

**National Electronic Interstate Compact Enterprise (NEICE)  
User Guide**



Produced by Tetrus Corp.

for

Association of Administrators of the Interstate Compact  
on the Placement of Children (AAICPC)

and

American Public Human Services Association (APHSA)

Version 3.1 -- March 2016

*The National Electronic Interstate Compact Enterprise (NEICE) project is operated by the American Public Health Services Association (APHSA) with the Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC) and is made possible by grant number 90XA0151 from the Children's Bureau. The contents of this user guide are solely the responsibility of APHSA, AAICPC, and Tetrus, and do not necessarily represent the official views of the Children's Bureau, ACYF, ACF, or HHS. January 2016.*



# NEICE User Guide

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# NEICE User Guide

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## Introduction

This guide provides detailed instructions for using the National Electronic Interstate Compact Enterprise (NEICE) web-based Case Management System (CMS) to process the placement of a child across state boundaries. The NEICE system is based on the standard protocol and regulations for processing interstate placement of children as outlined in the Interstate Compact on the Placement of Children. For more information on the rules and regulations of the ICPC please see <http://www.aphsa.org/content/AAICPC/en/home.html>.

NEICE was designed by the Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC) with the American Public Human Services Association (APHSA) to improve administration of the Interstate Compact on the Placement of Children (ICPC). The NEICE case management system provides a web-based system for exchanging data and documents across state jurisdictions electronically.

NEICE helps significantly shorten the time it takes to request placements of children across state lines and process the paperwork needed to place children safely. NEICE aims to have all 52 jurisdictions of the ICPC using the system by June 2018.

To use NEICE, states must be registered with the NEICE system, and each state must create a list of users and designate their permissions.

### **As a User, what will I need to use the NEICE Case Management System?**

Users must have access to the Internet and one of the following web browsers: Google Chrome, Internet Explorer 9, 10, 11 and Firefox. Your user id is typically your email address, and your state administrator will assign permissions for each user.

Users will be trained on NEICE either by Tetrus or your state agency. This user guide will help you remember key steps and provide reminders for how to use the system.

## Technical Details

Built by Tetrus Corp., the NEICE Case Management System is a cloud-based system that takes data and documents from one state and translates them into a standard data format using National Information Exchange Model standards. The data and documents are then pushed to a receiving state, which then processes the ICPC request.



# NEICE User Guide

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## NEICE User Roles at State Level

There are four user roles at the NEICE State Level:

- State User Administrator
- ICPC Coordinator
- Case Worker
- View Only

Each user email address is linked to a single NEICE User Role (described below). If you need to fulfill more than one role for your state, you will need a different email address for each role. For example, if Tom were going to fulfill the administrator and ICPC Coordinator roles, he would need two different emails to access the system. The following section provides the responsibilities and access for each role.

### **Note:**

Staff in your state can only view cases about children and placement resources if your state is a Sending State or a Receiving State involved with the child. For example, if Nevada sends a case to Ohio, both the Nevada and Ohio staff can see the case details, however an ICPC worker in South Carolina would not have access to that data. No one else has access to individual case information.

## State Administrator

Each state must have at least one State User Administrator. Depending on the size of the state, we recommend that the state identify additional back-up State User Administrators. The responsibilities of this user are to:

- Manage Users within the state,
- Run statistical reports related to cases and performance, and
- Manage state-specific drop down lists.

The State User Administrator is responsible for managing security for all users in the state. This is done through User Creation and User Maintenance.

This State User Administrator has access to aggregate data only and does not see case data such as children and placement information.

## ICPC Coordinator

The ICPC Coordinator plays a key role in processing, approving, and transmitting interstate requests and NEICE cases. The ICPC Coordinator can use NEICE to:

- Search for Children in NEICE/SACWIS;
- Create children for that state;
- Create cases as sending state;
- Create a new case for an existing child; and,

# NEICE User Guide

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- Create a child and a case in NEICE based on a request that comes from a non-NEICE state.

If the child is included in the data uploaded into NEICE from the SACWIS, the Coordinator can use that data to create the child in NEICE without re-entering the data.

The ICPC Coordinator can also process cases created by Case Workers in local agencies. The ICPC Coordinator manages the NEICE case for the state and must ensure that the required data is included before transmitting the case to the receiving state or responding to the request from a sending state.

There is a sub-role for an ICPC Coordinator with the authority to delete children and cases when it is necessary. The State User Admin should create a limited number of users with the sub-role ICPC Coordinator – Delete.

## Local Case Worker

The local Case Worker can create a child and a case using NEICE. The Case Worker can:

- Search for a child in NEICE/SACWIS;
- Create a new child in NEICE (if necessary);
- Create a case for the child being processed by that state for placement in another state;
- Upload documents to the case; and,
- Send the Case to the ICPC Coordinator for review, approval and transmittal.

## View Only

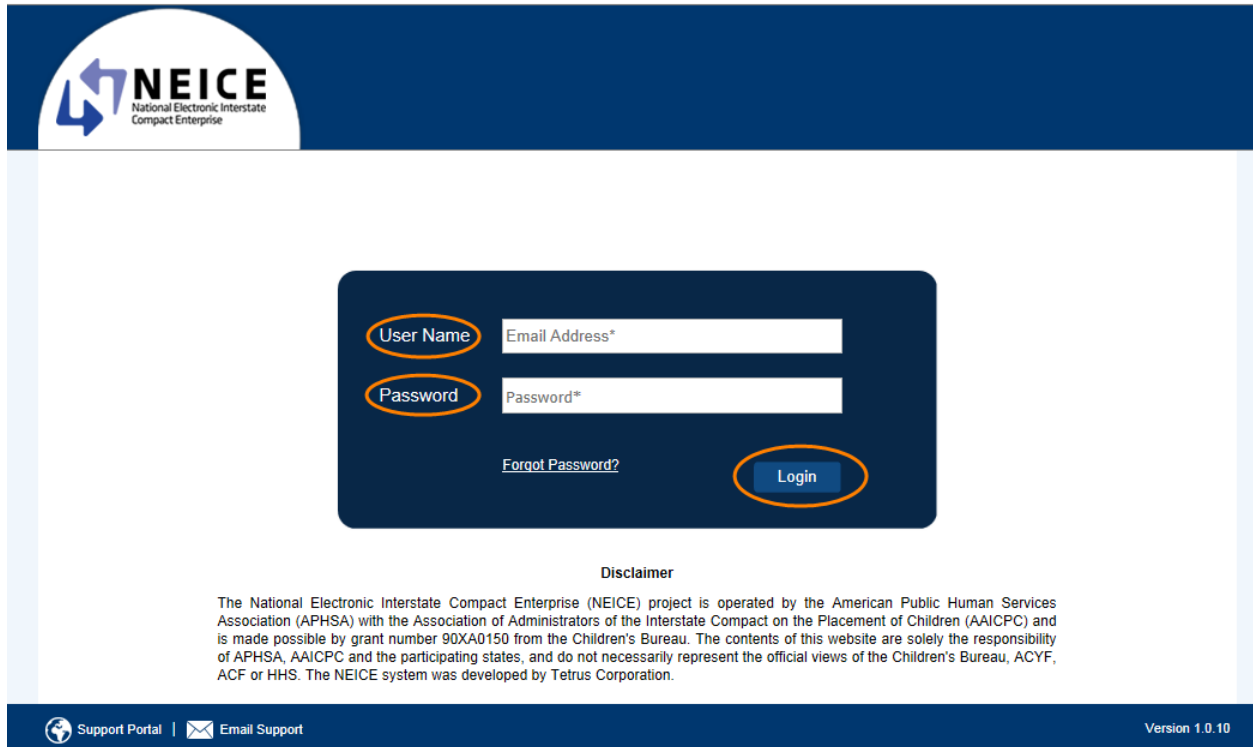
Some states have created view only user roles for judicial partners involved with cases. This view-only role allows judicial partners to view ICPC case information. Some examples of the kinds of users with this role include, public attorneys, judges, or court staff. Only public agents acting on behalf of the child may be granted a view-only role.

# NEICE User Guide

## Getting started: Log into NEICE Web Case Management System

URL: <https://live.neice.us>

Open the browser and enter the <https://live.neice.us> in the URL and click enter. Login page is displayed.



The screenshot shows the NEICE login page. At the top left is the NEICE logo with the text "National Electronic Interstate Compact Enterprise". The main content area features a dark blue login box with two input fields: "User Name" (labeled "Email Address\*") and "Password\*". Below these fields are links for "Forgot Password?" and a "Login" button. A disclaimer is centered below the login box, stating that the system is operated by the American Public Human Services Association (APHSA) and the Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC). The footer contains links for "Support Portal" and "Email Support", and the version "Version 1.0.10" is displayed on the right.

**NEICE**  
National Electronic Interstate  
Compact Enterprise

User Name Email Address\*

Password Password\*

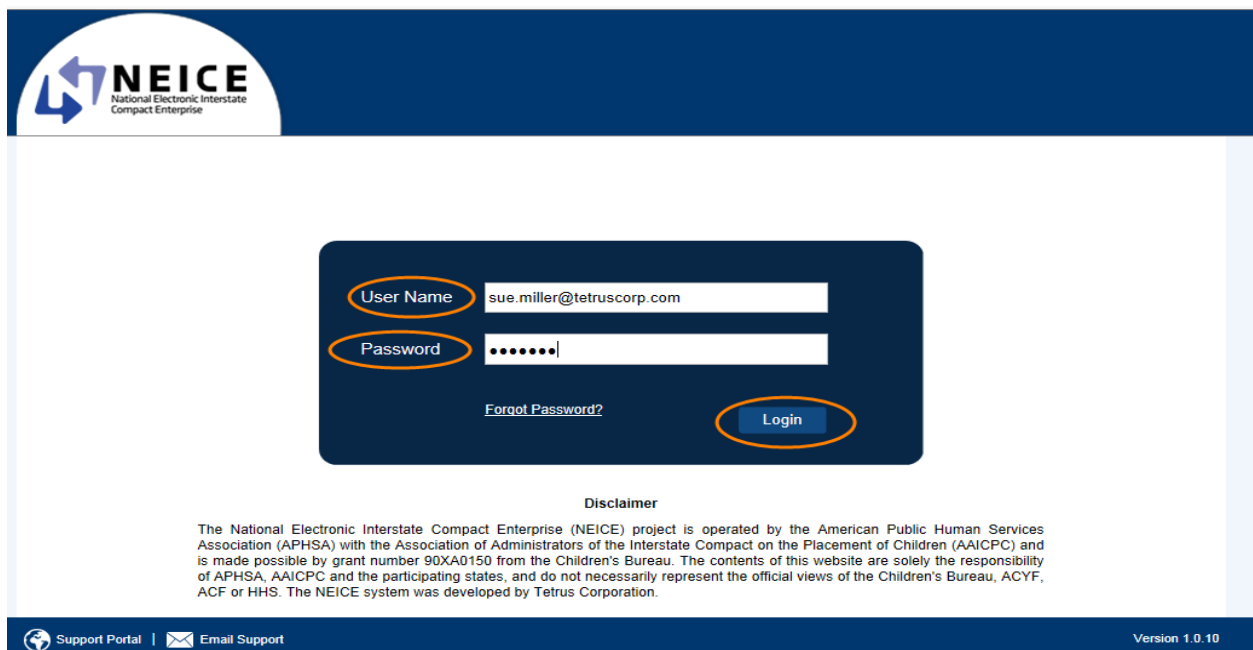
[Forgot Password?](#) [Login](#)

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[Support Portal](#) | [Email Support](#) Version 1.0.10

Enter a valid User Name, Password and click on Login button.



This screenshot shows the same NEICE login page as the previous one, but with user input. The "User Name" field now contains the email address "sue.miller@tetruscorp.com" and the "Password" field is filled with ten dots. The "Login" button remains highlighted. The disclaimer and footer information are identical to the previous screenshot.

**NEICE**  
National Electronic Interstate  
Compact Enterprise

User Name sue.miller@tetruscorp.com

Password ••••••••••

[Forgot Password?](#) [Login](#)

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[Support Portal](#) | [Email Support](#) Version 1.0.10

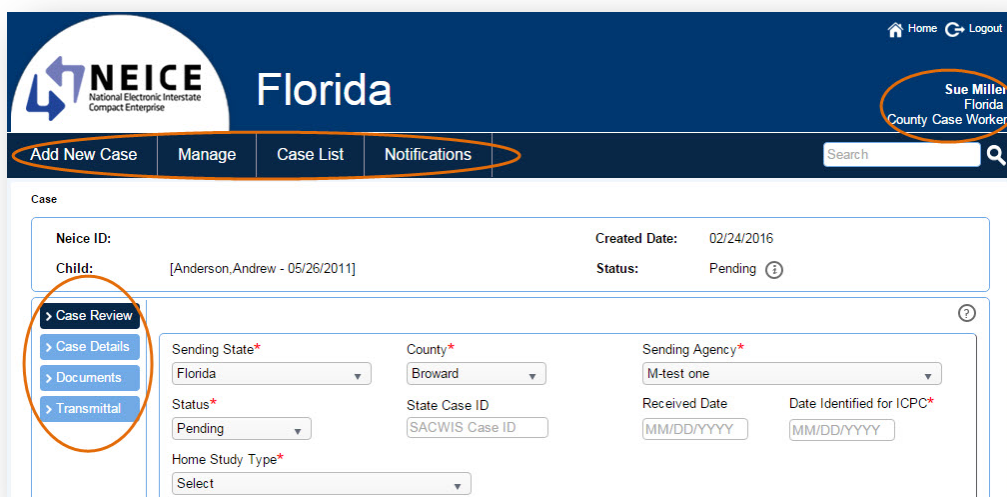
# NEICE User Guide

The Home Page is displayed with the most recent five unread Notifications when the Case Worker or ICPC Coordinator logs into NEICE. A comment bubble indicates a Message. An envelope indicates a Transmittal. *Note: Administrators will not see any notifications.*



To view all the notifications, click on See All Notifications link in the bottom of the notifications or the Notifications tab.

On the top right-hand side of the screen, you'll see your name, what state you are from, and what your "role" in the NEICE system is. You can click on your name to get more information about your profile, and manage your account (including changing your password and your electronic signature.) You can also logout by clicking the icon in the top right of your screen.



# NEICE User Guide

## Navigating the NEICE system

There are several navigation buttons you'll need to know to use NEICE. At the top of the screen, caseworkers will see four main navigation buttons:

1. Add New Case
2. Manage
3. Case List
4. Notifications

ICPC coordinators and administrators will also see a fifth navigation button: **Reports**.

The navigation functions are described below.

## Tabs within a Case


After you open a case, on the left hand side of your screen, you will see four tabs that will help you move through the case:

1. Case Review
2. Case Details
3. Documents
4. Transmittal

The screenshot displays the NEICE Florida web application interface. At the top, there is a header bar with the NEICE logo, the text "Florida", and user information for Sue Miller, Florida County Case Worker. Below the header is a navigation bar with buttons for "Add New Case", "Manage", "Case List", and "Notifications", along with a search bar. The main content area shows a case record for Neice ID 1471, created on 12/17/2015, with a status of "Active". The case details include child information, sending state (Florida), county (Broward), sending agency (M-test one), status (Active), state case ID (FLS7689), received date (12/10/2015), date identified for ICPC (12/15/2015), home study type (REG 7 - Priority Placement), initial documents received (MM/DD/YYYY), completed request received (12/18/2015), receiving state (Wisconsin), receiving county (Adams), and receiving case worker agency (Wisconsin Social Services). On the left side of the case record, there are four tabs: "Case Review", "Case Details", "Documents", and "Transmittal". The "Case Review" tab is highlighted with an orange circle.

# NEICE User Guide

The Case Review screen provides an overview of the case and its current status.




Florida

[Home](#) [Logout](#)

Sue Miller  
Florida  
County Case Worker

[Add New Case](#) [Manage](#) [Case List](#) [Notifications](#)



Case

Neice ID: 1471

Created Date: 12/17/2015

Child: [White,Smith - 05/06/2015][White,Jennifer - 09/10/2014]

Status: Active ⓘ

> Case Review ⓘ

> Case Details

> Documents

> Transmittal

Sending State\*

Florida

County\*

Broward

Sending Agency\*

M-test one

Status\*

Active

State Case ID

FLS7689

Received Date

12/10/2015

Date Identified for ICPC\*

12/15/2015

Home Study Type\*

REG 7 – Priority Placement

Initial Documents Received

MM/DD/YYYY

Completed Request Received

12/18/2015

Receiving State\*

Wisconsin

Receiving County

Adams



Receiving Case Worker Agency

Wisconsin Social Services

Notes (Show History)

Enter Notes

Children placed in the Case

NEICE Child #	State Child #	State	First Name	Last Name	DOB	Gender	Race	SSN	Action
890	FL578998	FL	Smith	White	05/06/2015	Male	White	868-76-7575	
458	FLCH587	FL	Jennifer	White	09/10/2014	Female	Declined	987-87-8787	

Add another child to case

Placement Details

Placement Resource

Create New

Placement Resource

Caring Families & Children

Placement Type\*

GROUP HOME CARE

Resource Type

Organization

Address

3723 Reeves Street

Sheboygan Falls, Wisconsin

53085

Contact Name

Claude Alson

Gender

Male

DOB

05/26/1975

Phone Number

(456) 456-7899

SSN / FEID

99-8888888

Violations

State in Violation

Receiving State

Begin Date

MM/DD/YYYY

End Date

MM/DD/YYYY

Violation Type

---Select Violation Type---

Add

Save

Save & Continue


Cancel

[Support Portal](#) | [Email Support](#)

Version 1.0.12

# NEICE User Guide


The Case Details screen provides information about the children including Home Study request status and Court Details for each child in the case.

**NEICE**  
National Electronic Interstate  
Compact Enterprise

**Florida**

[Home](#) [Logout](#)

[Add New Case](#) [Manage](#) [Case List](#) [Notifications](#)



Case

Neice ID: 1471  
Child: [White, Smith - 05/06/2015][White, Jennifer - 09/10/2014]  
Created Date: 12/17/2015  
Status: Active ⓘ

> Case Review

> **Case Details**

> Documents

> Transmittal

**White, Smith (890)**

Relationship\*  
NON-RELATIVE

Legal Status  
SENDING AGENCY CUSTODY/GUARD

**Court Details**

Court Order Number  
G-8796

Order Received On  
12/07/2015

Order Rendered Date  
12/08/2015

Order Entered Date by CO  
12/09/2015

Order Compliance Date  
12/10/2015

**Home Study Decision and Placement Information**

Sent 100A On  
12/18/2015

100A Response Received  
MM/DD/YYYY

HS Decision  
Pending

HS Decision Made by RS On  
MM/DD/YYYY

HS Closed Date  
MM/DD/YYYY

Prelim HS Sent  
MM/DD/YYYY

Placement Made On  
MM/DD/YYYY

Placement End Date  
MM/DD/YYYY

Received 100B in SS CO On  
MM/DD/YYYY

Sent 100B to RS On  
MM/DD/YYYY

Supervision Termination Date  
MM/DD/YYYY

Termination of Jurisdiction Date  
MM/DD/YYYY

Reason for Placement Termination  
Select

Child Returned On  
MM/DD/YYYY

**White, Jennifer (458)**

Relationship\*  
NON-RELATIVE

Legal Status  
SENDING AGENCY CUSTODY/GUARD

**Court Details**

Court Order Number  
CS7896

Order Received On  
12/07/2015

Order Rendered Date  
12/08/2015

Order Entered Date by CO  
12/09/2015

Order Compliance Date  
12/10/2015

**Home Study Decision and Placement Information**

Sent 100A On  
12/18/2015

100A Response Received  
MM/DD/YYYY

HS Decision  
Pending

HS Decision Made by RS On  
MM/DD/YYYY

HS Closed Date  
MM/DD/YYYY

Prelim HS Sent  
MM/DD/YYYY

Placement Made On  
MM/DD/YYYY

Placement End Date  
MM/DD/YYYY

Received 100B in SS CO On  
MM/DD/YYYY

Sent 100B to RS On  
MM/DD/YYYY



Supervision Termination Date  
MM/DD/YYYY

Termination of Jurisdiction Date  
MM/DD/YYYY

Reason for Placement Termination  
Select

Child Returned On  
MM/DD/YYYY

Save Save & Continue Cancel

 Support Portal |  Email Support

Version 1.0.12

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# NEICE User Guide

The Documents page shows all the documents that have been created, uploaded, and attached to the case.

NEICE Florida

Home Logout

Sue Miller  
Florida  
County Case Worker

Add New Case Manage Case List Notifications Search

Case

Neice ID: 1471 Created Date: 12/17/2015  
Child: [White, Smith - 05/06/2015][White, Jennifer - 09/10/2014] Status: Active ⓘ

Case Review  
Case Details  
**Documents**  
Transmittal

Case Documents Cover Sheet Copy from... Upload Document Create 100A Create 100B

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
890	Smith White	SIGNED 100A	Attached	FL	12/17/2015	12/18/2015	ⓘ ⏏ ⏴ ⏵ ⏶ ⏷
458	Jennifer White	SIGNED 100A	Attached	FL	12/17/2015	12/18/2015	ⓘ ⏏ ⏴ ⏵ ⏶ ⏷
458	Jennifer White	CHILD'S SOCIAL HISTORY	Attached	FL	12/17/2015	12/18/2015	ⓘ ⏏ ⏴ ⏵ ⏶ ⏷
890	Smith White	CASE HISTORY	Attached	FL	12/17/2015	12/18/2015	ⓘ ⏏ ⏴ ⏵ ⏶ ⏷

10 items per page 1 - 4 of 4 items

Transmit to SS ICPC Coordinator Continue Cancel

Support Portal | Email Support Version 1.0.12



# NEICE User Guide

The Transmittal page shows all the transmittals that have been exchanged between states on a case and messages sent in your state. Transmittals are the official ICPC communication between states on a case.

**NEICE Florida** Home Logout  
Sue Miller  
Florida  
County Case Worker

Add New Case Manage Case List Notifications Search

Case

Neice ID: 1471 Created Date: 12/17/2015  
Child: [White, Smith - 05/06/2015][White, Jennifer - 09/10/2014] Status: Active ⓘ

> Case Review  
> Case Details  
> Documents  
**> Transmittal**

Transmittal Id	Transmittal Type	From	To	Date	Action
15441	Outgoing	user-del two	ICPC Central Office of State of Wisconsin	12/18/2015	

10 items per page 1 - 1 of 1 items

Message ID	Message Text	From	To	Date	Action
19908	Created a test case to test the upgrade to Azure SDK 2.6.	Susmita Pradeep	user-del two, Manisha Singh, M-test one, Florida Central Office	12/17/2015	

10 items per page 1 - 1 of 1 items

Create Message

Support Portal | Email Support Version 1.0.12

# NEICE User Guide

## Mouse-Over Help

NEICE allows a user to place his/her cursor over the field label and receive a description about the field and what information it should contain. NEICE provides field definitions and data entry guidance. There is a Help icon on each screen where all the field descriptions are defined.

The screenshot shows the NEICE Florida Case Review interface. At the top, there is a navigation bar with the NEICE logo, the word "Florida", and user information for Sue Miller, Florida County Case Worker. Below the navigation bar are tabs for "Add New Case", "Manage", "Case List", and "Notifications", along with a search bar. The main content area is titled "Case" and displays case details for Neice ID 236, Child [Sen, Hilari - 06/02/2013], Created Date 08/27/2014, and Status Active. A sidebar on the left contains links for Case Review, Case Details, Documents, and Transmittal. The main form area contains various fields for case information, including Sending State (Florida), County (Baker), Sending Agency (Child home in florida), Status (Active), Home Study Type (REG 2 - Home Study Request), Initial Documents Received (08/27/2014), Receiving State (Wisconsin), Receiving County (Select), and Receiving Case Worker Agency (Select). A tooltip is visible over the Status field, stating: "When ICPC Coordinator determines that all elements of the case have been received." Below the form is a table titled "Children placed in the Case" with columns for NEICE Child #, State Child #, State, First Name, Last Name, DOB, Gender, Race, SSN, and Action. The table contains one row for child 201, Hilari Sen, DOB 06/02/2013, Female, Asian, SSN 112-33-6669. An "Add another child to case" button is located at the bottom right of the table.

NEICE Child #	State Child #	State	First Name	Last Name	DOB	Gender	Race	SSN	Action
201		FL	Hilari	Sen	06/02/2013	Female	Asian	112-33-6669	

[Add another child to case](#)

Click on the (help icon), the entire field descriptions of the page are defined in one place.

[Add New Case](#)
[Manage](#)

Case

Neice ID: 236

Child: [Sen, Hilla]

- > Case Review
- > Case Details
- > Documents
- > Transmittal

Sending

Florida

Status\*

Active

Home St

REG 2

Initial Do

08/27/2

Receivin

Wiscon

Notes (S

Enter

Children

NEICE

201

Placem

Placen

Field Information

**Field Information as follows**

Case Review	
Fields	Descriptions
NEICE ID	Sequential identifier generated by NEICE when case is saved
Created Date	Date case was created in NEICE
Child	Name and Date of Birth of a Child(ren) in this case
Status options	CW can only create Pending. Coordinator can change status for Sending State (Pending to Active) and Receiving State (Receiving to Active)

Case Information	
Fields	Descriptions
Sending State	State who is sending child(ren) to another state
County	County that Agency serves within state sending child(ren)
Sending Agency	Agency within state who is sending child(ren)
Status	Display of Case Status
State Case ID	Manual entry of State Case ID
Received Date	Entered by ICPC Coordinator when case information is received
Date Identified for ICPC	When CW or ICPC Coordinator determines that the case should be processed as an ICPC case
Home Study Type	ICPC Regulation applicable to this case and child(ren)
Reg 1 Initial Decision	Regulation 1 Initial Decision
Reg 1 Initial Decision On	Regulation 1 Initial Decision On
Initial Documents Received	When initial case documents are received by either CW or ICPC Coordinator
Completed Request Received	When ICPC Coordinator determines that all elements of the case have been received
Receiving State	State where placement is planned
Receiving County	County within state where placement is planned
Receiving Agency	Agency within state who will conduct Home Study and place child(ren)
Notes	Text entry available to users who have write ability

Home Logout

Sue Miller  
Florida  
County Case Worker

Search

ate Identified for ICPC\*

3/27/2014

ncy

SSN Action

112-33-6669

Add another child to case

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# NEICE User Guide

## Notifications

A complete list of Unread Notifications are displayed in a grid and allow the user to select whether there will be 10, 20, 30, 40 or 50 notifications displayed on a page, with 10 being the default.

NEICE Florida

Home Logout

Sue Miller  
Florida  
County Case Worker

Add New Case Manage Case List **Notifications** Search

Notifications

Notification for: Sue Miller Update


Type	Date	NEICE ID	Child Last Name	Sent/Recd	Other State	Reg Type	Sender	Details	Action
	12/04/2015	1343	White	Received from	IA	REG 4	FIICPC	Received a home study fro....	
	08/21/2015	236	Sen	Sent to	WI	REG 2	Naddy (ss-Co)	test	
	08/18/2015	1240	Sen	Sent to	WI	REG 7	Naddy (ss-Co)	test case	
	12/09/2014	691	James	Sent to	DC	REG 2	Thomas Livoti	What are the plans.	
	10/23/2014	502	Anderson	Sent to	WI	REG 2	Sally Rogers	Please Review The Case	
	10/23/2014	502	Anderson	Sent to	WI	REG 2	Debra Dunne	Please Review The Case	

10 items per page 1 - 6 of 6 items

Support Portal | Email Support Version 1.0.11

The user can view the notifications of other users in the same agency. Select the user from the **Notification for** drop down and click on Update button. The selected users unread notifications are displayed.

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**Florida**

[Home](#)
[Logout](#)

**Sue Miller**  
 Florida  
 County Case Worker

[Add New Case](#)
[Manage](#)
[Case List](#)
[Notifications](#)

**Notifications**

Notification for: Susmita Pradeep
[Update](#)

Type	Date	NEICE ID	Child Last Name	Sent/ Recd	Other State	Reg Type	Sender	Details	Action
	Nov 24 2015 7:22PM	1108	Wells	Received from	WI	REG 7	FI ICPC	Notification test to veri....	
	Nov 24 2015 5:13PM	1449	Kilkoyne	Sent to	IN	REG 4	FI ICPC	Please send a 100 B also ....	
	Nov 23 2015 8:54PM	1437	Garcia	Sent to	IN	REG 4	User-Del Two	Please Review The Case	
	Nov 19 2015 7:14PM	1108	Wells	Received from	WI	REG 7	FI ICPC	Test for CC email gng to ....	
	Nov 18 2015 8:51PM	1108	Wells	Received from	WI	REG 7	FI ICPC	Testing the CC email func....	
	Nov 13 2015 7:40PM	1426	White	Received from	IA	REG 2	FI ICPC	Created a Receiving case ....	
	Nov 10 2015 9:11PM	1108	Wells	Received from	WI	REG 7	User-Del Two	from RS ICPC to RS CW	
	Nov 5 2015 9:40PM	1355	Antonio	Sent to	CA	REG 2	FI ICPC	Test to verify if the msg....	
	Nov 5 2015 4:22PM	1309	De long	Received from	IN	REG 7	FI ICPC	Please perform the HS for....	
	Oct 30 2015 4:47PM	1355	Antonio	Sent to	CA	REG 2	FI ICPC	Test for notification to ....	

