



Texas Department of
Family and Protective Services

Job Aid

for

Interstate Compact Placement of a Child
(ICPC)

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Perform ICPC Placement Remove ICPC – Approval Process

Overview

Revisions have been made to the approval process workflow for 100A-Placement Requests and 100B-Placement Statuses to ensure that the approvals for these will now flow through all three levels of approval where the DFPS Supervisor provides the first-level approval, the Regional Office ICPC Coordinator provides the second-level approval, and the State Office ICPC Specialist provides the third-level approval. In the Legacy system, it was possible for 100A-Placement Requests and 100B-Placement Statuses to only require a first-level or second-level approval.

Approval Status – Interstate Compact Placement Request Page – How to Get There



To access the **Approval Status – Interstate Compact Placement Request** page, follow these steps:

1. From the **Assigned Workload** page of the DFPS Supervisor or Regional ICPC Coordinator, select **Staff To-Do List** tab in the secondary menu.

The screenshot displays the DFPS system interface. At the top, there is a navigation bar with 'My Tasks', 'Case', 'Search', 'Reports', and 'Resources'. Below this, there are two tabs: 'Workload' and 'Staff To-Do List'. The 'Staff To-Do List' tab is highlighted with a red box. To the right of this tab, the 'Assigned Workload' section is also highlighted with a red box. Below the tabs, there are several sections: 'Unit Summary', 'Unit Maintenance', and 'Maintain Designee'. The main content area shows a table of workload items. The table has columns for SS, WS, Hr, P/S, M-Ref, Stage Name, County, Stage, Type, Opened, Assigned, Region, Unit, Stage ID, Case ID, and PGM. Two items are visible in the table, both with checkboxes in the first column. The first item has a date of 06/28/2016 and the second has a date of 03/16/2017. There are also some icons and text on the right side of the table, including '# new stage', 'Worker Safety', 'Eligible For Screening', and 'Screened'.

2. You will arrive at your **Staff To-Do-List** page.
3. Select the "Task" hyperlink for an "Approve 100A" task from the list.

4. You will arrive at the **Interstate Compact Placement Request Detail** page.
5. Select the **Approval Status** button.

- You will arrive at the **Approval Status – Interstate Compact Placement Request** page.

Approval Status - Interstate Compact Placement Request

Case Name: * required field
 Case ID:

Current Status

Status	Date	Time	Approver
Pending			

Approval Information

Approver: Date: Time:

Comments:

* Password:

Forms

Forms:

Approval Status - Interstate Compact Status Report Page – How to Get There



To access the **Approval Status – Interstate Compact Status Report** page, follow these steps:

- From the **Workload** page of the DFPS Supervisor or Regional ICPC Coordinator, select **Staff To-Do List** tab from the secondary menu.

Texas Department of Family and Protective Services

My Tasks | Case | Search | Reports | Resources

Workload | Workload

Staff To-Do List | Assigned Workload

Unit Summary
Unit Maintenance
Maintain Designee

User Name:
User ID:

Show entries

SS	WS	Hr	P/S	M-Ref	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
<input type="checkbox"/>			P					C-IC	06/28/2016	04/11/2018	99	00			CPS
<input type="checkbox"/>			P					C-IC	03/16/2017	04/11/2018	99	00			CPS

new stage
 ⚠ Worker Safety
 ● Eligible For Screening
 Ⓞ Screened

2. You will arrive at your **Staff To-Do-List** page.
3. Select the "Task" hyperlink for an "Approve 100B" task from the list.

Workload

Staff To-Do List

Unit Summary

Unit Maintenance

Maintain Designee

Staff To-Do List

Search Criteria

From: To: 01/14/2019

Show 10 entries

Type	Date	Stage Name	Created By	Description
<input type="checkbox"/> Task	10/17/2018	[redacted]	SYSTEM	SAE - <u>Approve 100B</u> for [redacted]
<input type="checkbox"/> Task	10/17/2018	[redacted]	SYSTEM	Initial Assessment available.

4. You will arrive at the **Interstate Compact Placement Status Report Detail** page.
5. Select the **Approval Status** button.

Case Summary

Person

Contacts/Summaries

Service Authorization

Legal

Child Plans

Placement

History

Medical

Foster Care Eligibility

PCA

ICPC

Case Management

Summary Placement Request - 100A **Placement Status - 100B**

Interstate Compact Placement Status Report Detail

Stage Name [redacted]

Placement Detail

* Sending State: Minnesota * Receiving State: Texas

Child Information

Name: [redacted] ID: [redacted]

Date of Birth: [redacted] Gender: Male SSN: [redacted]

Parents

Mother Name: ID: Unknown

Father Name: ID: Unknown

6. You will arrive at the **Approval Status – Interstate Compact Status Report** page.

Case Summary | Summary | Placement Request - 100A | Placement Status - 100B

Approval Status - Interstate Compact Status Report

Case Name: [Redacted] * required field
Case ID: [Redacted]

Current Status

Status	Date	Time	Approver
Pending			[Redacted]
Approved	10/17/2018	01:51 PM	[Redacted]

Approval Information

Approver: [Redacted] Date: 01/11/2019 Time: 10:03 AM

Comments: [Text Area]

* Password: [Text Field]

Forms

Forms: [Dropdown]

ICPC Approval – 100A Placement Request

To assign either a Regional ICPC Coordinator as the second-level approver or the State Office ICPC Specialist as the third-level approver to an **Interstate Compact Placement Request** (100A), follow these steps:

1. At the **Approval Status – Interstate Compact Placement Request** page, enter your password in the **Password** field and select the **Approve** button.
2. A pop-up window is displayed as follows:
 - *For the DFPS Supervisor (first-level approval)*
"Placement- Request meets the criteria for second-level approval by Regional ICPC Coordinator."
 - *For the Regional ICPC Coordinator (second-level approval)*
"Placement- Request meets the criteria for third-level approval by State Office ICPC Specialist."
3. Select the **OK** button.



