



# NEICE 2.0 Process Documentation Guide



NEICE 2.0 v.01.5.24.21

Welcome Please Continue



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\*Caseworkers need only to focus on the items marked with an asterisk.







# Lifecycle of an ICPC Case in NEICE





As you know, the ICPC process typically starts when a caseworker in a local agency (or county) initiates a home study request and submits it to the ICPC Central office, either through a paper/ email process or via NEICE. Or, ICPC Coordinators may receive Home Study requests from private adoption agencies or attorneys, and then create a sending case in NEICE.







Create a Home Study Request using the Sending Case Wizard - Walkthrough

Let's take a look at the high-level steps and process for creating a Home Study Request using the Sending Case Wizard.

### **This Step**

This Step assumes both the local caseworker and the ICPC Coordinator are on NEICE. If the ICPC Coordinator is adding cases, he or she should follow the caseworker's guidance.









1. The caseworker in the Sending State will click "Sending Case Wizard" to launch the Sending Case Wizard.







2. First, the caseworker (or ICPC Coordinator if you do not have caseworkers using NEICE yet) should search for the child you want to add to the case. Type in the child details and click "Search."

If the child appears in the search box, select the child "Open Child." If you need to add a child, select "Add New Child & Create a Case."

When adding a sibling group, we recommend adding the oldest child first and making that child the primary child in NEICE. Making the oldest child primary means that the case is built around that child.

	Search		Child Det	tails	Case Details		100A/100B		Case I	Documents	Messages	
Na	ime	Fi	rst Name		Race		Hispanic Origin					
đ					Select	~	Select		~			
i.		55	N		Sex							
		-			Select	~						
												Show Filt
	M/CMS ST/ CHILD ID © CH	te Ld Id 🛊	INTERSTATE CHILD ID \$	FIRST NAME \$	LAST NAME \$	STATE ©	DOB \$	SEX 🛊	SSN ¢	RACE ¢		Show Filt
	M/CMS 57/ CHILD ID © CH 5791	TE LD ID \$	INTERSTATE CHILD ID 🛊	FIRST NAME C	LAST NAME 🗢 Rodriguez	STATE C	DOB ¢ 05/13/2014	SEX 🛊 M	SSN ¢	RACE © Black / African American	1	Show Filt
	M/CMS 577 CHILD ID ¢ CH 5791 5792	TE LD ID 🛊	INTERSTATE CHILD ID \$	FIRST NAME <b>\$</b> Jodi Roman	LAST NAME \$ Rodriguez Rodriguez	STATE © DC DC	DOB ¢ 05/13/2014 11/16/2008	SEX 🛊 M M	SSN ¢	RACE © Black / African American Black / African American		Show Filt
	M/CMS 577 CHILD ID © CH 5791 5792 6454	TE LD ID 🛊	INTERSTATE CHILD ID 🖨	FIRST NAME 🛊 Jodi Roman Jose	LAST NAME \$ Rodriguez Rodriguez	STATE ¢ DC DC DC	DOB \$ 05/13/2014 11/16/2008 09/04/2007	SEX 🛊 M M	SSN ¢	RACE 🖨 Black / African American Black / African American White		Show Filt
1	M/CMS 577 CHILD ID ¢ CH 5791 5792 6454	TE LD ID \$	INTERSTATE CHILD ID \$	FIRST NAME & Jodi Roman Jose	LAST NAME \$ Rodriguez Rodriguez Rodriguez	STATE © DC DC DC	DOB ¢ 05/13/2014 11/16/2008 09/04/2007	SEX ¢ M M	SSN ¢	RACE © Black / African American Black / African American White		Show Filt
с с с	M/CMS 57/ CHILD ID ¢ CH 5791 5792 6454	TE LD ID ¢	INTERSTATE CHILD ID \$	FIRST NAME \$ Jodi Roman Jose	LAST NAME Rodriguez Rodriguez Rodriguez	STATE © DC DC DC	DOB © 05/13/2014 11/16/2008 09/04/2007	SEX © M M M	SSN ¢	RACE © Black / African American Black / African American White		
	M/CMS 577 CHILD ID ¢ CH 5791 5792 6454 1 of 1 ▶ 10 3 of 3 Record(s).	TE LD ID ≑	INTERSTATE CHILD ID \$	FIRST NAME & Jodi Roman Jose	LAST NAME \$ Rodriguez Rodriguez Rodriguez	STATE © DC DC DC	DOB ¢ 05/13/2014 11/16/2008 09/04/2007	SEX ¢ M M	SSN ¢	RACE © Black / African American Black / African American White	r P I	



3. Whether you are adding a new child or selecting a child, you will land on the Child Details page. Here you can add the child information if it is a child that is not in the system, or you can verify the information is accurate.

Enter as much information as you have about the child, including whether he or she is eligible for Title IV-E if you know that information.

	Child Details	Case Details	100A/100B	Case Documents	Messages
Required					
First Name	Middle Name	* Last Name	-		
Ali		Rodney			
ров	Sex	Gender			
05/04/2017	Male ×	✓ Male ✓			
isn					
8					
(ace (Select all that apply)	<b>A</b>				
American Indian / Alaskan	Asian				
Black / African American	Declined				
Native Hawaiian / Pacific Island	der Unable To	Determine			
White					
Hispanic Origin					
🛃 Yes 📃 No 📃 Unable to I	Determine				
Title IV-E Eligible					
Yes No Pending					
Ves No Pending					

4. Continue scrolling to the bottom to complete the rest of the Child Details page. Once you've added the child's details, click "Save and Continue to Case Details."

✓ Yes       No       Unable to Determine         * Title IV-E Eligible       Yes       No       ✓ Pending         * ICWA Eligible       Yes       No       ✓ Pending         Yes       ✓ No       Pending		
> CHILD ALIAS		
> PARENT INFORMATION		
> CHILD JURISDICTION		
Save & Continue to Case Details Save	EX Exc	it





5. Now you've reached the Case Details page. Here you can add information about the Receiving State (or Jurisdiction) and information about the subsidy or maintenance if you have it. If you don't have that information, you can skip the subsidy question.

0	0	•				
Search	Child Details	Case Details	100A/100B	Case Documents		Messages
<b>*</b>	Ali Roo	dney	DOB: 05/04/2017	S	ending State:	District of Columbia
Required						
NDING INFORMATION			-			
Sending Agency	Sending County					
Home Away from Home, Washington D.C.	V District of Columb	sia × ~				
ECEIVING INFORMATION						
	Receiving Agency					
Receiving State	increasing Agency					
Receiving State Nevada	× ✓ Nevada ICPC Cent	tral (DCFS) × V				
Receiving State Nevada Receiving County	× V Nevada ICPC Cent	tral (DCFS) × ∨				
Receiving State Nevada Receiving County Churchill	x V Nevada ICPC Cent	tral (DCFS) x v				
Receiving State Nevada Receiving County Churchill Current Legal Status of Child	x V Nevada ICPC Cent	tral (DCFS) x v				

6. The last step on this page is to search for or add the Placement Resource to the Home Study Request.



-



7. Search for your Placement Recourse. Once you've added the placement resource information to NEICE, you can then add it to your case. Click on the placement resource and "Add to Case." You've now successfully added a Placement Resource to the case. If you do not see your Placement Resource, click "Add+," enter the required information and then save the Placement Resource.

our ce to	Organization (	Or Individual	State	Cou	unty				
	N		Nevada	~ c	nurchill	~	Q Search	්ට Reset	
Click on Add to Create a l	New Placement Resource								+ Add
M/CMS PR ID 🛊	INTERSTATE PR ID 🛊	RESOURCE TYPE	NAME 🛊	SSN/FEIN 🛊	SEX 🔹		DOB 🗢	ADDRESS 🛊	COUNTY :
13903		INDVL	Nancy Rodrigo					37575 Road Fallon Churchill NV 89406	Churchill
336		INDVL	Home Nv					Xxx Xxx Churchill NV	Churchill
336 331		INDVL	Home Nv Nv Homme					Xxx Xxx Churchill NV Xxx Churchill NV	Churchill

8. The last step on the Case Details page is to indicate the relationship of the placement resource to the child. After you enter that, you can click on Create Case and Continue to 100A/B.







9. Now fill out the information for the 100A form.

	Search	Child Details	Case Details	100A/100B	Case Documents	Messages
	M/CMS CASE ID: 52837	7	Case Created: 05/11/2021		Child(ren): Ali R	odney - 05/05/2017 [Pending]
2	Interstate CASE ID:		Type of Care: Relative (Not Parent)			
	Sending State: District	t of Columbia	Placement Resource: Nancy Rodrigo			
	Receiving State: Neva	da				
100A Cr	eate 1008		INTERSTATE COMPACT ON THE PLA	CEMENT OF CHILDREN	I REQUEST	
100A Cr •C 100A Nevada	eate 1008		INTERSTATE COMPACT ON THE PLA	CEMENT OF CHILDREN	I REQUEST	From: District of Col
100A Cr PC 100A Nevada	eate 1008		INTERSTATE COMPACT ON THE PLA SECTION I - IDENT	CEMENT OF CHILDREN	I REQUEST	From: District of Colu

10. In this section of the 100A, you will enter who is responsible for the child. Make sure to select whether this is an Individual or an Organization. Enter the appropriate information. If the financial responsibility falls to the same organization or individual, you can select "Same as Above."

Agency Name	Phone	Email Address(Optional)
Hope childrens home	(645) 987-1255	manishaccw.hchnv@yahoo.com
Address	City	State
1 Sunrise Road	Las Vegas	Nevada × v
Address Line 2	Zip Code	
	89101	
Name of Agency or Person Financially Responsible for Child Individual Organization		Same as Above
Name of Agency or Person Financially Responsible for Child Individual Organization Agency Name	Phone	Same as Above
Name of Agency or Person Financially Responsible for Child Individual Organization Agency Name Hope childrens home	Phone (645) 987-1255	Same as Above Email Address(Optional) manishaccw.hchnv@yahoo.com
Name of Agency or Person Financially Responsible for Child Organization Agency Name Hope childrens home Address	Phone (645) 987-1255 City	Email Address(Optional) manishaccw.hchnv@yahoo.com
Name of Agency or Person Financially Responsible for Child Individual Organization Agency Name Hope childrens home Address 1 Sunrise Road	Phone (645) 987-1255 City Las Vegas	Email Address(Optional) Emailshaccw.hchnv@yahoo.com State Nevada
Name of Agency or Person Financially Responsible for Child Individual Organization Agency Name Hope childrens home Address 1 Sunrise Road Address Line 2	Phone (645) 987-1255 City Las Vegas Zip Code	Email Address(Optional) manishaccw.hchnv@yahoo.com State Nevada



11. In Section II of the 100A, you will add the Placement Information. Most of it will prefill for you based on your earlier answers.

nding Case Wizard								
0			•					
Search	Child Details	Case Details	100A/100B	Case Documents	Messages			
		SECTION II - PLAC	EMENT INFORMATION					
pe of Care Requested				Current Legal Status of Child				
Public Placement Private Pla	acement			Sending Agency Custody/0	Suardianship			
bsidy				Parent Relative Custody/Guardianship				
IV-E Non IV-E Mendin	g 🔄 None			Court Jurisdiction Only				
Adoptive Home Finalizing In Se	ending State Receiving State	Pending		Protective Supervision				
Foster Family Home				Parental Rights Terminate	d-Right to Place for Adoption			
Group Home Care				Unaccompanied Refugee	Minor			
Child-Caring Institution				Other:				
Residential Treatment Center								
Parent	rated Delinguest							
Polative (Not Parent) Polationship	Grandmather							
Relative (Not-Parent) Relationship.	Grandmother							
Other:								
me of Person(s) or Facility Child is	s to be Placed With		Soc.Sec.# (Optional)					
ancy Rodrigo								

12. As you scroll down into Section III of the 100A, you will need to indicate the services you need and the frequency of those services.

		SECTION III - SERVICES REQUESTED	
ilial Report Requested Adoptive Home Stud Foster Home Study Parent Study Relative Home Study Name of Supervising A	i (if Applicable) y gency in Receiving State	* Supervisory Services Requested  Request Receiving State to Arrange Supervision  Another Agency Agreed to Supervise Sending Agency to Supervise Other	*Supervisory Reports Requested Semi-Annually Quarterly Monthly Other
Address Line 1		Address Line 2	
City	State	Zip Code.	
Enclosed Child's Social History ICWA Enclosure	Court Order Financial/M	edical Plan Other Enclosures Home Study of Placement Resource	]



13. Scroll to the bottom of the section. You will now save and create your 100A. You can either save and upload if you have a scanned copy of the 100A. Otherwise, select "Save and Generate 100A."

SECTION IV - ACTION BY RECEI	VING STATE PURSUAN	IT TO ARTICLE III(D) OF ICPC	
Placement may be made Placement shall not be made			
lemarks			
signature of Receiving State Compact Administrator, Deputy or Alternate	Date		
Save 1004 Save & Generate 100A Save 100A & Unioard Arid Case Dec	cuments		El Svit
Save rook Save of the set of the			Version

14. Please notice you have signed the 100A-Initial automatically with your electronic signature (saved in your profile).

Next, you will add the documents needed to send the Home Study request with the 100A to the ICPC Coordinator, where they will countersign the 100A before sending it to the receiving state.

								×
< < > >  <u>1</u> of 1 ⊖ ⊕ 100% ♥						Ľ	6	*
	ICPC 100A Rex. storm, EFA storm TO: Nervada Notice is given of interf to Alis Rodney Social Security Number: Sex	INTERSTAT	E COMPACT ON THE PLAC FI SECTION HISONETIC Tigs IV-2 Elegide Tigs IV-2 Elegide Tigs IV-2 Elegide Tigs IV-2 Elegide Tigs IV-2 Elegide Tigs IV-2 Elegide	EMENT OF CHILDREN ROM: District of Colu Monoral Magain Chippin Ven Ven Annocan Indian or Assaa Netve Assa	Chie Some per child REGUEST Challes to determine unarrown Network Teambool Bildor of Monon American			
	Male Name of Parent 1:	Male	05-04-2017	Name of Parent 2	U White			
	Name of Agency or Person	n Responsible for Plan	rning for Child:		Frione:			
	Hope childrens home Address		18. 		(645) 987-1255 Email Address (optional)			
	A Sunnise Road Las Name of Agency or Person	vegas NV 89101 n Financially Respons	ible for Child.		Ran1shaccw.hchnv@yahoo.com Phone:			
	Address				Email Address (optional)			
	1 Sunrise Road Las	vegas NV 89101	SECTION IMPLACEMENT	INFORMATION	man1shaccw.hcnnv@yahoo.com			
	Types of Care Requester           D Addo Flasoment           Statsky D Mdo Flasoment           Statsky D Mdo Flasoment           D Adquire Norme, Frail           Poste Flamp Homa           D Orop Home Care           D Hold Care and Tradement           Paret           Paret           Paret (D Parent)           D Robitive (D Parent)           D Robitive (D Parent)           Date of Parenty Robitive (D Parent)           Address, syzza, ground all           Name of Parenty, ground all           Address, syzza, ground all	8: Private Placeme on IV-II Prending and II Prending Conter Conter In Adjudicated De Balationative Grand In Child is to be place Lion. NV. RN404	rt Dhone State Pond Arguent State S	Current Logal Status of Berding Agency Cu. Parent Relative Cou Coult Assistance on Parent Relative Cou Parental Rights Tel Unaccompanied Re Other:	Child: totoy/Caustianthe totoy/Caustianthe totoy/Caustianthe mailed—Right to Haon for Asignton insertion of the State of toto for Asignton Sec. Sec. 4 topological Sec. 4 topological Sec. 4			
	37575 RoadFal If placement is with an age identify the foster or adopt	ison, NV, 89486 incy (e.g., adoption, p we resource where the	ublic, etc.) other than a residential tre s child will reside.	atment facility (RTF), please	(399) 885-8583			
	Name(s) of Prospective	Adoptive or Foster I	lesource:		Soc. Sec # (optional): Soc. Sec # (optional): Phone:			



15.Before sending the case to the ICPC Coordinator, you will need to upload all case documents. This can include court documents. Select "Upload Documents".

