

Completing an Outgoing Interstate Compact on the Placement of Children (ICPC) Request via NEICE



Knowledge Base Article

Completing an Outgoing Interstate Compact on the Placement of Children (ICPC) Request via NEICE

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Overview

This article provides step-by-step instruction for recording an **Outgoing ICPC** request to place a child outside Ohio and processing it through the **National Electronic Interstate Compact Enterprise (NEICE)** system, if available for the receiving state.

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.

Recording ICPC Information

From the Ohio SACWIS home screen:

1. Click **Case**.
2. Click **Workload**.
3. Click the appropriate case number.



The **Case Overview** screen appears.

4. Click **ICPC/ICAMA** in the navigation pane.

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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 A/I](#)
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- [Living Arrangement / Guardianship](#)
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- [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: **ICPC**
Sacwis, Susie / 123456 Open (02/07/2020)

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

AGENCY: **Test County Children Services Board**

PRIMARY WORKER: [Assign Primary Worker](#) SUPERVISOR(S):
Test, Supervisor

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** grid appears.

1. From the **Incoming/Outgoing Placement Type** drop-down menu, select **Outgoing Placement for Another State**.
2. Click **Add ICPC Information**.

ICPC List

Showing (2) records:

	ICPC / NEICE ID	Name	Sender / Recipient	Ohio Agency	Type / Status	Placement Resource
edit view	1111 / AABB11	Test, Child	Wyoming / Ohio	Test County Children Services Board	Incoming / Active	
view	1212 / AABB00	Test, Child	Wyoming / Ohio	Test County Children Services Board	Incoming / Closed	

Incoming/Outgoing Placement Type:

▼

Add ICPC Information

The **ICPC Details** screen appears, displaying the **ICPC Details** tab page.

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3. Make a selection from the **Receiving State** drop-down menu.

Note: Once you select the Receiving State, if the selected state is part of the NEICE program, the following message will appear: *NEICE Program is available for the selected state.* This means the ICPC request and documents can be electronically exchanged with the Receiving State via the NEICE interface. If there is no message, the selected state is not yet participating in NEICE.

4. Enter the **County** where the prospective placement is located (Optional).
5. Make a selection from the drop-down menu under **Is this a Reg7 Priority Placement or a Reg 1 Intact Relocation?**

Note: If you hover on the information icon, you will see descriptions of Reg 1 and Reg 7. If neither of these applies, select **N/A**.

6. Enter the name of the **Receiving ICPC Coordinator Office**.

Note: If NEICE is available for the Receiving State, this field will be a drop-down menu from which you will select the appropriate ICPC Office. Once you make a selection, the **Office Address** will auto-populate for the selected Receiving ICPC Coordinator Office. If necessary, you have the option to change the address. If the Receiving State is not participating in NEICE, the **Receiving ICPC Coordinator Office** will be a text field and you will search for the Office Address by clicking **Add Address** and conducting a search.

7. Enter relevant information, if necessary, in the **Comments** text box.

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ICPC Details Services & Documents

Sending Details

Receiving State: * County:

Is this a Reg 7 Priority Placement or a Reg 1 Intact Relocation?

Receiving ICPC Coordinator Office: *

Office Address:
An address for the sending ICPC office has not been added.

Comments:

8. Click **Add Child(ren)**.

Identifying Data

Child(ren) Available for Placement

Please specify at least one child for this ICPC record.

Planning and Financial Responsibility

The **Add Children** screen appears, displaying case members age 21 and under.

Adding a Child

1. In the **Available Child(ren)** grid, place a checkmark in the box beside the name(s) of the child(ren) to be considered for placement with the same provider.
2. Click **Save**.

Available Child(ren)

<input type="checkbox"/>	Name
<input type="checkbox"/>	Test, Person / 123456 - Male Age 20 - 09/13/2003

The **ICPC Details** screen appears, displaying the information for the selected child(ren) in the **Identifying Data** grid.

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Note: If any of the child's information is incomplete or incorrect, click the child's name hyperlink to update the person record.

3. Make a selection from the **Child Legal Status** drop-down menu.

Note: If the child's legal status has been recorded in Ohio SACWIS, the system will auto-populate the appropriate **Child Legal Status**.

