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

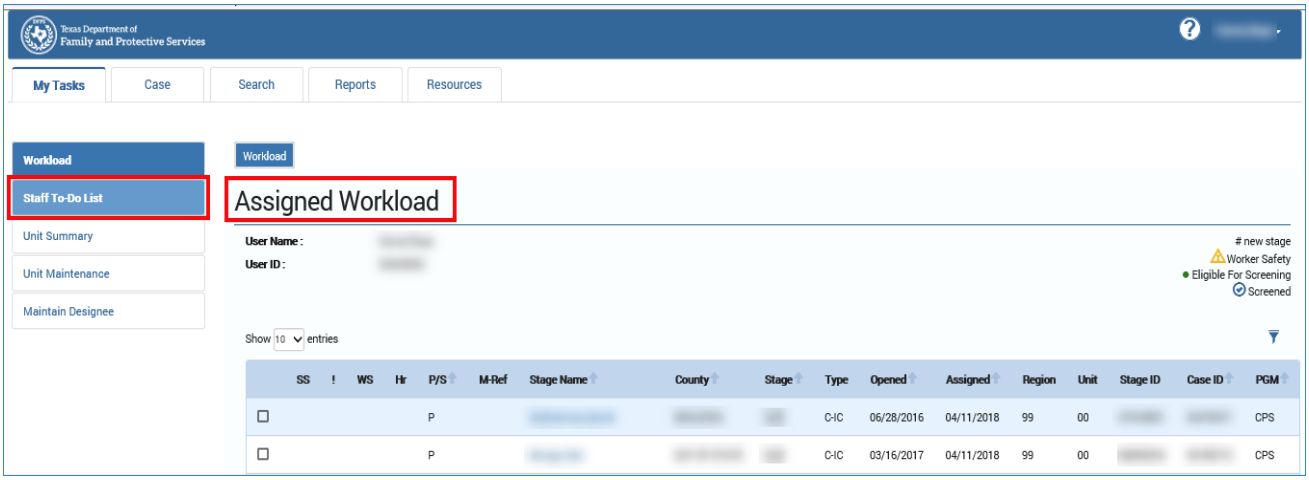
Overview

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.

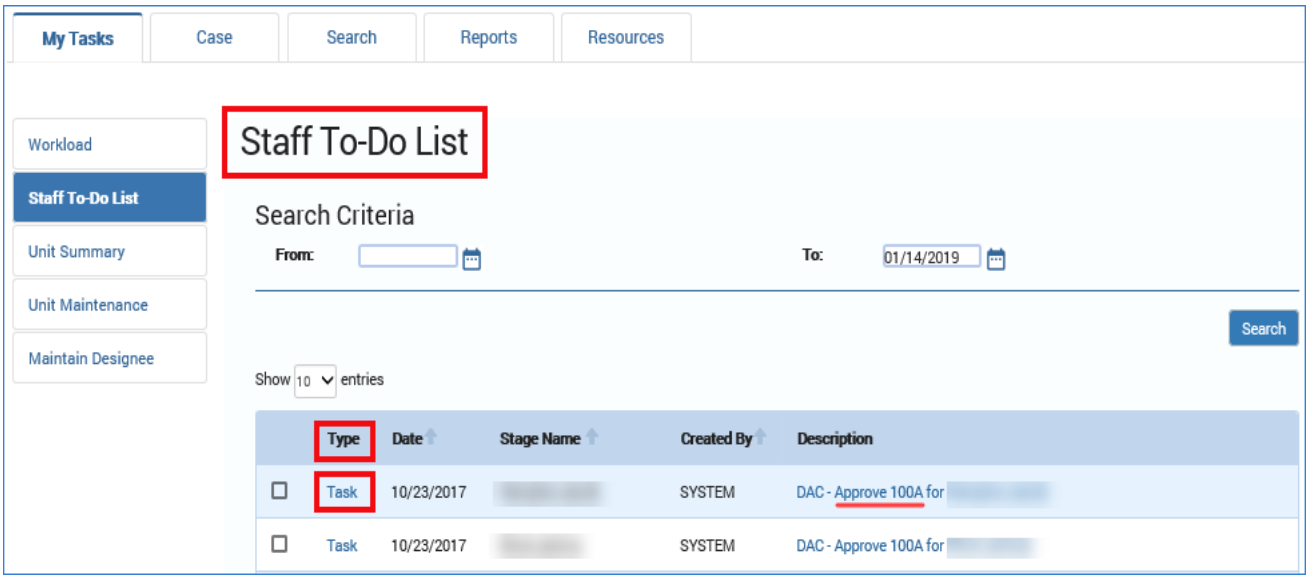
Approval Status – Interstate Compact Placement Request Page – How to Get There

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

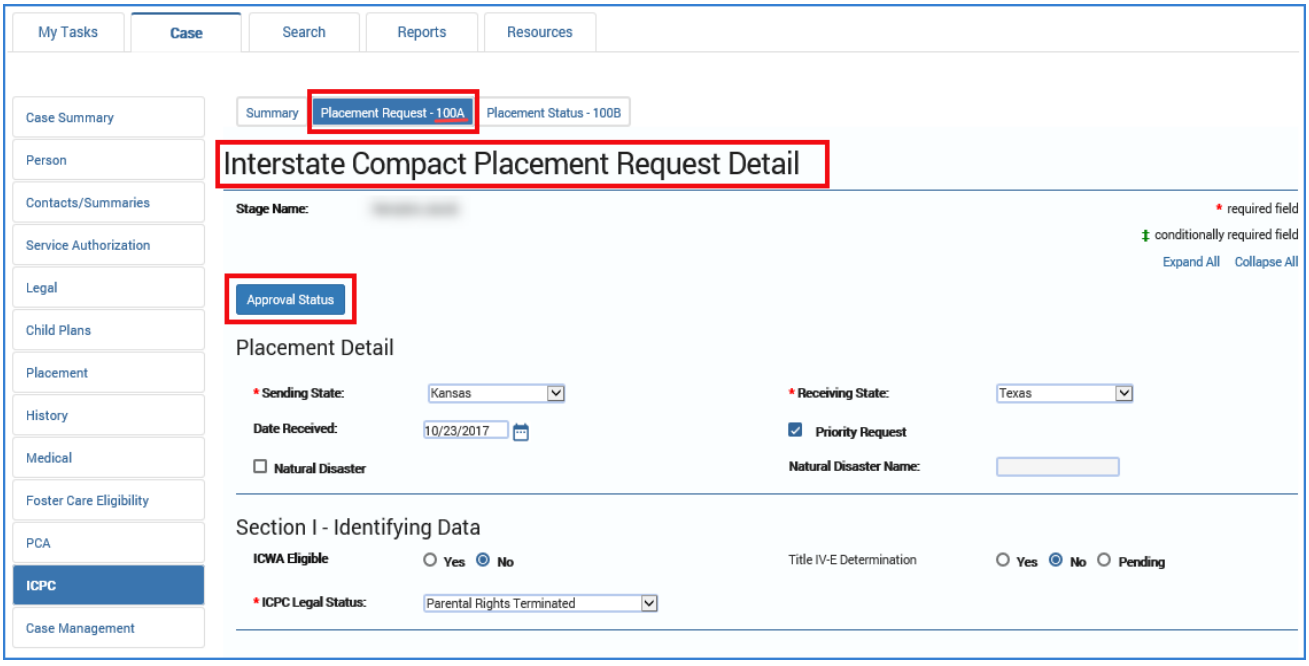
1. From the **Assigned Workload** page of the DFPS Supervisor or Regional ICPC Coordinator, select **Staff To-Do List** tab in the secondary menu.



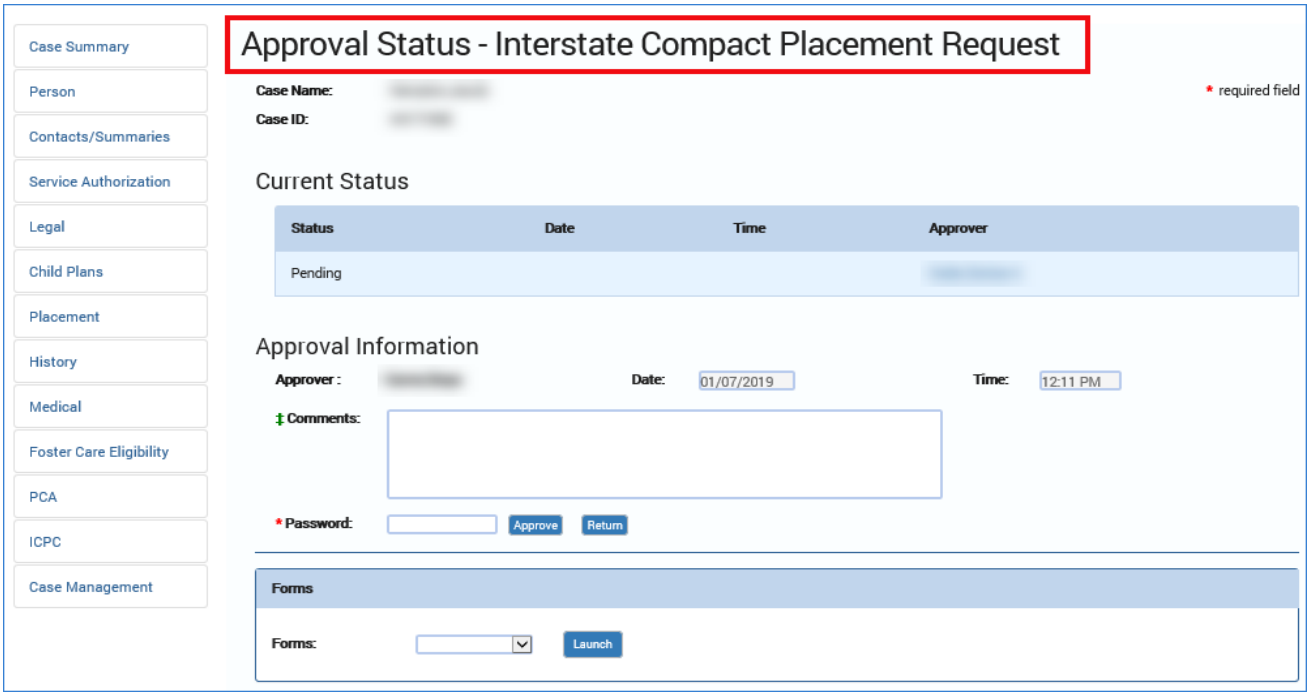
2. You will arrive at your **Staff To-Do-List** page.
3. Select the "Task" hyperlink for an "Approve 100A" task from the list.



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



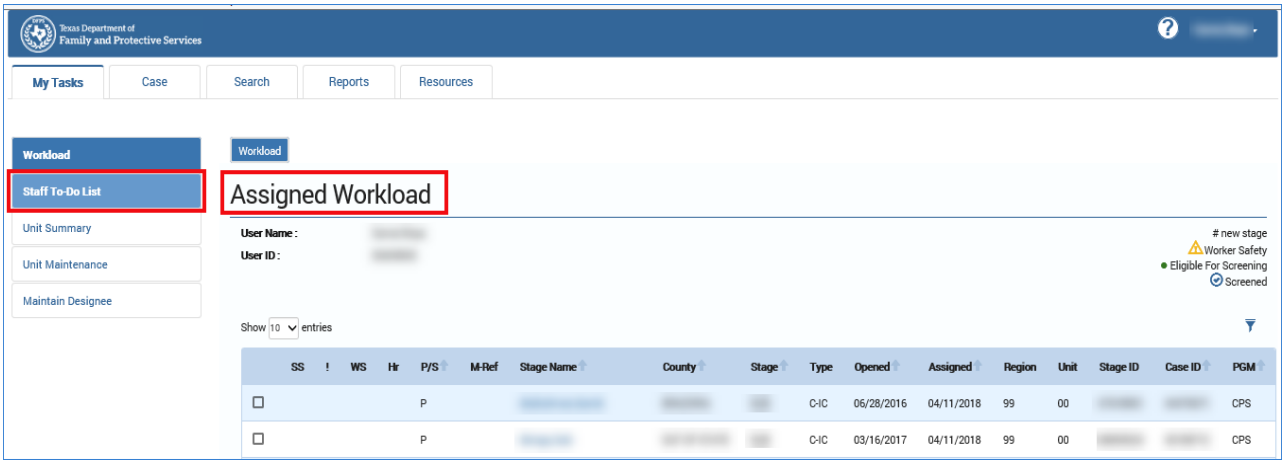
6. You will arrive at the **Approval Status – Interstate Compact Placement Request** page.



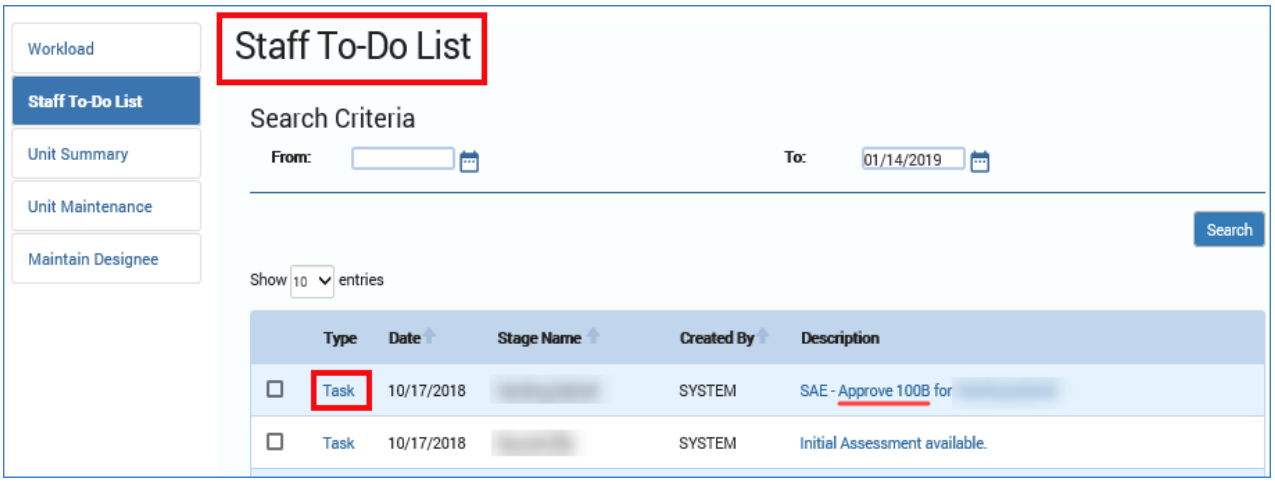
Approval Status - Interstate Compact Status Report Page – How to Get There

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

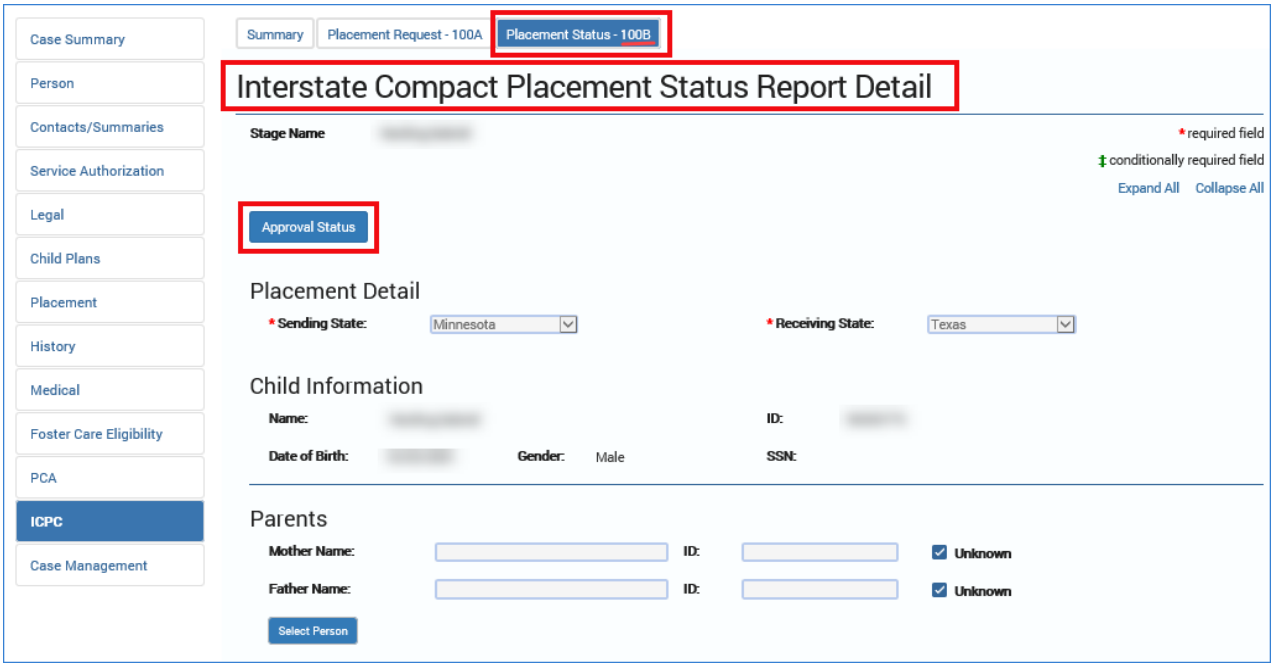
1. From the **Workload** page of the DFPS Supervisor or Regional ICPC Coordinator, select **Staff To-Do List** tab from the secondary menu.