The Upload Document window will appear. Select "Browse." This will launch your computer's file directory.

NOTE: When an ICPC coordinator uploads a document, the document status will be displayed as "Attached" in the grid. However, when the caseworker uploads a document, the document status will be displayed as "Uploaded" in the grid.

When an ICPC coordinator receives a document from the caseworker that a caseworker uploaded within NEICE, the ICPC coordinator needs to change the status of the document from "Uploaded" to Attached" by selecting the document record and clicking on "Attach" from the Actions drop-down on the document page.

Only documents with an "Attached" Status can be enclosed in a Transmittal to a Sending/Receiving state.

endi	ing Case Wizard						_	
	Search	child	Details	Case Details	100A/100B	Case Docum	nents	Messages
	M/CMS Intersta Sending Receivir	CASE ID: 52837 ete CASE ID: ; State: District of Columb ng State: Nevada	ia	Case Created: 05/11/2021 Type of Care: Relative (Not Parent) Placement Resource: Nancy Rodrigo		c	'hild(ren): Ali Rodney - 05	/05/2017 [Pending]
AVAIL	ABLE CASE DOCUMENTS	s			Show	Filters Upload New	w Document	opy From Actions
	M/CMS CHILD ID 🛊	CHILD NAME	TYPE 🛊	STATUS 🛊	STATE 🛊	DATE UPLOADED 💠	DATE ATTACHED 🛊	DOCUMENT SIZE
0	6602	Ali Rodney	100A - Initial	Uploaded	DC	05/10/2021		0.28 MB

16. Locate the document(s) you need to upload and double-click the document. Your document is now ready for you to click "Save and Upload."

Ali Rodney	×
Document Type	
Court Order	× ~
Browse File	
brouserne	





17. You have added one child to the case along with their 100A and case documents. To add an additional child, click "Add Another Child to Case" and repeat the steps we just covered.

A caseworker would send the case to the ICPC Coordinator by selecting "Create Message."

If the ICPC Coordinator created the Home Study Request, he or she could now transmit it to the Receiving State, which we will show in just a couple of screens.

_	M/CMS CHILD ID	CHILD NAME 🛊	TYPE 🛊	STATUS 🛊	STATE 🛊	DATE UPLOADED 🌻	DATE ATTACHED 🛊	DOCUMENT SIZE
	6602	Ali Rodney	Court Order	Uploaded	DC	05/10/2021		1.33 MB
	6602	Ali Rodney	100A - Initial	Uploaded	DC	05/10/2021		0.28 MB
e Pag	ge 1 of 1 ▶ 10	✓ Items per page						
Showin	g 1 - 2 of 2 Record(s).							
-								
	Create Message	Add Another (	hild to Case					E3 Exit





18. You can now select which child the Home Study Request is about. In this case, we chose "Ali Rodney" who is the only child in the case.

You also select to whom you are sending the message at the ICPC Central office by picking "Agency" and "User".

Finally, select which documents you want to enclose and then click "Send" to send the case to the ICPC Coordinator in the Sending State, who will receive a notification of your message.

Sending Case Wizard

Search	Child Details	Case Details	100A/100B	Case Documents	Messages
					messages
Date: 05/10/2021					
Memo for Child(ren)/Alias Name(s):					
Regulation Type: REG 2					
Sending Agency: Home Away from Home,	, Washington D.C.				
Receiving Agency: Nevada ICPC Central (D	DCFS)				
Placement Resource: Nancy Rodrigo					
To Agency:					
District of Columbia ICPC Central $ \checkmark $					
licorie					
Matthew Estes					
Message					
Please send Initial 100A - Home Study r	equest				
				0	
				•	
Documents Associated:	7				
Documents Associated:	7				

19. Caseworkers are able to send messages to ICPC Coordinators within a State. ICPC Coordinators send official interstate communications via Transmittals. The Communications page inside a case will display both under separate tabs.

M/CMS CASE ID: 52837 Case Details Children In Case Documents Communications Notes Access Add a Child M/CMS CASE ID: 52837 Case Created: 05/11/2021 Child(ren): Ali Rodney (05/05/2017) [Pending] Interstate CASE ID: Type of Care: Relative (Not Parent) Sending State: District of Columbia Placement Resource: Nancy Rodrigo Status: PENDING Receiving State: Nevada 🕼 Update Status 🖉 View History nittals Messages Show Filters 🖶 Print Send Message TRANSMITTAL COMMENTS \$ STATUS 🗘 TRANSMITTAL ID C DATE TRANSMITTAL TYPE FROM \$ то 🛊 No records found





20. By clicking on the Messages tab, you can see all the messages associated with a case. Here you can see that your message to the ICPC Coordinator was sent successfully by the small green checkbox in the Status column.

You have created and sent a 100A using the Sending State Wizard.

Transmittals Messages	]			Show Filters	Send Message 🔒 Print
STATUS 🖨	MESSAGE ID \$	DATE 🖨	FROM 💠	TO \$	MESSAGE TEXT 🖨
0 🐱	51464	05/11/2021	Neice Cw	District of Columbia ICPC Cen (CFS)	tral Initial 100A - Home Study request

21. If the ICPC Coordinator is creating and transmitting a 100A case via the Wizard, he or she will now click on the "Create Transmittal" button.

< Page 1 of 1 > 10 v Items per page			
Showing 1 - 2 of 2 Record(s).			
Create Transmittal Add Another Child to Case	l i i i i i i i i i i i i i i i i i i i		🖬 Exit

22. The ICPC Coordinator will complete the information needed in the transmittal form, including if it's urgent. Some of the information will autofill from earlier screens.A caseworker would send the case to the ICPC Coordinator by selecting "Create Message." If the ICPC Coordinator created the Home Study Request, he or she could now transmit it to the Receiving State, which we will show in just a couple of screens.

Search	Child Details	Case Details	100A/100B	Case Documents	Transmittal
//CMS CASE ID:	5038				
ite: 05/20/2021					
anomittal Type: Home Study	y Request				
ansmittal Memo for Child( All 🔽 Jackson Browne	(ren)/Alias Name(s):				
acement Resource: Elaine R	loth				
om: Marci, Roth					
Urgent Request					
urpose of Transmittal			a,		
ending 100A Home Study R	lequest 🗸				
Agency:					
lorida ICPC Central (DCF)	* *				
317 Winewood Blvd. Building	g 5, 4th Floor, Suite 415 Tallahassee FL	32399			
TTN:					
(Note you can only CC with	vin State):				B Delete +



23. Now that the ICPC Coordinator has completed the rest of the Transmittal information, he or she can add a note, the Home Study due date, and enclose the necessary documents, in particular the 100A Initial.

Once it is added to the transmittal, the ICPC Coordinator is ready to transmit the memo to ICPC Coordinator in the Receiving State.

\*\*Note when sending to one of the handful of states who are not yet live in NEICE through the Secure Document Portal, please include the child's name in the Comments section. This will help the Portal users and everyone working with the portal.

nding Ca	se Wizard					
Q	Search	Child Details	Case Details	100A/100B	Case Documents	Transmittal
V FOR R	EG TYPE					
Reg Type	e: REG 2					
Type of I	Home Study: Foster Hom	e Study				
Home St	tudy Due Date: 06/24/20	121				
Comments:						
Please con	iduct a home study.					
						(
*Note: When	n sending to a Secure Docum	ent Portal state, please add child name a	and placement resource name to commer	nts here.		
Enclosed						
All						
Additio	onal Information (Jackson E	Browne, 05/19/2021)				
V 100A -	Initial (Jackson Browne, 05	/19/2021)				
_						
And the second second						





Those were the high-level steps needed for a caseworker to initiate a home study request and send it to the ICPC Coordinator in the central state office as a message. If the ICPC Coordinator in the Sending State uses the Sending State Wizard to create a case they can go directly to the step of transmitting the 100A to the Receiving State ICPC Coordinator, all within the Wizard).

The next section describes how to Receive and Transmit a 100A when a caseworker submits it via email or paper to the Sending State ICPC Coordinator. Move to the next section and practice using the wizard to transmit a new Home Study Request case as an ICPC Coordinator in the Sending State to the ICPC Coordinator in the Receiving State.





The ICPC Coordinator will transmit the 100A Initial to the Receiving State.

Let's take a look at the high-level steps and process to transmit a Home Study Request with the Initial 100A attached.

### **This Step**

The ICPC Coordinator in the Sending State reviews the Home Study Request and countersigns the 100A. Once the 100A is signed, the sending state ICPC Coordinator transmits the 100A Home Study Request to the receiving state's ICPC Coordinator.











1. ICPC Coordinators will either receive a 100A Initial request via NEICE or by paper/ email. This process shows what it's like to receive the 100A Initial through NEICE.

Notice your notification icon in the top right corner of your screen, near your name. It looks like a comment bubble with red numbers in a circle. Click on the notifications icon to see your recent notifications.

You have received a notification from a caseworker in your state with a message initiating a 100A Home Study Request. Click on the notification to read the message and go to the Case.



2. Review the message from the local or county caseworker. Mark it as read by clicking on the button in the top left corner.

MARK AS READ		×
IC < > 기 1 af1 ⓒ ④ 100% ♥		K ⊕ ±
	INTERSIATE COMPACT ON THE PLACEMENT OF CHILDREN Date: 5150201 MCCMS (D : 52537 Sending Agency : Newak KPC Central (DCFR) Children) Name(s) Alles Name : All Bedney Procement Resource : Name Redings/Relative (Net Parent)	





3. After you close the message, NEICE will take you to the Communications Tab with the message you just reviewed. Next, you can navigate to the Documents page to review additional information that was submitted with the Home Study Request.

se Details Children in C	ase Documents Communicatio	Notes Access			Add a Ch
Status: PENDING	M/CMS CASE ID: 52837 Interstate CASE ID: Sending State: District of Co Receiving State: Nevada	Case Type Place	Created: 05/11/2021 of Care: Relative (Not Parent) ment Resource: Nancy Rodrigo	Child(ren): Ali Rodr	ney (05/05/2017) [Pending]
			Show Filters (	Send Message Send Tr	ansmittal 💙 🖨 Print
Transmittals Messages	<del>.</del>				
STATUS \$	MESSAGE ID 🗢	DATE 🖨	FROM 🗢	то \$	MESSAGE TEXT 🖨

4. Review the attached documents. Make sure the Home Study Request is complete. If it's not, send a message back to your Sending State Caseworker to ask for additional information.

If everything is in order, you are ready to make the case "Active". Navigate to the Case Details page.

	Status: PENDING	M/CMS CA Interstate Sending St	SE ID: 52837 CASE ID: ate: District of Columi	bia	Case Created: 05/11/202 Type of Care: Relative (N Placement Resource: Na	21 Not Parent) ancy Rodrigo	Child(re	n): Ali Rodney (05/05/201	(7) [Pending]
CUME	ENTS					Show Filters	Upload New Docun	nent 🕼 Copy From	n Actions
			2021	Contractor of		and the second	and a local of some source source of		
M. 66		CHILD NAME	TYPE ¢	STATUS 🛊	STATE 🗢	DATE UPLOADED \$	DATE ATTACHED	DOCUMENT SIZE C	



#### 5. \*\*\*IMPORTANT\*\*\*

After you, as the ICPC Coordinator in the Sending State, review the documents and case information and determine that the 100A Initial Home Study Request is complete, you will make the case Active. You will click on the "Update Status" button located in the top left, under the icon of a child.

ase Details	Children In Case	Documents	Communications	Notes Access		Add
		M/CMS CAS	SE ID: 52837		Case Created: 05/11/2021	Child(ren): All Rodney (05/05/2017) [Pending]
	<b>*</b>	Interstate	CASE ID:		Type of Care: Relative (Not Parent)	
Sta	tus: PENDING	Sending St	ate: District of Colun	nbia	Placement Resource: Nancy Rodrigo	
🗭 Update Sta	etus 🕒 View History	Receiving	State: Nevada			

6. Change the status to Active. Then click "Save" to change the case status.

ase Status		
* Required		
Status		
Active	~	
Pending		
Active		
	STR.	

7. The status now reflects the Active status. You are ready to continue processing the Home Study Request to transmit to the Receiving State. Click "Children in Case."







8. For this example, we will select "Save and Generate 100A" because the caseworker has submitted the 100A initial through NEICE.

\*\*\*If you receive the 100A by paper, you will still need to type in the details on the 100A screen. Go to Child Details screen and click on "Home Study Request." to fill in the necessary information before you get ready to transmit the 100A-Initial to the Receiving State. You will then create the 100A in NEICE and when you return to this screen click Save 100A and Upload. You would then attach the 100A.\*\*

M/CMS CASE ID: 52837 Case Created: 05/11/2021 Child(ren): All Rodney (05/05/2017) [Pending] Interstate CASE ID: Type of Care: Relative (Not Parent) Sending State: District of Columbia Placement Resource: Nancy Rodrigo Receiving State: Nevada CHILD: ALI RODNEY HOME STUDY DECISION: PENDING 208: 05/04/2017 Interstate Child ID: SSN: Home Study Request iex: Male NEICE M/CMS Child ID: 6602 Home Study Decision				
Interstate CASE ID:     Type of Care: Relative (Not Parent)       Status: ACTIVE     Sending State: District of Columbia     Placement Resource: Nancy Rodrigo       Ipdate: New History     Receiving State: Nevada     Home Study Decision: PENDING       CHILD: ALI RODNEY     Interstate Child ID:     SSN:     Home Study Request       NoB:     OS/04/2017     Interstate Child ID:     SSN:     Home Study Decision		M/CMS CASE ID: 52837	Case Created: 05/11/2021	Child(ren): Ali Rodney (05/05/2017) [Pending]
Status: ACTIVE     Sending State: District of Columbia     Placement Resource: Nancy Rodrigo       pdate Status     @ View History     Receiving State: Nevada	<u> </u>	Interstate CASE ID:	Type of Care: Relative (Not Parent)	
Status: ACTIVE       Receiving State: Nevada         Ipdate Status       @ View History         CHILD: ALI RODNEY       HOME STUDY DECISION: PENDING         NOB: 05/04/2017       Interstate Child ID:         SSN:       Home Study Request         Home Study Decision       Home Study Decision		Sending State: District of Columbia	Placement Resource: Nancy Rodrigo	
Image: podate Status       Image: meccany meccany meccany meccany         CHILD: ALI RODNEY       HOME STUDY DECISION: PENDING         DOB: 05/04/2017       Interstate Child ID:       SSN:         Image: Male       NEICE M/CMS Child ID: 6602       Home Study Decision	Status: ACTIVE			
CHILD: ALI RODNEY     HOME STUDY DECISION: PENDING       DOB: 05/04/2017     Interstate Child ID:     SSN:       Lex: Male     NEICE M/CMS Child ID: 6602     Home Study Decision	Ipdate Status 🕘 View History	Receiving State: Nevada		
CHILD: ALI RODNEY     HOME STUDY DECISION: PENDING       XOB: 05/04/2017     Interstate Child ID:     SSN:       ex:: Male     NEICE M/CMS Child ID: 6602     Home Study Decision				
DOB: 05/04/2017     Interstate Child ID:     SSN:     Home Study Request       iex: Male     NEICE M/CMS Child ID: 6602     Home Study Decision	CHILD: ALI RODNEY			HOME STUDY DECISION: PENDING
ex: Male NEICE M/CMS Child ID: 6602 Home Study Decision		Interretate Child ID:	SSN:	Home Study Request
tex: male NEICE M/CMS Child ID: 0002	OB: 05/04/2017	interstate child ib.		
	DOB: 05/04/2017	ANTICE MICHE CHILLID. COOR		Home Study Decision