Note: Selecting **OK** at this window no longer locks the request for additional approval, but navigates you to the **To-Do Detail** page for assignment to the next-level approver.

The screenshot displays the 'Approval Status - Interstate Compact Placement Request' interface. On the left is a sidebar with menu items: Case Summary, Person, Contacts/Summaries, Service Authorization, Legal, Child Plans, Placement, History, Medical, Foster Care Eligibility, PCA, ICPC (highlighted), and Case Management. The main area has tabs for 'Summary', 'Placement Request - 100A' (selected), and 'Placement Status - 100B'. Below the tabs, the 'Current Status' section shows 'Pending'. A 'Message from webpage' pop-up window is centered, containing a question mark icon and the text: 'Placement- Request meets the criteria for second-level approval by Regional ICPC Coordinator.' The 'OK' button in this pop-up is highlighted with a red box. Below the pop-up, the 'Approval Information' section shows 'Approver', 'Date: 01/11/2019', and 'Time: 06:03 PM'. A 'Comments' field is present. At the bottom, a 'Password' field with a masked input and an 'Approve' button are highlighted with a red box.

4. You will arrive at the **To-Do Detail** page.
5. Use the **Select Staff** button to be redirected to the **Staff Search** page to select either the Regional ICPC Coordinator as the second-level approver or the State Office ICPC Specialist as the third-level approver.

Summary **Placement Request - 100A** Placement Status - 100B

To-Do Detail

Case Name: * required field
Case ID:

To-Do Data

Due Date: Completed Date:

* Assigned To:

* Short Description:

Description/ Notes:

Case Stage

Stage: Staff:

Task Type: Interstate Compact Placement Request Task Due Date:

Created By

Name: Date: 01/11/2019

- On the **Staff Search** page, select either the Regional ICPC Coordinator as the second-level approver or the State Office ICPC Specialist as the third-level approver.

Staff Search

Basic Search

Search Type: Partial Name Phonetic Name

First: Middle: Last:

Person ID: SSN:

Other ID Type: Other ID:

Status: Active Staff Only All Staff External Staff

Advance Search

Program: CPS Reg/Div: Unit:

County: Office City: Mail Code:

Unit Specialization: External Staff Type:

Organization Name: Organization EIN:

Search

Search Results for Staff (Includes Legacy External)

Show 10 entries

Status	Name	Person ID	Reg/Div	Unit	DOB	EU	Office	Work Phone	Ext	Job Class	Supervisor	Mail Code	Match Name	Score
<input type="radio"/> Active														
<input type="radio"/> Active														
<input checked="" type="radio"/> Active														
<input type="radio"/> Active														

Showing 1 to 10 of 24 entries

Continue



Note: For the first- and second-level approvals, the status of the **100A Placement Request** remains in "PEND" status on the **ICPC Placement Request List** page.

When the State Office ICPC Specialist approves the **100A Placement Request**, the status on the **ICPC Placement Request List** page changes to Approved ("APRV"), which then concludes the approval workflow.

7. Select the **Continue** button to be redirected back to the **To-Do Detail** page, where you will select the **Save** button to assign either the Regional ICPC Coordinator as the second-level approver or the State Office ICPC Specialist as the third-level approver.

The screenshot shows a web application interface for ICPC Placement Requests. On the left is a navigation menu with options like Case Summary, Person, and ICPC. The main area has tabs for Summary, Placement Request - 100A, and Placement Status - 100B. A red box highlights the title 'ICPC Placement Request List'. Below it, there are fields for Stage Name and Case ID. A table lists placement requests with columns: Date Entered, Status, Type, Description, Stage, Stage Name, Case ID, Person, Entered By, and Event ID. The 'Type' column for the first row, '100A - Plornt. Request', is circled in red. Below the table is a 'Reports' section with a dropdown menu and a 'Launch' button.

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
07/31/2017	APRV	100A - Plornt. Request	Adoption - Sending State to Provide Subsidy						

ICPC Approval – 100B Placement Status

To assign either a Regional ICPC Coordinator as the second-level approver or the State Office ICPC Specialist as the third-level approver to an **Interstate Compact Placement Request** (100B) follow these steps:

1. At the **Approval Status – Interstate Compact Status Report** page, enter your password in the **Password** field and select the **Approve** button.
2. A pop-up window is displayed as follows:
 - *For the DFPS Supervisor (first-level approval)*
"Placement- Request meets the criteria for second-level approval by Regional ICPC Coordinator."
 - *For the Regional ICPC Coordinator (second-level approval)*
"Placement- Request meets the criteria for third-level approval by State Office ICPC Specialist."
3. Select the **OK** button.



Note: Selecting **OK** button at this window no longer locks the request for additional approval, but navigates you to the **To-Do Detail** page for assignment to the next-level approver.

Summary Placement Request - 100A Placement Status - 100B

Approval Status - Interstate Compact Status Report

Case Name: [redacted] * required field
Case ID: [redacted]

Current Status

Status	Date	Time	Approver
Pending			
Approved	10/17		

Approval Information

Approver: [redacted]

Comments: [text area]

* Password: [password field] Approve Return

Message from webpage

Placement- Request meets the criteria for third-level approval by State Office ICPC Specialist.

OK Cancel


4. At the **To-Do Detail** page, use the **Select Staff** button to be directed to the **Staff Search** page.

Summary Placement Request - 100A Placement Status - 100B

To-Do Detail

Case Name: * required field
Case ID:

To-Do Data

Due Date:  Completed Date:

* Assigned To: **Select Staff**

* Short Description:

Description/ Notes:

Case Stage

Stage: Staff:

Task Type: Interstate Compact Placement Request Task Due Date:

Created By

Name: Date: 01/11/2019

Save

- On the **Staff Search** page, select either the Regional ICPC Coordinator as the second-level approver or the State Office ICPC Specialist as the third-level approver.
- Select the **Continue** button to be redirected back to the **To-Do Detail** page, where you will select the **Save** button to assign either the Regional ICPC Coordinator as the second-level approver or the State Office ICPC Specialist as the third-level approver.

