



**NEICE**  
National Electronic Interstate  
Compact Enterprise

# NEICE 2.0 Process Documentation Guide

Welcome  
Please Continue

# Table of Contents



## Pages

Lifecycle of an ICPC Case in NEICE*	4
Create a Home Study Request using the Sending Case Wizard*	6
Transmit Home Study Request with Initial 100A	22
Receive Initial 100A	34
Responsibilities of a Receiving State Caseworker in NEICE*	42
Complete Home Study Decision*	50
Processing a Home Study Determination	58
Make a Placement Decision*	64
Review and Transmit Placement Decision via the 100B	70
Receive 100B & Place Child*	78
100B Case Closure*	82

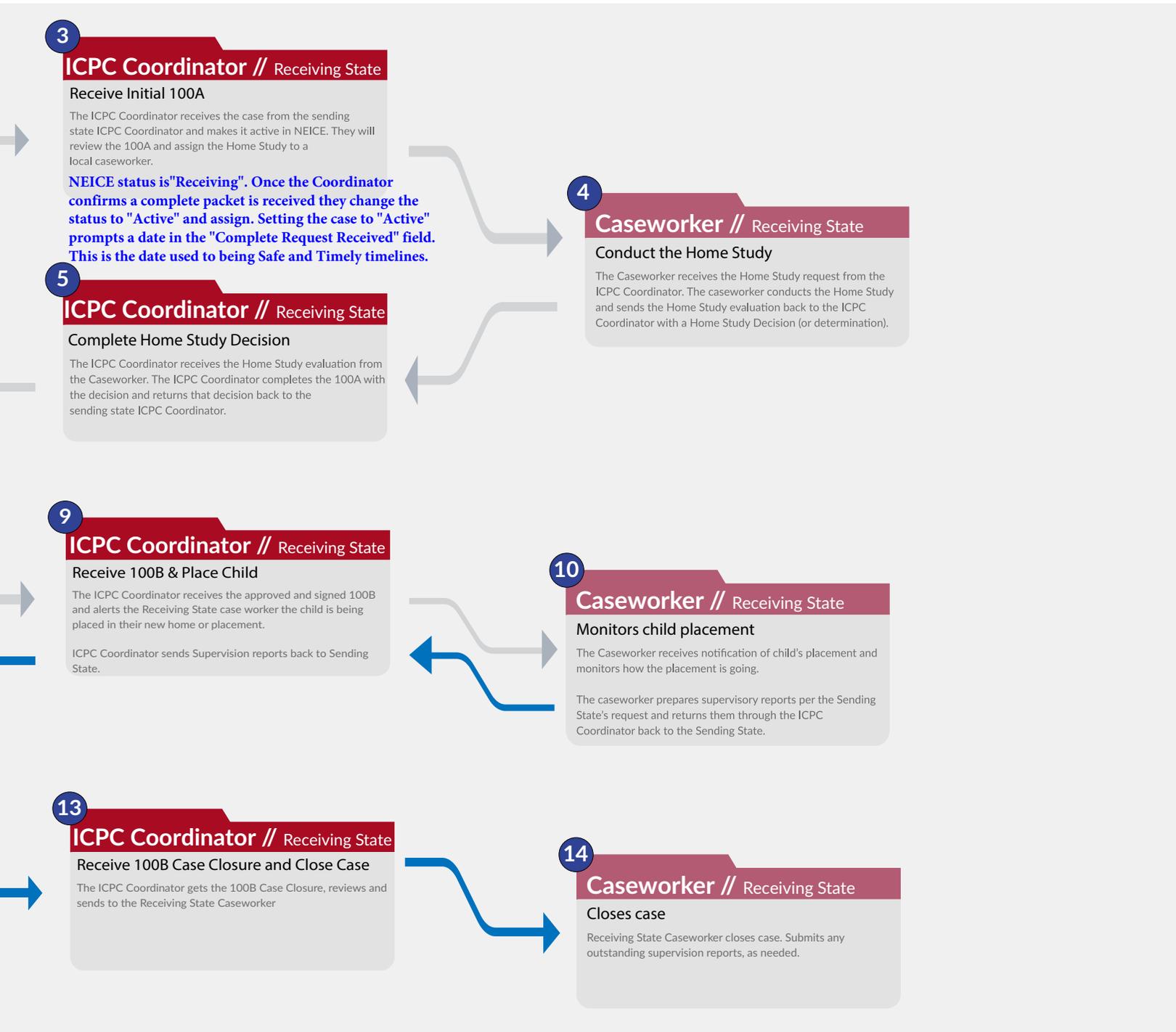
\*Caseworkers need only to focus on the items marked with an asterisk.



# Lifecycle of an ICPC Case in NEICE



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



# Create a Home Study Request using the Sending Case Wizard

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

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

## This Step

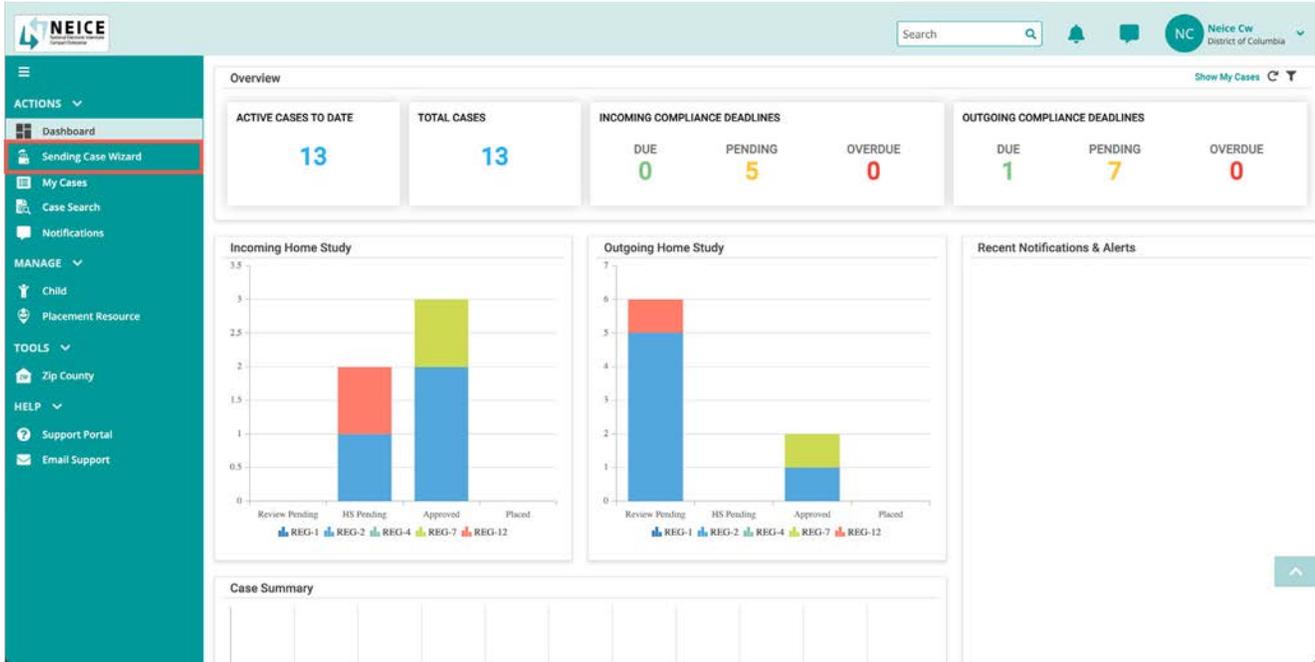
This Step assumes both the local caseworker and the ICPC Coordinator are on NEICE. If the ICPC Coordinator is adding cases, he or she should follow the caseworker's guidance.

Create a Home Study Request using the Sending Case Wizard - 01



## Create a Home Study Request using the Sending Case Wizard - 01

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



The screenshot displays the NEICE dashboard interface. On the left, a teal sidebar contains navigation options under 'ACTIONS', 'MANAGE', 'TOOLS', and 'HELP'. The 'Sending Case Wizard' option is highlighted with a red border. The main dashboard area shows an 'Overview' section with four summary cards: 'ACTIVE CASES TO DATE' (13), 'TOTAL CASES' (13), 'INCOMING COMPLIANCE DEADLINES' (DUE: 0, PENDING: 5, OVERDUE: 0), and 'OUTGOING COMPLIANCE DEADLINES' (DUE: 1, PENDING: 7, OVERDUE: 0). Below these are two bar charts: 'Incoming Home Study' and 'Outgoing Home Study', both showing counts for Review Pending, HS Pending, Approved, and Placed across various REG categories. A 'Case Summary' table is partially visible at the bottom.

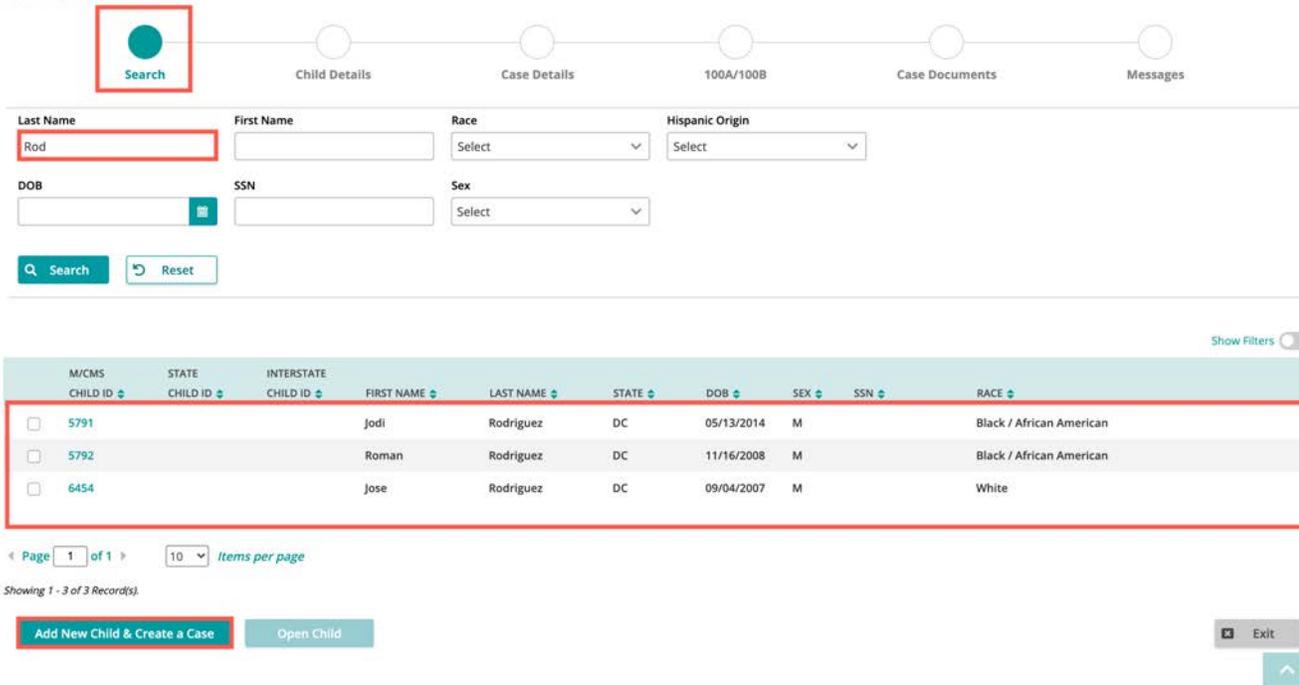
## Create a Home Study Request using the Sending Case Wizard - 01

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

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

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

### Sending Case Wizard



**Progress Bar:** Search (highlighted), Child Details, Case Details, 100A/100B, Case Documents, Messages

**Search Filters:**

- Last Name: Rod
- First Name: [Empty]
- Race: Select
- Hispanic Origin: Select
- DOB: [Empty]
- SSN: [Empty]
- Sex: Select

**Buttons:** Search, Reset

M/CMS CHILD ID	STATE CHILD ID	INTERSTATE CHILD ID	FIRST NAME	LAST NAME	STATE	DOB	SEX	SSN	RACE
<input type="checkbox"/>	5791		Jodi	Rodriguez	DC	05/13/2014	M		Black / African American
<input type="checkbox"/>	5792		Roman	Rodriguez	DC	11/16/2008	M		Black / African American
<input type="checkbox"/>	6454		Jose	Rodriguez	DC	09/04/2007	M		White

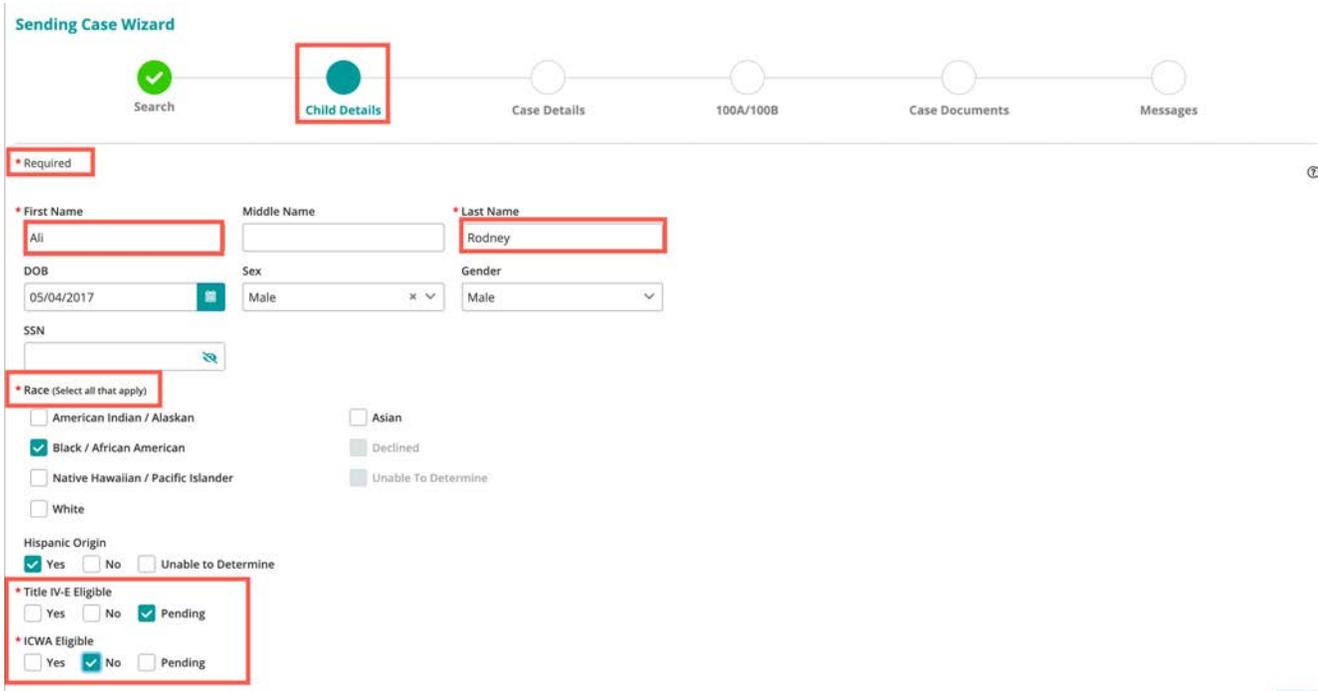
**Page Info:** Page 1 of 1, 10 Items per page, Showing 1 - 3 of 3 Record(s)

**Buttons:** Add New Child & Create a Case (highlighted), Open Child, Exit

## Create a Home Study Request using the Sending Case Wizard - 01

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

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



**Sending Case Wizard**

Progress: Search (Completed) → **Child Details** (Current) → Case Details → 100A/100B → Case Documents → Messages

**\* Required**

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

DOB:  Sex:  Gender:

SSN:

\* Race (Select all that apply)

American Indian / Alaskan  Asian  
 Black / African American  Declined  
 Native Hawaiian / Pacific Islander  Unable To Determine  
 White

Hispanic Origin  
 Yes  No  Unable to Determine

\* Title IV-E Eligible  
 Yes  No  Pending

\* ICWA Eligible  
 Yes  No  Pending

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



Yes  No  Unable to Determine

\* Title IV-E Eligible  
 Yes  No  Pending

\* ICWA Eligible  
 Yes  No  Pending

> CHILD ALIAS

> PARENT INFORMATION

> CHILD JURISDICTION

Save & Continue to Case Details Save Exit

## Create a Home Study Request using the Sending Case Wizard - 01

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

**Sending Case Wizard**

Progress: Search (✓) → Child Details (✓) → **Case Details** (●) → 100A/100B (○) → Case Documents (○) → Messages (○)

Case Name: Ali Rodney | DOB: 05/04/2017 | Sending State: District of Columbia

**\* Required**

**SENDING INFORMATION**

\* Sending Agency: Home Away from Home, Washington D.C. | Sending County: District of Columbia

**RECEIVING INFORMATION**

\* Receiving State: Nevada | Receiving Agency: Nevada ICPC Central (DCFS)

Receiving County: Churchill

\* Current Legal Status of Child: Parent Relative Custody/Guardianship

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

**REGULATION & PLACEMENT INFORMATION**

Case Type:  Public  Private

\* Reg Type: REG 2 - Home Study Request

\* Type of Care: Relative (Not Parent)

**Subsidy**

IV-E  Non IV-E  Pending  None

Finalizing In:  Receiving State  Sending State  Pending

**PLACEMENT RESOURCE DETAILS**

[Search and Add a Placement Resource](#)

## Create a Home Study Request using the Sending Case Wizard - 01

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

**Search Placement Resource** ✕

Resource ID:

Organization Or Individual:

State:

County:

---

\*Note: Click on Add to Create a New Placement Resource

M/CMS PR ID	INTERSTATE PR ID	RESOURCE TYPE	NAME	SSN/FEIN	SEX	DOB	ADDRESS	COUNTY
<input type="checkbox"/> 13903		INDVL	Nancy Rodrigo				37575 Road Fallon Churchill NV 89406	Churchill
<input type="checkbox"/> 336		INDVL	Home Nv				Xxx Xxx Churchill NV	Churchill
<input type="checkbox"/> 331		ORG	Nv Homme				Xxx Churchill NV	Churchill
<input type="checkbox"/> 317		ORG	Nv Foster Home				12/4 Churchill NV	Churchill

Showing 1 - 4 of 4 Record(s).

