Request' and 'Create Intake' (highlighted with a red box).

NEICE ID	Child(ren) Name(s)	Sending State	Date Received	Status	Placement Resource	Actions
ABC123	Test, Child	Virginia	10/12/2023	Placement Request - Received 10/12/2023	Alati, Tyne	View Request Create Intake

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 pre-populated.

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2. Click the **Participants** tab.

Intake Workspace

INTAKE ID: 11111	INTAKE STATUS: Pending	DATE/TIME CREATED: 10/30/2023 11:02 AM	INTAKE CATEGORY: Family in Need of Services	INTAKE TYPES: ICPC
---------------------	---------------------------	---	--	-----------------------

Received: * Method: * Screener: / Claimed:

10/30/2023 11:02 AM Other Electronic Method Test County Children Services

ABC Scripts & Templates

last saved Oct 30, 2023 11:02:09 AM

Intake Narrative: * (Expand view)

Request from Virginia for null placement of

Reporter Basic **Participants**

Intake Type

Intake Workload Name:

Intake Category: Family in Need of Services

Intake Types:	Selected Types:
<input type="checkbox"/> Adoption Subsidy Only	<input type="checkbox"/> ICPC
<input type="checkbox"/> Alternative response required non-lead PCSA contacts	
<input type="checkbox"/> Child Fatality (non-child abuse/neglect)	
<input type="checkbox"/> Courtesy Supervision	

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.

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

Scripts & Templates

last saved Oct 30, 2023 11:23:34 AM

Intake Narrative: * (Expand view) 19919

Request from Arizona for Relative placement of

Reporter Basic **Participants**

Participants

Search & Add Participants Participant Roles

edit search Test, Child Child/Youth Subject of a Non-CA/N (Child/Youth Subject)
Female 1, 04/03/2022 |

Participants Relationships

No relationships exist.

Intake Status: Pending Apply Save Cancel

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**.

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Current Narrative

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

Search & Add Participant

First Name:

Middle Name:

Last Name:

Gender:

DOB:

 

-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:

County:

Search Using:

First Name

Last Name

Middle Name

Gender

DOB/Age Range

SSN

Address/County

Sort Order:

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.

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).

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Search Results

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

	Person ID - Name	Address	Gender	(Age) DOB	Active Case
<input checked="" type="checkbox"/>	121212 - Test, Child		Female	(8) 05/07/2015	Yes

[Related Persons](#) ▾

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**.

Basic	Demographics	Address	Additional	Characteristics	Safety Hazard	
Person Information						
Prefix:	<input type="text"/>	Middle Name:	<input type="text"/>			
First Name: *	<input type="text" value="Test"/>	Suffix:	<input type="text"/>	Populate AKA Name		
Last Name: *	<input type="text" value="Test"/>	SSN:	<input type="text"/>	<input checked="" type="radio"/> Retain <input type="radio"/> Add/Edit <input type="checkbox"/> No SSN Exists		
Gender: @	<input type="text"/>	Age:	<input type="text"/>	<input type="checkbox"/> Estimated DOB <input type="checkbox"/> DOB Unknown		
DOB: @	<input type="text"/> <input type="text"/>	Hair Color:	<input type="text"/>	<input type="checkbox"/> Deceased <input type="checkbox"/> Deceased Date Unknown		
Sexual Orientation:	<input type="text"/>	Deceased Date:	<input type="text"/>	<input type="checkbox"/> Deceased Date Unknown		
Driver's License #:	<input type="text"/>	Issue State:	<input type="text"/>	<input type="checkbox"/> Deceased Date Unknown		
AKA Names						
	Prefix	First Name	Middle Name	Last Name	Suffix	AKA Type
Add AKA						
Apply	Save	Cancel				

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

The **Person Overview** screen appears.