The screenshot displays the 'Staff Search' page. At the top, there are navigation tabs: 'My Tasks', 'Case', 'Search', 'Reports', and 'Resources'. The 'Search' tab is active. On the left side, there is a vertical menu with options: 'Person', 'Resource', 'Staff', 'On-Call', and 'Case'. The 'Staff' option is selected. The main content area is titled 'Staff Search' and is divided into two sections: 'Basic Search' and 'Advance Search'. The 'Basic Search' section includes fields for 'Search Type' (with radio buttons for 'Partial Name' and 'Phonetic Name'), 'First', 'Middle', and 'Last' name fields, 'Person ID', 'SSN', and 'Other ID' fields, and a 'Status' section with radio buttons for 'Active Staff Only' and 'All Staff', and a checkbox for 'External Staff'. The 'Advance Search' section includes dropdown menus for 'Program' (set to 'CPS'), 'Reg/Div' (set to '516 CPS Placement and FAD'), 'Unit', 'County', 'Office City', 'Unit Specialization', 'External Staff Type', 'Organization Name', and 'Organization EIN'. A 'Search' button is located at the bottom right of the search filters. Below the search filters, there is a section titled 'Search Results for Staff (Includes Legacy External)' with a dropdown arrow. Underneath, there is a table with columns: 'Status', 'Name', 'Person ID', 'Reg/Div', 'Unit', 'DOB', 'EJ', 'Office', 'Work Phone', 'Ext', 'Job Class', 'Supervisor', 'Mail Code', 'Match Name', and 'Score'. The table shows four rows of results, all with 'Active' status. The first row is selected. At the bottom of the table, it says 'Showing 1 to 10 of 24 entries'. A 'Continue' button is located at the bottom right of the results section.



Note: For the first- and second-level approvals, the 100B Placement Request remains in Pending ("PEND") status on the **ICPC Placement Request List** page.

When the State Office ICPC Specialist approves the **100B Placement Request**, the status on the **ICPC Status Report List** page changes to "APRV", which then concludes the approval workflow.

Case Summary

Person

Contacts/Summaries

Service Authorization

Legal

Child Plans

Placement

History

Medical

Foster Care Eligibility

PCA

ICPC

Case Management

Summary Placement Request - 100A Placement Status - 100B

ICPC Status Report List

Stage Name: # Submitted Events

Case ID:

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
08/31/2018	APRV	100B - Plcmt. Status	Adoption -- Sending State to Provide Subsidy						

New Using Add

Reports

Reports: Launch

Interstate Compact Placement Request Detail – Delete Button Added

A **Delete** button was added to the **Interstate Compact Placement Request Detail** page for Interstate Compact Placement Requests (100A-Plcmt Request) that are in Process (“PROC”) or Pending (“PEND”) status. Only the State Office ICPC Specialist is able to delete 100A Placement Requests.

Interstate Compact Placement Request Detail Page – How to Get There



[Navigation]

To access the **Interstate Compact Placement Request Detail** page, follow these steps:

1. On the **Assigned Workload** page, select a hyperlink under the **Stage Name** column.

SS	!	WS	Hr	P/S	M-Ref	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
<input type="checkbox"/>				P						06/28/2016	04/11/2018	99	00			CPS
<input type="checkbox"/>				P						03/16/2017	04/11/2018	99	00			CPS

2. You arrive at the **Case Summary** page.
3. Select **ICPC** in the secondary menu.

My Tasks | **Case** | Search | Reports | Resources

Case Summary | Case Summary Tool | Case To-Do List | Event List | Event Search | Case History | Principal Case History | Family Tree | PCSP

Case Summary

Person

Contacts/Summaries

Service Authorization

Legal

Child Plans

Placement

History

Medical

Foster Care Eligibility

PCA

ICPC

Case Management

Case Name: Abrego, Cain * required field

Attention: ‡ conditionally required field

You are currently in the [] stage

Case Information

Case ID: [] Region: 99

Status: Open Start Date of Case: 03/16/2017

Show 10 entries

Mrg	M-Ref	Stage Name	Stg	Type	Opened	Time	Closed	Primary	Reg	Stage ID	Ov Dsp	Phone
○					03/16/2017				99			
○					03/16/2017				99			

Expand All Collapse All

4. You arrive as the **Interstate Compact Placement Summary** page.
5. Select the **Placement Request – 100A** tab in the tertiary menu.

Case Summary | Summary | **Placement Request - 100A** | Placement Status - 100B

Person

Contacts/Summaries

Service Authorization

Legal

Child Plans

Placement

History

Medical

Foster Care Eligibility

PCA

ICPC

Case Management

Interstate Compact Placement Summary

Stage Name: [] Expand All Collapse All

Legacy Case#: [] Other Case#: []

ICPC Request List

Transmittal List

Save

6. You arrive at the **ICPC Placement Request List** page.

7. Select a hyperlink under the **Type** column.

Summary Placement Request - 100A Placement Status - 100B

ICPC Placement Request List

Stage Name: # Submitted Events

Case ID:

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
07/31/2017	APRV	100A - Plcmnt. Request	Adoption - Sending State to Provide Subsidy						

Reports

Reports: [Dropdown] [Launch]

New Using Add

8. You arrive at the **Interstate Compact Placement Request Detail** page.

My Tasks Case Search Reports Resources

Summary Placement Request - 100A Placement Status - 100B

Interstate Compact Placement Request Detail

Stage Name: * required field
‡ conditionally required field
Expand All Collapse A

Placement Detail

* Sending State: California [Dropdown] * Receiving State: Texas [Dropdown]

Date Received: 10/31/2018 [Calendar]

Priority Request

Natural Disaster Natural Disaster Name: [Text]

Section I - Identifying Data

ICWA Eligible Yes No Title IV-E Determination Yes No Pending

* ICPC Legal Status: Court Jurisdiction Only [Dropdown]

Agency and or Person Responsible for the Child

Deleting a 100A Placement Request

The **Delete** button appears on the **Interstate Compact Placement Request Detail** page:

- Only for 100A Placement Requests that are in Process ("PROC") or Pending ("PEND") status.
- Only for the State Office ICPC Specialist, which is the only role allowed to delete 100A Placement Requests.