9. Ensure the case information is correct and click "Save & Generate 100A PDF."

GENCY OR PERSON RESPONSIBLE FO	R PLANNING FOR CHILD		@ SHOW ALL
Individual Organization			
gency Name			
Hope childrens home			
ddress Line 1			
1 Sunrise Road			
ddress Line 2			
ity	* State		
Las Vegas	Nevada × ¥		
ip Code	* Phone	Email Address(Optional)	
89101	(645) 987-1255	manishaccw.hchnv@yahoo.com	
GENCY OR PERSON FINANCIALLY RE	SPONSIBLE FOR CHILD		
EDVICES REQUESTED			
ERVICES REQUESTED			
NCLOSED DOCUMENTS			



10. Here's a preview of the 100A Initial. You may review, download, and print the 100A.

								×
< < > >  _1of1   ⊖ ⊕ 100% ♥						Ľ	6	*
	ICPC 100A KK, BORN, BF-HERR TO: Notes a given of intent to p All Rodney Social Security Number:	INTERSTAT	TE COMPACT ON THE PLAC FI SECTION I-DENTIFY	EMENT OF CHILDREN ICOM: Barrody Hepenic Orgin E Yes No Raor	One form per child REQUEST Unable to determine Unitroper			
	Sex Male	Gender. Male	Cate of Birth: 05-04-2017	Alaska Native	Native Hawakan/Other     Pacific Islander     Black or African American     White			
	Name of Parent 1	80. 		Name of Parent 2				
	Name of Agency or Person Hope childrens home	Responsible for Plan	ming for Child:		Frane: (645) 987-1255			
	1 Sunrise Road Las V	/egas NV 89101	No. K. Mala		manishaccw.hchnv@yahoo.com			1
	Hope childrens home	Hinancially Hespons	Ide for Child:		(645) 987-1255			
	Address 1 Sunrise Road Las V	vegas NV 89101			Email Address (optional): manishaccw.hchnv@yahoo.com			
			SECTION 8-PLACEMENT	INFORMATION				
	Public Placement     Subsidy    IV-8     No     Adoptive Home Finals     Goup Home Care     Crisis-Caring Institution     Residential Treatment O     Parret     Institutional Care—Artic	Physics Placeme in IV-E Pending rong in Sending Center de VI Adjudicated De	nt ) None State Preceiving State Prend Arrophont	Sending Agency Cu     Parent Relative Cos     Court Relative Cos     Court Relative Cos     Protective Supervisi     Protective Supervisi     Parental Rights Ten     Unaccompanied Rel     Other.	stody/Cuardianship soly/Cuardianship nk n namated—Right to Place for Adoption lugae Minor			
	Relative (Not Parent) B     Other:	elationship Grand	nother	<b>=</b>				
	Name of Person(s) or Facility Nancy Rodmigo	y Child is to be place	d with:		Soc. Sec # (optional) Soc. Sec # (optional)			
	Address 37575 RoadFall	lon, NV, 89406			Phone: (399) 885-8583			
	If placement is with an ager identify the foster or adoptiv	ncy (e.g., adoption, pre- resource where the	ublic, etc.) other than a residential tre- e child will reside.	stmont facility (RTF), please				
	"Name(s) of Prospective A	Adoptive or Foster I	Resource:		Soc. Sec # (optional) Soc. Sec # (optional)			
	Address				Phone.			

11. Scroll down, and you will see your digital signature has been added countersigning the Caseworker. Click the "X" to return to the case wizard.

Signature of Sending Agency or Person:	Neic	e Cw	Date: 05-10-2021
Signature of Sending State Compact Administrator, De	puty, or Alternate: Signature	Matthew Estes	Date: 05-10-2021
SECTION IV-ACT	ON BY RECEIVING STATE PURSUANT	TO ARTICLE III(d) of	CPC





12. Now it's time to attach documents to the case. As a reminder, caseworkers can only Upload documents. ICPC Coordinators must then be sure to attach the documents to the case.

Here we want to attach a new document that had already been uploaded to the case, the Court Order. From the Actions dropdown, click "Attach" to attach the Court Order.

#### M/CMS CASE ID: 52837

	M/CMS CHILD ID 💠 CHILI	NAME 🗘	TYPE O	STATUS 🖨	STATE 🗢	DATE UPLOADED	DATE ATTACHED DO	CUMENT SIZE	Print
0	Status: ACTIVE # Update Status G View History CUMENTS	Sending Stat	SE ID: 1: District of Columbia te: Nevada		Type of Care: Relative (N	show Filters	Upload New Document	Copy From	Actions
	• .	MI/CMIS CASE	10: 52837		Case Created: 05/11/2021		Child(ren): All	Rodney (05/05/2017) [	Pending

13. You will now see all documents are in the Attached status. Now that your additional documents have been added and the case record is complete, you are ready to send your case to the receiving state.

Click "Create Transmittal" to move forward.

Ø	Status: ACTIVE	M/CMS CAS Interstate Sending St Istory Receiving S	SE ID: 52837 CASE ID: ate: District of Colum State: Nevada	bia :	Case Created: 05/11/202 Type of Care: Relative (M Placement Resource: N	:1 lot Parent) ancy Rodrigo	Child(r	en): Ali Rodney (05/05/20	17) [Pending]
οςι	IMENTS					Show Filters	Upload New Docu	ment Copy From	m Actions
	M/CMS CHILD ID 🛊	CHILD NAME	TYPE ¢	STATUS 🖨	STATE 🖨	DATE UPLOADED 💠	DATE ATTACHED	DOCUMENT SIZE	
2	6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB	
	6602	Ali Rodney	100A - Initial	Attached	DC	05/10/2021	05/10/2021	0.28 MB	View History
age	1 of 1 > 1	) v Items per page				Send Message	Send Transmittal	V Clone Case	Cancel



14. Select "Home Study Request" from the Send Transmittal dropdown.

Details Ch	hildren In Case D	ocuments Com	munications Notes	Access				Add a
		M/CMS CASE ID:	52837	Case Create	ed: 05/11/2021	Ch	ild(ren): Ali Rodney (05/05/2017)	) [Pending]
	<b>*</b>	Interstate CASE I	D:	Type of Car	e: Relative (Not Parent)			
Status	S: ACTIVE	Sending State: Di	istrict of Columbia	Placement	Resource: Nancy Rodrigo			
Update Status	View History	Receiving State:	Nevada					
ansmittals	Messages				Show Filt	ers 🕥 Send Message	Send Transmittal 💙	🖶 Print
insmittals	Messages				Show Filt	ers Send Message	Send Transmittal 💙 Home Study Request	🖶 Print
status \$	Messages	DATE 🖨	TRANSMITTAL TYPE 🗘	FROM \$	Show Filt TO \$	ers Send Message TRANSMITTAL COMMENTS C	Send Transmittal V Home Study Request Placement Decision	🖨 Print
status \$	Messages	DATE \$	TRANSMITTAL TYPE \$	FROM \$	Show Filt TO \$ records found	ers Send Message TRANSMITTAL COMMENTS #	Send Transmittal Y Home Study Request Placement Decision Status Report Request	🖶 Print
status \$	Messages	DATE \$	TRANSMITTAL TYPE \$	FROM \$	Show Filt TO \$ records found	ers Send Message TRANSMITTAL COMMENTS ‡	Send Transmittal Home Study Request Placement Decision Status Report Request Concurrence Request	e Print
status 🛊	Messages	DATE \$	TRANSMITTAL TYPE \$	FROM \$	Show Filt TO \$ records found	ers Send Message TRANSMITTAL COMMENTS 🖨	Send Transmittal Home Study Request Placement Decision Status Report Request Concurrence Request Concurrence Response	Dep Print
STATUS \$	Messages	DATE \$	TRANSMITTAL TYPE \$	FROM \$	Show Filt TO ‡ records found	ers Send Message TRANSMITTAL COMMENTS 🖨	Send Transmittal Home Study Request Placement Decision Status Report Request Concurrence Request Concurrence Response Progress Report Request	e Print
STATUS \$	Messages	DATE \$	TRANSMITTAL TYPE \$	FROM \$	Show Filt TO ‡ records found	ers Send Message TRANSMITTAL COMMENTS 🗢	Send Transmittal Home Study Request Placement Decision Status Report Request Concurrence Response Progress Report Request Additional Information	e Print

15. Scroll down in the Transmittal. You can only cc individuals in your state only. Enter Attn: Name and click on "Add."

TTN:				
W Person  (Note you can only CC 1	within State):			👼 Delete 🕇 🕇
cc 🛊	ADDRESS 🗢	ATTN 🗢	CC NOTES 🛊	
FOR REG TYPE				
FOR REG TYPE Reg Type: REG 2 - Home	: Study Request			
FOR REG TYPE Reg Type: REG 2 - Home Type of Home Study:	study Request Relative Home Study			
FOR REG TYPE Reg Type: REG 2 - Home Type of Home Study: Home Study Due Date	e Study Request Relative Home Study :			
FOR REG TYPE Reg Type: REG 2 - Home Type of Home Study: Home Study Due Date	e Study Request Relative Home Study :			

30 NEICE 2.0



16. Select the location, indicate who you wish to CC, write your note to the person or agency you are cc'ing, and click "Add CC."

C Home Away from Home, Washington D.C.	~	
2400 Passaic Street Adelphi DC 20783		
ttn		
CW Person		
C Notes		
Sending Initial Home Study Request		

17. You've added your CC. Add the "Home Study Due Date" and write your note to the Receiving State ICPC Coordinator.

(	cc 🛊	ADDRESS 🖨	ATTN 🗢	CC NOTES 💠	
0	Home Away from Home, Washington D.C.	2400 Passaic Street Adelph	ni DC 20783	Sending Initial Home Study Request	
Reg T Type	R REG TYPE Type: REG 2 - Home Study Re to f Home Study: Relative H ne Study Due Date:	equest lome Study			
FOF Reg T Type Home 05/2	R REG TYPE Type: REG 2 - Home Study Re to f Home Study: Relative H the Study Due Date: 20/2021	equest lome Study			
FOI Reg T Type Homo 05/2 mmei lease d	R REG TYPE Type: REG 2 - Home Study Re of Home Study: Relative H the Study Due Date: 20/2021 ents: conduct a Home Study	equest Iome Study			



18. Ensure all documents are attached or enclosed. Click "Preview" to review the Transmittal, or click "Send" to send the Transmittal immediately.

Home Study Due Date:	
05/20/2021	
Comments:	
Please conduct a Home Study	
	•
*Note: When sending to a Secure Document Portal state, please add child name and placement resource name to comme	nts here.
nclosed:	
Court Order (Ali Rodney, 05/10/2021)	
✔ 100A - Initial (Ali Rodney, 05/10/2021)	
Preview	
Send	EX Exi

19. Congratulations! You've sent the Transmittal.

M/CMS CASE ID: 52837 Interstate CASE ID:			52837 D:	Case Created: Type of Care:	05/11/2021 Relative (Not Parent)	Child(ren): Ali Rodney (05/05/2017) [Pending]		
Statu 1 Update Status	US: ACTIVE	Sending State: Di Receiving State: M	strict of Columbia Nevada	Placement Re	source: Nancy Rodrigo			
ansmittals	Messages				Show Filters	Send Message	Send Transmittal 💙	🖯 Print
STATUS 🛊	TRANSMITTAL ID 🛊	DATE 🗢	TRANSMITTAL TYPE 🖨	FROM 🛊	то \$	TRANSMITTAL COMMENTS 🗢		
	40026	05/11/2021	HOME_STUDY_REQUEST	Matthew Estes	(DCFS)	Please conduct a Home Study		

Showing 1 - 1 of 1 Record(s).





Those are the high-level steps to transmitting a 100A Initial Home Study Request to a Receiving State. Move to the next section and practice what you've learned. Try to transmit a case to the Receiving State using a simulated case wizard.







## Receive Initial 100A

Let's take a look at the high-level steps and process for receiving an Initial 100A as a Receiving State, assuming both states are using NEICE.

You will receive a notification from the Sending State ICPC Coordinator with the Initial 100A and Home Study Request, review it, and pass the request on to the Receiving State Case Worker.

### This Step

Now we switch our perspective to that of an ICPC Coordinator in a state that is receiving a Home |Study Request. The Receiving State ICPC Coordinator reviews the 100A-Initial, sets case status to Active, and assigns the Home Study request to a local agency.

Of course, not all cases need a Home Study to be conducted. Some cases (such as a private adoption) already have a completed home study. This lesson focuses on the ICPC requests that DO need a Home Study and an assessment of the potential placement resource.








1. The Message screen will appear. Ensure all the information is correct, enter your message, and ensure all the documents are attached. Then, click "Send."



2. Review the Notification and click "Mark as Read" to close the Notification.







3. The Notification is marked as read. Now let's navigate to the Case Details page.

<b>—</b>	Y	Interstate CASE II	D: BIDCNV202111	Type of Care:	Relative (Not Parent)	Child(ren)	All Kodney (05/05/2017) [Pen	ling
Status: RE	CEIVING	Sending State: Di Receiving State: I	strict of Columbia Nevada	Placement Re	source: Nancy Rodrigo			
nsmittals M	lessages				Show Filters	Send Message	Send Transmittal 👻 🔒	Print
STATUS 🖨	TRANSMITTAL ID 🛊	DATE 🗘	TRANSMITTAL TYPE 🗘	FROM \$	то \$	TRANSMITTAL COMMENTS \$		
	40026	05/11/2021	HOME_STUDY_REQUEST	Matthew Estes	Nevada iCPC Central (DCFS)	Please conduct a Home Study		

4. After you have reviewed the case details and documents, and determined the 100A Initial Request is complete, you will update the case status by clicking "Update Status."

This step is very important as NEICE won't let you move forward until the case status is set to "Active."

CMS CASE ID: 52837 se Details Children In Case Documents	Communications Notes Ac	ccess	
Status: RECEIVING Sending St. (2) Update Status) (3) View History	iE ID: 52837 CASE ID: BIDCNV202111 ate: District of Columbia itate: Nevada	Case Created: 05/11/2021 Type of Care: Relative (Not Parent) Placement Resource: Nancy Rodrigo	Child(ren): Ali Rodney (05/05/2017) [Pending]
• Required			. @
Sending Agency Home Away from Home, Washington D.C.	Sending County     District of Columbia	~	
State Case ID			
Preliminary Documents Received	Complete Case Received		
05/11/2021	<b>1</b> 05/11/2021		
RECEIVING INFORMATION			
Receiving Agency	Receiving County		



5. From the Update Status screen,	select "Active" and	d click "Save"
-----------------------------------	---------------------	----------------

Status			
Active	$\sim$		
Receiving			
Active			
Closed			

6. The Message screen will appear. Ensure all the information is correct, enter your meYour case is now Active. Next, assign the case to the local Caseworker/Agency who will be responsible for the case. If there is no local agency, you can move forward.

