

## COMPLETING ICPC SCREENS

CREATION DATE: May 1, 2006

### Section 1 of 2: Completing the ICPC 100A Form



Pointers to Remember:

1. The Interstate Compact on the Placement of Children (ICPC) is a uniform law that was enacted by all fifty states and the District of Columbia to coordinate the movement of a child across state lines for the purpose of placement in foster care, adoptive homes, or residential treatment facilities. The ICPC includes referrals on parents, relatives, foster parents, adoptive parents, and residential treatment facilities.
2. The ICPC 100A screen should be completed prior to entering an entry date on the Placement Enter screen
3. The ICPC 100A Sent form allows the District to seek permission from another state agency to place a child in the state's jurisdiction.
4. The ICPC 100A Received form allows another state to request from the District to place a child within our jurisdiction.
5. The ICPC icons (100A and 100B) are accessible through the Placement module.

Steps Include:

Step 1: Once a case is in focus, place your mouse over the Case module at the top of the screen.

Step 2: Place your mouse over Placement.

Step 3: Click on List of Clients to choose the client for which the ICPC is to be completed.

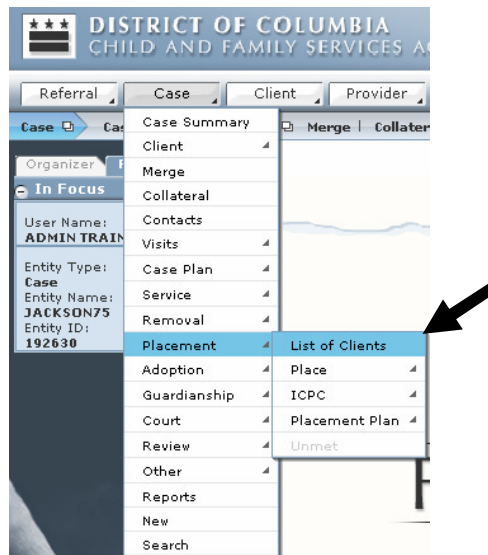


Figure 1



Note:

- If navigating directly to the ICPC menu, please keep in mind that the subsequent menu that flies-out from ICPC may be grayed-out if no client is in focus. If the menu is grayed-out, proceed to the List of Clients screen to put a client in focus.

4: Highlight the client name.

5: Click Show.

Figure 2

Step 4: Highlight the client for which the ICPC is to be completed.

Step 5: Click Show.

Step 6: Using the drop-down menu as opposed to the breadcrumbs, place your mouse over Case.

Step 7: Place your mouse over Placement.

Step 8: Place your mouse over ICPC.

Step 9: Click on List of ICPC100A to view the list of sent and received ICPCs that have already been recorded in the system



Note:

- The ICPC menu has two options: List of ICPC100A and List of ICPC100B. The ICPC 100A is used when the District of Columbia is requesting approval to either place a child in a different state agency or receive a child placed from a state agency.

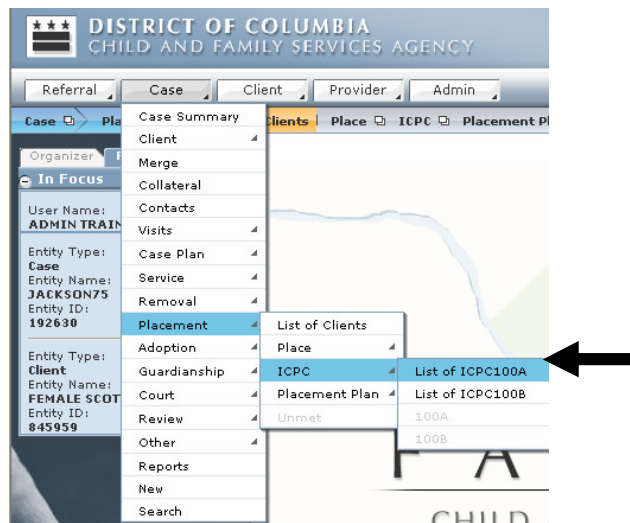


Figure 3

Step 10: Click on the New ICPC button to start a new 100A form.

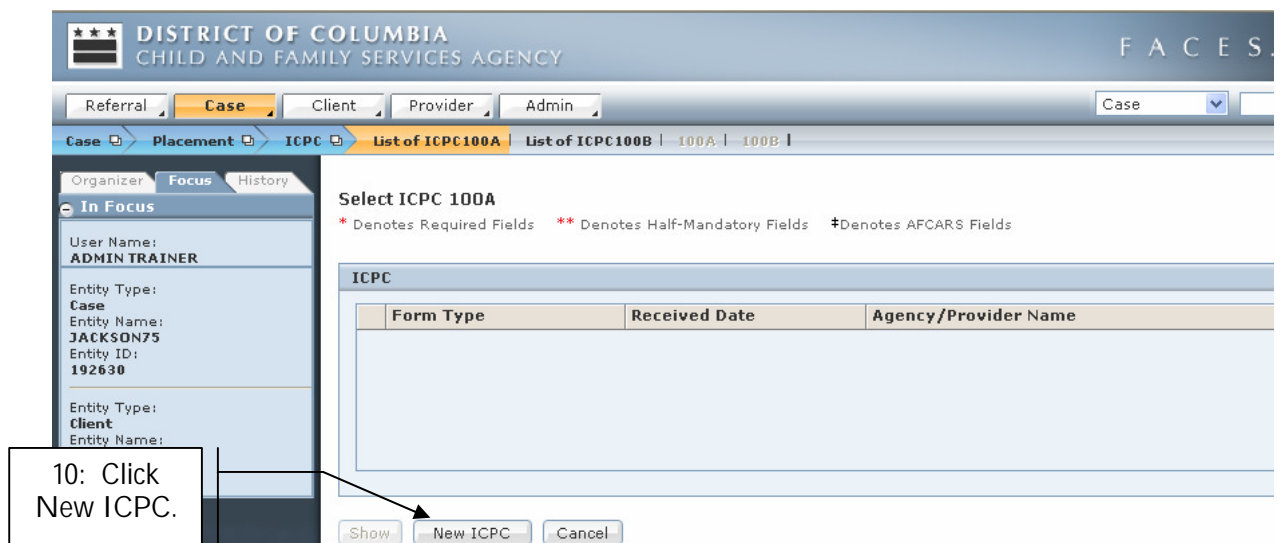


Figure 4

Step 11: Enter the ICPC Date.

