

ICPC CASES



Case Notebook

Completing the ICPC-100A page

Use this page to view or enter a request for substitute care provider evaluation and/or placement supervision for a focus child placed out of state through the Interstate Compact for the Placement of Children.

- 1) Open Client Services
- 2) Open appropriate case.
- 3) In the Case Management Section (Green), open the Case Notebook.
- 4) Open the ICPC-100A page.
- 5) Click (+) in the upper left hand corner of the page.
- 6) Complete the mandatory fields.

	Date Sent	Status	Status Date	State	Administrator
+		Created			

Date Sent: Status: Status Date:
 State: Administrator: Adoptions

- 7) Save to Database.



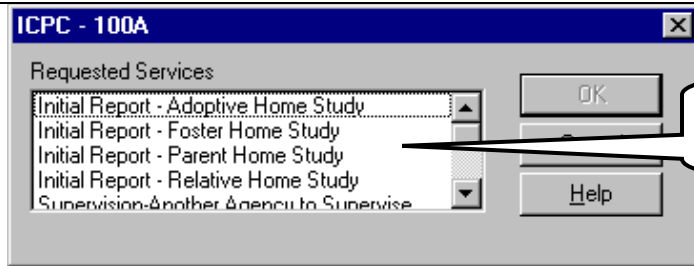
Case Documents Notebook

Creating the ICPC-100A Document

- 1) Click the (+) under the Case Documents Notebook.
- 2) Select IC Application to Place Child, click OK.

ID	Type
1	Case Notes
2	Financial/Medical Plan
3	I. C. Application Request to Place Child

- 3) In the Select Notebook Dialog Box, select the desired case and the desired ICPC request, click OK.



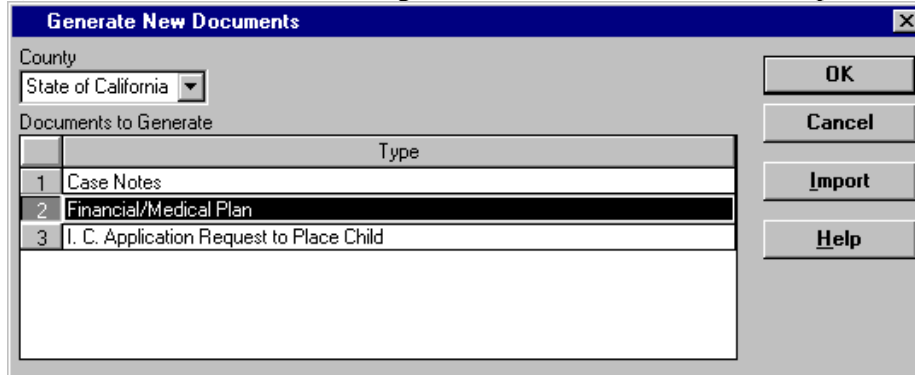
- 4) Complete the ICPC-100A report template. Check all appropriate boxes and enter all required information.
- 5) Click on Print.
- 6) Save to Database.



Case Documents Notebook

Creating the Financial/Medical Plan

- 1) Open Client Services.
- 2) Open appropriate case.
- 3) In the Case Management Section (Green), click the (+) under the Case Documents Notebook.
- 4) In the Select Notebook Dialog box, select the Financial/Medical plan and click OK.



- 5) Complete the Cover letter, the Financial plan and the Medical Plan sections. The Eligibility Determination section will be completed by the assigned Eligibility Officer.
- 6) Click on the Print icon.
- 7) Save to Database.



Case Documents Notebook

Creating the 100B Document

Use this page to view or enter a request for follow-up information about a focus child placed out of state through the Interstate Compact for the Placement of Children.

In order to create the ICPC-100B document, the ICPC-100A documents and the ICPC-100B page must be completed.

- 1) Open Client Services.
- 2) Open the appropriate case.
- 3) Open the Case Management Section (Green), Case Notebook.
- 4) Open the ICPC-100B page.
- 5) Complete the Date Sent and State fields.

Client Services - [Case [CWSCMS, Rebecca R]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

ICPC - 100B

ID	Svc Comp	Assignment	Trans Req	ICPC-100A	ICPC-100B	Doc Tracking	Spec Proj	Closure Summary
+								
Date Sent	State		Administrator					
1	02/04/2002	Alabama	Laster, Martea					

Date Sent: 02/04/2002 State: Alabama Administrator: Laster, Martea Adoptions

- 6) Click on the (+) sign under the Case Documents Notebook.
- 7) In the Documents to Generate grid, click on I.C. Report on Placement Status on Child, click OK.
- 8) In the Select notebook dialog box, select the desired case and then the desired ICPC request, click OK.
- 9) In the ICPC-100B dialog box, select the appropriate ICPC Action and ICPC Reason. Click OK.