4. In the **Planning and Financial Responsibility** grid, the **Agency/Person responsible for planning for child(ren)** field is auto populated with your agency's name, and the **Location** field with your agency's address. You have the option to make changes if necessary.
5. Record the **Contact Person** name and **Phone Number**.
6. Make a selection from the drop-down menu under, **Is the Agency/Person financially responsible for the child(ren) the same as the Agency/Person responsible for planning?** If the answer is **No**, additional fields display for recording the **Agency/Person financially responsible for child(ren)**, **Contact Person**, **Phone Number**, and **Location**.
7. In the **Placement Information** grid, make a selection from the **Type of care requested** drop-down menu.

Note: Depending on the selection you make from the Type of care requested drop-down menu, the screen expands to request additional information relevant to your choice. You will be given the option to **Search Provider** and/or **Search Person**.

8. Click, **Search Provider** or **Search Person**, to select the **Agency/Person child(ren) to be placed with**. The selected search screen will appear.
9. Perform the search.

Note: For more information on the search function, please see the following Knowledge Base article: [Using Search Functionality](#).

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Child(ren) Available for Placement

Test, Person / 123456 - Male Age 20 - 09/13/2003 

Showing current information for this child.

Hispanic/Latino: No	Race: White
ICWA Eligible: Pending	Title IV-E Eligible: No
US Citizen: <i>Not recorded</i>	

Child Legal Status:

[Add Child\(ren\)](#)

Planning and Financial Responsibility

Agency/Person responsible for planning for child(ren):

Contact Person:

Phone Number: Ext:

Location:
111 Test Rd
Test Oh 12345

[Change Address](#) [Clear](#)

Is the Agency/Person financially responsible for the child(ren) the same as the Agency/Person responsible for planning?

Placement Information

Type of care requested:

Agency/Person child(ren) to be placed with:
Add placement information by searching for and linking a provider profile or a person profile.

[Search Provider](#) OR [Search Person](#)

Note: Once the Person or Provider the child is to be placed with has been selected, the **ICPC Details** screen (**Placement Information** grid) will display information regarding the selected Person or Provider. If a Person was selected, you will have the option to **Add Second Person**, if applicable.

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Placement Information

Type of care requested:

Person(s) child(ren) to be placed with.
[Test, Person / 111](#)

Montgomery, AL 36130 - 1001

Optionally add a second person involved in this placement.

10. Click the **Services & Documents** tab at the top of the screen.

ICPC Details **Services & Documents**

Sending Details

Receiving State: * County:

NEICE Program is available for the selected state.

The **ICPC Details** screen appears, displaying the **Services & Documents** tab screen.

Completing the Services & Documents Tab

1. Enter the **Name of Supervising Agency in Receiving State**.
2. Click **Add Address** to search and select the address of the Supervising Agency, if necessary, the **Initial Report Type** from the drop-down menu, if applicable.
3. Make a selection from the **Supervisory Services** drop-down menu.
4. Make a selection from the **Supervisory Reports Frequency** drop-down menu.
5. Enter the **Sent Date**. The Sent Date is the date the initial ICPC Placement Request (100-A) is being sent to the other state.
6. Enter the **Name of Sending Agency/Person (as signed)**.
7. Enter the **Date of Signature of Sending Agency/Person**, if applicable.
8. Enter the **Name of Sending State ICPC Admin, Deputy, or Alternate (as signed)**.
9. Enter the **Date of Signature of Sending State ICPC Admin, Deputy, or Alternate**.

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Note: Signature names and dates should match those on the 100A document. Therefore, these fields will be recorded after the 100A document has been generated and signed.