Selecting the **Delete** button deletes the **100A Placement Request** at the **Interstate Compact Placement Request Detail** page and then navigates you to the **ICPC Placement Request List** page where the listing for the request has been removed.

The screenshot shows the 'Interstate Compact Placement Request Detail' page. The left sidebar contains navigation tabs: Case Summary, Person, Contacts/Summaries, Service Authorization, Legal, Child Plans, Placement, History, Medical, Foster Care Eligibility, PCA, ICPC, and Case Management. The main content area is titled 'Interstate Compact Placement Request Detail' and includes sections for 'Placement Detail', 'Section I - Identifying Data', 'Agency and or Person Responsible for the Child', 'Agency and or Person Financially Responsible for the child', 'Parents', 'Section II - Placement Information', 'Section III - Services Requested', 'Enclosed Documents', 'ICPC Document List', 'Section IV - Action By Receiving Sta', 'Transmittal List', and 'Withdraw Request'. A modal window titled 'Transmittal List' is open, showing a 'Withdraw Request' form with a 'Withdraw Reason' dropdown, a 'Delete' button (highlighted with a red box), a 'Save and Submit' button, and a 'Forms Launch' section with a 'Forms' dropdown and a 'Launch' button. A red arrow points from the 'Delete' button in the modal to the 'Delete' button at the bottom of the main page.

Perform ICPC Placement Remove ICPC – Email 100A Placement Request

Functionality has been added to send a **100A Interstate Compact Placement** request and related documents to a receiving state using a new **Send Email** button on the **Interstate Compact Placement Request Detail** page. The functionality adds a new **Interstate Compact Placement Request Detail – Email Detail** page.

Functionality has also been added to send an automatic email to the primary worker whenever a State Office ICPC Specialist uploads an ICPC Home Study document to the **Interstate Compact Placement Request Detail** page.

Interstate Compact Placement Request Detail – Email Detail Page – How to Get There



To access the **Interstate Compact Placement Request Detail – Email Detail** page, follow these steps:

1. On the **Assigned Workload** page, select a hyperlink under the **Stage Name** column.

SS	WS	Hr	P/S	M-Ref	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
<input type="checkbox"/>			P						06/28/2016	04/11/2018	99	00			CPS
<input type="checkbox"/>			P						03/16/2017	04/11/2018	99	00			CPS

2. You arrive at the **Case Summary** page.
3. Select **ICPC** in the secondary menu.

My Tasks | **Case** | Search | Reports | Resources

Case Summary | Case Summary Tool | Case To-Do List | Event List | Event Search | Case History | Principal Case History | Family Tree | PCSP

Case Summary

Person

Contacts/Summaries

Service Authorization

Legal

Child Plans

Placement

History

Medical

Foster Care Eligibility

PCA

ICPC

Case Management

Case Name: Abrego,Cain * required field

Attention: You are currently in the [stage] stage ‡ conditionally required field

Case Information

Case ID: [redacted] Region: 99

Status: Open Start Date of Case: 03/16/2017

Show 10 entries

Mrg	M-Ref	Stage Name	Stg	Type	Opened	Time	Closed	Primary	Reg	Stage ID	Ov Dsp	Phone
O					03/16/2017				99			
O					03/16/2017				99			

4. You arrive as the **Interstate Compact Placement Summary** page.
5. Select the **Placement Request – 100A** tab in the tertiary menu.

Case Summary | **Summary** | Placement Request - 100A | Placement Status - 100B

Interstate Compact Placement Summary

Stage Name: [redacted] Expand All Collapse All

Legacy Case#: Other Case#:

ICPC Request List

Transmittal List

Save

Case Summary

Person

Contacts/Summaries

Service Authorization

Legal

Child Plans

Placement

History

Medical

Foster Care Eligibility

PCA

ICPC

Case Management

6. You arrive at the **ICPC Placement Request List** page.

7. Select a hyperlink under the **Type** column.

Case Summary | Summary | Placement Request - 100A | Placement Status - 100B

ICPC Placement Request List

Stage Name: [redacted] # Submitted Events

Case ID: [redacted]

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
07/31/2017	APRV	100A - Plcmt. Request	Adoption - Sending State to Provide Subsidy	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Reports

Reports: [dropdown] [Launch]

New Using Add

8. You arrive at the **Interstate Compact Placement Request Detail** page.

9. Select the **Send Email** button at the bottom of the page to be redirected to the **Interstate Compact Placement Request Detail – Email Detail** page.

Interstate Compact Placement Request Detail

Stage Name: [redacted]

Approval Status: [button]

Placement Detail

Sending State: Michigan | Receiving State: Texas

Date Received: 03/16/2017

Priority Request: [checkbox]

Natural Observer: [redacted]

Section I - Identifying Data

ICPC Eligible: Yes [radio] No [radio]

ICPC Legal Status: Parental Rights Terminated

Agency and or Person Responsible for the Child

Agency and or Person Financially Responsible for the child

Parents

Mother Home: [redacted] ID: [redacted] [checkbox] Mother Unknown

Father Home: [redacted] ID: [redacted] [checkbox] Father Unknown

Section II - Placement Information

Type of Case: Adoption - Sending State to Provide Subsidy

Person: [redacted] ID: [redacted]

Section III - Services Requested

Initial Report (If Applicable): Adoptive Home Study

Supervisory Services: Receiving Agency to Arrange

Supervisory Reports: Quarterly

Notes

Enclosed Documents

ICPC Document List

Section IV - Action By Receiving State

Transmittal List

Withdraw Request

Withdraw Reason: [redacted]

Send Email Save

Forms Launch

Forms: [dropdown] [Launch]