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

**\* Type of Care**

Relative (Not Parent) ✕

**Subsidy**

IV-E
  Non IV-E
  Pending
  None

**Finalizing In**

Receiving State
  Sending State
  Pending

**PLACEMENT RESOURCE DETAILS**

Name: Nancy Rodrigo	<b>Additional Caregivers:</b>	
Resource Type: Individual	Interstate PR ID:	Address: 37575 Road, Fallon, NV 89406
Sex:	M/CMS PR ID: 13903	
DOB:	SSN:	
Phone: (399) 885-8583		

**\* Placement Resource Relationship to child**

Grandmother ✕

## Create a Home Study Request using the Sending Case Wizard - 01

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

### Sending Case Wizard

Search

Child Details

Case Details

**100A/100B**

Case Documents

Messages

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

ICPC 100A
INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REQUEST
From: District of Columbia

**SECTION I - IDENTIFYING DATA**

Notice given of Intent to place
Ethnicity: Hispanic Origin

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

Name of Agency or Person Responsible for Planning of Child  
 Individual  Organization

Agency Name	Phone	Email Address(Optional)
<input type="text" value="Hope childrens home"/>	<input type="text" value="(645) 987-1255"/>	<input type="text" value="manishaccw.hchnv@yahoo.com"/>
Address	City	State
<input type="text" value="1 Sunrise Road"/>	<input type="text" value="Las Vegas"/>	<input type="text" value="Nevada"/>
Address Line 2	Zip Code	
<input type="text"/>	<input type="text" value="89101"/>	

Name of Agency or Person Financially Responsible for Child  
 Individual  Organization

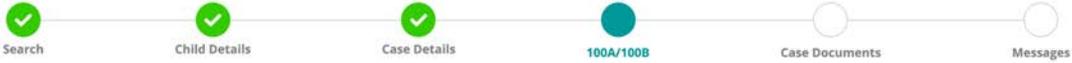
Same as Above

Agency Name	Phone	Email Address(Optional)
<input type="text" value="Hope childrens home"/>	<input type="text" value="(645) 987-1255"/>	<input type="text" value="manishaccw.hchnv@yahoo.com"/>
Address	City	State
<input type="text" value="1 Sunrise Road"/>	<input type="text" value="Las Vegas"/>	<input type="text" value="Nevada"/>
Address Line 2	Zip Code	
<input type="text"/>	<input type="text" value="89101"/>	

## Create a Home Study Request using the Sending Case Wizard - 01

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

### Sending Case Wizard



**SECTION II - PLACEMENT INFORMATION**

<p><b>Type of Care Requested</b></p> <p><input checked="" type="checkbox"/> Public Placement <input type="checkbox"/> Private Placement</p> <p><b>Subsidy</b></p> <p><input type="checkbox"/> IV-E <input type="checkbox"/> Non IV-E <input checked="" type="checkbox"/> Pending <input type="checkbox"/> None</p> <p><input type="checkbox"/> Adoptive Home Finalizing In <input type="checkbox"/> Sending State <input type="checkbox"/> Receiving State <input type="checkbox"/> Pending</p> <p><input type="checkbox"/> Foster Family Home</p> <p><input type="checkbox"/> Group Home Care</p> <p><input type="checkbox"/> Child-Caring Institution</p> <p><input type="checkbox"/> Residential Treatment Center</p> <p><input type="checkbox"/> Parent</p> <p><input type="checkbox"/> Institutional Care-Article VI Adjudicated Delinquent</p> <p><input checked="" type="checkbox"/> Relative (Not-Parent) Relationship: <input type="text" value="Grandmother"/></p> <p><input type="checkbox"/> Other: <input type="text"/></p>	<p><b>Current Legal Status of Child</b></p> <p><input type="checkbox"/> Sending Agency Custody/Guardianship</p> <p><input checked="" type="checkbox"/> Parent Relative Custody/Guardianship</p> <p><input type="checkbox"/> Court Jurisdiction Only</p> <p><input type="checkbox"/> Protective Supervision</p> <p><input type="checkbox"/> Parental Rights Terminated-Right to Place for Adoption</p> <p><input type="checkbox"/> Unaccompanied Refugee Minor</p> <p><input type="checkbox"/> Other: <input type="text"/></p>
--	---

Name of Person(s) or Facility Child is to be Placed With  Soc.Sec.# (Optional)

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

**SECTION III - SERVICES REQUESTED**

<p><b>Initial Report Requested (If Applicable)</b></p> <p><input type="checkbox"/> Adoptive Home Study</p> <p><input type="checkbox"/> Foster Home Study</p> <p><input type="checkbox"/> Parent Study</p> <p><input checked="" type="checkbox"/> Relative Home Study</p>	<p><b>* Supervisory Services Requested</b></p> <p><input checked="" type="checkbox"/> Request Receiving State to Arrange Supervision</p> <p><input type="checkbox"/> Another Agency Agreed to Supervise</p> <p><input type="checkbox"/> Sending Agency to Supervise</p> <p><input type="checkbox"/> Other</p>	<p><b>* Supervisory Reports Requested</b></p> <p><input type="checkbox"/> Semi-Annually</p> <p><input checked="" type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> Monthly</p> <p><input type="checkbox"/> Other</p>
--	---	--

Name of Supervising Agency in Receiving State

Address Line 1  Address Line 2

City  State  Zip Code

**Enclosed**

Child's Social History  Court Order  Financial/Medical Plan  Other Enclosures  Home Study of Placement Resource

ICWA Enclosure  IV-E Eligibility Documentation

## Create a Home Study Request using the Sending Case Wizard - 01

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

**SECTION IV - ACTION BY 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

Save 100A    
 Save & Generate 100A    
 Save 100A & Upload    
 Add Case Documents

Exit

Version 2.0

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

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

**ICPC 100A**  
REV. 03/09/09, 09/11/09

One form per child

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

TO: Nevada      FROM: District of Columbia

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SECTION I—IDENTIFYING DATA

Notice is given of intent to place—Name of Child: ALL: Rodney		Ethnicity: Hispanic Origin: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to determine/Unknown
Social Security Number: <input type="checkbox"/> Yes <input type="checkbox"/> No	ICWA Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending	State: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander
Sex: Male	Gender: Male	Asian <input checked="" type="checkbox"/> Black or African American
Date of Birth: 05-04-2017		<input type="checkbox"/> White
Name of Parent 1:		Name of Parent 2:
Name of Agency or Person Responsible for Planning for Child: Hope childrens home		Phone: (645) 987-1255
Address: 1 Summit Road Las Vegas NV 89101		Email Address (optional): ean1shaccw.hchnv@yahoo.com
Name of Agency or Person Financially Responsible for Child: Hope childrens home		Phone: (645) 987-1255
Address: 1 Summit Road Las Vegas NV 89101		Email Address (optional): ean1shaccw.hchnv@yahoo.com

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SECTION B—PLACEMENT INFORMATION

<b>Types of Care Requested:</b> <input checked="" type="checkbox"/> Public Placement <input type="checkbox"/> Private Placement Subsidy: <input type="checkbox"/> N-E <input type="checkbox"/> Non N-E <input type="checkbox"/> Pending <input type="checkbox"/> None <input type="checkbox"/> Adoptive Home    Finalizing in: <input type="checkbox"/> Sending State <input type="checkbox"/> Receiving State <input type="checkbox"/> Pending <input type="checkbox"/> Foster Family Home <input type="checkbox"/> Group Home Care <input type="checkbox"/> Child-Caring Institution <input type="checkbox"/> Residential Treatment Center <input type="checkbox"/> Parent <input type="checkbox"/> Institutional Care—Article V8 Adjudicated Delinquent <input checked="" type="checkbox"/> Relative (via Parents Relationship)    Grandmother <input type="checkbox"/> Other:	<b>Current Legal Status of Child:</b> <input type="checkbox"/> Sending Agency Custody/Guardianship <input type="checkbox"/> Parent Relative Custody/Guardianship <input type="checkbox"/> Court Jurisdiction Only <input 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:	
Name of Person or Facility Child is to be placed with: Nancy Rodri Lgo		Soc. Sec # (optional): Soc. Sec # (optional):
Address: 17575 Road Fallon, NV, 89486		Phone: (399) 885-8583
*If placement is with an agency (e.g., adoption, public, etc.) other than a residential treatment facility (RTF), please identify the foster or adoptive resource where the child will reside. *Name(s) of Prospective Adoptive or Foster Resource: Address: Phone:		

## Create a Home Study Request using the Sending Case Wizard - 01

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

The Upload Document window will appear. Select “Browse.” This will launch your computer’s file directory.

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

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

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

**Sending Case Wizard**





M/CMS CASE ID: 52837

Interstate CASE ID:

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney - 05/05/2017 [Pending]

AVAILABLE CASE DOCUMENTS

Show Filters
Upload New Document
Copy From
Actions

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
<input type="checkbox"/> 6602	Ali Rodney	100A - Initial	Uploaded	DC	05/10/2021		0.28 MB

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

Child Name

Ali Rodney
x v

Document Type

Court Order
x v

Browse File

Note: Document file size cannot exceed 30 MB

## Create a Home Study Request using the Sending Case Wizard - 01

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

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

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

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
<input checked="" type="checkbox"/> 6602	Ali Rodney	Court Order	Uploaded	DC	05/10/2021		1.33 MB
<input checked="" type="checkbox"/> 6602	Ali Rodney	100A - Initial	Uploaded	DC	05/10/2021		0.28 MB

Page 1 of 1 | 10 Items per page  
 Showing 1 - 2 of 2 Record(s).

Create Message Add Another Child to Case Exit

## Create a Home Study Request using the Sending Case Wizard - 01

18. You can now select which child the Home Study Request is about. In this case, we chose “Ali Rodney” who is the only child in the case. You also select to whom you are sending the message at the ICPC Central office by picking “Agency” and “User”. Finally, select which documents you want to enclose and then click “Send” to send the case to the ICPC Coordinator in the Sending State, who will receive a notification of your message.

**Sending Case Wizard**

Progress: Search ✓ Child Details ✓ Case Details ✓ 100A/100B ✓ Case Documents ✓ **Messages**

Date: 05/10/2021

\* Memo for Child(ren)/Alias Name(s):  
 All  Ali Rodney

Regulation Type: REG 2

Sending Agency: Home Away from Home, Washington D.C.

Receiving Agency: Nevada ICPC Central (DCFS)

Placement Resource: Nancy Rodrigo

\* To Agency:  
 District of Columbia ICPC Central

User(s):  
 Matthew Estes

Message:  
 Please send initial 100A - Home Study request

Documents Associated:  
 All  
 100A - Initial (Ali Rodney, 05/10/2021)

**Send** Exit

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

**M/CMS CASE ID: 52837**

Case Details Children In Case Documents **Communications** Notes Access Add a Child

Status: PENDING Update Status View History

M/CMS CASE ID: 52837 Case Created: 05/11/2021 Child(ren): Ali Rodney (05/05/2017) [Pending]

Interstate CASE ID: Type of Care: Relative (Not Parent)

Sending State: District of Columbia Placement Resource: Nancy Rodrigo

Receiving State: Nevada

**Transmittals** Messages Show Filters Send Message Print

STATUS	TRANSMITTAL ID	DATE	TRANSMITTAL TYPE	FROM	TO	TRANSMITTAL COMMENTS
No records found						

## Create a Home Study Request using the Sending Case Wizard - 01

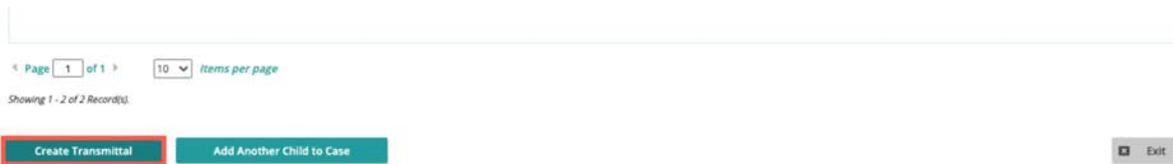
20. By clicking on the Messages tab, you can see all the messages associated with a case. Here you can see that your message to the ICPC Coordinator was sent successfully by the small green checkbox in the Status column.

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

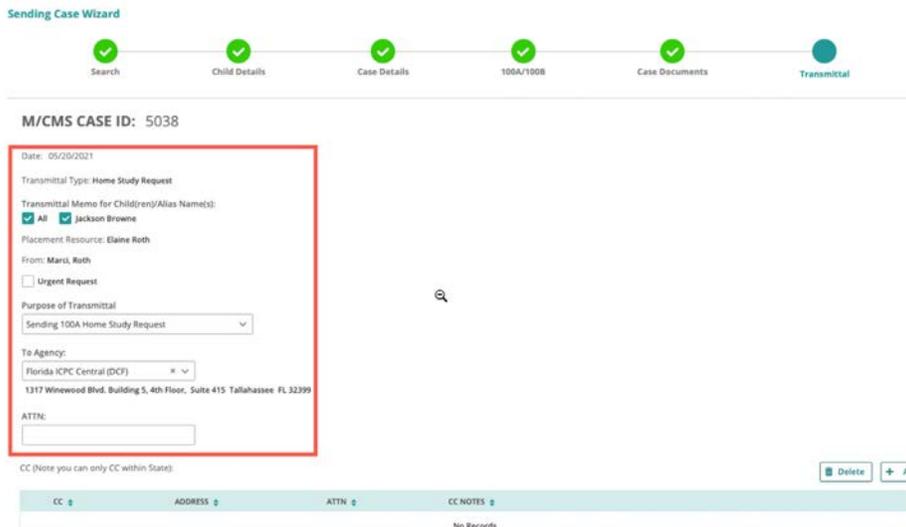


STATUS	MESSAGE ID	DATE	FROM	TO	MESSAGE TEXT
<input checked="" type="checkbox"/>	51464	05/11/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Initial 100A - Home Study request

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



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



**Sending Case Wizard**

Search ✓ Child Details ✓ Case Details ✓ 100A/100B ✓ Case Documents ✓ Transmittal ●

M/CMS CASE ID: 5038

Date: 05/20/2021  
 Transmittal Type: Home Study Request  
 Transmittal Memo for Child(ren)/Alias Name(s):  
 All  Jackson Browne  
 Placement Resource: Elaine Roth  
 From: Marci, Ruth  
 Urgent Request  
 Purpose of Transmittal: Sending 100A Home Study Request  
 To Agency: Florida ICPC Central (DCF)  
 1317 Winewood Blvd, Building 5, 4th Floor, Suite 415 Tallahassee FL 32399  
 ATTN:

CC (Note you can only CC within State):

CC	ADDRESS	ATTN	CC NOTES
No Records			

## Create a Home Study Request using the Sending Case Wizard - 01

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

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

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

### Sending Case Wizard



✓  
Search

✓  
Child Details

✓  
Case Details

✓  
100A/100B

✓  
Case Documents

●  
Transmittal

**▼ FOR REG TYPE**

Reg Type: REG 2

Type of Home Study: Foster Home Study

Home Study Due Date:  

**Comments:**

Please conduct a home study.



\*Note: When sending to a Secure Document Portal state, please add child name and placement resource name to comments here.

**Enclosed:**

- All
- Additional Information (Jackson Browne, 05/19/2021)
- 100A - Initial (Jackson Browne, 05/19/2021)

Preview
Send

Exit

## Create a Home Study Request using the Sending Case Wizard - 01

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

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



# Transmit Home Study Request with Initial 100A

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

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

## This Step

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

Transmit Home Study Request with Initial 100A - 02

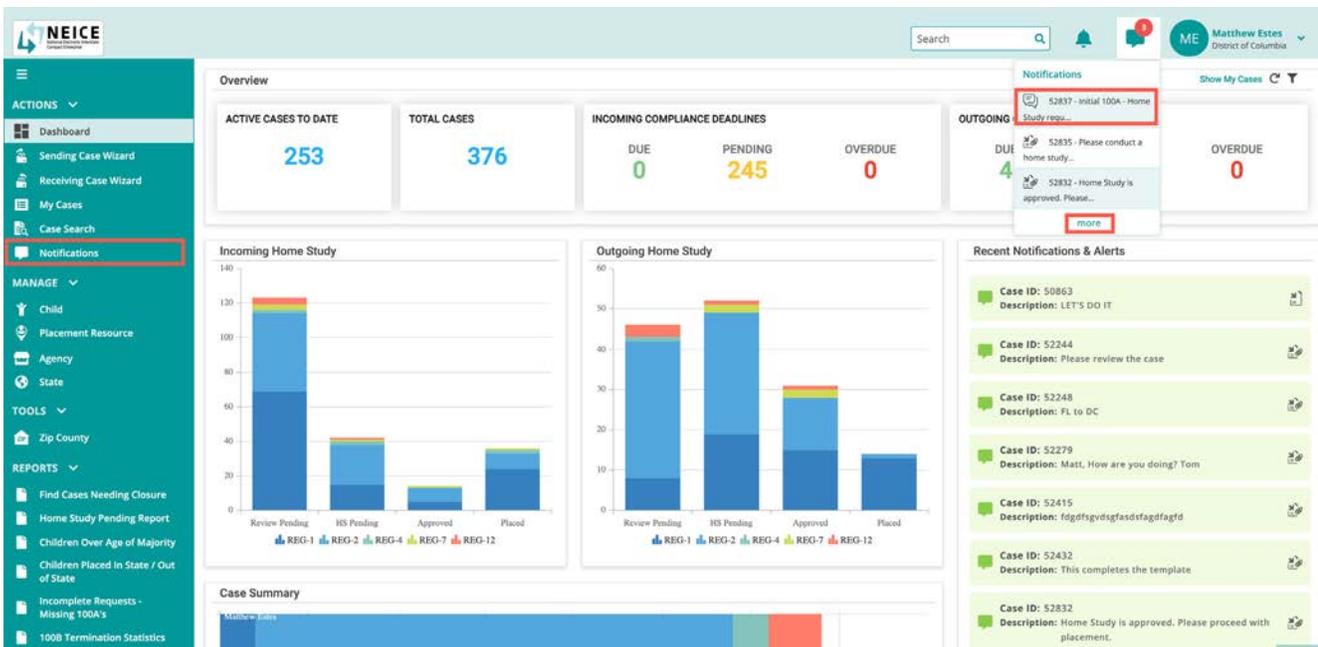


## Transmit Home Study Request with Initial 100A

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

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

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



The screenshot shows the NEICE dashboard interface. On the left is a navigation menu with sections for ACTIONS, MANAGE, TOOLS, and REPORTS. The 'Notifications' link in the ACTIONS menu is highlighted with a red box. In the top right corner, a notification icon (a speech bubble with a red '3') is visible. A dropdown menu for notifications is open, showing a notification for '52837 - Initial 100A - Home Study req...' which is also highlighted with a red box. Below the notification menu, there are several summary cards: 'ACTIVE CASES TO DATE' (253), 'TOTAL CASES' (376), 'INCOMING COMPLIANCE DEADLINES' (DUE: 0, PENDING: 245, OVERDUE: 0), 'OUTGOING' (DUE: 4, OVERDUE: 0), and 'Recent Notifications & Alerts' with a list of case notifications. Two bar charts, 'Incoming Home Study' and 'Outgoing Home Study', show data for different regions (REG-1, REG-2, REG-4, REG-7, REG-12) across categories like Review Pending, HS Pending, Approved, and Placed. A 'Case Summary' bar chart is also visible at the bottom.

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



The screenshot shows a notification message window. At the top left, a button labeled 'MARK AS READ' is highlighted with a red box. The message content includes the NEICE logo, the title 'INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN', the date '5/19/2021', and the following details: MCMC ID: 52837, Sending Agency: Home Away from Home, Washington D.C., Receiving Agency: Nevada ICPC Central (OCFS), Child(ren) Name(s)/ Alias Name: Air Rodney, and Placement Resource: Nancy Rodrigo(Relative (Not Parent)).