Step 12: Select the 100A Sent or the 100A Received radio button.

Step 13: Select the applicable State in the From State and To State fields.



Note:

- The 100A Sent form allows the District to seek permission from another state agency to place a child in that state's jurisdiction. When the 100A Sent radio button is selected, choose District of Columbia in the From State field and select the state where the child will be placed in the To State field.

- The 100A Received form allows another state to request, from the District, the authorization to place a child within our jurisdiction. When the 100A Received radio button is selected, choose the client's previous state in the From State field and select the District of Columbia in the To State field.

11: Enter the ICPC Date.

12: Select the 100A Sent or 100A Received radio button.

13: Select the From State and the To State.

Figure 5

The ICPC 100A screen contains five tabs. The completion of the following four tabs is mandatory before requesting supervisory approval: Identifying Data, Placement Information, Service Request and Enclosure Checklist. The ICPC 100A requires a two-tiered approval; therefore, once your supervisor makes the approval, a second request will be routed to the ICPC unit.

Figure 6

## Identifying Data Tab

Step 1: Select the Type in the Planning box. (If Consortium is selected, the Agency field becomes mandatory)

Step 2: Click on the Find button to search for the social worker's name.

The screenshot shows the 'Select ICPC 100A' form. On the left, a sidebar contains a 'Focus' tab and a list of entities. An annotation box labeled '1: Select the Type.' points to the 'Client' entity type. The main form has tabs for 'Identifying Data', 'Placement Information', 'Service Request', 'Enclosure Checklist', and 'Placement Decision'. The 'Identifying Data' tab is active, showing fields for 'Type' (CFSA), 'Agency', 'Sending State Agency', 'Name', 'ICWA Eligible', 'Title IV-E determination', 'Address', 'Phone', and 'Ext'. An annotation box labeled '2: Click Find.' points to the 'Find' button located below the 'Name' field.

Figure 7

Step 3: Search for the social worker's name by entering/selecting data in any of the following boxes: Program Area, Status, Name, EmployeeID, Unit, and/or Position.

Step 4: Click on Search.

The screenshot shows the 'Find Staff' form. It has a 'Search Criteria' section with fields for 'Program Area', 'Status' (Active/Inactive), 'First Name', 'Middle Name', 'Last Name', 'EmployeeID', 'Unit', and 'Position'. An annotation box labeled '3: Enter data in at least one of the search criteria fields.' points to the 'Program Area' dropdown. Another annotation box labeled '4: Click Search.' points to the 'Search' button at the bottom of the form.

Figure 8

Step 5: Highlight the worker name in the Search Results box. Look at both the Staff Details and Location/Worker Details tabs for the worker currently highlighted. If the current highlighted worker is correct, then proceed to step 6. If the current worker highlighted is incorrect, then repeat step 5.

Step 6: Click on the OK button.

**Search Results**

Results 1 - 1 of 1

EmployeeID	Worker Name	Program Area	Unit	Position	Status
10464	ADMIN TRAINER	FACESNET TRAINING	Training ADMIN	FACES Program Director	

**Staff Details** | Location/Worker Details

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Program Area:

Unit:

Program Manager:

Search **Ok** Clear Cancel

Figure 9

Step 7: Select the Type in the Financial Planning box. (If Consortium is selected, the Agency field becomes mandatory)

**Select ICPC 100A**

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields # Denotes AFCARS Fields

**ICPC**

Date:  From State:  To State:

☒ 100A Sent ☐ 100A Received

**Identifying Data** | Placement Information | Service Request | Enclosure Checklist | Placement Decision

**Planning**

Type:  Agency:  Sending State Agency:

Name:  Find:

ICWA Eligible:

Title IV-E determination:

Address:  Select:

Phone:  Ext:

**Financial Planning**

Type:  Agency:  Sending State Agency:

Name:  Find:

Address:  Select:

Phone:  Ext:

Save Approval Preview Cancel

Figure 10

## Placement Information Tab

Step 1: Click on the Placement Information tab.

Step 2: Click on the Find button to populate the Provider Name and/or Agency Information.

The screenshot shows the ICPC 100A form with the Placement Information tab selected. The form includes fields for Date, From State, To State, and radio buttons for 100A Sent/Received. The Placement Information tab is selected, showing Provider Details and Care/Legal Information sections. Callouts indicate clicking the Placement Information tab and the Find button.

1: Click on the Placement Information tab.

2: Click on the Find button.

Figure 11

There are several paths to conduct a Provider Search:

- Enter the the Provider Last Name or Agency within the Name Search box.
- Click on the Open Date and/or Close Date checkbox and enter the date.
- Click on the Available, Unavailable, or All radio buttons within the Availability box.
- Click on the Provider ID checkbox and enter the Provider ID in the highlighted field.
- Enter the Contract Number of the Provider.