ICPC Details **Services & Documents**

Services Details

Name of Supervising Agency in Receiving State: <input type="text"/>		Supervising Agency Address: <i>An address for the supervising agency can optionally be added.</i> <input type="button" value="Add Address"/>	
Initial Report Type (if applicable): <input type="text"/>		Supervisory Services: <input type="text"/>	
Supervisory Reports Frequency: <input type="text"/>			
Sent Date: <input type="text"/> <input type="button" value="Calendar"/>			
Name of Sending Agency/Person (as signed): <input type="text"/> <input type="text"/>		Date of Signature of Sending Agency/Person: <input type="text"/> <input type="button" value="Calendar"/>	
<i>First name</i>	<i>Last name</i>		
Name of Sending State ICPC Admin, Deputy, or Alternate (as signed) : <input type="text"/> <input type="text"/>		Date of Signature of Sending State ICPC Admin, Deputy, or Alternate: <input type="text"/> <input type="button" value="Calendar"/>	
<i>First name</i>	<i>Last name</i>		

Uploading Documents

1. On the **Services & Documents** tab, click **Upload Document** to attach the supporting documentation and forms for the **Outgoing ICPC Request**.

Documentation/Attachments

No Documents Attached.

The **Manage Documents** screen appears.

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

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3. Enter the name of the document in the **Document Name** text box.
4. Select the document **Reference Person** from the drop-down menu.
5. Enter the **Date on Document**.
6. Click, **Browse**, to select the file to upload.
7. If necessary, enter narrative in the **Comments** text box.
8. Click, **Save**.

The screenshot shows the 'Maintain Document Information' form. It has a header bar with the title. Below it are several sections: 'Document Category' with a dropdown menu showing 'ICPC'; 'Document Name' with a text input field; 'Reference Person' with a dropdown menu; 'Document Type' with a dropdown menu; 'Date on Document' with a text input field and a calendar icon; 'File to Attach' with a 'Choose File' button and a 'Browse' button; and 'Comments' with a large text area, a '500' character limit indicator, and a '✓ ABC' button. At the bottom, there are 'Save' and 'Cancel' buttons.

The **ICPC Details** screen appears, displaying information about the uploaded document in the **Documentation/Attachments** grid.

Important: To send an ICPC Request through NEICE, each child in the ICPC record must have an uploaded 100A document with a **Document Type** of **Signed 100A Document**, and the child selected as the **Reference Person**. For multiple children, each 100A must be uploaded separately.

To be certain you have all the required documentation for the outgoing placement request, click the link (or icon beside it) titled, **Review the checklist resource**; you will be sent to the following Knowledge Base article: [ICPC Requirements Checklists](#).

9. Complete any required information.

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10. When all required information has been entered, change the status of the record from **Pending** to **Active** using the **Status** drop-down menu at the bottom of the page.

Documentation/Attachments

No Documents Attached.

[Upload Document](#)

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

Created By:	Created Date:	10/27/2023 09:40:11 AM
Modified By:	Modified Date:	10/27/2023 10:36:33 AM

Status: * Active ▾
Apply
Save
Cancel

Important: Once the record is Active, the **Results & Decisions** tab displays. If the receiving state is *not* in NEICE, send the ICPC packet via the usual mail or email process. Once a response is received, go to the Results & Decisions Section to document the outcomes. If the receiving state is in NEICE, the next step is to create a request.

ICPC Details
Services & Documents
Results & Decisions

Services Details

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

11. Click **Save**.

The **ICPC List** grid appears.

ICPC List

Showing (3) records:

	ICPC / NEICE ID	Name	Sender / Recipient	Ohio Agency	Type / Status	Placement Resource
edit view	1212 / create	Test, Person	Ohio / Alabama	Test County Children Services Board	Outgoing / Active	

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Creating a NEICE Request

Follow these steps to create a **NEICE Request**.

1. Click, **Create Request** for the appropriate case within the **ICPC List** grid.

ICPC List							
Showing (3) records:							
	ICPC / NEICE ID	Name	Sender / Recipient	Ohio Agency	Type / Status	Placement Resource	
edit	1212 / create request	Test, Person	Ohio / Alabama	Test County Children Services Board	Outgoing / Active		

The **NEICE Communication Details** page displays, showing the information recorded in the ICPC record.

2. Review the information.

Note: If any information is incorrect, please return to the ICPC record and make corrections.

3. Enter any **Communication Comments**.

Communication Summary	
Communication Type: Placement Request	
Communication Comments: (expand full screen)	<input type="checkbox"/> ABC 1000

4. Click, **Link Attachments**.

Documentation/Attachments
No Documents Attached.
Link Attachments

The **Attach Documents to Communication** screen appears, displaying the available documents that were uploaded in the ICPC record.