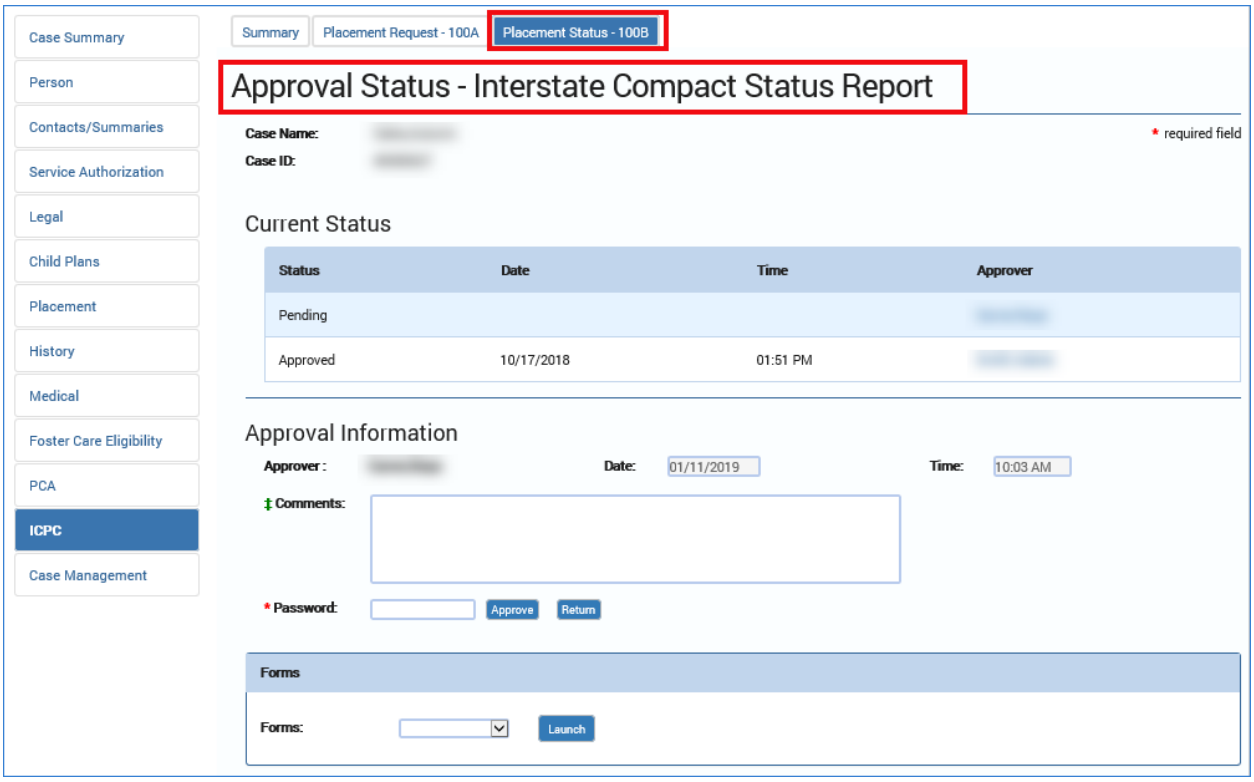
2. You will arrive at your **Staff To-Do-List** page.
3. Select the "Task" hyperlink for an "Approve 100B" task from the list.



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



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



ICPC Approval – 100A Placement Request

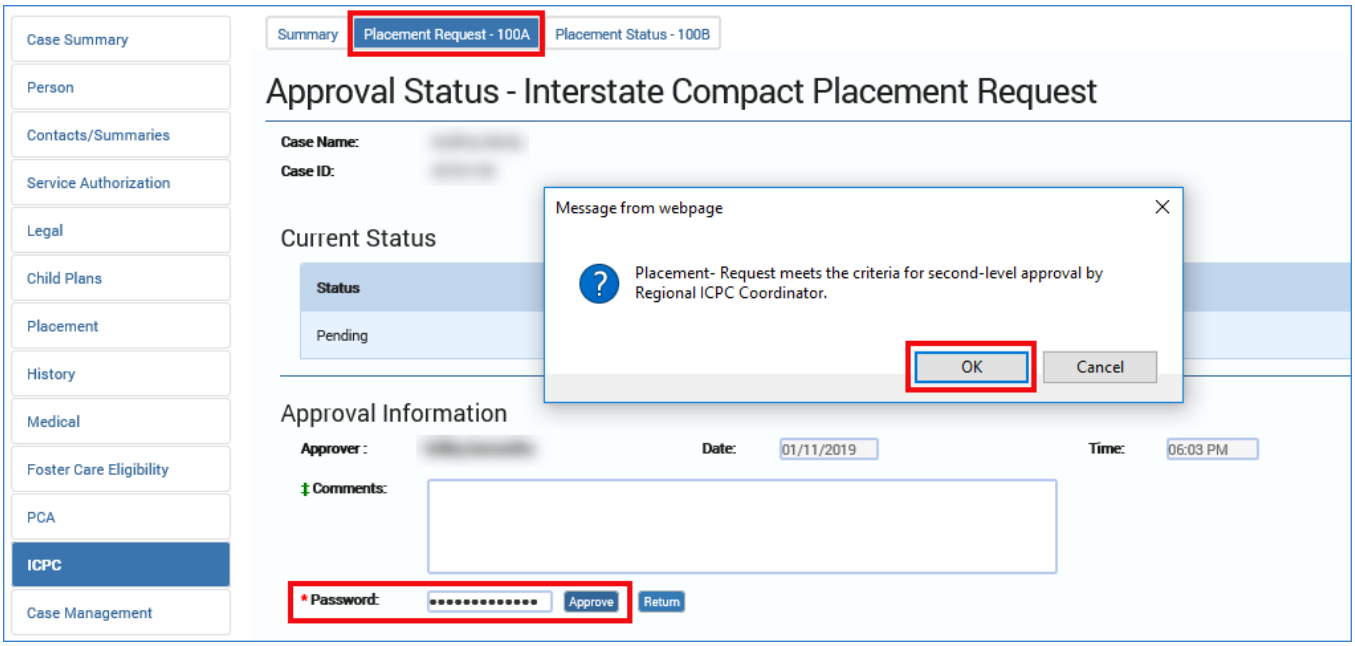
To assign either a Regional ICPC Coordinator as the second-level approver or the State Office ICPC Specialist as the third-level approver to an **Interstate Compact Placement Request** (100A), follow these steps:

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)*

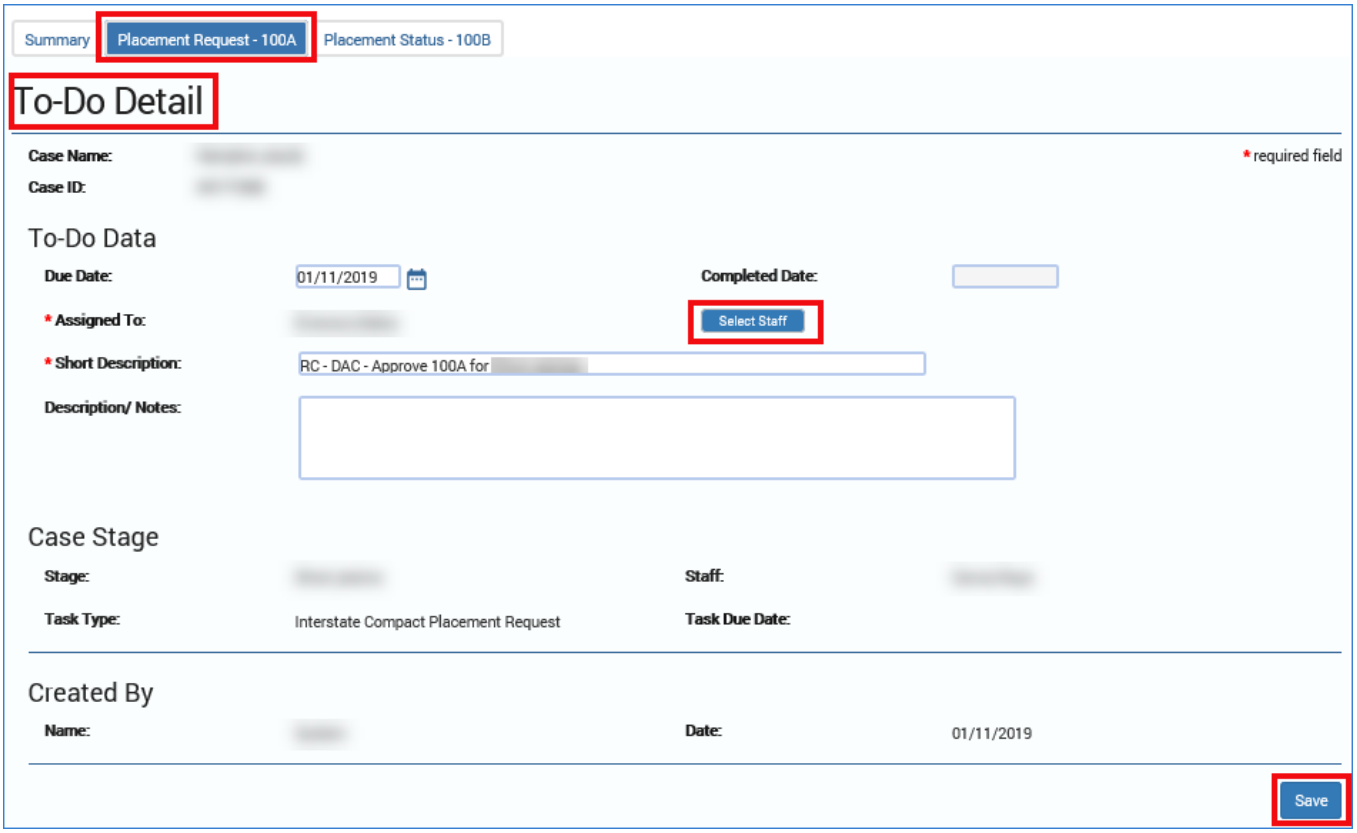
     "Placement- Request meets the criteria for second-level approval by Regional ICPC Coordinator."
   - *For the Regional ICPC Coordinator (second-level approval)*

     "Placement- Request meets the criteria for third-level approval by State Office ICPC Specialist."
3. Select the **OK** button.

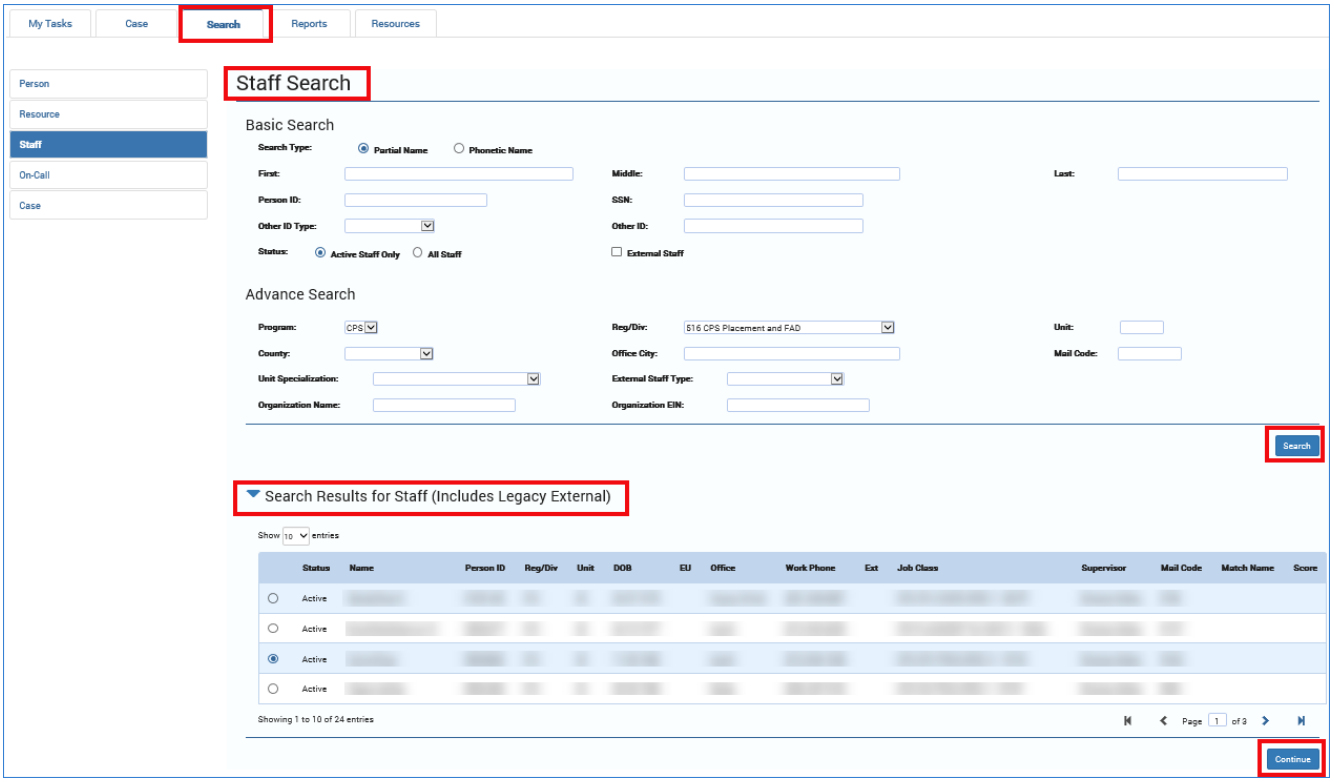
Note: *Selecting **OK** at this window no longer locks the request for additional approval, but navigates you to the **To-Do Detail** page for assignment to the next-level approver.*



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.



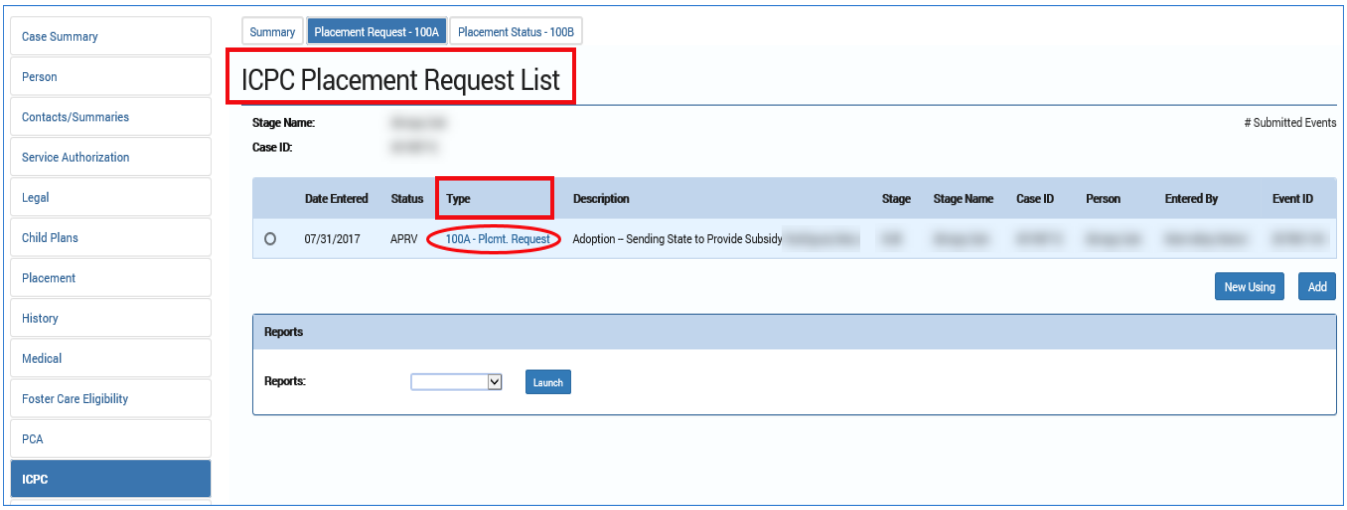
6. On the **Staff Search** page, select either the Regional ICPC Coordinator as the second-level approver or the State Office ICPC Specialist as the third-level approver.



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.