Status: ACTIVE M/CMS CAS Status: ACTIVE Sending Status G Update Status @ View History	E ID: 52837 CASE ID: BIDCNV202111 ate: District of Columbia ttate: Nevada	Case Created: 05/11/2021 Type of Care: Relative (Not Parent) Placement Resource: Nancy Rodrigo	Child(ren): Ali Rodney (05/05/2017) [Pending]
iending Agency	Sending County		
Home Away from Home, Washington D.C.	V District of Columbia	<u></u>	
itate Case ID			
Preliminary Documents Received	Complete Case Received		
05/11/2021	05/10/2021		
CEIVING INFORMATION	Receiving County		
Nevada ICPC Central (DCFS)	Churchill	×	
Receiving Case Worker Agency			
Hope childrens home ×	~		





7. You can either click "Save" and navigate to the Documents page or click "Save and Continue" and you will be taken to the Documents page.

#### M/CMS CASE ID: 52837

M/CMS	CASE ID: 52837	Case Created: 05/11/2021	Child(ren): Ali Rodney (05/05/2017) [Pending]
Interst	ate CASE ID: BIDCNV202111	Type of Care: Relative (Not Parent)	
Status: ACTIVE Sendin	g State: District of Columbia	Placement Resource: Nancy Rodrigo	
pdate Status 🕒 View History Received	ng State: Nevada		
CEMENT RESOURCE DETAILS			
Name: Nancy Rodrigo	Additional Caregivers:		
Resource Type: Individual	Interstate PR ID:	Address: 37575 RoadFallon, NV 89406	
Sex:	M/CMS PR ID: 13903		
DOB:	CCN: ***.**.		
Phone: (399) 885-8583	3314.		
DLATIONS			
	-		

8. Select the documents you wish to share with the local Caseworker and click "Send Message."

Ø	Status: ACTIVE	M/CMS CAS Interstate ( Sending Sta Istory Receiving S	E ID: 52837 CASE ID: BIDCNV202 ate: District of Colum tate: Nevada	111 Ibia	Case Created: 05/11/2 Type of Care: Relative Placement Resource:	2021 (Not Parent) Nancy Rodrigo	Child(ren):	: Ali Rodney (05/05/2017) [Pendi	ng]
DCI	JMENTS					Show Filters	Upload New Documer	nt 🕒 Copy From	Actions
1	6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB	
	6602	Ali Rodney	100A - Initial	Attached	DC	05/10/2021	05/10/2021	0.28 MB	



9. The Message screen will appear. Ensure all the information is correct, enter your message, and ensure all the documents are attached. Then, click "Send."

Memo	×
Date: 05/11/2021	
* Memo for Child(ren)/Alias Name(s):	
🗹 All 🔽 Ali Rodney	
Regulation Type: REG 2 - Home Study Request	
Sending Agency: Home Away from Home, Washington D.C.	
Receiving Agency: Nevada ICPC Central (DCFS)	
Placement Resource: Nancy Rodrigo	
* To Aranger	
Hone childrens home	
Tope children forte	
User(s):	
Matt CW 🗸	
Message	
Please conduct a Home Study	
Documents Associated:	
100A - Initial (Ali Rodney, 05/10/2021)	
Ga Send	▲ Cancel

10. You have now sent the Home Study Request to the local Caseworker. Your sent message is visible on the Communications page.

<b>*</b>	M/CMS CASE ID: 52837 Interstate CASE ID: BIDCNV202	111	Case Created: 05/11/2021 Type of Care: Relative (Not Parent)	Child(ren):	Ali Rodney (05/05/2017) [Pending]
Status: ACTIVE	Sending State: District of Colum Receiving State: Nevada	nbia	Placement Resource: Nancy Rodrigo		
ansmittals Messages			Show Filters	Send Message	Send Transmittal 🗸 🖨 Print
STATUS \$	MESSAGE ID 🖨	DATE 🖨	FROM ¢	то \$	MESSAGE TEXT 🖨
5	51472	05/11/2021	Matt ICPC	Hope childrens home	Please conduct a Home Stud



You sent the Home Study Request to the local Caseworker. The Caseworker will conduct the Home Study and send the Home Study evaluation with a recommendation for approval or not back to you to make a Home Study Decision. You will approve or deny the Home Study recommendation and transmit the Home Study decision back to the Sending State ICPC Coordinator.







Let's take a look at the high-level steps to receiving, reviewing, and submitting the Home Study evaluation in NEICE.

The local Caseworker will receive the Home Study request, conduct the Home Study and send the completed Home Study Evaluation with the decision to the Receiving State ICPC Coordinator.

## This Step

The Caseworker (usually at the local county, parish, or regional level) in the Receiving State will receive and review the Home Study request. He or she will conduct the Home Study and send the Home Study evaluation back to the ICPC Coordinator with the Home Study Decision and Completed Evaluation.









1. The Caseworker at the local agency will receive a Notification from the Receiving State ICPC Coordinator, requesting a Home Study evaluation.

LT NEICE				a 🌲 📫	MC Matt CW ~							
=	Overview						rview Notifications sh					
ACTIONS V	ACTIVE CASES TO DATE	TOTAL CASES	INCOMING COMPLIA	NCE DEADLINES		OUTGOING COMPL	(2) 52837 - Please conduct a Home Study					
Sending Case Wizard	0	0	DUE	PENDING OVERDUE	OVERDUE	DUE	52828 - HI	OVERDUE				
🔲 My Cases			0	0	0	0	more	0				
Case Search												
MANAGE 🗸	Incoming Home Study		Outgoing Home Study Re			Recent Notific	cent Notifications & Alerts					
👕 Child 😌 Placement Resource	1.000 -		1.000 -			Case ID: 5 Description	52828 Mr. Hi	Q				

2. The caseworker will review the message and click "Mark as Read." The caseworker will then land in the communications page of the case message that he or she just reviewed.

MARK AS READ			×
	Ľ	ē	*
Interestion         Interestion on the PLACEMENT of One DREN           Interestion         Interestion of One			

3. Access the "Case Details" page and review the case details. Next, navigate to the "Children in Case" page.

M/CMS CASE ID: 52837							
Case Details Children In Case	Documents Communications Notes Acce	*\$\$					
	M/CMS CASE ID: 52837	Case Created: 05/11/2021	Child(ren): All Rodney (05/05/2017) [Pending]				
<b></b>	Interstate CASE ID: BIDCNV202111	Type of Care: Relative (Not Parent)					
Status: ACTIVE	Sending State: District of Columbia	Placement Resource: Nancy Rodrigo					
(2' Update Status ) (3 View History	Receiving State: Nevada						

\* Required



4. The caseworker will review the information in the case details section, all the documents in the Documents section, all the communication materials, transmittals and messages, and any case notes.

Next, the caseworker will conduct the Home Study outside of NEICE, and document the findings.

6			
	M/CMS CASE ID: 52837	Case Created: 05/11/2021	Child(ren): Ali Rodney (05/05/2017) [Pending]
<b>—</b>	Interstate CASE ID: BIDCNV202111	Type of Care: Relative (Not Parent)	
Status: ACTIVE	Sending State: District of Columbia	Placement Resource: Nancy Rodrigo	
ate Status	Receiving State: Nevada		
U.D. ALLBODNEY			HOME STUDY DECISION: PENDING

5. Now that the caseworker has completed the Home Study evaluation, he or she will return to NEICE to search for the case ID. The caseworker can also go to the "My Cases" section and search for the child's name.

The caseworker will then navigate to the Documents page and select "Upload Document."

Status: ACTIVE	M/CMS CASE ID: 52837 Interstate CASE ID: BIDCNV202111 Sending State: District of Columbia Receiving State: Nevada	Case Created: 05/11/2021 Type of Care: Relative (Not Parent) Placement Resource: Nancy Rodrigo	Child(ren): Ali Rodney (05/05/2017) [Pending]
JMENTS			



6. The caseworker will make sure the child's details and information are correct, and then click "Browse."

		0
Child Name		
Ali Rodney	×	
Document Type		
Completed Home Study	× ~	

7. The caseworker will locate the appropriate documents and click "Open" to upload the documents.

Favorites	< > •	Desktop — iCloud	Q Search
🙏 Applicati	Yesterday	TNEICE	
🚍 Desktop	Completede Study.pdf	Contraction of the second seco	
Ownloads	Read and a second se		
🔁 Creative			
iCloud			
🛆 iCloud Dri			
🚍 Desktop			
Documents		ATOX	
Locations		Completed Home Study.pdf	
Network		PDF document - 1.4 MB	
Marlin		Information	Show Less
(0) Photos		Created	Monday, February 8, 2021 at 12:50 PM
Tags	Options		Cancel





8. The caseworker has successfully uploaded the Home Study evaluation to the child's case.

pload New Document		3
Child Name		(
Ali Rodney	× ~	
Document Type		
Completed Home Study	× ~	
Browse File Note: Document file size cannot exceed 30 MB		
Selected File <ul> <li>Completed Home Study.pdf - 1.33 MB</li> </ul>		

9. Here the caseworker can see that the documents were uploaded. Next, the caseworker will navigate to the Communications page.

ase I	Details Children In C	Case Documents	Communications Note	es Access						
18	Status: ACTIVE	M/CMS CA Interstate Sending St Receiving	SE ID: 52837 CASE ID: BIDCNV202111 ate: District of Columbia State: Nevada		Case Created: 05/11/202 Type of Care: Relative (N Placement Resource: Na	1 lot Parent) ancy Rodrigo	Child(n	en): Ali Rodr	ney (05/05/2017)	[Pending]
οςι	IMENTS					Show Filters	Upload New Docur	ment	Copy From	Actions
οςι	IMENTS M/CMS CHILD ID 🛊	CHILD NAME \$	TYPE \$	STATUS \$	STATE \$	Show Filters	Upload New Docur DATE ATTACHED \$	ment DOCUME	Copy From NT SIZE	Actions
oci	MICMS CHILD ID \$	CHILD NAME 🖨 Ali Rodney	TYPE \$ Court Order	STATUS 🖨 Attached	STATE © DC	Show Filters	Upload New Docur DATE ATTACHED \$ 05/10/2021	DOCUMEI	Copy From NT SIZE	Actions
	MENTS M/CMS CHILD ID ¢ 6602 6602	CHILD NAME © Ali Rodney Ali Rodney	TYPE ¢ Court Order Completed Home Study	STATUS 🗢 Attached Uploaded	STATE © DC NV	Show Filters  DATE UPLOADED  OS/10/2021 05/11/2021	Upload New Docur DATE ATTACHED \$ 05/10/2021	DOCUMER 1.33 MB 1.33 MB	Copy From INT SIZE \$	Actions



10. The caseworker will select "Send Message" to send the Home Study evaluation to the ICPC Coordinator.

Child Name		3
Ali Rodney	x ¥	
Document Type		
Completed Home Study	× ~	

Note: Document file size cannot exceed 30 MB

11. The caseworker will ensure all the details are correct and that the required documents are uploaded. He or she will then send the message to the ICPC Coordinator with the Home Study decision by clicking "Send."

The ICPC Coordinator is responsible for transmitting the Home Study Evaluation and Decision to the Sending State.

gulation Type: REG 2 - Home Study Request	
ending Agency: Home Away from Home, Washington D.C.	
Receiving Agency: Nevada ICPC Central (DCFS)	
Placement Resource: Nancy Rodrigo	
To Agency:	
Nevada ICPC Central (DCFS) 🛛 🗸	
Liser(c):	
Matticpc	
Message	
Home Study Eval is completed	
	5.52
	C
Documents Associated:	





12. Now on the messages page, the caseworker can see that a green checkbox appears on the message icon in the status column.

This shows the message was successfully sent to the ICPC Coordinator.

ACMS CASE ID: 52837 ase Details Children In Case	Documents Communication	ns Notes Access			
Status: ACTIVE	M/CMS CASE ID: 52837 Interstate CASE ID: BIDCNV Sending State: District of Co Receiving State: Nevada	202111 Iumbia	Case Created: 05/11/2021 Type of Care: Relative (Not Parent) Placement Resource: Nancy Rodrigo	Child(ren): Ali Rod	iney (05/05/2017) [Pending]
Transmittals Messages				Show Filters Sen	d Message 🔒 Print
STATUS 🛊	MESSAGE ID 🛊	DATE 🛢	FROM \$	то е	MESSAGE TEXT 🛊
	51473	05/11/2021	Matt CW	Nevada ICPC Central (DCFS)	Home Study Eval is completed
) 😆	51472	05/11/2021	Matt ICPC	Hope childrens home	Please conduct a Home Study

The caseworker has now sent the Home Study Evaluation to the Receiving State ICPC Coordinator. The Receiving State Caseworker's responsibilities in NEICE are complete for the time being.

The Receiving State Caseworker will not have further actions until a Placement Decision is received from the Sending State.



Let's take a look at the high-level steps and process for completing the Home Study decision. The ICPC Coordinator in the Receiving State receives the Home Study evaluation from the local caseworker.

The ICPC Coordinator will review the evaluation and complete the 100A. The ICPC Coordinator then transmits the 100A Complete and Home Study Evaluation back to the Sending State ICPC Coordinator.

### This Step Using the Home Study evaluation from the local caseworker in the Receiving State, the ICPC Coordinator in the Receiving State completes the 100A and transmits the Home Study decision back to the sending state ICPC Coordinator. In some cases, the ICPC Coordinator in a Receiving State may send an initial report back to the Sending State with preliminary information about the potential Placement and send the final Home Study Decision a bit later. For example, sometimes the Home Study has been completed and the ICPC Coordinator is waiting on background checks. Just a reminder that each type of ICPC request has a required deadline for returning either the HS evaluation or decision. For Regulations 1 and 2, the Receiving State has 60 calendar days to return a Home Study Evaluation (or at least an initial report). For Regulations 4 and 12, the Receiving State has 3 business For Regulation 7, priority placements, the Receiving State has 20 business days. Read here for more about the Safe and Timely requirements and other ICPC requirements for processing interstate cases. Remember, a Home Study Decision must be sent back for every received ICPC Placement Request (or Home Study



Request).







1. The ICPC Coordinator in the receiving State will receive a Notification from the local caseworker about the completed Home Study Evaluation.