Step 3: Choose from the Provider Search options above and click on the Search button.

Step 4: Highlight the Provider in the Search Results box.

Step 5: Click on the Select button.



3a: Enter Search Criteria.

4: Select a Provider.

5: Click Select.

3b: Click Search.

**Search Criteria**

Provider Type: ☒ All ☐ CFSA ☐ Community

Name: ☐ SoundX ☐ Starts With ☐ Contains

Last Name:  Agency:

☐ Open Date: From  To  ☐ Close Date: From  To  ☐ Provider ID:

Availability: ☒ Available ☐ Unavailable ☐ All Contract Number:

**Search Results**

Provider ID	Agency/Provider Name	First Name	Last Name	RANKING
10013530		MARY	BANKS	1

Results 1 - 1 of 1

Search Select Clear Cancel

Figure 12



Note: If the provider is not listed in FACES, contact the Resource Development Unit or the Office of Clinical Practice.

**Select ICPC 100A**

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields # Denotes AFCARS Fields

ICPC

Date:  From State:  To State:

☒ 100A Sent ☐ 100A Received

Identifying Data Placement Information Service Request Enclosure Checklist Placement Decision

**Provider Details**

Name: First Name  Middle Name  Last Name

Agency:

Address:

Phone Number:  Ext.:

**Care/Legal Information**

Type of Care:  Legal Status:

Specify:  Specify:

Save Approval Preview Cancel

Figure 13



Note:

- Selecting the Type of Care and Legal Status are not mandatory. However, if Other or Relative (Non Parent) is selected in the Type of Care field, the Specify box will become a mandatory field.



Additionally, when the Other values are chosen in the Legal Status field, the Specify field becomes mandatory.

## Service Request Tab

- Step 1: Select the Service Request tab.
- Step 2: If the ICPC 100A's purpose is to select a Home Study, click on the Initial Report (Home Study) picklist and select Adoptive, Foster Parent, or Relative Home Study.
- Step 3: Click on the Supervisory Report Frequency picklist and select the frequency options. If Other is selected, the Specify box will be mandatory.
- Step 4: Click on the Supervisory Service picklist and select the service options.
- Step 5: Enter the Name and Address of the Receiving Agency. Click the Select button to enter an address.

**DISTRICT OF COLUMBIA  
CHILD AND FAMILY SERVICES AGENCY** FACES.NET

Referral | **Case** | Client | Provider | Admin | Case | Go

Case | Placement | ICPC | **List of ICPC 100A** | List of ICPC 100B | 100A | 100B |

**Select ICPC 100A**  
\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields # Denotes AFCARS Fields

**ICPC**  
Date: 5/3/2006 From State: District of Columbia To State: Maryland  
100A Sent 100A Received

**Service Request** (Selected Tab)

Initial Report (Home Study) [Dropdown]  
Supervisory Report Frequency [Dropdown: Quarterly]  
Specify [Text Field]  
Supervisory Service [Dropdown]

**Name and Address of Supervising Agency in Receiving State**  
Name [Text Field]  
Address [Text Field]  
[Select] [Save] [Approval] [Preview] [Cancel]

**Callouts:**  
1: Select the Service Request tab.  
2: If needed, select the Initial Report (Home Study).  
3: Select the Supervisory Report Frequency.  
4: Select the Supervisory Service.  
5: Enter Receiving Agency's Name and Address.

Figure 14

## Enclosure Checklist tab

The Enclosure Checklist tab documents elements, such as court orders, the child's social history, and medical evaluations included in the ICPC packet that will be considered by either the District or another state agency.

Step 1: Select the Enclosure Checklist tab

Step 2: Click on the desired checkboxes

Step 3: Complete Date fields corresponding to the checkboxes.

The screenshot shows the 'Select ICPC 100A' window. The 'Enclosure Checklist' tab is selected. The window contains a list of checkboxes for various documents and evaluations, each with a corresponding date field. The callouts are as follows:

- 1: Select Enclosure Checklist tab.** Points to the 'Enclosure Checklist' tab in the top navigation bar.
- 2: Click on the pertinent checkboxes.** Points to the 'Child's Social History' checkbox.
- 3: Complete corresponding Date fields.** Points to the date field for 'Child's Social History'.
- 4: Click on Approval button** Points to the 'Approval' button at the bottom of the window.

Other visible elements include the 'ICPC' header, 'Date' (5/3/2006), 'From State' (District of Columbia), 'To State' (Maryland), and a '100A Sent' radio button. The bottom of the window has buttons for 'Save', 'Approval', 'Preview', and 'Cancel'.

Figure 15

Step 4: Click the Approval button to request approval from your supervisor.

Step 5: Click on the Request checkbox to send ICPC request to your supervisor.

Step 6: Click on the OK button.



### Note:

- Once the worker's supervisor approves this request, an automatic request is sent to the ICPC unit for a second tier approval.

5: Click Request.

6: Click OK.

Approval

Requesting Worker	Request Date	Approving/Denying Worker	Approve/Deny Date

Requesting Worker: ADMIN TRAINER

Requesting Date: Thursday, May 04, 2006

Approving Worker: TRAINER , ADMIN - Training ADT

Approving Date:

☐ Request
☐ Deny
☐ Approve
☐ Send Back

Reason:

Comments:

OK

Cancel

Figure 16



#### Note:

- Please note that if changes are made to any of the screens after an approval has been submitted, another request for approval will be required.

### Placement Decision Tab

Step 1: Select the Placement Decision tab

This tab documents the decision made regarding ICPC requests and is completed by the ICPC Unit. Social workers are able to view the Placement Decision as well as the approval, withdrawal of the ICPC, or reason for termination; however, only ICPC staff members enter data into this tab.