ICPC Approval – 100B Placement Status

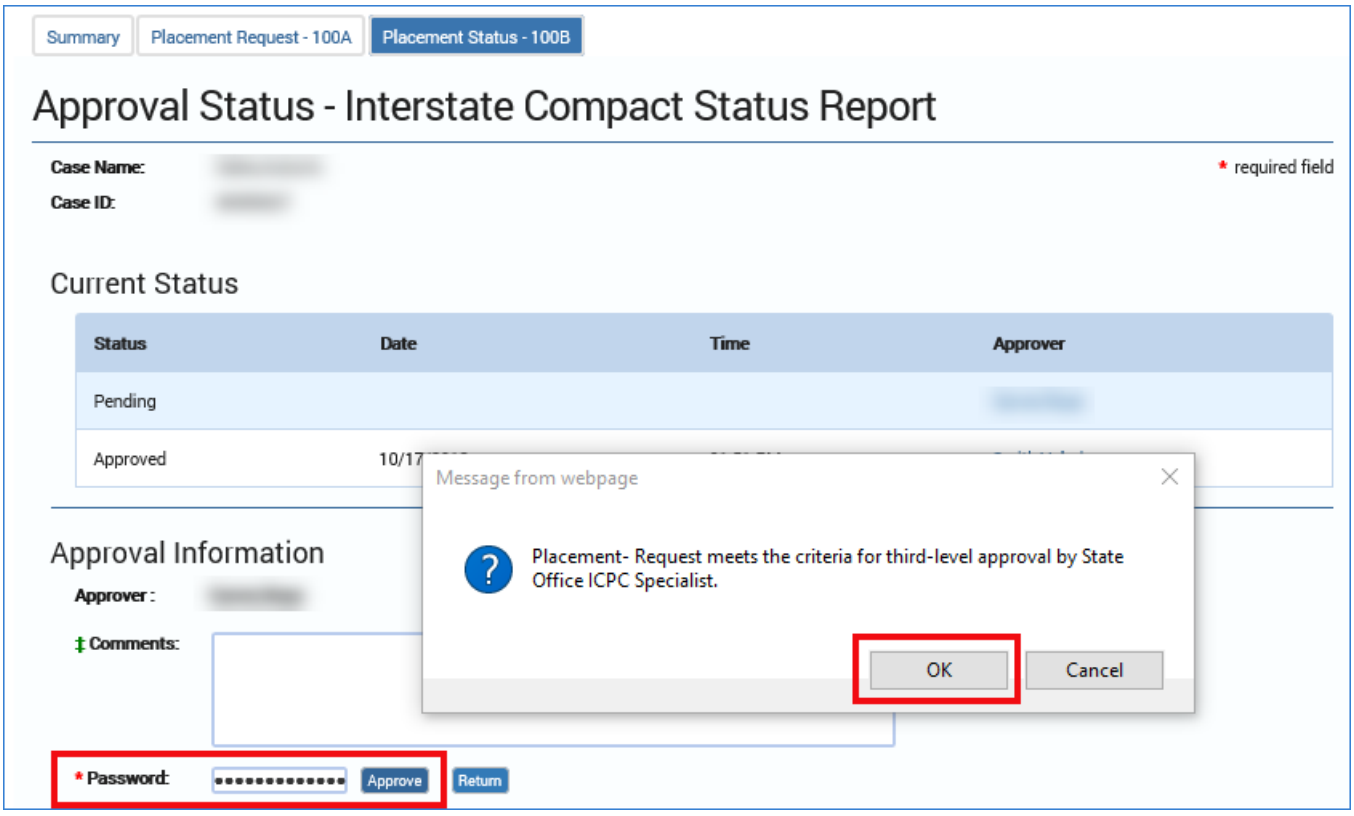
To assign either a Regional ICPC Coordinator as the second-level approver or the State Office ICPC Specialist as the third-level approver to an **Interstate Compact Placement Request** (100B) follow these steps:

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)*

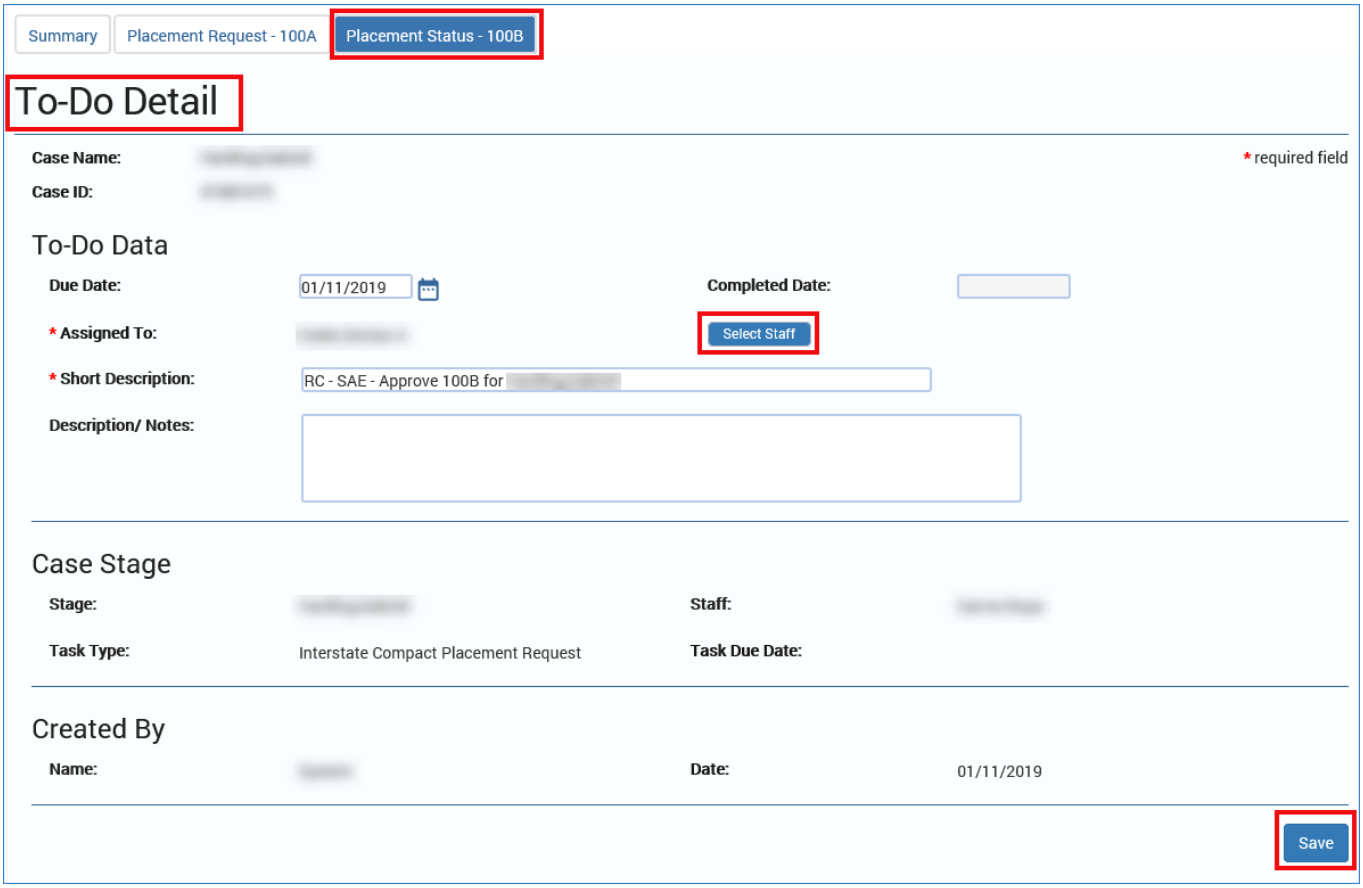
     "Placement- Request meets the criteria for second-level approval by Regional ICPC Coordinator."
   - *For the Regional ICPC Coordinator (second-level approval)*

     "Placement- Request meets the criteria for third-level approval by State Office ICPC Specialist."
3. Select the **OK** button.

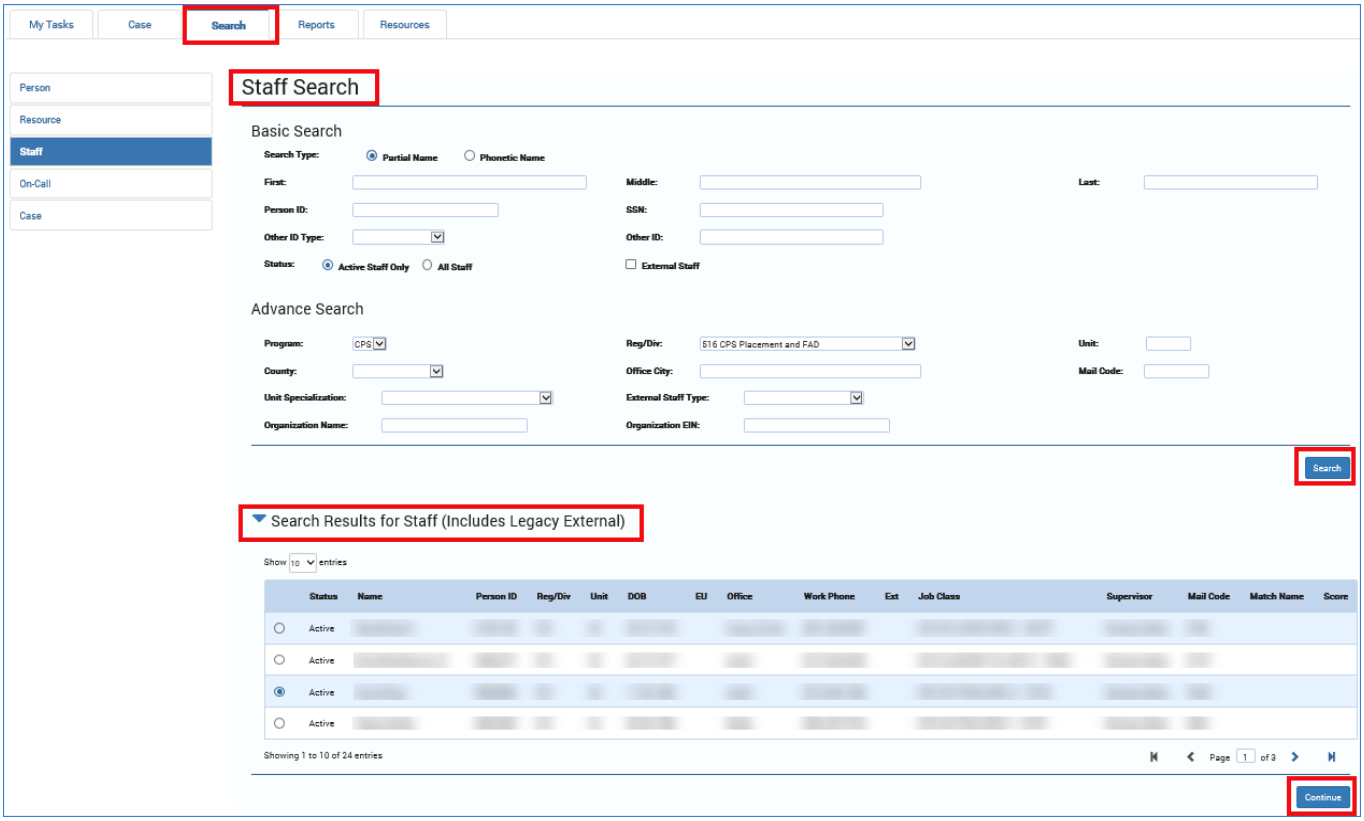
Note: *Selecting **OK** button at this window no longer locks the request for additional approval, but navigates you to the **To-Do Detail** page for assignment to the next-level approver.*



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

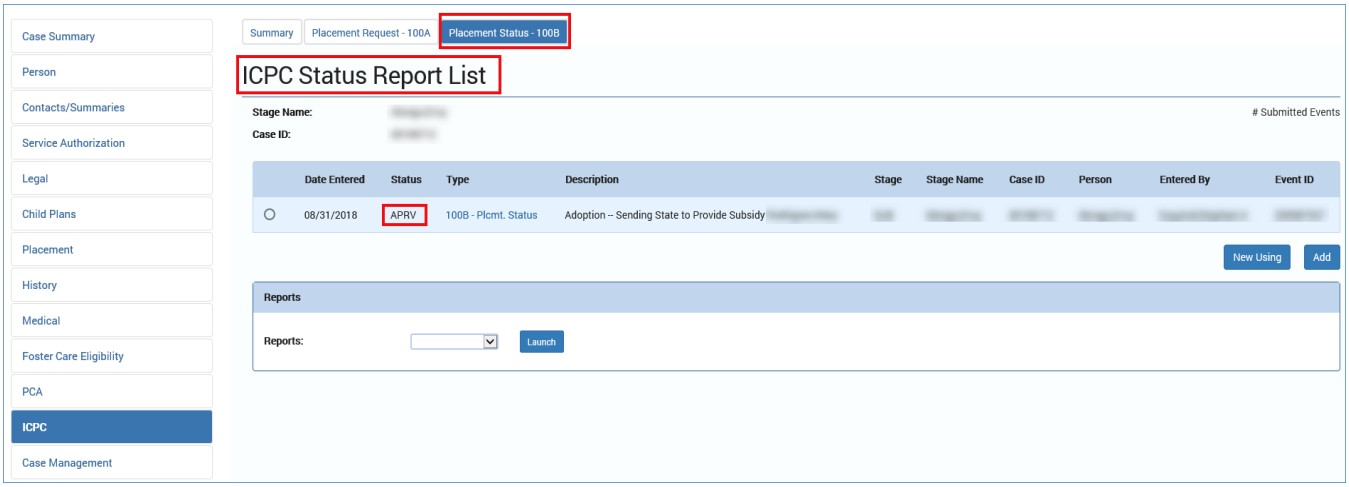


5. On the **Staff Search** page, select either the Regional ICPC Coordinator as the second-level approver or the State Office ICPC Specialist as the third-level approver.
6. Select the **Continue** button to be redirected back to the **To-Do Detail** page, where you will select the **Save** button to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



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.*



Interstate Compact Placement Request Detail – Delete Button Added

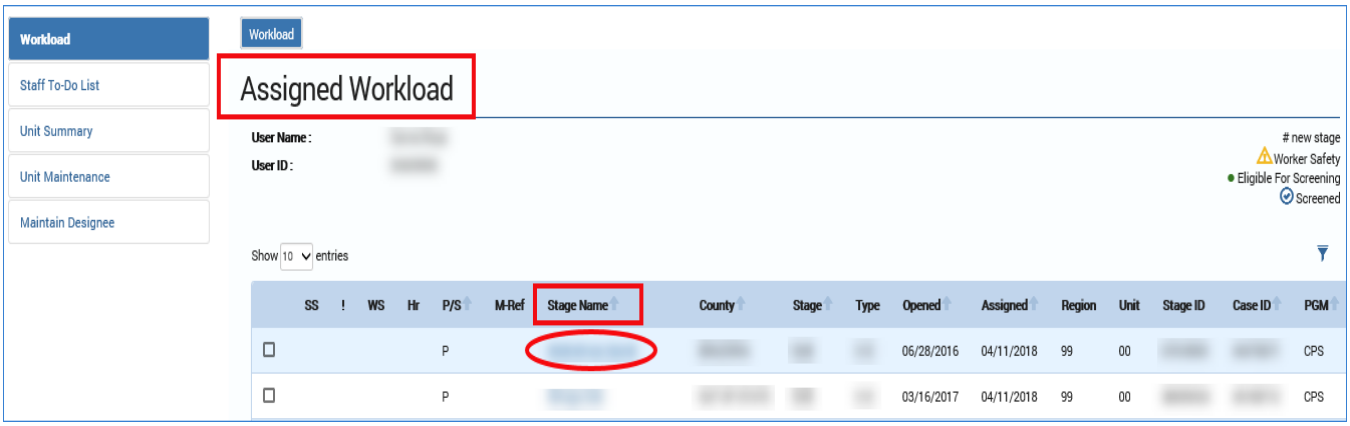
A **Delete** button was added to the **Interstate Compact Placement Request Detail** page for Interstate Compact Placement Requests (100A-Plcmt Request) that are in Process ("PROC") or Pending ("PEND") status. Only the State Office ICPC Specialist is able to delete 100A Placement Requests.