1
2
3
4
5
...

10 items per page

1 - 10 of 99 items

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The user can filter data in each column of the matrix independently. Multiple columns may be filtered at the same time. Once a notification is marked as read, the respective notification is removed from the **Home** page as well as the **Notification** grid.

In the Action column, there are four icons (Edit the case, View the notification, Print the notification, and Forward the notification)

 **Edit the case**

# NEICE User Guide

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Click on the icon, the user is navigated to the transmittal page of the case with the respective message or transmittal open. The user can Mark as Read or click on the Close button and continue to edit the case. Once the user clicks on Mark as Read, the notification is removed from the grid.



## **View the Notification**

Click on the icon, the respective message or a transmittal opens. The user can Mark as Read or click on Close button. Once the user clicks on Mark as Read, the notification is removed from the grid. If the user clicks on Close button, the message or transmittal is closed and the user is taken back to the Notification grid.



## **Print the notification**

The user can print the respective notification. Click on the icon, the respective message or transmittal is opened in a new tab allowing the user to print.



## **Forward the notification**

Click on the icon, a window is displayed with the Forward to drop down to select the user from your agency to whom the notification should be sent. Select the user and click on Forward button. Forwarded successfully message is displayed. Click OK button. The message window is closed. Once the notification is forwarded, the forwarded notification user will receive notifications of the case going forward.

# NEICE User Guide

## The ICPC process in NEICE

There are 10 steps to creating and processing a case in NEICE (unless you in a decentralized state, in which case the process is slightly different). A case that has all the information and documents ready can be created and sent in approximately 10 to 15 minutes.

- Step 1. Create a NEICE case as the Local Case Worker for a new child or existing child in the Sending State and forward it to the ICPC Central Office
- Step 2. Complete a NEICE Case sent from the Case Worker to the ICPC Coordinator in the Sending State who creates a Transmittal to the Receiving State ICPC Coordinator
- Step 3. Process a NEICE Case as Receiving State ICPC Coordinator
- Step 4. Process a NEICE Case as the Case Worker in the Receiving State
- Step 5. Return a NEICE Case from Receiving State ICPC Coordinator to Sending State ICPC Coordinator
- Step 6. Process a NEICE Case as Sending State ICPC Coordinator
- Step 7. Complete a NEICE Case as the Case Worker in the Sending State
- Step 8. Send a Completed NEICE Case from the Sending State to the Receiving State
- Step 9. Process a NEICE Case with 100B as Receiving State ICPC Coordinator
- Step 10. Complete a NEICE Case as the Case Worker in the Receiving State

## Creating and Sending a NEICE Case

### Step 1. Create a NEICE case as the Local Case Worker for a new child or an existing child in the Sending State

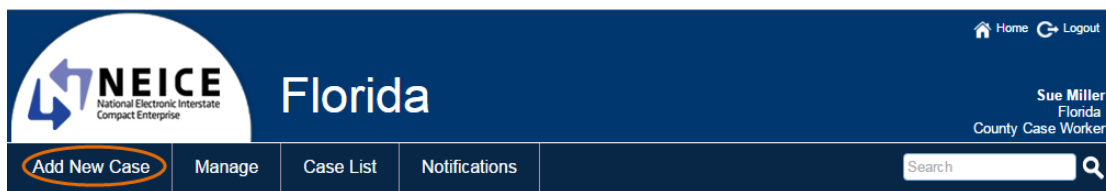
The child you are working with may already exist in your State's child welfare information database or in the NEICE database. The first step, then, is to search for the child as outlined below.



**TIP:** NEICE requires that one child be designated the Primary Child. The primary child approach can be determined by each state. If there is more than one child, you may want to enter all the Children who will be involved in a case into NEICE directly *prior* to creating the case. Some users have found this to be a timesaver. Similarly, it's helpful to create the Placement Resource before creating a case. The Case Worker would go to **Manage Child** to create all the children for the case and to **Manage Placement Resource** to create the resource for the case. Then, return to this step to Create a NEICE Case.

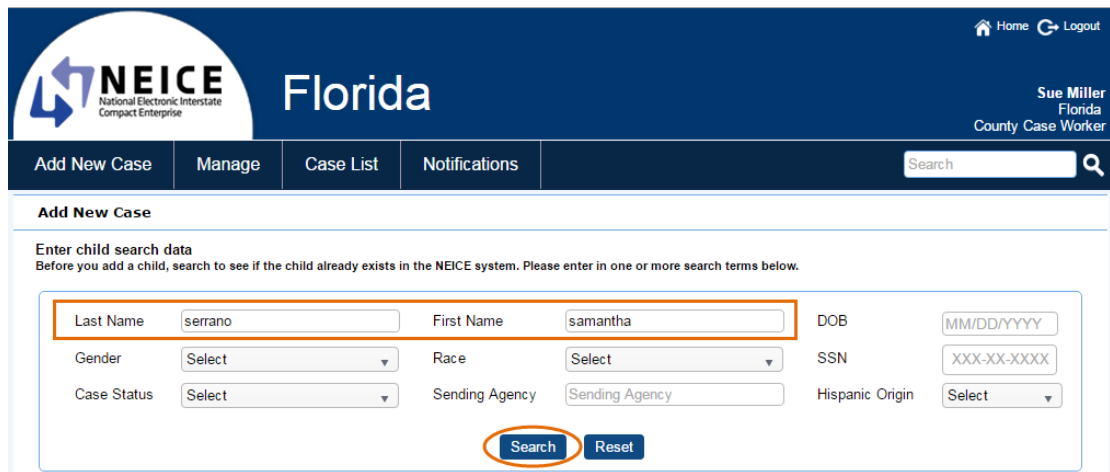
### Search for a child who might already be in your state child welfare information system or NEICE

1. Select **Add New Case** from the menu bar.



# NEICE User Guide

2. Enter the Primary Child information in the search fields and select the **Search** button.  
*Reminder: there may be more than one child associated with a NEICE Case (for example, a set of siblings). NEICE requires that one child is designated as the Primary Child.*



3. If the search returns the child from the NEICE system, select the child and then select the **Open Child** button. (If the search does not return the child you were looking for, you can add a new child to the system by selecting **Add New Child**. Go to Page 20.) If the child exists in the NEICE database, NEICE Child ID will be displayed.



If the child exists in your State's child welfare system and your state system has been connected to provide data to the NEICE system, the child and State Child ID will be displayed.

If the child was returned from a State's child welfare system, the **Add New Child** button will be displayed. Select the **SAVE** button. The child will be saved into the NEICE system. Then, you can go to step 2 above to search for the child, and select **Open Child**.



**NEICE Florida**

Home Logout

Sue Miller  
Florida  
County Case Worker

Add New Case Manage Case List Notifications Search

**Add New Case**

Enter child search data  
Before you add a child, search to see if the child already exists in the NEICE system. Please enter in one or more search terms below.

Last Name: serrano First Name: samantha DOB: MM/DD/YYYY  
Gender: Select Race: Select SSN: XXX-XX-XXXX  
Case Status: Select Sending Agency: Sending Agency Hispanic Origin: Select

Search Reset

NEICE Child #	State Child #	State	First Name	Last Name	DOB	Gender	Race	SSN
403		FL	Samantha	Serrano	02/23/2010	Female	White	154-01-1111

10 items per page 1 - 1 of 1 items

Open Child Add New Child


- On the Child Demographics Details screen, verify that the data displayed for the child is correct, and enter any remaining information. Ensure that you enter all **required** fields: Child's Last Name; First Name; Race; Title IV-E Eligibility; and ICWA Eligibility. A red asterisk indicates each required field.

## REMINDER



- Title IV-E eligibility is a determination that a child has been found to be eligible for Title IV-E funds based on the income of his or her parent(s).
- A child is ICWA eligible when he/she is a member of an Indian tribe or eligible for membership and is the biological child of a member. In order to determine membership or eligibility, it will often be necessary to contact the tribe as each tribe sets its own membership standards.

- Enter Parent Details including Mother's and Father's information.



[Home](#)
[Logout](#)

**Sue Miller**  
 Florida  
 County Case Worker

[Add New Case](#)
[Manage](#)
[Case List](#)
[Notifications](#)

[Add New Case](#) > **Add New Child**

**Enter child data**

**Child Demographic Details**

Child Last Name\* 
 Child First Name\* 
 Child Middle Name

Child DOB 
 Child Gender 
 Child SSN

Child's Alias Last Name 
 Child's Alias First Name 
 Ethnicity

**Race\***

☐ Black / African American
 ☐ Asian
 ☒ White
 ☐ Native Hawaiian / Pacific Islander
 ☐ American Indian / Alaskan

☐ Declined
 ☐ Unable To Determine

Hispanic Origin : ☐ Yes ☒ No ☐ Unable to determine

Title IV-E Eligibility\* : ☐ Yes ☒ No ☐ Pending

ICWA Eligibility\* : ☐ Yes ☒ No

**Parent Details**

Mother's Last Name 
 Mother's First Name 
 Mother's DOB

Father's Last Name 
 Father's First Name 
 Father's DOB

**Agency System Details**

State \* 
 County 
 State ChildID

[Add New Case](#)

[Save](#)
[Cancel](#)

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# NEICE User Guide

6. Ensure that the correct State and County responsible for the child are displayed.

**NEICE Florida**  
National Electronic Interstate Compact Enterprise

Home Logout  
Sue Miller  
Florida  
County Case Worker

Add New Case Manage Case List Notifications Search

[Add New Case](#) > **Add New Child**

Enter child data

**Child Demographic Details**

Child Last Name\* Serrano Child First Name\* Samantha Child Middle Name Child's middle name  
Child DOB 02/23/2010 Child Gender Female Child SSN 154-01-1111  
Child's Alias Last Name Child's alias last name Child's Alias First Name Samy Ethnicity Ethnicity  
Race\*  
☐ Black / African American ☐ Asian ☒ White ☐ Native Hawaiian / Pacific Islander ☐ American Indian / Alaskan  
☐ Declined ☐ Unable To Determine  
Hispanic Origin : ☐ Yes ☒ No ☐ Unable to determine  
Title IV-E Eligibility\* : ☐ Yes ☒ No ☐ Pending ICWA Eligibility\* : ☐ Yes ☒ No

**Parent Details**

Mother's Last Name Lorenzo Mother's First Name Silvia Mother's DOB 06/26/1980  
Father's Last Name Serrano Father's First Name Joe Father's DOB 11/25/1976

**Agency System Details**


State \* Florida County Broward State Child ID State Child ID

Add New Case

Save Cancel

7. Enter the Child's State ID if available and not already auto populated.
8. When all data is entered, select the **Add New Case** button. NEICE will provide feedback that the **"Child saved successfully"** and display the Case Review tab. Go to step 11 of Page 27 below.

# NEICE User Guide



Florida

Home Logout

Sue Miller  
Florida  
County Case Worker

Add New CaseManageCase ListNotificationsSearch

Case

Neice ID:  
Child: [Serrano, Samantha - 02/23/2010]

Created Date: 02/26/2016  
Status: Pending

Case Review

Case Details

Documents

Transmittal

Sending State\*

Florida

Status\*

Pending

Home Study Type\*

Select

Initial Documents Received

MM/DD/YYYY

Receiving State\*

Select

County\*

Broward

State Case ID

SACWIS Case ID

Completed Request Received

MM/DD/YYYY

Receiving County

Select

Sending Agency\*

M-test one

Received Date

MM/DD/YYYY

Date Identified for ICPC\*

MM/DD/YYYY

Receiving Case Worker Agency

Select

Notes (Show History)

Enter Notes

Children placed in the Case

NEICE Child #	State Child #	State	First Name	Last Name	DOB	Gender	Race	SSN	Action
403		FL	Samantha	Serrano	02/23/2010	Female	White	154-01-1111	

# NEICE User Guide

## Create a Case for a New Child (not in NEICE or state child welfare information system)

1. Select **Add New Case** from the menu bar.

The screenshot shows the top navigation bar of the NEICE Florida application. On the left is the NEICE logo with the text 'National Electronic Interstate Compact Enterprise'. To its right is the word 'Florida'. On the far right, there are links for 'Home' and 'Logout', and a user profile for 'Sue Miller, Florida County Case Worker'. Below this bar is a menu with four items: 'Add New Case' (which is circled in orange), 'Manage', 'Case List', and 'Notifications'. A search bar is located on the right side of the menu.

2. Enter the Primary Child information in the search fields and select the **Search** button.

This screenshot shows the 'Add New Case' form. At the top, it says 'Enter child search data' and 'Before you add a child, search to see if the child already exists in the NEICE system. Please enter in one or more search terms below.' The form contains several input fields: 'Last Name' (filled with 'Warsovick'), 'First Name' (filled with 'Kyle'), 'DOB' (format MM/DD/YYYY), 'Gender' (dropdown menu), 'Race' (dropdown menu), 'SSN' (format XXX-XX-XXXX), 'Case Status' (dropdown menu), 'Sending Agency' (text field), and 'Hispanic Origin' (dropdown menu). Below these fields are two buttons: 'Search' (circled in orange) and 'Reset'. At the bottom right of the form is a button labeled 'Add New Child'.

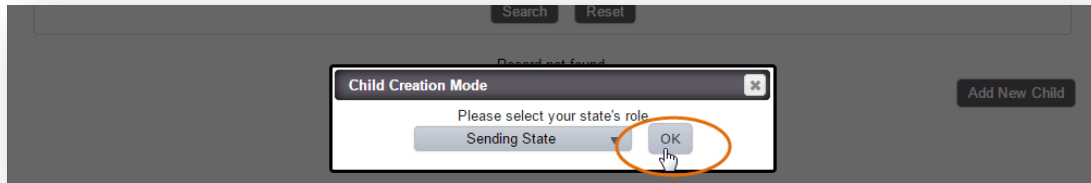
3. If the child is not in the SACWIS or NEICE database, a message saying **Record Not Found** will appear. Select the **Add New Child** button.

This screenshot shows the same 'Add New Case' form as before, but with the result of a search. Below the form fields, the text 'Record not found.' is displayed (circled in orange). At the bottom right, the 'Add New Child' button is also circled in orange, indicating the next step in the process.

## NEICE User Guide

---

4. A box called “**Child Creation Mode**” will pop-up. It displays **Sending State** since Case Workers can create children as the Sending State only. (Note: the ICPC Coordinator has ability to create case as Receiving State if a case is received from a non-NEICE participating state.) Select the **OK** button.



5. On the Child data screen there are three windows: **Child Demographic Details**; **Parent Details**; and **Agency System Details**. Information from your search will be inserted in the Child Demographic Details window. Enter the Child's information. Ensure that you enter all **required fields**: Child's Last Name; First Name; Race; Title IV-E Eligibility; and ICWA eligibility.

### REMINDER

- Title IV-E eligibility is a determination that a child has been found to be eligible for Title IV-E funds based on the income of his or her parent(s).
  - A child is ICWA eligible when he/she is a member of an Indian tribe or eligible for membership and is the biological child of a member. In order to determine membership or eligibility, it will often be necessary to contact the tribe as each tribe sets its own membership standards.
6. Enter Parents' information.
  7. Ensure that the correct State and County are displayed.
  8. Enter the Child's State ID if available.

# NEICE User Guide

9. When all data is entered, select the **Add Child & Create Case** button.

NEICE Florida

Sue Miller  
Florida  
County Case Worker

Add New Case Manage Case List Notifications Search

Add New Case > Add New Child

Enter child data

Child Demographic Details

Child Last Name\* Warsovick Child First Name\* Kyle Child Middle Name Mathew

Child DOB 04/13/2011 Child Gender Male Child SSN 101-10-1101

Child's Alias Last Name Child's alias last name Child's Alias First Name Child's alias first name Ethnicity Ethnicity

Race\*

☐ Black / African American ☐ Asian ☒ White ☐ Native Hawaiian / Pacific Islander ☐ American Indian / Alaskan

☐ Declined ☐ Unable To Determine

Hispanic Origin : ☐ Yes ☒ No ☐ Unable to determine

Title IV-E Eligibility\* : ☐ Yes ☒ No ☐ Pending ICWA Eligibility\* : ☐ Yes ☒ No

Parent Details

Mother's Last Name Wilson Mother's First Name Katrina Mother's DOB 09/12/1979

Father's Last Name Warsovick Father's First Name Adam Father's DOB 03/21/1979

Agency System Details

State \* Florida County Broward State ChildID FL100001

Add Child & Create Case Cancel

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10. NEICE will provide feedback that the "Child saved successfully". Select **OK** button. NEICE will automatically display the **Case Review** tab. The list of tabs in the case will be on the left-hand side of your screen.

NEICE Florida

Sue Miller  
Florida  
County Case Worker

Add New Case Manage Case List Notifications Search

Add New Case > Add New Child

Enter child data

Child Demographic Details

Child Last Name\* Warsovick Child Middle Name Child's middle name

Message from webpage

Child saved successfully.

OK

# NEICE User Guide

- NEICE auto-fills fields where the data is already known, such as **Sending State** and **Sending County**. Enter the required fields (marked with a red asterisk) on the Case Review tab: **Received Date**, **Date Identified for ICPC**, **Receiving State** and **Home Study Type**. Enter any **Notes** to support this case. These notes will be visible to anyone who views this case.

NEICE Florida

Home Logout

Sue Miller  
Florida  
County Case Worker

Add New Case Manage Case List Notifications Search

Case


Neice ID: Created Date: 02/25/2016  
Child: [Warsovick, Kyle - 04/13/2011] Status: Pending

Case Review  
Case Details  
Documents  
Transmittal

Sending State\* Florida  
County\* Broward  
Sending Agency\* M-test one  
Status\* Pending  
State Case ID SACWIS Case ID  
Received Date MM/DD/YYYY  
Date Identified for ICPC\* 02/09/2016  
Home Study Type\* REG 2 - Home Study Request  
Initial Documents Received MM/DD/YYYY  
Completed Request Received MM/DD/YYYY  
Receiving State\* Wisconsin  
Receiving County Select  
Receiving Case Worker Agency Select  
Notes (Show History)  
Enter Notes

- If the **Placement Resource exists**, enter the name in the Placement Resource field (or select the down arrow to view the list of Placement Resources for the state) and select it from the drop down list from the state's database for the Receiving State entered.
- If the **Placement Resource does not exist**, select the **Create New** button to create the new Placement Resource.





Florida

Sue Miller  
 Florida  
 County Case Worker

Add New Case
 Manage
 Case List
 Notifications
 Search

Case

Neice ID:
 Created Date: 02/25/2016

Child: [Warsovick, Kyle - 04/13/2011]
 Status: Pending ⓘ

Case Review
 Case Details
 Documents
 Transmittal

Sending State\*
 County\*
 Sending Agency\*

Florida
 Broward
 M-test one

Status\*
 State Case ID
 Received Date
 Date Identified for ICPC\*

Pending
 SACWIS Case ID
 MM/DD/YYYY
 02/09/2016

Home Study Type\*

REG 2 - Home Study Request

Initial Documents Received
 Completed Request Received

MM/DD/YYYY
 MM/DD/YYYY

Receiving State\*
 Receiving County
 Receiving Case Worker Agency

Wisconsin
 Select
 Select

Notes (Show History)

Enter Notes

Children placed in the Case

NEICE Child #	State Child #	State	First Name	Last Name	DOB	Gender	Race	SSN	Action
1042	FL100001	FL	Kyle	Warsovick	04/13/2011	Male	White	101-10-1101	

Placement Details

Placement Resource

Bobby Jenson

Create New

Placement Resource

14. Enter all available data on **Add Placement Resource** screen and select **Save** button.

**Add Placement Resource**

Placement Resource Type: ☐ Organization ☒ Individual

**Placement Resource Details**

Prefix: Mr Last Name\*: Jenson First Name\*: Bobby Middle Name: Middle Name

Gender: Male DOB: 02/02/1974 SSN: 102-02-0234

Address 1\*: 13 Tyler Ct. Address 2: Address Line 2

City: Madison State\*: Wisconsin County: Adams Zip Code: 53715

Phone: (608) 123-4567

**Other Individuals living with Placement Resource**

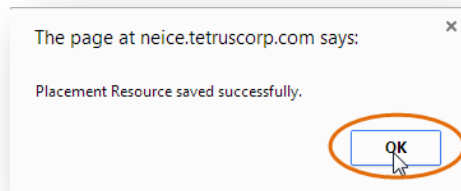
Prefix: Prefix Last Name\*: Last Name First Name\*: First Name Middle Name: Middle Name

Gender: Select DOB: MM/DD/YYYY SSN: XXX-XX-XXXX

**Add Individual**

**Save** **Cancel**

15. NEICE will display confirmation: **“Placement Resource saved successfully.”** Click **OK**. NEICE will populate the **Placement Resource** data on **Case Review** tab



16. Enter the **Placement Type**, a required field, in the **Placement Details** window.

**Placement Details**

Placement Resource: Bobby Jenson **Create New**

Placement Resource: Bobby Jenson

**Placement Type\***

Select

- Select
- CHILD CARING INSTITUTION
- Foster Care - Non-Relative
- Foster Care - Relative
- GROUP HOME CARE
- INSTITUTIONAL CARE(ARTICLE VI)
- Non-Relative
- Parent
- Relative (Not Parent)
- Residential Treatment - Delinquency/Article VI
- Residential Treatment - Mental Health

13 Tyler Ct.


Madison, Wisconsin, Adams 53715

Male

(608) 123-4567

# NEICE User Guide

17. To create the NEICE Case, select the **Save & Continue** button on the **Case Review** tab, which will take you to the **CASE DETAILS** tab (see left-hand side of your screen). Or, select the **Save** button to create the case and remain on the **Case Review** tab.

**NEICE**  
National Electronic Interstate  
Compact Enterprise

**Florida**

[Home](#) [Logout](#)

Sue Miller  
Florida  
County Case Worker

[Add New Case](#) [Manage](#) [Case List](#) [Notifications](#)

Case

Neice ID:  
Child: [Warsovick, Kyle - 04/13/2011]

Created Date: 02/25/2016  
Status: Pending ⓘ

> Case Review  
> Case Details  
> Documents  
> Transmittal

Sending State\*  
Florida

County\*  
Broward

Sending Agency\*  
M-test one

Status\*  
Pending

State Case ID  
SACWIS Case ID

Received Date  
MM/DD/YYYY

Date Identified for ICPC\*  
02/09/2016

Home Study Type\*  
REG 2 – Home Study Request

Initial Documents Received  
MM/DD/YYYY

Completed Request Received  
MM/DD/YYYY

Receiving State\*  
Wisconsin

Receiving County  
Select

Receiving Case Worker Agency  
Select

Notes (Show History)  
Enter Notes

Children placed in the Case

NEICE Child #	State Child #	State	First Name	Last Name	DOB	Gender	Race	SSN	Action
1042	FL100001	FL	Kyle	Warsovick	04/13/2011	Male	White	101-10-1101	

Placement Details

Placement Resource  
Bobby Jenson

Create New

Placement Resource Bobby Jenson

Placement Type\*  
Relative (Not Parent)

Resource Type  
Individual

Address  
13 Tyler Ct.  
Madison, Wisconsin , Adams 53715

Contact Name  
Bobby Jenson

Gender  
Male

DOB  
02/02/1974

Phone Number  
(608) 123-4567

SSN / FEID  
102-02-0234

Violations

State in Violation  
Receiving State

Begin Date  
MM/DD/YYYY

End Date  
MM/DD/YYYY

Violation Type  
---Select Violation Type---

Add

Save

Save & Continue


Cancel

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18. NEICE will generate the NEICE Case ID and the case Status will be **Pending**.



Florida

Sue Miller

Florida

County Case Worker

Add New Case

Manage

Case List

Notifications

Search

🔍

Case

Neice ID: 1521

Created Date: 02/25/2016

Child: [Warsovick, Kyle - 04/13/2011]

Status: Pending ⓘ

> Case Review

> Case Details

> Documents

> Transmittal

Sending State\*

Florida

County\*

Broward

Sending Agency\*

M-test one

Status\*

Pending

State Case ID

SACWIS Case ID

Received Date

MM/DD/YYYY

Date Identified for ICPC\*

02/09/2016

Home Study Type\*

REG 2 – Home Study Request

Initial Documents Received

MM/DD/YYYY

Completed Request Received

MM/DD/YYYY

Receiving State\*

Wisconsin

Receiving County

Select

Receiving Case Worker Agency

Select

Notes (Show History)

Enter Notes

Children placed in the Case

NEICE Child #	State Child #	State	First Name	Last Name	DOB	Gender	Race	SSN	Action
1042	FL100001	FL	Kyle	Warsovick	04/13/2011	Male	White	101-10-1101	

Add another child to case

Placement Details

Placement Resource

Create New

Change Resource

Placement Resource

Bobby Jenson

Placement Type\*

Relative (Not Parent)

Resource Type

Individual

Address

13 Tyler Ct.

Madison, Wisconsin , Adams 53715

Contact Name

Bobby Jenson

Gender

Male

DOB

02/02/1974

Phone Number

(608) 123-4567

SSN / FEID

102-02-0234

Violations

State in Violation

Receiving State

Begin Date

MM/DD/YYYY

End Date

MM/DD/YYYY

Violation Type

--Select Violation Type--

Add

Save

Save & Continue

Cancel

Support Portal | Email Support

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19. If you selected **Save** to add additional existing children to the NEICE case, select the **Add Another Child to Case** button. Search for the child and select the child from the search results. If the child is not returned, complete the initial case entry, then go to **Manage** at the top of your screen, and select **Child** to create the new child. Next, add this child to the case you had created by searching for the NEICE Case ID. Opening the case and click on the **Add Another Child to Case** button. Search for the child you wish to add, select the child displayed in search results, and finally, select **Add Child To Case** button.

20. On the Case Details tab (See below), enter the **Relationship** of each child to the **Placement Resource**.

NEICE Florida

Home Logout

Sue Miller  
Florida  
County Case Worker

Add New Case Manage Case List Notifications Search

Case

Neice ID: 1521 Created Date: 02/25/2016  
Child: [Warsovick, Kyle - 04/13/2011] Status: Pending ⓘ

> Case Review  
> Case Details  
> Documents  
> Transmittal

Warsovick, Kyle (1042)

Relationship\*  
ADULT UNCLE

Legal Status  
PROTECTIVE SERVICES

Court Details

Court Order Number: FLCO1002 Order Received On: 02/05/2016 Order Rendered Date: 02/01/2016  
Order Entered Date by CO: 02/25/2016 Order Compliance Date: 02/29/2016

Home Study Decision and Placement Information

Sent 100A On: MM/DD/YYYY 100A Response Received: MM/DD/YYYY HS Decision: Pending  
HS Decision Made by RS On: MM/DD/YYYY HS Closed Date: MM/DD/YYYY Prelim HS Sent: MM/DD/YYYY  
Placement Made On: MM/DD/YYYY Placement End Date: MM/DD/YYYY Received 100B in SS CO On: MM/DD/YYYY  
Sent 100B to RS On: MM/DD/YYYY Supervision Termination Date: MM/DD/YYYY Termination of Jurisdiction Date: MM/DD/YYYY  
Reason for Placement Termination: Select Child Returned On: MM/DD/YYYY

Save Save & Continue Cancel

21. Select the **Legal Status** from the drop down list for each child.
22. Enter the **Court Details** if appropriate for your state.
23. **Do not enter Home Study and Placement Information at this time. Data will be auto-filled or manually entered later in the case.**
24. Select the **Save** button to stay on the Case Details tab or the **Save & Continue** button to go to the documents tab. NEICE will next display the **Documents** tab.

## Creating the 100A for a NEICE case (or Adding 100A to the NEICE Case)

25. On the **Documents** tab you can **Create 100A** or upload an existing 100A that you have created. Select **Create 100A**, then select the child name for which the 100A document is being created and NEICE will pre-fill the child's data entered in the Child Demographics and Parent Details windows. Select Type of Care Requested; Current Legal Status of Child; Initial Report Requested; Supervisory Services Requested; and Supervisory Reports Requested. Select the checkbox for any enclosures. Enter additional available information required on the 100A and select the **Save** button. NEICE will provide a message notification, **100A Created Successfully**.

The screenshot displays the NEICE Case Management System interface. At the top, there is a navigation bar with tabs: 'Add New Case', 'Manage', 'Case List', and 'Notifications'. A search bar is located on the right side of this bar. Below the navigation bar, the 'Case' section is visible, showing details for a specific case: 'Neice ID: 1521', 'Child: [Warsovick, Kyle - 04/13/2011]', 'Created Date: 02/25/2016', and 'Status: Pending'. A sidebar on the left contains a list of tabs: '> Case Review', '> Case Details', '> Documents', and '> Transmittal'. The main content area shows the 'Documents' tab selected, with a 'Case Documents' section. This section includes buttons for 'Cover Sheet', 'Copy from...', 'Upload Document', 'Create 100A' (which is circled in orange), and 'Create 100B'. Below these buttons, there is a 'Transmit to SS ICPC Coordinator' button and 'Continue' and 'Cancel' buttons.