LT NEICE						Search	۹ 🌲	P	MI Matt ICPC ~	
=	Overview						Notifications		Show All Cases C Y	
ACTIONS V		-					52837 - Home 5 completed	tudy Eval is		
Dashboard	ACTIVE CASES TO DATE	TUTAL CASES	INCOMING COMPLU	ANGE DEADLINES		OUTGOING COMPL	more			
Sending Case Wizard	3	3	DUE	PENDING	OVERDUE	DUE	0		OVERDUE	
🚔 Receiving Case Wizard			U	0	U	U	U		U	
My Cases	· · · · · · · · · · · · · · · · · · ·									
🛃 Case Search	12010212-10210100.001048-01									
Notifications	Incoming Home Study		Outgoing Home S	Study		Recent Notific	ations & Alerts			
MANAGE 🛩	1.00		1.000			Case ID:	52832			
Y Child	2.000 -		1.000			Description: buhuhhbhh			20	

2. The ICPC Coordinator reviews the Notification and selects "Mark as Read."

			×
	Ц	8	*
INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN Desi: 51/1021			
MCMS ID : 52837 Sending Agency : Here Away from Home, Washington D.C. Roceiving Agency : Nevada IOPC Central (DCF8) Children) Name(s) Alias Name : All Rodrey Placement Resource : Nancy Rodrige(Relative (Not Parent))			
Regulation Type : RE0 2 - Home Blody Request From Agency : Home Study Recurst To Agency : Newski ICPC Central (ICF8) Sender : Mart CW Sent To : Martische Massage : Home Study Real is completed Documenta Associated :			
	WITHEREDUCE         WITHEREDUCE COMMUNITION THE PLACEMENT OF CHILDREN           Data         STITUES           MCKST D1: 5827         Branding Agency: Henra Away from Home, Washington D.C.           Bonding Agency: Henra Away from Home, Washington D.C.         Branding Agency: Henra Kortex (BCPER)           Childginony: Kenra Kortex (BCPER)         Branding Agency: Henra Kortex (BCPER)           Childginony: Kenra Kortex (BCPER)         Branding Agency: Henra Kortex (BCPER)           Requirition Type: HED 2 - Honre Study Request         Branding Agency: Henra Kortex (BCPER)           For Agency: Henra Kortex (BCPER)         Branding Agency: Henra Kortex (BCPER)           Sender: Henra Kortex         Branding Henra           Sender: Henra Kortex         Branding Henra	WINDSDATE COMMACT ON THE PLACEMENT OF CHEDREN     Der: VINDST     DE: VINDST     DE: VINDST     DE: VINDST     Der: VINDST     DE: VINDST	Image: Internet Nation Control Control Control Control           Image: Internet Nation Control

3. The ICPC Coordinator then navigates to the "Case Details", "Children in Case" and "Documents" pages and reviews the appropriate information and documents.

C	ocu	MENTS					Show Filters	Upload New Docume	ent Dopy From Actions 🗸
		M/CMS CHILD ID	CHILD NAME	туре Ф	STATUS 🛊	STATE 🛊	DATE UPLOADED 💠	DATE ATTACHED	DOCUMENT SIZE
	0	6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB
Ľ		6602	Ali Rodney	Completed Home Study	Uploaded	NV	05/11/2021		1.33 MB
T	0	6602	Ali Rodney	100A - Initial	Attached	DC	05/10/2021	05/10/2021	0.28 MB





4. Based on the document review and evaluation recommendation, the ICPC Coordinator will next complete the 100A with the Home Study Decision: approved or denied.

Navigate to the "Children in Case" page and select "Home Study Decision."

This is where you will indicate if the Home Study was approved or denied.

Details Children In Case	Documents Communications Notes Access		
Status: ACTIVE	M/CMS CASE ID: 52837 Interstate CASE ID: BIDCNV202111 Sending State: District of Columbia Receiving State: Nevada	Case Created: 05/11/2021 Type of Care: Relative (Not Parent) Placement Resource: Nancy Rodrigo	Child(ren): All Rodney (05/05/2017) [Pending]
CHILD: ALI RODNEY			HOME STUDY DECISION: PENDING
DOB: 05/04/2017	Interstate Child ID:	SSN:	Home Study Request
Sex: Male	NEICE M/CMS Child ID: 6602		Home Study Decision
Gender: Male	Race: Black / African American		Placement Decision

5. Select the decision on this screen (which will auto-populate in the transmittal later). In this example, the ICPC coordinator will approve the Home Study, type any additional remarks and select "Save and Generate 100A PDF."

ild: Ali Rodney					
me Study Request	Home Study Decision	Placement Decision	100A/100B,Court & Other Dates		
Provisional Decision					
Select		~			
Home Study Decision					
Approved					
Denied					
Pending					
Withdrawn					
			e		
SIGNATURES					
Signature of Receiv Administrator, Dep	ing State Compact uty or Alternate			Date:	
Saua S	ave 1004 & Generate PD				



6. The caseworker will make sure the child's details and information are correct, and then click "Browse."

								×
I< < > > I of 1 ⊖ ⊕ 100% ♥						e	8	ł
	ICPC 100A mix seam pr.staan TO: Notice is given of interf to All findney Social Security Number See Nale	INTERSTAT	TE COMPACT ON THE PLAN STGETON = STGETON THE IV-E Expose THE IV-E Expose Date of both So-st-2017	CEMENT OF CHILDREN ROM: Efficiency Hapane Drap Breat Race Race Antonicas Indian or Asian Nutre	Chalform par chái REQUEST Unable to determine/viktouer Nettye Hawaitan/Other Policé Jahoder Weite			
	Name of Parent 1: Name of Agency of Person Mopole childrens home 1 Sunnise Road Las Name of Agency of Person Name of Agency of Person Name of Agency of Person Hope childrens home Address 9 Public Reament Suboly [] IV-E ] N Address Cassement Suboly [] IV-E ] N Address Mone Case	n Responsible for Pla Vegas NV 89101 Frinandially Respon Vegas NV 89101 # Physics Placeme on IV-4E - Placeme song in Sending	nning for Chât: SECTION =—PLACEMEN rf g   D hone g State    Placewing State    Pen	Name of Parent 2: TINFORMATION Current Legal Status o Parent Rative Cu Court Jundiction Court Jundiction Parent Court Jundiction	Phone (643) 987-1255 Email Address (optional) east sharcc ar Actively John C, cm (645) 987-1255 Email Address (optional) east sharcc ar Actively John C, cm east sharc ar Actively John C, cm east share ar Actively Jo			

7. You can see that generating the 100A-Complete also automatically signs the 100A form with the ICPC Coordinator's saved signature.

Enclosed: Child's Social History	Court Order Financial/Medical Plan Other Enclosures
Home Study of Placement Resource	ICWA Enclosure     IV-E Eligibility Documentation
Signature of Sending Agency or Person:	Neice Cw Date: 05-10-2021
Signature of Sending State Compact Administrator, Deputy, o	Matthew Estes Date: 05-10-2021
SECTION IV-ACTION BY	RECEIVING STATE PURSUANT TO ARTICLE III(d) of ICPC
Placement may be made	Placement shall not be made
Remarks: Everything is OK to move forward!	
Signature of Receiving State Compact Administrator, Deputy	or Alternate: Matt ICPC Date 05-11-2021

DISTRIBUTION: See 100A Instructions





8. The Receiving State ICPC Coordinator will now click "Send Transmittal" and select "Home Study Response" as the type of transmittal.

		M/CMS CA	SE ID: 52837		Case Created: 05/11/202	1	Child(re	n): Ali Rodney (05/05/2017) [Approved]
	<b>—</b>	Interstate	CASE ID: BIDCNV202111		Type of Care: Relative (N	lot Parent)		
	Status: ACTIVE	Sending St	tate: District of Columbia		Placement Resource: Na	ancy Rodrigo		
8	Update Status	History	State: Nevada					
		CHILD NAME	TYPE .	STATUS .	STATE 🚔	DATE UPI OADED		DOCUMENT SIZE =
	M/CMS CHILD ID	CHILD NAME	TYPE ©	STATUS \$	STATE \$	DATE UPLOADED \$	DATE ATTACHED \$	DOCUMENT SIZE \$
	M/CMS CHILD ID \$	CHILD NAME 🖨	TYPE ©	STATUS 🖨	STATE 🗢 DC	DATE UPLOADED ¢ 05/10/2021	DATE ATTACHED	DOCUMENT SIZE \$
	M/CMS CHILD ID 6602 6602	CHILD NAME 🖨 Ali Rodney Ali Rodney	TYPE ¢ Court Order Completed Home Study	STATUS 🖨 Attached Uploaded	STATE \$ DC NV	DATE UPLOADED \$ 05/10/2021 05/11/2021	DATE ATTACHED \$	DOCUMENT SIZE ©
	M/CMS CHILD ID ¢ 6602 6602 6602	CHILD NAME  Ali Rodney Ali Rodney Ali Rodney	TYPE ¢ Court Order Completed Home Study 100A - Completed	STATUS 🛊 Attached Uploaded Attached	STATE © DC NV NV	DATE UPLOADED ¢ 05/10/2021 05/11/2021	DATE ATTACHED ¢ 05/10/2021	DOCUMENT SIZE
)	M/CMS CHILD ID \$ 6602 6602 6602	CHILD NAME © Ali Rodney Ali Rodney Ali Rodney	TYPE © Court Order Completed Home Study 100A - Completed	STATUS 🛊 Attached Uploaded Attached	STATE © DC NV NV	DATE UPLOADED \$ 05/10/2021 05/11/2021	DATE ATTACHED ¢ 05/10/2021	Ment     Copy From     Actions       DOCUMENT SIZE \$     1.33 MB       Home Study Response     Placement Decision       Q     Status Report Response       Concurrence Request     Concurrence Response       Progress Report     Response

9. The New Transmittal page appears. Review the Transmittal Detail are correct and scroll down.

w Transmittal	
M/CMS CASE ID: 52837	
Date: 05/11/2021 Transmittal Type: Home Study Response	
Transmittal Memo for Child(ren)/Alias Name(s): All Ali Rodney Placement Resource: Nancy Rodrigo Purpose of Transmittal Sending 100A Home Study Response Urgent Request From Agency:	
Nevada ICPC Central (DCFS) 4126 Technology Way, 3rd Floor Carson City To Agency: District of Columbia ICPC Central (CFS) ~	
1353 Rhode Island Avenue Washington DC	





10. Add your CC if you'd like and select "Preview" or "Send."

District of Columbia ICPC Centra 353 Rhode Island Avenue Washi ITN:	I (CFS) ∨ ngton DC			
(Note you can only CC within S	tate):			🛅 Delete 🕇 🕂
cc 🛊	ADDRESS 💠	ATTN 🛊	CC NOTES 🛊	
FOR REG TYPE Reg Type: REG 2 - Home Study	Request			
FOR REG TYPE Reg Type: REG 2 - Home Study I Type of Home Study: Relative Home Study Decision: Approv	Request Home Study red			

11. If you select Preview, your Transmittal preview will appear. Click "Send Transmittal."







12. The ICPC Coordinator has now sent the transmittal with the 100A Complete to the Sending State ICPC Coordinator. You can check to see if a transmittal was sent successfully by looking at the communication tab and checking for the green checkbox under the status of the transmittal.

		M/CMS CASE ID: 5	52837	Case Created:	: 05/11/2021	Child(ren):	Ali Rodney (05/05/2017)	[Approved]
	<b>~</b>	Interstate CASE II	D: BIDCNV202111	Type of Care:	Relative (Not Parent)			
	Status: ACTIVE	Sending State: Di	strict of Columbia	Placement Re	source: Nancy Rodrigo			
🕼 Update	Status 🕲 View History	Receiving State:	Nevada					
Transmitt	als Messages				Show Filters	Send Message	Send Transmittal 💙	🖨 Prin
Transmitt	als Messages	DATE \$	TRANSMITTAL TYPE	FROM \$	Show Filters	Send Message	Send Transmittal 💙	🖨 Prin
Transmitt STATU	als Messages 5 \$ TRANSMITTALID \$ 40030	DATE \$	TRANSMITTAL TYPE & HOME_STUDY_RESPONSE	FROM \$ Matt ICPC	Show Filters TO # District of Columbia ICPC Central (CFS)	Send Message TRANSMITTAL COMMENTS ¢ Everything is OK!	Send Transmittal 💙	<b>Ə</b> Prin

The Receiving State ICPC Coordinator has now sent the Sending State ICPC Coordinator the Home Study decision. The next step in the process is for the SS ICPC Coordinator to receive the decision, review the Home Study decision and pass the packet and information along to the Sending State Caseworker.



Let's take a look at the high-level steps and the process for processing the Home Study Determination. As the Sending State ICPC Coordinator, you will review the Home Study decision and send it to the Caseworker. If the request was denied, you will close the case at this point.

In this example, we will review the Home Study decision and pass it along to the caseworker, who will then make a Placement decision, create the 100B, and send it to the Sending State ICPC coordinator for you to countersign.

## **This Step**

Now, we switch back to the perspective of the ICPC Coordinator in the Sending State who receives the Home Study Decision back from the receiving state ICPC Coordinator. The sending state ICPC Coordinator then sends that decision to the county (or local) caseworker who made the initial Placement Request.

The Coordinator can either send the decision to the caseworker through NEICE messages or outside of NEICE if the caseworkers are not using NEICE in your state.

In most cases, the caseworker will review the Home Study decision and will make the final decision about whether to place the child in the Receiving State or not.









1. The ICPC Coordinator in the Sending State receives the Transmittal from the Receiving State ICPC Coordinator with the Home Study decision.

LT NEICE					S	earch	a 🔺 🧬	ME Matthew Estes District of Columbia
=	Overview						Notifications	Show My Cases C' 🕇
ACTIONS 🗸							52837 - Everything is OK	
Dashboard	ACTIVE CASES TO DATE	TOTAL CASES	INCOMING COMPLIA	INCE DEADLINES		OUTGOING	more	
🖀 Sending Case Wizard	253	376	DUE	PENDING	OVERDUE	DUE	PENDING	OVERDUE
🚔 Receiving Case Wizard			U	245	U	5	147	U
My Cases	· · · · · · · · · · · · · · · · · · ·							
🛃 Case Search								
Notifications	Incoming Home Study		Outgoing Home S	Study		Recent No	tifications & Alerts	
MANAGE 🛩	1212					Case	ID: 50863	
Y child	120		50			Descr	iption: LET'S DO IT	il) ا

2. The ICPC Coordinator reviews the Notification and selects "Mark as Read."



3. Navigate to the Documents page and review the 100A and home study documents. Then, select "Send Message" and send the Home Study decision and documents to the caseworker.

ew History





4. Ensure the message details are correct and make sure your documents are attached. Click "Send."

Memo	×
Date: 05/11/2021	
<ul> <li>* Memo for Child(ren)/Alias Name(s):</li> <li>Ali Andrey</li> <li>Regulation Type: REG 2 - Home Study Request</li> <li>Sending Agency: Home Away from Home, Washington D.C.</li> </ul>	
Receiving Agency: Nevada ICPC Central (DCFS) Placement Resource: Nancy Rodrigo	
* To Agency: Home Away from Home, Washing ∽ User(s): Neice Cw ∽	
Message	
The Home Study Looks Good	
Documents Associated: All  100A - Completed (Ali Rodney, 05/11/2021)	
Send Send	I Cancel

5. Your messages will show that the 100A was sent to the Caseworker successfully. The caseworker will make a Placement Decision.

	STATUS \$	MESSAGE ID \$	DATE \$	FROM \$	TO ¢	MESSAGE TEXT
0	5	51464	05/11/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Initial 100A - Home Study request
0	35	51476	05/11/2021	Matthew Estes	Home Away from Home, Washington D.C.	The Home Study Looks Good

Showing 1 - 2 of 2 Record(s).



The ICPC Coordinator in the Sending State has now successfully sent the Home Study decision to the caseworker to make a placement decision. Once the caseworker decides whether to place the child in the approved home, they will create and submit form 100B for you to review and countersign. At that point, you will transmit the placement decision back to the receiving state ICPC Coordinator as the next section describes.











The Caseworker reviews the Home Study Decision from the sending state ICPC Coordinator. The Caseworker then makes a placement decision and sends the 100B back to the sending state ICPC Coordinator for final review and countersigned. In some states, caseworkers do not yet use NEICE to handle this part of the process.

For this exercise, we will assume that the caseworkers are handling their part of the ICPC case process within the NEICE system. Typically the caseworker moves forward with the placement right away.