Interstate Compact Placement Request Detail Page – How to Get There

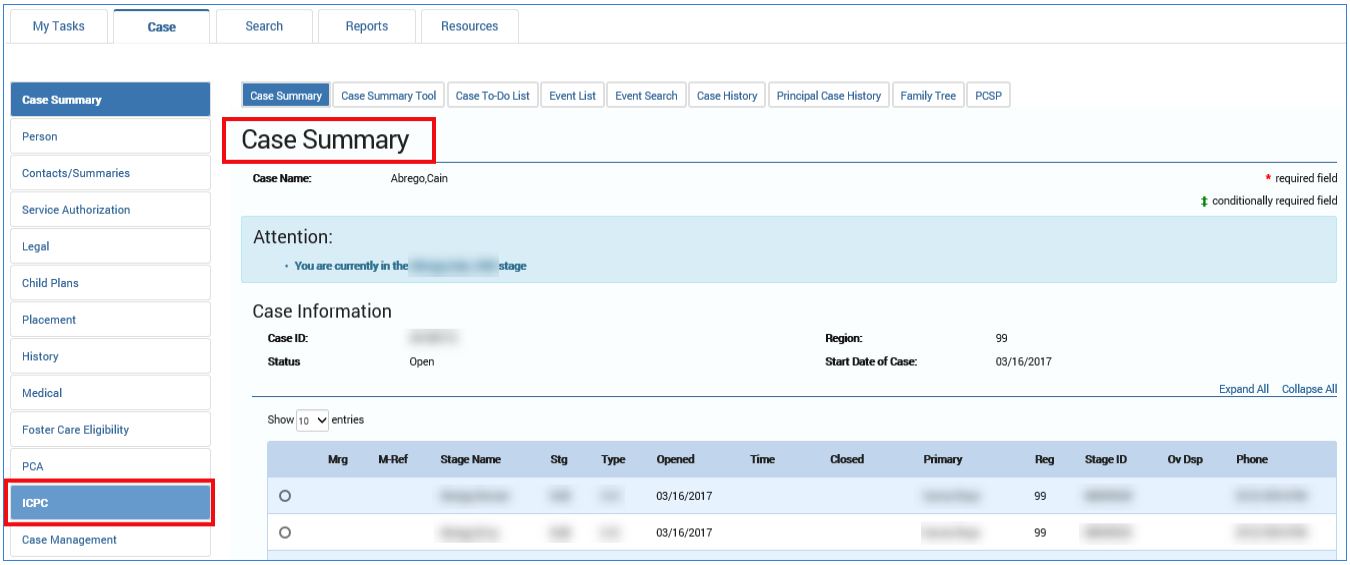
[Navigation]

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

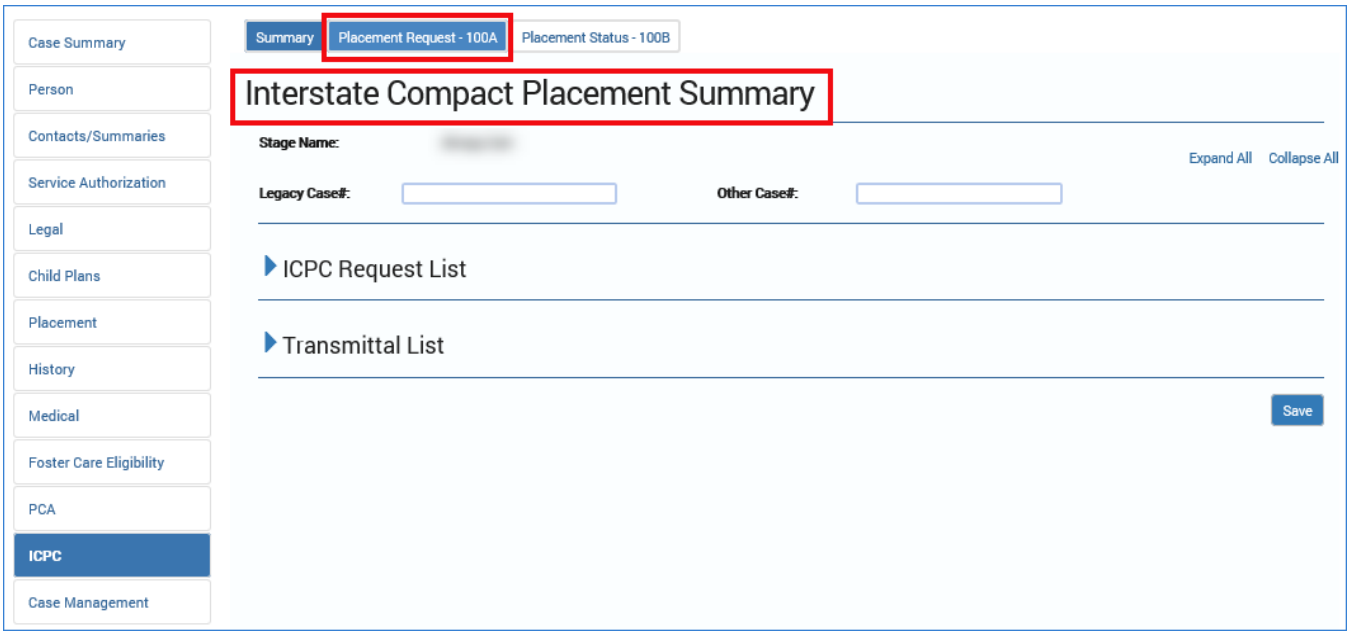
1. On the **Assigned Workload** page, select a hyperlink under the **Stage Name** column.



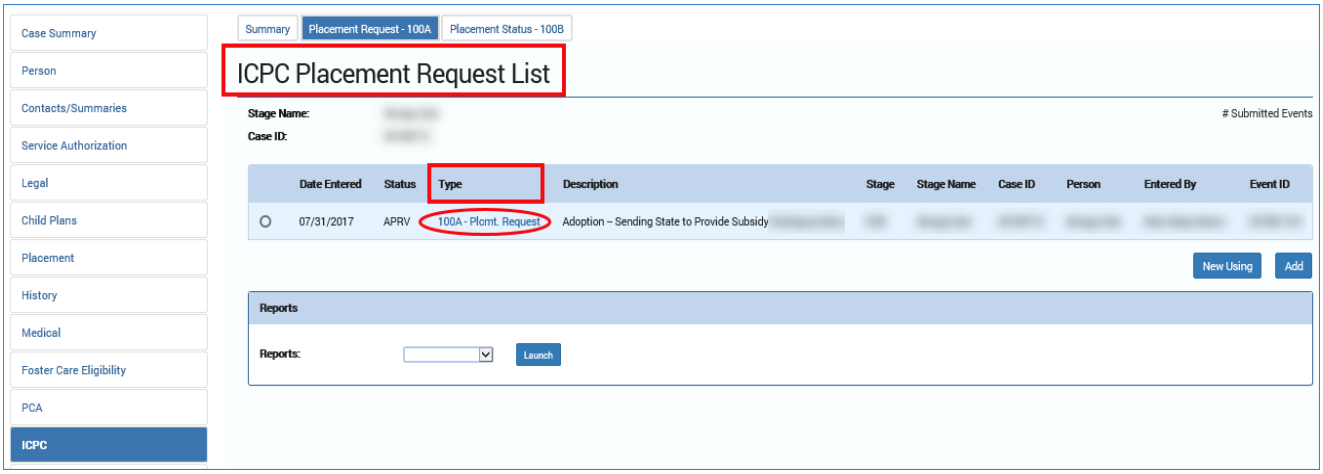
2. You arrive at the **Case Summary** page.
3. Select **ICPC** in the secondary menu.



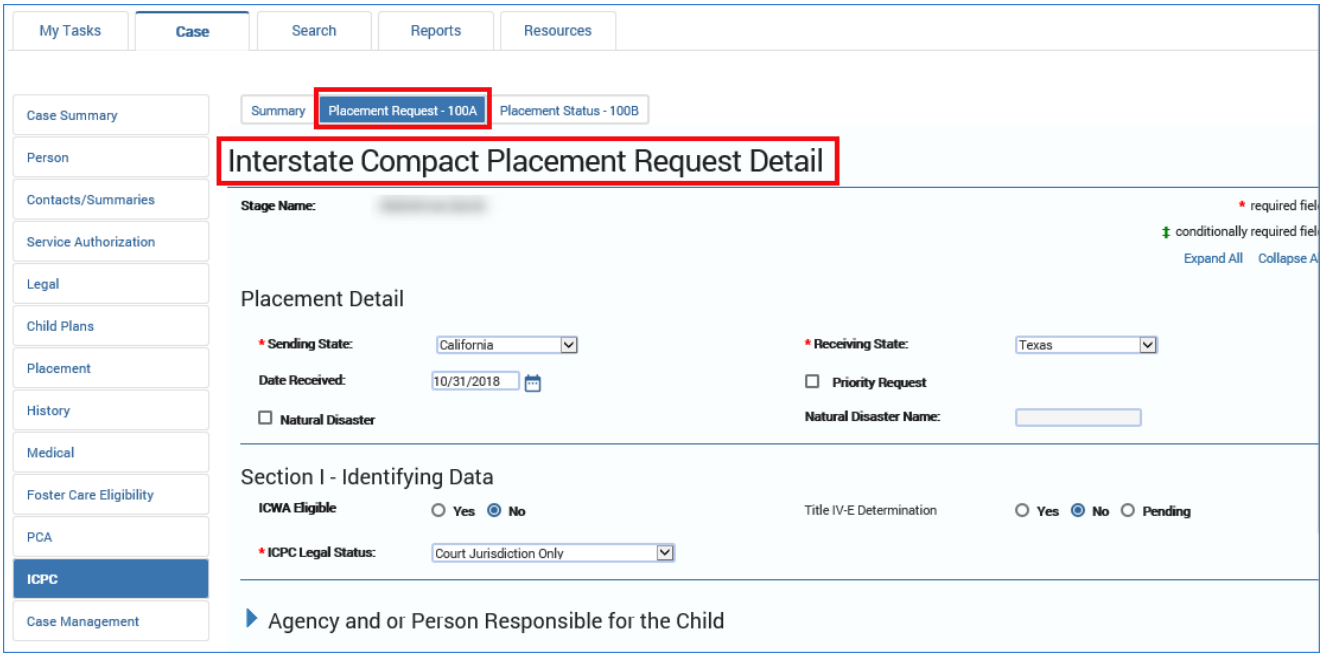
4. You arrive as the **Interstate Compact Placement Summary** page.
5. Select the **Placement Request – 100A** tab in the tertiary menu.



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



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

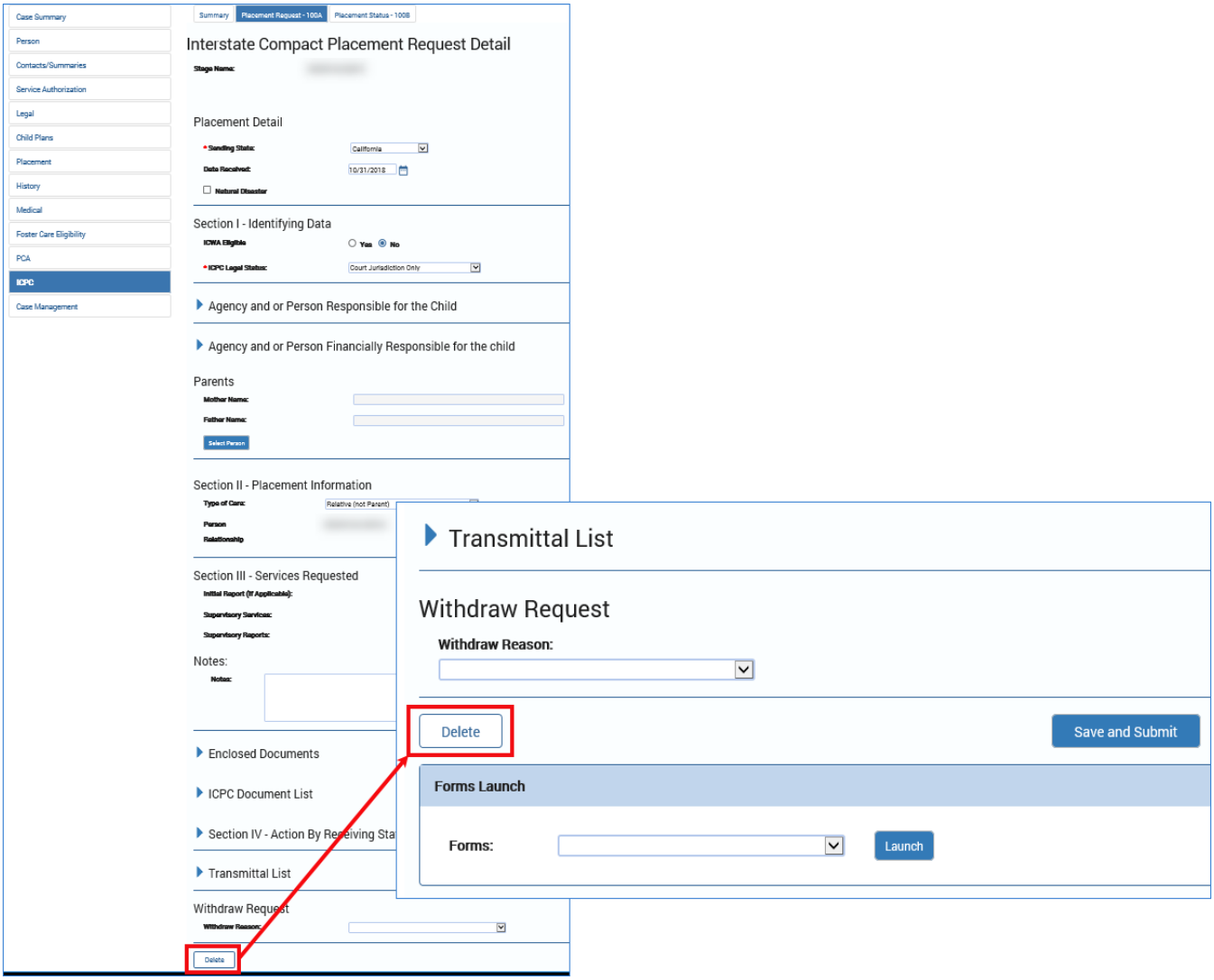


Deleting a 100A Placement Request

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.



Perform ICPC Placement Remove ICPC – Email 100A Placement Request

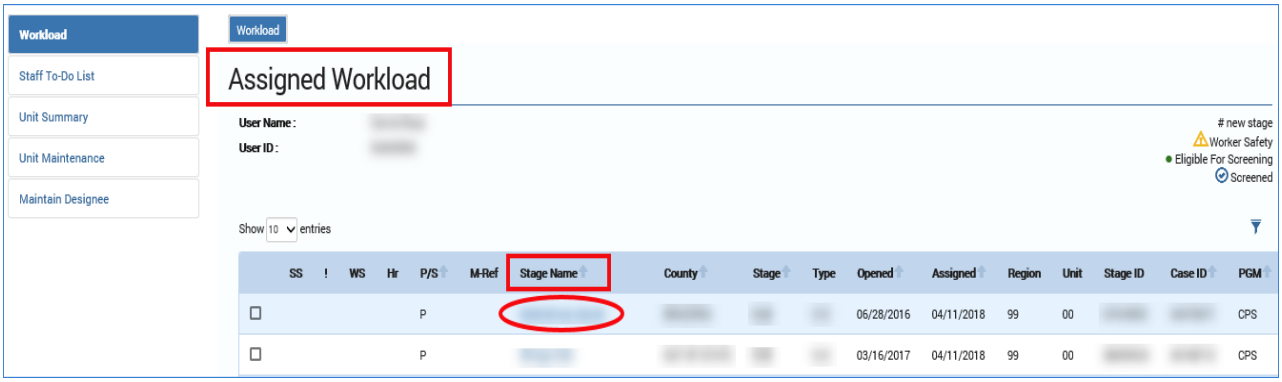
Functionality has been added to send a **100A Interstate Compact Placement** request and related documents to a receiving state using a new **Send Email** button on the **Interstate Compact Placement Request Detail** page. The functionality adds a new **Interstate Compact Placement Request Detail – Email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

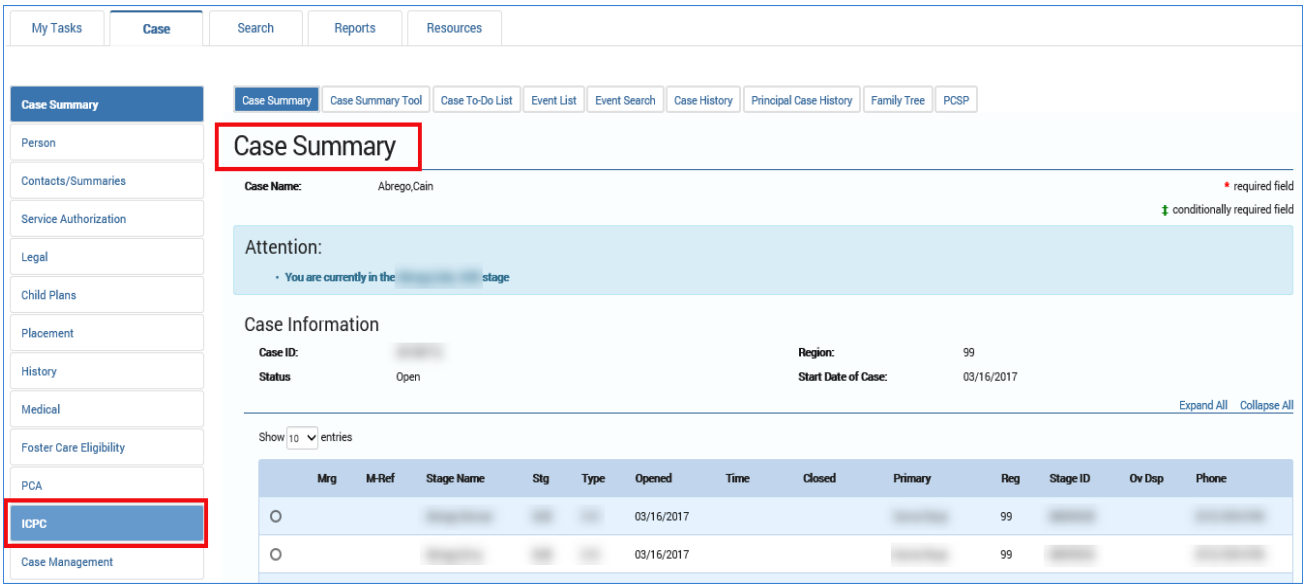
Interstate Compact Placement Request Detail – Email Detail Page – How to Get There

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

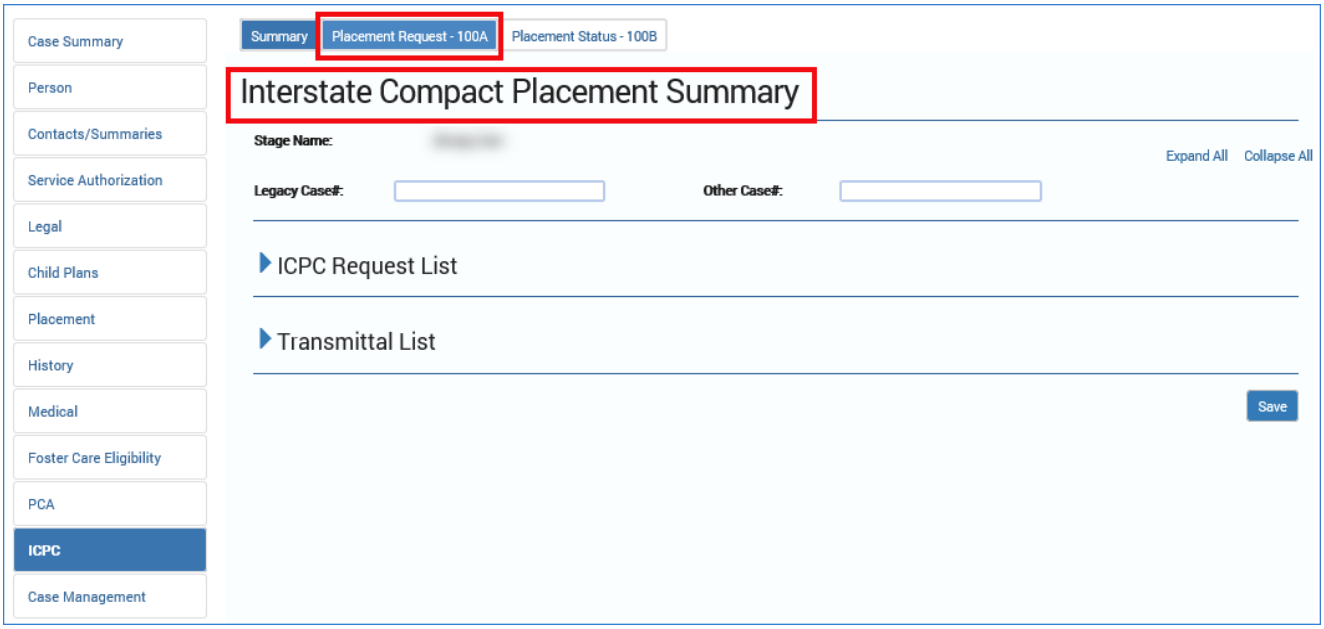
1. On the **Assigned Workload** page, select a hyperlink under the **Stage Name** column.



