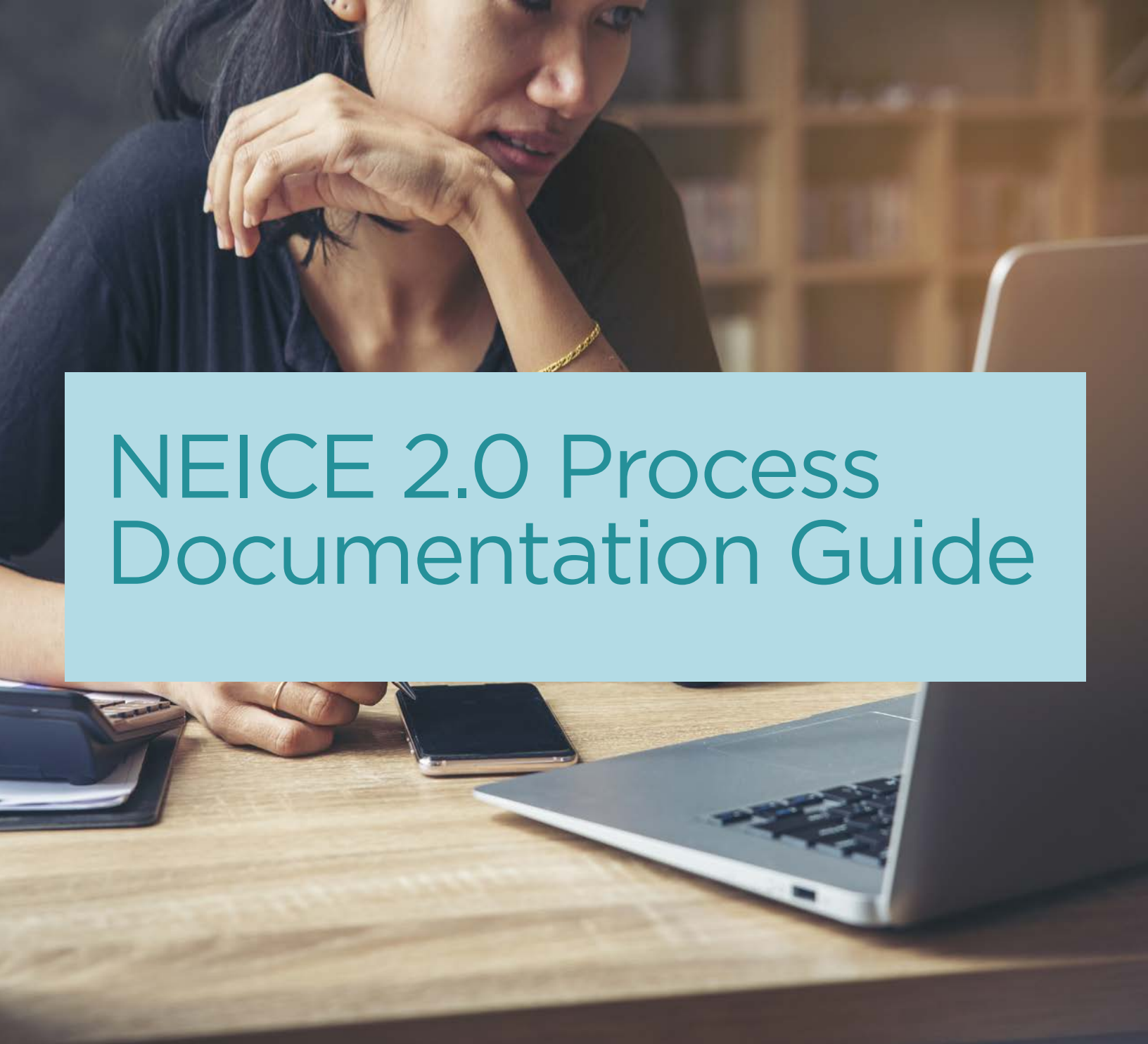




NEICE
National Electronic Interstate
Compact Enterprise



NEICE 2.0 Process Documentation Guide

Welcome
Please Continue

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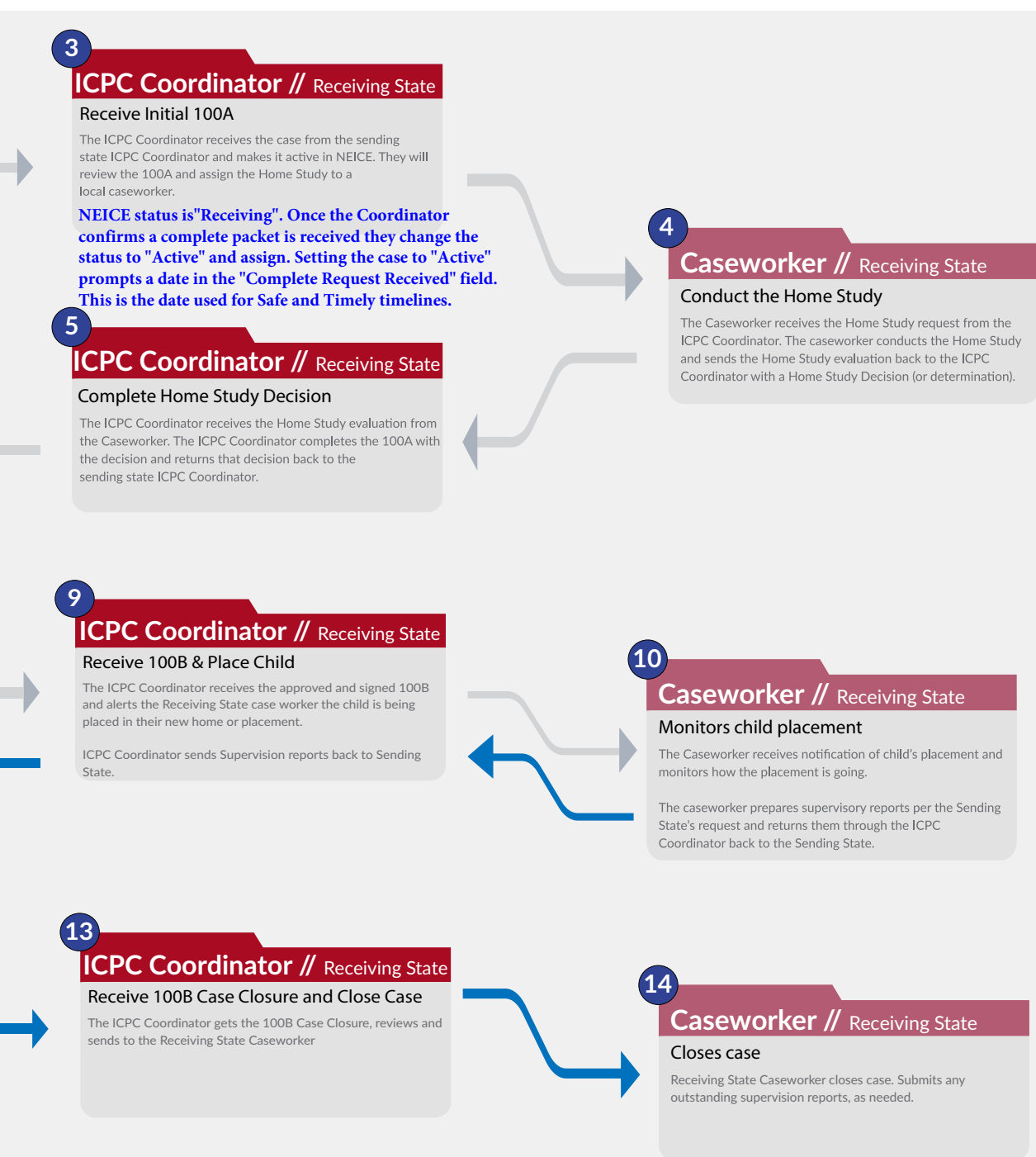
*Caseworkers need only to focus on the items marked with an asterisk.