10. You arrive at the **Interstate Compact Placement Request Detail – Email Detail** page.

Case Summary | Summary | Placement Request - 100A | Placement Status - 100B

Interstate Compact Placement Request Detail - Email Detail

* required field
‡ conditionally required field

* Email Address of Receiving State:

* Email Subject:

* Do you want to attach the Interstate Transmittal in Email body? Yes No

* Enter content in Email Body:

* Select Documents to Attach

Document Name	
<input type="checkbox"/>	Child Plan of Service.pdf
<input type="checkbox"/>	Interstate Compact Financial/Medical Plan.pdf
<input type="checkbox"/>	Interstate Compact Cover Letter.pdf

Upload Documents:

‡ Document Name:

Emailing a 100A Placement Request to the Receiving State

The new **Send Email** button on the **Interstate Compact Placement Request Detail** page enables you to email a **100A Placement Request** and related documents to a receiving state. The **Send Email** button only appears for a **100A Placement Request** that is in either "PEND" or "APRV" status.

To email a **100A Placement Request** and related documents to a receiving state, follow these steps.

1. From the **Interstate Compact Placement Request Detail – Email Detail** page, you will compose the email to be sent to the receiving state. The new email page functions similarly to other email detail pages with required fields noted with a red asterisk (*).
2. Enter the email address of the receiving state in the **Email Address of Receiving State** field.
3. Enter the subject of the email in the **Email Subject** field.
4. For the **Do you want to attach the Interstate Transmittal in Email body?** field, you have "Yes" and "No" options:
 - Selecting the "Yes" radio button displays the **Select Interstate Transmittal to Attach** section where you will select the Interstate Transmittal letter that will prepopulate the body text of the email.
 - Selecting the "No" radio button displays the **Enter content in Email Body** text box where you will manually type the content of the email.
5. Under the **Select Documents to Attach** section, you will select which of the uploaded documents to attach and send to the receiving state. The following documents will always appear in the list for selection:
 - "Child Plan of Service"
 - "Interstate Compact Financial/Medical Plan"
 - "Interstate Compact Cover Letter"

- Case Summary
- Person
- Contacts/Summaries
- Service Authorization
- Legal
- Child Plans
- Placement
- History
- Medical
- Foster Care Eligibility
- PCA
- ICPC
- Case Management

Summary
Placement Request - 100A
Placement Status - 100B

Interstate Compact Placement Request Detail - Email Detail

* required field
‡ conditionally required field

* Email Address of Receiving State:

* Email Subject:

* Do you want to attach the Interstate Transmittal in Email body?
 Yes
 No

* Select Interstate Transmittal to Attach

Send/Received Date	Transmittal Type

* Select Documents to Attach

	Document Name
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Child Plan of Service.pdf
<input type="checkbox"/>	Interstate Compact Financial/Medical Plan.pdf
<input type="checkbox"/>	Interstate Compact Cover Letter.pdf

Upload Documents: Browse

‡ Document Name:

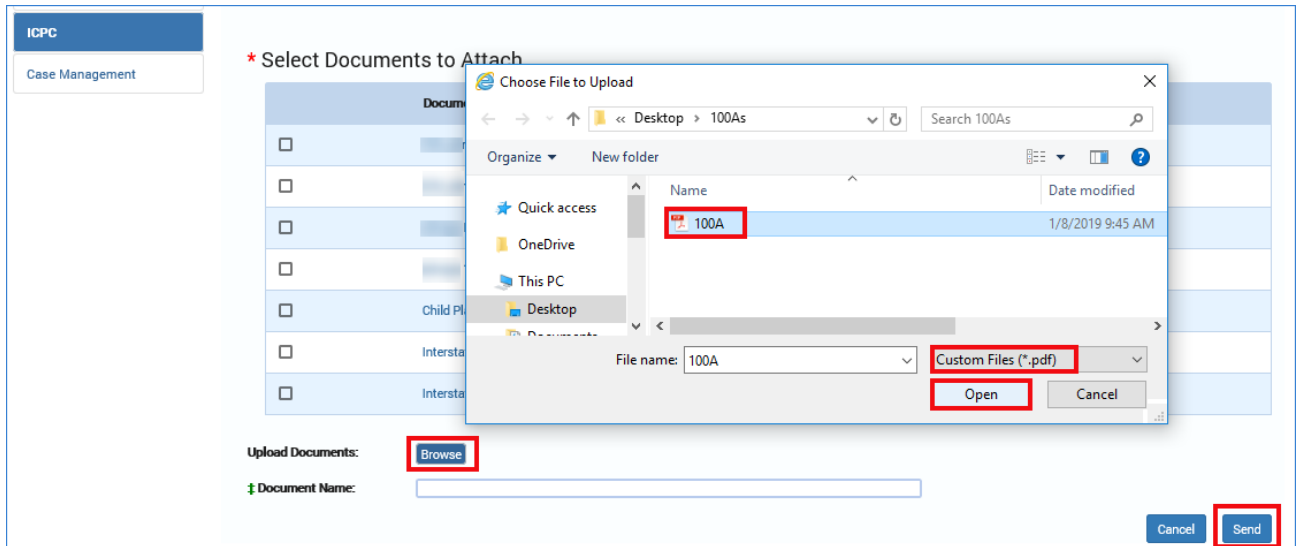
Cancel
Send

- At the bottom of the **Interstate Compact Placement Request Detail – Email Detail** page, you have the option to browse for additional documents to upload and attach to the email.