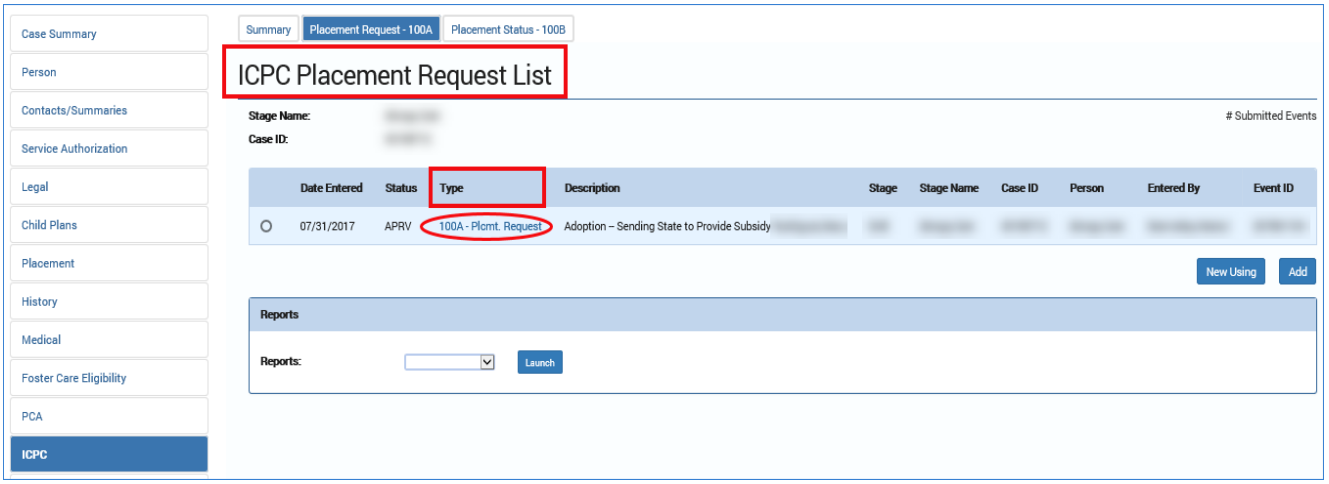
2. You arrive at the **Case Summary** page.
3. Select **ICPC** in the secondary menu.



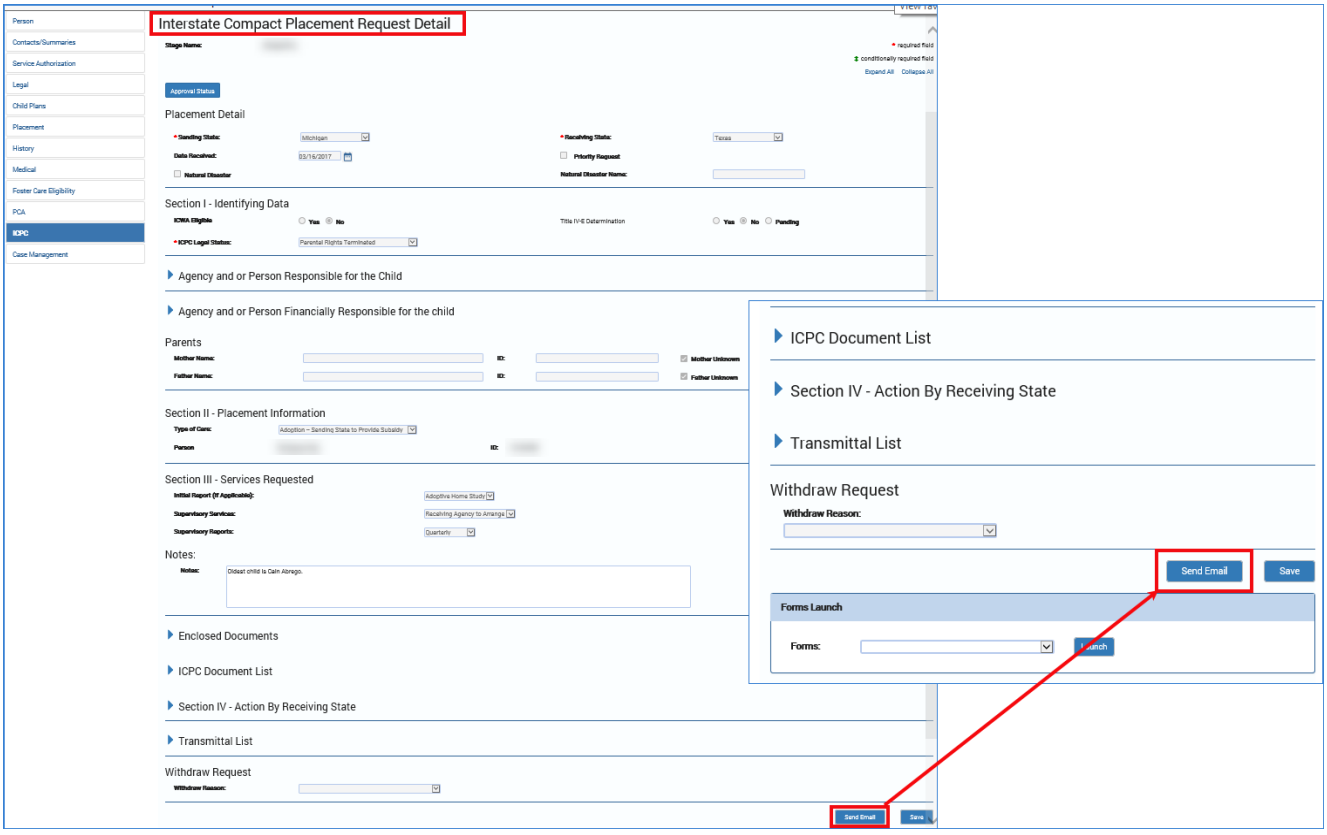
4. You arrive as the **Interstate Compact Placement Summary** page.
5. Select the **Placement Request – 100A** tab in the tertiary menu.



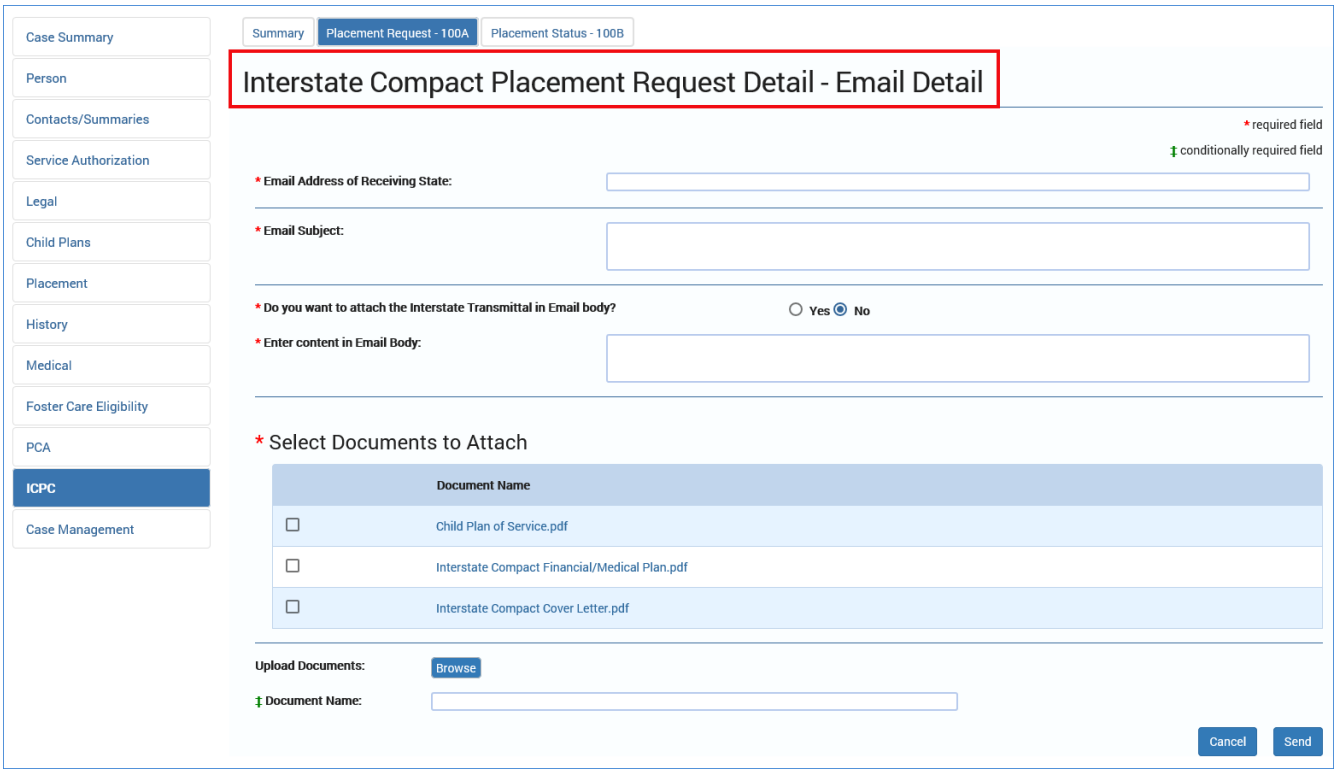
6. You arrive at the **ICPC Placement Request List** page.
7. Select a hyperlink under the **Type** column.



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.



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

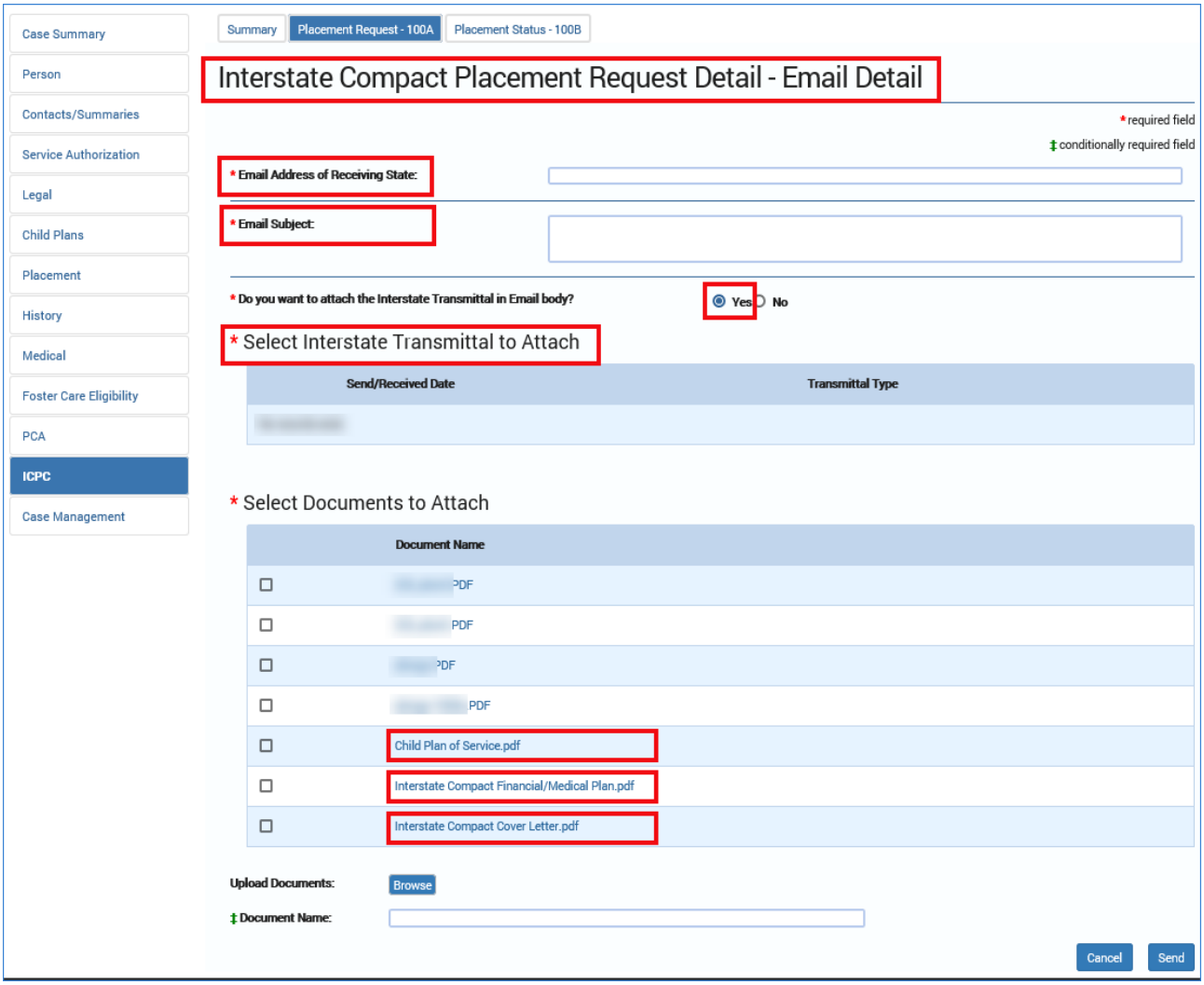


Emailing a 100A Placement Request to the Receiving State

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.