**Create/Edit Form 100A**

Child Name: Kyle Warsovick  
 TO: Wisconsin  
 FROM: Florida

**SECTION I - IDENTIFYING DATA**

Notice is given of intent to place - Name of Child:  
 Kyle Warsovick

Social Security No.: 101-10-1101  
 ICWA Eligible: ☐ Yes ☒ No

Gender: Male  
 Date of Birth: 4/13/2011  
 Title IV-E determination: ☐ Yes ☒ No ☐ Pending

Ethnicity: Hispanic Origin: ☐ Yes ☒ No  
☐ Unable to determine/unknown

Race:  
☐ American Indian or Alaskan Native  
☐ Native Hawaiian/ Other Pacific Islander  
☐ Black or African American  
☒ White  
☐ Declined  
☐ Unable To Determine

Name of Mother: Katrina Wilson  
 Name of Father: Adam Warsovick

Name of Agency or Person Responsible for Planning for Child:  
 Agency or Person Responsible for Planning  
 Phone: Phone No

Address:  
 Address

Name of Agency or Person Financially Responsible for Child:  
 Agency or Person Financially Responsible  
 Phone: Phone No

Click **SAVE** to save a draft of the 100A.

**Create/Edit Form 100A**

☐ Relative Home Study  
☐ Adoptive Home Study  
☐ Foster Home Study

☐ Supervision  
☐ Another Agency Agreed to Supervise  
☐ Sending Agency to Supervise

☐ Semi-Annually  
☐ Upon Request  
☐ Other: Other Text

Name and Address of Supervising Agency in Receiving State:  
 Address

**Enclosed:**  
☐ Child's Social History  
☐ Home Study of Placement Resource  
☐ Court Order  
☐ ICWA Enclosure  
☐ Financial/Medical Plan  
☐ IV-E Eligibility Documentation  
☐ Other Enclosures

Signature of Sending Agency or Person:  
 Date: MM/DD/YYYY

Signature of Sending State Compact Administrator, Deputy or Alternate:  
 Date: MM/DD/YYYY

**SECTION IV - ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(d) of ICPC**

☐ Placement may be made  
☐ Placement shall not be made

**REMARKS:**  
 Remarks  
 Date: MM/DD/YYYY


Signature of Receiving State Compact Administrator, Deputy or Alternate:  
 Date: MM/DD/YYYY

**Save** **Cancel**

26. 100A will be displayed with Document Status as 'Draft'. Next, the 100A needs to be signed.

To apply your digital signature to the 100A form, select the **View** icon and select the **Add Signature** button at the bottom of the 100A displayed. The logged in user's signature will appear on the 100A along with the printed user's name and today's date. Select the **Save Signature** button. The signature will be saved and the 100A will close and appear in the list of Case Documents with the status of **Uploaded**.

# NEICE User Guide

**NEICE**  
National Electronic Interstate  
Compact Enterprise

**Florida**

Home Logout

Sue Miller  
Florida  
County Case Worker

Add New CaseManageCase ListNotifications

Search

Case




Neice ID: 1521  
Child: [Warsovick,Kyle - 04/13/2011]

Created Date: 02/25/2016  
Status: Pending

> Case Review  
> Case Details  
> Documents  
> Transmittal

Case Documents

Cover SheetCopy from...Upload DocumentCreate 100ACreate 100B

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	SIGNED 100A	Draft	FL			  

10 items per page

View

1 - 1 of 1 items

Transmit to SS ICPC Coordinator

ContinueCancel



View Document

**ICPC 100A - Interstate Compact on the Plac...** 1 / 1

Name of Agency or Person Responsible for Planning for Child:	Phone:
Address:	
Name of Agency or Person Financially Responsible for Child:	Phone:
Address:	

SECTION II - PLACEMENT INFORMATION

Name of Person(s) or Facility Child is to be placed with: <b>Bobby Jensen</b>		Soc Sec # (optional): 102-02-0234
Address: <b>13 Tyler Ct., Madison, WI 53715</b>		Phone: <b>(608) 123-4567</b>
<b>Type of Care Requested:</b> <input type="checkbox"/> Foster Family Home <input type="checkbox"/> Residential Treatment Center <input type="checkbox"/> Group Home Care <input type="checkbox"/> Institutional Care-Article VI, Adjudicated Delinquent <input type="checkbox"/> Child Caring Institution <input type="checkbox"/> Other:	<input type="checkbox"/> Parent <input type="checkbox"/> Relative (Not Parent) Relationship: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> ADOPTION <input type="checkbox"/> IV-E Subsidy <input type="checkbox"/> Non IV-E Subsidy To Be Finalized In: <input type="checkbox"/> Sending State <input type="checkbox"/> Receiving State
<b>Current Legal Status of Child:</b> <input type="checkbox"/> Sending Agency Custody/Guardianship <input checked="" type="checkbox"/> Protective Supervision <input type="checkbox"/> Parent Relative Custody/Guardianship <input type="checkbox"/> Parental Rights Terminated-Right to Place for Adoption <input type="checkbox"/> Court Jurisdiction Only <input type="checkbox"/> Unaccompanied Refugee Minor <input type="checkbox"/> Other:		

SECTION III - SERVICES REQUESTED

<b>Initial Report Requested (if applicable):</b> <input type="checkbox"/> Parent Home Study <input type="checkbox"/> Relative Home Study <input type="checkbox"/> Adoptive Home Study <input type="checkbox"/> Foster Home Study	<b>Supervisory Services Requested:</b> <input type="checkbox"/> Request Receiving State to Arrange Supervision <input type="checkbox"/> Another Agency Agreed to Supervise <input type="checkbox"/> Sending Agency to Supervise	<b>Supervisory Reports Requested:</b> <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Upon Request <input type="checkbox"/> Other:
--	--	---

Name and Address of Supervising Agency in Receiving State:

**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:	Date:
Signature of Sending State Compact Administrator, Deputy or Alternate:	Date:

SECTION IV - ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(d) of ICPC

<input type="checkbox"/> Placement may be made	<input type="checkbox"/> Placement shall not be made
--	--

**REMARKS:**  
 Signature of Receiving State Compact Administrator, Deputy or Alternate:

Date:

DISTRIBUTION (Complete six (6) copies):  
 • Sending Agency retains a (1) copy and forwards completed original plus four (4) copies to:  
 • Sending Compact Administrator, DCA, or alternate retains a (1) copy and forwards completed original and three (3) copies to:  
 • Receiving Agency Compact Administrator, DCA, or alternate who indicates action (Section IV) and forwards a (1) copy to receiving agency and the completed original and one (1) copy to sending Compact Administrator, DCA, or alternate within 30 days.  
 • Sending Compact Administrator, DCA, or alternate retains a completed copy and forwards the completed original to the sending agency.

Add Signature

Close

Save Signature.

View Document
✕

DPHHS-CFS-019C  
 ICPC 100A  
 REV. 8/2001

**One form per child**  
 Please type

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REQUEST

**TO:** Wisconsin
**FROM:** Florida

SECTION I - IDENTIFYING DATA

Notice is given of intent to place - Name of Child:  
 Kyle Warsovic

Social Security Number:  
 101-10-1101

ICWA Eligible  
☐ Yes ☒ No

Ethnicity: Hispanic Origin: ☐ Yes ☒ No  
☐ Unable to determine/unknown

Sex: Male      Date of Birth: 04/13/2011      Title IV-E determination: ☐ Yes ☒ No ☐ Pending

Race:  
☐ American Indian or Alaskan Native      ☐ Native Hawaiian/ Other Pacific Islander  
☐ Asian      ☐ Black or African American  
☒ White

Name of Mother: Katrina Wilson

Name of Father: Adam Warsovic

Name of Agency or Person Responsible for Planning for Child:

Phone:

Address:

Name of Agency or Person Financially Responsible for Child:

Phone:

Address:

SECTION II - PLACEMENT INFORMATION

Name of Person(s) or Facility Child is to be placed with:  
 Bobby Jenson

Address:  
 13 Tyler Ct., Madison, WI 53715

Soc Sec # (optional): 102-02-0234  
 Soc Sec # (optional):  
 Phone: (608) 123-4567

**Type of Care Requested:**  

☐ Foster Family Home      ☐ Residential Treatment Center  
☐ Group Home Care      ☐ Institutional Care-Article VI, Adjudicated Delinquent  
☐ Child Caring Institution

☐ Parent  
☐ Relative (Not Parent)  
 Relationship: \_\_\_\_\_  
☐ Other: \_\_\_\_\_

☐ ADOPTION  
☐ IV-E Subsidy  
☐ Non IV-E Subsidy  
 To Be Finalized In:  
☐ Sending State  
☐ Receiving State

**Current Legal Status of Child:**  

☐ Sending Agency Custody/Guardianship  
☐ Parent Relative Custody/Guardianship  
☐ Court Jurisdiction Only

☒ Protective Supervision  
☐ Parental Rights Terminated-Right to Place for Adoption  
☐ Unaccompanied Refugee Minor  
☐ Other: \_\_\_\_\_

SECTION III - SERVICES REQUESTED

**Initial Report Requested (if applicable):**  
☐ Parent Home Study  
☐ Relative Home Study  
☐ Adoptive Home Study  
☐ Foster Home Study

**Supervisory Services Requested:**  
☐ Request Receiving State to Arrange Supervision  
☐ Another Agency Agreed to Supervise  
☐ Sending Agency to Supervise

**Supervisory Reports Requested:**  
☐ Quarterly  
☐ Semi-Annually  
☐ Upon Request  
☐ Other: \_\_\_\_\_

Name and Address of Supervising Agency in Receiving State:

**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:  
 Sue Miller

Date:  
 02/25/2016

Signature of Sending State Compact Administrator, Deputy or Alternate:

Date:

SECTION IV - ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(d) of ICPC

☐ Placement may be made      ☐ Placement shall not be made

REMARKS:

Signature of Receiving State Compact Administrator, Deputy or Alternate:

Date:

**DISTRIBUTION (Complete six (6) copies):**  
 • Sending Agency retains a (1) copy and forwards completed original plus four (4) copies to:  
 • Sending Compact Administrator, DCA, or alternate retains a (1) copy and forwards completed original and three (3) copies to:  
 • Receiving Agency Compact Administrator, DCA, or alternate who indicates action (Section IV) and forwards a (1) copy to receiving agency and the completed original and one (1) copy to sending Compact Administrator, DCA, or alternate within 30 days.  
 • Sending Compact Administrator, DCA, or alternate retains a completed copy and forwards the completed original to the sending agency.

Save Signature

Close




# NEICE User Guide

27. Select the **Upload Document** button to upload additional documents. Select **Child Name**, select **Document Type**, browse the computer drive for the document, select the document and select the **Save** button. The document will be uploaded and NEICE will display the message, **Document Uploaded Successfully**.

## Scanning documents into NEICE

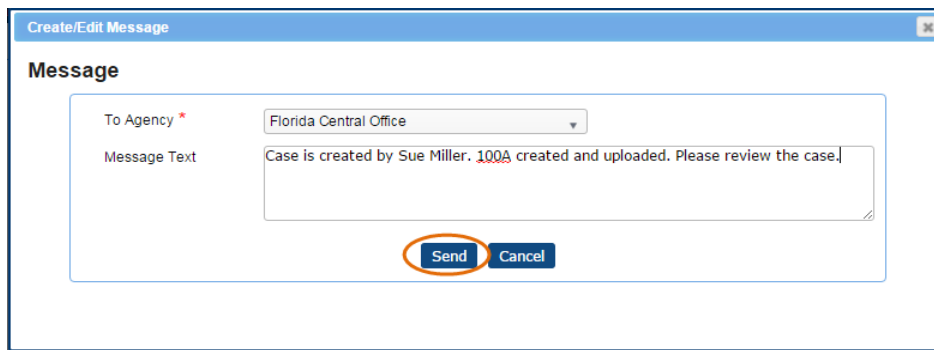
28. If you have documents to scan, select the **Cover Sheet** button. The NEICE Case ID will be inserted. Select the Child Name and Document Type. Select the **Generate Cover Sheet** button. The Cover Sheet will be created on the screen. Select the **Print** button to generate the page.
29. If new children need to be created and added to this case, go to **Manage** at the top of your screen, select **Child** and enter the additional children. Then return to step 19 of this process (above).
30. To complete this case, and send it to the ICPC Coordinator in your state, select the **Transmit to SS (Sending State) ICPC Coordinator** button.

The screenshot displays the NEICE Florida web application. The header includes the NEICE logo, the text 'Florida', and user information for Sue Miller, Florida County Case Worker. A navigation bar contains 'Add New Case', 'Manage', 'Case List', and 'Notifications'. A search bar is on the right. The main content area is titled 'Case' and shows details for Neice ID 1521 and Child [Warsovick, Kyle - 04/13/2011]. The status is 'Pending'. A sidebar on the left has links for 'Case Review', 'Case Details', 'Documents', and 'Transmittal'. The 'Case Documents' section shows a table with one document: Child ID 1042, Child Name Kyle Warsovick, Type SIGNED 100A, Status Uploaded, State FL, Date Uploaded 02/25/2016. Below the table is a 'Transmit to SS ICPC Coordinator' button, which is circled in orange. Other buttons include 'Cover Sheet', 'Copy from...', 'Upload Document', 'Create 100A', 'Create 100B', 'Continue', and 'Cancel'.

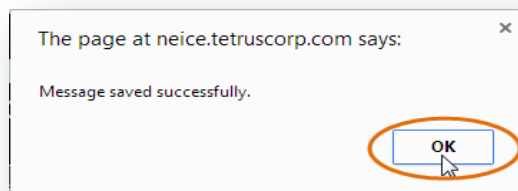
Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	SIGNED 100A	Uploaded	FL	02/25/2016		  

31. Select the "To Agency", enter details into the Message Text window and select the **Send** button. NEICE will display **Message Saved Successfully**. Select the **OK** button.

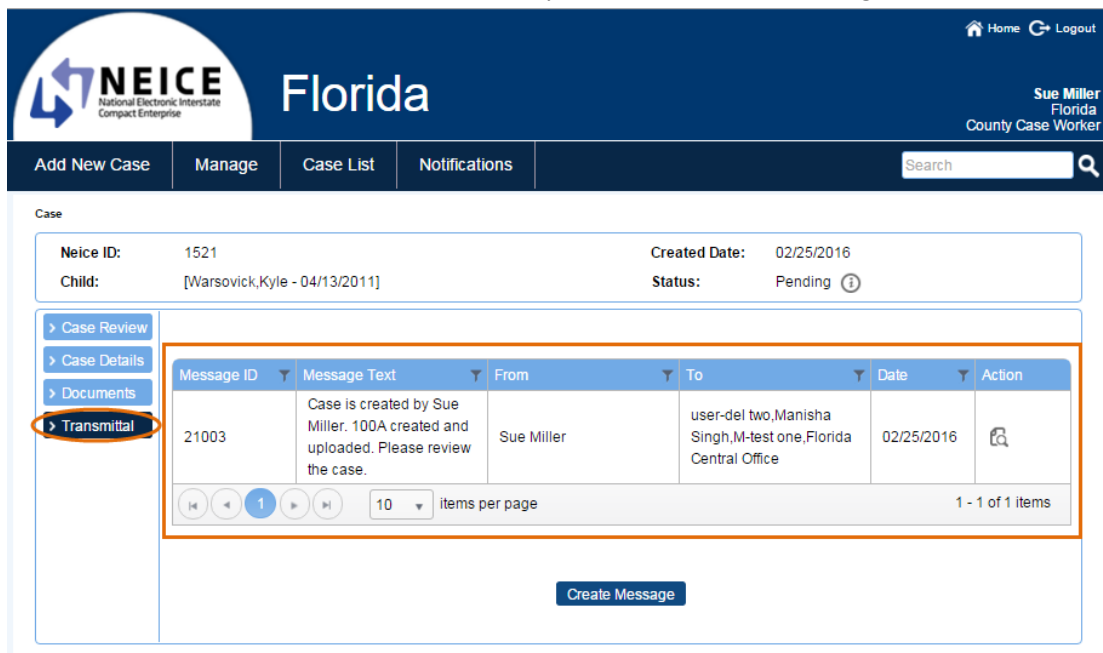
# NEICE User Guide



The 'Create/Edit Message' dialog box contains a 'To Agency' dropdown menu set to 'Florida Central Office' and a 'Message Text' input field with the text 'Case is created by Sue Miller. 100A created and uploaded. Please review the case.' At the bottom, there are 'Send' and 'Cancel' buttons, with the 'Send' button circled in orange.



32. NEICE will now display the list of Transmittals and Messages for this case. You can also click on the **Transmittals** tab on the left-hand side of your screen to view messages and transmittals.



The screenshot shows the NEICE Florida interface. The top navigation bar includes 'Home' and 'Logout' links, and the user 'Sue Miller, Florida County Case Worker' is logged in. The main menu has 'Add New Case', 'Manage', 'Case List', and 'Notifications'. A search bar is on the right. The 'Case' details section shows 'Neice ID: 1521', 'Child: [Warsovick, Kyle - 04/13/2011]', 'Created Date: 02/25/2016', and 'Status: Pending'. On the left, a sidebar menu has 'Case Review', 'Case Details', 'Documents', and 'Transmittal' (circled in orange). The main content area displays a table of messages with one entry: Message ID 21003, Message Text 'Case is created by Sue Miller. 100A created and uploaded. Please review the case.', From 'Sue Miller', To 'user-del two, Manisha Singh, M-test one, Florida Central Office', Date '02/25/2016', and an Action icon. Below the table is a 'Create Message' button.

Message ID	Message Text	From	To	Date	Action
21003	Case is created by Sue Miller. 100A created and uploaded. Please review the case.	Sue Miller	user-del two, Manisha Singh, M-test one, Florida Central Office	02/25/2016	

You have now completed creating and sending an ICPC case through NEICE to your state ICPC Coordinators.

# NEICE User Guide

33. When you finish creating a case, a notification and an email will automatically be sent to the ICPC Coordinator(s) for your State.

The screenshot displays the NEICE Florida web application interface. At the top, the NEICE logo (National Electronic Interstate Compact Enterprise) is on the left, and the word "Florida" is in the center. On the right, there are links for "Home" and "Logout", and a user profile box for "Sally Rogers, Florida ICPC Coordinator". Below the header is a navigation bar with tabs: "Add New Case", "Manage", "Reports", "Case List", and "Notifications". A search bar is located to the right of the "Notifications" tab. The "Notifications" section is expanded, showing a list of notifications. The first notification is highlighted with an orange border: "02/25/2016 - Case# 1521 - REG 2 - Home Study Request : Sue Miller (Wisconsin)". Below it are four other notifications, each preceded by a speech bubble icon. At the bottom of the notifications list is a link that says "See All Notifications..".

**NEICE**  
National Electronic Interstate  
Compact Enterprise

Florida

Home Logout

Sally Rogers  
Florida  
ICPC Coordinator

Add New Case Manage Reports Case List Notifications Search

**Notifications**

02/25/2016 - Case# 1521 - REG 2 - Home Study Request : Sue Miller (Wisconsin)  
Case is created by Sue Miller. 100A created and uploaded. Please review the case.

02/24/2016 - Case# 1454 - REG 2 - Home Study Request - CHILD'S SOCIAL HISTORY : FI ICPC (Colorado)  
Document uploaded to the case. Please review.

02/24/2016 - Case# 1520 - REG 4 - Residential Placement - CASE EMAILS : FI ICPC (Nevada)  
Document uploaded to the case. Please review.

02/24/2016 - Case# 1518 - REG 4 - Residential Placement - CASE HISTORY : FI ICPC (Arkansas)  
Document uploaded to the case. Please review.

02/17/2016 - Case# 1518 - REG 4 - Residential Placement - CHILD'S SOCIAL HISTORY : FI ICPC (Arkansas)  
Document uploaded to the case. Please review.

[See All Notifications..](#)

# NEICE User Guide

## Step 2. Complete a NEICE Case sent from the Case Worker to the ICPC Coordinator

This step is to be completed by ICPC Coordinators, who are responsible for reviewing all NEICE ICPC cases before transmitting them to the designated receiving state. Only users with ICPC Coordinator roles in NEICE will be able to complete the steps below.

1. View the Notifications from your Home Page as described in the Introduction section (The five most recent Notifications are displayed., Select either “View All Notifications”, or the Notifications tab to view the full list.) View details including the date sent, the Case #, Home Study Type, sender’s name, and a message text. Reg. 7 cases will be indicated in red text.

The screenshot shows the NEICE Florida interface. At the top, there's a header with the NEICE logo and 'Florida' text. A user profile for 'Sally Rogers, Florida ICPC Coordinator' is visible in the top right. Below the header is a navigation bar with tabs: 'Add New Case', 'Manage', 'Reports', 'Case List', and 'Notifications'. A search bar is also present. The 'Notifications' tab is active, displaying a list of notifications. The first notification is highlighted with an orange box:

- 02/25/2016 - Case# 1521 - REG 2 – Home Study Request : Sue Miller (Wisconsin)**  
Case is created by Sue Miller. 100A created and uploaded. Please review the case.

Other notifications include:

- 02/24/2016 - Case# 1454 - REG 2 – Home Study Request - CHILD'S SOCIAL HISTORY : FI ICPC (Colorado)  
Document uploaded to the case. Please review.
- 02/24/2016 - Case# 1520 - REG 4 – Residential Placement - CASE EMAILS : FI ICPC (Nevada)  
Document uploaded to the case. Please review.
- 02/24/2016 - Case# 1518 - REG 4 – Residential Placement - CASE HISTORY : FI ICPC (Arkansas)  
Document uploaded to the case. Please review.
- 02/17/2016 - Case# 1518 - REG 4 – Residential Placement - CHILD'S SOCIAL HISTORY : FI ICPC (Arkansas)  
Document uploaded to the case. Please review.

A link 'See All Notifications...' is at the bottom of the list.

2. Click on a Notification. Review the message to determine what action to take. If you select **Mark as Read**, the notification will no longer appear in the list of Notifications.

The screenshot shows the 'Message' view in the NEICE Florida interface. It displays the details of a notification:

- From:** Sue Miller
- To Agency:** Florida Central Office
- Message Text:** Case is created by Sue Miller. 100A created and uploaded. Please review the case.

At the bottom of the message view, there are three buttons: 'Mark as Read', 'Go to Case', and 'Close'. The 'Mark as Read' and 'Go to Case' buttons are highlighted with orange circles.

# NEICE User Guide

3. Select the **Go to Case** button to review and process the case for sending to the Receiving State.
4. Review the information on the Case Review tab. View **Notes (Show History)** and enter any additional notes.

The screenshot displays the NEICE Florida Case Review interface. The top navigation bar includes links for Home, Logout, and Sally Rogers, Florida ICPC Coordinator. The main menu contains buttons for Add New Case, Manage, Reports, Case List, and Notifications, along with a search bar. The Case Review tab is active, showing details for Case ID 1521, Child [Warsovick, Kyle - 04/13/2011], Created Date 02/25/2016, and Status Pending. The form includes fields for Sending State (Florida), County (Broward), Sending Agency (M-test one), Status (Pending), State Case ID, SACWIS Case ID, Received Date (MM/DD/YYYY), Date Identified for ICPC (02/09/2016), Home Study Type (REG 2 - Home Study Request), Initial Documents Received (MM/DD/YYYY), Completed Request Received (MM/DD/YYYY), Receiving State (Wisconsin), Receiving County (Select), and Receiving Case Worker Agency (Select). A 'Notes (Show History)' button is highlighted. A modal window titled 'Notes History' is open, showing a table with columns for User Name, Date, and Note. The table contains one entry: Sue Miller, 02/25/2016 13:02:58, Reg 2 Case is created by Florida Case Worker. The modal also includes pagination controls (1 of 1 items) and a 'Save & Continue' button, which is circled in orange. The bottom of the interface features a footer with Support Portal, Email Support, and Version 1.0.12.

NEICE Florida

Home Logout Sally Rogers Florida ICPC Coordinator

Add New Case Manage Reports Case List Notifications Search

Case

Neice ID: 1521 Created Date: 02/25/2016  
Child: [Warsovick, Kyle - 04/13/2011] Status: Pending

Case Review Case Details Documents Transmittal

Sending State\* Florida County\* Broward Sending Agency\* M-test one  
Status\* Pending State Case ID SACWIS Case ID Received Date\* MM/DD/YYYY Date Identified for ICPC\* 02/09/2016  
Home Study Type\* REG 2 - Home Study Request  
Initial Documents Received MM/DD/YYYY Completed Request Received MM/DD/YYYY  
Receiving State\* Wisconsin Receiving County Select Receiving Case Worker Agency Select

Notes (Show History)

Notes History

User Name	Date	Note
Sue Miller	02/25/2016 13:02:58	Reg 2 Case is created by Florida Case Worker.

1 10 items per page 1 - 1 of 1 items

SSN/FEID 102-02-0234

Violations

State in Violation Receiving State Begin Date MM/DD/YYYY End Date MM/DD/YYYY  
Violation Type ---Select Violation Type--- Add

Save Save & Continue Cancel

Support Portal Email Support Version 1.0.12

5. Review Placement Details.
6. If the information is complete and correct, select the **Save & Continue** button on the Case Review tab to go to the Case Details tab. Or, select the **Save** button to remain on the Case Review tab.



- On the Case Details tab review Relationship, Legal Status, and Court Details for each child in the NEICE case. If all the information is correct, select the **Continue** button to go to the Documents tab.

**NEICE Florida**  
National Electronic Interstate Compact Enterprise

Home Logout  
Sally Rogers  
Florida  
ICPC Coordinator

Add New Case Manage Reports Case List Notifications Search

Case

Neice ID: 1521 Created Date: 02/25/2016  
Child: [Warsovick, Kyle - 04/13/2011] Status: Pending ⓘ

> Case Review  
**> Case Details**  
> Documents  
> Transmittal

**Warsovick, Kyle (1042)**

Relationship\*  
ADULT UNCLE

Legal Status  
PROTECTIVE SERVICES

**Court Details**

Court Order Number: FLCO1002  
Order Received On: 02/05/2016  
Order Rendered Date: 02/01/2016  
Order Entered Date by CO: 02/25/2016  
Order Compliance Date: 02/29/2016

**Home Study Decision and Placement Information**

Sent 100A On: MM/DD/YYYY  
100A Response Received: MM/DD/YYYY  
HS Decision: Pending  
HS Decision Made by RS On: MM/DD/YYYY  
HS Closed Date: MM/DD/YYYY  
Prelim HS Sent: MM/DD/YYYY  
Placement Made On: MM/DD/YYYY  
Placement End Date: MM/DD/YYYY  
Received 100B in SS CO On: MM/DD/YYYY  
Sent 100B to RS On: MM/DD/YYYY  
Supervision Termination Date: MM/DD/YYYY  
Termination of Jurisdiction Date: MM/DD/YYYY  
Reason for Placement Termination: Select  
Child Returned On: MM/DD/YYYY

Save **Save & Continue** Cancel

Support Portal | Email Support Version 1.0.12

# NEICE User Guide

8. On the Documents tab view the list of documents.
9. View the 100A and other documents. To add additional documents to a child in this case, select the **Upload Document** button. Select the **Child Name** for the document. Select the **Document Type**. Select the **Browse Files** button to search for the file. Select the file and then select the **Open** button. Select the **Save** button to complete the upload.

The screenshot shows the NEICE Florida Case Documents page. The header includes the NEICE logo, 'Florida', and user information for Sally Rogers, Florida ICPC Coordinator. The navigation bar has links for Add New Case, Manage, Reports, Case List, and Notifications. The Case Details section shows Neice ID: 1521, Child: [Warsovick, Kyle - 04/13/2011], Created Date: 02/25/2016, and Status: Active. The Case Documents section has buttons for Cover Sheet, Copy from..., Upload Document (circled in orange), Create 100A, and Create 100B. Below these is a table of documents with columns: Child ID, Child Name, Type, Status, State, Date Uploaded, Date Attached, and Action. The table contains one row for Child ID 1042, Child Name Kyle Warsovick, Type SIGNED 100A, Status Uploaded, State FL, Date Uploaded 02/25/2016. At the bottom are buttons for Transmit to RS ICPC Coordinator, Send to Case Worker, Continue, and Cancel.

The screenshot shows the NEICE Florida Case Documents page with the 'Upload Document' dialog box open. The dialog box has a title bar 'Upload Document' and a close button. It contains two dropdown menus: 'Child Name' (circled in orange) and 'Document Type'. The 'Child Name' dropdown is set to 'Select', and the 'Document Type' dropdown is set to 'Select'. Below these is a 'Browse file' button. At the bottom of the dialog are 'Save' and 'Cancel' buttons. An orange arrow points from the 'Upload Document' button in the background to the dialog box.