DISTRICT OF COLUMBIA  
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral

Case

Client

Provider

Admin

Case

Placement

ICPC

List of ICPC100A

List of ICPC100B

100A

100B

Organizer

Focus

History

In Focus

User Name: ADMIN TRAINER

Entity Type: Case

Entity Name: JACKSON75

Entity ID: 192630

Entity Type: Client

Entity Name: FEMALE SCOTT75

Entity ID: 845959

Select ICPC 100A

\* Denotes Required Fields

\*\* Denotes Half-Mandatory Fields

+ Denotes AFCARS Fields

ICPC

Date: 5/3/2006

From State: District of Columbia

To State: Maryland

100A Sent

100A Received

Identifying Data

Placement Information

Service Request

Enclosure Checklist

Placement Decision

Status

Pending Date: 5/3/2006

Status:

Date:

Remarks:

ICPC Packet Tracking

Date received from Worker:

Date sent to receiving State:

Date received from DHS:

Save

Approval

Preview

Cancel

Figure 17

## Section 2 of 2: Completing The ICPC 100B Form



### Pointers to Remember:

1. The ICPC 100B Form is used after the placement is authorized to notify the receiving state's ICPC office of the following information pertaining to the child's placement: (a) the date of placement, (b) if the child is moving from one provider to a new provider in the same state, or (c) if the child exits the interstate or if the ICPC request is withdrawn.

### Steps Include:

Step 1: Once a case is in focus, place your mouse over the Case module at the top of the screen.

Step 2: Place your mouse over Placement.

Step 3: Click on List of Clients to choose the client for which the ICPC is to be completed.

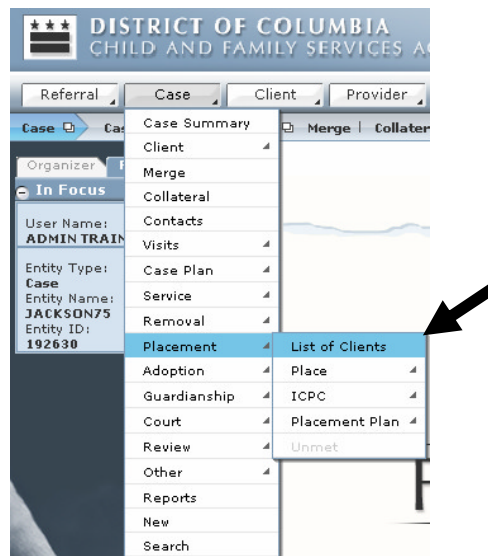


Figure 18

### Note:



- If navigating directly to the ICPC menu, please keep in mind that the subsequent menu that flies-out from ICPC may be grayed-out if no client is in focus. If the menu is grayed-out, proceed to the List of Clients screen to put a client in focus.

**DISTRICT OF COLUMBIA**  
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Referral Case Client Provider Admin

Case Placement List of Clients Place ICPC Placement Plan Unmet

Organizer Focus History

**In Focus**

User Name: ADMIN TRAINER

Entity Type: Case

Entity Name: JACKSON75

Entity ID: 192698

Entity Type: Client

Entity Name: FEMALE SCOTT75

Entity ID: 845959

**Select Client**

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields \* Denotes AFCARS Fields

Client ID	Name	Removed?	CFSA Custody	Birth Date	Need Placement
845959	FEMALE SCOTT75	Y	No		N
845961	KEYSHAWN JACKSON75	N	No		N
845965	LAKEISHA JACKSON75	N	No		N
845964	LATONYA HOLMES75	N	No		N
845958	PAUL WILLIAMS75	N	No		N
845962	REYSHAWN JACKSON75	N	No		N

**Client Type**

☒ Active Clients  
☐ All Clients

**Current Address**

3700 KING Street NW  
WASHINGTON, District of Columbia 20001

**Additional Information**

Living Arrangement Relationship Caretaker Name

Mother (Biological) SHANTE JACKSON75

Show Help Cancel

Figure 19

Step 4: Highlight the client for which the ICPC is to be completed.

Step 5: Click Show.

Step 6: Using the drop-down menu as opposed to the breadcrumbs, place your mouse over Case.

Step 7: Place your mouse over Placement.

Step 8: Place your mouse over ICPC.

Step 9: Click on List of ICPC100B to view the list of sent and received ICPCs that have already been recorded in the system



Note:

- The ICPC menu has two options: List of ICPC100A and List of ICPC100B. The ICPC 100B is used to notify the receiving state's ICPC office of the following information pertaining to the child's placement: (a) the date of placement, (b) if the child is moving from one provider to a new provider in the same state, or (c) if the child exits the interstate or if the ICPC request is withdrawn.

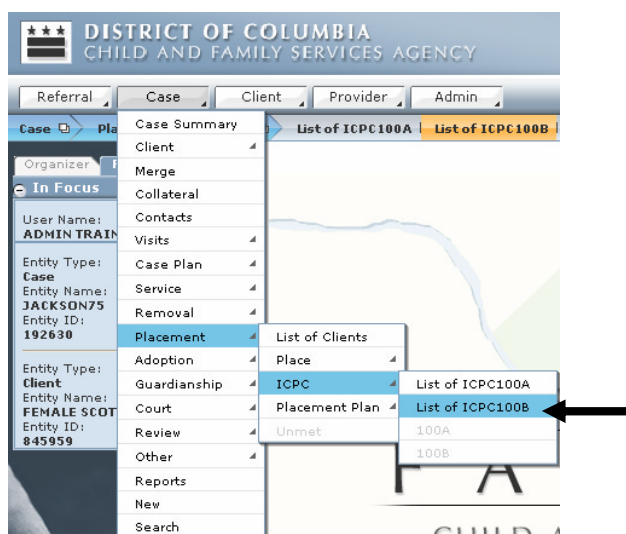


Figure 20

Step 10: Click on the New ICPC button to begin a new ICPC 100B form.