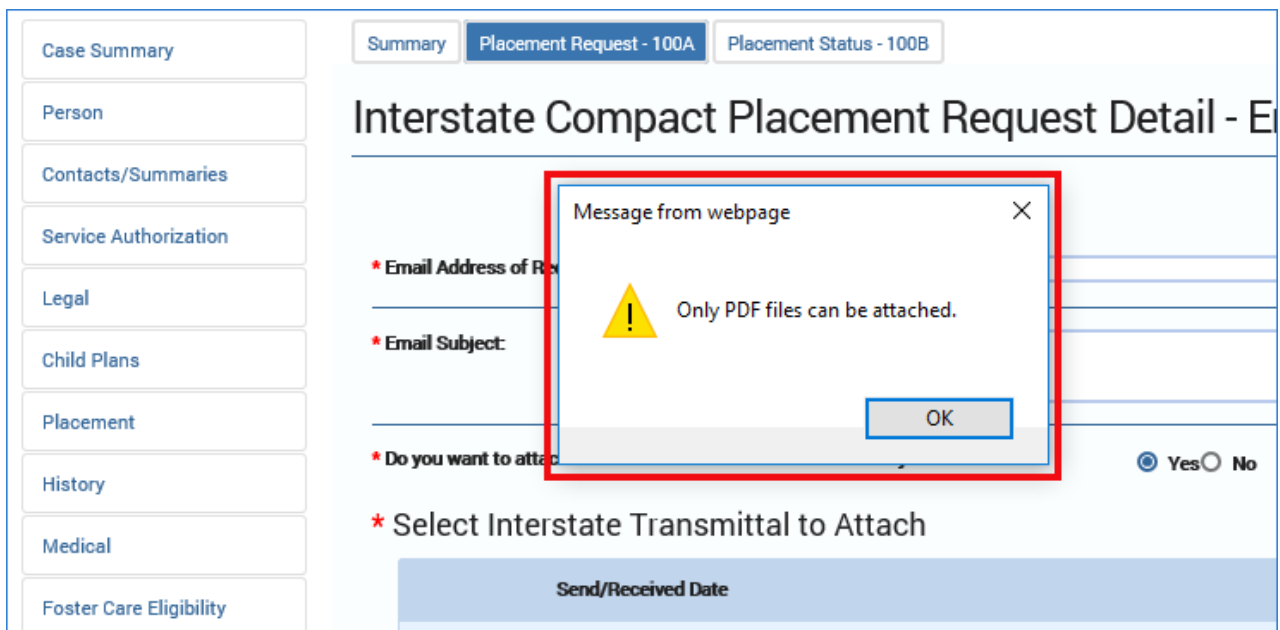


Note: Only documents in PDF format can be uploaded and attached to the email.

- Select the **Browse** button.
- At the **Open** dialog, navigate to the PDF file you wish to upload, select the file, and select the **Open** button.



- The system validates that the document is in PDF format and does not exceed 10 MB in size. An error message displays if the validation fails.



10. On successful validation, the file name displays in the **Document Name** field.
11. Select the **Send** button to send the email with the attachments.
12. The system validates the email to ensure all required fields have been entered. If any fields are blank, an error message displays. A confirmation pop-up message appears if the email is sent successfully (or not).

Case Summary | Summary | Placement Request - 100A | Placement Status - 100B

Interstate Compact Placement Request Detail - Email Detail

* required field
‡ conditionally required field

* Email Address of Receiving State:

* Email Subject:

* Do you want to attach the Interstate Transmittal in Email body? Yes No

* Enter content in Email Body:

* Select Documents to Attach

Document Name
<input checked="" type="checkbox"/>

Message from webpage

⚠ Email has not been sent successfully.

OK

Uploading an ICPC Home Study

Whenever a State Office ICPC Specialist uploads an ICPC Home Study document to the **Interstate Compact Placement Request Detail** page, an email notification is automatically sent to the primary worker.

Perform ICPC Placement Remove ICPC – Email 100B to Receiving State for Case Closure

New functionality has been added to the **Interstate Compact Placement Status Report Detail** page that enables a Regional Coordinator, Regional Office (RO) ICPC Specialist, or State Office (SO) ICPC Specialist to generate an email using a new **Send Email** button to notify a receiving state when a 100B form is submitted for case closure. The functionality adds a new **Interstate Compact Placement Status Report Detail – Email Detail** page.

Interstate Compact Placement Status Report Detail – Email Detail Page – How to Get There



To access the **Interstate Compact Placement Status Report Detail – Email Detail** page, follow these steps:

1. On the **Assigned Workload** page, select a hyperlink under the **Stage Name** column.

SS	!	WS	Hr	P/S	M-Ref	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
<input type="checkbox"/>				P						06/28/2016	04/11/2018	99	00			CPS
<input type="checkbox"/>				P						03/16/2017	04/11/2018	99	00			CPS

2. You arrive at the **Case Summary** page.
3. Select **ICPC** in the secondary menu.

The screenshot shows the 'Case Summary' page. The secondary menu at the top includes 'Case Summary', 'Case Summary Tool', 'Case To-Do List', 'Event List', 'Event Search', 'Case History', 'Principal Case History', 'Family Tree', and 'PCSP'. The left-hand navigation menu includes 'Person', 'Contacts/Summaries', 'Service Authorization', 'Legal', 'Child Plans', 'Placement', 'History', 'Medical', 'Foster Care Eligibility', 'PCA', 'ICPC', and 'Case Management'. The 'ICPC' option is highlighted with a red box. The main content area displays 'Case Name: Abrego,Cain' and 'Attention: You are currently in the [redacted] stage'. Below this is 'Case Information' with fields for 'Case ID', 'Status', 'Region', and 'Start Date of Case'. A table below shows a list of entries with columns: Mrg, M-Ref, Stage Name, Stg, Type, Opened, Time, Closed, Primary, Reg, Stage ID, Ov Dsp, and Phone.

4. You arrive as the **Interstate Compact Placement Summary** page.
5. Select the **Placement Status – 100B** tab in the tertiary menu.

The screenshot shows the 'Interstate Compact Placement Summary' page. The tertiary menu at the top includes 'Summary', 'Placement Request - 100A', and 'Placement Status - 100B'. The 'Placement Status - 100B' option is highlighted with a red box. The main content area displays 'Interstate Compact Placement Summary' with a red box around the title. Below the title are fields for 'Stage Name', 'Legacy Case#', and 'Other Case#'. There are two expandable sections: 'ICPC Request List' and 'Transmittal List'.