The screenshot shows the NEICE Florida Case Management System interface. At the top, there is a header with the NEICE logo, the text "Florida", and user information for Sally Rogers, Florida ICPC Coordinator. Below the header is a navigation bar with tabs: "Add New Case", "Manage", "Reports", "Case List", and "Notifications". A search bar is located on the right side of the navigation bar.

The main content area displays case information for Case ID 1521, Child: [Warsovick, Kyle - 04/13/2011], Created Date: 02/25/2016, and Status: Active. Below this, there is a "Case Documents" section with buttons for "Cover Sheet", "Copy from...", "Upload Document", "Create 100A", and "Create 100B".

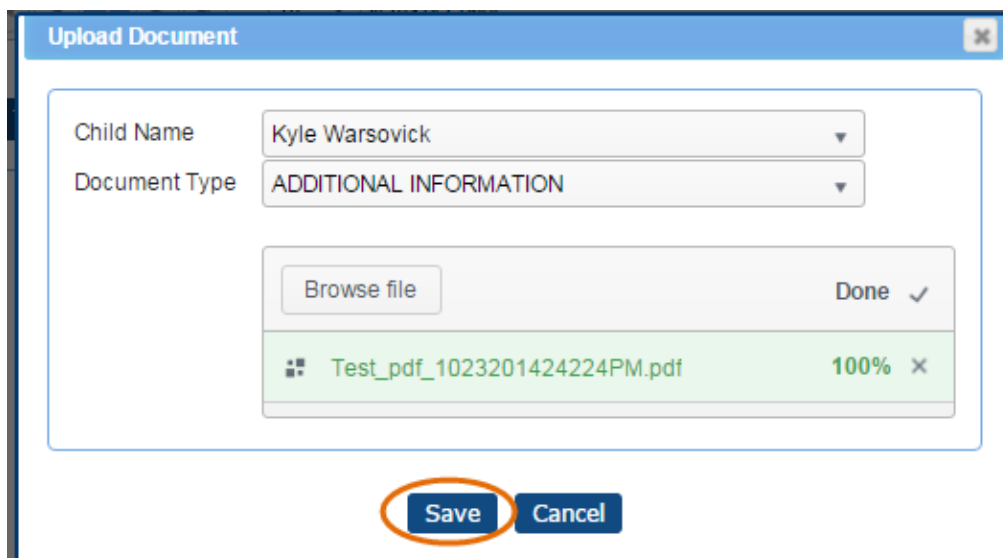
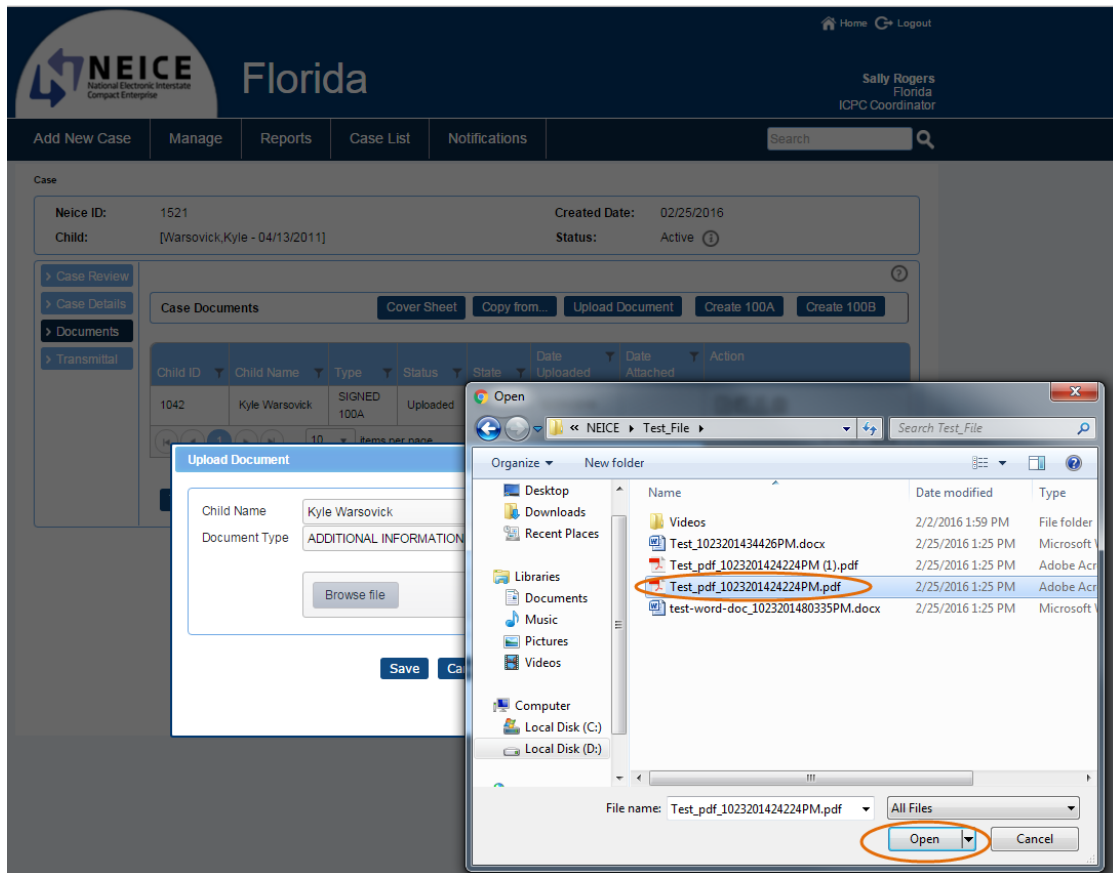
A table lists the case documents:

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	SIGNED 100A	Uploaded	FL	02/25/2016		[Icons]

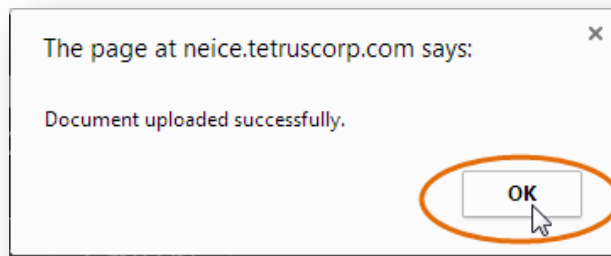
An "Upload Document" dialog box is open, showing a dropdown for "Child Name" with "Kyle Warsovick" selected. The "Document Type" dropdown is open, showing a list of options: "Select\*", "ADDITIONAL INFORMATION", "CASE CLOSURE", "CASE EMAILS", "CASE HISTORY", "CHILD'S SOCIAL HISTORY", "COMPLETED HOMESTUDY", "INITIAL HOME STUDY REQUEST PACKET PART01", "INITIAL HOME STUDY REQUEST PACKET PART02", "INITIAL HOME STUDY REQUEST PACKET PART03", "ORDER OF COMPLIANCE", and "ORDER OF COMPLIANCE - PRIORITY". The "Continue" and "Cancel" buttons are at the bottom right of the dialog.

This is a close-up of the "Upload Document" dialog box. It shows the "Child Name" dropdown with "Kyle Warsovick" selected. The "Document Type" dropdown is set to "ADDITIONAL INFORMATION". Below these, the "Browse file" button is highlighted with an orange oval. At the bottom of the dialog are "Save" and "Cancel" buttons.

# NEICE User Guide



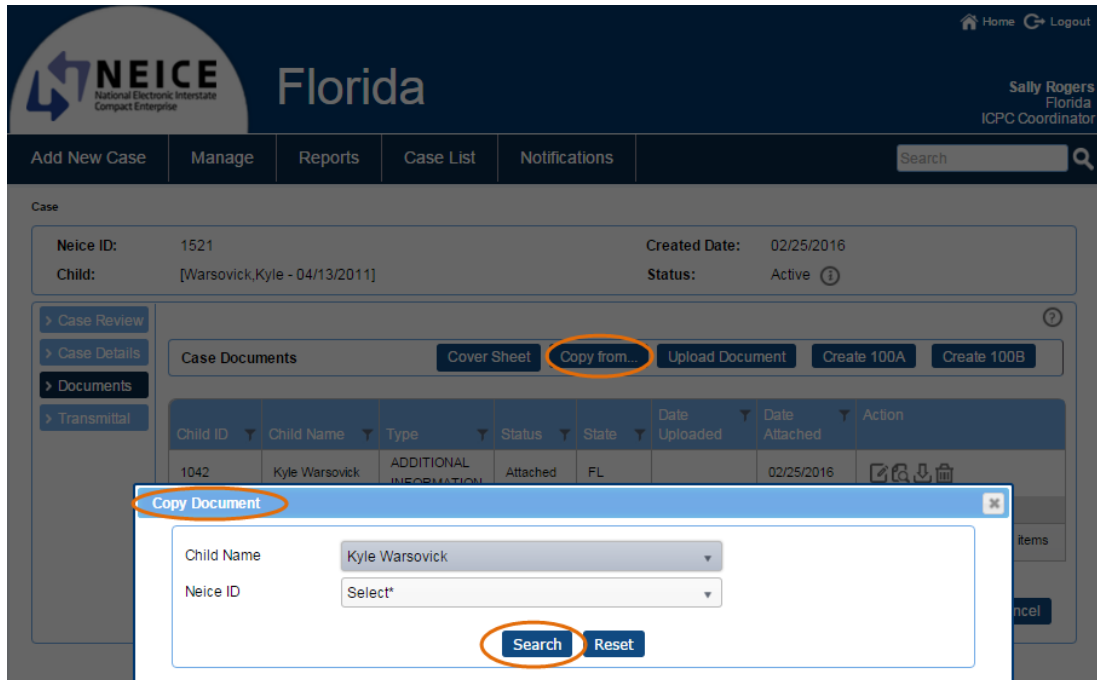
10. NEICE will display confirmation: "Document uploaded successfully."



11. Select **OK** button. NEICE will display the uploaded file in list.

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	ADDITIONAL INFORMATION	Attached	FL		02/25/2016	[Icons]
1042	Kyle Warsovick	SIGNED 100A	Uploaded	FL	02/25/2016		[Icons]

12. If the child in this case has documents that were created for another case, select the **Copy From...** button. Select the **Child** from this case, select the **NEICE Case ID** from the list, and select the **Search** button. The documents created/uploaded for this other case will be displayed in a list.



13. Select the checkbox for document(s) that need to be copied into the current case and click on **Copy** button. The system will display a message **Document Copied Successfully**.
14. Select the **OK** button. The document will be copied to the case and will be displayed in the Documents list.

15. If, during your review of the NEICE case, you find that the information is incomplete or forms are missing, select the **Send to Case Worker** button to send a Message to the caseworker. Enter the appropriate information in the text box, and select the **Save** button. NEICE will display the Transmittal tab indicating that the Message was sent. The Transmittal tab shows both Messages between the ICPC Coordinator and the Case Worker and Transmittals between the ICPC Coordinators in both states involved in the case.

The screenshot shows the NEICE Florida Case Management interface. The top navigation bar includes the NEICE logo, the text 'Florida', and user information for Sally Rogers, Florida ICPC Coordinator. Below the navigation bar, there are tabs for 'Add New Case', 'Manage', 'Reports', 'Case List', and 'Notifications'. A search bar is also present. The main content area is titled 'Case' and displays case details: Neice ID: 1521, Child: [Warsovick, Kyle - 04/13/2011], Created Date: 02/25/2016, and Status: Pending. On the left, there is a sidebar with tabs for 'Case Review', 'Case Details', 'Documents', and 'Transmittal'. The 'Transmittal' tab is selected, showing a 'Case Documents' section with buttons for 'Cover Sheet', 'Copy from...', 'Upload Document', 'Create 100A', and 'Create 100B'. Below this is a table of documents:

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	ADDITIONAL INFORMATION	Attached	FL		02/25/2016	[Icons]
1042	Kyle Warsovick	SIGNED 100A	Uploaded	FL	02/25/2016		[Icons]

Below the table, there is a pagination control showing '1' of 2 items and a '10' items per page setting. At the bottom, there are two buttons: 'Transmit to SS Case Worker' (circled in orange) and 'Send to Case Worker'. There are also 'Continue' and 'Cancel' buttons.

16. If the ICPC packet is complete and all the documents are uploaded, go to the **Case Review** tab.

# NEICE User Guide

17. On the Case Review tab, change the Case Status to **Active** and select the **Save** button.

The screenshot shows the NEICE Florida Case Review form. The top navigation bar includes 'Home' and 'Logout' links. The user is logged in as Sally Rogers, Florida ICPC Coordinator. The main menu has tabs for 'Add New Case', 'Manage', 'Reports', 'Case List', and 'Notifications'. The 'Case Review' tab is active. The form displays case details: Neice ID: 1521, Child: [Warsovick, Kyle - 04/13/2011], Created Date: 02/25/2016, and Status: Pending. The 'Case Review' section is expanded, showing a sidebar with 'Case Details', 'Documents', and 'Transmittal'. The main form area contains fields for 'Sending State' (Florida), 'County' (Broward), 'Sending Agency' (M-test one), 'Status' (Pending), 'State Case ID', 'Received Date' (02/25/2016), 'Date Identified for ICPC' (02/09/2016), 'Receiving State' (Wisconsin), 'Receiving County' (Select), and 'Receiving Case Worker Agency' (Select). The 'Status' dropdown menu is open, showing options: Pending, Active, Closed, and Pending. The 'Active' option is highlighted with a blue bar. An orange box highlights the 'Status' dropdown menu.

18. Once the Case Status is **Active**, enter today's date in the mandatory fields: **Received Date** (Meaning the date the case was received at Central Office with complete information).

The screenshot shows the NEICE Florida Case Review form with the 'Status' dropdown menu set to 'Active'. The 'Received Date' field is highlighted with an orange circle. The form displays the same case details as the previous screenshot. The 'Case Review' section is expanded, showing the sidebar with 'Case Details', 'Documents', and 'Transmittal'. The main form area contains fields for 'Sending State' (Florida), 'County' (Broward), 'Sending Agency' (M-test one), 'Status' (Active), 'State Case ID', 'Received Date' (MM/DD/YYYY), 'Date Identified for ICPC' (02/09/2016), 'Receiving State' (Wisconsin), 'Receiving County' (Select), and 'Receiving Case Worker Agency' (Select). The 'Received Date' field is highlighted with an orange circle.

19. Enter any additional notes and dates in the optional fields and select the **Save** button.
20. Select the **Save** button to save the updates and then select the Documents tab to review and sign the 100A.











21.

To sign the 100A with your digital signature, select the **View** icon. Select the **Add Signature** button. NEICE will insert your signature and the date in the appropriate box on the 100A.

The screenshot displays the NEICE Florida Case Management interface. The header includes the NEICE logo, the text "Florida", and user information for Sally Rogers, Florida ICPC Coordinator. The navigation bar contains links for "Add New Case", "Manage", "Reports", "Case List", and "Notifications", along with a search bar.

The "Case" section shows details for Neice ID 1521, Child [Warsovick, Kyle - 04/13/2011], Created Date 02/25/2016, and Status Active. A sidebar on the left lists navigation options: Case Review, Case Details, Documents (selected), and Transmittal.

The "Case Documents" section features buttons for "Cover Sheet", "Copy from...", "Upload Document", "Create 100A", and "Create 100B". Below this is a table of documents:

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	SIGNED 100A	Uploaded	FL	02/25/2016		   
1042	Kyle Warsovick	ADDITIONAL INFORMATION	Attached	FL		02/25/2016	   

Below the table, there are pagination controls showing "10 items per page" and "1 - 2 of 2 items". At the bottom, there are buttons for "Transmit to RS ICPC Coordinator", "Send to Case Worker", "Continue", and "Cancel".

View Document X

ICPC 100A - Interstate Compact on the Plac... 1 / 1

DPHHS-CFS-019C  
 ICPC 100A  
 REV. 8/2001

One form per child  
Please type

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REQUEST

TO: Wisconsin
FROM: Florida

SECTION I - IDENTIFYING DATA

Notice is given of intent to place - Name of Child: <b>Kyle Warsovic</b>		Ethnicity: Hispanic Origin: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unable to determine/unknown	
Social Security Number: <b>101-10-1101</b>		Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/ Other Pacific Islander <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> White	
Sex: <b>Male</b>	Date of Birth: <b>04/13/2011</b>	ICWA Eligible <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Title IV-E determination <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Pending	
Name of Mother: <b>Katrina Wilson</b>		Name of Father: <b>Adam Warsovic</b>	
Name of Agency or Person Responsible for Planning for Child:			Phone:
Address:			
Name of Agency or Person Financially Responsible for Child:			Phone:
Address:			

SECTION II - PLACEMENT INFORMATION

Name of Person(s) or Facility Child is to be placed with: <b>Bobby Jensen</b>		Soc Sec # (optional): 102-02-0234
Address: <b>13 Tyler Ct., Madison, WI 53715</b>		Phone: <b>(608) 123-4567</b>
Type of Care Requested:		
<input type="checkbox"/> Parent <input type="checkbox"/> Relative (Not Parent) <input type="checkbox"/> Foster Family Home <input type="checkbox"/> Residential Treatment Center <input type="checkbox"/> Group Home Care <input type="checkbox"/> Institutional Care-Article VI, <input type="checkbox"/> Child Caring Institution <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Other:		
<input type="checkbox"/> ADOPTION <input type="checkbox"/> IV-E Subsidy <input type="checkbox"/> Non IV-E Subsidy To Be Finalized In: <input type="checkbox"/> Sending State <input type="checkbox"/> Receiving State		
Current Legal Status of Child:		
<input type="checkbox"/> Sending Agency Custody/Guardianship <input type="checkbox"/> Parent Relative Custody/Guardianship <input type="checkbox"/> Court Jurisdiction Only <input checked="" type="checkbox"/> Protective Supervision <input type="checkbox"/> Parental Rights Terminated-Right to Place for Adoption <input type="checkbox"/> Unaccompanied Refugee Minor <input type="checkbox"/> Other:		

SECTION III - SERVICES REQUESTED

Initial Report Requested (if applicable): <input type="checkbox"/> Parent Home Study <input type="checkbox"/> Relative Home Study <input type="checkbox"/> Adoptive Home Study <input type="checkbox"/> Foster Home Study	Supervisory Services Requested: <input type="checkbox"/> Request Receiving State to Arrange Supervision <input type="checkbox"/> Another Agency Agreed to Supervise <input type="checkbox"/> Sending Agency to Supervise	Supervisory Reports Requested: <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Upon Request <input type="checkbox"/> Other:
Name and Address of Supervising Agency in Receiving State:		
Enclosed: <input type="checkbox"/> Child's Social History <input type="checkbox"/> Court Order <input type="checkbox"/> Financial/Medical Plan <input type="checkbox"/> Other Enclosures <input type="checkbox"/> Home Study of Placement Resource <input type="checkbox"/> ICWA Enclosure <input type="checkbox"/> IV-E Eligibility Documentation		
Signature of Sending Agency or Person: <i>Sue Miller</i> Sue Miller		Date: <b>02/25/2016</b>
Signature of Sending State Compact Administrator, Deputy or Alternate:		Date:

SECTION IV - ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(d) of ICPC

<input type="checkbox"/> Placement may be made <input type="checkbox"/> Placement shall not be made	
REMARKS:	
Signature of Receiving State Compact Administrator, Deputy or Alternate:	Date:

DISTRIBUTION (Complete six (6) copies):  
 • Sending Agency retains a (1) copy and forwards completed original plus four (4) copies to:  
 • Sending Compact Administrator, DCA, or alternate retains a (1) copy and forwards completed original and three (3) copies to:  
 • Receiving Agency Compact Administrator, DCA, or alternate who initiates action (Section IV) and forwards a (1) copy to receiving agency and the completed original and one (1) copy to sending Compact Administrator, DCA, or alternate within 30 days.  
 • Sending Compact Administrator, DCA, or alternate retains a completed copy and forwards the completed original to the sending agency.

Add Signature
Close

53

View Document

DPHHS-CFS-019C ICPC 100A REV. 8/2001		<b>One form per child Please type</b>	
<b>INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REQUEST</b>			
TO: Wisconsin		FROM: Florida	
<b>SECTION I - IDENTIFYING DATA</b>			
Notice is given of intent to place - Name of Child: Kyle Warsovick		Ethnicity: Hispanic Origin: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unable to determine/unknown	
Social Security Number: 101-10-1101		Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/ Other Pacific Islander <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> White	
Sex: Male	Date of Birth: 04/13/2011	ICWA Eligible <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Title IV-E determination <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Pending	
Name of Mother: Katrina Wilson		Name of Father: Adam Warsovick	
Name of Agency or Person Responsible for Planning for Child:		Phone:	
Address:			
Name of Agency or Person Financially Responsible for Child:		Phone:	
Address:			
<b>SECTION II - PLACEMENT INFORMATION</b>			
Name of Person(s) or Facility Child is to be placed with: Bobby Jensen		Soc Sec # (optional): 102-02-0234 Soc Sec # (optional):	
Address: 13 Tyler Ct., Madison, WI 53715		Phone: (608) 123-4567	
Type of Care Requested: <input type="checkbox"/> Foster Family Home <input type="checkbox"/> Group Home Care <input type="checkbox"/> Child Caring Institution		<input type="checkbox"/> Parent <input type="checkbox"/> Relative (Not Parent) Relationship: _____ <input type="checkbox"/> Other: _____	
<input type="checkbox"/> Residential Treatment Center <input type="checkbox"/> Institutional Care-Article VI, Adjudicated Delinquent		<input type="checkbox"/> ADOPTION <input type="checkbox"/> IV-E Subsidy <input type="checkbox"/> Non IV-E Subsidy To Be Finalized In: <input type="checkbox"/> Sending State <input type="checkbox"/> Receiving State	
Current Legal Status of Child: <input type="checkbox"/> Sending Agency Custody/Guardianship <input type="checkbox"/> Parent Relative Custody/Guardianship <input type="checkbox"/> Court Jurisdiction Only		<input checked="" type="checkbox"/> Protective Supervision <input type="checkbox"/> Parental Rights Terminated-Right to Place for Adoption <input type="checkbox"/> Unaccompanied Refugee Minor <input type="checkbox"/> Other: _____	
<b>SECTION III - SERVICES REQUESTED</b>			
Initial Report Requested (if applicable): <input type="checkbox"/> Parent Home Study <input type="checkbox"/> Relative Home Study <input type="checkbox"/> Adoptive Home Study <input type="checkbox"/> Foster Home Study		Supervisory Services Requested: <input type="checkbox"/> Request Receiving State to Arrange Supervision <input type="checkbox"/> Another Agency Agreed to Supervise <input type="checkbox"/> Sending Agency to Supervise	
Supervisory Reports Requested: <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Upon Request <input type="checkbox"/> Other: _____		Name and Address of Supervising Agency in Receiving State:	
Enclosed: <input type="checkbox"/> Child's Social History <input type="checkbox"/> Court Order <input type="checkbox"/> Financial/Medical Plan <input type="checkbox"/> Other Enclosures <input type="checkbox"/> Home Study of Placement Resource <input type="checkbox"/> ICWA Enclosure <input type="checkbox"/> IV-E Eligibility Documentation			
Signature of Sending Agency or Person: <i>Sue Miller</i> Sue Miller		Date: 02/25/2016	
Signature of Sending State Compact Administrator, Deputy or Alternate: <i>Sally Rogers</i> Sally Rogers		Date: 02/25/2016	
<b>SECTION IV - ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(d) of ICPC</b>			
<input type="checkbox"/> Placement may be made <input type="checkbox"/> Placement shall not be made			
REMARKS:			
Signature of Receiving State Compact Administrator, Deputy or Alternate:		Date:	
DISTRIBUTION (Complete six (6) copies): • Sending Agency retains a (1) copy and forwards completed original plus four (4) copies to: • Sending Compact Administrator, DCA, or alternate retains a (1) copy and forwards completed original and three (3) copies to: • Receiving Agency Compact Administrator, DCA, or alternate who indicates action (Section IV) and forwards a (1) copy to receiving agency and the completed original and one (1) copy to sending Compact Administrator, DCA, or alternate within 30 days. • Sending Compact Administrator, DCA, or alternate retains a completed copy and forwards the completed original to the sending agency.			

Save Signature

Close

# NEICE User Guide

22. Select **Close** button. The 100A form will be displayed in the documents list with status as Attached.

The screenshot shows the NEICE Florida Case Documents interface. The top navigation bar includes 'Home' and 'Logout' links. The user is identified as 'Sally Rogers, Florida ICPC Coordinator'. The main menu has 'Add New Case', 'Manage', 'Reports', 'Case List', and 'Notifications'. A search bar is on the right. The 'Case' section displays details for Case ID 1521, Child [Warsovick, Kyle - 04/13/2011], Created Date 02/25/2016, and Status Active. The 'Case Documents' section has buttons for 'Cover Sheet', 'Copy from...', 'Upload Document', 'Create 100A', and 'Create 100B'. A table lists documents with columns: Child ID, Child Name, Type, Status, State, Date Uploaded, Date Attached, and Action. The first row shows a document with Type 'SIGNED 100A', Status 'Attached' (circled in orange), and State 'FL'. The second row shows a document with Type 'ADDITIONAL INFORMATION', Status 'Attached', and State 'FL'. The table has 10 items per page and 1 - 2 of 2 items. At the bottom are buttons for 'Transmit to RS ICPC Coordinator', 'Send to Case Worker', 'Continue', and 'Cancel'.

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	SIGNED 100A	Attached	FL	02/25/2016	02/25/2016	[Icons]
1042	Kyle Warsovick	ADDITIONAL INFORMATION	Attached	FL		02/25/2016	[Icons]

23. **Don't forget.** If any documents appear in the Upload status, select the check mark (see next picture below) to approve them to be "Attached" to the case. **Documents must be attached to be available for Enclosure in the Transmittal to the Receiving State.**

The screenshot shows the NEICE Florida Case Documents interface. The top navigation bar includes 'Home' and 'Logout' links. The user is identified as 'Sally Rogers, Florida ICPC Coordinator'. The main menu has 'Add New Case', 'Manage', 'Reports', 'Case List', and 'Notifications'. A search bar is on the right. The 'Case' section displays details for Case ID 1521, Child [Warsovick, Kyle - 04/13/2011], Created Date 02/25/2016, and Status Active. The 'Case Documents' section has buttons for 'Cover Sheet', 'Copy from...', 'Upload Document', 'Create 100A', and 'Create 100B'. A table lists documents with columns: Child ID, Child Name, Type, Status, State, Date Uploaded, Date Attached, and Action. The first row shows a document with Type 'CHILD'S SOCIAL HISTORY', Status 'Uploaded' (circled in orange), and State 'FL'. The second row shows a document with Type 'SIGNED 100A', Status 'Attached', and State 'FL'. The third row shows a document with Type 'ADDITIONAL INFORMATION', Status 'Attached', and State 'FL'. The table has 10 items per page and 1 - 3 of 3 items. At the bottom are buttons for 'Transmit to RS ICPC Coordinator', 'Send to Case Worker', 'Continue', and 'Cancel'.

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	CHILD'S SOCIAL HISTORY	Uploaded	FL	02/25/2016		[Icons]
1042	Kyle Warsovick	SIGNED 100A	Attached	FL	02/25/2016	02/25/2016	[Icons]
1042	Kyle Warsovick	ADDITIONAL INFORMATION	Attached	FL		02/25/2016	[Icons]

# NEICE User Guide

24. To send a Message to the Case Worker, select the **Send to Case Worker** button and enter the message in the text box.

## Case Document Grid Layout

Case Workers can only upload a document to a case, but cannot attach a document to a case. The ICPC Coordinator must attach the document to the case before it can be enclosed in the transmittal. The ICPC Coordinator can select an attached document to enclose in a transmittal when submitting a case to the receiving state. The Case Document grid shows when the Case Worker originally uploaded the document. A state column displays the state that created the document.

The Document grid has the following columns that can be sorted and filtered;

- a) Child ID
- b) Child Name
- c) Type
- d) Status
- e) State
- f) Date Uploaded
- g) Date Attached
- h) Action

NEICE Florida

Home Logout

Sally Rogers  
Florida  
ICPC Coordinator

Add New Case Manage Reports Case List Notifications Search

Case

Neice ID: 1521 Created Date: 02/25/2016  
Child: [Warsovick, Kyle - 04/13/2011] Status: Active

Case Review  
Case Details  
**Documents**  
Transmittal

Case Documents Cover Sheet Copy from... Upload Document Create 100A Create 100B

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	CHILD'S SOCIAL HISTORY	Uploaded	FL	02/25/2016		
1042	Kyle Warsovick	SIGNED 100A	Attached	FL	02/25/2016	02/25/2016	
1042	Kyle Warsovick	ADDITIONAL INFORMATION	Attached	FL		02/25/2016	

10 items per page 1 - 3 of 3 items

Transmit to RS ICPC Coordinator Send to Case Worker Continue Cancel

# NEICE User Guide

## Transmitting the Case

25. To send the case to the Receiving State from the **Documents** tab, select the **Transmit to RS ICPC Coordinator** button.
26. NEICE will display the Transmittal Form on the **Transmittal** tab to create the Transmittal.
27. Select the check box for the Individual Child or the **All box** for all the Children in the case for the Transmittal.
28. Enter the name of the Receiving State or Decentralized County in the “To Address”. The entered Central Office’s address will be auto populated by NEICE. NOTE: The **To Address** will not accept manual entries.