## Transmit Home Study Request with Initial 100A

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

M/CMS CASE ID: 52837

Case Details Children In Case **Documents** Communications Notes Access Add a Child



Status: PENDING

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID:

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

---

Transmittals **Messages** Show Filters Send Message Send Transmittal Print

STATUS	MESSAGE ID	DATE	FROM	TO	MESSAGE TEXT
<input type="checkbox"/>	51464	05/11/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Initial 100A - Home Study request

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

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

M/CMS CASE ID: 52837

Case Details Children In Case **Documents** Communications Notes Access Add a Child



Status: PENDING

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID:

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

---

DOCUMENTS Show Filters Upload New Document Copy From Actions

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
<input type="checkbox"/>	6602	Ali Rodney	Court Order	Uploaded	DC	05/10/2021	1.33 MB
<input type="checkbox"/>	6602	Ali Rodney	100A - Initial	Uploaded	DC	05/10/2021	0.28 MB <a href="#">View History</a>

## Transmit Home Study Request with Initial 100A - 02

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

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

**M/CMS CASE ID: 52837**

Case Details | Children In Case | Documents | Communications | Notes | Access Add a Child



Status: PENDING

Update Status View History

M/CMS CASE ID: 52837

Interstate CASE ID:

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

### 6. Change the status to Active. Then click “Save” to change the case status.

**Case Status** ✕

\* Required

Status

Active ▼

---

Pending

Active

---

Closed

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

**M/CMS CASE ID: 52837**

Case Details | Children In Case | Documents | Communications | Notes | Access



Status: ACTIVE

Update Status View History

M/CMS CASE ID: 52837

Interstate CASE ID:

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(re

## Transmit Home Study Request with Initial 100A - 02

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

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

**M/CMS CASE ID: 52837**

Case Details **Children In Case** Documents Communications Notes Access Add a Child



Status: **ACTIVE**

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID:

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): **Ali Rodney (05/05/2017) [Pending]**

CHILD: ALI RODNEY HOME STUDY DECISION: PENDING

DOB: 05/04/2017	Interstate Child ID:	SSN:	<a href="#">Home Study Request</a>
Sex: Male	NEICE M/CMS Child ID: 6602		<a href="#">Home Study Decision</a>
			<a href="#">Placement Decision</a>

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

Child: Ali Rodney x

Home Study Request **Home Study Decision** Placement Decision 100A/100B,Court & Other Dates

**AGENCY OR PERSON RESPONSIBLE FOR PLANNING FOR CHILD** SHOW ALL

Individual  Organization

\* Agency Name:

\* Address Line 1:

Address Line 2:

\* City:  \* State:

\* Zip Code:  \* Phone:  Email Address(Optional):

**AGENCY OR PERSON FINANCIALLY RESPONSIBLE FOR CHILD**

**SERVICES REQUESTED**

**ENCLOSED DOCUMENTS**

[Save 100A](#) [Save 100A & Generate PDF](#) [Save 100A & Upload](#) [View 100A](#)

[Cancel](#)

## Transmit Home Study Request with Initial 100A - 02

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

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

Signature of Sending Agency or Person:		Neice Cw	Date: 05-10-2021
Signature of Sending State Compact Administrator, Deputy, or Alternate:		Matthew Estes	Date: 05-10-2021

SECTION IV - ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(A) OF ICPC

## Transmit Home Study Request with Initial 100A- 02

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

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

**M/CMS CASE ID: 52837**

Case Details Children In Case **Documents** Communications Notes Access Add a Child

---

Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID:

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

---

DOCUMENTS

Show Filters  [Upload New Document](#) [Copy From](#) **Actions** ▾

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE	
<input checked="" type="checkbox"/> 6602	Ali Rodney	Court Order	Uploaded	DC	05/10/2021		1.33 MB	<div style="border: 1px solid black; padding: 2px;"> <span>Print</span>  <span>Attach</span>  <span>Download</span>  <span>Edit</span>  <span>Delete</span> </div>
<input type="checkbox"/> 6602	Ali Rodney	100A - Initial	Attached	DC	05/10/2021	05/10/2021	0.28 MB	

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

Click "Create Transmittal" to move forward.

**M/CMS CASE ID: 52837**

Case Details Children In Case **Documents** **Communications** Notes Access Add a Child

---

Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID:

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

---

DOCUMENTS

Show Filters  [Upload New Document](#) [Copy From](#) **Actions** ▾

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE	
<input type="checkbox"/> 6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB	
<input type="checkbox"/> 6602	Ali Rodney	100A - Initial	Attached	DC	05/10/2021	05/10/2021	0.28 MB	<a href="#">View History</a> ▾

## Transmit Home Study Request with Initial 100A - 02

14. Select “Home Study Request” from the Send Transmittal dropdown.

**M/CMS CASE ID: 52837**

Case Details Children in Case Documents **Communications** Notes Access Add a Child



Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID:

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

Transmittals **Messages** Show Filters Send Message Send Transmittal Print

STATUS	TRANSMITTAL ID	DATE	TRANSMITTAL TYPE	FROM	TO	TRANSMITTAL COMMENTS
No records found						

- Home Study Request**
- Placement Decision
- Status Report Request
- Concurrence Request
- Concurrence Response
- Progress Report Request
- Additional Information
- Intrastate

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

**New Transmittal** ✕

ATTN:

CC (Note you can only CC within State): [Delete](#) [+ Add](#)

CC	ADDRESS	ATTN	CC NOTES
No Records			

**FOR REG TYPE**

Reg Type: REG 2 - Home Study Request

Type of Home Study: Relative Home Study

Home Study Due Date:  

Comments:

[Preview](#)
[Send](#)
[Exit](#)

## Transmit Home Study Request with Initial 100A - 02

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

Add/Edit CC ✕

CC

Home Away from Home, Washington D.C. ▾

2400 Passaic Street Adelphi DC 20783

Attn

CW Person

CC Notes

Sending Initial Home Study Request

Add CC

Cancel

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

New Transmittal ✕

CC ▾	ADDRESS ▾	ATTN ▾	CC NOTES ▾
<input type="checkbox"/> Home Away from Home, Washington D.C.	2400 Passaic Street Adelphi DC 20783		Sending Initial Home Study Request

✓ FOR REG TYPE

Reg Type: REG 2 - Home Study Request

Type of Home Study: Relative Home Study

Home Study Due Date:

05/20/2021 📅

Comments:

Please conduct a Home Study |

\*Note: When sending to a Secure Document Portal state, please add child name and placement resource name to comments here.

Preview

Send

✕ Exit

## Transmit Home Study Request with Initial 100A - 02

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

Home Study Due Date:

Comments:

\*Note: When sending to a Secure Document Portal state, please add child name and placement resource name to comments here.

Enclosed:

- All
- Court Order (Ali Rodney, 05/10/2021)
- 100A - Initial (Ali Rodney, 05/10/2021)

19. Congratulations! You’ve sent the Transmittal.

**M/CMS CASE ID: 52837**

Case Details Children In Case Documents Communications Notes Access

  
**Status: ACTIVE**

M/CMS CASE ID: 52837      Case Created: 05/11/2021      Child(ren): Ali Rodney (05/05/2017) [Pending]

Interstate CASE ID:      Type of Care: Relative (Not Parent)

Sending State: District of Columbia      Placement Resource: Nancy Rodrigo

Receiving State: Nevada

Transmittals Messages Show Filters

STATUS	TRANSMITTAL ID	DATE	TRANSMITTAL TYPE	FROM	TO	TRANSMITTAL COMMENTS
<input type="checkbox"/>	40026	05/11/2021	HOME_STUDY_REQUEST	Matthew Estes	Nevada ICPC Central (DCFS)	Please conduct a Home Study ...

Page 1 of 1    10 Items per page  
Showing 1 - 1 of 1 Record(s).

## Transmit Home Study Request with Initial 100A- 02

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



# Receive Initial 100A

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

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

## This Step

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

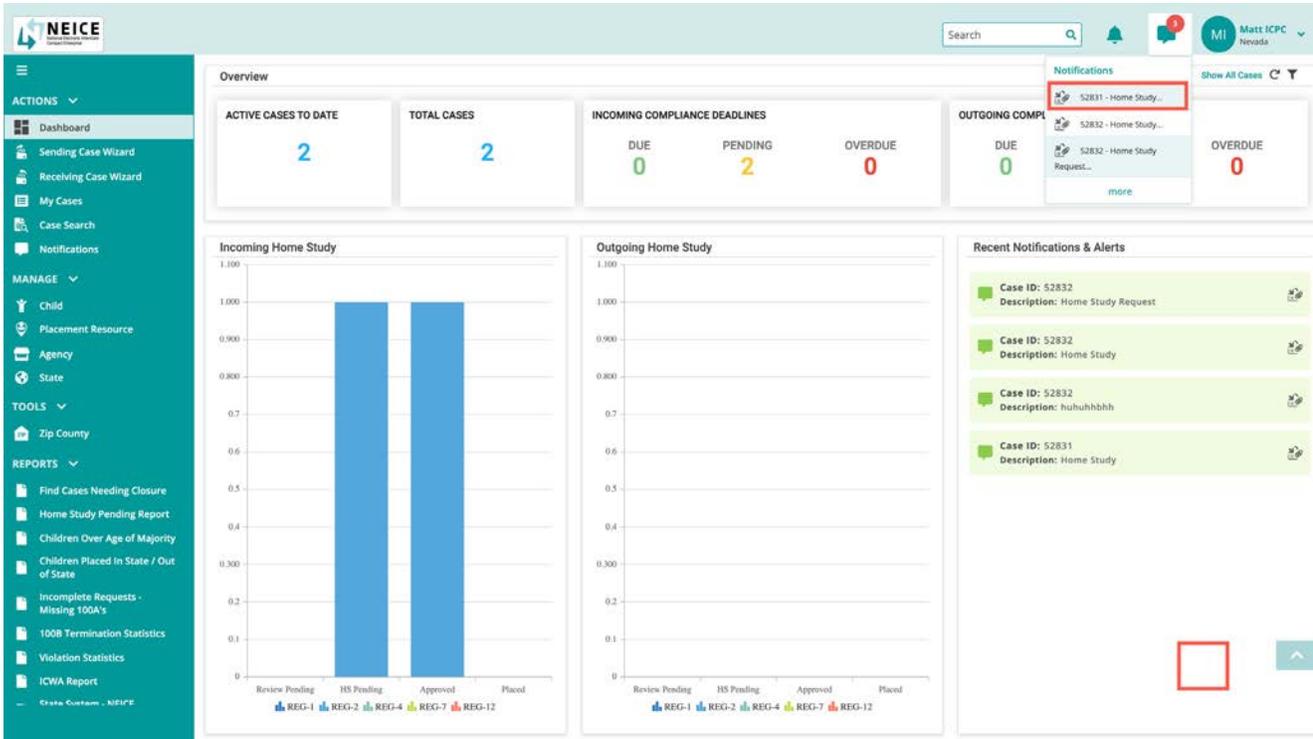
Of course, not all cases need a Home Study to be conducted. Some cases (such as a private adoption) already have a completed home study. This lesson focuses on the ICPC requests that DO need a Home Study and an assessment of the potential placement resource.

Transmit Home Study Request with Initial 100A - 03



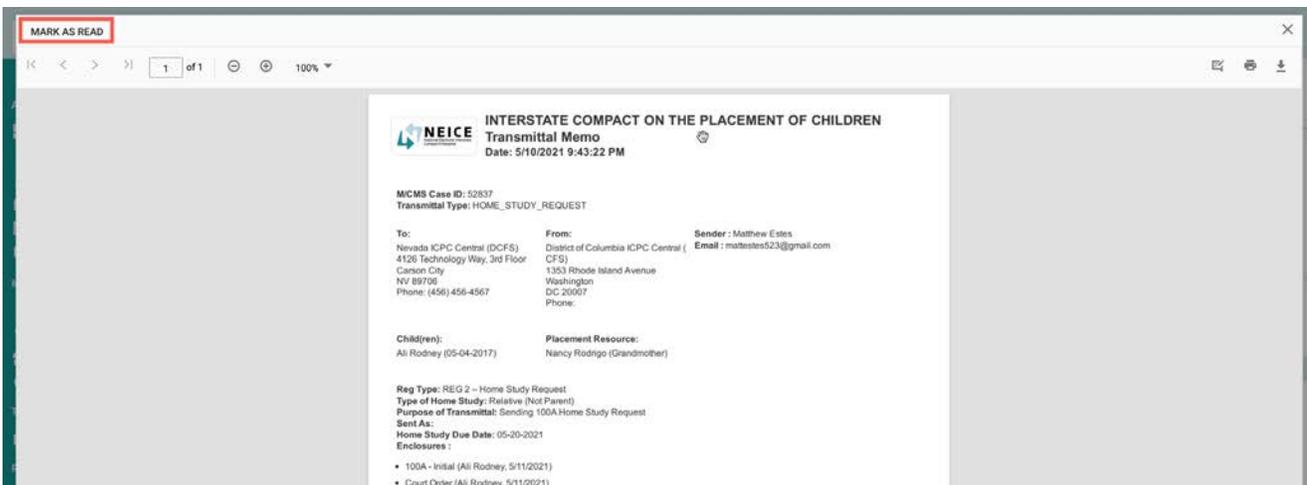
## Receive Initial 100A - 03

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



The screenshot shows the NEICE dashboard interface. On the left is a navigation menu with sections for ACTIONS, MANAGE, TOOLS, and REPORTS. The main area is titled 'Overview' and contains several summary cards: 'ACTIVE CASES TO DATE' (2), 'TOTAL CASES' (2), 'INCOMING COMPLIANCE DEADLINES' (DUE: 0, PENDING: 2, OVERDUE: 0), and 'OUTGOING COMPLIANCE DEADLINES' (DUE: 0, OVERDUE: 0). Below these are two bar charts: 'Incoming Home Study' and 'Outgoing Home Study', both showing 1.000 for 'HS Pending' and 1.000 for 'Approval'. A 'Recent Notifications & Alerts' section on the right lists four notifications for Case IDs 52832 and 52831, all with the description 'Home Study Request' or 'Home Study'. A red box highlights a notification in the top right, and another red box highlights a button in the bottom right.

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



The screenshot shows a 'MARK AS READ' dialog box overlaid on a transmittal memo. The memo is titled 'INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN Transmittal Memo' and is dated 5/10/2021 9:43:22 PM. It details a 'Home Study Request' for a child named Ali Rodney, with a placement resource named Nancy Rodrigo (Grandmother). The memo includes contact information for Nevada ICPC Central and District of Columbia ICPC Central. A red box highlights the 'MARK AS READ' button in the top left corner of the dialog.

## Receive Initial 100A - 03

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

**M/CMS CASE ID: 52837**

Case Details Children In Case Documents Communications Notes Access

Status: RECEIVING

Update Status  View History

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

---

Transmittals Messages Show Filters  Send Message Send Transmittal

STATUS	TRANSMITTAL ID	DATE	TRANSMITTAL TYPE	FROM	TO	TRANSMITTAL COMMENTS
<input type="checkbox"/>	40026	05/11/2021	HOME_STUDY_REQUEST	Matthew Estes	Nevada ICPC Central (DCFS)	Please conduct a Home Study ...

Page 1 of 1 10 Items per page

Showing 1 - 1 of 1 Record(s).

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

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

**M/CMS CASE ID: 52837**

Case Details Children In Case Documents Communications Notes Access

Status: RECEIVING

Update Status  View History

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

---

**\* Required** ?

SENDING INFORMATION

\* Sending Agency: Home Away from Home, Washington D.C. Sending County: District of Columbia

State Case ID:

Preliminary Documents Received: 05/11/2021 Complete Case Received: 05/11/2021

RECEIVING INFORMATION

\* Receiving Agency: Nevada ICPC Central (DCFS) Receiving County: Churchill

## Receive Initial 100A - 03

5. From the Update Status screen, select “Active” and click “Save”

**Case Status** ✕

**\* Required**

Status

Active ▾

Receiving

Active

Closed

Save

Cancel

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

### M/CMS CASE ID: 52837

Case Details
Children In Case
Documents
Communications
Notes
Access



Status: ACTIVE

Update Status
 View History

<p>M/CMS CASE ID: 52837</p> <p>Interstate CASE ID: BIDCNV202111</p> <p>Sending State: District of Columbia</p> <p>Receiving State: Nevada</p>	<p>Case Created: 05/11/2021</p> <p>Type of Care: Relative (Not Parent)</p> <p>Placement Resource: Nancy Rodrigo</p>	<p style="color: #009688;">Child(ren): Ali Rodney (05/05/2017) [Pending]</p>
---	---	--

**\* Sending Agency** **Sending County**

Home Away from Home, Washington D.C. District of Columbia

State Case ID

Preliminary Documents Received   Complete Case Received

**RECEIVING INFORMATION**

**\* Receiving Agency** **Receiving County**

Nevada ICPC Central (DCFS) Churchill

**Receiving Case Worker Agency**

Hope childrens home ✕ ▾

**REGULATION & PLACEMENT INFORMATION**

Case Type

## Receive Initial 100A - 03

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

M/CMS CASE ID: 52837

Case Details Children In Case Documents Communications Notes Access

Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

PLACEMENT RESOURCE DETAILS

Name: Nancy Rodrigo      Additional Caregivers:

Resource Type: Individual      Interstate PR ID:      Address: 37575 RoadFallon,NV,89406

Sex:      M/CMS PR ID: 13903

DOB:      SSN: \*\*\*-\*\*-\*\*\*\*

Phone: (399) 885-8583

> VIOLATIONS

Save
Save & Continue

Cancel

Version 2.0

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

M/CMS CASE ID: 52837

Case Details Children In Case Documents Communications Notes Access

Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

DOCUMENTS

Show Filters

[Upload New Document](#) [Copy From](#) [Actions](#)

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE	
<input checked="" type="checkbox"/>	6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB
<input checked="" type="checkbox"/>	6602	Ali Rodney	100A - Initial	Attached	DC	05/10/2021	05/10/2021	0.28 MB

Page 1 of 1    10 Items per page

[Send Message](#) [Send Transmittal](#) [Cancel](#)

Showing 1 - 2 of 2 Record(s)

## Receive Initial 100A - 03

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

**Memo** ✕

Date: 05/11/2021

**\* Memo for Child(ren)/Alias Name(s):**  
 All  Ali Rodney

Regulation Type: REG 2 - Home Study Request  
 Sending Agency: Home Away from Home, Washington D.C.  
 Receiving Agency: Nevada ICPC Central (DCFS)  
 Placement Resource: Nancy Rodrigo

**\* To Agency:**

**User(s):**

**Message**

**Documents Associated:**  
 All  
 100A - Initial (Ali Rodney, 05/10/2021)

Send
✕ Cancel

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

**M/CMS CASE ID: 52837**

Case Details Children In Case Documents **Communications** Notes Access



Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

Transmittals **Messages** Show Filters

Send Message
Send Transmittal v
Print

STATUS	MESSAGE ID	DATE	FROM	TO	MESSAGE TEXT
<input type="checkbox"/>	51472	05/11/2021	Matt ICPC	Hope childrens home	Please conduct a Home Study

## Receive Initial 100A - 03

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



# Responsibilities of a Receiving State Caseworker in NEICE

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

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

## This Step

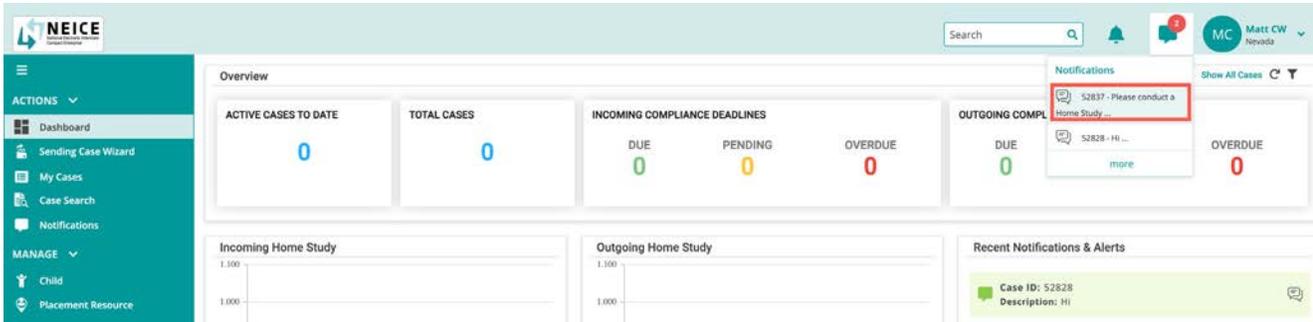
The Caseworker (usually at the local county, parish, or regional level) in the Receiving State will receive and review the Home Study request. He or she will conduct the Home Study and send the Home Study evaluation back to the ICPC Coordinator with the Home Study Decision and Completed Evaluation.