Lifecycle of an ICPC Case in NEICE



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



Create a Home Study Request using the Sending Case Wizard

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

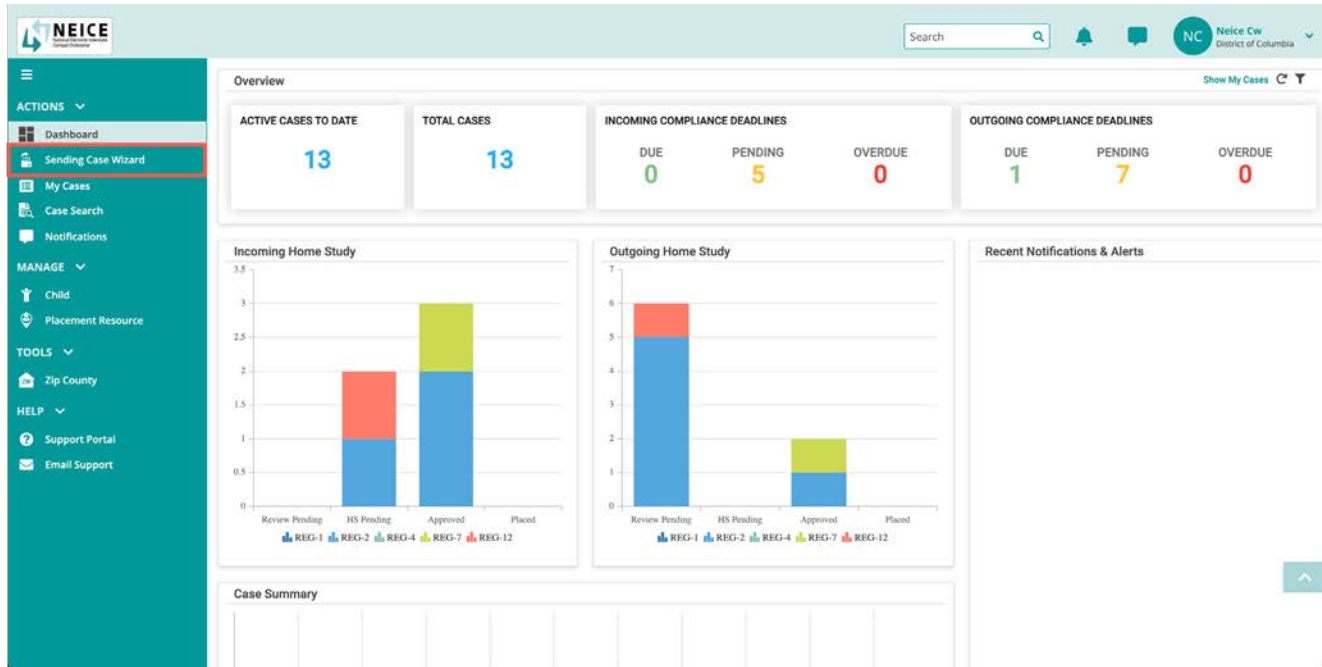
This Step assumes both the local caseworker and the ICPC Coordinator are on NEICE. If the ICPC Coordinator is adding cases, he or she should follow the caseworker's guidance.

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.



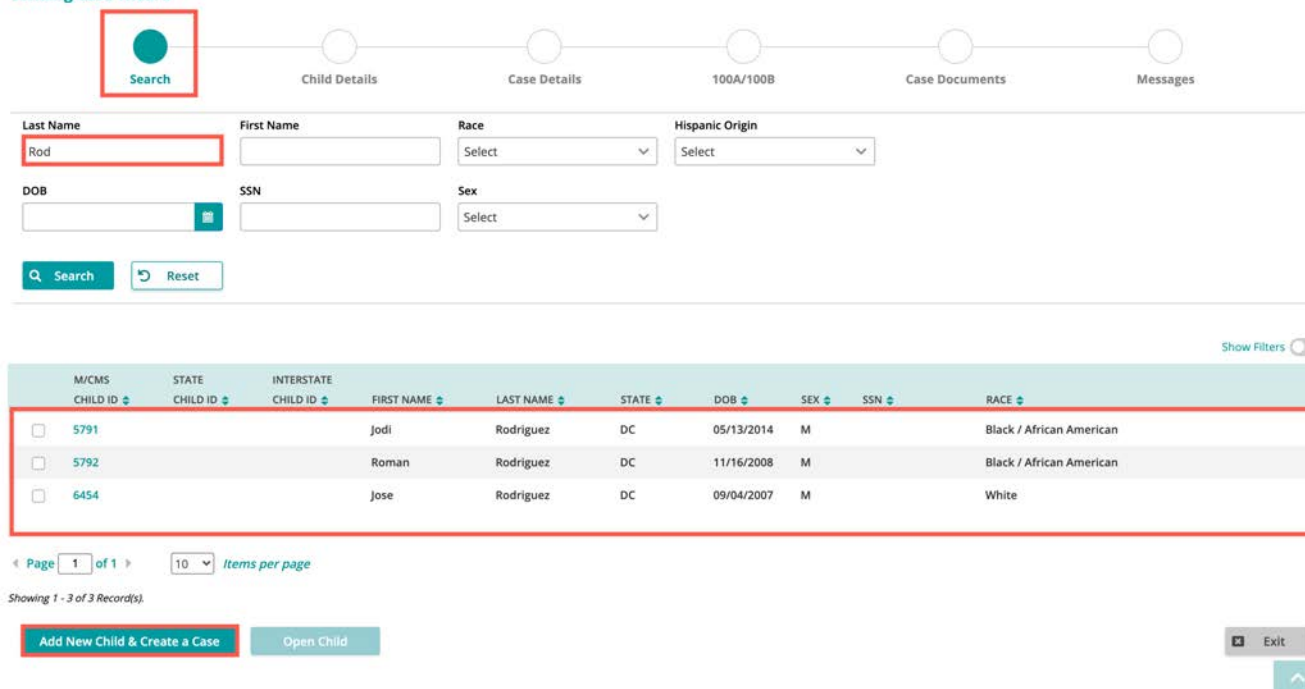
Create a Home Study Request using the Sending Case Wizard - 01

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



Search Child Details Case Details 100A/100B Case Documents Messages

Last Name: First Name: Race: Hispanic Origin:

DOB: SSN: Sex:

Show Filters

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

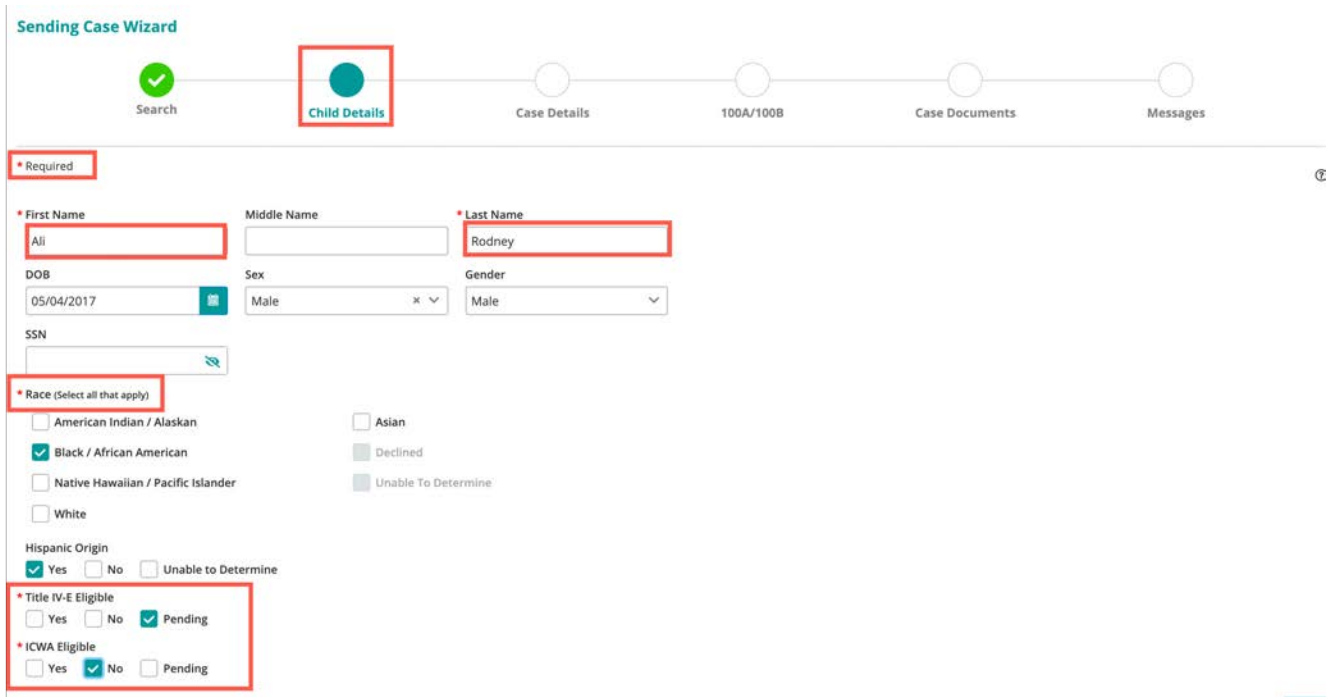
« Page 1 of 1 » 10 Items per page

Showing 1 - 3 of 3 Record(s).

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

Search **Child Details** Case Details 100A/100B Case Documents Messages

*** Required**

* First Name: Ali Middle Name: Last Name: Rodney

DOB: 05/04/2017 Sex: Male Gender: Male

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



Search Child Details **Case Details** 100A/100B Case Documents Messages

 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

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
Search
Reset

*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
☐ 13903		INDVL	Nancy Rodrigo				37575 Road Fallon Churchill NV 89406	Churchill
☐ 336		INDVL	Home Nv				Xxx Xxx Churchill NV	Churchill
☐ 331		ORG	Nv Homme				Xxx Churchill NV	Churchill
☐ 317		ORG	Nv Foster Home				12/4 Churchill NV	Churchill

Page 1 of 1
10 items per page
Add To Case
Cancel

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
Search
Update

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

* Placement Resource Relationship to child
Grandmother

Create Case & Continue to 100A/100B
Create Case & Exit
Save
Exit

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

Create 100A Create 100B

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

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: Hope childrens home Phone: (645) 987-1255 Email Address(Optional): manishaccw.hchnv@yahoo.com

Address: 1 Sunrise Road City: Las Vegas State: Nevada

Address Line 2: Zip Code: 89101

Name of Agency or Person Financially Responsible for Child
☐ Individual ☒ Organization

☒ Same as Above

Agency Name: Hope childrens home Phone: (645) 987-1255 Email Address(Optional): manishaccw.hchnv@yahoo.com

Address: 1 Sunrise Road City: Las Vegas State: Nevada

Address Line 2: Zip Code: 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

✓ Search — ✓ Child Details — ✓ Case Details — 100A/100B — ○ Case Documents — ○ Messages

SECTION II - PLACEMENT INFORMATION

Type 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

☐ Child-Caring Institution

☐ Residential Treatment Center

☐ Parent

☐ Institutional Care-Article VI Adjudicated Delinquent

☒ Relative (Not-Parent) Relationship:

☐ Other:

Current Legal Status of Child

☐ Sending Agency Custody/Guardianship

☒ Parent Relative Custody/Guardianship

☐ Court Jurisdiction Only

☐ Protective Supervision

☐ Parental Rights Terminated-Right to Place for Adoption

☐ Unaccompanied Refugee Minor

☐ Other:

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

Initial Report Requested (If Applicable)

☐ Adoptive Home Study

☐ Foster Home Study

☐ Parent Study

☒ Relative Home Study

*** Supervisory Services Requested**

☒ Request Receiving State to Arrange Supervision

☐ Another Agency Agreed to Supervise

☐ Sending Agency to Supervise

☐ Other

*** Supervisory Reports Requested**

☐ Semi-Annually

☒ Quarterly

☐ Monthly

☐ Other

Name of Supervising Agency in Receiving State

Address Line 1

Address Line 2

City

State Select

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. 03/2016, 04/11, 05/2016

One form per child

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REQUEST

TO: Nevada

FROM: District of Columbia

SECTION I—IDENTIFYING DATA

Notice is given of intent to place—Name of Child: Alli Redberry		Ethnicity: ☒ Yes ☐ No ☐ Unable to determine/unknown
Social Security Number: ☐ ICVA Eligible ☐ Yes ☐ No ☐ Pending	Tribal IV-E Eligible: ☐ Yes ☐ No ☐ Pending	State: ☐ American Indian or Alaska Native ☐ Native Hawaiian/Other Pacific Islander ☐ Asian ☒ Black or African American ☐ White
Sex: Male	Gender: Male	Date of Birth: 05-04-2017
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 Sunnyside Road Las Vegas NV 89101		Email Address (optional): exam1shaccw.hchm@yahoo.com
Name of Agency or Person Financially Responsible for Child: Hope Childrens Home		Phone: (645) 987-1255
Address: 1 Sunnyside Road Las Vegas NV 89101		Email Address (optional): exam1shaccw.hchm@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 ☐ Child-Caring Institution ☐ Residential Treatment Center ☐ Parent ☐ Institutional Care—Article VI Adjudicated Delinquent ☐ Relative (via Parent Relationship): Grandmother ☐ Other:	Current Legal Status of Child: ☐ Sending Agency Custody/Guardianship ☐ Parent Relative Custody/Guardianship ☐ Court Jurisdiction Only ☐ Protective Supervision ☐ Parental Rights Terminated—Right to Place for Adoption ☐ Unaccompanied Refugee Minor ☐ Other:
---	--

Name of Person(s) or Facility Child is to be placed with:
Nancy Rodriguez

Address:
17575 RoadFallon, NV, 89486

Phone:
(999) 885-8583

Soc. Sec. # (optional):
Soc. Sec. # (optional):
Soc. Sec. # (optional):

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”.