4. Click **Close**.

The screenshot shows the 'Person Overview' screen. On the left is a sidebar with a 'Person Overview' header and several navigation links: Profile, Education, Medical, Employment, Military, Background, Delinquency, SACWIS History, and Relationships. The main content area has a green notification bar at the top that says 'Your data has been saved.' Below this is a grey box containing personal information: 'PERSON NAME / ID: Test, Test / 28984255', 'RACE:', 'HISPANIC / LATINO:', 'HAIR COLOR:', and 'EYE COLOR:'. Below the grey box is an 'ENVIRONMENTAL HAZARDS:' section. Further down are three sections: 'AKA Names' with a table with columns for Prefix, First Name, Middle Name, Last Name, Suffix, and AKA Type; 'Safety Hazards' with a table with columns for Hazard Type, Begin Date, and Narrative; and 'Other Addresses' with a table with columns for Type, Address, and Hazard. At the bottom is an 'ICWA' section with a table with columns for Date Family Was Asked, Possible Tribal Affiliation, Tribe Name, and Response/Outcome. A blue 'Close' button is located at the bottom left of the main content area.

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

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.

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

The screenshot displays the 'Decision' tab in the ICPC system. The interface includes a top navigation bar with tabs for 'Reporter', 'Basic', 'Participants', and 'Decision'. The 'Decision' tab is currently selected. On the left, there is a sidebar with an 'Intake Narrative' section containing the text: 'Request from Arizona for Relative placement of Serenity Rush with Cochran, Erica'. The main content area shows a 'Participants' section with a table listing a child: '121212 - Test_Child (xxx-xx-xxxx)', Female, born 04/03/2022, identified as a 'Child/Youth Subject of a Non-CA/N (Child/Youth Subject)'. Below this is a 'Participants Relationships' section stating 'No relationships exist.' At the bottom, there is a control bar with an 'Intake Status' dropdown menu set to 'Complete', and buttons for 'Apply', 'Save', and 'Cancel'.

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**.

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

Reporter Basic Participants **Decision**

Decision Details

Is this an emergency? Response time for initiation:

Screening decision:

Screening Pathway:

County priority:

Date & time of screening decision: AM

The **Decision Review** screen appears.

4. Click **Confirm Screening Decision**.

Intake Summary

Saving the Screening Decision will invoke 'Post-Screening Decision' edit rules.

You are about to decision this intake as: *Screened In*

Received Date/Time:	10/30/2023 01:14 PM	Intake ID:	
Decision Date/Time:	10/30/2023 01:19 PM	Human Trafficking Allegation:	N/A
Intake Category:	Family in Need of Services	Child Fatality Status:	N/A
Intake Types:	ICPC		

The **NEICE Request** screen appears.

Linking the Intake to a Case

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

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The **Intake Workload** screen appears.

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

	Claimed By	Intake ID Screening Priority	Workload Name	Category	Date/Time Received	Screener Name SDM Name	Status	Status Date/Time	
view edit		123456		Family in Need of Services	10/30/2023 1:13 PM	Test, Worker	Pending	10/30/2023 1:13 PM	
view edit link		121212		Family in Need of Services	10/30/2023 1:14 PM	Test, Worker Test, Worker	Screened In	10/30/2023 1:21 PM	

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**.

Case Name / ID	Case Status	Case Category	Status Date	Agency
link Test, Child / 121212	Open	ICPC	08/30/2022	Test County Department of Job and Family Services

[Case Members](#) ▾

[Create Case](#) [Cancel](#)

The **Create New Case** screen appears.

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

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**.

	Person Name / ID	Age, DOB	Role
<input checked="" type="checkbox"/>	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.

Creating Communication

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

Showing 1 communications:

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

Communication Type: Create Communication

The **NEICE Communication Details** screen appears.

3. Enter information in the text box, located in the **Communication Summary** grid.
4. 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.