## Responsibilities of a Receiving State Caseworker in NEICE - 04

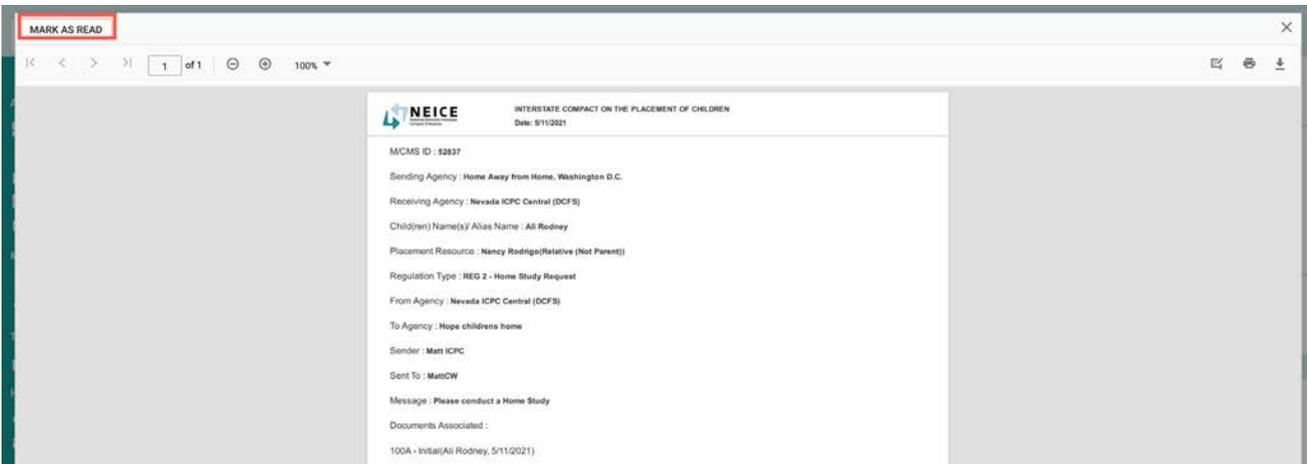


## Responsibilities of a Receiving State Caseworker in NEICE - 04

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



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



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



\* Required

## Responsibilities of a Receiving State Caseworker in NEICE - 04

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

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

M/CMS CASE ID: 52837

Case Details **Children In Case** Documents Communications Notes Access

---



**Status: ACTIVE**

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

**Child(ren): Ali Rodney (05/05/2017) [Pending]**

---

CHILD: ALI RODNEY

HOME STUDY DECISION: PENDING

---

DOB: 05/04/2017

Interstate Child ID:

SSN:

[Home Study Request](#)

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

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

M/CMS CASE ID: 52837

Case Details Children In Case **Documents** Communications Notes Access

---



**Status: ACTIVE**

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

**Child(ren): Ali Rodney (05/05/2017) [Pending]**

---

DOCUMENTS

Show Filters 
[Upload New Document](#)
[Copy From](#)
Actions ▼

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE

## Responsibilities of a Receiving State Caseworker in NEICE - 04

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

### Upload New Document ✕

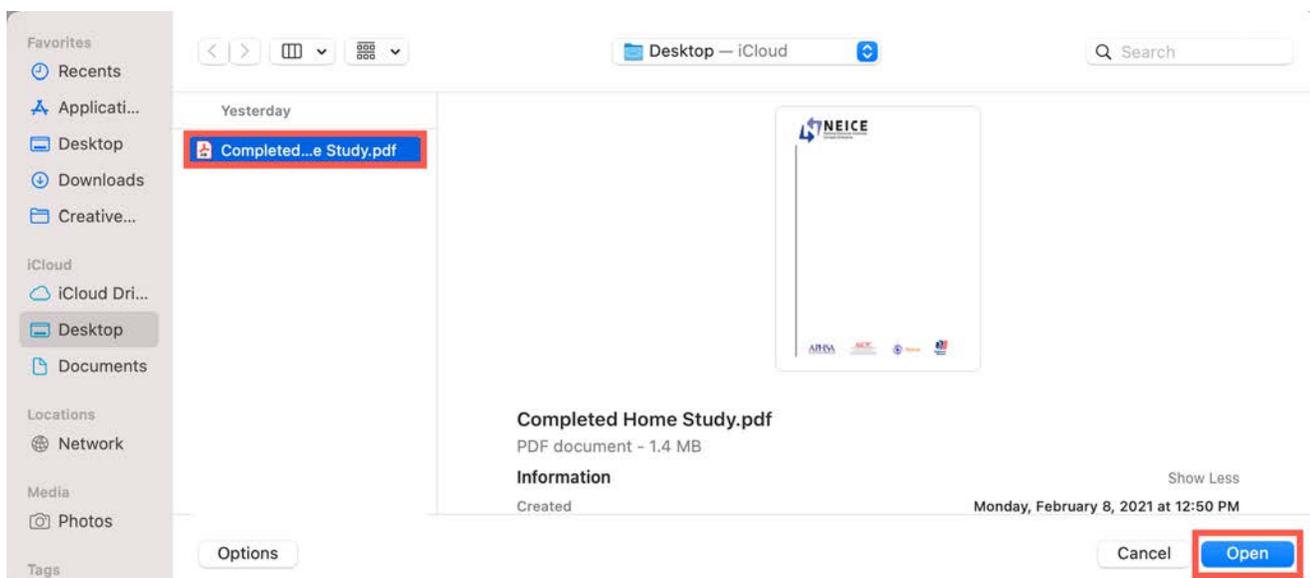
Child Name  
Ali Rodney ✕ ▼

Document Type  
Completed Home Study ✕ ▼

**Browse File**

Note: Document file size cannot exceed 30 MB

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



## Responsibilities of a Receiving State Caseworker in NEICE - 04

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

**Upload New Document**
✕

?

Child Name

Ali Rodney
✕ ▼

Document Type

Completed Home Study
✕ ▼

Browse File

Note: Document file size cannot exceed 30 MB

Selected File

- Completed Home Study.pdf - 1.33 MB

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

**M/CMS CASE ID: 52837**

Case Details
Children In Case
Documents
Communications
Notes
Access

Status: ACTIVE

Update Status
View History

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

DOCUMENTS

Show Filters 

Upload New Document

Copy From

Actions ▼

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
<input type="checkbox"/> 6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB
<input type="checkbox"/> 6602	Ali Rodney	Completed Home Study	Uploaded	NV	05/11/2021		1.33 MB
<input type="checkbox"/> 6602	Ali Rodney	100A - Initial	Attached	DC	05/10/2021	05/10/2021	0.28 MB

## Responsibilities of a Receiving State Caseworker in NEICE - 04

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

**Upload New Document** ✕

Child Name  
 ✕ ▼

Document Type  
 ✕ ▼

Browse File

Note: Document file size cannot exceed 30 MB

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

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

**\* Memo for Child(ren)/Alias Name(s):**  
 All  Ali Rodney

Regulation Type: REG 2 - Home Study Request  
 Sending Agency: Home Away from Home, Washington D.C.  
 Receiving Agency: Nevada ICPC Central (DCFS)  
 Placement Resource: Nancy Rodrigo

**\* To Agency:**  
 ▼

**User(s):**  
 ▼

**Message**

Home Study Eval is completed G

**Documents Associated:**

All

Completed Home Study (Ali Rodney, 05/11/2021)

## Responsibilities of a Receiving State Caseworker in NEICE - 04

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

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

**M/CMS CASE ID: 52837**

Case Details Children In Case Documents Communications Notes Access

---



Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

---

Transmittals Messages Show Filters Send Message Print

STATUS	MESSAGE ID	DATE	FROM	TO	MESSAGE TEXT
<input checked="" type="checkbox"/>	51473	05/11/2021	Matt CW	Nevada ICPC Central (DCFS)	Home Study Eval is completed
<input type="checkbox"/>	51472	05/11/2021	Matt ICPC	Hope childrens home	Please conduct a Home Study

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

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

# Complete Home Study Decision

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

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

## This Step

Using the Home Study evaluation from the local caseworker in the Receiving State, the ICPC Coordinator in the Receiving State completes the 100A and transmits the Home Study decision back to the sending state ICPC Coordinator. In some cases, the ICPC Coordinator in a Receiving State may send an initial report back to the Sending State with preliminary information about the potential Placement and send the final Home Study Decision a bit later. For example, sometimes the Home Study has been completed and the ICPC Coordinator is waiting on background checks.

Just a reminder that each type of ICPC request has a required deadline for returning either the HS evaluation or decision.

For Regulations 1 and 2, the Receiving State has 60 calendar days to return a Home Study Evaluation (or at least an initial report).

For Regulations 4 and 12, the Receiving State has 3 business days.

For Regulation 7, priority placements, the Receiving State has 20 business days.

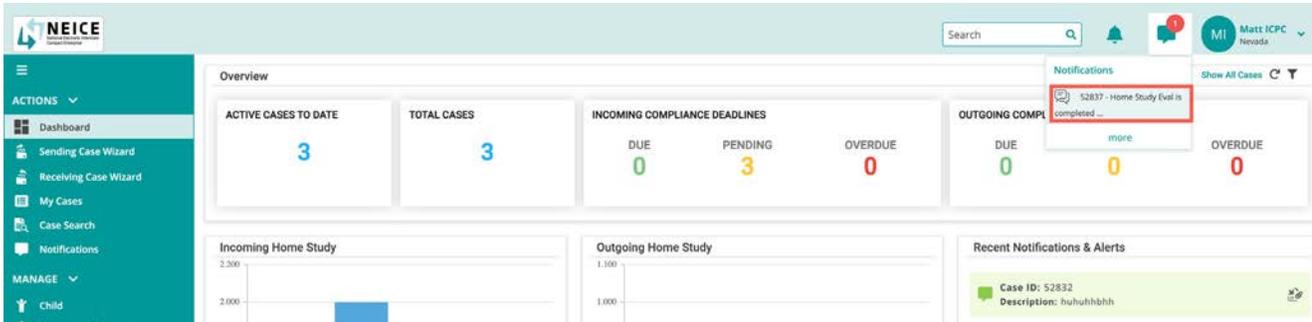
Read [here](#) for more about the Safe and Timely requirements and other ICPC requirements for processing interstate cases. Remember, a Home Study Decision must be sent back for every received ICPC Placement Request (or Home Study Request).

Complete Home Study Decision - 05



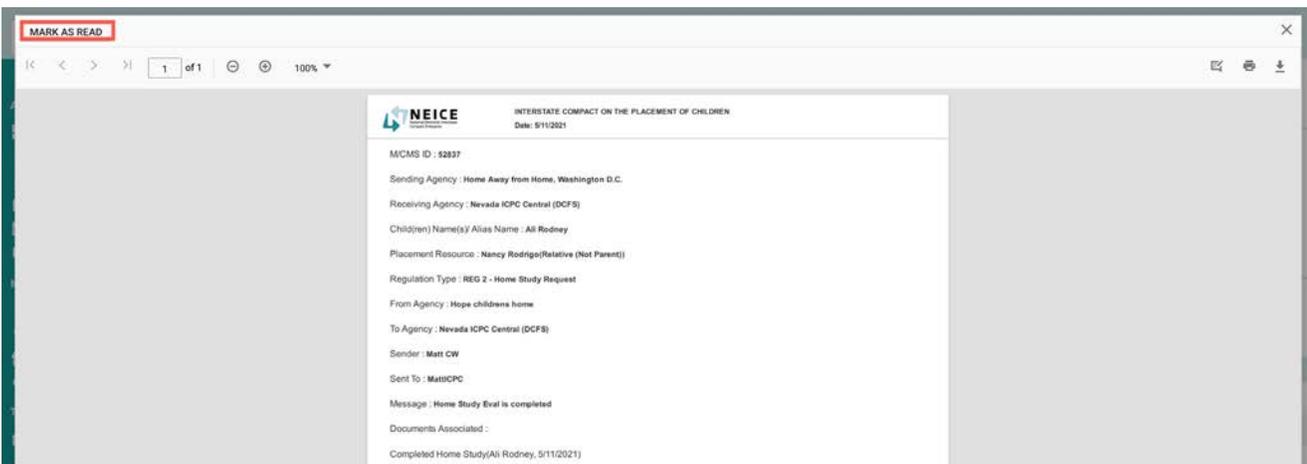
## Complete Home Study Decision - 05

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



The screenshot shows the NEICE dashboard with a notification pop-up. The notification text is: "52837 - Home Study Eval is completed...". The dashboard includes sections for Overview, Incoming Home Study, and Outgoing Home Study, along with a sidebar for navigation.

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



The screenshot shows a "MARK AS READ" dialog box. The message content is as follows:

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN  
Date: 5/11/2021

MCMS ID : 52837

Sending Agency : Home Away from Home, Washington D.C.

Receiving Agency : Nevada ICPC Central (DCFS)

Child(ren) Name(s)/ Alias Name : Ali Rodney

Placement Resource : Nancy Rodrigo(Relative (Not Parent))

Regulation Type : REG 2 - Home Study Request

From Agency : Hope childrens home

To Agency : Nevada ICPC Central (DCFS)

Sender : Matt CW

Sent To : MattICPC

Message : Home Study Eval is completed

Documents Associated :

Completed Home Study(Ali Rodney, 5/11/2021)

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

DOCUMENTS

Show Filters  Upload New Document Copy From Actions

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
<input type="checkbox"/> 6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB
<input checked="" type="checkbox"/> 6602	Ali Rodney	Completed Home Study	Uploaded	NV	05/11/2021		1.33 MB
<input type="checkbox"/> 6602	Ali Rodney	100A - Initial	Attached	DC	05/10/2021	05/10/2021	0.28 MB

## Complete Home Study Decision - 05

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

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

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

M/CMS CASE ID: 52837

Case Details **Children In Case** Documents Communications Notes Access

---



Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Pending]

CHILD: ALI RODNEY		HOME STUDY DECISION: PENDING	
DOB: 05/04/2017	Interstate Child ID:	SSN:	<a href="#">Home Study Request</a>
Sex: Male	NEICE M/CMS Child ID: 6602		<a href="#">Home Study Decision</a>
Gender: Male	Race: Black / African American		<a href="#">Placement Decision</a>

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

Child: Ali Rodney x

Home Study Request **Home Study Decision** Placement Decision 100A/100B,Court & Other Dates

Provisional Decision

Home Study Decision

Approved

Denied

Pending

Withdrawn

---

REMARKS

Everything is OK to move forward!

---

SIGNATURES

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

[Save](#) [Save 100A & Generate PDF](#) [Save & Upload 100A](#) [View 100A](#) [Cancel](#)

## Complete Home Study Decision - 05

6. The caseworker will make sure the child’s details and information are correct, and then click “Browse.”

**ICPC 100A**  
REV. 06/2016 (01-11/2018) One form per child

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

**TO:** \_\_\_\_\_ **FROM:** \_\_\_\_\_

**SECTION I—IDENTIFYING DATA**

Notice is given of intent to place—Name of Child:  
All: Rodney

Social Security Number:  ICWA Eligible  Yes  No  IV-E Eligible  Yes  No  Pending

Sex: Male Gender: Male Date of Birth: 05-04-2017

Ethnicity:  Yes  No  Unable to determine/unknown  
 Place:  American Indian or Alaska Native  Native Hawaiian/Other Pacific Islander  Black or African American  Asian  White

Name of Parent 1: \_\_\_\_\_ Name of Parent 2: \_\_\_\_\_

Name of Agency or Person Responsible for Planning for Child:  
 Hope Children's Home Phone: (645) 987-1255  
 Address: 1 Sunrise Road Las Vegas NV 89101 Email Address (optional): ean1shacwv.hchnv@yahoo.com

Name of Agency or Person Financially Responsible for Child:  
 Hope Children's Home Phone: (645) 987-1255  
 Address: 1 Sunrise Road Las Vegas NV 89101 Email Address (optional): ean1shacwv.hchnv@yahoo.com

**SECTION II—PLACEMENT INFORMATION**

Types of Care Requested:  
 Public Placement  Private Placement  
 Subsidy  IV-E  Non IV-E  Pending  None  
 Adoptive Home Finalizing in:  Sending State  Receiving State  Pending  
 Foster Family Home  
 Group Home Care

Current Legal Status of Child:  
 Sending Agency Custody/Guardianship  
 Parent Relative Custody/Guardianship  
 Court Jurisdiction Only  
 Protective Supervision

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

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

Signature of Sending Agency or Person: Neice Cw Date: 05-10-2021

Signature of Sending State Compact Administrator, Deputy, or Alternate: Matthew Estes Date: 05-10-2021

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

Placement may be made  Placement shall not be made

Remarks: Everything is OK to move forward!

Signature of Receiving State Compact Administrator, Deputy or Alternate: Matt ICPC Date: 05-11-2021

DISTRIBUTION: See 100A Instructions

## Complete Home Study Decision - 05

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

**M/CMS CASE ID: 52837**

Case Details Children In Case **Documents** Communications Notes Access

Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Approved]

DOCUMENTS Show Filters  Upload New Document Copy From Actions

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE	
<input type="checkbox"/> 6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB	Home Study Response
<input checked="" type="checkbox"/> 6602	Ali Rodney	Completed Home Study	Uploaded	NV	05/11/2021			Placement Decision
<input type="checkbox"/> 6602	Ali Rodney	100A - Completed	Attached	NV		05/11/2021		Status Report Response
								Concurrence Request
								Concurrence Response
								Progress Report Response
								Additional Information

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

**New Transmittal** x

---

**M/CMS CASE ID: 52837** ?

Interstate CASE ID: BIDCNV202111

Date: 05/11/2021

Transmittal Type: Home Study Response

Transmittal Memo for Child(ren)/Alias Name(s):

All  Ali Rodney

Placement Resource: Nancy Rodrigo

Purpose of Transmittal

Urgent Request

From Agency:

4126 Technology Way, 3rd Floor Carson City

To Agency:

1353 Rhode Island Avenue Washington DC

ATTN:

## Complete Home Study Decision - 05

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

**New Transmittal** ✕

District of Columbia ICPC Central (CFS) ▾  
 1353 Rhode Island Avenue Washington DC

ATTN:

CC (Note you can only CC within State):

CC ▾	ADDRESS ▾	ATTN ▾	CC NOTES ▾
<input type="checkbox"/> Hope childrens home	1 Sunrise Road Las Vegas NV 89101	Matt CW	Home study response sent

---

**FOR REG TYPE**

Reg Type: **REG 2 - Home Study Request**

Type of Home Study: **Relative Home Study**

Home Study Decision: **Approved**

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

**SEND TRANSMITTAL** ✕

1 of 1 100%

**INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN**

**Transmittal Memo**

Date: 5/11/2021 6:55:31 AM

M/CMS Case ID: 52837  
 Transmittal Type: HOME\_STUDY\_RESPONSE

<b>To:</b> District of Columbia ICPC Central (CFS) 1353 Rhode Island Avenue Washington DC 20007 Phone:	<b>From:</b> Nevada ICPC Central (DCFS) 4126 Technology Way, 3rd Floor Carson City NV 89706 Phone: (456) 456-4567	<b>Sender:</b> Matt ICPC <b>Email:</b> neiceipc_nv@yahoo.com
--	---	---

<b>Child(ren):</b> Ali Rodney (05-03-2017)	<b>Placement Resource:</b> Nancy Rodrigo (Grandmother)
---	---

**Reg Type:** REG 2

## Complete Home Study Decision - 05

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

M/CMS CASE ID: 52837

Case Details Children In Case Documents **Communications** Notes Access



Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Approved]

Transmittals Messages Show Filters  [Send Message](#) [Send Transmittal](#) [Print](#)

STATUS	TRANSMITTAL ID	DATE	TRANSMITTAL TYPE	FROM	TO	TRANSMITTAL COMMENTS
<input checked="" type="checkbox"/>	40030	05/11/2021	HOME_STUDY_RESPONSE	Matt ICPC	District of Columbia ICPC Central (CFS)	Everything is OK!...
<input type="checkbox"/>	40026	05/11/2021	HOME_STUDY_REQUEST	Matthew Estes	Nevada ICPC Central (DCFS)	Please conduct a Home Study ...