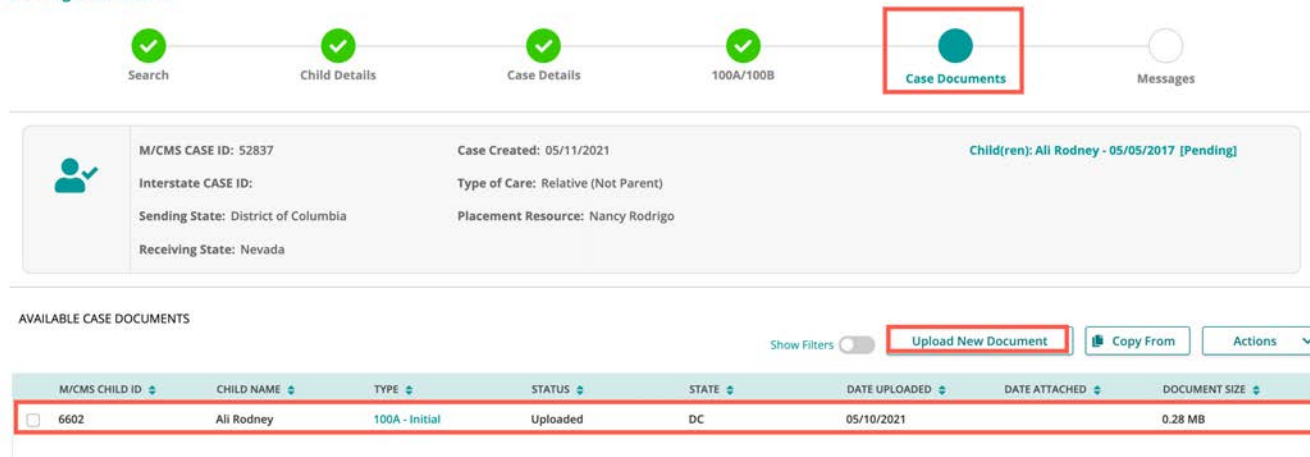
The Upload Document window will appear. Select “Browse.” This will launch your computer’s file directory.

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 CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
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

Document Type
Court Order

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
☒ 6602	Ali Rodney	Court Order	Uploaded	DC	05/10/2021		1.33 MB
☒ 6602	Ali Rodney	100A - Initial	Uploaded	DC	05/10/2021		0.28 MB

« Page 1 of 1 » 10 Items per page

Showing 1 - 2 of 2 Record(s).

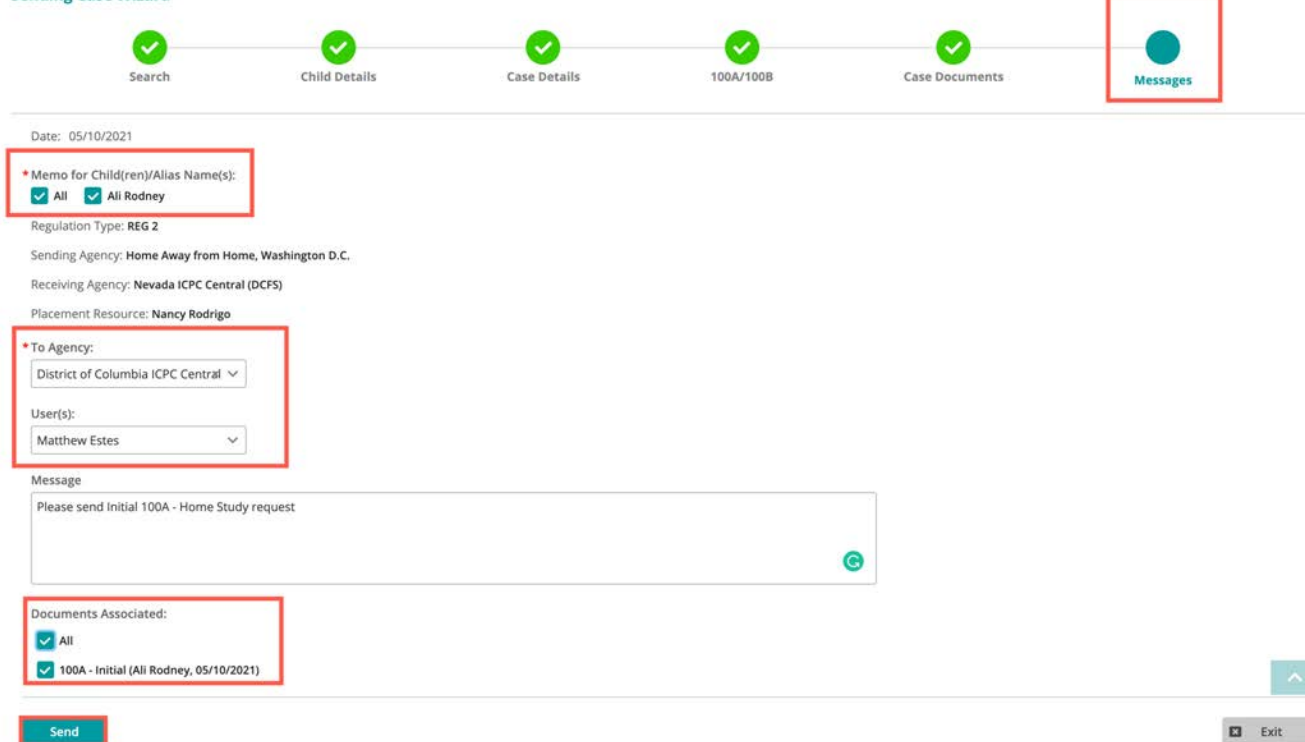
[Create Message](#)
[Add Another Child to Case](#)

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



The screenshot shows the 'Sending Case Wizard' interface. At the top, a progress bar indicates the steps: Search, Child Details, Case Details, 100A/100B, Case Documents, and Messages. The 'Messages' step is highlighted with a red box. Below the progress bar, the 'Date' is set to 05/10/2021. A red box highlights the 'Memo for Child(ren)/Alias Name(s):' section, which includes checkboxes for 'All' and 'Ali Rodney'. Below this, the 'Regulation Type' is 'REG 2', the 'Sending Agency' is 'Home Away from Home, Washington D.C.', the 'Receiving Agency' is 'Nevada ICPC Central (DCFS)', and the 'Placement Resource' is 'Nancy Rodrigo'. Another red box highlights the 'To Agency:' dropdown menu, which is set to 'District of Columbia ICPC Central', and the 'User(s):' dropdown menu, which is set to 'Matthew Estes'. Below these, the 'Message' text area contains the text 'Please send Initial 100A - Home Study request'. A red box highlights the 'Documents Associated:' section, which includes checkboxes for 'All' and '100A - Initial (Ali Rodney, 05/10/2021)'. At the bottom, there is a 'Send' button and an 'Exit' button.

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



The screenshot shows the 'M/CMS CASE ID: 52837' interface. At the top, there are tabs for 'Case Details', 'Children In Case', 'Documents', 'Communications', 'Notes', and 'Access'. The 'Communications' tab is selected. Below the tabs, there is a 'Status: PENDING' section with 'Update Status' and 'View History' buttons. To the right, there is a summary of case information: 'M/CMS CASE ID: 52837', 'Interstate CASE ID:', 'Case Created: 05/11/2021', 'Type of Care: Relative (Not Parent)', 'Sending State: District of Columbia', 'Placement Resource: Nancy Rodrigo', and 'Receiving State: Nevada'. A red box highlights the 'Transmittals' tab. Below the tabs, there is a 'Messages' section with a 'Show Filters' button, a 'Send Message' button, and a 'Print' button. Below this, there is a table with columns: STATUS, TRANSMITTAL ID, DATE, TRANSMITTAL TYPE, FROM, TO, and TRANSMITTAL COMMENTS. The table is currently empty, showing '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.

Transmittals	Messages						Show Filters	Send Message	Print
STATUS	MESSAGE ID	DATE	FROM	TO	MESSAGE TEXT				
☒	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.

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

Create Transmittal
 Add Another Child to Case
 Exit

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

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):

Delete
 Add

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: 06/24/2021 

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.