6. You arrive at the **ICPC Status Report List** page.

7. Select a hyperlink under the **Type** column.

Case Summary | Summary | Placement Request - 100A | Placement Status - 100B

ICPC Status Report List

Stage Name: # Submitted Events
Case ID:

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
08/31/2018	APRV	100B - Plcmt. Status	Adoption - Sending State to Provide Subsidy						

Reports

Reports:

New Using Add

8. You arrive at the **Interstate Compact Placement Status Report Detail** page.

9. Select the **Send Email** button at the bottom of the page.

Case Summary | Summary | Placement Request - 100A | Placement Status - 100B

Interstate Compact Placement Status Report Detail

Stage Name: # Submitted Events

Approval Status

Placement Detail

Sending State: Michigan Receiving State: Texas

Child Information

Name: ID:
Date of Birth: 04/14/2015 Gender: Female SSN:
Parents

Mother Name: ID: Unknown
Father Name: ID: Unknown

Section III - Placement Status

Placement Status: Initial Placement
Person: ID: 91354559
Date of Placement: 08/21/2018

Compact Termination

Compact Termination Reason:
Please Explain 'Other':
Date of Termination:

Notes

Notes:

Enclosed Documents
ICPC Document List
Transmittal List

Send Email Save

10. You arrive at the **Interstate Compact Placement Status Report Detail – Email Detail** page.

Case Summary | Summary | Placement Request - 100A | Placement Status - 100B

Interstate Compact Placement Status Report Detail - Email Detail

* required field
‡ conditionally required field

* Email Address of Receiving State:

* Email Subject:

* Do you want to attach the Interstate Transmittal in Email body? Yes No

* Enter content in Email Body:

* Select Documents to Attach

Document Name	
<input type="checkbox"/>PDF
<input type="checkbox"/>PDF
<input type="checkbox"/>PDF
<input type="checkbox"/>100Bs.PDF

Upload Documents:

‡ Document Name:

Using Send Email for Case Closure

The new **Send Email** button on the **Interstate Compact Placement Status Report Detail** page enables a Regional Coordinator, Regional Office (RO) ICPC Specialist, or State Office (SO) ICPC Specialist to generate an email to notify a receiving state when a 100B form is submitted for case closure. The **Send Email** button only appears for a **100B Placement Request** that is in "APRV" status.

To email a **100B Placement Request** and related documents to a receiving state, follow these steps.

1. From the **Interstate Compact Placement Request Detail – Email Detail** page, you will compose the email to be sent to the receiving state. The new email page functions similarly to other email detail pages with required fields noted with a red asterisk (*).
2. Enter the email address of the receiving state in the **Email Address of Receiving State** field.
3. Enter the subject of the email in the **Email Subject** field.
4. For the **Do you want to attach the Interstate Transmittal in Email body?** field, you have "Yes" and "No" options:
 - Selecting the "Yes" radio button displays the **Select Interstate Transmittal to Attach** section where you will select the Interstate Transmittal letter that will prepopulate the body text of the email.
 - Selecting the "No" radio button displays the **Enter content in Email Body** text box where you will manually type the content of the email.
5. Under the **Select Documents to Attach** section, you will select which of the uploaded documents to attach and send to the receiving state.

- Case Summary
- Person
- Contacts/Summaries
- Service Authorization
- Legal
- Child Plans
- Placement
- History
- Medical
- Foster Care Eligibility
- PCA
- ICPC
- Case Management

Summary
Placement Request - 100A
Placement Status - 100B

Interstate Compact Placement Status Report Detail - Email Detail

* required field
‡ conditionally required field

*** Email Address of Receiving State:**

*** Email Subject:**

*** Do you want to attach the Interstate Transmittal in Email body?** Yes No

*** Select Interstate Transmittal to Attach**

Send/Received Date	Transmittal Type
[Redacted]	

*** Select Documents to Attach**

	Document Name
<input checked="" type="checkbox"/>	[Redacted].PDF
<input checked="" type="checkbox"/>	[Redacted].PDF

6. At the bottom of the page, you have the option to browse for additional documents to upload and attach to the email.



Note: Only documents in PDF format can be uploaded and attached to the email.

7. Select the **Browse** button.
8. At the **Open** dialog, navigate to the PDF file you wish to upload, select the file, and select the **Open** button.

* Do you want to attach the Interstate Transmittal in Email body? Yes No

* Select Interstate Transmittal to Attach

Send

Choose File to Upload

< > << Desktop > 100Bs Search 100Bs

Organize New folder

This PC Desktop Documents Downloads Music Pictures

Name Date modified

100B 1/8/2019 9:45 AM

File name: 100B Custom Files (*.pdf)

Open Cancel

Upload Documents: **Browse**

Document Name:

Cancel Send

9. The system validates that the document is in PDF format and does not exceed 10 MB in size. An error message displays if the validation fails.

The screenshot shows a web application interface for 'Interstate Compact Placement Status Report Detail - Email Detail'. On the left is a navigation menu with categories like Case Summary, Person, Contacts/Summaries, Service Authorization, Legal, Child Plans, Placement, History, Medical, Foster Care Eligibility, PCA, and ICPC. The main content area has tabs for Summary, Placement Request - 100A, and Placement Status - 100B. The form contains several required fields: 'Email Address of Receiving State', 'Email Subject', and a checkbox for 'Do you want to attach the Interstate Transmittal in Email body?'. Below these is a table for selecting transmittals to attach, with columns for 'Send/Received Date' and 'Transmittal Type'. A red-bordered dialog box titled 'Message from webpage' is overlaid on the form, displaying a yellow warning icon and the text 'Only PDF files can be attached.' with an 'OK' button.

10. On successful validation, the file name displays in the **Document Name** field.

11. Select the **Send** button to send the email with the attachments.

12. The system validates the email to ensure all required fields have been entered. If any fields are blank, an error message displays. If successful, a confirmation message appears.