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

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

Communication Summary

Communication Type:
Additional Information

Communication Comments: [\(expand full screen\)](#)

Communication Status: * Completed Apply Save Cancel Send

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

6. Click, **Close**.

✔ Your data has been saved. ×

Communications Attachments

NEICE Request Communications

Showing 2 communications:

	Communication Status	Date	Communication Type	
edit	Completed		Additional Information	
view	Received	09/27/2023	Placement Request	

Communication Type:
 Create Communication

Close

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.

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

Case Overview

- [Activity Log](#)
- [Attorney Communication](#)
- [Intake List](#)
- [Safety Assessment](#)
- [Substance Abuse Screening](#)
- [Forms/Notices](#)
- [Category/Pathway Switch](#)
- [Safety Plan](#)
- [Actuarial Risk Assessment](#)
- [Family Assessment](#)
- [Ongoing Case All](#)
- [Specialized All Tool](#)
- [Law Enforcement](#)
- [Justification/Waiver](#)
- [Case Services](#)
- [Legal Actions](#)
- [Legal Custody/Status](#)
- [Living Arrangement / Guardianship](#)
- [Initial Removal](#)
- [Placement Request](#)
- [Placement/ICCA](#)
- [Residential Treatment Information](#)
- [Independent Living](#)
- [Case Plan Tools](#)
- [Visitation Plans](#)
- [Review Tools](#)
- [Family Team Meeting](#)
- [Safety Reassessment](#)
- [Reunification Assessment](#)
- [Case Conference Note](#)
- [Human Trafficking](#)
- [Child Fatality/Near Fatality](#)
- [ICPC/ICAMA](#)

CASE NAME / ID: **Sacwis, Susie / 123456** ICPC
Open (02/07/2020)

ADDRESS: **123 Test Rd
Test, Oh 12345** CONTACT:

AGENCY: **Test County Children Services Board** SUPERVISOR(S):
Test, Supervisor

PRIMARY WORKER: [Assign Primary Worker](#)

Case Actions

[View Case Information](#) | [0 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

One or more active case members under age 22 is missing ICWA information in Person Demographics

Case members have unspecified relationships.

Action Items

Case Alerts

Dashboard

Assignments / Eligibility

No Action Items Found

Dismiss Action Items

Close

The **ICPC List** screen appears.

3. 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.

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.

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

The example below is the Search Person option.

Placement Information

Type of care requested:

Person child(ren) to be placed with:

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:

Fewer Results More Results

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

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.

The screenshot shows a 'Person Search Results' header. Below it, there is a status 'Result(s) 1 to 1 of 1 / Page 1 of 1' and a checkbox 'Include only active case members'. A table with the following columns is displayed: 'Person Name / ID', 'Address', 'Gender', '(Age) DOB', and 'Active Case'. The first row contains the text 'Sacwis, Susie / 123456', 'Test Address', 'Male', '(45) 02/09/1978', and 'Yes'. A red box highlights the 'select' link in the first column of this row. Below the table is a link 'Related Persons' with a dropdown arrow. At the bottom of the page, a dark bar contains a 'Create New Person' button, which is also highlighted with a red box.

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

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.
- 2.

The screenshot shows the 'ICPC Details' screen with the 'Services & Documents' tab selected. Below the header is a 'Receiving Details' section. It contains a 'Sending State' dropdown menu set to 'Wyoming' and a 'County' text input field.

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

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

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

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**.

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

ICPC Details **Services & Documents**

Services Details

Name of Supervising Agency in Receiving State:

Supervising Agency Address:
An address for the supervising agency can optionally be added.
Add Address

Initial Report Type (if applicable):

Supervisory Services:

Supervisory Reports Frequency:

Received Date:

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):
First name Last name

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

Documentation/Attachments

edit	Document Date: 09/21/2021	Document Type: Transmittal or Cover Sheet	Document Name: WYOH-	WYOH-
----------------------	------------------------------	--	-------------------------	-----------------------

Upload Document

Not sure if you have all of the information you need for this placement? [Review the checklist resource.](#)

All information received?