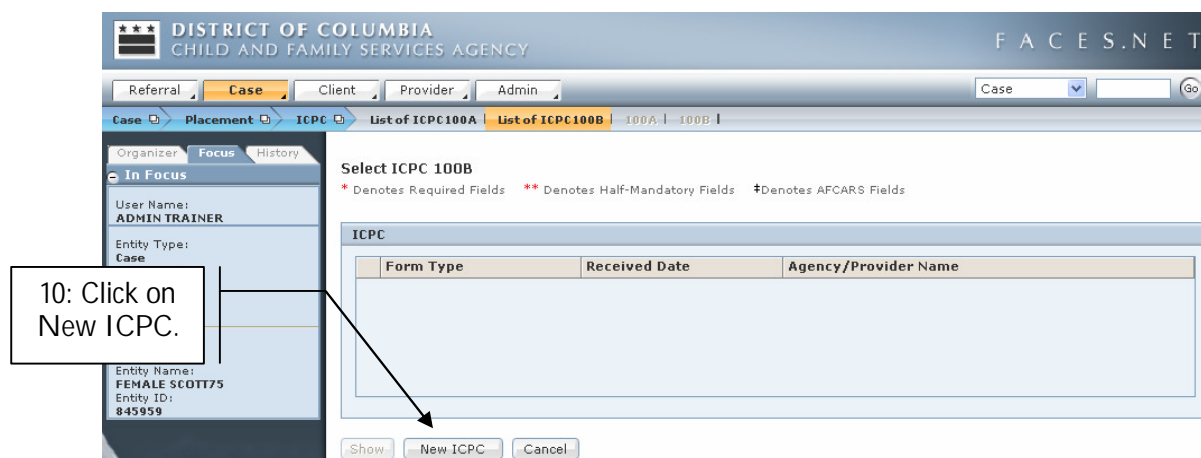


Figure 21

Step 11: Enter the Date that the ICPC 100B is being completed.

Step 12: Select data from the From State and the To State fields.

Step 13: Select the 100B Sent or 100B Received radio button.

Step 14: Select the Placement Status

Pointers to Remember:

1. Select Initial if notifying the date of placement in the receiving state.
2. Select Change if the child is moving from one provider to a new provider in the same state.
3. Select Termination if the child exits the interstate or the ICPC request is withdrawn.

Step 15: Enter the Date of Placement.

Step 16: Click on the Find Provider button.



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Referral | **Case** | Client | Provider | Admin

Case | List of ICPC100A | **List of ICPC100B** | 100A | 100B

11: Enter the Date.

12: Select the From State and To State information.

13: Click on either the 100B Sent or 100B Received radio

14: Select the Placement Status.

15: Select the Placement Date.

16: Click on Find Provider.

20: Click Save.

Select ICPC 100B

ICPC

Date: 5/4/2006 From State: District of Columbia To State: Maryland

100B Sent 100B Received

Placement Details

Placement Status: Initial Date: 5/4/2006

First Name: Middle Name: Last Name: Find Provider

Agency: Clear

Address: Select

Type of care: Specify:

Termination Reason: Date:

Name: Relationship: Specify:

Save Approval Preview Cancel

Figure 22



Note:

- Selecting the Type of Care, and Termination Reason are not mandatory. However, if Other or Relative (Non Parent) is selected in the Type of Care field, the Specify box will become a mandatory field. Additionally, when legal custody or guardianship values are chosen in the Termination Reason field, the Name and Relationship fields become mandatory. When Other is chosen as a Termination Reason, the Specify box becomes mandatory

There are several paths to conduct a Provider Search:

- Enter the the Provider Last Name or Agency within the Name Search box.
- Click on the Open Date and/or Close Date checkbox and enter the date.
- Click on the Available, Unavailable, or All radio buttons within the Availability box.
- Click on the Provider ID checkbox and enter the Provider ID in the highlighted field.
- Enter the Contract Number of the Provider.

Step 17: Choose from the Provider Search options above and click on the Search button.

Step 18: Highlight the Provider in the Search Results box.

Step 19: Click on the Select button.



17a: Enter Search Criteria.

18: Select a Provider.

19: Click Select.

17b: Click Search.

Provider ID	Agency/Provider Name	First Name	Last Name	RANKING
10013530		MARY	BANKS	1

Figure 23



Note:

- If the provider is not listed in FACES, contact the Resource Development Unit or the Office of Clinical Practice.

Step 20: Click on the Save button to save your record (Figure 22).



Pointers to Remember:

- Prior to supervisory approval, the ICPC 100B must be saved to the file cabinet first.
- An approval cannot be requested until the ICPC 100B form has been saved to the file cabinet for the child. The message in Figure 24 will appear if the worker has not saved the ICPC in the file cabinet
- Only the assigned Worker can save the ICPC 100B to the file cabinet. The file cabinet access is based on the assignment to the family or child case.

Figure 24

Saving to the File Cabinet

Step 1: Preview  the 100B report

Step 2: Name the document and save it to a specified path (i.e. Desktop).