## **This Step**

The Caseworker reviews the Home Study Decision from the sending state ICPC Coordinator. The Caseworker then makes a placement decision and sends the 100B back to the sending state ICPC Coordinator for final review and countersigned. In some states, caseworkers do not yet use NEICE to handle this part of the process. For this exercise, we will assume that the caseworkers are handling their part of the ICPC case process within the NEICE system. Typically the caseworker moves forward with the placement right away.









1. The local caseworker will receive a message from the ICPC Coordinator with the Home Study decision and requests for the Placement Decision and 100B.

LT NEICE						Search	۹ 🌲	P	MI Matt ICPC ~
=	Overview						Notifications		Show All Cases C T
ACTIONS V	ACTIVE CASES TO DATE	TOTAL CASES	INCOMING COMPLU	ANCE DEADLINES		OUTGOING COMPL	52837 - Home Sta completed	ady Eval is	
Dashboard	-	2	DUE	PENDING	OVERDUE	DUE	more		OVERDUE
Receiving Case Wizard	3	3	0	3	0	0	0		0
My Cases									
🛃 Case Search									
Notifications	Incoming Home Study		Outgoing Home S	Study		Recent Notific	ations & Alerts		
MANAGE 🛩						Case ID:	52832		20
Y Child	2.000		1.000 -			Descriptio	n: huhuhhbhh		<u>.</u>

2. The caseworker reviews the message and clicks "Mark as Read."

MARK AS READ				×
(< < > )  _1 of1 ⊖ ⊕ 100% ♥		Ľ	8	*
	NITERSTATE COMPACT ON THE PLACEMENT OF ONLOREN Des: 5112821			
	MCMS ID : 5837 Bending Agency : New Away from Kone, Washington D.C. Receiving Agency : New ada KPC Central (ICPT8) Childrinn / Name(s)/ Alias Name : Ali Rodney Placement Resource : Nancy Rode(go/Relative (Not Prent)) Regulation Type : RED - New Study Reguest From Agency : Ney add KPC Central (ICPT8) Bender : Matt CW Bend To : Matt CW Bend To : Matt CPC Message : New Study Real is completed Documenta Associated : Completed Home Study(Ali Rodney, St11/2021)			

3. Next, the caseworker navigates to the Children in Case page and selects "Placement Decision."

CHILD: ALI RODNEY			HOME STUDY DECISION: APPROVED
DOB: 05/04/2017	Interstate Child ID:	SSN:	Home Study Request
Sex: Male	NEICE M/CMS Child ID: 6602		Home Study Decision
Gender: Male	Race: Black / African American		Placement Decision
			Court,100A,B & Other Dates
Current Child Legal Status: Parent	Relative Custody/Guardianship 🛛 👻		B Remove Child
* Placement Resource Relationship t	o Child: Grandmother 🗸 🗸		





4. The caseworker selects the appropriate placement decision. In this example, we chose "Initial Placement."

Child: Ali Rodney		×
Home Study Request Home Study Decision Placement Decision	100A/100B,Court & Other Dates	
V PLACEMENT DECISION		<sup>®</sup>
Placement Decision		
Initial Placement		
Initial Placement		
Placement Change Placement Closure		
V SIGNATURES		
Signature of Sending Agency or Person:	Date:	
Compact Administrator, Deputy or Alternate	Date:	

5. The caseworker should MAKE SURE to pick the date of placement and click "Save 100B and Generate PDF." Caseworkers not in NEICE will fill this out by hand and email or mail to the ICPC Coordinator.

Child: Ali Rodney		×
Home Study Request Home Study Decision Placement Decision 100A/1	)B,Court & Other Dates	
✓ PLACEMENT DECISION		Ø
Placement Decision		
Initial Placement		
* Placement Date		
05/17/2021		
✓ SIGNATURES		
Signature of Sending Agency or Person:	Date:	]
Compact Administrator, Deputy or Alternate	Date:	]
Save 100B Save 100B & Generate PDF Save 100B & Upload		🖾 Cancel



6. The caseworker then reviews the generated 100B in NEICE.

						×
I< < > > I 1 of 1 ⊖ ⊕ 100% ♥				Ľ	ē	*
	ICPC 1008 REV. 502015, EFF. \$12628 INTERSTATE COMPA REPORT ON	ACT ON THE PLACEMEN	One form per child T OF CHILDREN TATUS			
	TO: Nevada	FROM: District of	columbia			
	SECTION	-IDENTIFYING INFORMATION				
	Child's Name: All Rodney		Birthdate: 05-04-2017			
	Parent #1's Name:	Parent #2's Name	к			
	Name of Resource: Nancy Rodrigo Address: 37575 RoadFallon,WV,89486 Type of Care:Relative (Not Parent)					
	Initial Placement of Child in Receiving State	Date Child Places	in Receiving State: 05-17-2021			
	Placement Change	Effective Date of	Change:			
	Adoption Finalized In Send	MPACT PLACEMENT TERMIN ling State	ing State Court Order Attached			
No. of the second se	Child Reached Majority/Legally Emancipate	d				
	Legal Custody Returned to Parent(s) Name:	Court Order Attache	d			

7. The caseworker then saves the 100B and checks it is uploaded. He or she will then select the 100B and click on the Message button to send the 100B to the ICPC Coordinator for review and countersignature.

	<b>*</b>	,	//CMS CASE ID: 52837 nterstate CASE ID: BIDCNV	202111	Case Created Type of Care:	: 05/11/2021 Relative (Not Parent)		Child(ren): Ali R	odney (05/05/2017) [Ap	proved]
12	Status: ACTIVE	E S	ending State: District of Co	lumbia	Placement Re	esource: Nancy Rodrigo				
00	UMENIS							pland New Document	I Comu From	Actions
oc			TYDE .	STATUS .	STATE	Show		pload New Document	Copy From	Actions
	M/CMS CHILD ID \$	CHILD NAME Ali Rodney	TYPE      Court Order	STATUS 🛊 Attached	STATE © DC	Show DATE UPLOADED \$ 05/10/2021	DATE ATTACHED \$	DOCUMENT SIZE 1.33 MB	Copy From	Actions
	M/CMS CHILD ID 6602 6602	CHILD NAME Ali Rodney Ali Rodney	TYPE      Court Order     100A - Completed	STATUS 🛊 Attached Attached	STATE 🗢 DC NV	Show DATE UPLOADED @ 05/10/2021	Filters U	DOCUMENT SIZE 1.33 MB 0.29 MB	Uiew History 👻	Actions





8. Once the message details are correct, the caseworker clicks "Send."

iding Agency: Home Away from Home, Washington D.C.	
eceiving Agency: Nevada ICPC Central (DCFS)	
lacement Resource: Nancy Rodrigo	
To Agency:	
District of Columbia ICPC Central 🗡	
User(s):	
Matthew Estes 🗸	
Message	
Initial 100B Signed	
	C
Documents Associated:	

9. The caseworker has now successfully sent the 100B to the ICPC Coordinator in the Sending State.

<b>*</b>	M/CMS CASE ID: 52837 Interstate CASE ID: BIDCNV2	Case C 02111 Type o	reated: 05/11/2021 f Care: Relative (Not Parent)	Child(ren): Ali Rodney	(05/05/2017) [Approved]
Status: ACTIVE	History Sending State: District of Col	umbia Placen	nent Resource: Nancy Rodrigo		
Transmittals Message	5			Show Filters Send M	lessage \varTheta Print
STATUS 🖨	MESSAGE ID 🗢	DATE 🗢	FROM ¢	то \$	MESSAGE TEXT 🖨
	51464	05/11/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Initial 100A - Home Study request
0 💌	51476	05/11/2021	Matthew Estes	Home Away from Home, Washingtor D.C.	<sup>1</sup> The Home Study Looks Good
. 5	51477	05/11/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Initial 100B Signed

Those are the high-level steps to how a caseworker makes a placement decision and creates the 100B. Move to the next section to see how the ICPC Coordinator transmits the 100B to the Receiving State.



# Review and Transmit Placement Decision via the 100B

Let's take a look at the high-level steps and processes for reviewing and transmitting a Placement Decision via the 100B.

The ICPC Coordinator in the Sending State receives the 100B from the Caseworker. The ICPC Coordinator must now review the caseworker's decision, countersign the 100B and transmit the Placement Decision to the Receiving State ICPC Coordinator.

## This Step

The ICPC Coordinator reviews the 100B and the Placement Decision from the Caseworker and countersigns it before transmitting it to the receiving state's ICPC Coordinator.





#### Review and Transmit Placement Decision via the 100B - 08






1. The ICPC Coordinator in the Sending State will receive a Message Notification from the Caseworker with the decision and 100B.

LT NEICE					Se	sarch	۹ 🌲	•	ME Matthew Estes District of Columbia
=	Overview						Notifications	Show My Cases C' Y	
ACTIONS V	ACTIVE CASES TO DATE	TOTAL CASES	INCOMING COMPLU	INCE DEADLINES		OUTGOING	(2) 52837 - Initial 100	8 Signed	
Dashboard			DUE	PENDING	OVERDUE	DUIS	more		OVERDUE
Sending Case Wizard	253	376	0	245	0	5	14	17	0
<ul> <li>Receiving Case Wizard</li> <li>My Cases</li> </ul>								508.	, in the second se
🛃 Case Search									
Notifications	Incoming Home Study		Outgoing Home S	Study		Recent Notifications & Alerts			
MANAGE 🛩	1102					Case	Case ID: 50863		
Y Child	120		50			Desc	ription: LET'S DO IT		۵

2. The ICPC Coordinator in the Sending State will read and review the message and click "Mark as Read."

This will return the ICPC Coordinator to the Communications page in the case where he or she can review any other transmittals or messages in the case.

MARK AS READ					×
< < > >  1 of 1 ⊖ ⊕ 100% ♥			Ľ	8	*
	INEICE	INTENSISTE COMPACT ON THE PLACEMENT OF CHILDREN DWI: \$112821			
	M/CMS ID : \$2837				

3. The ICPC Coordinator in the Sending State will next navigate to the Documents page to review the 100B.

	M/CMS CASE ID: 52837				Case Created: 05/11/202 Type of Care: Relative (N	1 lot Parent)	Child(ren	ı): Ali Rodney (0	05/05/2017) (Ap	oproved]	
8	Status: ACTIVE	Sending St History Receiving	ate: District of Columbia State: Nevada		Placement Resource: Na	ancy Rodrigo					
CI	MENTS					Show Filters	Upload New Docur	nent 🌗	Copy From	Actions	
юсі	MENTS M/CMS CHILD ID \$	CHILD NAME	TYPE ¢	STATUS ©	STATE 🗢	Show Filters	Upload New Docur	nent	Copy From	Actions	
)	MENTS M/CMS CHILD ID \$ 6602	CHILD NAME 🕈 Ali Rodney	TYPE ¢ Court Order	STATUS © Attached	STATE © DC	Show Filters	Upload New Docur DATE ATTACHED \$ 05/10/2021	DOCUMENT S	Copy From	Actions	
)	MENTS M/CMS CHILD ID \$ 6602 6602	CHILD NAME 🌢 Ali Rodney Ali Rodney	TYPE © Court Order 100A - Completed	STATUS • Attached Attached	STATE 🛊 DC NV	Show Filters	Upload New Docur DATE ATTACHED \$ 05/10/2021 05/11/2021	DOCUMENT S 1.33 MB 0.29 MB	Copy From	Actions View History	





4. Once the ICPC Coordinator in the Sending State reviews the 100B, he or she then goes to the Children in Case page and selects "Placement Decision."

Status: ACTIVE	Mrcm5 CASE ID: 52837 Interstate CASE ID: BIDCNV202111 Sending State: District of Columbia	Type of Care: Relative (Not Parent) Placement Resource: Nancy Rodrigo	спицген): Ан коапеу (05/05/2017) [Approved]
Update Status 3 View History	Receiving State: Nevada		
CHILD: ALI RODNEY			HOME STUDY DECISION: APPROVED
DOB: 05/04/2017	Interstate Child ID:	SSN:	Home Study Request
DOB: 05/04/2017 Sex: Male	Interstate Child ID: NEICE M/CMS Child ID: 6602	55N:	Home Study Request Home Study Decision
DOB: 05/04/2017 Sex: Male Gender: Male	Interstate Child ID: NEICE M/CMS Child ID: 6602 Race: Black / African American	SSN:	Home Study Request Home Study Decision Placement Decision
DOB: 05/04/2017 Sex: Male Gender: Male	Interstate Child ID: NEICE M/CMS Child ID: 6602 Race: Black / African American	SSN:	Home Study Request Home Study Decision Placement Decision Court, 100A, B & Other Dates

5. If edits need to be made to the Placement Decision, or if you need to fill out a form that was submitted via email or paper, you can add the placement decision on this page.

The ICPC Coordinator in the Sending State can select the Edit icon.

The Edit button is a small checkbox next to the words "Initial Placement." Clicking on the Edit button will open a screen where you can add or change the placement decision.





6. Once you click on edit, you will be able to indicate the placement decision on the case. Next, you will review and countersign the 100B.

Vittal Placement (2) Placement Made On: 65/17/2021 Namy, Rodrigo 37575 Road Failon NV 89406			
VUPDATE PLACEMENT DECISION			
Placement Decision			
Initial Placement	~		
Placement Date			
Save 100B View 100B Save 1	00B & Generate PDF Save 100B & U	lpload	Cancel

7. If the caseworker has already created a 100B, the ICPC Coordinator will simply review and countersign. If the caseworker submits a paper 100B, the ICPC Coordinator in the Sending State enters the necessary information to generate the 100B in NEICE and clicks "Save 100B and Generate PDE"

UPDATE PLACEMENT DECISION					
Placement Decision					
Initial Placement	~				
Placement Date					
05/17/2021					
IGNATURES					
gnature of Sending Agency or Person:	2	Neice Cw	Date:	05/11/2021	
ompact Administrator, Deputy or		1	Date:		

8. TThe ICPC Coordinator in the Sending State has now countersigned the 100B.

Child Has Moved to Another State Proposed Placement Request Withdrawn Approved Resource Will Not Be Used for Placement Other (Specify): Date of Termination;	
Person/Agency Supplying Information: Netro Cw Date: e5-11-2021	^
Compact Administrator, Deputy, or Alternate: Hatthew Estes Date: 05-11-2021	
 DISTRIBUTION: Set 1008 Instructions	



9. Next, the ICPC Coordinator in the Sending State navigates to the Documents page. He or she selects the 100B, click "Send Transmittal," and clicks on "Placement Decision" for the type of transmittal.