Enclosed:

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

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

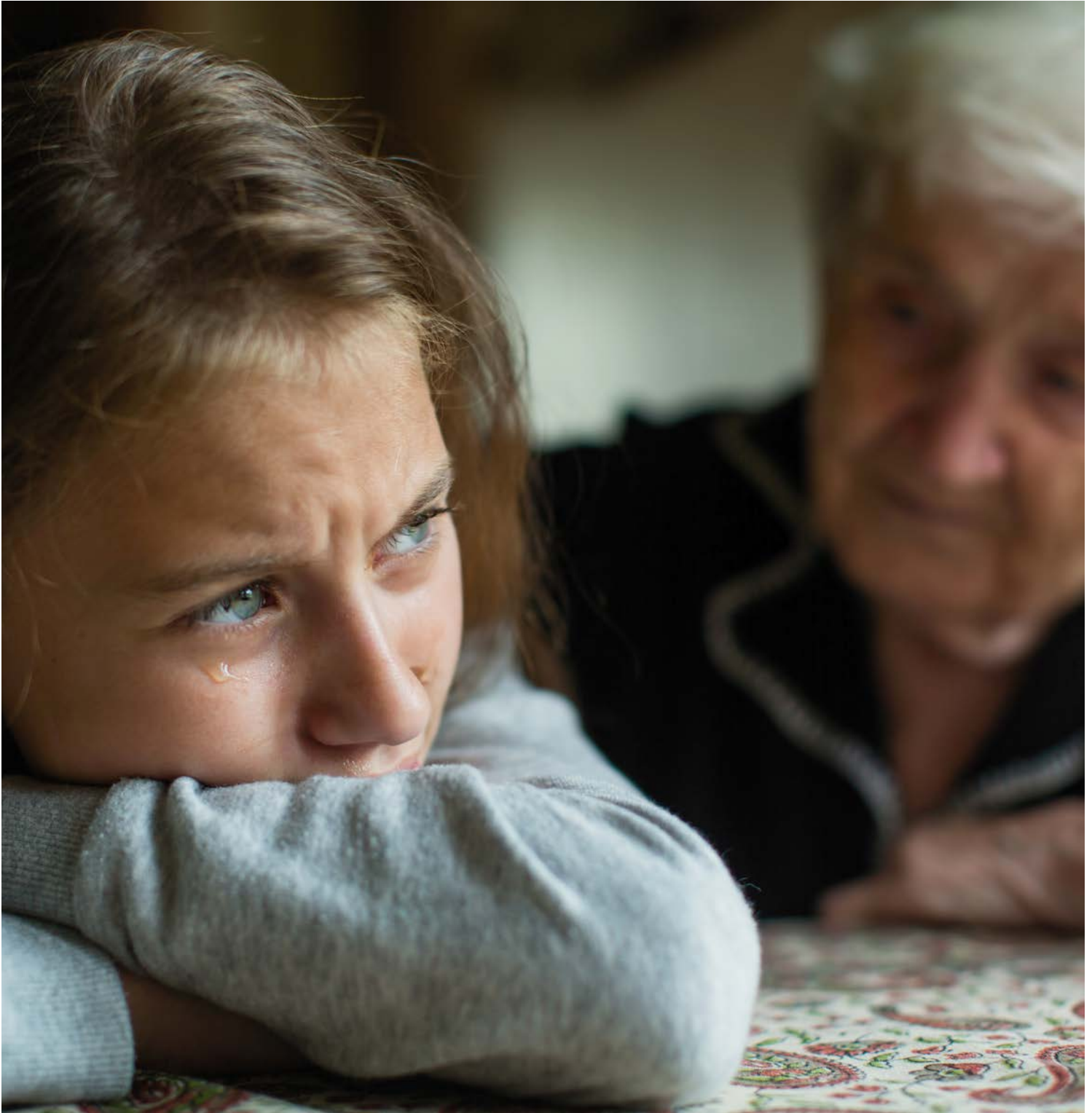
The ICPC Coordinator will transmit the 100A Initial to the Receiving State.

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

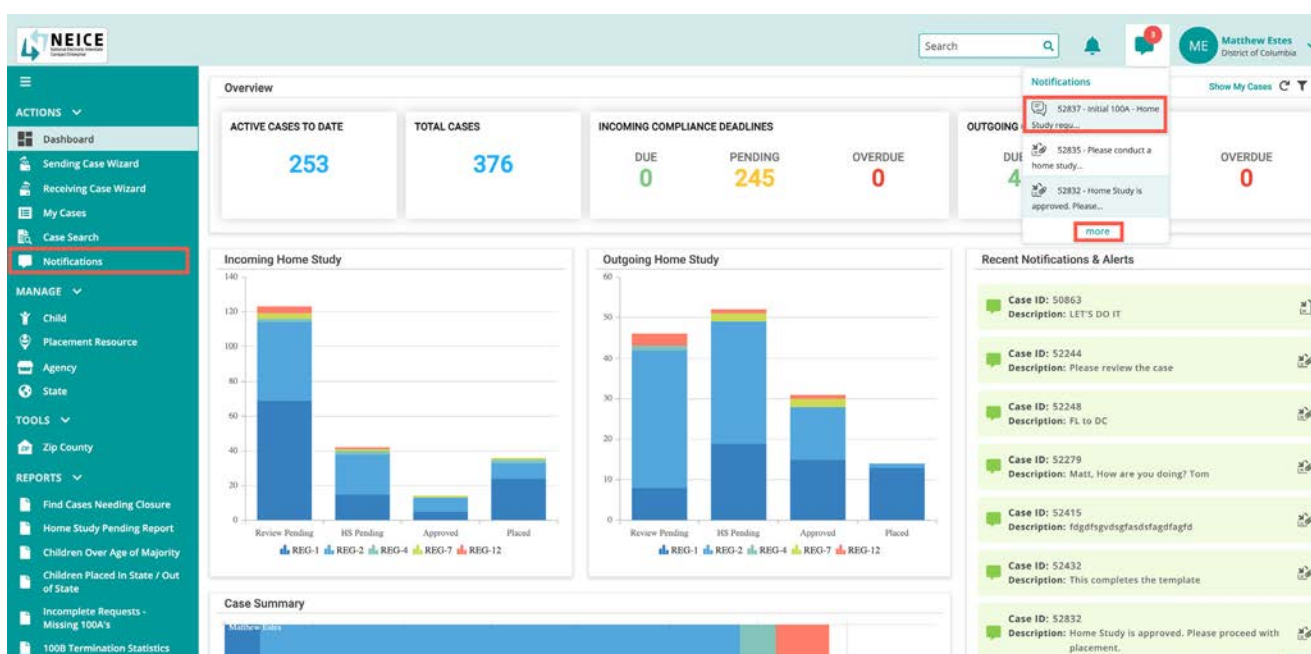


Transmit Home Study Request with Initial 100A

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.