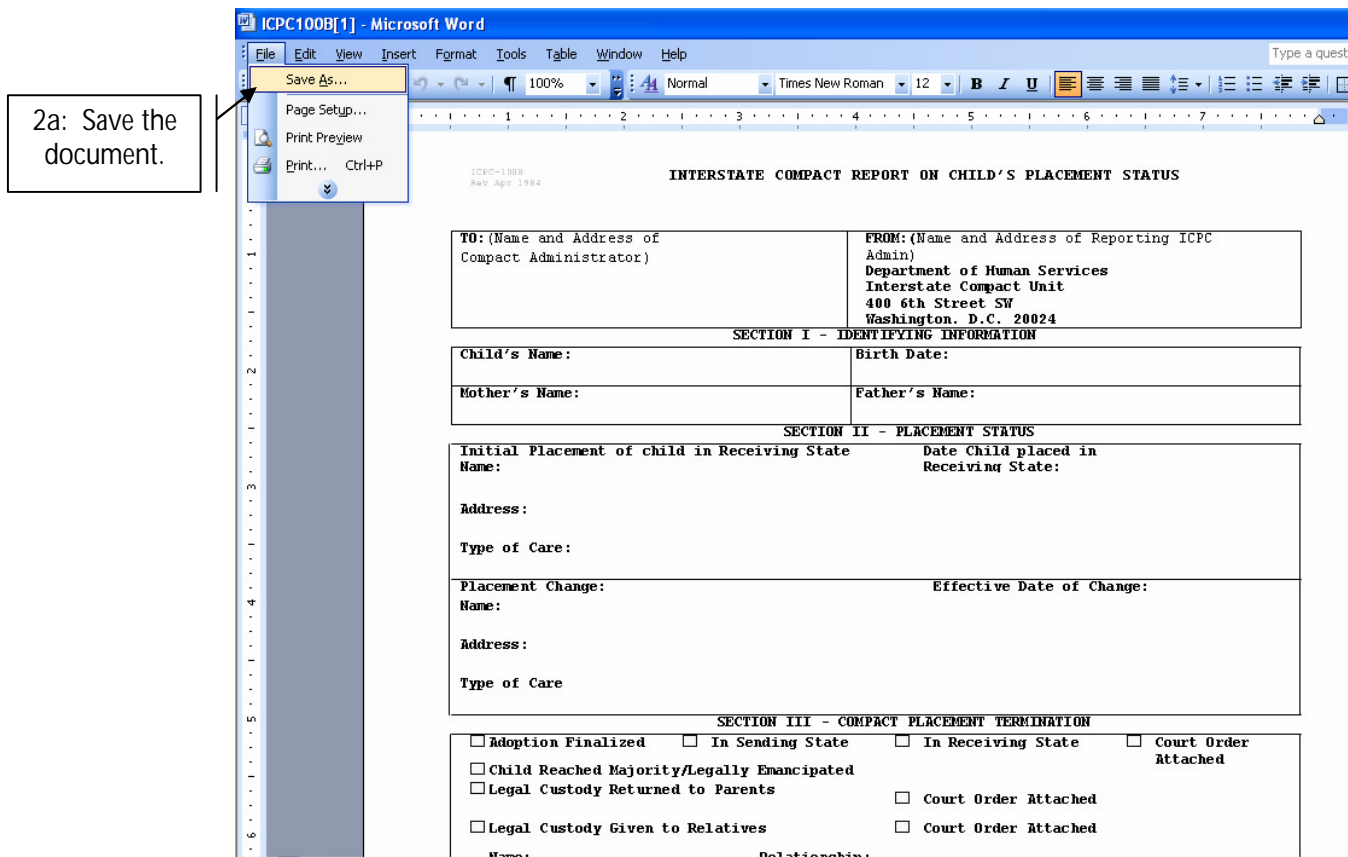


Figure 25

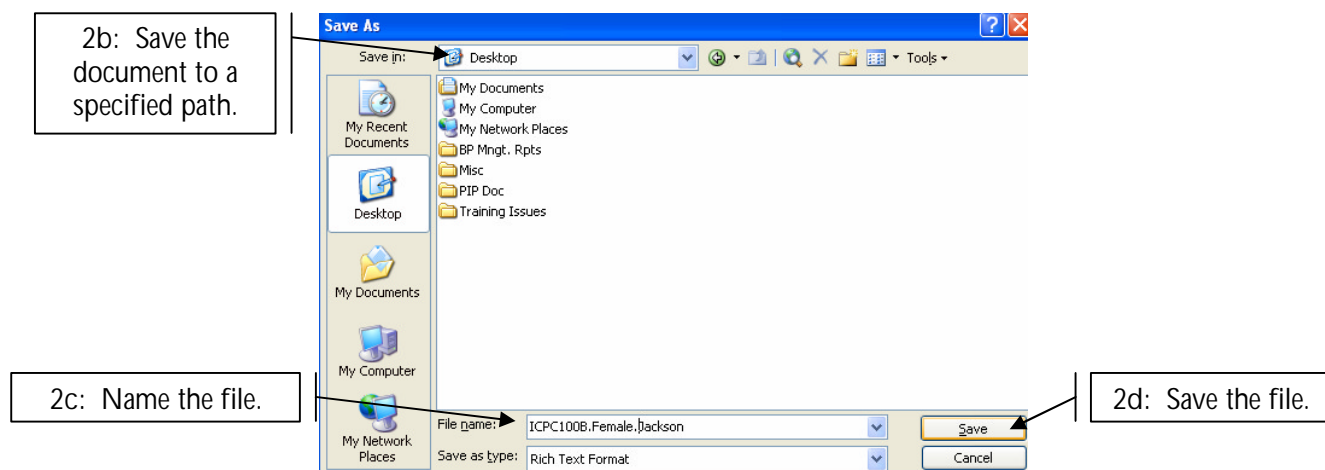


Figure 26

- Step 3: Navigate to the File Cabinet of the Case by placing your mouse over Admin.
- Step 4: Place your mouse over File Cabinet.
- Step 5: Click on File Cabinet.