Status: ACTIVE Sending State: D (d' Update Status) (G: View History Receiving State:		CASE ID: BIDCNV202111 ate: District of Columbia State: Nevada		Type of Care: Relative (No Placement Resource: Nar	t Parent) icy Rodrigo	Child(ren): Ali Rodney (05/05/2017) (Appro			
MENTS					Show Filters	Upload New Documen	t Copy From	Actions	
M/CMS CHILD ID	CHILD NAME 🗢	TYPE 🖨	STATUS 🖨	STATE 🛢	DATE UPLOADED 💠	DATE ATTACHED	DOCUMENT SIZE 🖨		
6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB		
6602	Ali Rodney	100A - Completed	Attached	NV		Home Study Update	29 MB	View History	
						Placement Decision		(an. 199	
6602	Ali Rodney	1008 - Initial Placement	Attached	UC.		Status Report Request Concurrence Request Concurrence Response Progress Report Request Additional Information	D8 MB	View History	
						Intrastate			
	Status: ACTIVE Ipdate Status ③ View MENTS M/CMS CHILD ID 章 6602 6602 6602	Status: ACTIVE Sending St Ipdate Status (3) View History Receiving S WENTS MICMS CHILD ID  CHILD NAME  Ali Rodney 6602 Ali Rodney 6602 Ali Rodney	Status: ACTIVE     Sending State: District of Columbia Receiving State: Nevada       Implate Status: © View History     Receiving State: Nevada       WENTS     Implate Status: CHILD ID. © CHILD NAME © TYPE ©       6602     Ali Rodney       6602     Ali Rodney       6602     Ali Rodney       6602     Ali Rodney       1008 - Initial Placement	Status: ACTIVE       Sending State: District of Columbia         Ipdate Status: () View History       Receiving State: Nevada         MENTS       WENTS         MCMS CHILD ID () CHILD NAME () Ali Rodney       TYPE () STATUS () Attached         6602       Ali Rodney       Court Order       Attached         6602       Ali Rodney       100A - Completed       Attached         6602       Ali Rodney       100B - Initial Placement       Attached	Status: ACTIVE       Sending State: District of Columbia       Placement Resource: Name Placement	Status: ACTIVE       Sending State: District of Columbia       Placement Resource: Nancy Rodrigo         Impadre Status:       © View History       Receiving State: Nevada       Status         MENTS       Show Filters       Show Filters       Show Filters         MCMS CHILD ID \$       CHILD NAME \$       TYPE \$       STATUS \$       STATE \$         MCMS CHILD ID \$       CHILD NAME \$       TYPE \$       STATUS \$       STATE \$         MCMS CHILD ID \$       CHILD NAME \$       TYPE \$       STATUS \$       STATE \$         G602       Ali Rodney       Court Order       Attached       DC       OS/10/2021         G602       Ali Rodney       1008 - Initial Placement       Attached       DC       State \$         1001       With the second sec	Status: ACTIVE       Sending State: District of Columbia       Placement Resource: Nancy Rodrigo         update Status       © View History       Receiving State: Nevada       Upload New Document         WENTS       Show Filters ©       Upload New Document         MICMS CHILD ID \$       CHILD NAME \$       TYPE \$       STATUS \$       STATE \$       DATE UPLOADED \$       DATE ATTACHED \$       05/10/2021 <td>Status: ACTIVE Sending State: District of Columbia Placement Resource: Nancy Rodrigo   Impade: Status: ® verve Hostop Receiver Hostop   WENTS   MICAS CHILD D © CHILD NAME © TYPE ©   STATUS © STATUS © DATE UPLOADED ©   Ali Rodney Court Order   Ali Rodney 100A - Completed   Attached DC   G602 Ali Rodney   100B - Initial Placement Attached   DC Status Report Request   Status Report Request   Concurrence Response   Progress Report Request   Additional Information   Intrastate</td>	Status: ACTIVE Sending State: District of Columbia Placement Resource: Nancy Rodrigo   Impade: Status: ® verve Hostop Receiver Hostop   WENTS   MICAS CHILD D © CHILD NAME © TYPE ©   STATUS © STATUS © DATE UPLOADED ©   Ali Rodney Court Order   Ali Rodney 100A - Completed   Attached DC   G602 Ali Rodney   100B - Initial Placement Attached   DC Status Report Request   Status Report Request   Concurrence Response   Progress Report Request   Additional Information   Intrastate	

10. The ICPC Coordinator in the Sending State then reviews the Transmittal information and selects the purpose for the Transmittal.





11. The ICPC Coordinator in the Sending State can add a CC internal to your state at this point, if desired. Remember CCs cannot be sent across states only within a state.

Nevada ICPC Central (DCFS)  4126 Technology Way, 3rd Floor Carson City ATTN: CM CC (Note you can only CC within State):		CC 🗢 Home Away from Home,	ADDRESS 🗢 2400 Passaic Street Adelphi D	ATTN 🛊	CC NOTES 🛊 Sent Placement Decision	
Nevada ICPC Central (DCFS)	ATTN: CW	technology way, 3rd Hoor Ca	ite):			🗑 Delete 🕇 Add
	Neva	ada ICPC Central (DCFS)	~			

12. The ICPC Coordinator in the Sending State enters comments and ensures the documents are attached. He or she can then click "Preview" to preview the Transmittal or "Send" to send without a preview.

Placement Decision		
*Note: When sending to a Secure Document Portal state, please add	hild name and placement resource name to comments here.	
inclosed:		
V All		
Court Order (Ali Rodney, 05/10/2021)		





13. Review the Transmittal and click "Send Transmittal."

SEND TRANSMITTAL			>
16 < > >  <b>1</b> of 1 ⊖ ⊕ 100% ♥			5 0 ±
K < > > i <u>1</u> of1 ⊙ ⊙ 100%.*	Image: Additional and the second s	TE COMPACT ON THE PLACEMENT OF CHILDREN IN Memoil         21 11:10:36 AM         SISION         Sision         Sision         Sision Herrich CPC Contral ( Statistics of Countrals (CPC Contral ( Statistics of Countrals (CPC Contral ( Statistics of Countrals of Countrals ( Statistics of Countrals of	E D L
	ATTN: CC: Home Areay from Home, Washington D Adorbi D D D D D D D D D D D D D D D D D D D	xc.	

14. The ICPC Coordinator in the Sending State has now successfully sent the 100B to the Receiving State ICPC Coordinator via transmittal.

	Status: ACTIVE		M/CMS CASE ID: 5 Interstate CASE IE Sending State: Di: Receiving State: N	2837 D: BIDCNV202111 strict of Columbia Nevada	Case Created Type of Care: Placement R	i: 05/11/2021 : Relative (Not Parent) esource: Nancy Rodrigo	Child(ren): Al	i Rodney (05/05/2017)	(Approve	ed]	
Tr	ensmittals	Messages				Show Filters	Send Message	Send Transmittal 💙	₽	Print	
	STATUS 🖨	TRANSMITTAL ID 🗢	DATE 🗢	TRANSMITTAL TYPE 🖨	FROM 🖨	то 🛊	TRANSMITTAL COMMENTS 🖨				
	5	40031	05/11/2021	PLACEMENT_DECISION	Matthew Estes	Nevada ICPC Central (DCFS)	Placement Decision				*
		40030	05/11/2021	HOME_STUDY_RESPONSE	Matt ICPC	District of Columbia ICPC Central (CFS)	Everything is OKI				*
	-	40026	05/11/2021	HOME_STUDY_REQUEST	Matthew Estes	Nevada ICPC Central (DCFS)	Please conduct a Home Study				•

The ICPC Coordinator in the Sending State successfully sent the 100B notification of placement to the Receiving State ICPC Coordinator. The RS ICPC Coordinator will receive the 100B, review, and send it to the Receiving State Caseworker for notification of placement.



Let's take a look at the high-level steps to receive 100B & Place a child. The Sending State ICPC Coordinator has sent the Receiving State ICPC Coordinator the 100B for placement.

The Receiving State ICPC Coordinator will review the 100B and gear up for the next steps.

## This Step

The ICPC Coordinator in the Receiving State reviews the approved 100B and sends the decision to the local agency that places the child in their new home or setting.









1. The Receiving State ICPC Coordinator receives an email as well as a notification within NEICE about the transmittal with a 100B from the Sending State.

4 NEICE						Search	۹ 🌲	P	MI Matt ICPC ~
=	Overview						Notifications		Show All Cases C Y
ACTIONS V	ACTIVE CASES TO DATE	TOTAL CASES	INCOMING COMPLIA	ANCE DEADLINES		OUTGOING COMP	S2837 - Placeme	ent	
Bashboard	3	3	DUE	PENDING	OVERDUE	DUE	52837 - Home 5 completed	Rudy Eval is	OVERDUE
Receiving Case Wizard			0	3	U	U	more		U
Case Search	1								
Notifications	Incoming Home Study		Outgoing Home S	Study		Recent Notifi	cations & Alerts		
MANAGE V Y Child	2.000		1.000			Case ID: Descripti	52832 on: huhuhhbhh		×'s

2. The Receiving State ICPC Coordinator reviews the Notification and selects "Mark as Read."



3. The Receiving State ICPC Coordinator then navigates to the Communication page or the Documents page to review the 100B decision.

Statu & Update Status	us: ACTIVE	M/CMS CASE ID: 5 Interstate CASE II Sending State: Di Receiving State: 1	52837 D: BIDCNV202111 strict of Columbia Nevada	Case Created: Type of Care: Placement Re	: 05/11/2021 Relative (Not Parent) <b>:source:</b> Nancy Rodrigo	Child(ren):	Ali Rodney (05/05/2017)	Approved]
ansmittals	Messages	DATE	TRANCMITTAI TVDE	EDOM *	Show Filters	Send Message	Send Transmittal 💙	🕀 Print
ansmittals STATUS <b>\$</b>	Messages TRANSMITTAL ID \$ 40031	DATE \$ 05/11/2021	TRANSMITTAL TYPE © PLACEMENT_DECISION	FROM ¢ Matthew Estes	Show Filters	Send Message TRANSMITTAL COMMENTS \$ Placement Decision	Send Transmittal 💙	🖶 Print
status #	Messages TRANSMITTAL ID \$ 40031 40030	DATE \$ 05/11/2021 05/11/2021	TRANSMITTAL TYPE  PLACEMENT_DECISION HOME_STUDY_RESPONSE	FROM ¢ Matthew Estes Matt ICPC	Show Filters	Send Message TRANSMITTAL COMMENTS \$ Placement Decision Everything is OKL	Send Transmittal 💙	🖨 Print





4. The Receiving State ICPC Coordinator can also view the Placement decision on the Children in Case page by clicking "Placement Decision."

Status: ACTIVE	Interstate CASE ID: BIDCNV202111 Sending State: District of Columbia	Type of Care: Relative (Not Parent) Placement Resource: Nancy Rodrigo	
Update Status	Receiving State: Nevada		
CHILD: ALI RODNEY			HOME STUDY DECISION: APPROVED
DOB: 05/04/2017	Interstate Child ID:	SSN:	Home Study Request
Sex: Male	NEICE M/CMS Child ID: 6602		Home Study Decision
Gender: Male	Race: Black / African American		Placement Decision
			Court,100A,B & Other Dates
Current Child Legal Status:	Parent Relative Custody/Guardianship		Remove Child
Placement Resource Relation	ship to Child: Grandmother	~	

5. The Receiving State ICPC Coordinator sends the 100B to the Receiving State Caseworker for review and possible approval of the placement.



The Receiving State ICPC Coordinator has transmitted the Placement Decision to the local caseworker in the Receiving State successfully. The local caseworker will prepare for placement and provide supervision reports back to the Sending State caseworker as requested.



## 100B Case Closure

Let's take a look at the high-level steps and process for sending the 100B case closure to the receiving state. Before the caseworker sends the 100B Closure form, he or she would have asked for and received concurrence to close from the Receiving State through a message to the ICPC Coordinator and transmittal between states.

This walkthrough starts from the point where concurrence has been obtained

### This Step

Once the child is placed, the Receiving State provides supervision reports to the Sending State.

At some point, the sending state ICPC Coordinator can determine that the case should be closed and then request case closure. The Sending State ICPC Coordinator is responsible for initiating concurrence to close a case. Typically the case is open for at least six months before a Sending State requests concurrence from the Receiving State for case closure. The Receiving State will be notified of the case closure request with the final 100B Closure form.

It's worth noting in some cases, such as if the child is 18 or the child was adopted, and the adoption was finalized, the Sending State does not need to request concurrence to close. They can move forward independently to close a case.

The Receiving State ICPC Coordinator receives and reviews the 100B Case Closure and sends it to the Receiving State caseworker, who can close the case.









1. The child has been in placement for some time. You sent a Concurrence request and got the OK to close the case. Click "My Cases."

NEICE					2	enda S		Service Date
=	Overview							Annelly Cases C. T.
ACTIONS M	ACTING CARGO TO DATE	TOTAL CARPS	HOLD INCODUCIN	NOR CANE HAR		041120492 52449	ANCH DEVICINES	
Dentibeare					10000			1000.2003
🔓 serving source are	22	22	DUE	PENDING	OVERDUE	DUE	PENDING	OVERDUE
🔲 My Carles	22355		U	0	0	4	14	0
St. Case Search								
- Hor Fradens								
WANGE -	Insoming Home Study		Outgoing Homes	invis		Report Notific	rtices & Alerte	
	13 <b>13</b> 13 13 10 10 10		10.00					
S Favoren Enverse	3		14					

2. From the My Cases page, the Sending State Caseworker will locate the case that is ready for closure.

4TNEICE								SI	arch	۹ 🌲		NC Neis	ce Cw net of Columbu	~
=	My Cases - V	iew, Edit and	Manage Cases											
ACTIONS V	My Cases								Show Filters	Outgoing	Incomir	Ng Ac	ctions	~
Sending Case Wizard  My Cases	STATUS 🛊	M/CMS CASE ID CREATED ON @	INTERSTATE CASE ID 🖨	REG TYPE 🛢	PLACEMENT TYPE 🛊	SEND STATE \$	SEND AGENCY 🖨	RECEIVE STATE \$	RECEIVE AGENCY ©	CHILD(REN) NAM	16(5)		-	
<ul> <li>Case Search</li> <li>Notifications</li> </ul>	0 0	52886 05/19/2021	ARDCNV202115	REG 2 - Home Study Request	Relative (Not Parent)	DC	Home Away from Home, Washington D.C.	NV	Nevada ICPC Central (DCFS)	Jose Getty (App	roved)			
MANAGE V	□ ▲	52854 05/19/2021		REG 2 - Home Study Request	Relative (Not Parent)	DC	Home Away from Home, Washington D.C.	NV	Nevada ICPC Central (DCFS)	Pete Jones (Pen	ding)			

3. The caseworker in the sending state launches the case by clicking on the case number and goes to the Children in Case page. He or she then selects "Placement Decision."

Details Children In Case	Documents Communications Notes Access		Add a Ch
Status: ACTIVE	M/CMS CASE ID: 52886 Interstate CASE ID: ARDCNV202115 Sending State: District of Columbia	Case Created: 05/19/2021 Type of Care: Relative (Not Parent) Placement Resource: Nancy Rodrigo	Child(ren): Jose Getty (05/17/2017) [Approved]
CHILD: JOSE GETTY			HOME STUDY DECISION: APPROVED
DOB: 05/17/2017	Interstate Child ID:	S\$N:	Home Study Request
Sex: Male	NEICE M/CMS Child ID: 6630		Home Study Decision
Gender: Male	Race: Black / African American		Placement Decision
Current Child Legal Status:	Parent Relative Custody/Guardianship		Court, 100A, B & Other Dates
Placement Resource Relatio	nship to Child: Grandmother	~	





4. The caseworker can see the placement decision for a child was approved and the placement history to date on this screen. Now, using the dropdowns, he or she changes the Placement to "Placement Closure."

Initial Placement Placement Made Orc 95/28/2021 Nancy J.Bodrgo: 37575 Road Fallon VV 89405			
PLACEMENT DECISION  Placement Decision  Seloct  Initial Placement Placement Placement Change  Plarament Change	L <sub>2</sub>		
Save 1008 Save 1008 & Generate PDF Save 1008 & Upload			Canc

5. The Placement Termination Reason in this example we selected was "Legal Custody Given to Relative."

He or she completes the required info, including the closure date. Then clicks "Save 100B and Generate PDF."