Status: * **Apply** **Save** **Cancel**

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

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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 in Ohio SACWIS.

3. Click **Save**.

The screenshot shows a web form with three tabs: 'ICPC Details', 'Services & Documents', and 'Results & Decisions'. The 'Results & Decisions' tab is selected and highlighted with a red box. Below the tabs is a blue header for 'Services Details'. The form contains several sections:

- Name of Supervising Agency in Receiving State:** A text input field containing 'Test County Children Services'.
- Supervising Agency Address:** A text input field with a placeholder 'An address for the supervising agency can optionally be added.' and an 'Add Address' button.
- Initial Report Type (if applicable):** A dropdown menu with 'Parent Home Study' selected.
- Supervisory Reports Frequency:** A dropdown menu with 'Quarterly' selected.
- Received Date:** A date input field showing '02/07/2020' with a calendar icon.
- Name of Sending Agency/Person (as signed):** Two text input fields for 'First name' and 'Last name'.
- Date of Signature of Sending Agency/Person:** A date input field with a calendar icon.

At the bottom of the form is a dark grey bar with the following elements:

- Name of Sending State ICPC Admin, Deputy, or Alternate (as signed):** A text input field.
- Status:** A dropdown menu with 'Active' selected.
- Buttons:** 'Apply', 'Save' (highlighted with a red box), and 'Cancel'.
- Name of Sending State ICPC Admin, Deputy, or Alternate:** A text input field.

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**.

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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.

2. Click **Services & Documents**.

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

3. Click **Upload Document**.

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ICPC Details **Services & Documents**

Services Details

Name of Supervising Agency in Receiving State:

Supervising Agency Address:
An address for the supervising agency can optionally be added.
[Add Address](#)

Initial Report Type (if applicable):

Supervisory Services:

Supervisory Reports Frequency:

Received Date:

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) :

First name Last name

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

Documentation/Attachments

edit	Document Date: 09/21/2021	Document Type: Transmittal or Cover Sheet	Document Name: WYOH-	WYOH-
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[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**.
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**.

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Maintain Document Information

Document Category:
ICPC

Document Name: *

Reference Person:

File to Attach: *

Choose File

Browse

Document Type: *

Date on Document: *

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**

Services Details

Name of Supervising Agency in Receiving State: Supervising Agency Address:

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

1. Make a selection from the **Placement may be made?** drop-down menu.
2. Record the Signature date for 100A (**this is the date your agency ADCA signed the 100A**).
3. Enter **Name of Receiving State Compact Administrator, Deputy or Alternate (as signed on the 100A)**.
4. Record the **Home Study Narrative Sent** date, if applicable.
5. Enter any other information, as applicable.
6. If entering a **Termination Date**, select appropriate option from the dropdown menu.

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7. Click **Save**.

ICPC Details Services & Documents Results & Decisions

Results & Placement Decisions

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

- Male Age 20 - 09/13/2003

Placement may be made? Yes <input type="button" value="v"/>	Signature date for 100A: 03/30/2020 <input type="button" value="calendar"/>	Date the signed 100A was sent: 04/02/2020 <input type="button" value="calendar"/>	Home Study Narrative Sent: 03/30/2020 <input type="button" value="calendar"/>
Date child placed: 05/07/2020 <input type="button" value="calendar"/>	Date notified of child's placement: 08/27/2020 <input type="button" value="calendar"/>	Date of 100B showing placement: 08/27/2020 <input type="button" value="calendar"/>	
Ohio Medicaid Effective Date: <input type="text"/> <input type="button" value="calendar"/>	Ohio Medicaid Termination Date: <input type="text"/> <input type="button" value="calendar"/>		
Termination Date: 10/31/2023 <input type="button" value="calendar"/>	Date the 100B/termination was received: <input type="text"/> <input type="button" value="calendar"/>		
Termination reason: <input type="text"/>			
Name of Receiving State Compact Administrator, Deputy or Alternate (as signed on the 100A): <input type="text"/> <input type="text"/> <small>First name Last name</small>			
Remarks Approved Parent placement. Please submit 100-B indicating placement to ensure that supervisory services can be started. <input type="button" value="✓ABC"/> <input type="button" value="880"/>			

Status: * Active

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 additional 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.