The screenshot shows the 'Add/View Transmittal' window. At the top, it displays 'Neice ID: 1521', 'State Case Ref #:', and the date '2/25/2016'. Below this, the 'Transmittal Memo for Child' section shows a checked box for 'All' and the name 'Kyle Warsovic (4/13/2011)'. There are checkboxes for 'Priority Placement', 'Urgent Request', 'Overnight Express', 'Electronically Submitted', and 'Faxed Today'. The 'From' field is 'Sally Rogers'. The 'To' field is a dropdown menu with suggestions: 'Broward children's place', '101 Las Olas Blvd Ft. Lauderdale FL 32922', 'ICPC Central Office of State of Wisconsin', '1111 Comfort Court Madison WI 53715', and 'Sweet home care for infants & children', '23 Oak Tree Blvd Tampa FL 33602'. The 'City' field is 'City'. The 'CC' field is 'CC'. The 'Address Line1' field is 'Address Line1'. The 'Address Line2' field is 'Address Line2'. The 'State' field is 'State'. The 'Zip' field is 'Zip'. The 'Attn' field is 'Attn'. The 'Notes' field is 'Notes'. There is an 'Add CC' button. At the bottom, there is a table with columns: CC, Address, Attention, CC Notes, and Action.

29. Enter the CC name and NEICE will auto populated the Addresses. Enter a note and select the **Add CC** button. This adds the note and the cc to the transmittal. NEICE allows you to add additional CC addresses and notes.

*A transmittal can have multiple CC Addresses. The CC note can be different on each CC that is added.*

From : Sally Rogers

To \* : ICPC Central Office of State of Wisconsin

Address Line1 : 1111 Comfort Court

City : Madison

State \* : Wisconsin

Zip : 53715

Attention : Attention

Address Line2 : Address Line2

CC : Department of Children and Family Ser

Address Line1 : 1317 Winewood Blvd

City : Tallahassee

State : Florida

Zip : 32399

Attention : Attention

Address Line2 : Address Line2

CC Notes : Notes

Add CC

CC	Address	Attention	CC Notes	Action
Broward children's place	101 Las Olas Blvd Ft. Lauderdale FL 52922			

☐ Reg 7 Priority Placement

Type of Request : Select

Request For :

30. **Type of Request** drop down list consisting of the following options when Reg. 7 Priority Placement Checkbox is selected in the Transmittal: Parent and Relative/Kinship.
31. Select the **Type of Care**, **Type of Request** on the Transmittal.
32. Select the individual documents to enclose with the Transmittal or select All Documents from documents displayed in Enclosed Documents list. **Only the documents enclosed in the Transmittal will be available to the Receiving State.**

☒ Home Study What kind of Home Study? Select Home Study Due Date : MM/DD/YYYY

☐ Status Report Study sent to your office on : MM/DD/YYYY

☐ Progress Report Last progress report received on : MM/DD/YYYY

☐ Concurrence

☐ 100B

☐ Court Order

☐ Additional Information (See Comments)

Placement decision : ☐ Approved ☐ Approved with Conditions (See Comments) ☐ Denied ☐ Provisional Approval per Reg 7 or Reg 1 only

Withdrawn/Returned ☐

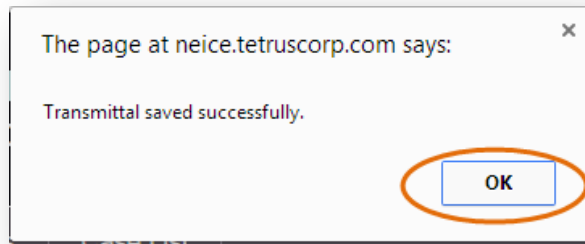
Comments : Comments


Enclosed Documents ☒ Select All

- ☒ CHILD'S SOCIAL HISTORY (Kyle Warsovick, 2/25/2016)
- ☐ SIGNED 100A (Kyle Warsovick, 2/25/2016)
- ☐ ADDITIONAL INFORMATION (Kyle Warsovick, 2/25/2016)

Save Cancel

33. Select the **Save** button to send the Transmittal.
34. NEICE will display confirmation message **Transmittal saved successfully**. Select the **OK** button.
35. NEICE will confirm the Transmittal was sent and display the Transmittal summary tab: Transmittal ID; Transmittal Type; From; To; and Date.



**NEICE**  
National Electronic Interstate  
Compact Enterprise

Florida

Home Logout

Sally Rogers  
Florida  
ICPC Coordinator

Add New CaseManageReportsCase ListNotifications

Search

Case

Neice ID: 1521  
Child: [Warsovick,Kyle - 04/13/2011]

Created Date: 02/25/2016  
Status: Active

> Case Review  
> Case Details  
> Documents  
> Transmittal

Transmittal Id	Transmittal Type	From	To	Date	Action
15473	Outgoing	Sally Rogers	ICPC Central Office of State of Wisconsin	02/25/2016	

10 items per page1 - 1 of 1 items

Add New Transmittal

Message ID	Message Text	From	To	Date	Action
21003	Case is created by Sue Miller. 100A created and uploaded. Please review the case.	Sue Miller	user-del two,Manisha Singh,Sally Rogers,M-test one,Florida Central Office	02/25/2016	
21004	Document uploaded to the case. Please review.	Sally Rogers	ChayandipFL CO,user-del two,Thomas Livoti,Naddy (SS-CO),gamma test,Niraj (SS-CO),FL ICPC,Manisha Singh,Manisha Singh,Test Testing,Sally Rogers,Debra Dunne	02/25/2016	

10 items per page1 - 2 of 2 items


Create Message

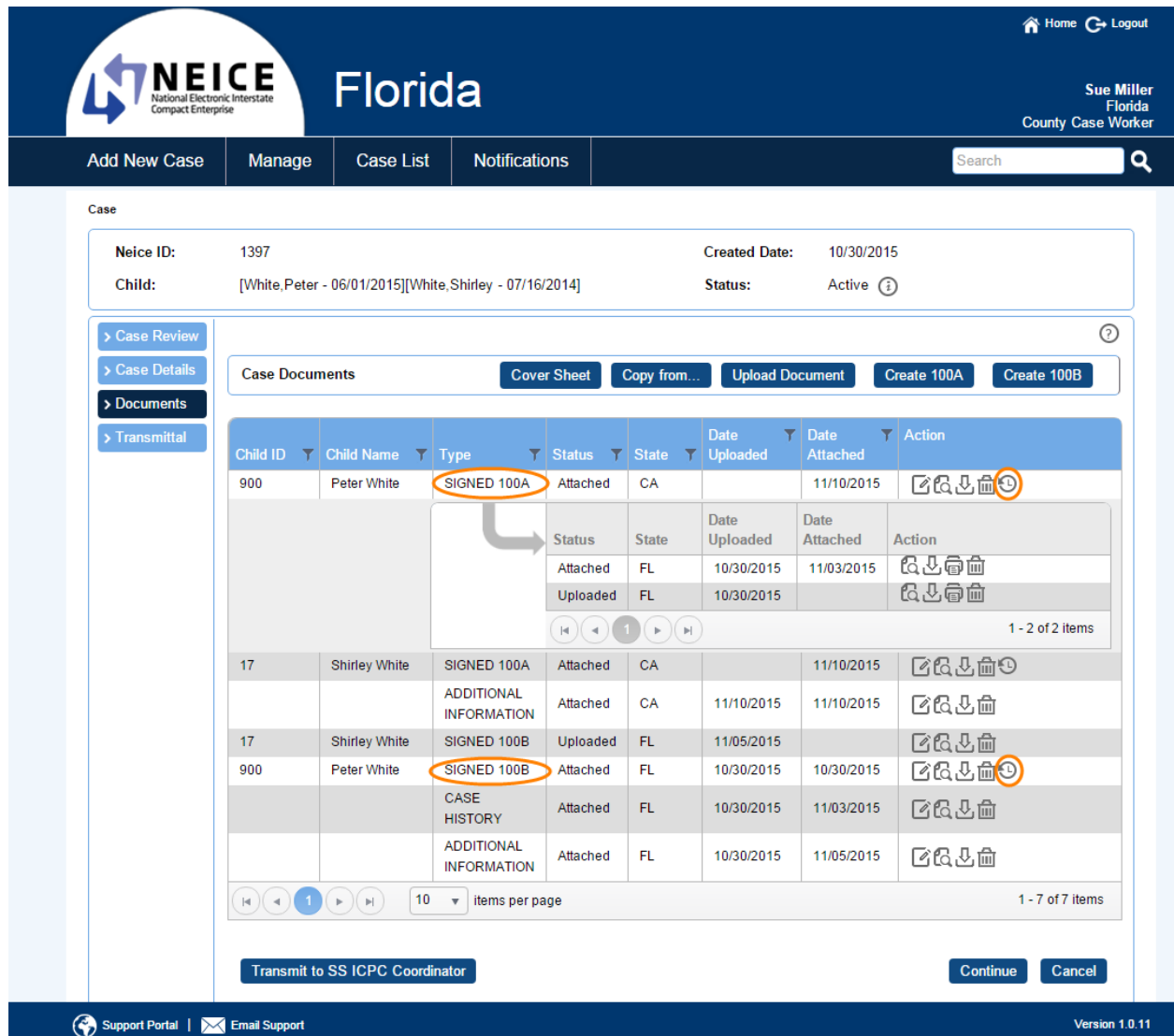
36. NEICE will send a notification and an email to the Receiving State ICPC Coordinator. The email will be sent to the email address provided on Agency's address. If an individual from the Receiving State is designated for the User State, the notification will go to that ICPC Coordinator. If no specific individual is assigned to the User State, the notification will go to all the ICPC Coordinators in the Receiving State. The email will be sent to the agencies and individual who were CC'd. The case will then be available and enclosed documents visible to the ICPC Coordinator(s) for the Receiving State.



## View Past 100A's and 100B's

NEICE will display all prior versions of critical documents 100A and 100B that were created in NEICE. NEICE will display the Uploaded and attached versions of the 100A's and 100B's from both Sending and Receiving states.












































 - A History icon is displayed in the Action column of the Documents grid if previous versions of the documents are available. Click on the History icon, a grid is displayed with the history documents. The historical documents can be viewed, downloaded, printed and deleted only if they have been uploaded into NEICE. The historical documents (100A's and 100B's) that are created in NEICE cannot be deleted.



The screenshot displays the NEICE Florida web application interface. The top navigation bar includes the NEICE logo, the text "Florida", and user information for Sue Miller, Florida County Case Worker. The main menu contains "Add New Case", "Manage", "Case List", and "Notifications". A search bar is located on the right.

The "Case" section shows details for Case ID 1397, Child [White, Peter - 06/01/2015][White, Shirley - 07/16/2014], Created Date 10/30/2015, and Status Active. The left sidebar has links for Case Review, Case Details, Documents, and Transmittal.

The "Case Documents" section features buttons for "Cover Sheet", "Copy from...", "Upload Document", "Create 100A", and "Create 100B". Below this is a table of documents:

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action															
900	Peter White	SIGNED 100A	Attached	CA		11/10/2015																
<div>History for SIGNED 100A:</div> <table><thead><tr><th>Status</th><th>State</th><th>Date Uploaded</th><th>Date Attached</th><th>Action</th></tr></thead><tbody><tr><td>Attached</td><td>FL</td><td>10/30/2015</td><td>11/03/2015</td><td></td></tr><tr><td>Uploaded</td><td>FL</td><td>10/30/2015</td><td></td><td></td></tr></tbody></table>								Status	State	Date Uploaded	Date Attached	Action	Attached	FL	10/30/2015	11/03/2015	   	Uploaded	FL	10/30/2015		   
Status	State	Date Uploaded	Date Attached	Action																		
Attached	FL	10/30/2015	11/03/2015	   																		
Uploaded	FL	10/30/2015		   																		
17	Shirley White	SIGNED 100A	Attached	CA		11/10/2015																
		ADDITIONAL INFORMATION	Attached	CA	11/10/2015	11/10/2015	   															
17	Shirley White	SIGNED 100B	Uploaded	FL	11/05/2015		   															
900	Peter White	SIGNED 100B	Attached	FL	10/30/2015	10/30/2015																
		CASE HISTORY	Attached	FL	10/30/2015	11/03/2015	   															
		ADDITIONAL INFORMATION	Attached	FL	10/30/2015	11/05/2015	   															



At the bottom, there are buttons for "Transmit to SS ICPC Coordinator", "Continue", and "Cancel". The footer includes "Support Portal", "Email Support", and "Version 1.0.11".

# NEICE User Guide

## Process a NEICE Case as a Receiving State

### Step 3. Process a NEICE Case as Receiving State ICPC Coordinator

This step can only be completed by the receiving state ICPC coordinator when the case was created in NEICE in the Sending State. Notifications are generated by NEICE from participating states only.

1. View the Notifications, including the date sent, the Case #, Home Study Type, Senders name with State. Select a Notification to review. Note, priority cases (Regulation 7) will appear in red in this list. The Notification icon (  ) indicates a Transmittal from another state. The Message icon (  ) indicates a Message from a Case Worker.



2. Click on the to open the Notification and the Transmittal (or Message) will be displayed. Review the transmittal from the Sending State ICPC Coordinator. Then determine what action to take and select the **Mark as Read** button. When you select the **Close** button, NEICE will open the case and display the Transmittal tab.

 Clicking on Mark as Read button will remove the Notification display from Home Page.

NEICE Wisconsin

Home Logout

Rita Shaw  
Wisconsin  
ICPC Coordinator

Add New Case Manage

Case

Neice ID: 1521  
Child: [Warsovick, Kyle]

Case Review  
Case Details  
Documents  
Transmittal

Transmittal Id: 15473

Transmittal View

NEICE INTERS

Transmittal Memo

Date: 02/25/2016

TO: ICPC Central Office of State of Wisconsin  
1111 Comfort Court, Madison, WI 53715

FROM: Sally Rogers  
Florida Central Office  
123 Village Street, Orlando, FL

RE: Children: Kyle Warsovick(04/13/2011) Placement Resource: Bobby Jenson (Individual)

REF ID: 1521

REQUEST FOR: Home Study--

ENCLOSURES: CHILD'S SOCIAL HISTORY (Kyle Warsovick, 2/25/2016)

CC: Broward children's place  
101 Las Olas Blvd, Ft. Lauderdale, FL 32922

Mark as Read

Close

3. Select the **Close** button to keep the Notification active in your list.
4. Select the **Case Review** tab to review the case as a Receiving State. The **Status** will show the word: Receiving. View **Notes (Show History)** and enter any necessary notes.

NEICE Wisconsin

Home Logout

Rita Shaw  
Wisconsin  
ICPC Coordinator

Add New Case Manage Reports Case List Notifications


Search

Case

Neice ID: 1521	Created Date: 02/25/2016
Child: [Warsovick, Kyle - 04/13/2011]	Status: Receiving ⓘ

5. Review Child and Placement Details. (see graphic next page).
6. If a state is in violation enter: the State in Violation; Begin Date and End Date; and select the Violation Type. Select the Add button.
7. If the information is complete and correct, select the **Save & Continue** button to continue to the Case Details screen.

# NEICE User Guide



# Wisconsin

[Home](#) [Logout](#)

**Rita Shaw**  
Wisconsin  
ICPC Coordinator

[Add New Case](#) [Manage](#) [Reports](#) [Case List](#) [Notifications](#)

Case

Neice ID: 1521

Created Date: 02/25/2016

Child: [Warsovick,Kyle - 04/13/2011]

Status: Receiving ⓘ

Case Review ⓘ

Case Details

Documents

Transmittal

Sending State\*

Florida

County\*

Broward

Sending Agency\*

M-test one

Status\*

Active

State Case ID

SACWIS Case ID

Home Study Type\*

REG 2 – Home Study Request

Initial Documents Received

02/25/2016

Completed Request Received

02/25/2016

Receiving State\*

Wisconsin

Receiving County\*

Ashland

Receiving Case Worker Agency \*

Wisconsin Social Services

Notes (Show History)

Enter Notes

Children placed in the Case

NEICE Child #	State Child #	State	First Name	Last Name	DOB	Gender	Race	SSN	Action
1042	FL100001	FL	Kyle	Warsovick	04/13/2011	Male	White	101-10-1101	

Add another child to case

Placement Details

Placement Resource

Create New

Placement Resource Bobby Jenson

Placement Type\*

Relative (Not Parent)

Resource Type

Individual

Address

13 Tyler Ct.

Madison, Wisconsin , Adams 53715

Contact Name

Bobby Jenson

Gender

Male

DOB

02/02/1974

Phone Number

(608) 123-4567

SSN / FEID

102-02-0234

Violations

State in Violation

Sending State

Begin Date

MM/DD/YYYY

End Date

MM/DD/YYYY

Violation Type

---Select Violation Type---

Add

Save

Save & Continue

Cancel

[Support Portal](#) | [Email Support](#)

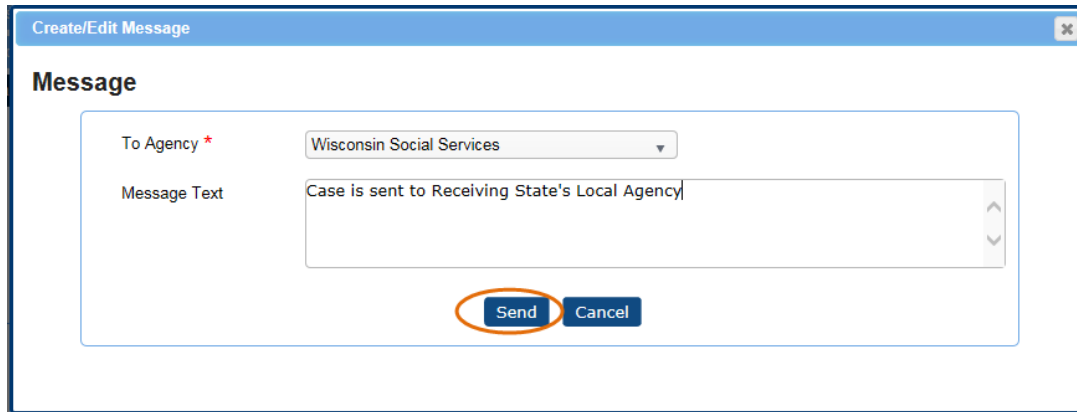
Version 1.0.12

8. Review the information for each child in the case on the Case Details tab: Relationship; Legal Status; Court Details; and Home Study Decision and Placement Information. Select **Save & Continue** and then the Documents tab and select the **Send to Case Worker** button.
9. On the Documents tab, view the 100A and any other documents that were enclosed in the Transmittal.
10. If the ICPC packet is not complete, select the Documents tab and select the **Transmit to SS ICPC Coordinator**. This will take the user to the Transmittal screen where a Transmittal can be created to the Sending State ICPC Coordinator requesting additional information.
11. If the ICPC packet is complete and all the documents uploaded, go to the Case Review tab to update the case **Status** to Active in the Receiving State.
12. Enter the dates that the Initial Documents were Received and the Completed Request was Received.
13. Select the Receiving County from the drop down list.
14. Select the Receiving Agency who will be responsible for the Home Study in your state.
15. Go to the Documents tab and select the **Send to Case Worker** button to create the Message. The Message input box will be displayed with the Agency indicated in the **To Agency** box.

The screenshot shows the NEICE Wisconsin Case Details page. The top navigation bar includes the NEICE logo, the word "Wisconsin", and user information for Rita Shaw, Wisconsin ICPC Coordinator. Below the navigation bar are tabs for "Add New Case", "Manage", "Reports", "Case List", and "Notifications". A search bar is located on the right. The main content area is titled "Case" and displays case information: Neice ID: 1521, Child: [Warsovick, Kyle - 04/13/2011], Created Date: 02/25/2016, and Status: Active. On the left, there is a sidebar with tabs for "Case Review", "Case Details", "Documents", and "Transmittal". The "Documents" tab is selected. The main area shows a "Case Documents" section with buttons for "Cover Sheet", "Copy from...", "Upload Document", and "Create 100B". Below this is a table with columns: Child ID, Child Name, Type, Status, State, Date Uploaded, Date Attached, and Action. The table contains one row for Child ID 1042, Child Name Kyle Warsovick, Type CHILD'S SOCIAL HISTORY, Status Attached, State FL, Date Uploaded 02/25/2016, and Date Attached 02/25/2016. At the bottom, there are buttons for "Transmit to SS ICPC Coordinator", "Send to Case Worker" (which is circled in orange), "Continue", and "Cancel".

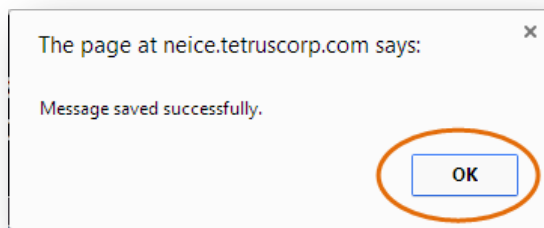
Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	CHILD'S SOCIAL HISTORY	Attached	FL	02/25/2016	02/25/2016	

16. Enter the text, to be read by the Case Worker, into the Message Text box and select the **Send** button.



The screenshot shows a 'Create/Edit Message' window. It has a title bar with a close button. Below the title bar is a 'Message' section. Inside this section, there is a 'To Agency' dropdown menu with 'Wisconsin Social Services' selected. Below that is a 'Message Text' text area containing the text 'Case is sent to Receiving State's Local Agency'. At the bottom of the message section, there are two buttons: 'Send' and 'Cancel'. The 'Send' button is circled in orange.

17. NEICE will display the feedback **Message saved successfully**. Select **OK** button.




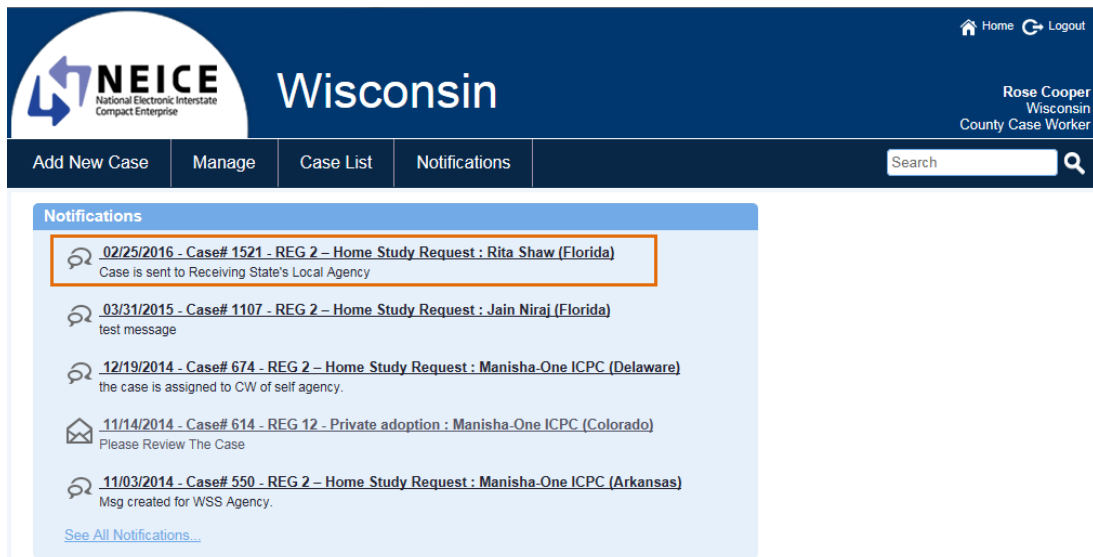
18. NEICE will display the Transmittal summary tab with a record in message grid with Message #, Message Text, From, To, Date, Action. NEICE will send an email and an automatic notification to the Receiving State Case Worker(s) of the Receiving Agency selected on Case Review tab. The email will be sent to the Agency email address.

# NEICE User Guide

## Step 4. Process a NEICE Case as the Case Worker in the Receiving State

The ICPC Coordinator in the receiving state will send the case on to a caseworker in the receiving state to process the case. This step outlines what a caseworker in a receiving state would need to do. After a caseworker or ICPC coordinator logs into NEICE, the first screen displays case notifications.

1. The Case Worker will view the Notifications shown with the Message icon(  ) either on the Home Page or on the Notifications tab, including the date sent and the Case #, Home Study Type, Sender Name with State, a message and select a Notification to review.



Note: The above image shows the five most recent Notifications displayed on Home Page. To view all Notifications, the Case Worker can select either **See All Notifications...** or select **Notifications** on the menu bar.

**Notifications**

Notification for: Rose Cooper Update

Type	Date	NEICE ID	Child Last Name	Sent/Recd	Other State	Reg Type	Sender	Details	Action
	02/25/2016	1521	Warsovick	Received from	FL	REG 2	Rita Shaw	Case is sent to Receiving....	
	03/31/2015	1107	Bhalla	Received from	FL	REG 2	Jain Niraj	test message	
	12/19/2014	674	Anderson	Received from	DE	REG 2	Manisha-One ICPC	the case is assigned to C....	
	11/14/2014	614	Wilson	Received from	CO	REG 12	Manisha-One ICPC	Please Review The Case	
	11/03/2014	550	Anderson	Received from	AR	REG 2	Manisha-One ICPC	Msg created for WSS Agenc....	
	10/28/2014	527	Norwick	Received from	GA	REG 2	Manisha-One ICPC	Please Review The Case	
	10/28/2014	527	Norwick	Received from	GA	REG 2	Manisha-One ICPC	Msg created for np to p C....	
	10/27/2014	517	Herbert	Received from	CA	REG 7	Manisha-One ICPC	Please perform HS	
	10/24/2014	507	Anderson	Received from	FL	REG 2	Rita Shaw	Please review the case	
	10/24/2014	507	Anderson	Received from	FL	REG 2	Rita Shaw	HS is aproved create 100B....	

10 items per page 1 - 10 of 16 items

Support Portal | Email Support Version 1.0.12

Note: The above image shows the Notification displayed on Notification screen.

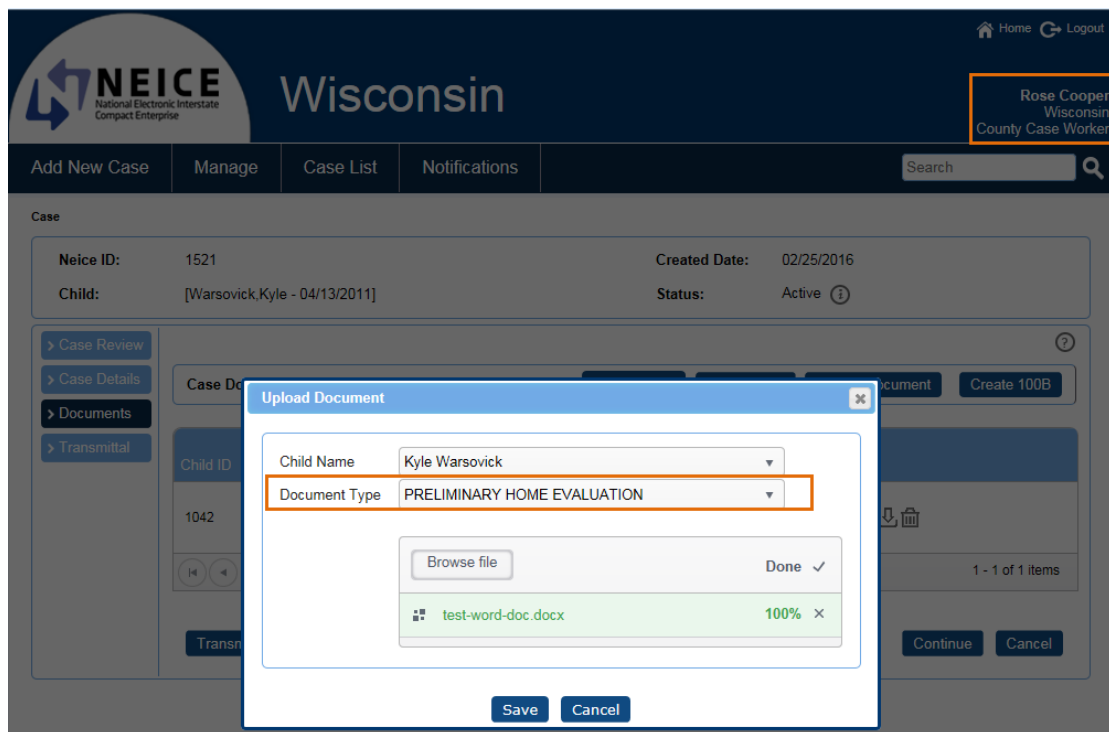
2. Review message on the Home Page and select the **Go to Case** button. If the user selects **Mark as Read**, the Message will be removed from the list of Notifications.
3. Review the information on the **Case Review** tab. View Notes (Show History) or enter any necessary notes. View Children placed in the Case and the Placement Details. Select the **Save & Continue** button.
4. Review the information on the **Case Details** tab and select the **Continue** button.
5. Review the 100A and other documents on the **Documents** tab.
6. Perform the Home Study and complete the required documents.