This screenshot is similar to the previous one, showing the same web application interface. However, the red-bordered dialog box now displays a yellow warning icon and the text 'Email has not been sent successfully.' with an 'OK' button. The background form elements, including the navigation menu, tabs, and input fields, are visible but partially obscured by the dialog box.

Perform ICPC Placement – Interstate Compact Financial/Medical Plan Form Updates

Updates were made to the fixed text under the **Financial Plan** and **Medical Plan** sections on the **Interstate Compact Financial/Medical Plan** form.

Interstate Compact Financial/Medical Plan Form – How to Get There



To access the **Interstate Compact Financial/Medical Plan** form, follow these steps:

1. On the **Assigned Workload** page, select a hyperlink under the **Stage Name** column.

SS	WS	Hr	P/S	M-Ref	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
			P						06/28/2016	04/11/2018	99	00			CPS
			P						03/16/2017	04/11/2018	99	00			CPS

2. You arrive at the **Case Summary** page.
3. Select **ICPC** in the secondary menu.

Case Summary

Case Name: Abrego,Cain

Attention: You are currently in the [] stage

Case Information

Case ID: [] Region: 99
 Status: Open Start Date of Case: 03/16/2017

Mrg	M-Ref	Stage Name	Stg	Type	Opened	Time	Closed	Primary	Reg	Stage ID	Ov Dsp	Phone
					03/16/2017				99			
					03/16/2017				99			

- You arrive at the **Interstate Compact Placement Summary** page.
- Select the **Placement Request – 100A** tab in the tertiary menu.

Case Summary | Summary | **Placement Request - 100A** | Placement Status - 100B

Interstate Compact Placement Summary

Stage Name: [Redacted] Expand All Collapse All

Legacy Case#: [] Other Case#: []

▶ ICPC Request List

▶ Transmittal List

[Save](#)

- You arrive at the **ICPC Placement Request List** page.
- Select a hyperlink under the **Type** column.

Case Summary | Summary | **Placement Request - 100A** | Placement Status - 100B

ICPC Placement Request List

Stage Name: [Redacted] # Submitted Events

Case ID: [Redacted]

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
07/31/2017	APRV	100A - Plcmt. Request	Adoption – Sending State to Provide Subsidy	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

[New Using](#) [Add](#)


Reports

Reports: [] [Launch](#)

8. You arrive at the **Interstate Compact Placement Request Detail** page.
9. From the **Forms** dropdown at the bottom of the page, select "Interstate Compact Financial/Medical Plan" and select the **Launch** button.

The screenshot shows the 'Interstate Compact Placement Request Detail' page. The title 'Interstate Compact Placement Request Detail' is highlighted with a red box. Below the title, there are sections for 'Approval Status', 'Placement Detail', 'Section I - Identifying Data', 'Parents', 'Section II - Placement Information', and 'Section III - Services Requested'. At the bottom of the page, there is a 'Forms Launch' dropdown menu. The dropdown menu is highlighted with a red box and contains the following options: 'Interstate Compact Placement Request', 'Priority Home Study Request', 'Interstate Compact Financial/Medical Plan', and 'Interstate Compact Cover Letter'. A red arrow points to the 'Interstate Compact Financial/Medical Plan' option. To the right of the dropdown menu is a 'Launch' button, also highlighted with a red box. Below the dropdown menu, there is a 'Forms Launch' section with a 'Forms:' label and a red arrow pointing to the same dropdown menu. A 'Launch' button is also present in this section, highlighted with a red box.

10. You will arrive at the **Interstate Compact Financial/Medical Plan** page.



INTERSTATE COMPACT FINANCIAL/MEDICAL PLAN

Child's Name: _____ Date of Birth: _____ IV-E-Eligibility:
Placement Resource: _____ Child Receives SSI

Please select from both the Financial and Medical sections

FINANCIAL PLAN: The child is placed with -

- PARENT/RELATIVE/FICTIVE KIN** will be financially responsible for the child. The RELATIVE may qualify for monthly Kinship Payments. The Parent/Relative/Fictive Kin can apply for TANF assistance in the receiving state.
- FOSTER PARENTS** will receive monthly foster care payments if licensed in the receiving state. If custody of the child is granted to the Foster Parent after 6 months of placement, the family can apply for the Permanency Care Assistance (PCA) Program. This program allows the family to receive a monthly payment until child is 18 years old.
- ADOPTIVE PARENTS**, may receive an adoption subsidy. The adoptive parents will be financially responsible for the child if the child does not qualify for an adoption subsidy. The child **DOES** **DOES NOT** qualify for an adoption subsidy. (Please note adoption subsidy begins when the child is placed)

MEDICAL PLAN: The child is placed with -

- PARENT/RELATIVE/FICTIVE KIN** will be medically responsible for the child. The Parent/Relative/Fictive Kin will be responsible for obtaining medical coverage for the child. The Parent/Relative/Fictive Kin can apply for TANF assistance in the receiving state.
- FOSTER PARENTS**, will need to obtain medical benefits for the child. The child is eligible to receive medical benefits due to being placed in a licensed foster home. If custody of the child is granted to the Foster Parent after 6 months of placement, the family can apply for the Permanency Care Assistance (PCA) program which may allow for continued medical coverage until the child is 18 years old.
- ADOPTIVE PARENTS**, may receive an adoption subsidy that includes Medicaid. The adoptive parents will be medically responsible for the child if the child does not qualify for an adoption subsidy. The child **DOES** **DOES NOT** qualify for an adoption subsidy.

***** PLEASE ATTACH A COPY OF THE CHILD'S BIRTH CERTIFICATE AND SOCIAL SECURITY CARD.

DFPS Caseworker: _____ Date: 02/04/2019
DFPS Supervisor: _____ Date: 02/04/2019

Interstate Compact Financial/Medical Plan Form

The fixed text under both the **Financial Plan** and **Medical Plan** sections of the **Interstate Compact Financial/Medical Plan** form has been updated.