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

# Processing a Home Study Determination

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

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

## This Step

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

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

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

Processing a Home Study Determination - 06



## Processing a Home Study Determination - 06

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

The dashboard displays the following statistics:

- ACTIVE CASES TO DATE:** 253
- TOTAL CASES:** 376
- INCOMING COMPLIANCE DEADLINES:** DUE: 0, PENDING: 245, OVERDUE: 0
- OUTGOING:** DUE: 5, PENDING: 147, OVERDUE: 0

Recent Notifications & Alerts:

- Case ID: 50863, Description: LET'S DO IT

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

**MARK AS READ**

**INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN**  
**Transmittal Memo**  
 Date: 5/11/2021 6:55:52 AM

MICMS Case ID: 52837  
 Transmittal Type: HOME\_STUDY\_RESPONSE

**To:** District of Columbia ICPC Central (CFS)  
 1303 Rhode Island Avenue  
 Washington DC 20007  
 Phone:

**From:** Nevada ICPC Central (DCFS)  
 4126 Technology Way, 3rd Floor  
 Carson City NV 89706  
 Phone: (456) 456-4567

**Sender:** Matt ICPC  
 Email: neiceicpc\_nv@yahoo.com

**Child(ren):** Ali Rodney (05-03-2017)

**Placement Resource:** Nancy Rodrigo (Grandmother)

**Reg Type:** REG 2 - Home Study Request  
**Type of Home Study:** Relative (Not Parent)  
**Purpose of Transmittal:** Sending 100A Home Study Response  
**Sent As:**  
**Enclosures:**

- 100A - Completed (Ali Rodney, 5/11/2021)

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

DOCUMENTS

Show Filters  Upload New Document Copy From Actions

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
<input type="checkbox"/> 6602	All Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB
<input checked="" type="checkbox"/> 6602	All Rodney	100A - Completed	Attached	NV	05/11/2021	05/11/2021	0.29 MB

View History

Page 1 of 1 10 Items per page

Send Message Send Transmittal Clone Case Cancel

Showing 1 - 2 of 2 Record(s).

## Processing a Home Study Determination - 06

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

**Memo** ✕

Date: 05/11/2021

**\* Memo for Child(ren)/Alias Name(s):**

All  Ali Rodney

Regulation Type: REG 2 - Home Study Request

Sending Agency: Home Away from Home, Washington D.C.

Receiving Agency: Nevada ICPC Central (DCFS)

Placement Resource: Nancy Rodrigo

**\* To Agency:**

Home Away from Home, Washing ▼

**User(s):**

Neice Cw ▼

**Message**

The Home Study Looks Good G

**Documents Associated:**

All

100A - Completed (Ali Rodney, 05/11/2021)

Send

✕ Cancel

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

Transmittals Messages
Show Filters 
Send Message
Send Transmittal ▼
 Print

STATUS	MESSAGE ID	DATE	FROM	TO	MESSAGE TEXT
<input type="checkbox"/>	51464	05/11/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Initial 100A - Home Study request
<input type="checkbox"/>	51476	05/11/2021	Matthew Estes	Home Away from Home, Washington D.C.	The Home Study Looks Good

Page 1 of 1 10 Items per page

Showing 1 - 2 of 2 Record(s).

## Processing a Home Study Determination - 06

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

Processing a Home Study Determination - 06



# Make a Placement Decision

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

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

## This Step

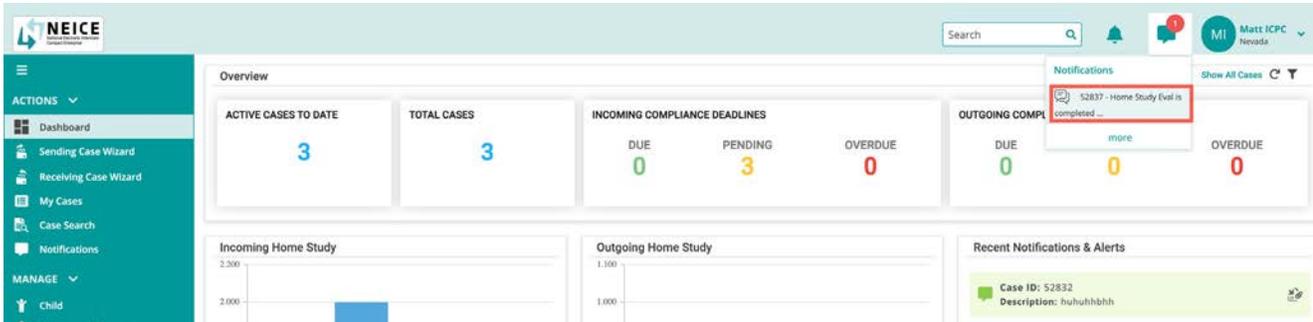
The Caseworker reviews the Home Study Decision from the sending state ICPC Coordinator. The Caseworker then makes a placement decision and sends the 100B back to the sending state ICPC Coordinator for final review and countersigned. In some states, caseworkers do not yet use NEICE to handle this part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

Make a Placement Decision - 07

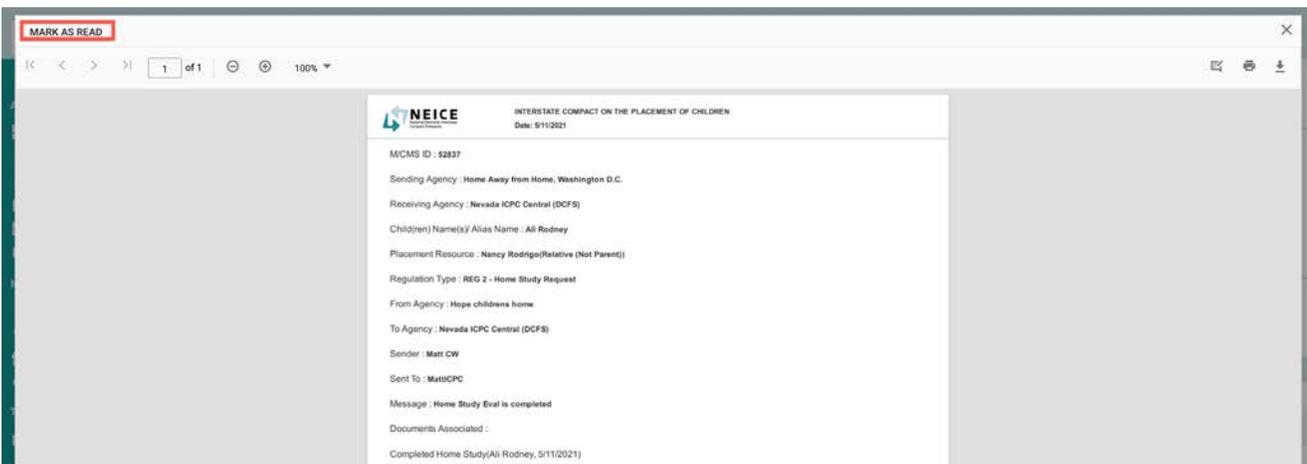


## Make a Placement Decision - 07

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



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



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

**CHILD: ALI RODNEY** **HOME STUDY DECISION: APPROVED**

---

DOB: 05/04/2017      Interstate Child ID:      SSN:      Home Study Request

Sex: Male      NEICE M/CMS Child ID: 6602      Home Study Decision

Gender: Male      Race: Black / African American      Placement Decision

Court,100A,B & Other Dates

\* Current Child Legal Status: Parent Relative Custody/Guardianship      Remove Child

\* Placement Resource Relationship to Child: Grandmother

## Make a Placement Decision - 07

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

Child: Ali Rodney x

Home Study Request
Home Study Decision
Placement Decision
100A/100B,Court & Other Dates

**▼ PLACEMENT DECISION**

Placement Decision

Initial Placement

- Initial Placement
- Placement Change
- Placement Closure

**▼ SIGNATURES**

Signature of Sending Agency or Person:	<input type="text"/>	Date:	<input type="text"/>
Compact Administrator, Deputy or Alternate:	<input type="text"/>	Date:	<input type="text"/>

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

Child: Ali Rodney x

Home Study Request
Home Study Decision
Placement Decision
100A/100B,Court & Other Dates

**▼ PLACEMENT DECISION**

Placement Decision

Initial Placement

Placement Date

05/17/2021 📅

**▼ SIGNATURES**

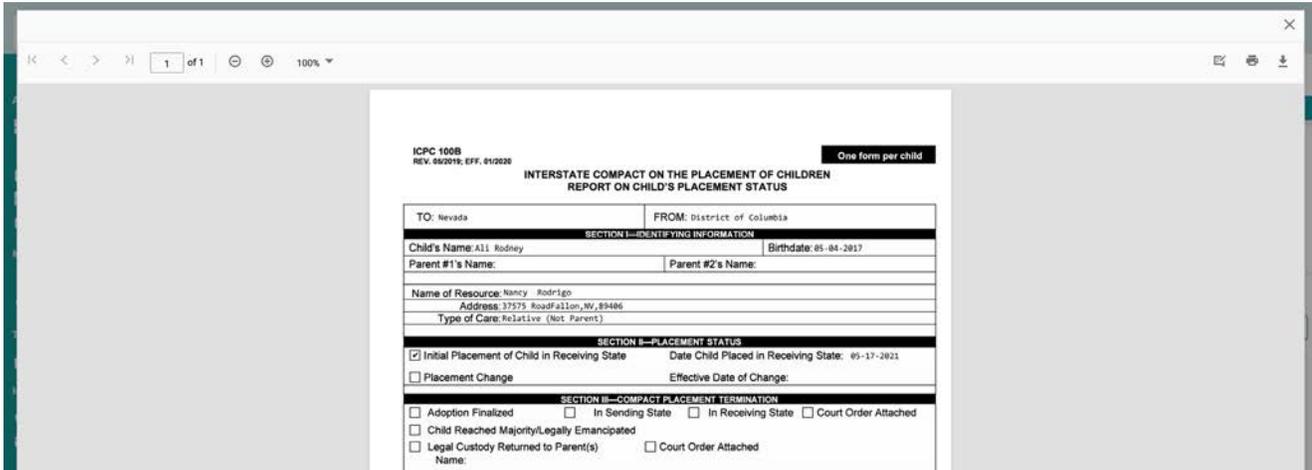
Signature of Sending Agency or Person:	<input type="text"/>	Date:	<input type="text"/>
Compact Administrator, Deputy or Alternate:	<input type="text"/>	Date:	<input type="text"/>

Save 100B
Save 100B & Generate PDF
Save 100B & Upload

Cancel

## Make a Placement Decision - 07

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



**ICPC 100B**  
REV. 05/2019; EFF. 01/2020 One form per child

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

TO: Nevada FROM: District of Columbia

**SECTION I—IDENTIFYING INFORMATION**

Child's Name: Ali Rodney Birthdate: 05-04-2017  
 Parent #1's Name: Parent #2's Name:  
 Name of Resource: Nancy Rodrigo  
 Address: 37575 RoadFallon, NV, 89446  
 Type of Care: Relative (Not Parent)

**SECTION II—PLACEMENT STATUS**

Initial Placement of Child in Receiving State Date Child Placed in Receiving State: 05-17-2021  
 Placement Change Effective Date of Change:

**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  
 Name:

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

**M/CMS CASE ID: 52837**

Case Details Children In Case **Documents** Communications Notes Access Add a Child

 M/CMS CASE ID: 52837 Case Created: 05/11/2021 Child(ren): Ali Rodney (05/05/2017) [Approved]

Interstate CASE ID: BIDCNV202111 Type of Care: Relative (Not Parent)

Sending State: District of Columbia Placement Resource: Nancy Rodrigo

Receiving State: Nevada

[Update Status](#) [View History](#)

**DOCUMENTS** Show Filters  [Upload New Document](#) [Copy From](#) [Actions](#) ▼

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
<input type="checkbox"/> 6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB
<input type="checkbox"/> 6602	Ali Rodney	100A - Completed	Attached	NV		05/11/2021	0.29 MB <span style="float: right;"><a href="#">View History</a> <span style="font-size: 0.8em;">▼</span></span>
<input checked="" type="checkbox"/> 6602	Ali Rodney	100B - Initial Placement	Uploaded	DC	05/11/2021		0.08 MB

## Make a Placement Decision - 07

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

**\* Memo for Child(ren)/Alias Name(s):**  
 All  Ali Rodney

Regulation Type: REG 2 - Home Study Request  
 Sending Agency: Home Away from Home, Washington D.C.  
 Receiving Agency: Nevada ICPC Central (DCFS)  
 Placement Resource: Nancy Rodrigo

**\* To Agency:**  
 District of Columbia ICPC Central ▼

**User(s):**  
 Matthew Estes ▼

**Message**  
 Initial 100B Signed G

**Documents Associated:**  
 All  
 100B - Initial Placement (Ali Rodney, 05/11/2021)

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

  
**Status: ACTIVE**  
Update Status View History

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Approved]

Transmittals Messages Show Filters Send Message Print

STATUS	MESSAGE ID	DATE	FROM	TO	MESSAGE TEXT
<input type="checkbox"/>	51464	05/11/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Initial 100A - Home Study request
<input type="checkbox"/>	51476	05/11/2021	Matthew Estes	Home Away from Home, Washington D.C.	The Home Study Looks Good
<input type="checkbox"/>	51477	05/11/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Initial 100B Signed

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

# Review and Transmit Placement Decision via the 100B

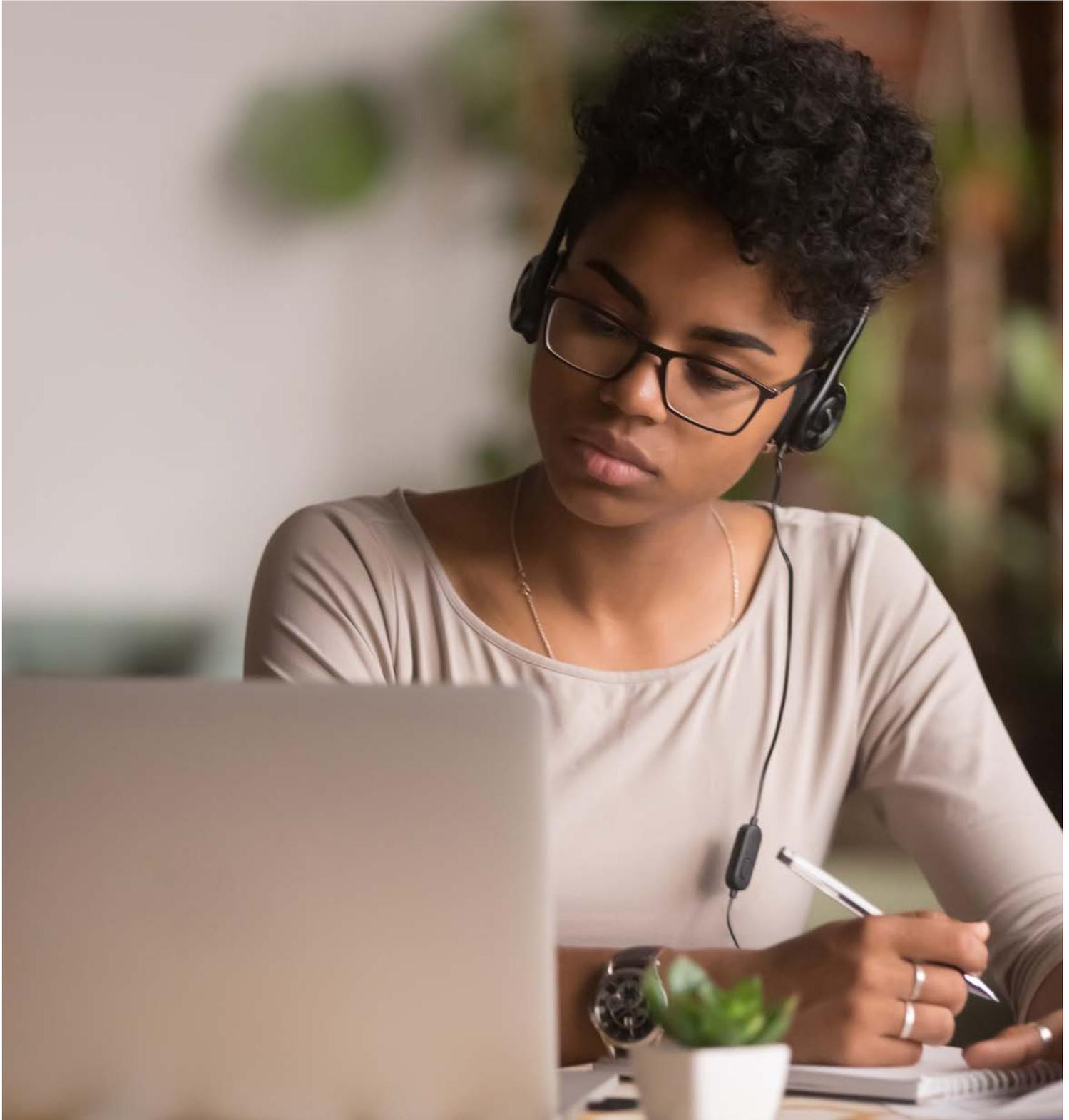
Let's take a look at the high-level steps and processes for reviewing and transmitting a Placement Decision via the 100B.

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

## This Step

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

Review and Transmit Placement Decision via the 100B - 08



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

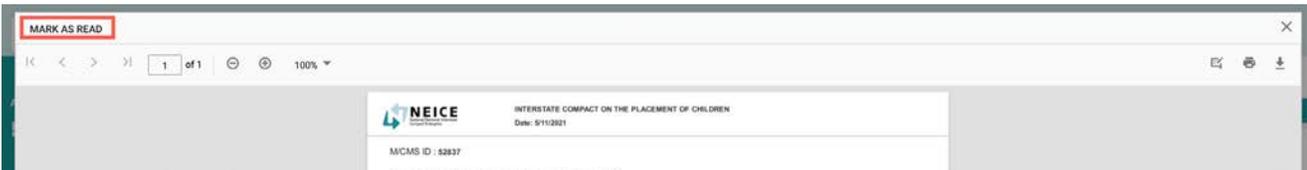
1. The ICPC Coordinator in the Sending State will receive a Message Notification from the Caseworker with the decision and 100B.