When you return to the NEICE system to complete the case, search for the NEICE case number or child name. Open the child and select the **Edit Icon** to open the case.

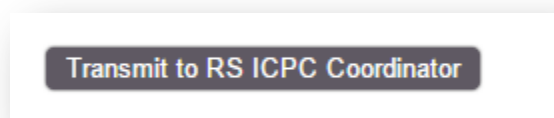


## NEICE User Guide

- Click on the **DOCUMENTS** tab. To upload a copy of the Home Study results e.g.: Preliminary Home Study, or to add additional documents to a child in this case, select the **Upload Document** button. Select the Child Name for the document. Select the Document Type. Select the Browse Files button to search for the file. Select the file and then the **Open** button. Select the **Save** button to complete the upload.



- On the Documents tab, ensure that all necessary documents are uploaded, and select **Transmit to RS ICPC Coordinator**.



- Enter information in the Message Text box and select the **Send** button. NEICE will send a Notification and an email to the ICPC Coordinator in your state and an email will be sent to the provided email address of ICPC Coordinators' Central Office.

# NEICE User Guide

The screenshot displays the NEICE Wisconsin web application interface. At the top, the NEICE logo and 'Wisconsin' text are visible, along with user information for Rose Cooper, Wisconsin County Case Worker. The main navigation bar includes 'Add New Case', 'Manage', 'Case List', and 'Notifications'. A search bar is located on the right. The 'Case' section shows details for Neice ID 1521, Child [Warsovick, Kyle - 04/13/2011], Created Date 02/25/2016, and Status Active. A table with columns 'Transmittal Id', 'Transmittal Type', 'From', 'To', 'Date', and 'Action' is partially visible. A 'Create/Edit Message' dialog box is open in the foreground, titled 'Message'. It contains a 'To Agency' dropdown menu set to 'ICPC Central Office of State of Wisconsin' and a 'Message Text' input field with the text 'Document - Preliminary Home Study attached to the Case. Please review.'. At the bottom of the dialog, the 'Send' button is circled in orange, next to a 'Cancel' button.

NEICE Wisconsin

Home Logout

Rose Cooper  
Wisconsin  
County Case Worker

Add New Case Manage Case List Notifications Search

Case

Neice ID: 1521 Created Date: 02/25/2016  
Child: [Warsovick, Kyle - 04/13/2011] Status: Active

Case Review  
Case Details  
Docu  
Trans

Transmittal Id Transmittal Type From To Date Action

Create/Edit Message

Message

To Agency \* ICPC Central Office of State of Wisconsin

Message Text Document - Preliminary Home Study attached to the Case. Please review.

Send Cancel

# NEICE User Guide

## Step 5. Return a NEICE Case from Receiving State ICPC Coordinator to Sending State ICPC Coordinator

After a Receiving State ICPC Coordinator reviews the ICPC case processed by the Case Worker, including the Home Study results, he or she then is responsible for reviewing the case and sending the case back to the Sending State ICPC Coordinator.

1. Select a Message from the Notifications box and select the **Go to Case** button.



2. Review the information on the **Case Review** screen where the case Status indicates Active. View **Notes (Show History)** or enter any necessary notes.
3. Review Placement Details.
4. If a state is in violation enter: the State in Violation; Begin Date and End Date; and select the Violation Type. Select the **Add** button.
5. If the information is complete and correct, select the **Save & Continue** button.
6. Review the information on the Case Details screen: Legal Status; Court Details; and Home Study Decision and Placement Information for each child. Make any changes and select the **Save & Continue** button.

**NEICE Wisconsin**  
National Electronic Interstate Compact Enterprise

Home Logout  
Rita Shaw  
Wisconsin  
ICPC Coordinator

Add New Case Manage Reports Case List Notifications Search

**Case**

Neice ID: 1521 Created Date: 02/25/2016  
Child: [Warsovick, Kyle - 04/13/2011] Status: Active ⓘ

Case Review  
Case Details  
Documents  
Transmittal

**Warsovick, Kyle (1042)**

Relationship\*  
ADULT UNCLE

Legal Status  
PROTECTIVE SERVICES

Court Details

Home Study Decision and Placement Information

100A Received On 02/26/2016	HS Decision Approved	HS Decision On MM/DD/YYYY
HS Decision Sent On MM/DD/YYYY	HS Completed by RS Local Agency 02/26/2016	HS Closed Date MM/DD/YYYY
Placement Made On MM/DD/YYYY	Placement End Date MM/DD/YYYY	Received 100B in RS CO On MM/DD/YYYY
Sent 100B to RS CW On MM/DD/YYYY	Supervision Termination Date MM/DD/YYYY	Termination of Jurisdiction Date MM/DD/YYYY
Reason for Placement Termination Select		Child Returned On MM/DD/YYYY

Save Save & Continue Cancel

- On the Documents screen, select the view icon for 100A, select the appropriate response **Placement may be made** or **Placement shall not be made** based on the Home Study Results provided by Case Worker. Enter REMARKS if any and select **Save Details** button.
- The 100A document will be refreshed and the selected Placement Option will be checked in SECTION IV - ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(d) of ICPC. The REMARKS entered will be populated in REMARKS section of 100A document.

View Document

One form per child  
Please type

DPHHS-CFS-019C  
ICPC 100A  
REV. 8/2001

**INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REQUEST**

TO: **Wisconsin** FROM: **Florida**

**SECTION I - IDENTIFYING DATA**

Notice is given of intent to place - Name of Child: <b>Kyle Warsovic</b>		Ethnicity: Hispanic Origin: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unable to determine/unknown
Social Security Number: <b>101-10-1101</b>	ICWA Eligible <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/ Other Pacific Islander <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> White
Sex: <b>Male</b>	Date of Birth: <b>04/13/2011</b>	Title IV-E determination <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Pending
Name of Mother: <b>Katrina Wilson</b>		Name of Father: <b>Adam Warsovic</b>
Name of Agency or Person Responsible for Planning for Child:		Phone:
Address:		
Name of Agency or Person Financially Responsible for Child:		Phone:
Address:		

**SECTION II - PLACEMENT INFORMATION**

Name of Person(s) or Facility Child is to be placed with: <b>Bobby Jensen</b>		Soc Sec # (optional): 102-02-0234
Address: <b>13 Tyler Ct., Madison, WI 53715</b>		Phone: <b>(608) 123-4567</b>
Type of Care Requested: <input type="checkbox"/> Foster Family Home <input type="checkbox"/> Residential Treatment Center <input type="checkbox"/> Group Home Care <input type="checkbox"/> Institutional Care-Article VI, Adjudicated Delinquent	<input type="checkbox"/> Parent <input type="checkbox"/> Relative (Not Parent) Relationship: <input type="checkbox"/> Other:	<input type="checkbox"/> ADOPTION <input type="checkbox"/> IV-E Subsidy <input type="checkbox"/> Non IV-E Subsidy To Be Finalized In: <input type="checkbox"/> Sending State <input type="checkbox"/> Receiving State
Current Legal Status of Child: <input type="checkbox"/> Sending Agency Custody/Guardianship <input type="checkbox"/> Parent Relative Custody/Guardianship <input type="checkbox"/> Court Jurisdiction Only	<input checked="" type="checkbox"/> Protective Supervision <input type="checkbox"/> Parental Rights Terminated-Right to Place for Adoption <input type="checkbox"/> Unaccompanied Refugee Minor <input type="checkbox"/> Other:	

**SECTION III - SERVICES REQUESTED**

Initial Report Requested (if applicable): <input type="checkbox"/> Parent Home Study <input type="checkbox"/> Relative Home Study <input type="checkbox"/> Adoptive Home Study <input type="checkbox"/> Foster Home Study	Supervisory Services Requested: <input type="checkbox"/> Request Receiving State to Arrange Supervision <input type="checkbox"/> Another Agency Agreed to Supervise <input type="checkbox"/> Sending Agency to Supervise	Supervisory Reports Requested: <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Upon Request <input type="checkbox"/> Other:
Name and Address of Supervising Agency in Receiving State:		

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: **Sue Miller** Date: **02/25/2016**

Signature of Sending State Compact Administrator, Deputy or Alternate: **Sally Rogers** Date: **02/25/2016**

**SECTION IV - ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(d) of ICPC**

☒ Placement may be made ☐ Placement shall not be made

REMARKS: **The Home Study is approved.**

Signature of Receiving State Compact Administrator, Deputy or Alternate: Date:

DISTRIBUTION (Complete six (6) copies):

- Sending Agency retains a (1) copy and forwards completed original plus four (4) copies to:
- Sending Compact Administrator, DCA, or alternate retains a (1) copy and forwards completed original and three (3) copies to:
- Receiving Agency Compact Administrator, DCA, or alternate who indicates action (Section IV) and forwards a (1) copy to receiving agency and the completed original and one (1) copy to sending Compact Administrator, DCA, or alternate within 30 days.
- Sending Compact Administrator, DCA, or alternate retains a completed copy and forwards the completed original to the sending agency.

☒ Placement may be made
☐ Placement shall not be made

REMARKS: The Home Study is approved.

Save Details

Add Signature
Close

- To digitally sign the 100A, select **Add Signature** button. The 100A document will be refreshed and Receiving State's ICPC Coordinator's digital signature will appear in "Signature of Receiving State Compact Administrator, Deputy or Alternate:" of SECTION IV - ACTION BY RECEIVING

STATE PURSUANT TO ARTICLE III(d) of ICPC of 100A document.

<input type="checkbox"/> Sending Agency Custody/Guardianship	<input type="checkbox"/> Parental Rights Terminated-Right to Place for Adoption
<input type="checkbox"/> Parent Relative Custody/Guardianship	<input type="checkbox"/> Unaccompanied Refugee Minor
<input type="checkbox"/> Court Jurisdiction Only	<input type="checkbox"/> Other:

SECTION III - SERVICES REQUESTED		
<b>Initial Report Requested (if applicable):</b> <input type="checkbox"/> Parent Home Study <input type="checkbox"/> Relative Home Study <input type="checkbox"/> Adoptive Home Study <input type="checkbox"/> Foster Home Study	<b>Supervisory Services Requested:</b> <input type="checkbox"/> Request Receiving State to Arrange Supervision <input type="checkbox"/> Another Agency Agreed to Supervise <input type="checkbox"/> Sending Agency to Supervise	<b>Supervisory Reports Requested:</b> <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Upon Request <input type="checkbox"/> Other:

Name and Address of Supervising Agency in Receiving State:

<b>Enclosed:</b> <input type="checkbox"/> Child's Social History <input type="checkbox"/> Home Study of Placement Resource	<input type="checkbox"/> Court Order <input type="checkbox"/> ICWA Enclosure	<input type="checkbox"/> Financial/Medical Plan <input type="checkbox"/> IV-E Eligibility Documentation	<input checked="" type="checkbox"/> Other Enclosures
--	---	--	--

Signature of Sending Agency or Person: Sue Miller	Date: 10/24/2014
Signature of Sending State Compact Administrator, Deputy or Alternate: Sally Rogers	Date: 10/24/2014

SECTION IV - ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(d) of ICPC	
<input checked="" type="checkbox"/> Placement may be made	<input type="checkbox"/> Placement shall not be made

REMARKS: The Home Study is approved.

Signature of Receiving State Compact Administrator, Deputy or Alternate: Rita Shaw	Date: 10/24/2014
---	---------------------

Distribution/Retention/Disposition of copies:  
 • Sending Agency retains a (1) copy and forwards completed original plus four (4) copies to:  
 • Sending Compact Administrator, DCA, or alternate retains a (1) copy and forwards completed original and three (3) copies to:  
 • Receiving Agency Compact Administrator, DCA, or alternate who indicates action (Section IV) and forwards a (1) copy to receiving agency and the completed original and one (1) copy to sending Compact Administrator, DCA, or alternate within 30 days.  
 • Sending Compact Administrator, DCA, or alternate retains a completed copy and forwards the completed original to the sending agency.

☐ Placement may be made
 ☒ Placement shall not be made

REMARKS: The Home Study is approved.

Save Details










Save Signature Close

10. Select **Save Signature** button. The signature of Receiving State ICPC Coordinator will be saved and document will appear in Document List.
11. Select the **Transmit to SS ICPC Coordinator** button to create the Transmittal sending the case back to the Sending State ICPC Coordinator.

Case

Neice ID: 1521 Created Date: 02/25/2016  
Child: [Warsovick, Kyle - 04/13/2011] Status: Active ⓘ

Case Documents Cover Sheet Copy from... Upload Document Create 100B

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	SIGNED 100A	Attached	WI		02/26/2016	  
1042	Kyle Warsovick	PRELIMINARY HOME EVALUATION	Uploaded	WI	02/25/2016		  
1042	Kyle Warsovick	CHILD'S SOCIAL HISTORY	Attached	FL	02/25/2016	02/25/2016	  

10 items per page 1 - 3 of 3 items

Transmit to SS ICPC Coordinator Send to Case Worker Continue Cancel

12. Select the Child or Children for the Transmittal or check All to include all children in the case.
13. Enter the name of Sending State Central Office in the textbox of "To:" NEICE will display the matching name in auto suggest.

NEICE Wisconsin

Home Logout Rita Shaw Wisconsin ICPC Coordinator

Add New Case Manage Reports Case List Notifications Search

Case

Add/View Transmittal

Neice ID: 1521 State Case Ref #: 2/26/2016 ⓘ

Transmittal Memo for Child \* : Placement Resource : Bobby Jenson (Individual)

☒ All ☒ Kyle Warsovick (4/13/2011)

☐ Priority Placement ☐ Urgent Request ☐ Overnight Express ☐ Electronically Submitted ☐ Faxed Today

From : Rita Shaw

To \* : Alpha Care of Wi  
Address Line1 : WI  
Address Line2 : Child care of wi  
City : 99 Manchester Drive Sunrise WI  
State : 26562  
CC : Florida Central Office  
Address Line1 : 123 Village Street Orlando FL  
Address Line2 : ICPC Central Office of  
City : 1111 Comfort Court Madison WI  
State : 53715  
CC Notes : The Care Institution of Wi

Attn : Attention  
Address Line2 : Address Line2  
State : Select Zip : Zip

Attn : Attention  
Address Line2 : Address Line2  
State : Select Zip : Zip

Add CC

CC	Address	Attention	CC Notes	Action

# NEICE User Guide

14. Select the Sending State CO name and NEICE will auto populate the Address.
15. Enter individual's name in "Attn:" field.
16. If you would like to send a copy to another agency, enter the agency name in CC textbox. Select the name from the list populated as autosuggestion. If the address is already in the database, NEICE will fill in the remaining known address.
17. Enter any necessary data including Notes, Attachments, and Requests.
18. At the list of Enclosed Documents, select the individual documents to attach to the Transmittal or select All Documents.
19. To confirm and send the Transmittal, select the **Save** button.

Add/View Transmittal

Neice ID : 1521State Case Ref # :2/26/2016

Transmittal Memo for Child \* :Placement Resource :  
☒ All ☒ Kyle Warsovic (4/13/2011)Bobby Jenson (Individual)

☐ Priority Placement☐ Urgent Request☐ Overnight Express☐ Electronically Submitted☐ Faxed Today

From : Rita Shaw

To \* :Florida Central OfficeAttn :Attention

Address Line1 :123 Village StreetAddress Line2 :Address Line2

City :OrlandoState \* :FloridaZip :Zip

CC :Select AgencyAttn :Attention

Address Line1 :Address Line1Address Line2 :Address Line2

City :CityState :SelectZip :Zip

CC Notes :Notes

Add CC

CC	Address	Attention	CC Notes	Action
Wisconsin Social Services	604 Johnny Lane Milwaukee WI 53202	Rose Cooper	The HS Approval notice is being sent to Sending State.	

☐ Reg 7 Priority Placement

Type of Request :Select

Request For :

☐ Home StudyWhat kind of Home Study? SelectHome Study Due Date :MM/DD/YYYY

☐ Status ReportStudy sent to your office on :MM/DD/YYYY

☐ Progress ReportLast progress report received on :MM/DD/YYYY

☐ Concurrence

☐ 100B

☐ Court Order

☐ Additional Information (See Comments)

Placement decision :  
☐ Approved☐ Approved with Conditions (See Comments)☐ Denied☐ Provisional Approval per Reg 7 or Reg 1 only

Withdrawn/Returned

Comments

Comments :

Enclosed Documents ☒ Select All

☒ SIGNED 100A (Kyle Warsovic, 2/26/2016)

☒ PRELIMINARY HOME EVALUATION (Kyle Warsovic, 2/25/2016)

SaveCancel



## NEICE User Guide

20. NEICE will send an automatic notification and an email to the Sending State ICPC Coordinator. The email will be sent to Sending State ICPC CO's email address and to anyone who was CC'd. The confirmation "Transmittal saved successfully" will be displayed. Select the **OK** button. NEICE will display the Transmittal summary screen.

Case




Neice ID:	1521	Created Date:	02/25/2016
Child:	[Warsovick,Kyle - 04/13/2011]	Status:	Active ⓘ






> Case Review

> Case Details

> Documents

> Transmittal

Transmittal Id	Transmittal Type	From	To	Date	Action
15473	Incoming	Sally Rogers	ICPC Central Office of State of Wisconsin	02/25/2016	
15475	Incoming	Sally Rogers	ICPC Central Office of State of Wisconsin	02/26/2016	
15476	Outgoing	Rita Shaw	Florida Central Office	02/26/2016	



10 items per page

1 - 3 of 3 items

## Completing a NEICE Case as Sending State

### Step 6. Process a NEICE Case as Sending State ICPC Coordinator

Once a case is returned to the Sending State, the SS ICPC Coordinator is responsible for processing it. The Notification regarding the case appears on the Home Screen, if it is among the five most recent, and in the full Notification list.

1. Select a Transmittal from the Notifications.
2. Review the Transmittal from the Receiving State ICPC Coordinator to identify the reason for a case return and select the **Go to Case** button.
3. Review the information on the Case Review screen where the Case Status indicates Active. View Notes (Show History) or enter any necessary notes.
4. Review Placement Details.
5. If the information is complete and correct, select the **Save & Continue** button.
6. Review the information on the Case Details screen: Legal Status; Court Details; and Home Study Decision and Placement Information for each child. Make any changes and select the Continue button.



*Sending State ICPC Coordinator will be reviewing the home study and making sure that the recommendation is in line with the content of the study. If there are questions and/or concerns, the SS ICPC coordinator can send notice to the local county/agency and the receiving state.*

7. On the **Documents** screen, view the 100A to verify the Receiving State's placement decision.
8. Select the Documents tab and select the **Send to Case Worker** button.
9. Enter the Message for the Sending State Case Worker into the Message Text box and select the **Save** button.
10. NEICE will send an automatic Notification to the Sending State Case Worker. The email will be sent to Case Worker's email address and Case Worker's Agency's email address.



*The ICPC Coordinator can also inform the Case Worker the placement decision has been received by sending a transmittal.*

*To create a transmittal for the local Case Worker, click on Transmittal tab. The Transmittal page will be displayed. Click on Add New Transmittal. The Transmittal will be displayed. Type local Case Worker's name in displayed "To:" field. The Case Worker's name will be displayed. Select the name, select appropriate check boxes, enter comments if any and click on **Save** button. The NEICE system will display confirmation message as "Transmittal saved successfully". Click on **OK** button. The confirmation popup will be closed. The transmittal page will be displayed with newly created transmittal record. The notification and email will be sent to Case Worker. The email will be sent to Case Worker's Agency's email address.*

## Step 7. Complete a NEICE Case as the Case Worker in the Sending State

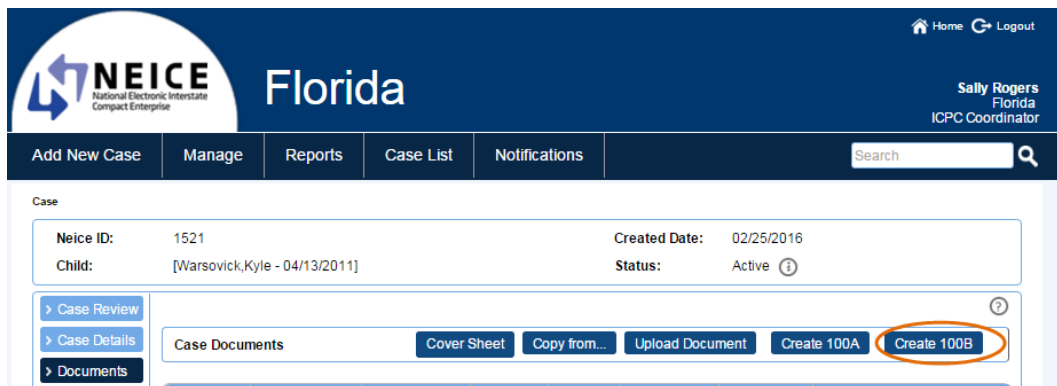
The sending state caseworker has the responsibility to complete a case by reviewing and creating the 100B.

1. Select a Notification displayed on Case Worker's Home Page or from the full Notifications list. The Notification will be displayed with Date, Case #, Home Study Type, Sender Name (State).
2. If this Notification is for a message sent by ICPC Coordinator, the message box will be displayed. Review the message and select the **Go to Case** button.



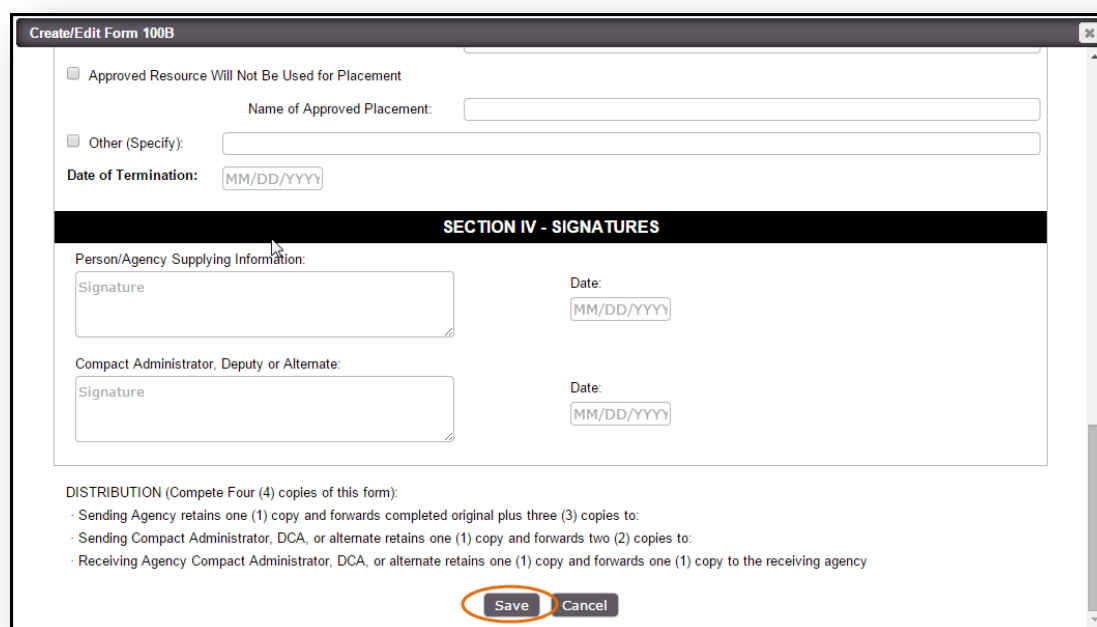
*If the Notification clicked was sent as a Transmittal by ICPC Coordinator, clicking on this Notification will display the Transmittal. Select **Mark as Read**. This will remove the Notification from the Case Worker's Home Page. Select **Close** button. This will close the Transmittal and Transmittal page will be displayed. Select **Case Review** tab.*

3. Review the information on the Case Review tab. View Notes (Show History) or enter any necessary notes. Select the **Save & Continue** button.
4. Review the information on the Case Details tab.
5. Review Home Study information including Home Study Decision, Made On Date and Home Study Completed Date. Select the **Save & Continue** button.
6. On the Documents screen, select the **Create 100B** button.

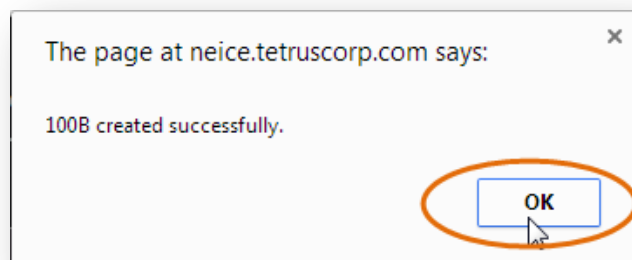


The screenshot shows the NEICE Florida Case Management interface. At the top, there is a header with the NEICE logo, the text "Florida", and user information for Sally Rogers, Florida ICPC Coordinator. Below the header is a navigation bar with tabs: "Add New Case", "Manage", "Reports", "Case List", and "Notifications". A search bar is located on the right side of the navigation bar. The main content area displays case information for Case ID 1521, created on 02/25/2016, with status "Active". Below this, there are links for "Case Review", "Case Details", and "Documents". A "Case Documents" section contains buttons for "Cover Sheet", "Copy from...", "Upload Document", "Create 100A", and "Create 100B". The "Create 100B" button is circled in orange.

7. Fill in the necessary placement information and select the **Save** button.



The screenshot shows the "Create/Edit Form 100B" window. It contains fields for "Name of Approved Placement", "Date of Termination", and "SECTION IV - SIGNATURES". The "SECTION IV - SIGNATURES" section has two rows for signatures and dates. The "Save" button is circled in orange.



The screenshot shows a success message dialog box with the text "The page at neice.tetruscorp.com says: 100B created successfully." and an "OK" button. The "OK" button is circled in orange.