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1. Place a checkmark in the box beside the documents you wish to send in the **Available Document(s)** grid.
2. Click, **Link Selected Document(s)**.

Important: For the initial placement request or any subsequent communication, the total size of all attached documents may not exceed 10MB, so the file size should be minimized as much as possible. While the 100A documents must be attached to the initial request, you may need to send subsequent Additional Information communication(s) for any remaining documents to avoid exceeding the limit.

Available Document(s)

Showing 2 attachments:

<input checked="" type="checkbox"/>	Document Date: 10/27/2023 Reference Person:	Document Type: Signed 100A Document	Document Name: TEST 100A	TEST 100A.docx
	Comments: TEST			
<input checked="" type="checkbox"/>	Document Date: 10/27/2023 Reference Person:	Document Type: Signed 100B Document	Document Name: TEST 100B	TEST 100B.docx
	Comments: test			

[Link Selected Document\(s\)](#) [Cancel](#)

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

3. Change the **Pending** status to **Completed** in the drop-down menu beside **Communication Status**.

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Documentation/Attachments

Showing 3 attachments:

view	Document Date: 10/27/2023 Reference Person:	Document Type: Additional Information	Document Name: Test	SNIPPING 12.png
	Comments: TEST			
view	Document Date: 10/27/2023 Reference Person:	Document Type: Signed 100A Document	Document Name: TEST 100A	TEST 100A.docx
	Comments: TEST			
view	Document Date: 10/27/2023 Reference Person:	Document Type: Signed 100B Document	Document Name: TEST 100B	TEST 100B.docx
	Comments: test			

Communication Status: *

The **NEICE Details** screen appears, displaying a view option for the linked documents.

4. If you have ADCA Security, a **Send** button will display. Click **Send** to route the communication to the sending state via NEICE.

Note: After you click Send, the **NEICE Request Details** page appears; it displays the following confirmation message: **“Communication has been sent.”**

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

view	Document Date: 10/27/2023 Reference Person:	Document Type: Signed 100B Document	Document Name: TEST 100B	TEST 100B.docx
	Comments: test			

Communication Status: *

The **NEICE Request Details** screen appears.

5. Click **Close**.

Completing an Outgoing Interstate Compact on the Placement of Children (ICPC) Request via NEICE

✔ Your data has been saved. ✕

Communications Attachments

NEICE Request Communications

Showing 1 communications:

	Communication Status	Date	Communication Type
edit	Completed		Placement Request

Communication Summary:
test test

Communication Type:
 Create Communication

Close

The **ICPC List** page appears displaying a **NEICE ID**.

1. Click **edit**.

ICPC List

Showing (3) records:

	ICPC / NEICE ID	Name	Sender / Recipient	Ohio Agency	Type / Status	Placement Resource
edit view	1212 /	Test, Person	Ohio / Alabama	Test County Children Services Board	Outgoing / Active	

The **ICPC Details** screen appears.

2. Click the **Results & Decisions** tab.

ICPC Details Services & Documents **Results & Decisions**

Services Details

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

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Completing the Results & Decisions Tab

Note: When the Home Study Response is received from the other state through NEICE, some of the fields on the ICPC Details page will be automatically completed. If the receiving state is not in NEICE, you will need to manually enter all the applicable fields. Return to the **Results and Decisions** page to document any developments, such as placement or termination of the ICPC.

The **ICPC Details** screen displays the **Results & Decisions** tab page.

Note: In the **Results & Placement Decisions** grid, complete each field as applicable for each child.

3. Document the Receiving State's decision as to whether **Placement may be made**.
4. Enter the **Signature date for 100A**.
5. Record the **Name of Receiving State Compact Administrator, Deputy or Alternate (as signed on the 100A)** and corresponding **Signature date for 100A**.
6. Enter the **Date the signed 100A was received** to document when this information was provided by the Receiving State.
7. Enter the date **Home Study Narrative received** to document when this information was provided by the Receiving State.
8. If the child is placed with the approved resource, record **Date child placed**.
9. If the child is placed with the approved resource, record the **Date of 100B showing placement**.
10. To terminate the ICPC for the child, enter the **Termination Date**.