The screenshot shows the NEICE dashboard with a notification pop-up. The notification is titled "52837 - Initial 100B Signed" and is highlighted with a red box. The dashboard includes sections for Overview, Incoming Home Study, Outgoing Home Study, and Recent Notifications & Alerts.

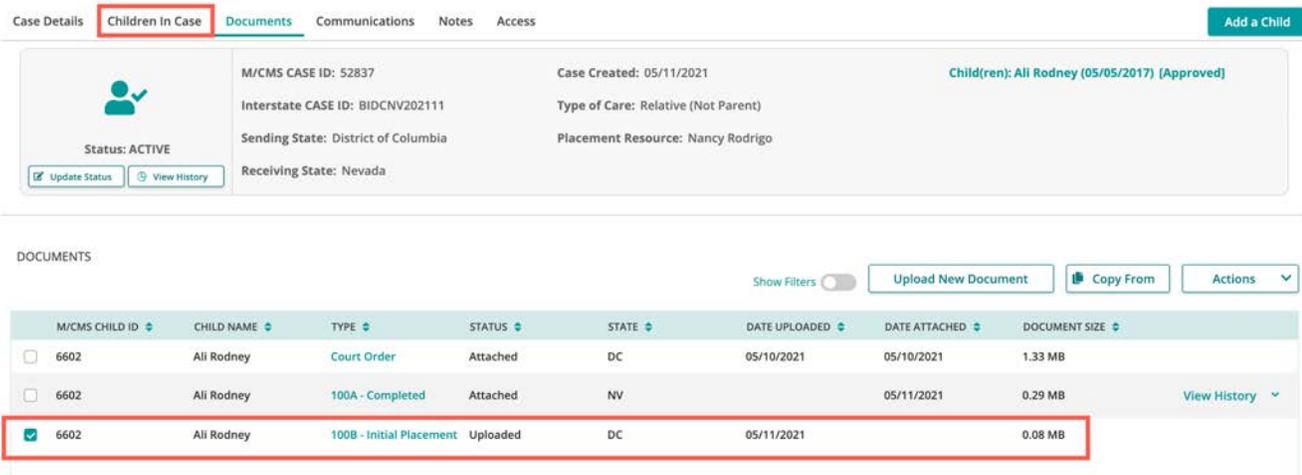
2. The ICPC Coordinator in the Sending State will read and review the message and click “Mark as Read.”

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



The screenshot shows a "MARK AS READ" dialog box with a red border. It contains a "MARK AS READ" button and a "Cancel" button. The background shows the NEICE logo and the text "INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN" and "M/CMS ID : 52837".

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



The screenshot shows the NEICE case details page with the "Documents" tab selected. The case details include: M/CMS CASE ID: 52837, Interstate CASE ID: BIDCNV202111, Sending State: District of Columbia, Receiving State: Nevada, Case Created: 05/11/2021, Type of Care: Relative (Not Parent), Placement Resource: Nancy Rodrigo, and Child(ren): Ali Rodney (05/05/2017) [Approved]. The status is ACTIVE.

The DOCUMENTS section shows a table with the following data:

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
<input type="checkbox"/> 6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB
<input type="checkbox"/> 6602	Ali Rodney	100A - Completed	Attached	NV	05/11/2021	05/11/2021	0.29 MB
<input checked="" type="checkbox"/> 6602	Ali Rodney	100B - Initial Placement	Uploaded	DC	05/11/2021	05/11/2021	0.08 MB

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

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

 <b>Status: ACTIVE</b> <input type="button" value="Update Status"/> <input type="button" value="View History"/>	M/CMS CASE ID: 52837 Interstate CASE ID: BIDCNV202111 Sending State: District of Columbia Receiving State: Nevada	Case Created: 05/11/2021 Type of Care: Relative (Not Parent) Placement Resource: Nancy Rodrigo	Child(ren): Ali Rodney (05/05/2017) [Approved]
--	--	--	--

<b>CHILD: ALI RODNEY</b> DOB: 05/04/2017 Sex: Male Gender: Male * Current Child Legal Status: <span style="border: 1px solid gray; padding: 2px;">Parent Relative Custody/Guardianship</span>	Interstate Child ID: NEICE M/CMS Child ID: 6602 Race: Black / African American	SSN:	<b>HOME STUDY DECISION: APPROVED</b> <input type="button" value="Home Study Request"/> <input type="button" value="Home Study Decision"/> <span style="border: 2px solid red; padding: 2px;"><input type="button" value="Placement Decision"/></span> <input type="button" value="Court, 100A, B &amp; Other Dates"/> <input type="button" value="Remove Child"/>
---	--	------	--

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

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

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

Child: Ali Rodney ✕

Home Study Request
Home Study Decision
Placement Decision
100A/100B, Court & Other Dates

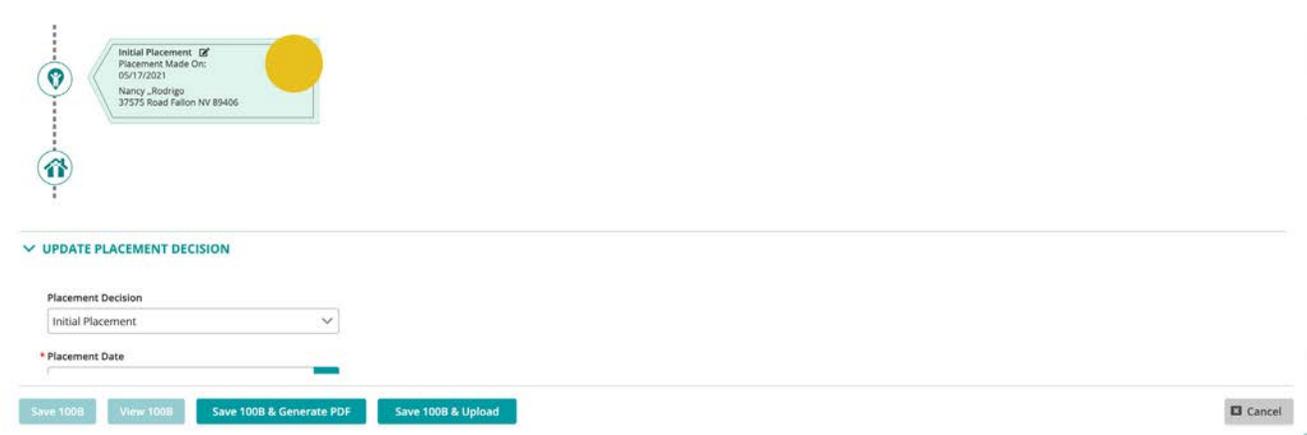
▼ PLACEMENT DECISION HISTORY
🔍 SHOW ALL

Initial Placement  
Placement Made On:  
05/17/2021  
Nancy \_Rodrigo  
3737/2 Road Fallon NV 89406

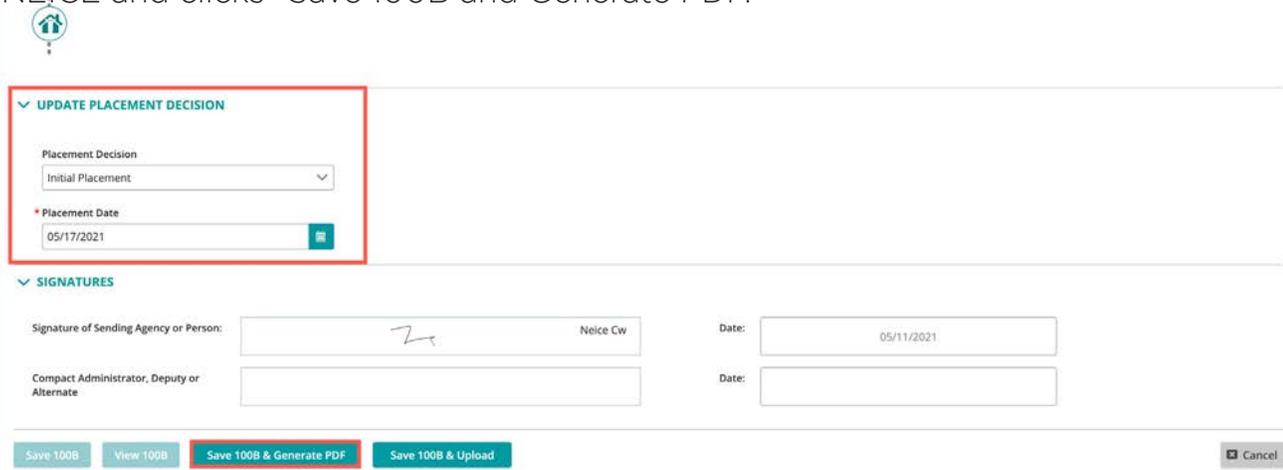
●

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

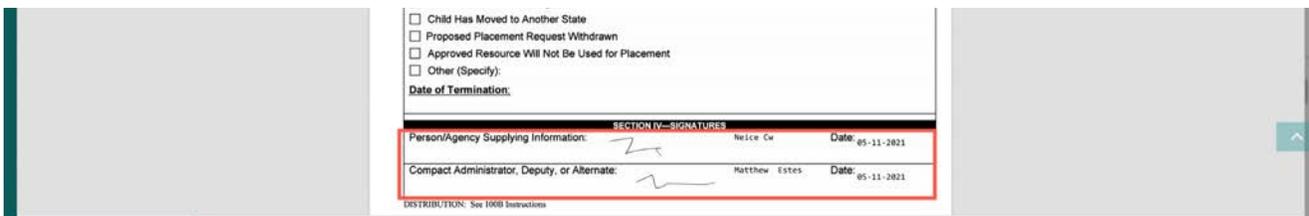
6. Once you click on edit, you will be able to indicate the placement decision on the case. Next, you will review and countersign the 100B.



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



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



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

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

Case Details Children In Case **Documents** Communications Notes Access
Add a Child



Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Approved]

DOCUMENTS

Show Filters 
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[Copy From](#)
Actions ▼

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE	
<input type="checkbox"/> 6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB	
<input type="checkbox"/> 6602	Ali Rodney	100A - Completed	Attached	NV			29 MB	<a href="#">View History</a> <span style="font-size: 0.8em;">▼</span>
<input checked="" type="checkbox"/> 6602	Ali Rodney	100B - Initial Placement	Attached	DC			08 MB	<a href="#">View History</a> <span style="font-size: 0.8em;">▼</span>

Page 1 of 1
10 Items per page

Send Message
Send Transmittal ▼
Clone Case
Cancel

Showing 1 - 3 of 3 Record(s).

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

**M/CMS CASE ID:** 52837

Interstate CASE ID: BIDCNV202111

Date: 05/11/2021

Transmittal Type: Placement Decision

Transmittal Memo for Child(ren)/Alias Name(s):

All  Ali Rodney

Placement Resource: Nancy Rodrigo

Purpose of Transmittal

Sending 100B Initial Placement ▼

Urgent Request

From Agency:

District of Columbia ICPC Central (CFS) ▼

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

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

New Transmittal ✕

To Agency:

Nevada ICPC Central (DCFS) ▾

4126 Technology Way, 3rd Floor Carson City

ATTN:

CW

CC (Note you can only CC within State):

CC	ADDRESS	ATTN	CC NOTES
<input type="checkbox"/>	Home Away from Home, Washington D.C.	2400 Passaic Street Adelphi DC 20783	Sent Placement Decision

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

Comments:

Placement Decision

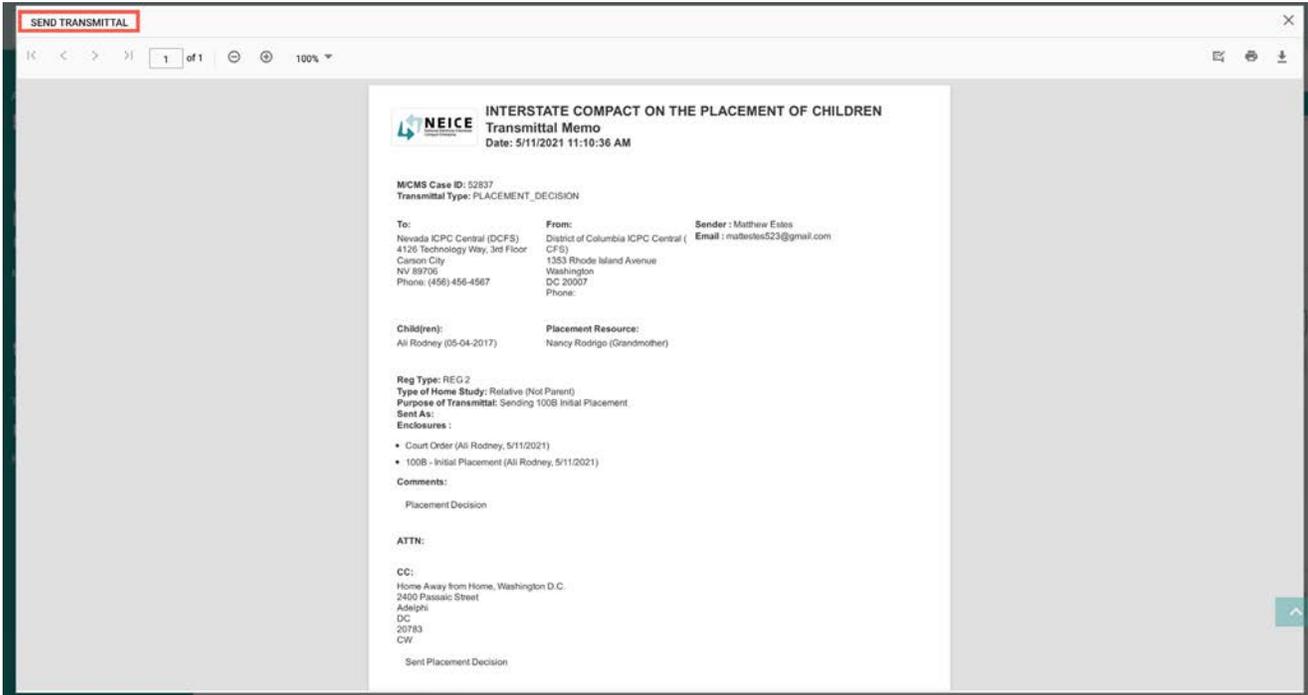
\*Note: When sending to a Secure Document Portal state, please add child name and placement resource name to comments here.

Enclosed:

- All
- Court Order (Ali Rodney, 05/10/2021)
- 100B - Initial Placement (Ali Rodney, 05/11/2021)

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

13. Review the Transmittal and click “Send Transmittal.”



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

**Status: ACTIVE**

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837      Case Created: 05/11/2021      Child(ren): Ali Rodney (05/05/2017) [Approved]

Interstate CASE ID: BIDCNV202111      Type of Care: Relative (Not Parent)

Sending State: District of Columbia      Placement Resource: Nancy Rodrigo

Receiving State: Nevada

STATUS	TRANSMITTAL ID	DATE	TRANSMITTAL TYPE	FROM	TO	TRANSMITTAL COMMENTS
	40031	05/11/2021	PLACEMENT_DECISION	Matthew Estes	Nevada ICPC Central (DCFS)	Placement Decision ...
	40030	05/11/2021	HOME_STUDY_RESPONSE	Matt ICPC	District of Columbia ICPC Central (CFS)	Everything is OK!...
	40026	05/11/2021	HOME_STUDY_REQUEST	Matthew Estes	Nevada ICPC Central (DCFS)	Please conduct a Home Study ...

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

# Receive 100B & Place Child

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

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

## This Step

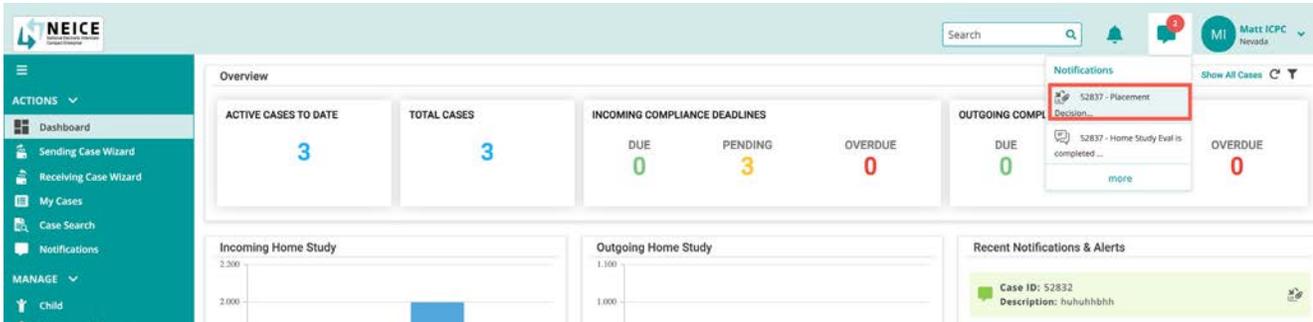
The ICPC Coordinator in the Receiving State reviews the approved 100B and sends the decision to the local agency that places the child in their new home or setting.

Receive 100B & Place Child - 09



## Receive 100B & Place Child - 09

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



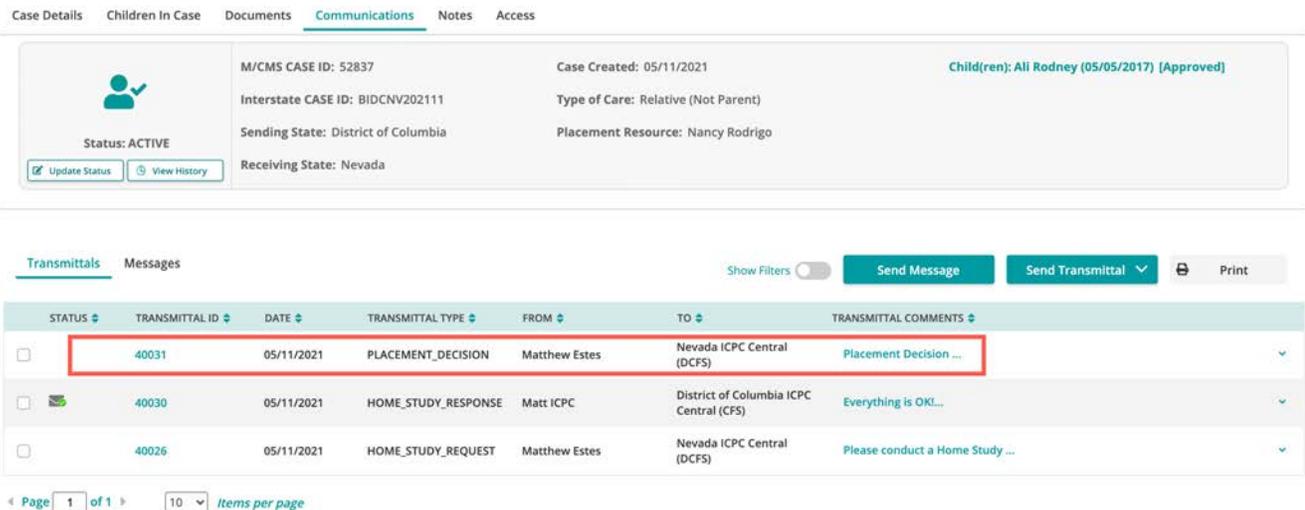
The screenshot shows the NEICE dashboard with a sidebar on the left containing 'ACTIONS' (Dashboard, Sending Case Wizard, Receiving Case Wizard, My Cases, Case Search, Notifications) and 'MANAGE' (Child). The main area has an 'Overview' section with four summary cards: 'ACTIVE CASES TO DATE' (3), 'TOTAL CASES' (3), 'INCOMING COMPLIANCE DEADLINES' (DUE: 0, PENDING: 3, OVERDUE: 0), and 'OUTGOING COMPLIANCE DEADLINES' (DUE: 0, OVERDUE: 0). A notification pop-up is visible for Case ID: 52837 - Placement Decision. Below are charts for 'Incoming Home Study' and 'Outgoing Home Study', and a 'Recent Notifications & Alerts' section showing Case ID: 52832 with description 'huhuhbbhh'.