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



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
☐	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
☐ 6602	Ali Rodney	Court Order	Uploaded	DC	05/10/2021		1.33 MB
☐ 6602	Ali Rodney	100A - Initial	Uploaded	DC	05/10/2021		0.28 MB View History

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  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] Status: PENDING Update Status View History					

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

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
 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] Status: ACTIVE Update Status View History						

CHILD: ALI RODNEY		HOME STUDY DECISION: PENDING	
DOB: 05/04/2017	Interstate Child ID:	SSN:	Home Study Request
Sex: Male	NEICE M/CMS Child ID: 6602		Home Study Decision
			Placement Decision

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

Child: Ali Rodney

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

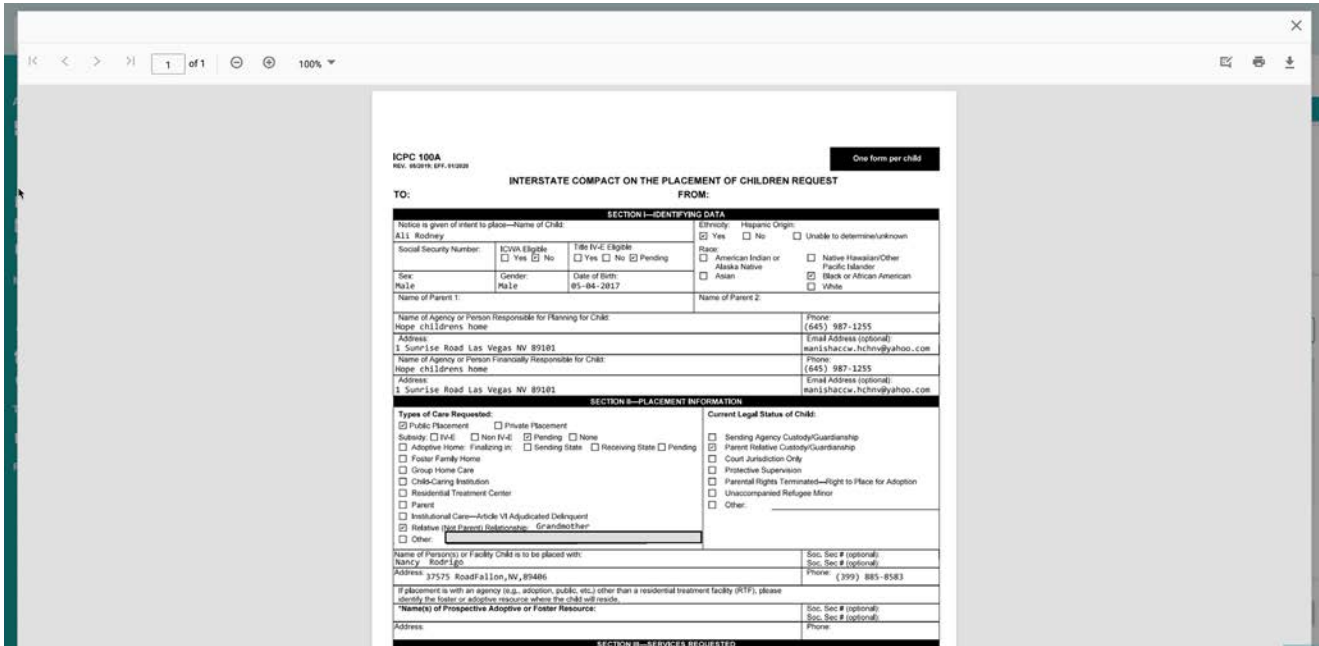
ENCLOSED DOCUMENTS

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.



ICPC 100A
REV. 05/2015 (01-10-2018)

One form per child

TO: _____ **FROM:** _____

SECTION I—IDENTIFYING DATA

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

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

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

Social Security Number:
☐ Yes ☒ No ☐ Pending

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

Name of Parent 1: _____ Name of Parent 2: _____

Name of Agency or Person Responsible for Planning for Child:
 Hope - ch11drenr - home Phone: (645) 987-1255

Address: _____ Email Address (optional): ean1shacw.hchrv@yahoo.com

1 Sunrise Road Las Vegas NV 89101

Name of Agency or Person Financially Responsible for Child:
 Hope - ch11drenr - home Phone: (645) 987-1255

Address: _____ Email Address (optional): ean1shacw.hchrv@yahoo.com

6 Sunrise Road Las Vegas NV 89101

SECTION II—PLACEMENT INFORMATION

Types of Care Requested:
☒ Public Placement ☐ Private Placement
 Subsidy: ☐ Full ☐ Non Full ☐ Pending ☐ None
☐ Adoptive Home Finalizing in: ☐ Sending State ☐ Receiving State ☐ Pending
☐ Foster Family Home
☐ Group Home Care
☐ Child-Caring Institution
☐ Residential Treatment Center
☐ Parent
☐ Institutional Care—Article VI Adjudicated Delinquent
☐ Relative (via Parent Relationship: Grandmother)
☐ Other: _____

Current Legal Status of Child:
☐ Sending Agency Custody/Guardianship
☐ Parent Relative Custody/Guardianship
☐ Court Jurisdiction Only
☐ Protective Supervision
☐ Parental Rights Terminated—Right to Place for Adoption
☐ Unaccompanied Refugee Minor
☐ Other: _____

Name of Person(s) or Facility Child is to be placed with:
 Nancy - Rodrigz Soc. Sec # (optional): _____
 Address: 37575 Road Fallon, NV, 89406 Phone: (799) 885-8583

If placement is with an agency (i.e., adoption, public, etc.) other than a residential treatment facility (RTF), please identify the foster or adoptive residence where the child will reside.

Name(s) of Prospective Adoptive or Foster Resource: _____ Soc. Sec # (optional): _____
 Address: _____ Soc. Sec # (optional): _____
 Phone: _____

SECTION III—SERVICES REQUESTED

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


Status: ACTIVE

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 ☐

Actions

Print
Attach
Download
Edit
Delete

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
☒ 6602	Ali Rodney	Court Order	Uploaded	DC	05/10/2021		1.33 MB
☐ 6602	Ali Rodney	100A - Initial	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


Status: ACTIVE

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 ☐

Actions

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
☐ 6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB
☐ 6602	Ali Rodney	100A - Initial	Attached	DC	05/10/2021	05/10/2021	0.28 MB

Page 1 of 1 10 Items per page

Showline 1 - 2 of 2 Record(s).

Send Message

Send Transmittal

Clone Case

Cancel

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:

CW Person

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
☐ 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:
 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.

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

Preview
 Send

Exit

19. Congratulations! You’ve sent the Transmittal.

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
☐	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.

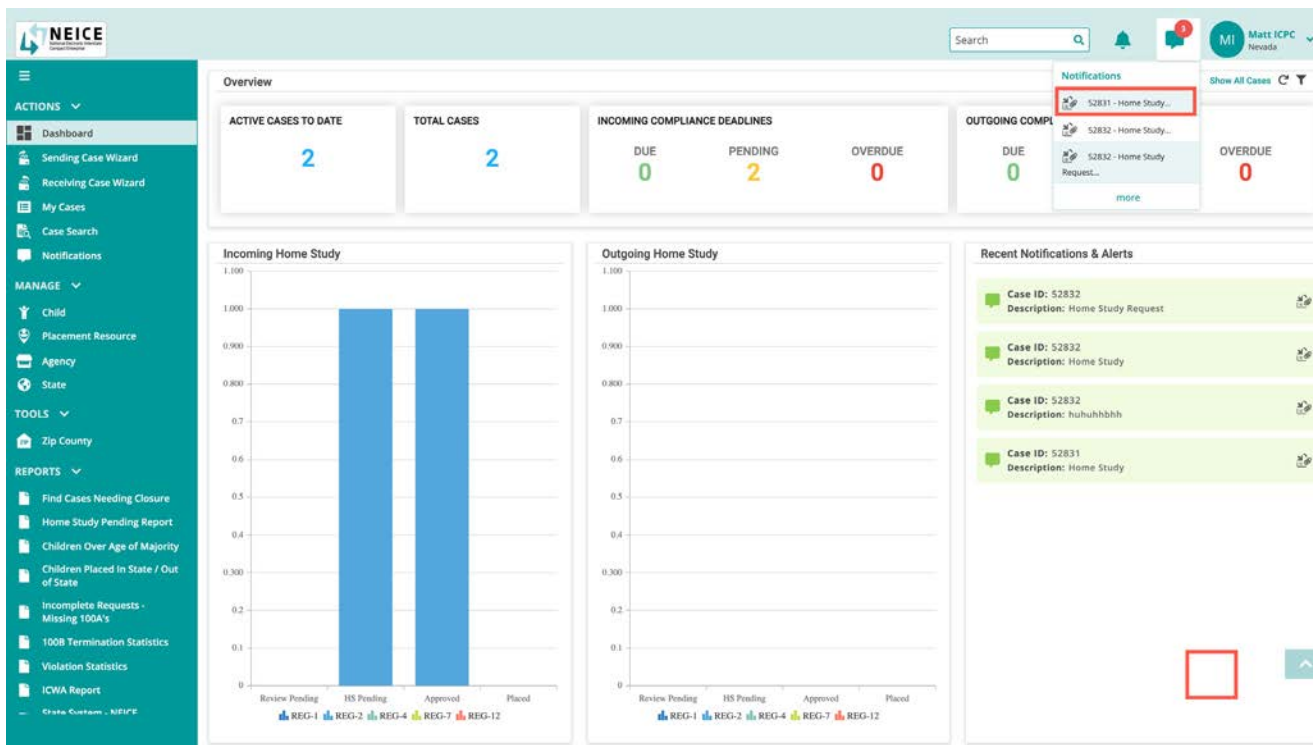
Of course, not all cases need a Home Study to be conducted. Some cases (such as a private adoption) already have a completed home study. This lesson focuses on the ICPC requests that DO need a Home Study and an assessment of the potential placement resource.