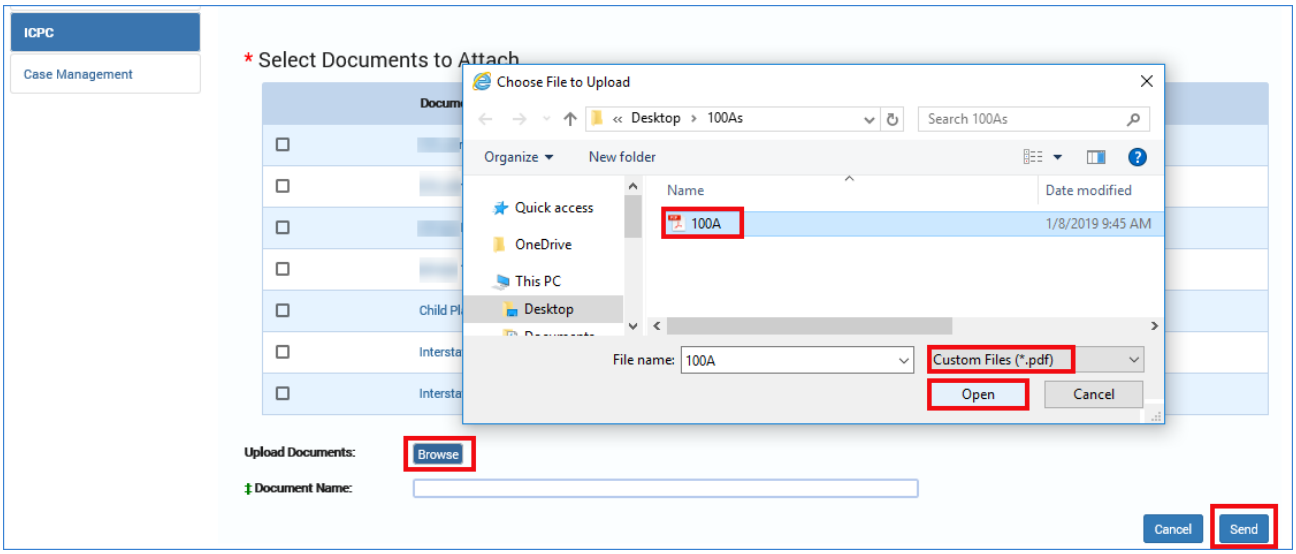
1. From the **Interstate Compact Placement Request Detail – Email Detail** page, you will compose the email to be sent to the receiving state. The new email page functions similarly to other email detail pages with required fields noted with a red asterisk (*).
2. Enter the email address of the receiving 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
Child Plan of Service.pdf
Interstate Compact Financial/Medical Plan.pdf
Interstate Compact Cover Letter.pdf
Upload Documents:
Browse
‡ Document Name:
Cancel
Send

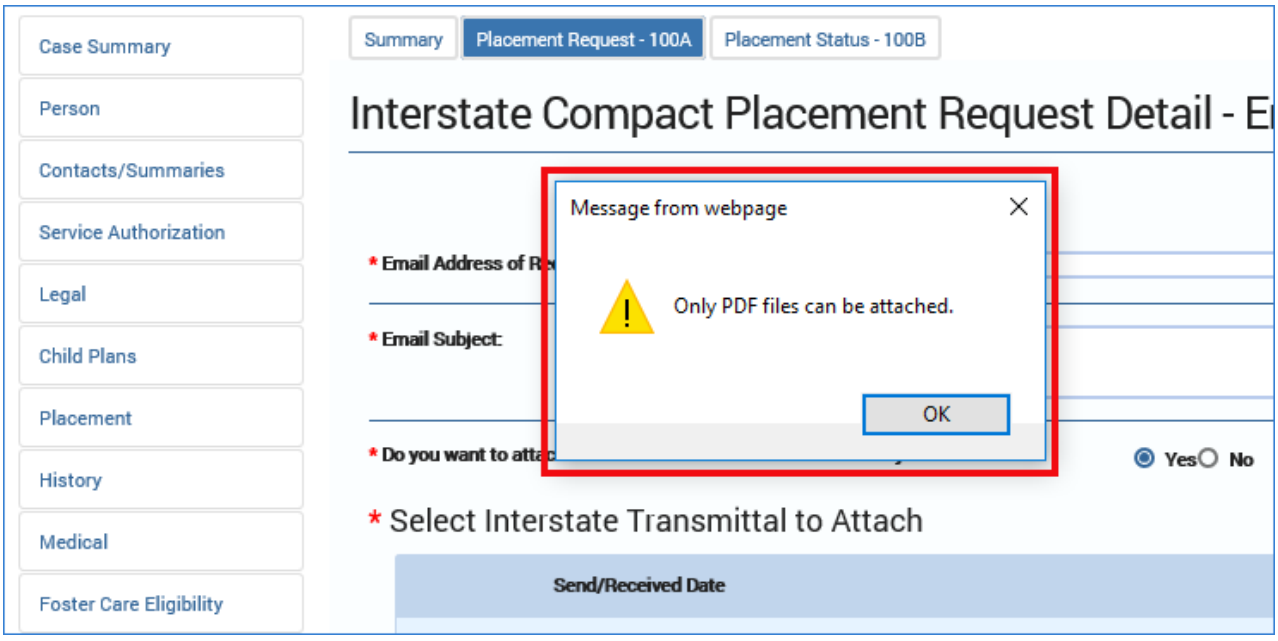
6. At the bottom of the **Interstate Compact Placement Request Detail – Email Detail** page, you have the option to browse for additional documents to upload and attach to the email.

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

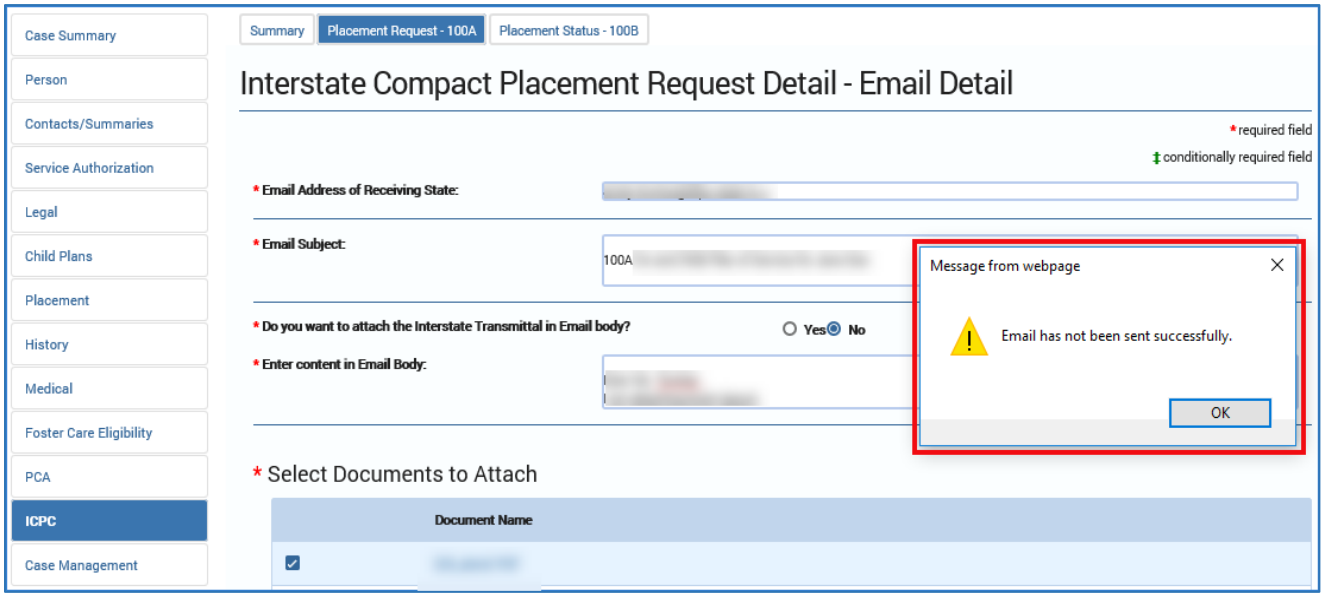
7. Select the **Browse** button.
8. At the **Open** dialog, navigate to the PDF file you wish to upload, select the file, and select the **Open** button.



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.



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).



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.

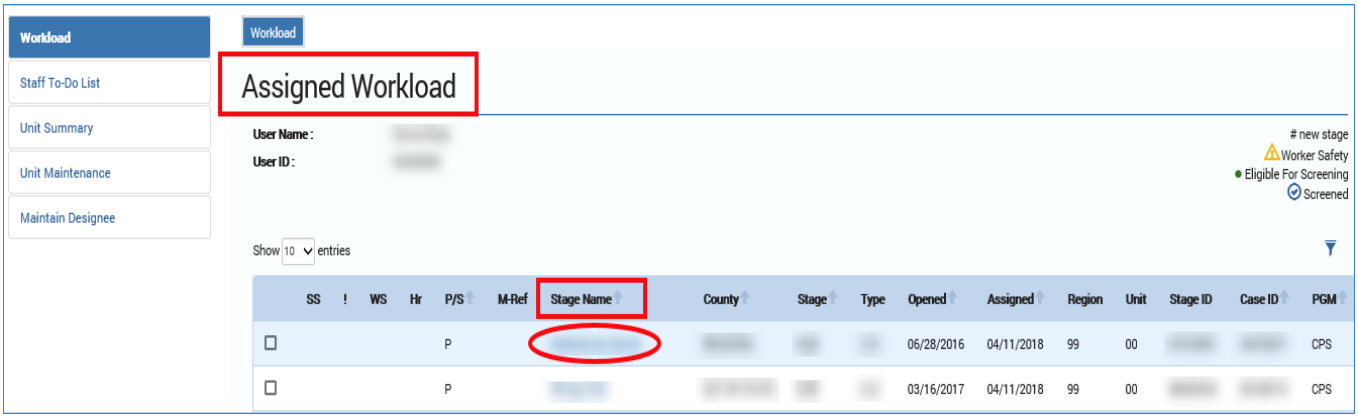
Perform ICPC Placement Remove ICPC – Email 100B to Receiving State for Case Closure

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.

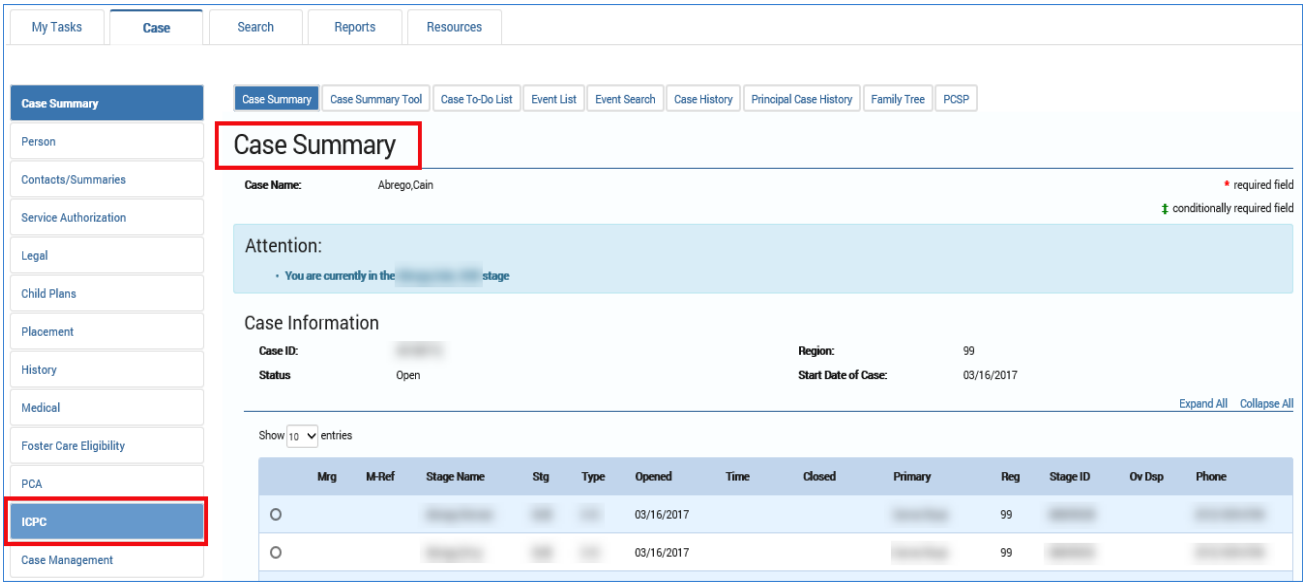
Interstate Compact Placement Status Report Detail – Email Detail Page – How to Get There

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

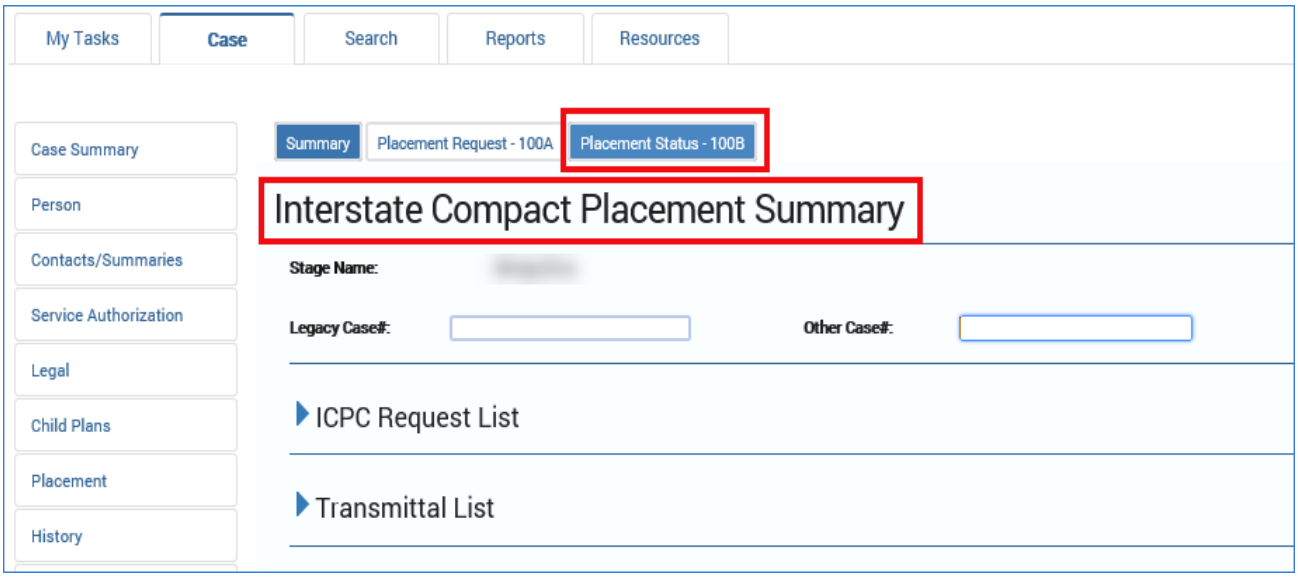
1. On the **Assigned Workload** page, select a hyperlink under the **Stage Name** column.



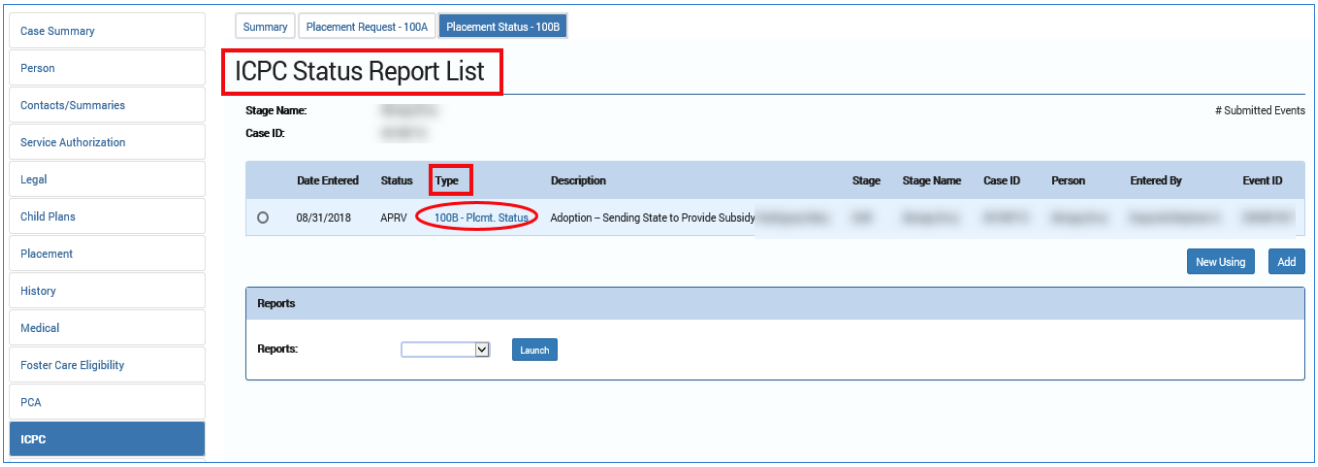
2. You arrive at the **Case Summary** page.
3. Select **ICPC** in the secondary menu.