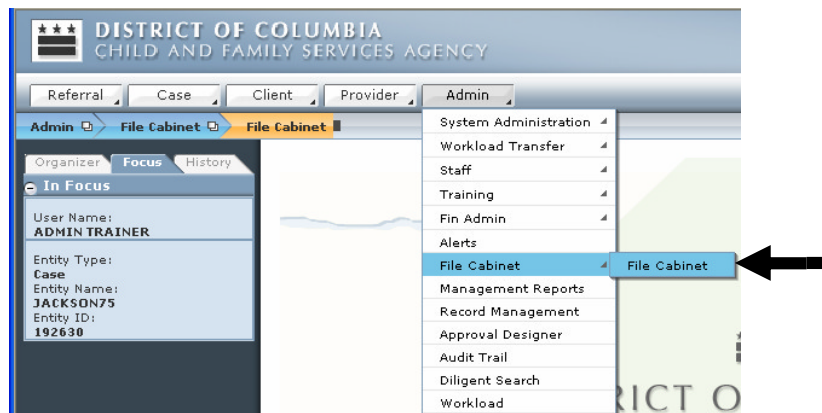


Figure 27

- Step 6: Expand the directory tree (by clicking the plus sign, which then turns into minus sign) to the folder of the client whose ICPC 100B needs to be imported.
- Step 7: Highlight the ICPC folder.
- Step 8: Click on Import to save it to the file cabinet.

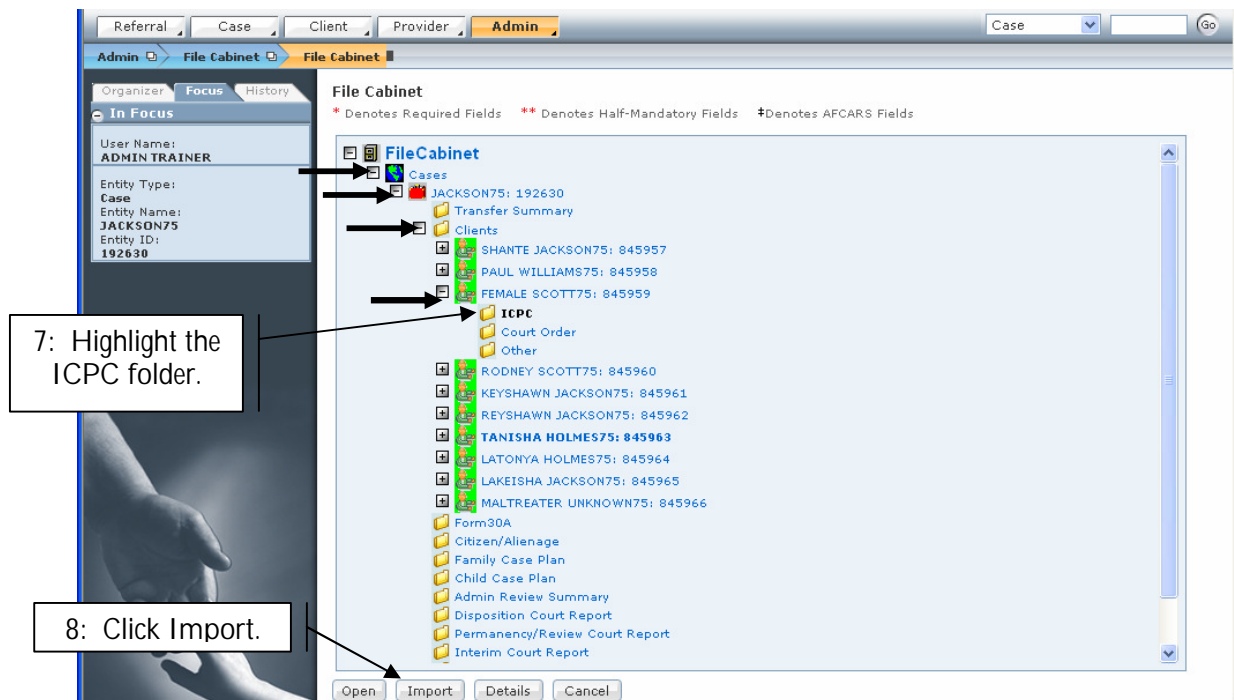


Figure 28

- Step 9: Enter the Document Name\*.
- Step 10: Attach the file by clicking the Browse... button under File Name\*. Find the path to which you saved the ICPC document (i.e.: desktop).
- Step 11: Enter a Document Description\*.
- Step 12: Click OK.

11: Enter the document's description.

9: Name the document.

10: Attach the saved document.

12: Click OK.

Figure 29



Note:

- The following message should appear, confirming that the document was indeed saved to the file cabinet.

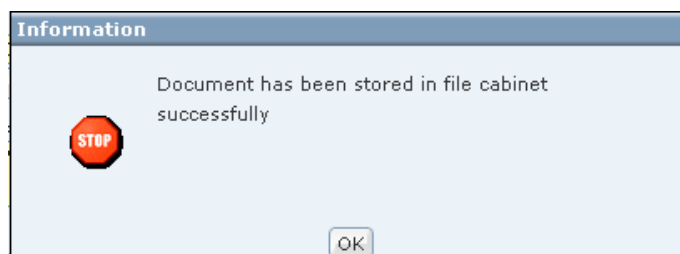


Figure 30



Note:

- The imported document will now appear under the ICPC folder for the specified client. Highlighting the document and choosing Open will open the document any time in the future.