ICPC - 100B

ICPC Actions

- Out of State Placement
- Out of State Placement Change
- Withdraw Placement Request

OK
Cancel
Help

ICPC Reasons

- Terminate-Adoption Finalized (Calif)
- Terminate-Adoption Finalized(Other state)
- Terminate-Adopted rsrc not used for plcmnt
- Terminate-Child Reached Majority
- Terminate-Child Returned to Sending State

- 10) Complete the ICPC-100B document.
- 11) Click on the Print Icon.
- 12) Record sending the document in the Document Tracking Page of the Case notebook by clicking on the (+) sign under the Document Tracking Log and completing the required fields.

Client Services - [Case [CWSCMS, Rebecca R]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Doc Tracking | Spec Proj | Closure Summary

ID	Svc Comp	Assignment	Trans Req	ICPC-100A	ICPC-100B	Doc Tracking	Spec Proj	Closure Summary
Document Tracking Log								
+	Sent To	Document Name	Sent Date					
1	Alabama ICPC	ICPC packet	02/04/2002					

To: Alabama ICPC From: []

Sent Date/Time: 02/04/2002 : am Required Return Date/Time: [] : am

Document Name: ICPC packet

Description: []

13) Save to Database.

Case Plan Document Notebook

Creating the ICPC Progress Report

An In Progress Case Plan must be created prior to generating the Progress Report!

- 1) Open Client Services.
- 2) Open appropriate case.
- 3) Open the Case Management Section (Green)
- 4) Click on the (+) sign under the Case Plan Documents Notebook.
- 5) In the Generate New Documents dialog box, select ICPC Progress Report, click OK.

- 6) In the Select Case Child dialog box, select the child for whom an ICPC Progress Report is needed, click OK.
- 7) Complete the document.
- 8) Under the File menu, choose Print.
- 9) Record sending the document on the Doc. Tracking page of the Case Information Notebook by clicking on the (+) sign under the Document Tracking Log and completing the required fields.

For Information on creating a Case Plan, see Case Plan in the Table of Contents.

Client Services - [Case [CWSCMS, Jane]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Document Tracking Log

ID	Sent To	Document Name	Sent Date
1	ICPC Administrator	ICPC Progress Report	02/21/2002

To: ICPC Administrator From: Jaime Groat

Sent Date/Time: 02/21/2002 : am Required Return Date/Time: : am

Document Name: ICPC Progress Report

Description: Quarterly ICPC Progress Report sent on this date to ICPC Administrator. Copy also sent to assigned social worker in Appleton County, WI.

10) Save to Database.



Case Notebook

Assignment to Another State When a Child is Placed Under the ICPC Agreement

When a child is placed in another state, the Agency responsible for supervising the child is given secondary assignment responsibility.

- 1) Open Client Services.
- 2) Open appropriate case.
- 3) Open the Case Management Section (Green)
- 4) Open the Assignment page.
- 5) Click (+) in the upper left corner of the page.
- 6) In the Responsibility box, select Secondary.
- 7) In the Assignment Destination box, select Out of State. (The Role Type will then self populate.)

ID	Caseload	Responsibility	Start	End	Role Type
1	VE 150/Orozco	Primary	11/23/2001 12:24pm		
2		Secondary	02/04/2002 04:40pm		ICPC Case Worker
3	VE 01E/Payan	Secondary	05/17/2000 03:16pm		Courtesy Supervision Worker
4	VE 31G/Genet	Secondary	08/14/2001 09:48am		Eligibility Worker

History Information Available: Current

Responsibility Primary Secondary Read Only

Assignment Destination CWS Staff Out Of State

Details

Start Date: 02/04/2002 Start Time: 04:40pm Responsibility Description: [Text Area]

End Date: [] End Time: : am

Assignment Weighting: [] Role Type: ICPC Case Worker

CWS Staff

County (or State of California): []

CWS Office: []

Unit: []

Caseload: []

Staff Person: []

Phone Number: [] Ext: []

Agency Name	Phone Number	Contact Name
[]	[]	[]

Ready Case [CWSCMS, Rebecca R]

- 8) Click on the (+) sign next to the Agency name.
- 9) Complete all available information.

Out of State Contact

Agency Name: []

Phone Numbers

Phone Number: [] Ext: [] Message Number: [] Ext: [] Fax Number: []

Contact

Prefix: [] First: [] Last: [] Suffix: []

Address

Street No.: [] Street Name: []

City: [] State: [] ZIP: [] ZIP Ext.: []

Address Description: [Text Area]

Foreign Country: [] Foreign ZIP: []

Foreign Address Description (Province Name, etc.): []

OK Cancel Help

- 10) Save to Database.