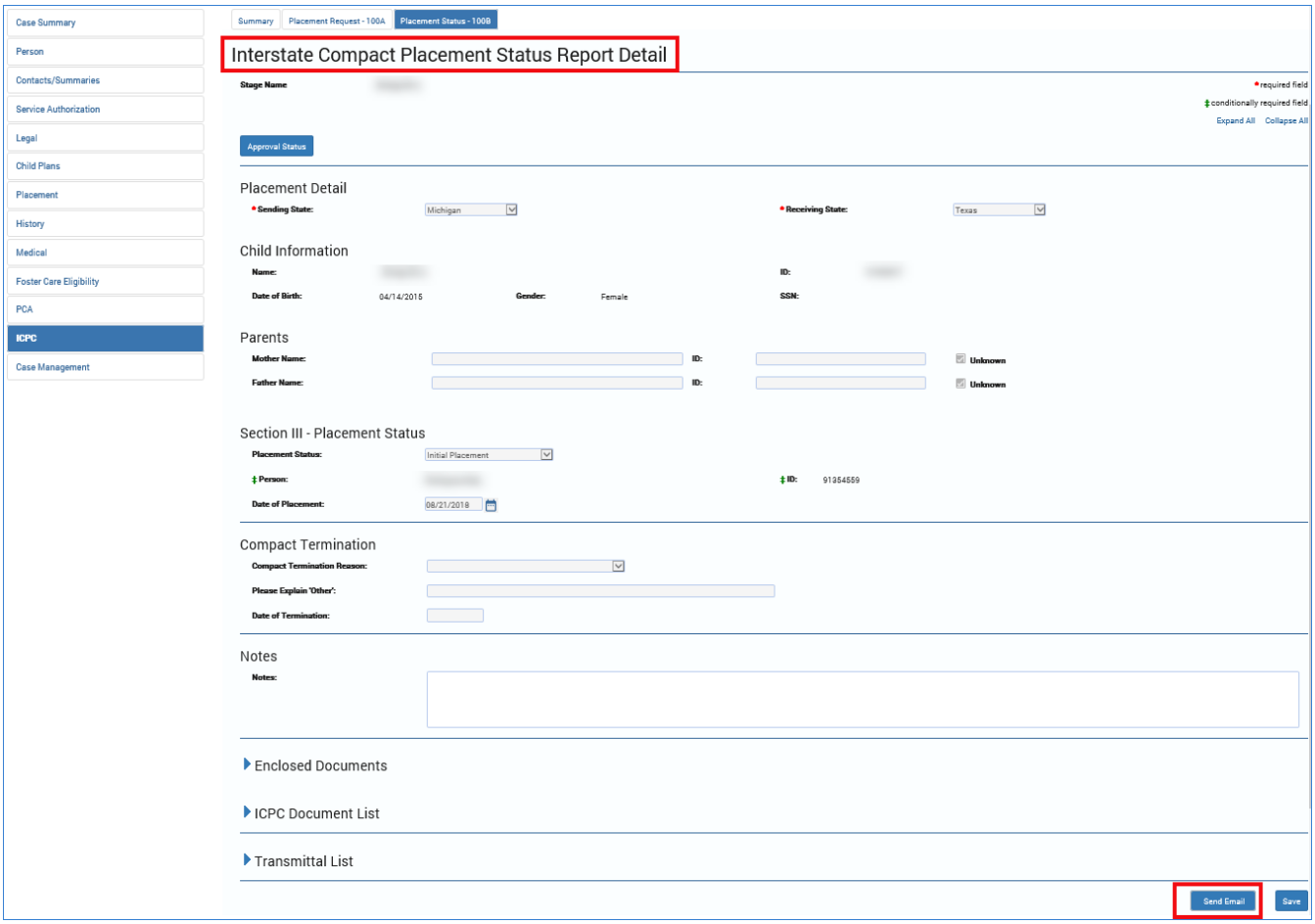
4. You arrive as the **Interstate Compact Placement Summary** page.
5. Select the **Placement Status – 100B** tab in the tertiary menu.



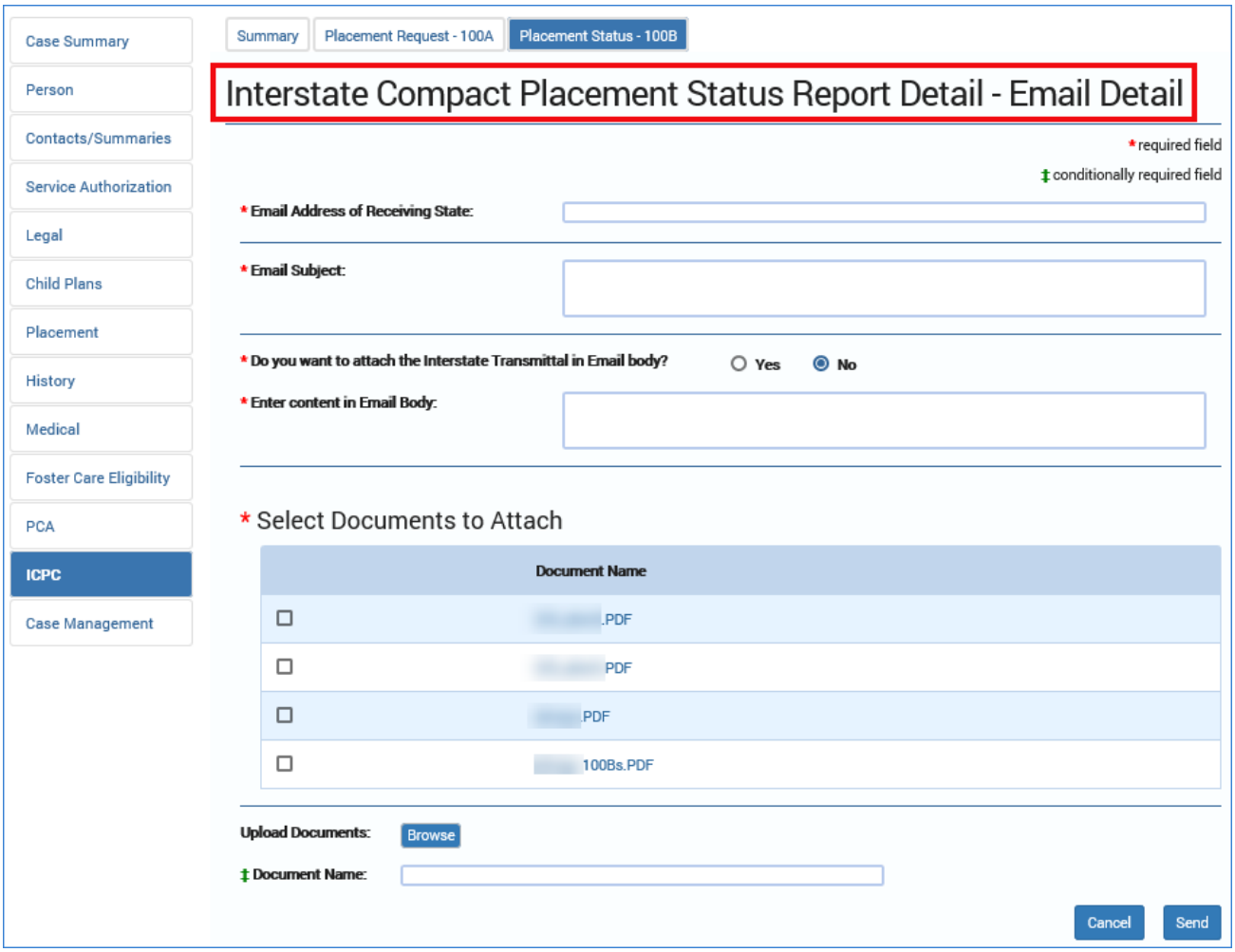
6. You arrive at the **ICPC Status Report List** page.
7. Select a hyperlink under the **Type** column.



8. You arrive at the **Interstate Compact Placement Status Report Detail** page.
9. Select the **Send Email** button at the bottom of the page.



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

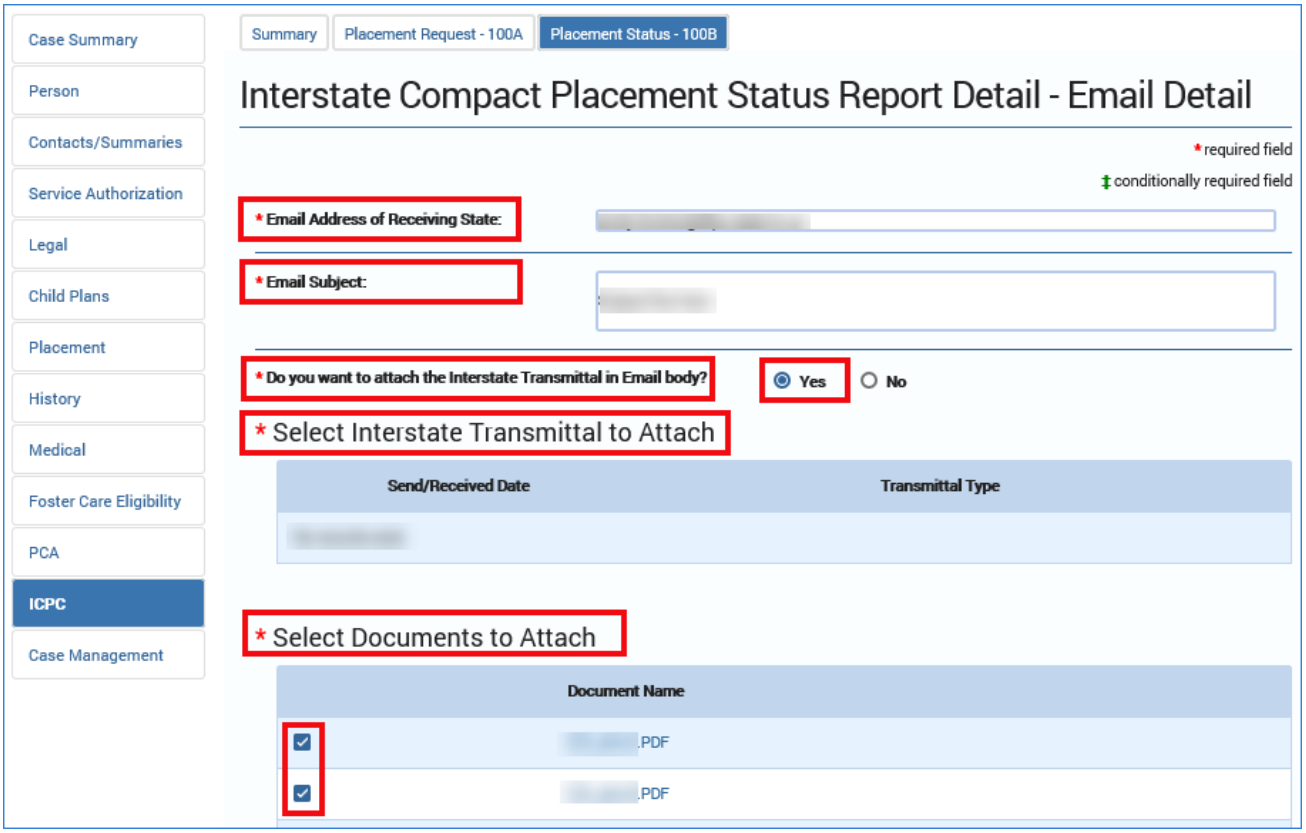


Using Send Email for Case Closure

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.

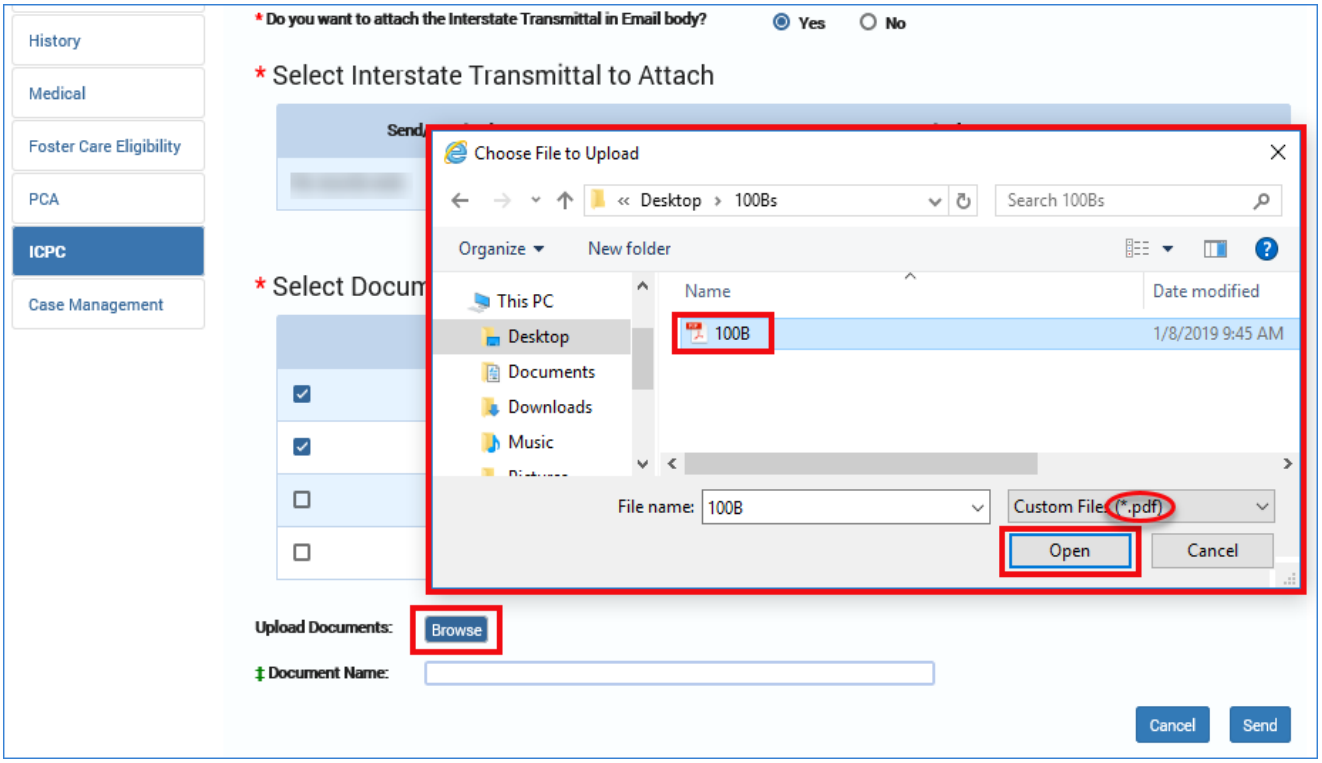
1. From the **Interstate Compact Placement Request Detail – Email Detail** page, you will compose the email to be sent to the receiving state. The new email page functions similarly to other email detail pages with required fields noted with a red asterisk (*).
2. Enter the email address of the receiving 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
* Select Documents to Attach
Document Name
.PDF
.PDF

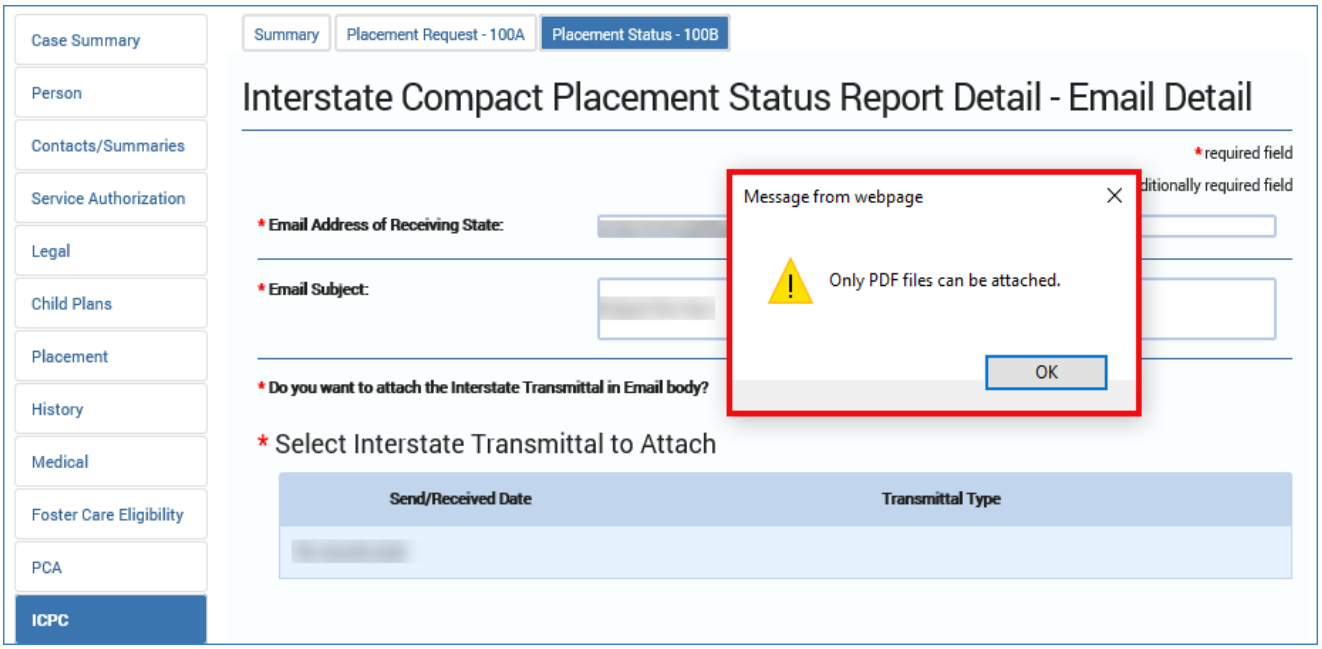
6. At the bottom of the page, you have the option to browse for additional documents to upload and attach to the email.