Note: When the Termination Date is recorded, additional fields display to record the **Date the 100B/termination was sent** to the Receiving State, and **Termination reason**.

11. Enter the name of the Receiving State Contract Administrator, Deputy or Alternate (as signed on the 100A).
12. Once the termination has been recorded for all the children in the ICPC record and all work for the request is complete, the **Status** may be changed from **Active** to **Closed**, by selecting the value in the drop-down menu at the bottom of the page.
13. You may enter any information or comments in the **Remarks** text box.
14. Click **Save**.

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Results & Placement Decisions

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

Test, Person - Male Age 20 - 09/13/2003

Placement may be made? <input type="text"/>	Signature date for 100A: <input type="text"/>	Date the signed 100A was received: <input type="text"/>	Home Study Narrative received: ⓘ <input type="text"/>
Date child placed: <input type="text"/>	Date of 100B showing placement: <input type="text"/>		
Termination Date: <input type="text"/>	Date the 100B/termination was sent: <input type="text"/>		
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"/>	
First name		Last name	

Remarks

✓ ABC
1000

Status: * Active

Creating a Communication

When it is necessary to provide information or documents to the receiving State, you will create a communication on the **NEICE Request Details** page.

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.

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ICPC List

Showing (3) records:

	ICPC / NEICE ID	Name	Sender / Recipient	Ohio Agency	Type / Status	Placement Resource
edit view	1212 / AABB00	Test, Person	Ohio / Alabama	Test County Children Services Board	Outgoing / Active	

OR,

ADCA can also get there from Administration>Utilities>NEICE Requests>Outgoing NEICE Requests.

Home Intake Case Provider Financial **Administration**

Staff Maintenance Reports Training **Utilities**

< >

Associate Case
Maintain PSA
AP Workload
Restrict Case/intake
AFCARS
NEICE Requests

Incoming NEICE Requests **Outgoing NEICE Requests**

Outgoing NEICE Requests Filter Criteria

NEICE ID:

Ohio Agency:

Child Name: **Person Search**

Receiving State:

Date Range of Most Recent Activity: -

From Date To Date

Show only requests with pending communications

Include Closed

Sort By:

Filter **Clear**

Outgoing NEICE Requests

Result(s) 1 to 7 of 7 / Page 1 of 1

NEICE ID	Child(ren) Name(s)	Receiving State	Date Sent	Status	Placement Resource
view draft	Test, Person	Alabama	10/27/2023	Placement Request - Sent 10/27/2023	

Actions -

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

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2. Click **Create Communication**.

NEICE Request Communications

Showing 12 communications:

	Communication Status	Date	Communication Type
edit	Completed		Progress Report Response
Communication Summary: 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.			
edit	Completed		Placement Request Update

Communication Type:
 [Create Communication](#)

[Close](#)

The **NEICE Communication Details** screen appears.

3. Enter narrative in the **Communication Comments** text box (**Communication Summary** grid).
4. Click **Link Attachments**.

Communication Summary

Communication Type:
Status Report Request

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

[✓ ABC](#)
[1000](#)

Documentation/Attachments

No Documents Attached.

[Link Attachments](#)

The **Attach Documents to Communication** screen appears, displaying a list of available documents that can be added to the communication.

1. Place a checkmark in the check box beside each document you wish to add.
2. 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(s) in the **Documentation/Attachments** grid.

Note: If you have mistakenly attached a document(s), you can click, **unlink**, to remove it from the communication.

3. 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

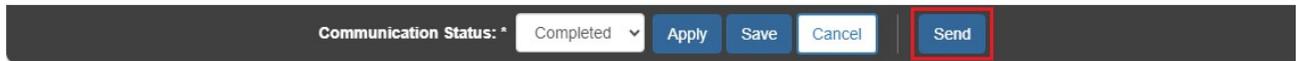
Link Attachments

Communication Status: *
Pending
Apply
Save
Cancel

The **NEICE Communication Details** screen appears.

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



A dark grey horizontal bar containing a dropdown menu labeled "Communication Status:" with "Completed" selected. To the right of the dropdown are four buttons: "Apply", "Save", "Cancel", and "Send". The "Send" button is highlighted with a red rectangular border.

4. 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.

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