8. To apply the digital signature, select the **View** button. The completed 100B document will be displayed.

# NEICE User Guide

Case








Neice ID: 1521  
Child: [Warsovick, Kyle - 04/13/2011]

Created Date: 02/25/2016  
Status: Active ⓘ

> Case Review  
> Case Details  
> Documents  
> Transmittal

Case Documents

Cover SheetCopy from...Upload DocumentCreate 100ACreate 100B

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	SIGNED 100B	Draft	FL			  
1042	Kyle Warsovick	SIGNED 100A	Attached	WI		02/26/2016	   

9. Select **Add Signature** button. The 100B document will be refreshed and Case Worker's signature will be displayed.

View Document
✕

DPHHS-CFS-019D  
ICPC 100B  
REV 09/2001

One form per child  
Please type

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN  
REPORT ON CHILD'S PLACEMENT STATUS

TO: Wisconsin

From: Florida

**SECTION I: IDENTIFYING INFORMATION**

Child's Name: Kyle Warsovick Birthdate: 04/13/2011

Mother's Name: Katrina Wilson Father's Name: Adam Warsovick

**SECTION II: PLACEMENT STATUS**

☐ Initial Placement of Child in Receiving State **Date Child Placed in Receiving State:** \_\_\_\_\_

Name of Resource: Bobby Jenson

Address: 13 Tyler Ct., Madison, WI, 53715

Type of Care: Relative (Not Parent)

☐ Placement Change **Effective Date of Change:** \_\_\_\_\_

Name of Resource: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Care: \_\_\_\_\_

**SECTION III: COMPACT PLACEMENT TERMINATION**

☐ Adoption Finalized: ☐ In Sending State ☐ In Receiving State ☐ Court Order Attached

☐ Child Reached Majority/Legally Emancipated

☐ Legal Custody Returned to Parent(s) ☐ Court Order Attached

☐ Legal Custody Given to Relative ☐ Court Order Attached

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

☐ Treatment Completed

☐ Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State

☐ Unilateral Termination

☐ Child Returned to Sending State

☐ Child Has Moved to Another State

☐ Proposed Placement Request Withdrawn

Name of Placement Resource: \_\_\_\_\_

☐ Approved Resource Will Not Be Used for Placement

Name of Approved Placement: \_\_\_\_\_

☐ Other (Specify): \_\_\_\_\_

**Date of Termination:** \_\_\_\_\_

**SECTION IV - SIGNATURES**

Person/Agency Supplying Information: \_\_\_\_\_ Date: \_\_\_\_\_

Compact Administrator, Deputy or Alternate: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION (Complete Four (4) copies of this form):

- Sending Agency retains one (1) copy and forwards completed original plus three (3) copies to:
- Sending Compact Administrator, DCA, or alternate retains one (1) copy and forwards two (2) copies to:
- Receiving Agency Compact Administrator, DCA, or alternate retains one (1) copy and forwards one (1) copy to the receiving agency

Add Signature
Close

# NEICE User Guide

10. Select **Save Signature** button.

View Document

DPHHS-CFS-019D  
ICPC 100B  
REV 09/2001

One form per child  
Please type

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN  
REPORT ON CHILD'S PLACEMENT STATUS

TO: Wisconsin From: Florida

**SECTION I: IDENTIFYING INFORMATION**

Child's Name: Kyle Warsovic Birthdate: 04/13/2011

Mother's Name: Katrina Wilson Father's Name: Adam Warsovic

**SECTION II: PLACEMENT STATUS**

☐ Initial Placement of Child in Receiving State **Date Child Placed in Receiving State:** \_\_\_\_\_

Name of Resource: Bobby Jenson

Address: 13 Tyler Ct., Madison, WI, 53715

Type of Care: Relative (Not Parent)

☐ Placement Change Effective Date of Change: \_\_\_\_\_

Name of Resource: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Care: \_\_\_\_\_

**SECTION III: COMPACT PLACEMENT TERMINATION**

☐ Adoption Finalized: ☐ In Sending State ☐ In Receiving State ☐ Court Order Attached

☐ Child Reached Majority/Legally Emancipated

☐ Legal Custody Returned to Parent(s) ☐ Court Order Attached

☐ Legal Custody Given to Relative ☐ Court Order Attached

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

☐ Treatment Completed

☐ Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State

☐ Unilateral Termination

☐ Child Returned to Sending State

☐ Child Has Moved to Another State

☐ Proposed Placement Request Withdrawn

Name of Placement Resource: \_\_\_\_\_

☐ Approved Resource Will Not Be Used for Placement

Name of Approved Placement: \_\_\_\_\_

☐ Other (Specify): \_\_\_\_\_

**Date of Termination:** \_\_\_\_\_

**SECTION IV - SIGNATURES**

Person/Agency Supplying Information: Sue Miller Date: 02/26/2016

Compact Administrator, Deputy or Alternate: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION (Complete Four (4) copies of this form):

- Sending Agency retains one (1) copy and forwards completed original plus three (3) copies to:
- Sending Compact Administrator, DCA, or alternate retains one (1) copy and forwards two (2) copies to:
- Receiving Agency Compact Administrator, DCA, or alternate retains one (1) copy and forwards one (1) copy to the receiving agency

**Save Signature** **Close**

11. The signature will be saved and 100B document will appear in Documents List with Uploaded status.








Neice ID: 1521  
Child: [Warsovick,Kyle - 04/13/2011]

Created Date: 02/25/2016  
Status: Active ⓘ

> Case Review  
> Case Details  
> Documents  
> Transmittal

Case Documents

Cover SheetCopy from...Upload DocumentCreate 100ACreate 100B

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	SIGNED 100B	Uploaded	FL	02/26/2016		  
1042	Kyle Warsovick	SIGNED 100A	Attached	WI		02/26/2016	   

12. Ensure that all necessary documents are included, and select **Transmit to SS ICPC Coordinator**.
13. Enter information in the Message Text box and select the **Send** button. NEICE will send an automatic notification to the ICPC Coordinator in your state. If an ICPC Coordinator has user state that is selected as 'Receiving State' assigned, the email will be sent to ICPC Coordinator that has user state assigned only. Otherwise email will be sent to all the ICPC Coordinators of the user's state. The email will also be sent to ICPC Coordinator's Central Office email address.





# NEICE User Guide

## Step 8. Send a Completed NEICE Case from the Sending State to the Receiving State

The Sending State ICPC Coordinator sends the completed NEICE case to the receiving state.

1. Select a Notification displayed on Home Page or from the full list of Notifications on the Menu bar and review the message.
2. Select the **Go to Case** button. This specific action that follows is to review, complete, and send the case to the Receiving State.
3. Review the information on the Case Review screen. View Notes (Show History) or enter any necessary notes.
4. Review Placement Details.
5. If a state is in violation enter: the State in Violation; Begin Date and End Date; and select the Violation Type. Select the **Add** button.
6. If the information is complete and correct, select the **Continue** button.
7. Review the information on the Case Details screen: Legal Status; Court Details; and Home Study Decision and Placement Information for each child. Make any changes and select the **Continue** button.
8. On the Documents screen, select View icon next to the 100B.

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	SIGNED 100B	Uploaded	FL	02/26/2016		
1042	Kyle Warsovick	SIGNED 100A	Attached	WI		02/26/2016	

9. The 100B document will be displayed with **Add Signature** and **Close** buttons. Select **Add Signature** button. The 100B document will be refreshed and Sending State's ICPC Coordinators digital signature will be displayed on the 100B document.

View Document
✕

DPHHS-CFS-019D  
ICPC 100B  
REV 09/2001

One form per child  
Please type

**INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN  
REPORT ON CHILD'S PLACEMENT STATUS**

TO: Wisconsin

From: Florida

**SECTION I: IDENTIFYING INFORMATION**

Child's Name: Kyle Warsovick Birthdate: 04/13/2011

Mother's Name: Katrina Wilson Father's Name: Adam Warsovick

**SECTION II: PLACEMENT STATUS**

☐ Initial Placement of Child in Receiving State **Date Child Placed in Receiving State:** \_\_\_\_\_

Name of Resource: Bobby Jenson

Address: 13 Tyler Ct., Madison, WI, 53715

Type of Care: Relative (Not Parent)

☐ Placement Change **Effective Date of Change:** \_\_\_\_\_

Name of Resource: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Care: \_\_\_\_\_

**SECTION III: COMPACT PLACEMENT TERMINATION**

☐ Adoption Finalized: 
 ☐ In Sending State 
 ☐ In Receiving State 
 ☐ Court Order Attached

☐ Child Reached Majority/Legally Emancipated

☐ Legal Custody Returned to Parent(s) 
 ☐ Court Order Attached

☐ Legal Custody Given to Relative 
 ☐ Court Order Attached

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

☐ Treatment Completed  
☐ Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State  
☐ Unilateral Termination  
☐ Child Returned to Sending State  
☐ Child Has Moved to Another State  
☐ Proposed Placement Request Withdrawn

Name of Placement Resource: \_\_\_\_\_

☐ Approved Resource Will Not Be Used for Placement  
 Name of Approved Placement: \_\_\_\_\_

☐ Other (Specify): \_\_\_\_\_

**Date of Termination:** \_\_\_\_\_

**SECTION IV - SIGNATURES**

Person/Agency Supplying Information: Sue Miller Date: 02/26/2016  
 Compact Administrator, Deputy or Alternate: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION (Complete Four (4) copies of this form):

- Sending Agency retains one (1) copy and forwards completed original plus three (3) copies to:
- Sending Compact Administrator, DCA, or alternate retains one (1) copy and forwards two (2) copies to:
- Receiving Agency Compact Administrator, DCA, or alternate retains one (1) copy and forwards one (1) copy to the receiving agency

Add Signature

Close

10. Select the **Save Signature** button. The 100B document will be displayed with document status as 'Attached'.

View Document
✕

ICPC 100B - Interstate Compact on the Placem... 1 / 1

DPHHS-CFS-019D  
ICPC 100B  
REV 09/2001

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN  
REPORT ON CHILD'S PLACEMENT STATUS

One form per child  
Please type

TO: Wisconsin

From: Florida

**SECTION I: IDENTIFYING INFORMATION**

Child's Name: Kyle Warsovick Birthdate: 04/13/2011

Mother's Name: Katrina Wilson Father's Name: Adam Warsovick

**SECTION II: PLACEMENT STATUS**

☐ Initial Placement of Child in Receiving State **Date Child Placed in Receiving State:** \_\_\_\_\_

Name of Resource: Bobby Jenson

Address: 13 Tyler Ct., Madison, WI, 53715

Type of Care: Relative (Not Parent)

☐ Placement Change **Effective Date of Change:** \_\_\_\_\_

Name of Resource: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Care: \_\_\_\_\_

**SECTION III: COMPACT PLACEMENT TERMINATION**

☐ Adoption Finalized: ☐ In Sending State ☐ In Receiving State ☐ Court Order Attached

☐ Child Reached Majority/Legally Emancipated

☐ Legal Custody Returned to Parent(s) ☐ Court Order Attached

☐ Legal Custody Given to Relative ☐ Court Order Attached

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

☐ Treatment Completed

☐ Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State

☐ Unilateral Termination

☐ Child Returned to Sending State

☐ Child Has Moved to Another State

☐ Proposed Placement Request Withdrawn

Name of Placement Resource: \_\_\_\_\_

☐ Approved Resource Will Not Be Used for Placement

Name of Approved Placement: \_\_\_\_\_

☐ Other (Specify): \_\_\_\_\_

**Date of Termination:** \_\_\_\_\_

**SECTION IV - SIGNATURES**

Person/Agency Supplying Information: Sue Miller Date: 02/26/2016

Compact Administrator, Deputy or Alternate: Sally Rogers Date: 02/26/2016

DISTRIBUTION (Complete Four (4) copies of this form):

- Sending Agency retains one (1) copy and forwards completed original plus three (3) copies to:
- Sending Compact Administrator, DCA, or alternate retains one (1) copy and forwards two (2) copies to:
- Receiving Agency Compact Administrator, DCA, or alternate retains one (1) copy and forwards one (1) copy to the receiving agency

Save Signature

Close

# NEICE User Guide



*If the 100B document was manually signed by the Case Worker, then ICPC Coordinator should download the 100B, manually sign the 100B document and scan the signed copy. Save the scanned copy to a location on your hard drive or network drive where you save Case Documents. Upload the signed 100B and it will be attached to the case.*

Child ID	Child Name	Type	Status	State	Date Uploaded	Date Attached	Action
1042	Kyle Warsovick	SIGNED 100B	Attached	FL	02/26/2016	02/26/2016	[Icons]
1042	Kyle Warsovick	SIGNED 100A	Attached	WI		02/26/2016	[Icons]

11. To add additional documents to a child in this case, select the **Upload Document** button. Select the Child Name for the document. Select the Document Type. Select the **Select files** button to search for the file. Select the file and then the **Open** button. Select the **Save** button to complete the upload.
12. To send the case to the Receiving State, select the **Transmit to RS ICPC Coordinator** button to transmit the case to the receiving state.
13. NEICE will display the Transmittal tab to create the Transmittal.
14. Select the Child or Children for the Transmittal or check All to include all children in the case.
15. Enter the Receiving State's CO name in "To:" field. If the address is already in the database, NEICE will fill in the remaining known address.
16. Enter the CC names. If the address is already in the database, NEICE will fill in the remaining known address. Multiple CC names with individual messages are allowed.
17. Check the appropriate boxes and enter any necessary data including Notes, Attachments, and Requests.
18. At the list of Enclosed Documents, select the individual documents to attach to the Transmittal or select All Documents.
19. To confirm and send the Transmittal, select the **Save** button. NEICE will display the message, "Transmittal saved successfully". Select **OK** button. The transmittal record will be displayed in the transmittals list with: Transmittal ID; Transmittal Type; From; To; and Date.
20. NEICE will send an email and Notification to the Receiving State ICPC Coordinator and to anyone who was CC'd. The email will be sent to Receiving States CO's email address. NEICE will display the Transmittal summary screen.

## Complete the NEICE Case Process as a Receiving State

### Step 9. Process a NEICE Case with 100B as Receiving State ICPC Coordinator

1. Select a Notification from Home Page or from the full list of Notifications. The transmittal will be displayed with Mark as Read and Close button.
2. Review the transmittal and select the **Close** button. The Case Review tab will be displayed.
3. Review the information on the Case Review screen where the case Status indicates Active. View Notes (Show History) or enter any necessary notes.
4. Review Placement Details.
5. If a state is in violation enter: the State in Violation; Begin Date and End Date; and select the Violation Type. Select the **Add** button.
6. If the information is complete and correct, select the **Save & Continue** button.
7. Review the information on the Case Details screen: Legal Status; Court Details; and Home Study Decision and Placement Information for each child. Make any changes and select the **Save & Continue** button.
8. On the Documents screen, view the 100B.
9. If the ICPC packet is complete and all the documents uploaded, select the Documents tab and select the **Send to Case Worker** button. The Message input box will be displayed.
10. Enter any text into the Message Text box and select the **Save** button.
11. NEICE will send an email and Notification to the Receiving State Case Worker. The email will be sent to Receiving State Case Worker's Agency email address.

## Step 10. Complete a NEICE Case as the Case Worker in the Receiving State

1. View Notifications on the Home Page or in the Notifications section. Select specific Notification. The message box will be displayed. Select Mark as Read. Select the **Go to Case** button.



*Selecting Mark as Read button will remove Notifications from Home Page.*

2. Review the information on the Case Review screen. View Notes (Show History) or enter any necessary notes. Select the **Continue** button.
3. Review the information on the Case Details screen.
4. If the Home Study was approved (i.e., if the Sending State decides to use the Home Study approved by the Receiving State), the 100B will need to be reviewed.
5. Review the 100B on the Documents screen, download it and ensure that all necessary documents are downloaded for future reference, as needed.
6. Proceed with placing the child.
7. Determine whether the sending state requested a new Home Study or a re-examination of the original denial
8. If a request is for reconsideration of the original denial, the Receiving State should reconsider the original denial.
9. On the Document screen, select the **Send to ICPC Coordinator** button.
10. Enter text and select Save. NEICE will display, "Message successfully saved." Select **OK** button. NEICE will display the Transmittal summary tab with a record in message grid with Message #, Message Text, From, To, Date, Action.
11. NEICE will send an email and Notification to the ICPC Coordinator in your state (the Receiving State). The email will be sent to ICPC Coordinator's email address.


## Delete an existing case (Sending State ICPC Coordinator only)



*Only the Sending State ICPC Coordinator with Delete Authority can delete a case.*

1. Select **Add New Case** from the menu bar.
2. Enter the Primary Child information in the search fields and select the **Search** button.
3. If the search returns the child from the NEICE system, select the child and then select the **Open Child** button.
4. Case List for the child id displayed in the bottom of the Child screen.

# NEICE User Guide



[Home](#)
[Logout](#)

**NEICE**  
National Electronic Interstate Compact Enterprise

**Florida**

**Debra Dunne**  
Florida  
**ICPC Coordinator - Delete**

[Add New Case](#)
[Manage](#)
[Reports](#)
[Case List](#)
[Notifications](#)

[Add New Case](#) > **Add New Child**

Enter child data

Child Demographic Details

Child Last Name\*
Anderson

Child First Name\*
Andrew

Child Middle Name
Child's middle name

Child DOB
05/26/2011

Child Gender
Male

Child SSN
XXX-XX-XXXX

Child's Alias Last Name
Child's alias last name

Child's Alias First Name
Andy

Ethnicity
Ethnicity

Race\*

☐ Black / African American
☐ Asian
☒ White
☐ Native Hawaiian / Pacific Islander
☐ American Indian / Alaskan

☐ Declined
☐ Unable To Determine

Hispanic Origin :
☐ Yes
☒ No
☐ Unable to determine

Title IV-E Eligibility\* :
☐ Yes
☒ No
☐ Pending

ICWA Eligibility\* :
☐ Yes
☒ No

Parent Details

Mother's Last Name
Anderson

Mother's First Name
Maggie

Mother's DOB
MM/DD/YYYY

Father's Last Name
Anderson

Father's First Name
Jonathan

Father's DOB
MM/DD/YYYY

Agency System Details

State \*
Florida

County
Broward

State ChildID
FL-T-100

Case List

NEICE ID	Date Created	Send State	Recv State	Placement Resource	Status	Placement Type	Action
502	10/22/2014	FL	WI	Barbara Simson	Active	Residential Treatment - Mental Health	<input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>
507	10/24/2014	FL	WI	Jason Jivago	Active	Relative (Not Parent)	<input type="button" value="Edit"/> <input type="button" value="Print"/> <input checked="" type="button" value="Delete"/>

1

10

Items per page

1 - 2 of 2 items

Add New Case

Save

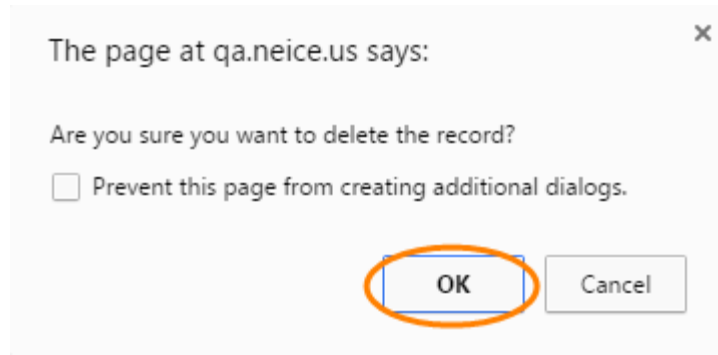
Delete

Cancel

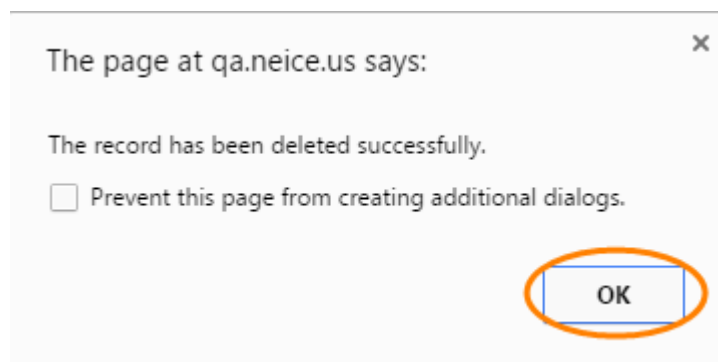
Support Portal
Email Support

Version 1.0.12

- Click on the delete icon in the Action column in the Case List.
- A pop up is displayed with the message **"Are you sure you want to delete the record?"**



7. Click Ok button. A pop up is displayed with the message **"The record has been successfully deleted."**



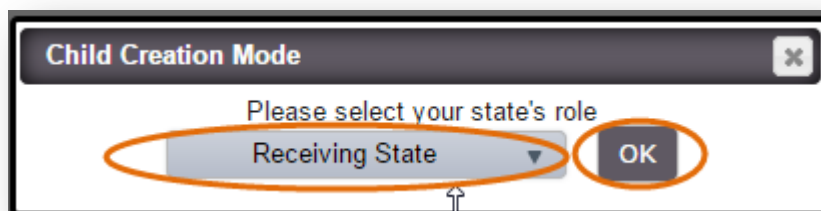
8. Click OK button.



## Using NEICE when Receiving Cases Non-NEICE States

### Step 11. Create a case based on a packet received from a Non-NEICE state as an ICPC Coordinator.

1. If you receive a packet from a Non-Pilot State, log in to NEICE as the ICPC Coordinator.
2. Identify the Originating State and Originating Agency in the ICPC Packet.
3. Go to Manage Agencies and perform a search first to ensure that the Originating Agency has not already been created and saved in your state.
4. If the Originating Agency was not returned in search results and “Record not found” is displayed then create the Originating Agency for this case using Manage Agency.
5. Select **Add New Agency**. Add agency information including the Name, Agency Type and State. Add the county that the case is coming from. The user may add additional counties for this Agency. This Agency will be saved in your state data.
6. Select **Add New Case** from the menu bar.
7. Enter Child information in the search fields and select the **Search** button.
8. If the results say “Record not found”, select the **Add New Child** button.
9. The Child Create Mode dialog box will be displayed. Select your state’s role as: Receiving State and select the OK button. If you selected Receiving State, you must identify the Sending State for this case. The list will only include Non-NEICE states.



10. Enter available child and parent information on the Child Demographic Information screen.
11. When all data is entered, select the **Add Child & Create Case** button. NEICE will provide feedback that the “Child saved successfully”.
12. Enter information on the Case Review screen including: Sending State; and Received from Agency and County, Date Identified as ICPC, and Home Study Type which are required fields.
13. Add Placement Details. If the Placement Resource is already in the database, NEICE will provide possible matches as you enter the Name. If the Placement Resource is new, select the **Add New** button and enter the details. Add Placement Type that is a mandatory field.
14. Select the **Save** button to Create a Case and remain on the Case Review page or **Save & Continue** button to create the NEICE Case and proceed to Case Details page. NEICE will generate the NEICE Case ID and display the Case Details screen.



*Once the Case is saved, Change Resource button will appear in Placement Details section. This button enables user to change the Placement Resource or Create New Placement Resource if needed.*

15. If additional existing children should be added to the case, select the Case Review screen and select the **Add another child to case** button and the Search Child dialog box will be displayed. Enter the child data and select **Search** button. If the child is returned into Search Results, select the radio button followed by **Add Child To Case** button. NEICE will display the selected child in Children placed in the Case section on Case Review page.



*If the child does not exist, make a note of this case id and go to the Manage Child screen and create the child. After the child is created, search for the case number in Home Search. The child & case will be returned in the search results. Click on Case #. The Case Review page will be displayed.*

16. Select **Save & Continue** button. Case Details page will be displayed.
17. Enter the Legal Status.
18. Enter the Court Details.
19. **Do not enter the Home Study information at this time. This information will be entered manually in the future by the ICPC Coordinator in the Receiving NEICE state.**
20. Select the **Save & Continue** button.
21. Scan in the 100A and other documents received from the Sending State and save to a computer drive (such as a hard drive or internal system.)
22. Upload the scanned 100A and other documents into NEICE. Select the Child Name and Document. Browse to locate the file to upload.

The screenshot shows a web-based dialog box titled "Upload Document". It contains two dropdown menus. The first, labeled "Child Name", has "Ramona Quinby" selected. The second, labeled "Document Type", has "SIGNED 100A" selected. Below these menus is a button labeled "Browse file", which is highlighted with an orange circle. At the bottom of the dialog are two buttons: "Save" and "Cancel".

23. If all the documents are uploaded and the information is complete, go to the Case Review screen and set the Status to **Active**.
24. Go to the Documents screen and select the **Send to Case Worker** button. Enter text in the Message Text box and select the **Send** button.
25. NEICE will send a Notification and an email to all the Case Workers of selected Receiving Agency. The email will be sent to the email address on record.

# NEICE User Guide

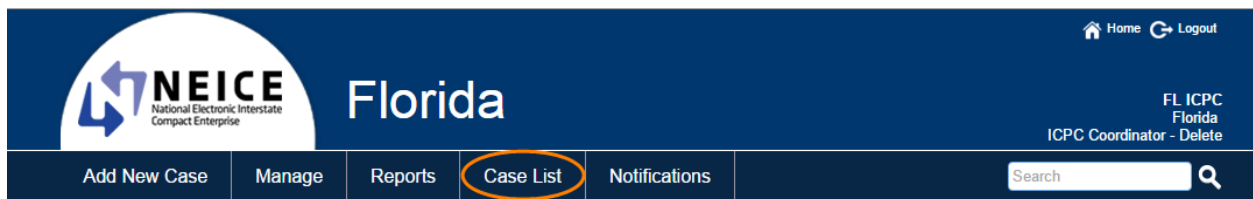
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## Case List

A case list, accessible from the Menu bar, displays all the active cases of the logged in user agency. A complete list of active cases are displayed in a grid and allow the user to select whether there will be 10, 20, 30, 40 or 50 cases displayed on a page, with 10 being the default. The user has the ability to filter data in each column of the grid independently. Multiple columns may be filtered at the same time.


The case list will have the following columns:

- a. NEICE ID
- b. Date Created
- c. Case Type
- d. Send State
- e. Sending Agency
- f. Receiving State
- g. Placement Resource Name
- h. Placement Res. Type
- i. Case Status



Click on Case List from the main menu.

# NEICE User Guide



**Florida**

FL ICPC  
Florida  
ICPC Coordinator - Delete

Add New Case
Manage
Reports
Case List
Notifications

Search

### Current Case List

NEICE ID	Date Created	Case Type	Send State	Sending Agency	Recv State	Placement Resource Name	Placement Res. Type	Case Status
1469	12/09/2015	REG 4 – Residential Placement	FL	M-test one	CA	California Care	ORG	Active
1468	12/09/2015	REG 4 – Residential Placement	FL	Florida Central Office	CA	California Care	ORG	Active
1467	12/08/2015	REG 4 – Residential Placement	FL	M-test one	WI	Ethan Hunt	INDVL	Active
1466	12/04/2015	REG 2 – Home Study Request	FL	Child and Family Services	NE	Mary Lincoln	INDVL	Active
1465	12/04/2015	REG 2 – Home Study Request	FL	Child and Family Services	DC	Annclaire Gardner	INDVL	Active
1464	12/03/2015	REG 2 – Home Study Request	FL	Florida Central Office	CA	California Care	ORG	Active
1462	12/02/2015	REG 1 – Intact Relocation	FL	M-test one	CA	California Care	ORG	Active
1460	12/02/2015	REG 4 – Residential Placement	FL	Florida Central Office	WI	Foster Home Wi	ORG	Active
1459	12/01/2015	REG 2 – Home Study Request	FL	Florida Central Office	WI	Barbara Simson	INDVL	Active
1458	12/01/2015	REG 2 – Home Study Request	FL	Florida Central Office	WI	Barbara Simson	INDVL	Active

1
2
3
4
5
...

10 items per page

1 - 10 of 363 items

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# NEICE User Guide

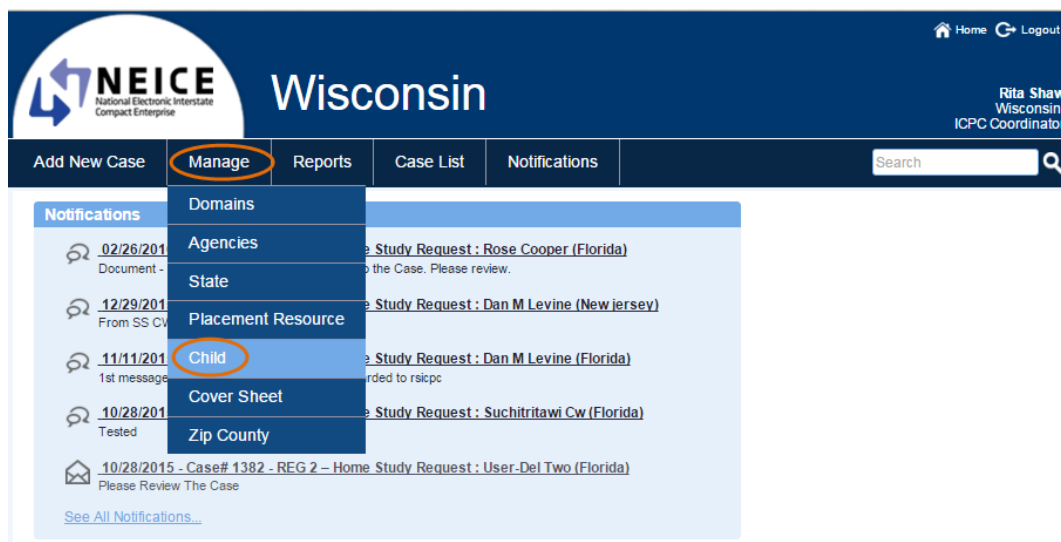
## Managing Child, Placement and Agency Information

The Manage Child function can be used to create children in NEICE to be used in a case, prior to beginning the Add New Case process. This is helpful when creating a case based on the primary child and needing to add siblings to the case. The Manage Child function is available to both the Case Worker and ICPC Coordinator to create a child.

### Step 12. Manage Child

#### Add the New Child

1. Select Child from Manage on the menu bar.



2. Enter one or more of the following and select the **Search** button:
  - a. Last Name
  - b. First Name
  - c. DOB
  - d. Gender
  - e. Race
  - f. SSN
  - g. Case Status
  - h. Sending Agency
  - i. Hispanic Origin
3. If the child you are working on appears in the list, select the Radio button next to NEICE Child # and select the **Open Child** button.
4. If there are no matches and the message "Record not found" is displayed, or you do not see the child in the results, select the **Add New Child** button.
5. Select whether the child is from the Sending State or Receiving State and select the **OK** button.



*If you are a Case Worker, you can only create children in your state if you are the Sending State. Case Workers cannot create children as the Receiving State. Only ICPC coordinators can create children as a receiving state.*

6. All the information entered in the search will be pre-loaded into the child data screen. Enter the Child's available information. Ensure that you enter Child's Last Name, First Name and Race, which are required fields.
7. Enter Title IV-E and ICWA Eligibility as these are also required fields.

## REMINDER



- Title IV-E eligibility is a determination that a child has been found to be eligible for Title IV-E funds based on the income of his or her parent(s).
- A child is ICWA eligible when he/she is a member of an Indian tribe or eligible for membership and is the biological child of a member. In order to determine membership or eligibility, it will often be necessary to contact the tribe as each tribe sets its own membership standards.

8. Enter Mother's and Father's information if available.
9. Ensure that your State and County are displayed.



*If the Child is being created by the Case Worker, the appropriate state and county were automatically designated for that user when the user profile was created.*

10. Enter the Child's State ID if available.
11. Select the **Save** button.
12. NEICE will display a message "Child saved successfully". Select the **OK** button.