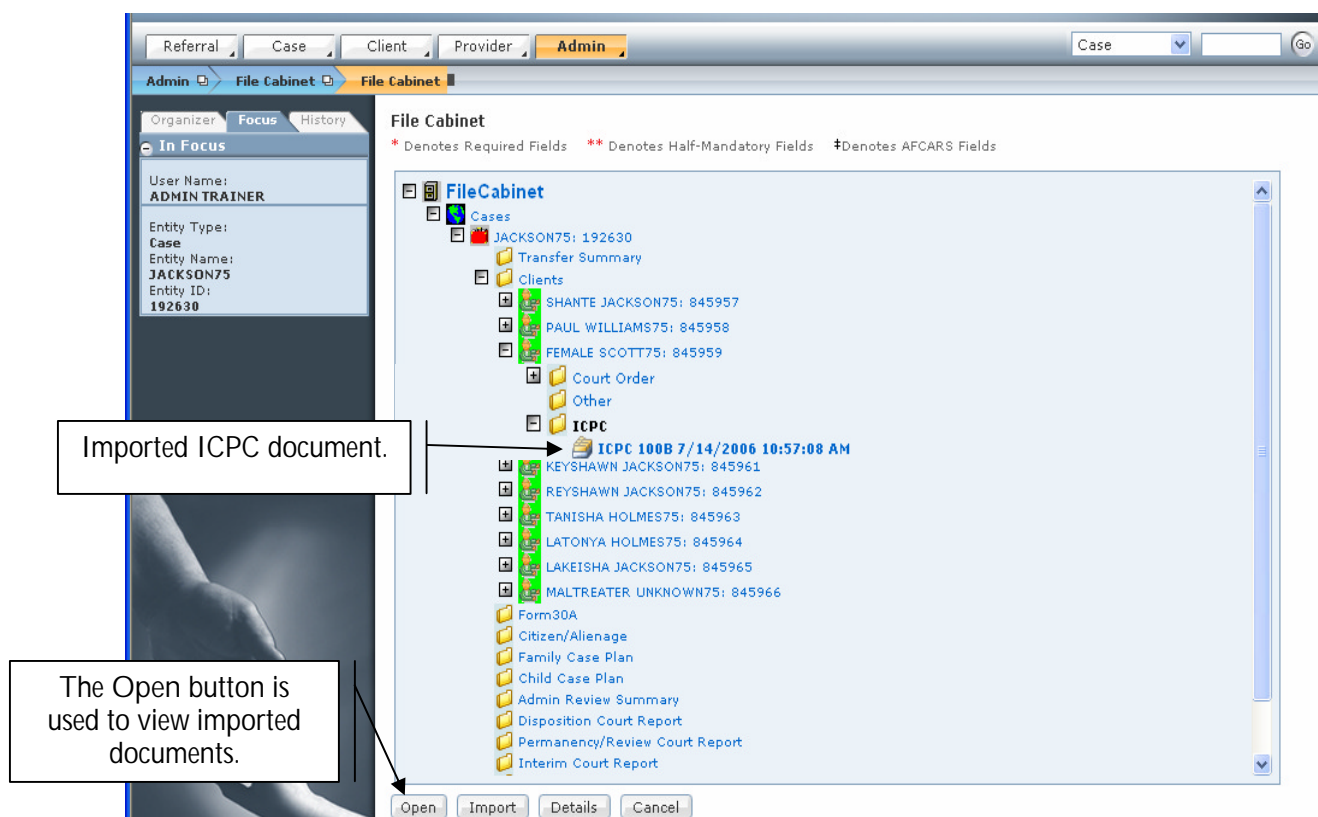


Figure 31

## Requesting Approval

### Steps Include:

Step 1: Follow steps 1 – 9 in **Section 2 of 2: Completing The ICPC 100B Form** to get back to the the appropriate screen for requesting approval for the ICPC 100B.

Step 2: Click on the Approval button to request approval from your supervisor.

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Referral Case Client Provider Admin Case Placement ICPC List of ICPC 100A List of ICPC 100B 100A 100B

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Case

Entity Name: JACKSON75

Entity ID: 192630

Entity Type: Client

Entity Name: FEMALE SCOTT75

Entity ID: 845959

Select ICPC 100B

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields \* Denotes AFCARS Fields

ICPC

Date: 5/4/2006 From State: District of Columbia To State: Maryland 100B Sent 100B Received

Placement Details

Placement Status: Initial Date: 5/4/2006

First Name: MARY Middle Name: Last Name: BANKS Find Provider

Agency: Clear

Address: 7657 Monroe Street SW Washington, District of Columbia Select

Type of care: Specify:

Termination Reason: Date:

Name: Relationship: Specify:

Save Approval Preview Cancel

Figure 32

Step 3: Click on the Request checkbox to send ICPC request to your supervisor and the ICPC Unit.

Step 4: Click on the OK button.

Approval

Requesting Worker	Request Date	Approving/Denying Worker	Approve/Deny Date
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Requesting Worker: ADMIN TRAINER Requesting Date: Thursday, May 04, 2006

Approving Worker: TRAINER, ADMIN - Training ADT Approving Date:

☐ Request ☐ Deny ☐ Approve ☐ Send Back Reason:


Comments:

OK Cancel

Figure 33



Note:

- An approval cannot be requested until the ICPC 100B form has been saved to the file cabinet for the child. The message in Figure 24 will appear if the worker has not saved the ICPC in the file cabinet.
- To save the ICPC to the file cabinet, first Preview  the report; save it to a specified path; and then import to the file cabinet.