Transmit Home Study Request with Initial 100A - 03



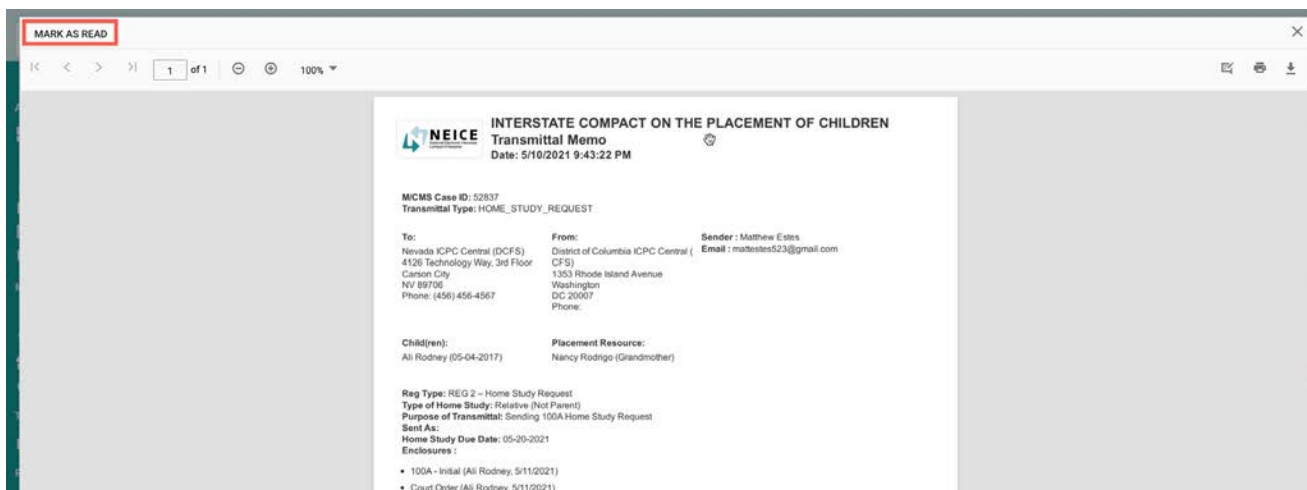
Receive Initial 100A - 03

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 with a sidebar menu on the left. The main area displays an 'Overview' section with four cards: 'ACTIVE CASES TO DATE' (2), 'TOTAL CASES' (2), 'INCOMING COMPLIANCE DEADLINES' (DUE: 0, PENDING: 2, OVERDUE: 0), and 'OUTGOING COMPLIANCE DEADLINES' (DUE: 0, PENDING: 2, OVERDUE: 0). Below these are two bar charts: 'Incoming Home Study' and 'Outgoing Home Study'. The 'Incoming Home Study' chart shows two bars for 'REG-1' and 'REG-2' at a value of 1.000. The 'Outgoing Home Study' chart shows two bars for 'REG-1' and 'REG-2' at a value of 0.000. On the right, there is a 'Notifications' dropdown menu with a red box around the first notification: '52831 - Home Study...'. Below the notifications is a 'Recent Notifications & Alerts' section with four entries, each with a green icon and a description. A red box is also present at the bottom right of the dashboard area.

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



The screenshot shows a 'MARK AS READ' dialog box. The main content is a 'Transmittal Memo' from NEICE. The header includes the NEICE logo and the title 'INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN Transmittal Memo'. The date is '5/10/2021 9:43:22 PM'. The memo is addressed to 'Nevada ICPC Central (DCFS)' and is from 'District of Columbia ICPC Central (CFS)'. The 'To' field lists 'Nevada ICPC Central (DCFS)' and the 'From' field lists 'District of Columbia ICPC Central (CFS)'. The 'Sender' is 'Matthew Estes' with email 'matteestes523@gmail.com'. The 'Child(ren)' is 'Ali Rodney (05-04-2017)' and the 'Placement Resource' is 'Nancy Rodrigo (Grandmother)'. The 'Reg Type' is 'REG 2 - Home Study Request', the 'Type of Home Study' is 'Relative (Not Parent)', and the 'Purpose of Transmittal' is 'Sending 100A Home Study Request'. The 'Sent As' is 'Home Study Due Date: 05-20-2021'. The 'Enclosures' are '100A - Initial (Ali Rodney, 5/11/2021)' and 'Court Order (Ali Rodney, 5/11/2021)'. A red box highlights the 'MARK AS READ' button in the top left corner of the dialog box.

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
☐	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

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]

* 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

05/10/2021

RECEIVING INFORMATION

* Receiving Agency

Nevada ICPC Central (DCFS)

Receiving County

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

Resource Type: Individual

Sex:

DOB:

Phone: (399) 885-8583

Additional Caregivers:

Interstate PR ID:

M/CMS PR ID: 13903

SSN: ***,**.

Address: 37575 RoadFallon,NV,89406

> 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
☒ 6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB
☒ 6602	Ali Rodney	100A - Initial	Attached	DC	05/10/2021	05/10/2021	0.28 MB

« Page 1 of 1 » 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:**

Hope childrens home

User(s):

Matt CW

Message

Please conduct a Home Study

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** **Print**

STATUS	MESSAGE ID	DATE	FROM	TO	MESSAGE TEXT
☐	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

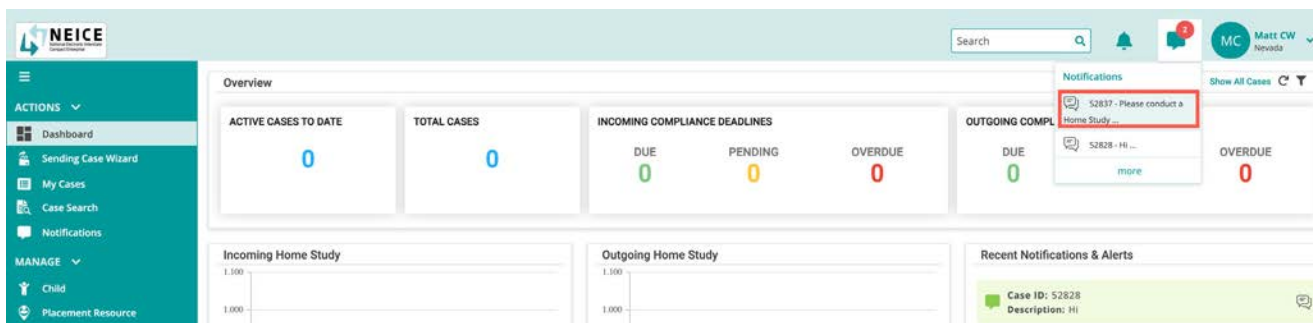
The Caseworker (usually at the local county, parish, or regional level) in the Receiving State will receive and review the Home Study request. He or she will conduct the Home Study and send the Home Study evaluation back to the ICPC Coordinator with the Home Study Decision and Completed Evaluation.