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



The screenshot shows a 'MARK AS READ' dialog box. The main content is a transmittal memo titled 'INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN Transmittal Memo' dated 5/11/2021 11:11:06 AM. The memo details include: M/CMS Case ID: 52837, Transmittal Type: PLACEMENT\_DECISION, To: Nevada ICPC Central (DCFS), From: District of Columbia ICPC Central (CFS), and Sender: Matthew Estes. The dialog has navigation arrows, a page indicator (1 of 1), and a 100% zoom level.

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



The screenshot shows the 'Case Details' page with tabs for 'Case Details', 'Children In Case', 'Documents', 'Communications', 'Notes', and 'Access'. The 'Communications' tab is active. It displays case information: M/CMS CASE ID: 52837, Interstate CASE ID: BIDCNV202111, Sending State: District of Columbia, Receiving State: Nevada, Case Created: 05/11/2021, Type of Care: Relative (Not Parent), Placement Resource: Nancy Rodrigo, and Child(ren): Ali Rodney (05/05/2017) [Approved]. Below this is a 'Transmittals' table with columns for STATUS, TRANSMITTAL ID, DATE, TRANSMITTAL TYPE, FROM, TO, and TRANSMITTAL COMMENTS. The first row is highlighted with a red box, showing Transmittal ID 40031, DATE 05/11/2021, TRANSMITTAL TYPE PLACEMENT\_DECISION, FROM Matthew Estes, TO Nevada ICPC Central (DCFS), and TRANSMITTAL COMMENTS Placement Decision ...

STATUS	TRANSMITTAL ID	DATE	TRANSMITTAL TYPE	FROM	TO	TRANSMITTAL COMMENTS
<input type="checkbox"/>	40031	05/11/2021	PLACEMENT_DECISION	Matthew Estes	Nevada ICPC Central (DCFS)	Placement Decision ...
<input type="checkbox"/>	40030	05/11/2021	HOME_STUDY_RESPONSE	Matt ICPC	District of Columbia ICPC Central (CFS)	Everything is OKL...
<input type="checkbox"/>	40026	05/11/2021	HOME_STUDY_REQUEST	Matthew Estes	Nevada ICPC Central (DCFS)	Please conduct a Home Study ...

## Receive 100B & Place Child - 09

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



Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52837

Interstate CASE ID: BIDCNV202111

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/11/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

Child(ren): Ali Rodney (05/05/2017) [Approved]

---

CHILD: ALI RODNEY

DOB: 05/04/2017

Sex: Male

Gender: Male

Current Child Legal Status: Parent Relative Custody/Guardianship

Placement Resource Relationship to Child: Grandmother

[Save](#) [Save & Continue](#) [Cancel](#)

Interstate Child ID:

NEICE M/CMS Child ID: 6602

Race: Black / African American

SSN:

HOME STUDY DECISION: APPROVED

[Home Study Request](#)

[Home Study Decision](#)

**[Placement Decision](#)**

[Court,100A,B & Other Dates](#)

[Remove Child](#)

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

Child: Ali Rodney

Home Study Request | Home Study Decision | **Placement Decision** | 100A/100B,Court & Other Dates

▼ PLACEMENT DECISION HISTORY [SHOW ALL](#)



Initial Placement

Placement Made On: 05/18/2021

Nancy ,Rodrigo

37575 Road Fallon NV 89406

100B Received On

05/11/2021



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

[Return to Table of Contents](#)

NEICE 2.0

81

# 100B

## Case Closure

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

This walkthrough starts from the point where concurrence has been obtained

### This Step

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

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

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

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

Receive 100B & Place Child - 09



## Receive 100B & Place Child - 09

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

The dashboard displays the following metrics:

- ACTIVE CASES TO ENTER:** 22
- TOTAL CASES:** 22
- MONTHS OUTPLACED CASES ARE:**
  - DUE: 0
  - PENDING: 5
  - OVERDUE: 0
- DETROIT CASES LEADERSHIP:**
  - DUE: 4
  - PENDING: 14
  - OVERDUE: 0

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

STATUS	M/CMS CASE ID CREATED ON	INTERSTATE CASE ID	REG. TYPE	PLACEMENT TYPE	SEND STATE	SEND AGENCY	RECEIVE STATE	RECEIVE AGENCY	CHILDREN NAME(S) HS DECISION
<input type="checkbox"/>	52886 05/19/2021	ARDCNV202115	REG 2 - Home Study Request	Relative (Not Parent)	DC	Home Away from Home, Washington D.C.	NV	Nevada ICPC Central (DCFS)	Jose Getty (Approved)
<input type="checkbox"/>	52884 05/19/2021		REG 2 - Home Study Request	Relative (Not Parent)	DC	Home Away from Home, Washington D.C.	NV	Nevada ICPC Central (DCFS)	Pete Jones (Pending)

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

Details: **Children in Case** | Documents | Communications | Notes | Access

**Child(ren): Jose Getty (05/17/2017) [Approved]**

M/CMS CASE ID: 52886 | Case Created: 05/19/2021

Interstate CASE ID: ARDCNV202115 | Type of Care: Relative (Not Parent)

Sending State: District of Columbia | Placement Resource: Nancy Rodrigo

Receiving State: Nevada

Status: ACTIVE | [View History](#)

CHILD: JOSE GETTY | HOME STUDY DECISION: APPROVED

DOB: 05/17/2017 | Interstate Child ID: | SSN: | [Home Study Request](#)

Sex: Male | NEICE M/CMS Child ID: 6630 | [Home Study Decision](#)

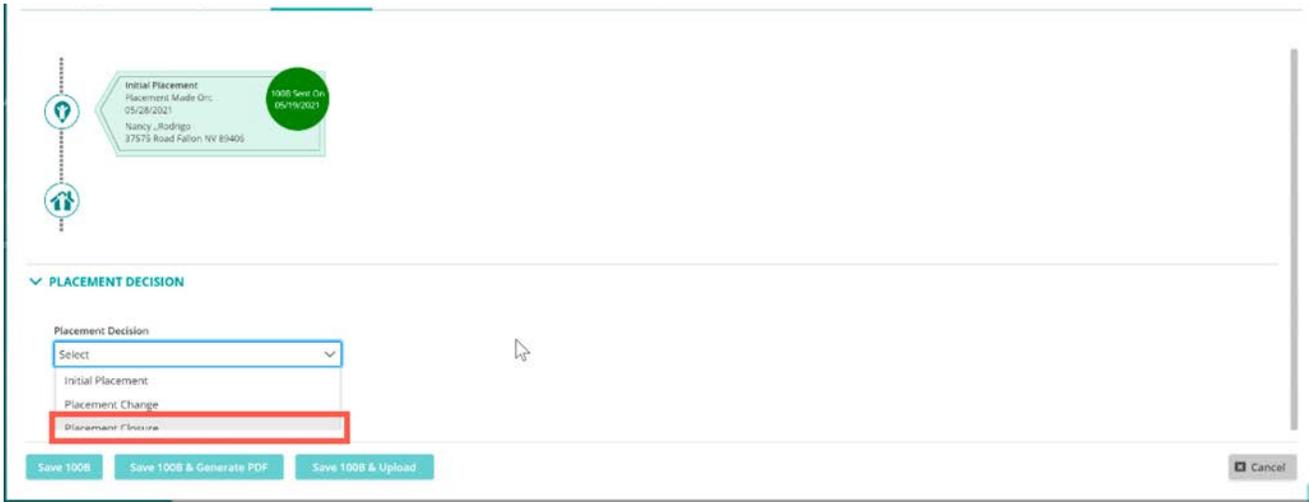
Gender: Male | Race: Black / African American | **[Placement Decision](#)**

Current Child Legal Status: Parent Relative Custody/Guardianship | [Court, 100A, B & Other Dates](#)

Placement Resource Relationship to Child: Grandmother | [Remove Child](#)

## Receive 100B & Place Child - 09

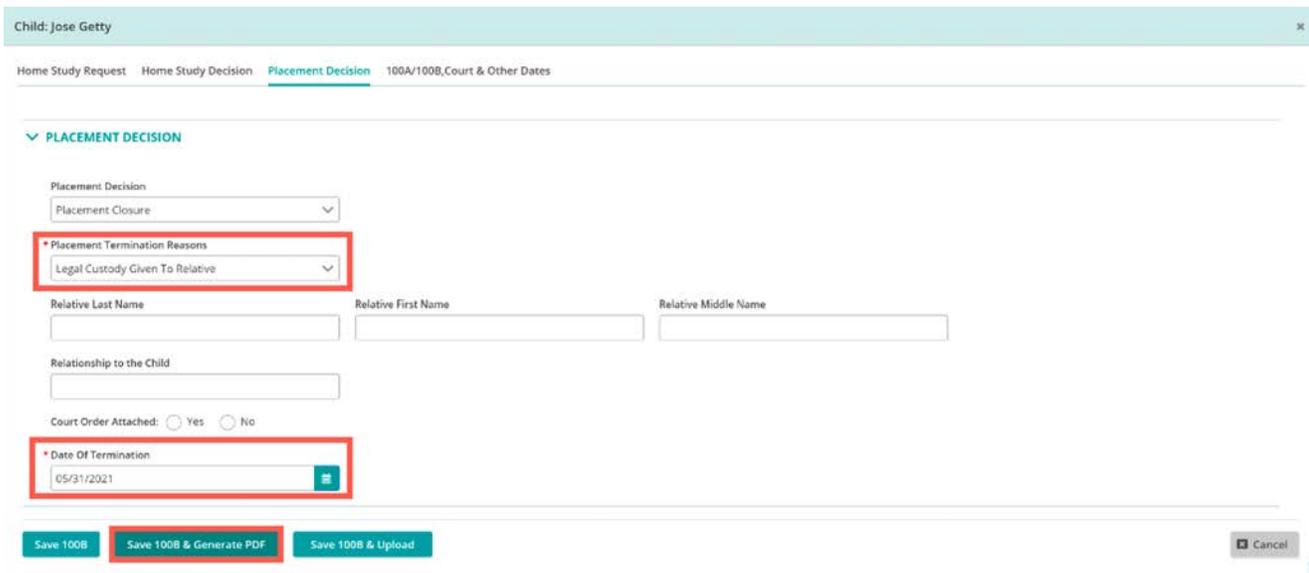
4. The caseworker can see the placement decision for a child was approved and the placement history to date on this screen. Now, using the dropdowns, he or she changes the Placement to “Placement Closure.”



The screenshot shows a web interface for a placement decision. At the top left, there is a green callout box with the text: "Initial Placement Placement Made On: 05/28/2021 Nancy, Rodrigo 37575 Road Fallon NV 89405". To the right of this box is a green circle with the text "100B Save On 05/19/2021". Below this is a section titled "PLACEMENT DECISION" with a dropdown menu labeled "Placement Decision". The dropdown menu is open, showing options: "Select", "Initial Placement", "Placement Change", and "Placement Closure". The "Placement Closure" option is highlighted with a red box. At the bottom of the form, there are three buttons: "Save 100B", "Save 100B & Generate PDF", and "Save 100B & Upload". A "Cancel" button is also visible in the bottom right corner.

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

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



The screenshot shows the same web interface for a placement decision, but for a child named "Jose Getty". The breadcrumb trail at the top reads: "Home Study Request Home Study Decision Placement Decision 100A/100B, Court & Other Dates". The "PLACEMENT DECISION" section is expanded. The "Placement Decision" dropdown is set to "Placement Closure". The "Placement Termination Reasons" dropdown is set to "Legal Custody Given To Relative" and is highlighted with a red box. Below this are three input fields for "Relative Last Name", "Relative First Name", and "Relative Middle Name". There is also a "Relationship to the Child" input field. A "Court Order Attached" section has radio buttons for "Yes" and "No". The "Date Of Termination" field is set to "05/31/2021" and is highlighted with a red box. At the bottom, the "Save 100B & Generate PDF" button is highlighted with a red box. A "Cancel" button is also visible in the bottom right corner.

## Receive 100B & Place Child - 09

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

ICPC 100B  
REV. 06/2019, EFF. 01/2020 One form per child

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

TO: Nevada	FROM: District of Columbia
SECTION I—IDENTIFYING INFORMATION	
Child's Name: Jose Getty	Birthdate: 05-17-2017
Parent #1's Name:	Parent #2's Name:
Name of Resource: Nancy Rodrige	
Address: 17571 RoadPallo, NV, 89446	
Type of Care: Relative (Not Parent)	

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

DOCUMENTS

Show Filters  Upload New Document Copy From Actions

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
<input type="checkbox"/> 6630	Jose Getty	Court Order	Attached	DC	05/19/2021	05/19/2021	1.33 MB
<input type="checkbox"/> 6630	Jose Getty	100A - Completed	Attached	NV		05/19/2021	1.33 MB <a href="#">View History</a>
<input type="checkbox"/> 6630	Jose Getty	100B - Closure	Uploaded	DC	05/22/2021		0.08 MB <a href="#">View History</a>

Page 1 of 1 10 Items per page Send Message Cancel

Showing 1 - 3 of 3 Record(s).

## Receive 100B & Place Child - 09

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

Message

Documents Associated:

- All
- 100B - Closure (Jose Getty, 05/22/2021)
- 100A - Completed (Jose Getty, 05/19/2021)

**Send**
Cancel

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

**M/CMS CASE ID: 52886**

Case Details Children in Case Documents **Communications** Notes Access
Add a Child

Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52886

Interstate CASE ID: ARDCNV202115

Sending State: District of Columbia

Receiving State: Nevada

Case Created: 05/19/2021

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

**Child(ren): Jose Getty (05/17/2017) [Approved]**

Transmittals **Messages**

Show Filters 
Send Message
Print

STATUS	MESSAGE ID	DATE	FROM	TO	MESSAGE TEXT
<input type="checkbox"/>	51572	05/19/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Home Study Request
<input type="checkbox"/>	51579	05/20/2021	Matthew Estes	Home Away from Home, Washington D.C.	Home Study looks good.
<input type="checkbox"/>	51580	05/20/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Placement good to go
<input type="checkbox"/>	51586	05/22/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Please review the case

Page 1 of 1
10 Items per page

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

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

## Receive 100B & Place Child - 09

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

**M/CMS CASE ID: 52886**

Case Details Children In Case **Documents** Communications Notes Access Add a Child

 M/CMS CASE ID: 52886 Case Created: 05/19/2021 **Child(ren): Jose Getty (05/17/2017) (Approved)**

Status: ACTIVE Update Status View History

Interstate CASE ID: ARDCNV202115 Type of Care: Relative (Not Parent)

Sending State: District of Columbia Placement Resource: Nancy Rodrigo

Receiving State: Nevada

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Transmittals Messages Show Filters Send Message Send Transmittal Print

STATUS	TRANSMITTAL ID	DATE	TRANSMITTAL TYPE	FROM	TO	TRANSMITTAL COMMENTS
<input type="checkbox"/>	40081	05/22/2021	CONCURRENCE_REQUEST	Matthew Estes	Nevada ICPC Central (DCFS)	Close Case...

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

### CASE ID: 52886

Home **Children In Case** Documents Communications Notes Access

 M/CMS CASE ID: 52886 Case Created: 05/19/2021 **Child(ren): Jose Getty (05/17/2017) (Approved)**

Status: ACTIVE Update Status View History

Interstate CASE ID: ARDCNV202115 Type of Care: Relative (Not Parent)

Sending State: District of Columbia Placement Resource: Nancy Rodrigo

Receiving State: Nevada

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Documents Show Filters Upload New Document Copy From

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
330	Jose Getty	Court Order	Attached	DC	05/19/2021	05/19/2021	1.33 MB
330	Jose Getty	100A - Completed	Attached	NV		05/22/2021	0.08 MB
330	Jose Getty	100B - Closure	Uploaded	DC	05/22/2021		0.08 MB

## Receive 100B & Place Child - 09

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

**M/CMS CASE ID: 52886**

Case Details **Children In Case** Documents Communications Notes Access Add a Child

Status: ACTIVE

[Update Status](#) [View History](#)

M/CMS CASE ID: 52886      Case Created: 05/19/2021

Interstate CASE ID: ARDCNV202115      Type of Care: Relative (Not Parent)

Sending State: District of Columbia      Placement Resource: Nancy Rodrigo

Receiving State: Nevada

**Child(ren): Jose Getty (05/17/2017) [Approved]**

CHILD: JOSE GETTY      HOME STUDY DECISION: APPROVED

DOB: 05/17/2017	Interstate Child ID:	SSN:	<a href="#">Home Study Request</a> <a href="#">Home Study Decision</a> <span style="border: 2px solid red; padding: 2px;">Placement Decision</span> <a href="#">Court, 100A, B &amp; Other Dates</a> <a href="#">Remove Child</a>
Sex: Male	NEICE M/CMS Child ID: 6630		
Gender: Male	Race: Black / African American		

\* Current Child Legal Status: Parent Relative Custody/Guardianship

\* Placement Resource Relationship to Child: Grandmother

Save   
 Save & Continue   
 Cancel

4. You now need to activate the case. Click the “Pencil Icon.”

Child: Jose Getty

Home Study Request Home Study Decision **Placement Decision** 100A/100B, Court & Other Dates

▼ PLACEMENT DECISION HISTORY SHOW ALL

Initial Placement

Placement Made On: 05/28/2021 100B Sent On 05/19/2021

Nancy\_Rodrigo  
37575 Road Fallon NV 89406

Placement Closed 100B Sent On 05/19/2021

Placement Ended On: 05/31/2021

Nancy\_Rodrigo  
37575 Road Fallon NV 89406

Save 100B   
 View 100B   
 Save 100B & Generate PDF   
 Save 100B & Upload   
 Cancel

## Receive 100B & Place Child - 09

5. You unlocked the case. You are now able to Save 100B and Generate a PDF.

Child: Jose Getty

Home Study Request Home Study Decision **Placement Decision** 100A/100B, Court & Other Dates

▼ PLACEMENT DECISION HISTORY SHOW ALL

Initial Placement  
Placement Made On: 05/28/2021  
Nancy\_Rodrigo  
37575 Road Fallon NV 89406

100B Sent On: 05/19/2021

Placement Closure   
Placement End Date: 05/31/2021  
Nancy\_Rodrigo  
37575 Road Fallon NV 89406

Save 100B View 100B **Save 100B & Generate PDF** Save 100B & Upload Cancel

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

ICPC 100B  
REV. 05/2019; EFF. 01/2020 One form per child

TO: Nevada FROM: District of Columbia

**SECTION I—IDENTIFYING INFORMATION**

Child's Name: Jose Getty Birthdate: 05-17-2017

Parent #1's Name: Parent #2's Name:

Name of Resource: Nancy Rodrigo  
Address: 37575 Road Fallon, NV, 89406  
Type of Care: Relative (Not Parent)

**SECTION II—PLACEMENT STATUS**

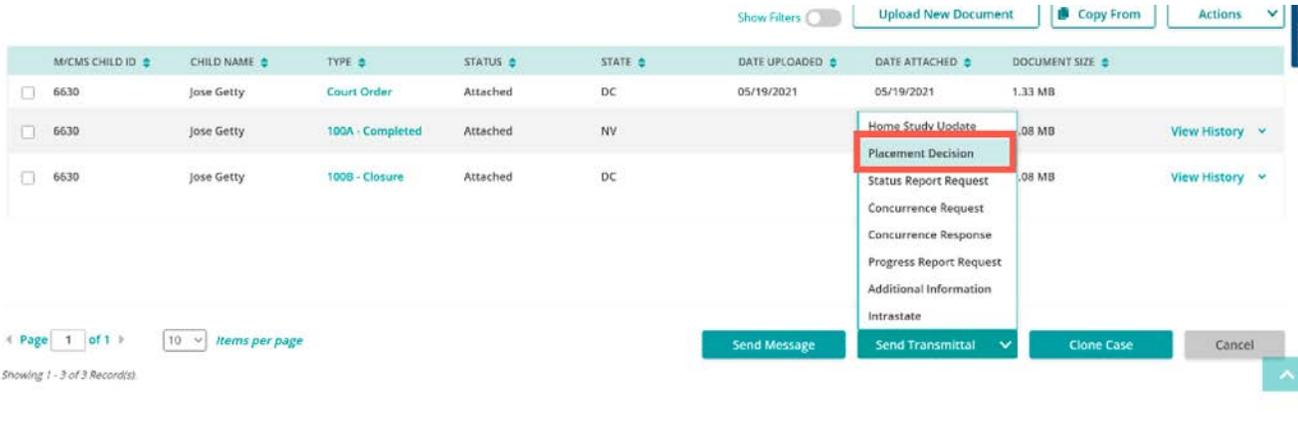
Initial Placement of Child in Receiving State Date Child Placed in Receiving State:  
 Placement Change Effective Date of Change:

**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  
Name:  
 Legal Custody Given to Relative  Court Order Attached  
Name: Relationship:

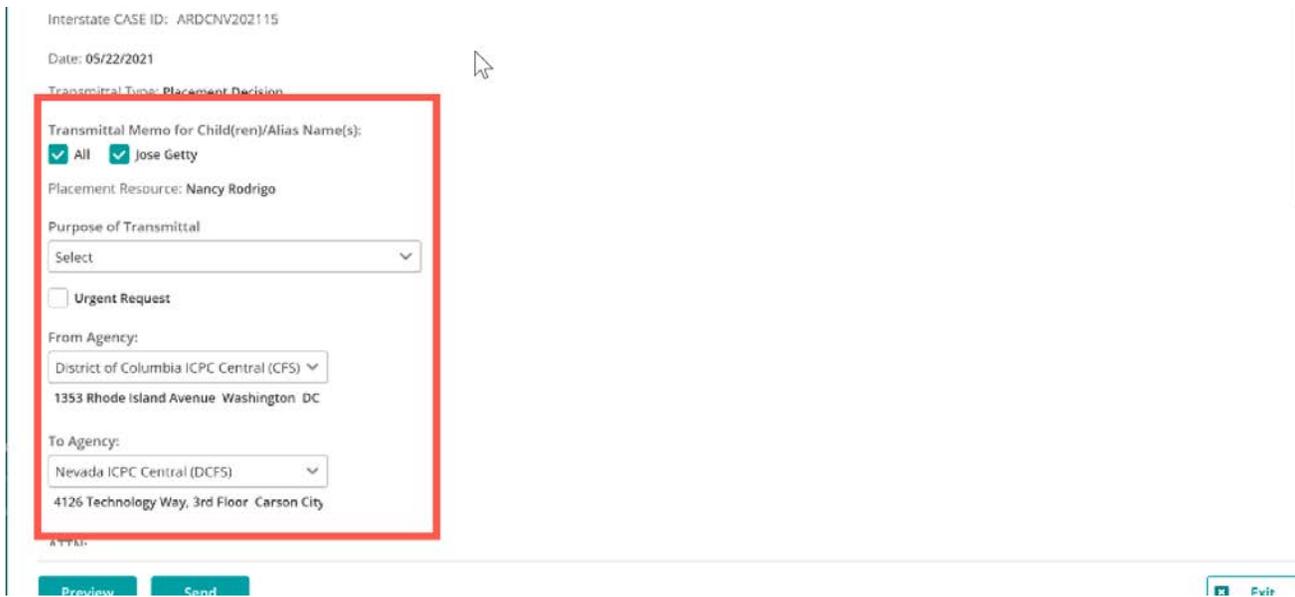
## Receive 100B & Place Child - 09

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



M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
<input type="checkbox"/> 6630	Jose Getty	Court Order	Attached	DC	05/19/2021	05/19/2021	1.33 MB
<input type="checkbox"/> 6630	Jose Getty	100A - Completed	Attached	NV			.08 MB
<input type="checkbox"/> 6630	Jose Getty	100B - Closure	Attached	DC			.08 MB

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



Interstate CASE ID: ARDCNV202115  
 Date: 05/22/2021  
 Transmittal Type: Placement Decision

**Transmittal Memo for Child(ren)/Alias Name(s):**  
 All  Jose Getty

Placement Resource: Nancy Rodrigo

Purpose of Transmittal  
 Select

Urgent Request

From Agency:  
 District of Columbia ICPC Central (CFS)  
 1353 Rhode Island Avenue Washington DC

To Agency:  
 Nevada ICPC Central (DCFS)  
 4126 Technology Way, 3rd Floor Carson City

Preview Send

## Receive 100B & Place Child - 09

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

**FOR REG TYPE**

Reg Type: REG 2 - Home Study Request

Comments:

\*Note: When sending to a Secure Document Portal state, please add child name and placement resource name to comments here.

Enclosed:

- All
- Court Order (Jose Getty, 05/19/2021)
- 100B - Closure (Jose Getty, 05/22/2021)

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

SEND TRANSMITTAL

1 of 1
100%



**INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN**

**Transmittal Memo**

Date: 5/22/2021 11:56:55 AM

**MCMS Case ID:** 52886  
**Transmittal Type:** PLACEMENT\_DECISION

<p><b>To:</b>            Nevada ICPC Central (DCFS)            4128 Technology Way, 3rd Floor            Carson City            NV 89706            Phone: (456) 456-4567</p>	<p><b>From:</b>            District of Columbia ICPC Central (CFS)            1353 Rhode Island Avenue            Washington            DC 20007            Phone:</p>	<p><b>Sender:</b> Matthew Estes  <b>Email:</b> matestes523@gmail.com</p>
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<p><b>Child(ren):</b>            Jose Getty (05-17-2017)</p>	<p><b>Placement Resource:</b>            Nancy Rodrigo (Grandmother)</p>
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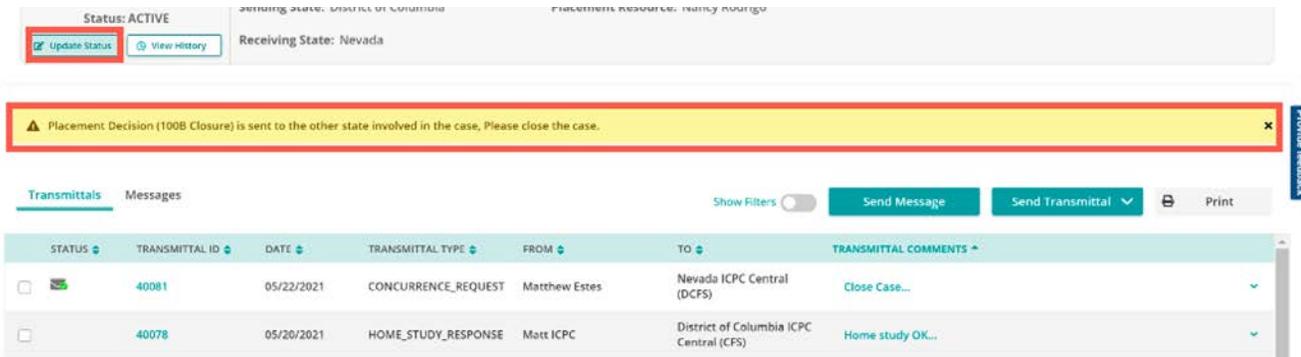
**Reg Type:** REG 2  
**Type of Home Study:** Relative (Not Parent)  
**Purpose of Transmittal:**  
**Sent As:**  
**Enclosures:**

- 100B - Closure (Jose Getty, 5/22/2021)

**Comments:**

## Receive 100B & Place Child - 09

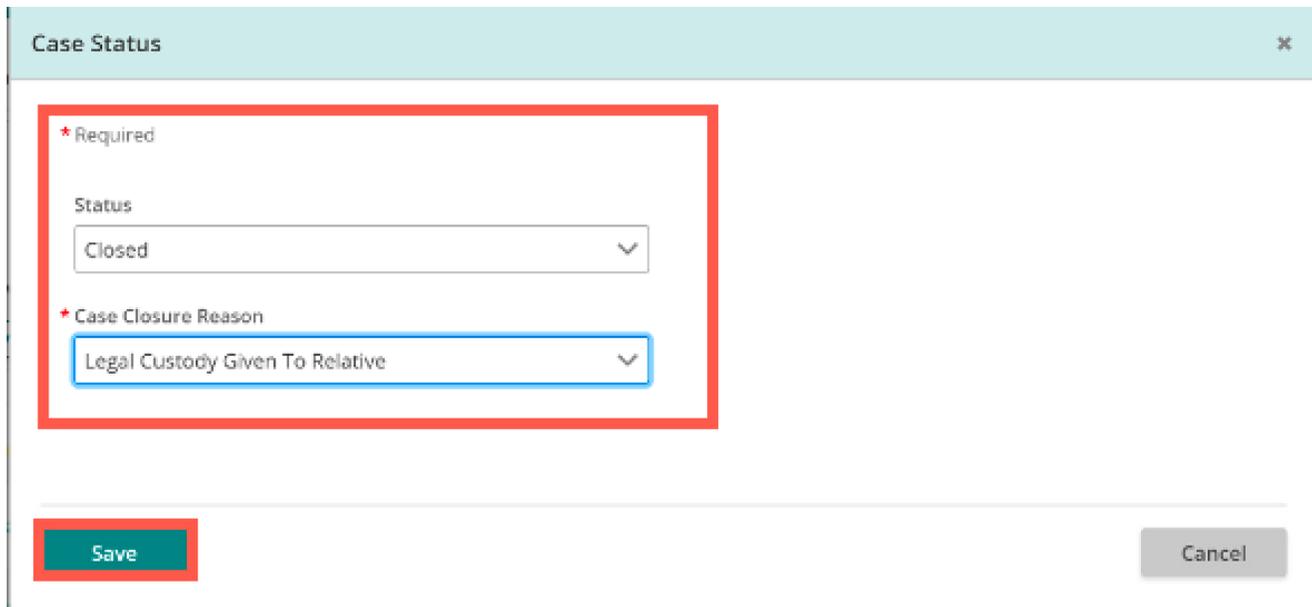
11. Please note the yellow bar indicating the case has been closed.



The screenshot shows a case management interface. At the top, the status is 'ACTIVE' and the receiving state is 'Nevada'. A yellow warning bar with a red border contains the message: "Placement Decision (100B Closure) is sent to the other state involved in the case. Please close the case." Below this, there are tabs for 'Transmittals' and 'Messages'. A table of transmittals is visible:

STATUS	TRANSMITTAL ID	DATE	TRANSMITTAL TYPE	FROM	TO	TRANSMITTAL COMMENTS
<input type="checkbox"/>	40081	05/22/2021	CONCURRENCE_REQUEST	Matthew Estes	Nevada ICPC Central (DCFS)	Close Case...
<input type="checkbox"/>	40078	05/20/2021	HOME_STUDY_RESPONSE	Matt ICPC	District of Columbia ICPC Central (CFS)	Home study OK...

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



The screenshot shows the 'Case Status' dialog box. It has a title bar with 'Case Status' and a close button. The main content area contains two required fields, both highlighted with a red border:

- \* Required**  
Status: A dropdown menu with 'Closed' selected.
- \* Case Closure Reason**  
A dropdown menu with 'Legal Custody Given To Relative' selected.

At the bottom of the dialog, there are two buttons: 'Save' (highlighted with a red border) and 'Cancel'.

## Receive 100B & Place Child - 09

15. The case status now shows as “Closed.”

M/CMS CASE ID: 52886



Case Details Children In Case Documents **Communications** Notes Access Add a Child

**Status: CLOSED**

M/CMS CASE ID: 52886 Case Created: 05/19/2021 **Child(ren): Jose Getty (05/17/2017) [Approved]**

Interstate CASE ID: ARDCNV202115 Type of Care: Relative (Not Parent)

Sending State: District of Columbia Placement Resource: Nancy Rodrigo

Receiving State: Nevada

Update Status

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

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

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



**MARK AS READ**

1 of 1 100%

**NEICE** INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN  
Transmittal Memo  
Date: 5/22/2021 11:38:41 AM

M/CMS Case ID: 52886  
Transmittal Type: CONCURRENCE\_REQUEST

To: Nevada ICPC Central (DCFS) 4126 Technology Way, 3rd Floor  
From: District of Columbia ICPC Central (CFS)  
Sender: Matthew Estes  
Email: mattestes523@gmail.com

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



M/CMS CASE ID: 52886

Case Details Children In Case Documents **Communications** Notes Access

**Status: ACTIVE**

M/CMS CASE ID: 52886 Case Created: 05/19/2021 **Child(ren): Jose Getty (05/17/2017) [Approved]**

Interstate CASE ID: ARDCNV202115 Type of Care: Relative (Not Parent)

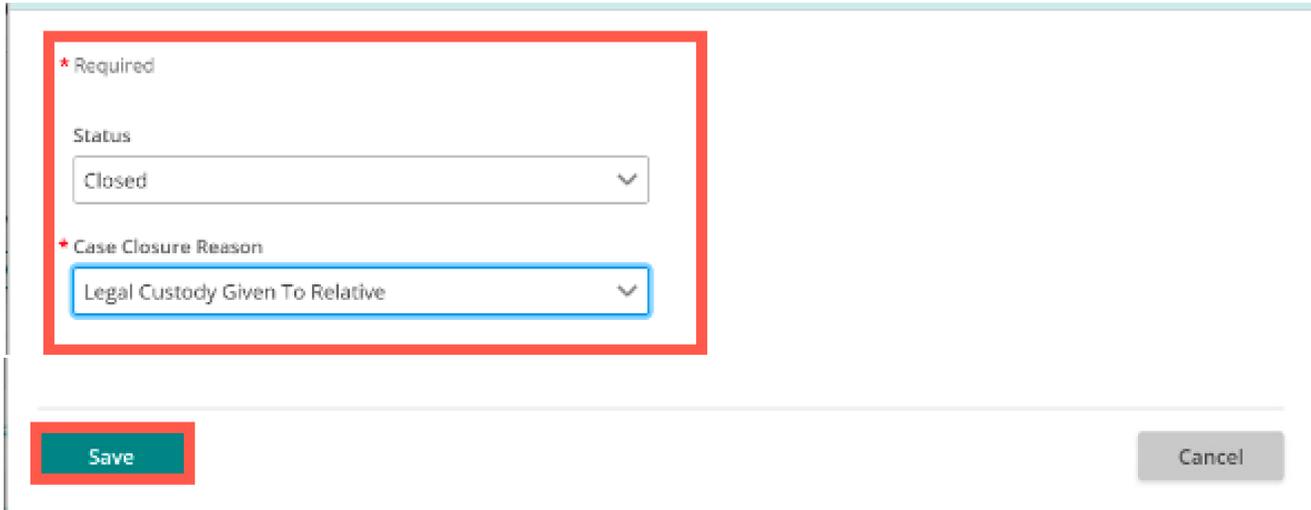
Sending State: District of Columbia Placement Resource: Nancy Rodrigo

Receiving State: Nevada

Update Status

## Receive 100B & Place Child - 09

3. Change the case status and Case Closure Reason.



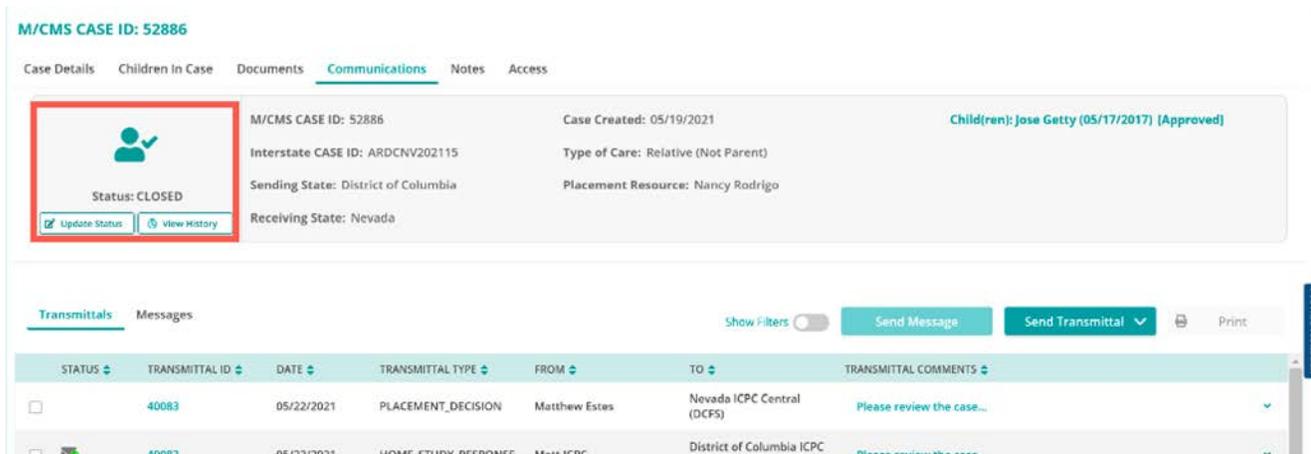
\* Required

Status  
 Closed

\* Case Closure Reason  
 Legal Custody Given To Relative

Save Cancel

4. The case status is now marked as Closed.



M/CMS CASE ID: 52886

Case Details Children In Case Documents **Communications** Notes Access

Status: CLOSED

M/CMS CASE ID: 52886 Case Created: 05/19/2021 Child(ren): Jose Getty (05/17/2017) [Approved]

Interstate CASE ID: ARDCNV202115 Type of Care: Relative (Not Parent)

Sending State: District of Columbia Placement Resource: Nancy Rodrigo

Receiving State: Nevada

Transmittals Messages

STATUS	TRANSMITTAL ID	DATE	TRANSMITTAL TYPE	FROM	TO	TRANSMITTAL COMMENTS
	40083	05/22/2021	PLACEMENT_DECISION	Matthew Estes	Nevada ICPC Central (DCFS)	Please review the case...
	40083	05/22/2021	HOME ENTRY RESPONSE	Matthew Estes	District of Columbia ICPC	Please review the case...

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