To establish Medicaid for a child in the ICPC record, you will first record the Ohio Medicaid Effective Date on the Results & Decisions tab. A batch process runs every hour to send information to the MITS system to create the Medicaid span. 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

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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 a Communication

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

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.

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

The screenshot shows the 'NEICE Request Communications' interface. At the top, there is a tab labeled 'NEICE Request Communications'. Below the tab, it says 'Showing 12 communications:'. There is a table with columns for 'Communication Status', 'Date', and 'Communication Type'. The first row shows 'Completed' status, 'Progress Report Response' type, and an 'edit' link. Below the table is a 'Communication Summary' section with the text: 'Ohio has been in contact with family via phone as we are not doing face to face visits due to COVID-19 restrictions at this time. See report of contacts.' Below the summary is another row in the table with 'Completed' status, 'Placement Request Update' type, and an 'edit' link. At the bottom of the screenshot, there is a form with a 'Communication Type:' label, a dropdown menu, and a 'Create Communication' button. A 'Close' button is visible at the bottom right of the interface.

The **NEICE Communication Details** screen appears.

3. Enter information in the text box, located in the **Communication Summary** grid.
4. Click **Link Attachments**.

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

5. Place a checkmark in the check box beside each document you wish to attach.
6. Click **Link Selected Document(s)**.

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Available Document(s)

Showing 3 attachments:

<input type="checkbox"/>	Document Date: 10/28/2020 Reference Person:	Document Type: Progress Report Document	Document Name: Activity Logs	Activity Logs.pdf
<input type="checkbox"/>	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
<input type="checkbox"/>	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.

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

Documentation/Attachments

Showing 3 attachments:

unlink	Document Date: 10/28/2020 Reference Person:	Document Type: Progress Report Document	Document Name: Activity Logs	Activity Logs.pdf
unlink	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
unlink	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 Attachments
Communication Status: * Pending ▼ Apply Save Cancel

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

8. 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.

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

✔ Your data has been saved. ✕

Communication Summary

Communication Type:
Status Report Request

Communication Comments: [\(expand full screen\)](#)

Documentation/Attachments

No Documents Attached.

Communication Status: *

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

9. Click **Close**.

Communication Type:

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

Rejecting a Placement Request

1. Once you have reviewed the information on the **NEICE Communication Details** screen (including any attachments), you can click **Reject Request** if the Placement Request is incomplete and/or incorrect.

Note: There is no need to reject a request if there is sufficient information to determine the request has been sent to the correct agency. If you need additional information from the sending state, that information can be obtained prior to or after opening the case.

When you click **Reject Request** the **NEICE Communication Details** screen appears.

2. Enter comments in the **Communication Comments** text box to explain the reason for rejecting the request.
3. Click **Apply** to save the reject status.
4. Click **Send**.

Your data has been saved.

Communication Summary

Communication Type:
Additional Information

Communication Comments: [\(expand full screen\)](#)

This request cannot be accepted because it is outside our jurisdiction. Please send instead to ABC County Children Services.

ABC 876

Communication Status: * Rejecting * **Apply** Save Cancel **Send**

The **NEICE Request Details** screen appears, displaying the status of the Placement Request.

5. Click **Close**.

Communications Attachments

NEICE Request Communications

Showing 2 communications:

	Communication Status	Date	Communication Type
ylca	Rejected	09/28/2018	Additional Information
Communication Summary: This request cannot be accepted because it is outside our jurisdiction. Please send instead to ABC County Children Services.			
ylca	Received	09/28/2018	Placement Request

Communication Type:
Create Communication

Close

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