## Modify the Existing Child

1. Select Child from Manage on the menu bar.
2. Enter one or more of the following and select the **Search** button:
  - a. Last Name
  - b. First Name
  - c. DOB
  - d. Gender
  - e. Race
  - f. SSN
  - g. Case Status
  - h. Sending Agency
  - i. Hispanic Origin
3. If the child appears in the search results, select the radio button next to the NEICE Child # and select **Open Child** to edit details.
4. Make the necessary changes and select the Save button.

5. NEICE will display a message “Child saved successfully”. Select the OK button. NEICE will display Manage > Child screen.

### Delete the Existing Child



*Only ICPC Coordinator with Delete Authority can delete a child.  
A child cannot be deleted if it is associated with a case.*

1. Select Child from Manage on the menu bar.
2. Enter one or more of the following and select the Search button:
  - a. Last Name
  - b. First Name
  - c. DOB
  - d. Gender
  - e. Race
  - f. SSN
  - g. Case Status
  - h. Sending Agency
  - i. Hispanic Origin
3. If the child appears in the search results, select the radio button next to the NEICE Child # and select Open Child to Delete Child.

The screenshot shows the NEICE Florida 'Manage > Child' form. The form is titled 'Enter child data' and contains several sections: 'Child Demographic Details', 'Parent Details', and 'Agency System Details'. The 'Delete' button is circled in orange.

**Child Demographic Details**

Child Last Name*	White	Child First Name*	Shirley	Child Middle Name	Child's middle name
Child DOB	07/16/2014	Child Gender	Select	Child SSN	345-46-5464
Child's Alias Last Name	Whi	Child's Alias First Name	Shir	Ethnicity	Russian

**Race\***

☐ Black / African American ☐ Asian ☒ White ☐ Native Hawaiian / Pacific Islander ☐ American Indian / Alaskan

☐ Declined ☐ Unable To Determine

Hispanic Origin : ☐ Yes ☒ No ☐ Unable to determine

Title IV-E Eligibility\* : ☐ Yes ☒ No ☐ Pending

ICWA Eligibility\* : ☐ Yes ☒ No

**Parent Details**

Mother's Last Name	Test	Mother's First Name	Erica's	Mother's DOB	09/17/1971
Father's Last Name	Test	Father's First Name	Pn	Father's DOB	09/03/1969

**Agency System Details**

State *	Florida	County	Baker	State ChildID	FLCH0017
---------	---------	--------	-------	---------------	----------

Buttons: Save, Delete (circled), Cancel

- Click on the Delete button, Delete child window is displayed with the message "Are you sure you want to delete the child?" is displayed.

The screenshot shows a 'Delete Child' dialog box with the text "Are you sure you want to delete the child?". The 'Yes' button is circled in orange.

- Click 'Yes' button.

The screenshot shows an 'Error Message' box with the text "A child associated with a case cannot be deleted." The 'OK' button is circled in orange.

- Click 'OK' button.



## Step 13. Manage Placement Resources

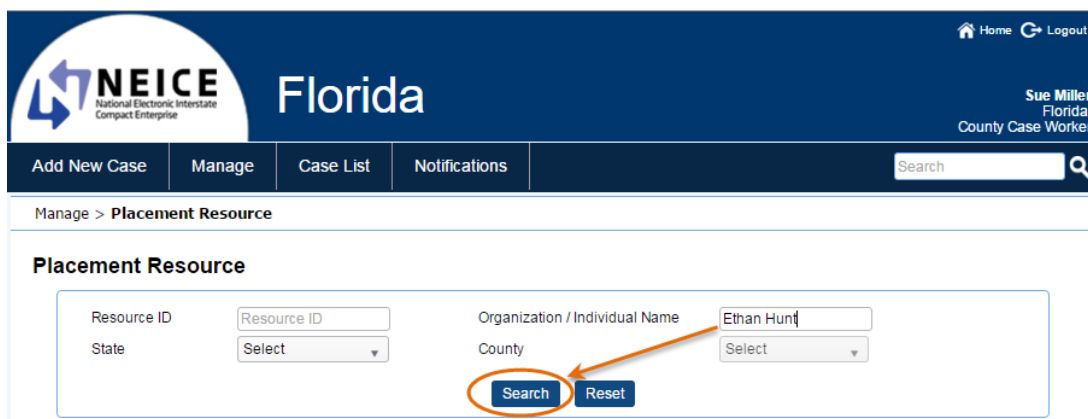
The Manage Placement Resource can be used to create a Placement Resource prior to be used in a case, prior to beginning the Add New Case process. This is helpful when creating one or more Placement Resource at a time. Placement Resource will be assigned a state. The Placement Resource will be included in alphabetical list for the Receiving State on the Case Review tab.

### Add New Placement Resource

1. Select **Placement Resource** from **Manage** on the menu bar.



2. Enter Organization or Individual Name and select the **Search** button to determine whether the Placement Resource exists.




3. If there are no matches, select the **Add New** button.
4. Select the Placement Resource Type: Organization or Individual.

# NEICE User Guide

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5. Enter the information based on the type of Placement Resource selected.

 *If the Placement Resource Type is selected as Individual, and if the information about other Individuals living with Placement Resource is available, add the available information into the respective section.*


6. Once the new placement resource information has been entered, select the **Add Individual** button. NEICE will display the individual member name in the list.
7. Select the **Save** button. NEICE will display confirmation message: "Placement Resource saved successfully."
8. Select **OK** button.

## Modify the Existing Placement Resource

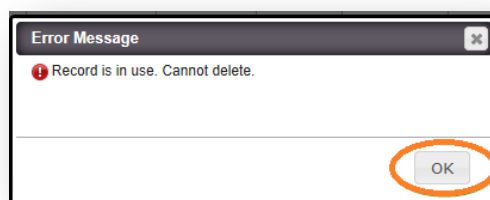
 *An Individual can be changed to an Organization and vice versa.*

1. Select Placement Resource from **Manage** on the menu bar.
2. Enter a Resource ID and/or Organization/Individual Name and select the **Search** button to locate the existing Placement Resource. Or scroll down the list displayed. If you know the details in the Placement Resource record, you can filter the list by data in any column, i.e., filter by "Florida" in the State Column to search or Placement Resources only in Florida.
3. If the Placement Resource exists, select the **Edit** icon.
4. Make the necessary changes or add new individuals and select the **Save** button.
5. NEICE will display confirmation message, **Placement Resource saved successfully**.

## Delete an Existing Placement Resource

 *Only ICPC Coordinator with Delete Authority can delete the Placement Resource.  
A Placement Resource cannot be deleted if it has been used in a case.*

1. Select Placement Resource from Manage on the menu bar.
2. Enter a Resource ID and/or Organization/Individual Name to determine whether the Placement Resource exists and select the Search button. Or scroll down the displayed list.
3. When the Placement Resource to be deleted is displayed, select the **Delete** icon.
4. When NEICE asks if you are sure, select the **Yes** button. If the Placement Resource is not used in any case, it will be deleted from NEICE and a confirmation will be displayed on the screen. If the Placement Resource is used in any case, NEICE will display a message, **Record is in use. Cannot delete.**



# NEICE User Guide

## Step 14. Manage State

ICPC coordinators have authority to change settings for NEICE in their state. These settings can be accessed under Manage.

### Modify a State

1. Select State from **Manage** on the menu bar.



2. Enter a State Code or State Name to identify the State exists and select the Search button.



# NEICE User Guide

3. If the state record is returned in Search Results, select the **Edit** icon.

The screenshot shows the NEICE Wisconsin application interface. At the top, there is a header with the NEICE logo, the text "Wisconsin", and user information for Rita Shaw, Wisconsin ICPC Coordinator. Below the header is a navigation bar with links: "Add New Case", "Manage", "Reports", "Case List", and "Notifications". A search bar is located on the right side of the navigation bar. The main content area is titled "States" and contains a search form with fields for "State Code" (containing "NJ") and "State Name" (containing "State Name"). Below the search form is a table with the following columns: "State Name", "State Code", "Age of Majority", and "Action". The table contains one row with the following data: "New jersey", "NJ", "21", and an "Edit" icon (a pencil inside a circle). The "Edit" icon is circled in orange. Below the table is a pagination bar showing "10 items per page" and "1 - 1 of 1 items".

4. Enter any changes that need to be made to the "Age of Majority" field.

The screenshot shows the "Add/Edit State" form in the NEICE Wisconsin application. The form has a title bar "Add/Edit State" with a close button and a help icon. The form contains several input fields: "State Code\*" (containing "NJ"), "State Name\*" (containing "New jersey"), "Age of Majority" (containing "21"), "County Code\*" (containing "County Code"), and "County Name\*" (containing "County Name"). The "Age of Majority" field is circled in orange. There is an "Add County" button next to the "County Name" field. Below the form is a table with the following columns: "County Code", "County Name", and "Action". The table contains two rows with the following data: "001", "Atlantic", and "Edit"; "003", "Bergen", and "Edit". Below the table is a pagination bar showing "10 items per page" and "1 - 10 of 22 items". At the bottom of the form are "Save" and "Cancel" buttons.

5. Add a County Code and County Name for a new county.

**Add/Edit State**

State Code\* NJ

State Name\* New Jersey

Age of Majority 21

County Code\* 010

County Name\* Monmouth

Add County

County Code	County Name	Action
001	Atlantic	Edit
003	Bergen	Edit

10 items per page 1 - 10 of 22 items

Save Cancel

6. Select the Edit button next to one of the counties and update the county name.

**Add/Edit State**

State Code\* NJ

State Name\* New Jersey

Age of Majority 21

County Code\* County Code

County Name\* County Name

Add County

County Code	County Name	Action
003	Bergen	Edit
005	Burlingtonn	Edit

10 items per page 1 - 10 of 22 items

Save Cancel

**Add/Edit State**

State Code\* NJ

State Name\* New Jersey

Age of Majority 21

County Code\* County Code

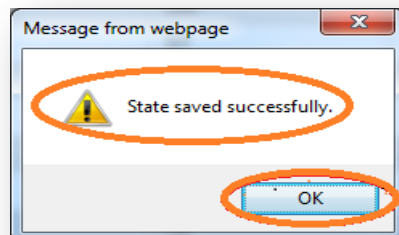
County Name\* County Name **Add County**

County Code	County Name	Action
003	Bergen	Edit
005	Burlington	Update  Cancel

10 items per page 1 - 10 of 22 items

**Save** **Cancel**

7. Select the **Save** button and NEICE will display “**State saved successfully**”. Select **OK** to return to the list of States.



### Delete an Existing State (Only an ICPC Coordinator with Delete Authority)

1. Select State from **Manage** on the menu bar.
2. Enter a State Code or State Name to identify the State exists and select the Search button.

# NEICE User Guide

3. Select the **Delete** icon.

The screenshot shows the NEICE Florida web application. The header includes the NEICE logo, the text 'Florida', and user information: 'Debra Dunne, Florida, ICPC Coordinator - Delete'. The navigation bar has links for 'Add New Case', 'Manage', 'Reports', 'Case List', and 'Notifications'. A search bar is on the right. The main content area is titled 'States' and contains a search form with 'State Code' (M1) and 'State Name' fields, and 'Search' and 'Reset' buttons. Below the search form is a table with columns: 'State Name', 'State Code', 'Age of Majority', and 'Action'. The table has one row with 'M unknown', 'M1', and '21'. The 'Action' column for this row contains a delete icon, which is circled in orange. At the bottom of the table, there are pagination controls showing '10 items per page' and '1 - 1 of 1 items'.

4. When NEICE asks if you are sure, select the Save button.

The screenshot shows a confirmation dialog box titled 'State'. It contains the text 'Are you sure?' and two buttons: 'Yes' and 'No'. The 'Yes' button is circled in orange.

5. If the record is in use, NEICE will not allow the State deletion and will display a message “**Record is in use. Cannot delete.**” If not already used in a case, the record will be deleted and NEICE will return you to the list of States.

The screenshot shows a message box titled 'Message from webpage'. It contains a yellow warning icon and the text 'State deleted successfully.'. At the bottom right, there is an 'OK' button, which is circled in orange.

The screenshot shows an error message box titled 'Error Message'. It contains a red error icon and the text 'Record is in use. Cannot delete.'. At the bottom right, there is an 'OK' button, which is circled in orange.

# NEICE User Guide

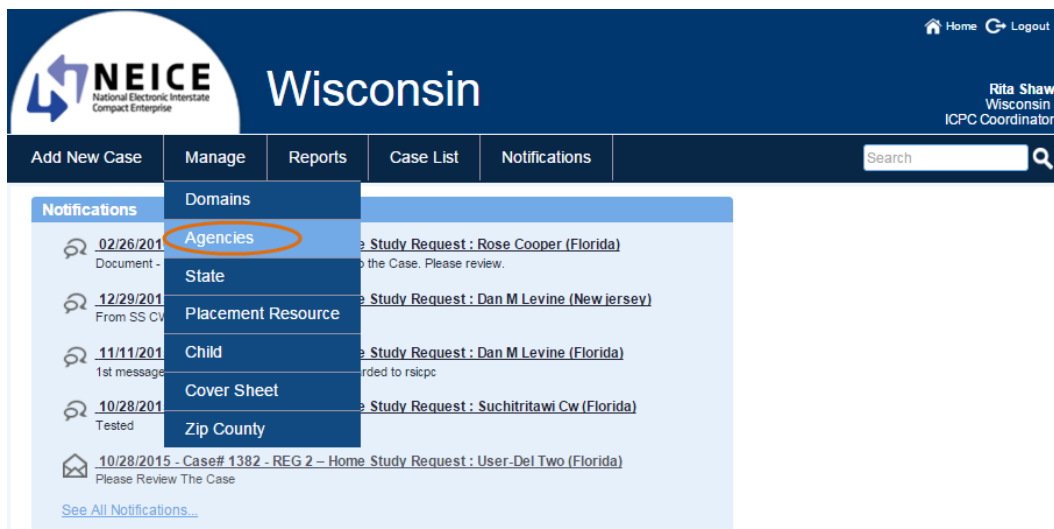
## Step 15. Manage Agencies within a State

Agencies can be managed at the state level by State Administrator, ICPC Coordinator, and ICPC Coordinator with Delete Authority.

 *The agencies can be added for Non-NEICE participating state also.*

### Add New Agency

1. Select Agencies from the Manage on the menu bar.



2. Enter an Agency Name to determine whether the Agency exists and select the **Search** button. Select a State from the drop down list to focus the search on all the Agencies within a single state. Enter a City to focus the search on a single city.



3. If there are no matches, select the **Add New** button.



NEICE Wisconsin

Home Logout

Rita Shaw  
Wisconsin  
ICPC Coordinator

Add New Case Manage Reports Case List Notifications Search

Manage > Agencies

**Agencies**

Agency Name St. Jude Children Welfare City City State Select Search Reset

Record not found.

Add New

4. Enter the Agency information including the mandatory fields: Agency Name, Agency Type, State, County and Email.
5. Add the Associate State and County and select the **Add County** button.

! More than one State and County can be associated.

Add/Edit Agency

Agency Name\* St. Jude Children's Welfare Founda

Agency Type\* PUBLIC AGENCY

Address Address

City City State\* Florida Zip Zip

County\* Broward

Phone No XXX-XXX-XXXX Alternate Phone No XXX-XXX-XXXX

Fax No XXX-XXX-XXXX Email user@domain.com

Part of Compact ☐ End Date MM/DD/YYYY

Notes

Associate State Florida County Broward Add County

State Code	County Code	County Name	Action
------------	-------------	-------------	--------

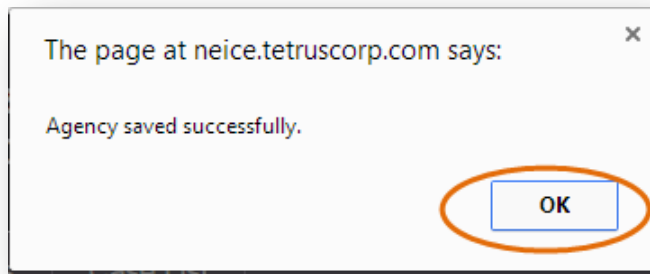
10 items per page No items to display

Save Cancel

6. Select the **Save** button to save the Agency. The Agency saved successfully will be displayed. Select **OK** button.



# NEICE User Guide

- NEICE will display confirmation: "Agency saved successfully."



- Select **OK** button. Newly added agency will be displayed in the list of Agencies.

The screenshot shows the NEICE Wisconsin user interface. The top navigation bar includes the NEICE logo, the word "Wisconsin", and user information for Rita Shaw, Wisconsin ICPC Coordinator. Below the navigation bar is a menu with "Add New Case", "Manage", "Reports", "Case List", and "Notifications". A search bar is also present. The main content area is titled "Manage > Agencies". Under this title, there is a section for "Agencies" with search filters for Agency Name, City, and State. Below the filters is a table of agencies. The first row of the table is circled in orange.

Agency #	Agency Name	Agency Type	City	State	Phone #	Action
463	St. Jude Children's Welfare Foundation	PUBLIC AGENCY		FL		 

# NEICE User Guide

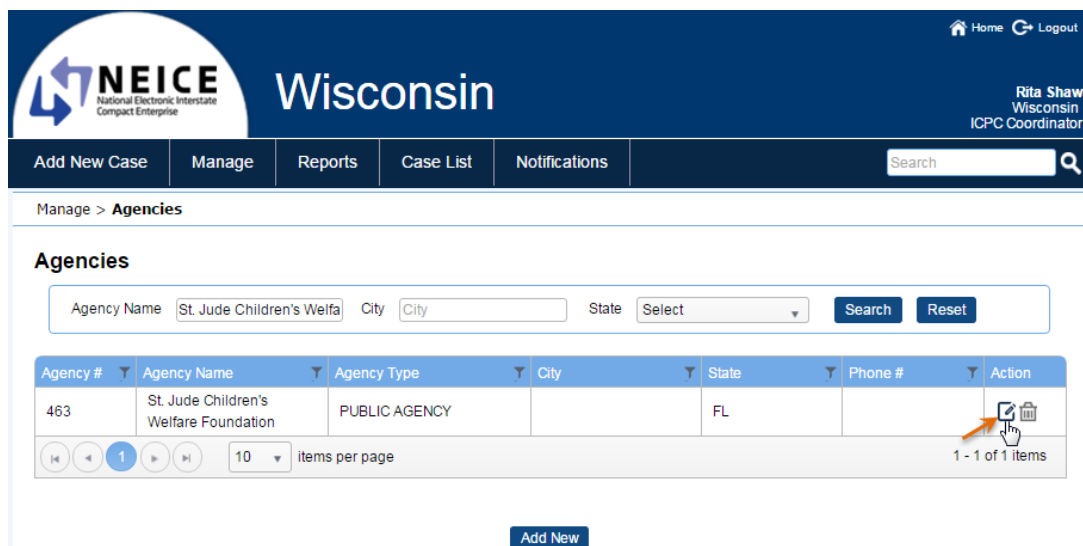
## Modify Existing Agency

1. Select Agencies from Manage on the menu bar.



2. Enter an Agency Name and select the **Search** button. Select a State to focus the search on all the Agencies within a single state. Select a City to focus the search on a single city.

3. If the Agency exists, select the Edit icon.



4. Make the necessary changes and select the **Save** button.

**Add/Edit Agency**

Agency Name\* St. Jude Children's Welfare Founda Agency # 463

Agency Type\* PUBLIC AGENCY

Address 112 Washington Blvd

City Miami State\* Florida Zip 33101

County\* Miami-Dade

Phone No XXX-XXX-XXXX Alternate Phone No XXX-XXX-XXXX

Fax No XXX-XXX-XXXX Email user@domain.com

Part of Compact ☐ End Date MM/DD/YYYY

Notes

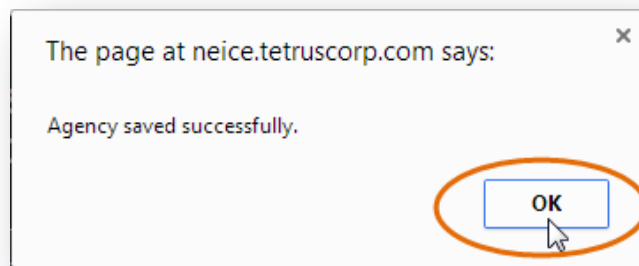
Associate State Florida County Brevard **Add County**

State Code	County Code	County Name	Action
FL	086	Miami-Dade	
FL	009	Brevard	

10 items per page 1 - 2 of 2 items

**Save** **Cancel**



- NEICE will display the message, "Agency saved successfully". Select the **OK** button.



# NEICE User Guide

6. The updated Agency will be displayed in the list.

The screenshot displays the NEICE Wisconsin web application. The header includes the NEICE logo, the text 'Wisconsin', and user information for Rita Shaw, Wisconsin ICPC Coordinator. A navigation bar contains links for 'Add New Case', 'Manage', 'Reports', 'Case List', and 'Notifications'. A search bar is located on the right. Below the navigation bar, the breadcrumb 'Manage > Agencies' is shown. The main section is titled 'Agencies' and features a search form with fields for 'Agency Name' (containing 'St. Jude Children's Welfa'), 'City' (containing 'City'), and 'State' (a dropdown menu set to 'Select'). There are 'Search' and 'Reset' buttons. Below the search form is a table listing agencies.

Agency #	Agency Name	Agency Type	City	State	Phone #	Action
463	St. Jude Children's Welfare Foundation	PUBLIC AGENCY	Miami	FL		 

# NEICE User Guide

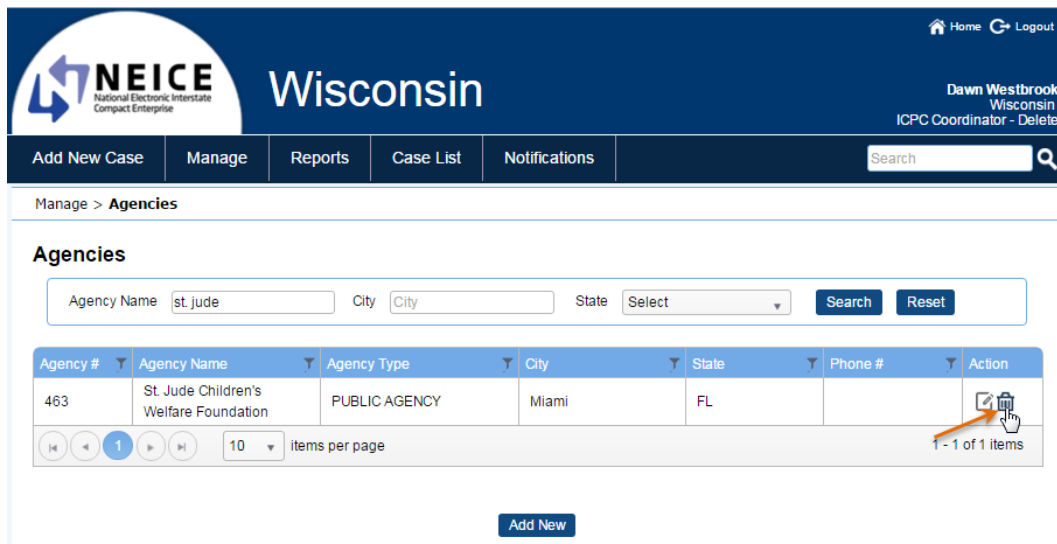
## Delete Existing Agency

 Delete operation is only available for ICPC coordinators with Delete Authority role.

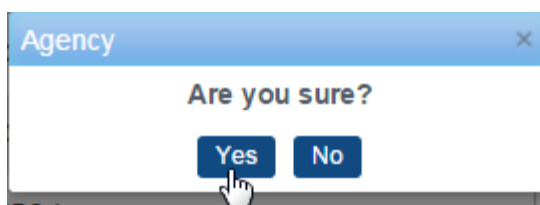
1. Select Agencies from the Manage on the menu bar.



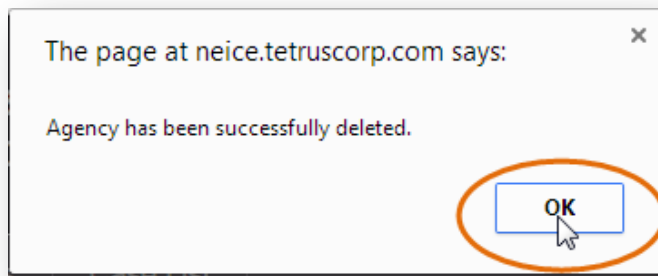
2. Enter an Agency Name to determine whether the Agency exists and select the Search button. Select a State to focus the search on all the Agencies within a single state. Select a City to focus the search on a single city. Select the **Search** button.
3. If the Agency exists, select the **Delete** icon.



4. When NEICE asks if you are sure, select the **Yes** button.



5. If the agency is in use, NEICE will display **“Agency in use. Cannot delete.”** If it is not in use, NEICE will display **“Agency has been successfully deleted”**.



# NEICE User Guide

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## List of NEICE Documents and Descriptions

- Signed 100A – Used for submitting referral information (Child Data & Placement Resource Data)
- Signed 100B – Used to confirm or deny placement.
- ADDITIONAL INFORMATION – Used to provide any necessary information. Not to be used as an initial request.
- CASE CLOSURE – Used when submitting a 100B for terminating supervision or closing case
- COMPLETED HOMESTUDY - used when submitting a completed home study that have a recommendation regarding placement
- CASE E-MAILS – Used when attaching a copy of an e-mail to case file
- CHILD’S SOCIAL HISTORY– Used to communicate the social history of a child in a case.
- COMPLETED HOME STUDY
- ORDER OF COMPLIANCE – Order of court that requires ICPC – can be either Reg7, Reg2 or Reg1
- ORDER OF COMPLIANCE – PRIORITY – Used to document REG7 Court Order
- INITIAL HOME STUDY REQUEST PACKET PART01 – used for a new home study request
- INITIAL HOME STUDY REQUEST PACKET PART02 – used for a new home study request
- INITIAL HOME STUDY REQUEST PACKET PART03 – used for a new home study request
- PLACEMENTS – Used when submitting a 100B for initial placement or change of placement
- PRELIMINARY HOME EVALUATION – Used to submit a preliminary report
- PRIVATE ADOPTION – Used for a new private adoption request
- PROGRESS AND STATUS REPORT – Used to submit a progress or status report
- PUBLIC ADOPTION – Used for a new public adoption request
- REG01 – INTACT RELOCATION – used to submit a new reg1 home study request
- REG04 – RESIDENTIAL TREATMENT
- REG07 – PRIORITY COMPLETED HOME STUDY – Used to submit Reg7 completed study
- REG07 – PRIORITY REGULATION 7 – Used to submit a new Reg7 home study request
- TRANSMITTAL (CENTRAL OFFICE ONLY)
- ICWA ENCLOSURE



# NEICE User Guide

## Home Study Field Definition

#	Field Name	Auto fill/Manual	Action required
1.	Sent 100A On	Auto	When SS CO Sends a case to RS CO - Transmit to ICPC Coordinator button click. Note: will always be the latest value of multiple 100 A are sent over
2.	100A Received On	Auto	This is a RS field and is populated when RS CO changes the Case Status from Received to Active.
3.	100A Response Received	Auto	This is a SS field and populated when the SS CO clicks on <b>Mark As Read</b> on a notification received from RS CO for a transmittal with an enclosed 100A for HS Decision.
4.	HS Decision	Manual	From Drop Down List
5.	HS Decision made by RS On	Auto	This is a SS field and is populated when the RS CO sends the transmittal with the enclosed 100A (HS Decision) to SS CO.
6.	HS Decision On	Auto	This is a RS field and is populated when the CW sends a message to the RS CO after performing the HS or if the HS is performed by the ICPC, it is populated when the RS CO sends a transmittal to the SS CO with an enclosed 100A. Note: Will not be displayed for SS
7.	HS Decision Sent On	Auto	This is a RS field and is populated when the RS CO sends the transmittal to the SS CO with an enclosed 100A. Note: Will not be displayed for SS
8.	HS Completed	Manual	This is a RS field and is entered Manually by the RS CO. Note: Will not be displayed for SS
9.	HS Closed Date	Manual	Entered by RS CO Users, Read Only for SS
10.	FC/AHS Status Review Sent On (Foster Care/Adoption Home Study)	Manual	Entered by SS. Note: Will not be displayed for RS
11.	Placement Made On	Manual	Entered by SS, Read Only for RS
12.	Placement End Date	Manual	Entered by SS, Read Only for RS
13.	Received 100B in SS CO On	Auto	When the SS CO receives a message and 100B is uploaded to the case

## NEICE User Guide

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			Note: Will not be displayed for RS
14.	Sent 100B to RS On	Auto	When SS CO sends a 100B document enclosed in a transmittal to RS CO Note: Will not be displayed for RS
15.	Child Returned On	Manual	Will be entered by RS and read only for SS
16.	Supervision Termination Date	Manual	Entered by SS, Read Only for RS
17.	Jurisdiction Relinquishment Date	Manual	Will be entered by Sender and read only for RS

### Key

SS	Sending State
RS	Receiving State
CW	Case Worker
CO	ICPC Coordinator
HS	Home Study