Child: Jose Getty			×
Home Study Request Home Study Decision Placement D	cision 100A/100B,Court & Other Dates		
V PLACEMENT DECISION			
Placement Decision			
Placement Closure V			
* Placement Termination Reasons			
Legal Custody Given To Relative 🗸 🗸			
Relative Last Name	Relative First Name	Relative Middle Name	
Relationship to the Child	1		
Court Order Attached: O Yes O No			
* Date Of Termination	1		
05/31/2021			
Save 1008 Save 1008 & Generate PDF Save	1008 & Upload		Cancel



6. The 100B is generated and signed by the Caseworker.

10 ≤ > >1 1 of 1 ⊕ ⊕ 100% ♥				Ę	ĕ ±
	ICPC 1008 REV. 052019; EFF. 01/2020 INTERSTA	TE COMPACT ON THE PLACEMENT OF C	One form per child		Î
	TO: Nevada	FROM: District of Columbia			
		SECTION 1-IDENTIFYING INFORMATION			
	Child's Name: Jose Getty	Birt	hdate: 85-17-2817		
	Parent #1's Name:	Parent #2's Name:			
	Name of Resource: Nancy Rodrigs	n NV BOADE			
	Type of Care:Relative (Not Pa	arent)			

7. The Caseworker now needs to create a message to send to the Sending State ICPC Coordinator.

					Show F	Iters OD Uple	oad New Document	Copy From	Actions
M/CMS CHIL	D ID 🛊 CHILD NAME 🛊	TYPE 🛊	STATUS 🛊	STATE 🖨	DATE UPLOADED 🌻	DATE ATTACHED 💠	DOCUMENT SIZE 🛊		
6630	Jose Getty	Court Order	Attached	DC	05/19/2021	05/19/2021	1.33 MB		
6630	Jose Getty	100A - Completed	Attached	NV		05/19/2021	1.33 MB	View History 💙	
6630	Jose Getty	100B - Closure	Uploaded	DC	05/22/2021		0.08 MB	View History 🛩	
	Items per	Dare							Control





8. The Sending State caseworker sends the 100B request to the Sending State ICPC Coordinator via a message. The Sending State ICPC Coordinator will review the 100B closure and counter-sign it for transmittal to the Receiving State ICPC Coordinator.

Message	~
	]
Documents Associated:	
100B - Closure (Jose Getty, 05/22/2021)	
100A - Completed (Jose Getty, 05/19/2021)	
B Send	Cancel

9. The Caseworker sent the 100B to the Sending State ICPC Coordinator.

2.	M/CMS CASE ID: 52886 Interstate CASE ID: ARDCN	Case Cr IV202115 Type of	eated: 05/19/2021 Care: Relative (Not Parent)	Child(ren): Jose Getty (0	5/17/2017) [Approved]
Status: ACTIVE	Sending State: District of C story Receiving State: Nevada	olumbia Placem	ent Resource: Nancy Rodrigo		
ransmittals Messages	_			Show Filters Send Mes	ssage \varTheta Print
status ¢	MESSAGE ID 🛊 51572	DATE @ 05/19/2021	FROM 🛊 Neice Cw	Show Filters Send Mes TO © District of Columbia ICPC Central (CFS)	AND A CONTRACT OF A CONTRACT O
ransmittals Messages STATUS \$ S	MESSAGE ID ¢ 51572 51579	DATE @ 05/19/2021 05/20/2021	FROM  P Neice Cw Matthew Estes	Show Filters Send Mes TO © District of Columbia ICPC Central (CFS) Home Away from Home, Washington D.C.	All the state of t
ransmittals <u>Messages</u> STATUS <b>\$</b> S S	MESSAGE ID ¢ 51572 51579 51580	DATE @ 05/19/2021 05/20/2021 05/20/2021	FROM  FROM ANeice Cw Matthew Estes Neice Cw	Show Filters Send Mee	Assage

The Sending State Caseworker closed the case and sent the 100B to the Sending State ICPC Coordinator to countersign and send the Transmittal to the Receiving State ICPC Coordinator.

We will now pick up as the Sending State ICPC Coordinator and continue with closing the case.



1. Next, you need to navigate to the documents page to review the 100B sent by the Caseworker.

M/C	MS CASE ID Details Ch	: 52886 ildren in Case	cuments Comm	unications Notes Act	.055				Add a Child	
٩	Status Updato Status	ACTIVE S	M/CMS CASE ID: 528 nterstate CASE ID: iending State: Distr teceiving State: Ne	886 ARDCNV202115 rict of Columbia vvada	Case Created: Type of Care: 1 Placement Res	05/19/2021 Relative (Not Parent) ource: Nancy Rodrigo	Child(ren	): Jose Getty (05/17/2017) (A	pproved)	
Tr	ansmittals	Messages				Show Filters	Send Message	Send Transmittal 🗸	🖨 Print	
	STATUS 🛊	TRANSMITTAL ID 🖨	DATE 🌻	TRANSMITTAL TYPE 🖨	FROM O	TO 🛊	TRANSMITTAL COMMENTS *			Î
0	3	40081	05/22/2021	CONCURRENCE_REQUEST	Matthew Estes	Nevada ICPC Central (DCFS)	Close Case		~	

#### 2. Review the 100B and Navigate to Children in Case.

	M/CMS CA	SE ID: 52886		Case Created: 05/19/202	21	Child(rer	n): Jose Getty (05/17/2017)
	Interstate	CASE ID: ARDCNV202115	5	Type of Care: Relative (N	Not Parent)		
Status: ACTIVE	Sending St	ate: District of Columbia		Placement Resource: N	ancy Rodrigo		
late Status	History Receiving	State: Nevada					
NTS							
NTS					Show Filters	Upload New Docum	ment Copy From
NTS /CMS CHILD ID 🛊	CHILD NAME 🛊	туре е	STATUS 🖨	STATE 🛊	Show Filters	Upload New Docum	DOCUMENT SIZE 🛊
NTS /CMS CHILD ID 🛊	CHILD NAME 🖨 Jose Getty	TYPE © Court Order	STATUS 🛊 Attached	STATE 🛊 DC	Show Filters	Upload New Docum DATE ATTACHED ¢ 05/19/2021	DOCUMENT SIZE ¢ 1.33 MB
:NTS /CMS CHILD ID 🛊 i30	CHILD NAME 🖨 Jose Getty Jose Getty	TYPE © Court Order 100A - Completed	STATUS 🗢 Attached Attached	STATE 🗢 DC NV	Show Filters C	Upload New Docum DATE ATTACHED ¢ 05/19/2021 05/22/2021	DOCUMENT SIZE ¢ 1.33 MB 0.08 MB





3. You will now need to update the Plancement Decision.

Status: ACTIVE	M/CMS CASE ID: 52886 Interstate CASE ID: ARDCNV202115 Sending State: District of Columbia	Case Created: 05/19/2021 Type of Care: Relative (Not Parent) Placement Resource: Nancy Rodrigo	Child(ren): Jose Getty (05/17/2017) [Approved]
			NOME CTUDY DECISION: APPROVED
OB: 05/17/2017	Interstate Child ID:	SSN:	Home Study Request
ender: Male	Race: Black / African American		Placement Decision Court,100A,B & Other Dates
urrent Child Legal Status:	Parent Relative Custody/Guardianship		a Remove Child

4. You now need to activitae the case. Click the "Pencil Icon."





5. You unlocked the case. You are not able to Save 100B and Generate a PDF.

Child: Jose Getty	×
Home Study Request Home Study Decision Placement Decision 100A/100B,Court & Other Dates	
V PLACEMENT DECISION HISTORY	@ SHOW ALL
Initial Placement         1008 Sent Or           Vision Placement         1008 Sent Or	
Placement Closure      Placement for Date:     Optimize     Optimize     Nincy, Rodotpo     Nincy, Rodo	
Save 1008 View 1008 Save 1008 & Generate PDF Save 1008 & Upload	Cancel

6. Review the 100B and click the "X" when you are ready to send the Transmittal.

⊕ 100% ▼					
	ICPC 100B REV. 002015; EFF. 01/2020 INTERSTATE COMPA REPORT ON	CT ON THE PLACEMENT ( CHILD'S PLACEMENT ST	One form per child OF CHILDREN ATUS		
	TO: Nevada	FROM: District of Col	lumbia		
	SECTION I=	DENTIFYING INFORMATION	Disk data or on your	4	
	Child's Name: Jose Getty	Derent #2's Name:	Birthdate: 05-17-2017	-	
	Parent #15 Name.	Parent #2 5 Name.			
	Name of Resource: Nancy Rodrigo				
	Address: 37575 RoadFallon,NV,89486				
	Type of Care:Relative (Not Parent)			4	
	SECTION	N I-PLACEMENT STATUS			
	Initial Placement of Child in Receiving State	Date Child Placed in	n Receiving State:		
	Placement Change	Effective Date of Ch	hange:		
	SECTION IN-COL	MPACT PLACEMENT TERMINAT	NON		
	Adoption Finalized In Sendi	ing State 🔲 In Receivin	g State 🗌 Court Order Attached		
	Child Reached Majority/Legally Emancipated	d			
	Legal Custody Returned to Parent(s) Name:	Court Order Attached			
	Legal Custody Given to Relative Name:	Court Order Attached	Relationship:		





7. TWe now need to send the Transmittal to the receiving State ICPC Coordinator. Click Send Transmittal and choose "Placement Decision" from the drop-down.

						Show Filters	Upload New Documer	t Copy From	Actions	<u> </u>
	M/CMS CHILD ID	CHILD NAME	TYPE O	STATUS 🌻	STATE 🛊	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE		
	6630	Jose Getty	Court Order	Attached	DC	05/19/2021	05/19/2021	1.33 MB		
	6630	Jose Getty	100A · Completed	Attached	NV		Home Study Update	.08 MB	View History	-
0	6630	Jose Getty	1008 - Closure	Attached	DC		Placement Decision Status Report Request Concurrence Request	.08 MB	View History	*
							Concurrence Response Progress Report Request Additional Information			
							Intrastate			
4 Page	e 1 of 1 ▶	10 👻 Items per page				Send Message	Send Transmittal	<ul> <li>Clone Case</li> </ul>	Cancel	
Showing	1 - 3 of 3 Record(s)									^

8. Make sure all the Transmittal details are correct, add your cc, and then scroll down to ensure the 100B is attached.

Date: 05/22/2021	2	
Fransmittal Type: Placement Decision		
Fransmittal Memo for Child(ren)/Alias Name(s):		
🖊 All 🛛 🔽 Jose Getty		
Placement Resource: Nancy Rodrigo		
Purpose of Transmittal		
Select	1	
Urgent Request	-	
From Agency:		
District of Columbia ICPC Central (CFS) 🗸		
1353 Rhode Island Avenue Washington DC		
'o Agency:		
Nevada ICPC Central (DCFS) 🛛 👻		
4126 Technology Way, 3rd Floor Carson City		



9. Ensure the 100B is attached and click "Send" or "Preview."

V FOR REG TYPE	
Reg Type: REG 2 - Home Study Request	
Comments:	
Note: When sending to a Secure Document Portal state, please add child name and placement resource name to comm	nents here.
Note: When sending to a Secure Document Portal state, please add child name and placement resource name to comm nclosed:	nents here.
Note: When sending to a Secure Document Portal state, please add child name and placement resource name to comm nclosed:	nents here.
Note: When sending to a Secure Document Portal state, please add child name and placement resource name to comm nclosed: All Court Order flore Getty, 05(19/2021)	nents here,
Note: When sending to a Secure Document Portal state, please add child name and placement resource name to comm nclosed: All Court Order flore Getty, 05(19/2021) V 1008 - Closure (Jose Getty, 05/22/2021)	nents here,
*Note: When sending to a Secure Document Portal state, please add child name and placement resource name to comm inclosed: All Court Order (loce Getty, 05(19/2021) V 1008 - Closure (Jose Getty, 05/22/2021)	nents here.

10. Review the Transmittal and click Send Tramismittal to send to the Receiving State ICPC Coordinator.







11. Plese note the yellow bar indicating the case has been closed.

Status 2' Update Status	ACTIVE Rt	eceiving State: N	vevada	Flacement Kes	ource, nancy tourgo					
▲ Placement De	ecision (100B Closure) is	sent to the other s	state involved in the case, Pleas	e close the case.						×
Transmittals	Messages				Show Filters	Send Message	Send Transmittal 🗸	₽	Print	
Transmittals STATUS 🛊	Messages	DATE 🛊	TRANSMITTAL TYPE 🛊	FROM ©	Show Filters	Send Message TRANSMITTAL COMMENTS *	Send Transmittal 🗸	₽	Print	
STATUS 🛊	Messages TRANSMITTAL ID © 40081	DATE .	TRANSMITTAL TYPE <b>\$</b>	FROM © Matthew Estes	Show Filters	Send Message TRANSMITTAL COMMENTS * Close Case	Send Transmittal 💙	Ð	Print	÷

12. The Sending State Caseworker can now change the status to "Closed," and select the "Case Closure Reason," and click "Save."

Case Status	×
* Required Status Closed ✓ * Case Closure Reason	
Legal Custody Given To Relative	



15. The case status now shows as "Closed."

	M/CMS CASE ID: 52886	Case Created: 05/19/2021	Child(ren): Jose Getty (05/17/2017) [Approved]
<b></b>	Interstate CASE ID: ARDCNV202115	Type of Care: Relative (Not Parent)	
Status: CLOSED	Sending State: District of Columbia	Placement Resource: Nancy Rodrigo	

The Sending State ICPC Coordinator countersigned the 100B and sent it to the Receiving State ICPC Coordinator.

We will now pick up as the Receiving State ICPC Coordinator and continue with closing the case.

1. The Receiving State Case Worker will receive a message about the case closure. Mark the Notification as read.



2. Notice the yellow bars indicating case closure. We now need to change the case status. Click "Update Status."

M/CMS CASE ID: 52	886		
Case Details Childre	n In Case Documents <u>Communications</u> Notes	Access	
	M/CMS CASE ID: 52886	Case Created: 05/19/2021	Child(ren): Jose Getty (
<b>*</b>	Interstate CASE ID: ARDCNV202115	Type of Care: Relative (Not Parent)	
Status: ACT	Sending State: District of Columbia	Placement Resource: Nancy Rodrigo	
🖉 Update Status 🕓	View History Receiving State: Nevada		





3. Change the case status and Case Closure Reason.

* Required		
Status		
Closed	~	
* Case Closure Reason		
Legal Custody Given To Relative	~	
Legal Custody Given To Relative	Ť	
		Cancel

4. The case status is now marked as Closed.

M/CMS CA Case Details	SE ID: 52886 Children In Case D	locuments Com	nunications Notes Ac	cess					
Status: CLOSED		M/CMS CASE ID: 52886 Interstate CASE ID: ARDCNV202115 Sending State: District of Columbia Receiving State: Nevada		Case Created: 05/19/2021 Type of Care: Relative (Not Parent) Placement Resource: Nancy Rodrigo		Child(ren): Jose Getty (05/17/2017) [Approved]			
Transmitt	als Messages				Show Filters	Send Message	Send Transmittal 🗸	Print	Provide feedba
STATUS	🗢 TRANSMITTAL ID 🕏	DATE 🖨	TRANSMITTAL TYPE 🖨	FROM 🗢	то 🛊	TRANSMITTAL COMMENTS 🖨			i i i
	40083	05/22/2021	PLACEMENT_DECISION	Matthew Estes	Nevada ICPC Central (DCFS)	Please review the case			•
	40082	05/22/2021	HOME STILLY DECONNEE	Main ICDC	District of Columbia ICPC	Distance environments and			<u></u>

You have now gone through the major steps of the lifecycle of an ICPC Case. The child has been safely placed and you have closed the case.