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

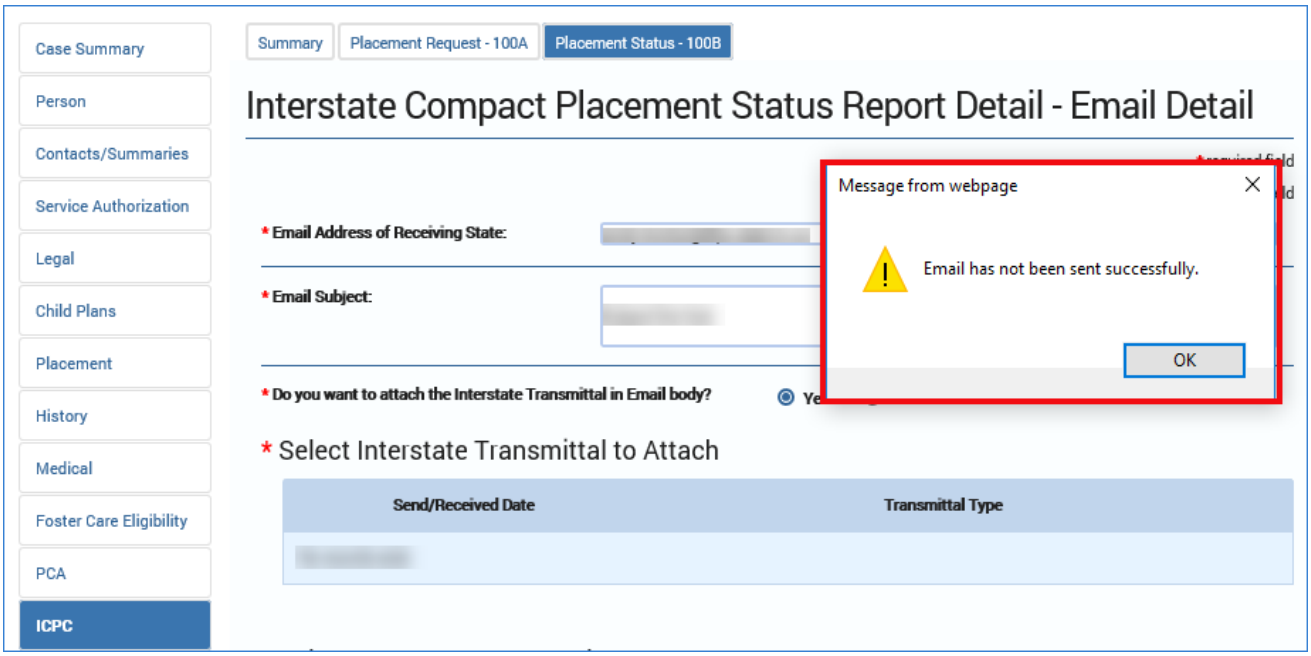
7. Select the **Browse** button.
8. At the **Open** dialog, navigate to the PDF file you wish to upload, select the file, and select the **Open** button.



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.



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.



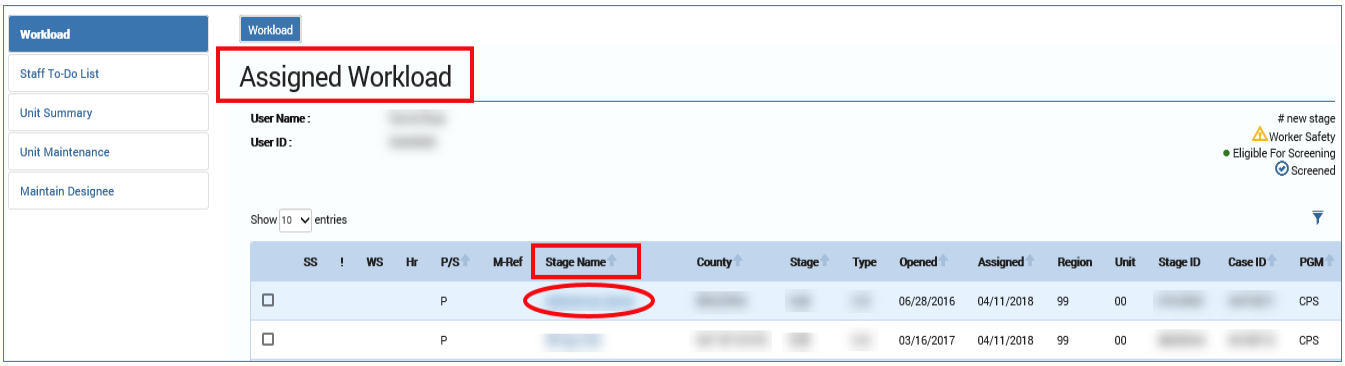
Perform ICPC Placement – Interstate Compact Financial/Medical Plan Form Updates

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

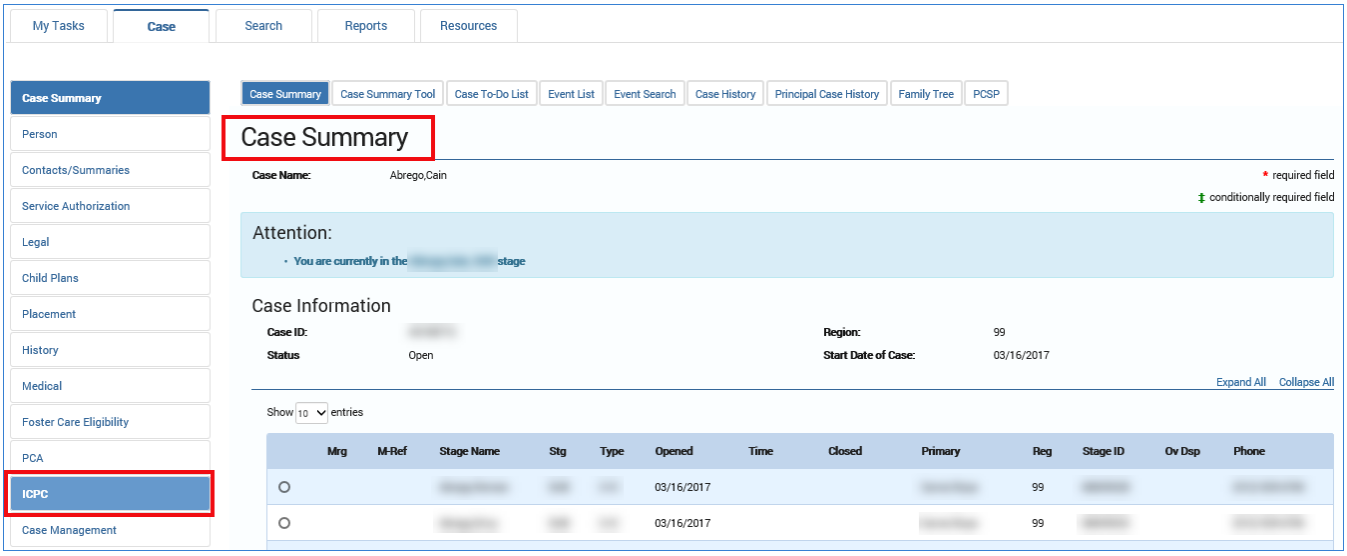
Interstate Compact Financial/Medical Plan Form – How to Get There

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

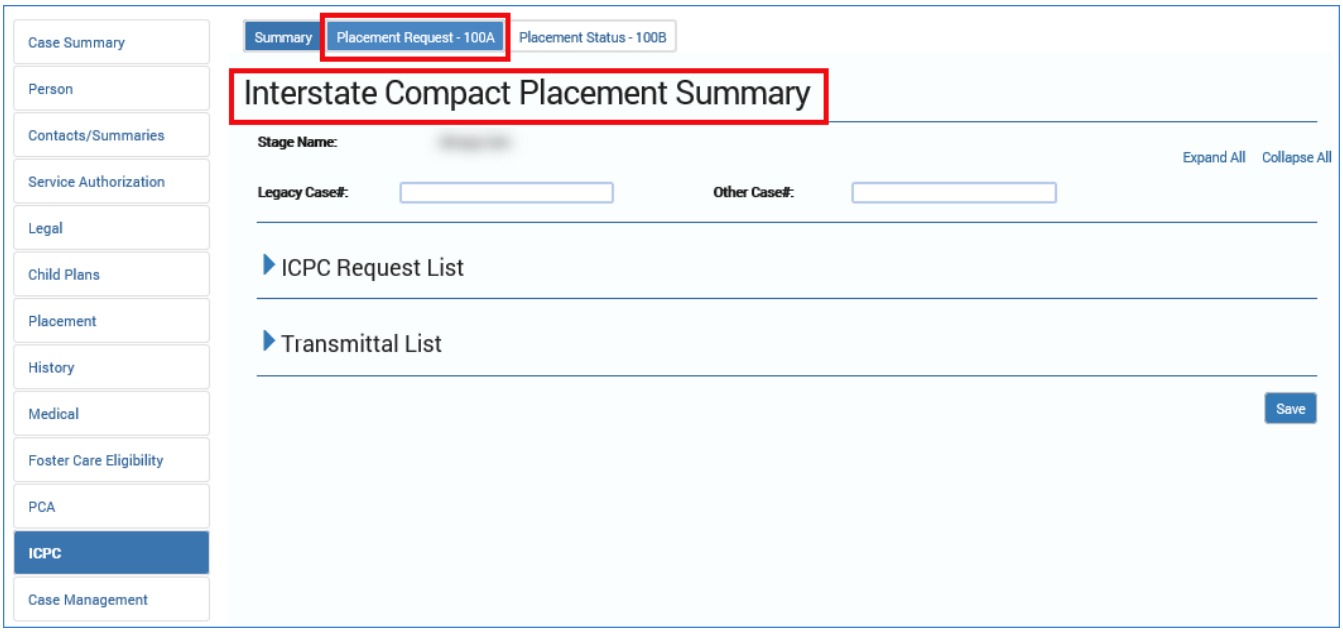
1. On the **Assigned Workload** page, select a hyperlink under the **Stage Name** column.



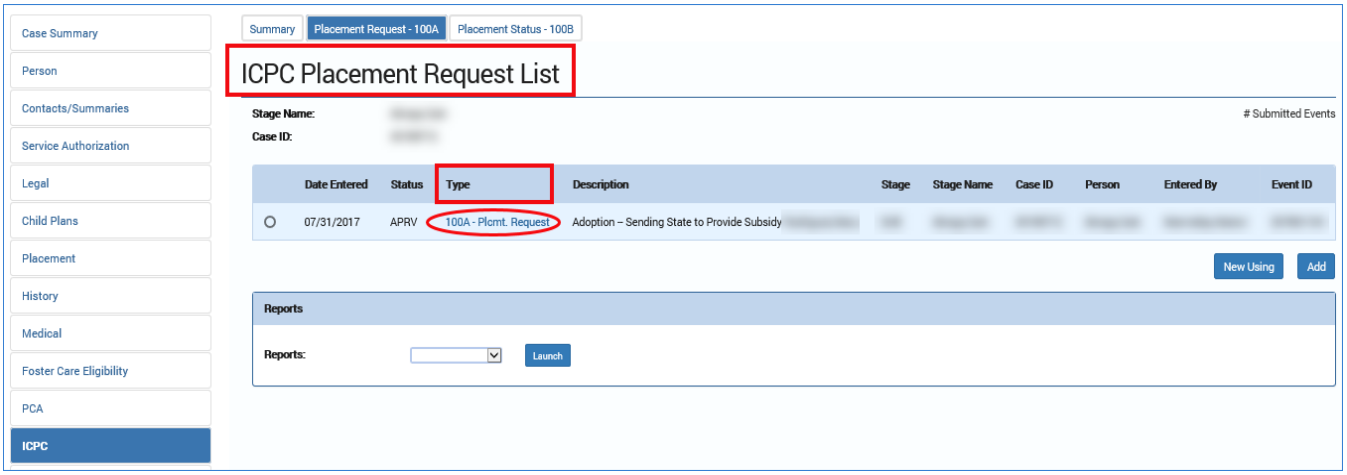
2. You arrive at the **Case Summary** page.
3. Select **ICPC** in the secondary menu.



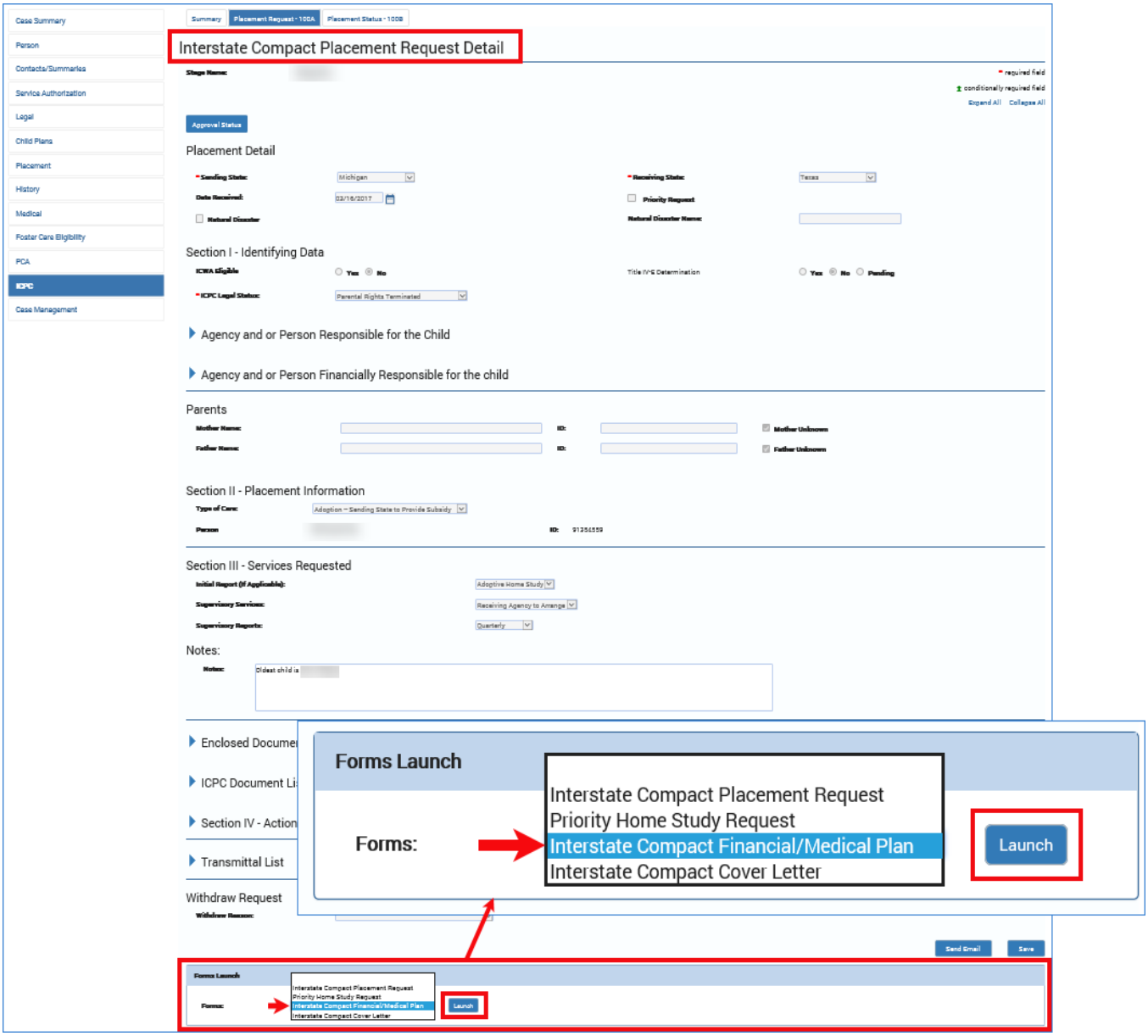
4. You arrive at the **Interstate Compact Placement Summary** page.
5. Select the **Placement Request – 100A** tab in the tertiary menu.



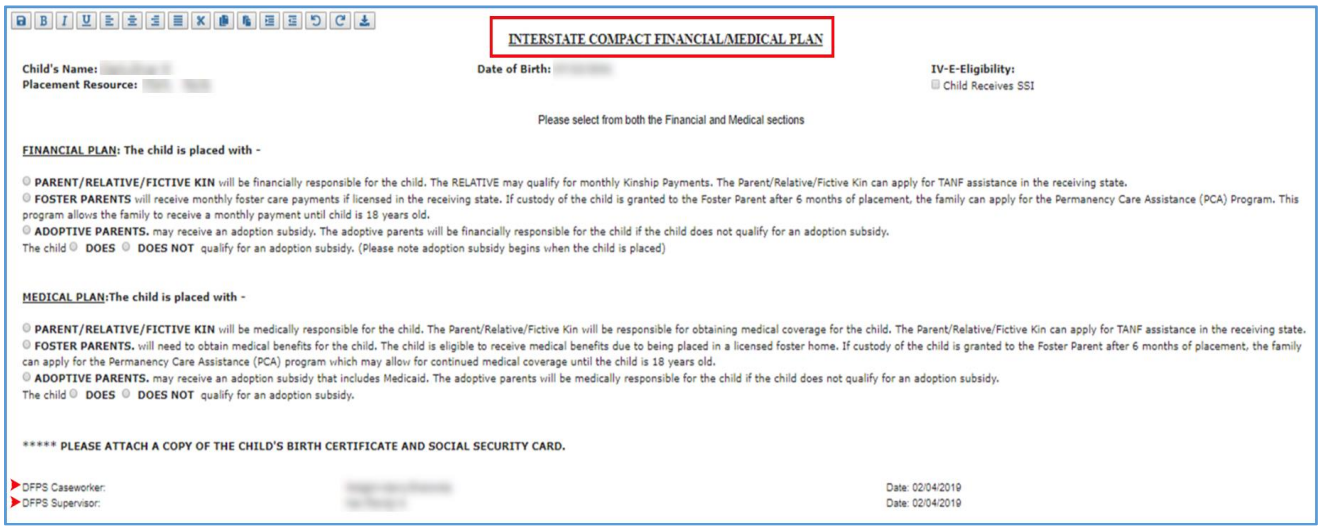
6. You arrive at the **ICPC Placement Request List** page.
7. Select a hyperlink under the **Type** column.



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.



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



INTERSTATE COMPACT FINANCIAL/MEDICAL PLAN

Child's Name: [redacted] **Date of Birth:** [redacted] **IV-E-Eligibility:**
Placement Resource: [redacted] 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: [redacted] Date: 02/04/2019
DFPS Supervisor: [redacted] 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.