Responsibilities of a Receiving State Caseworker in NEICE - 04

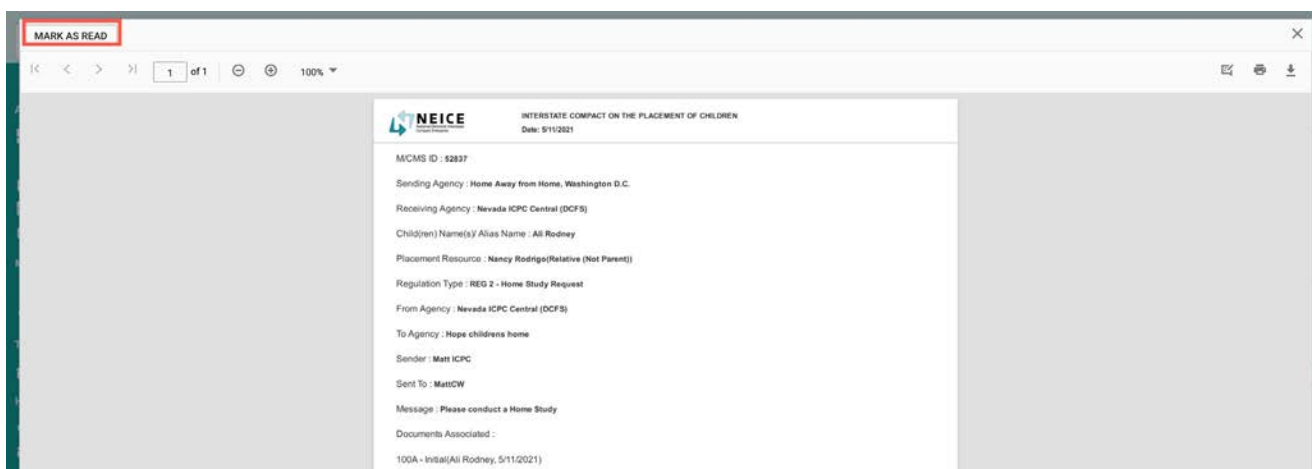


Responsibilities of a Receiving State Caseworker in NEICE - 04

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.



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

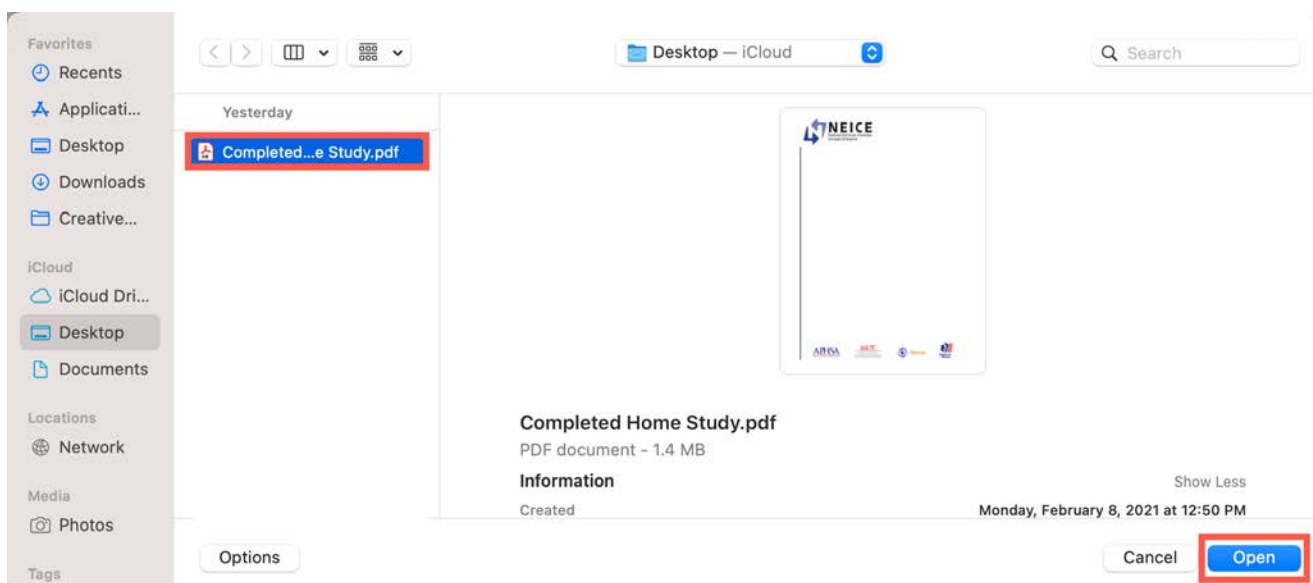
Document Type

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
☐ 6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB
☐ 6602	Ali Rodney	Completed Home Study	Uploaded	NV	05/11/2021		1.33 MB
☐ 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

Ali Rodney × ▼

Document Type

Completed Home Study × ▼

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:

Nevada ICPC Central (DCFS) ▼

User(s):

Matt ICPC ▼

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
☒ 	51473	05/11/2021	Matt CW	Nevada ICPC Central (DCFS)	Home Study Eval is completed
☐ 	51472	05/11/2021	Matt ICPC	Hope childrens home	Please conduct a Home Study

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

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

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.

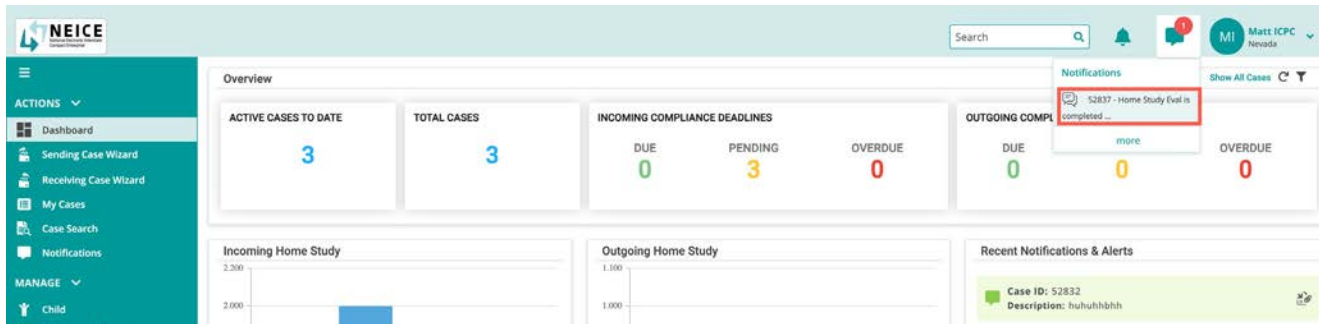
Read [here](#) for more about the Safe and Timely requirements and other ICPC requirements for processing interstate cases. Remember, a Home Study Decision must be sent back for every received ICPC Placement Request (or Home Study Request).

Complete Home Study Decision - 05



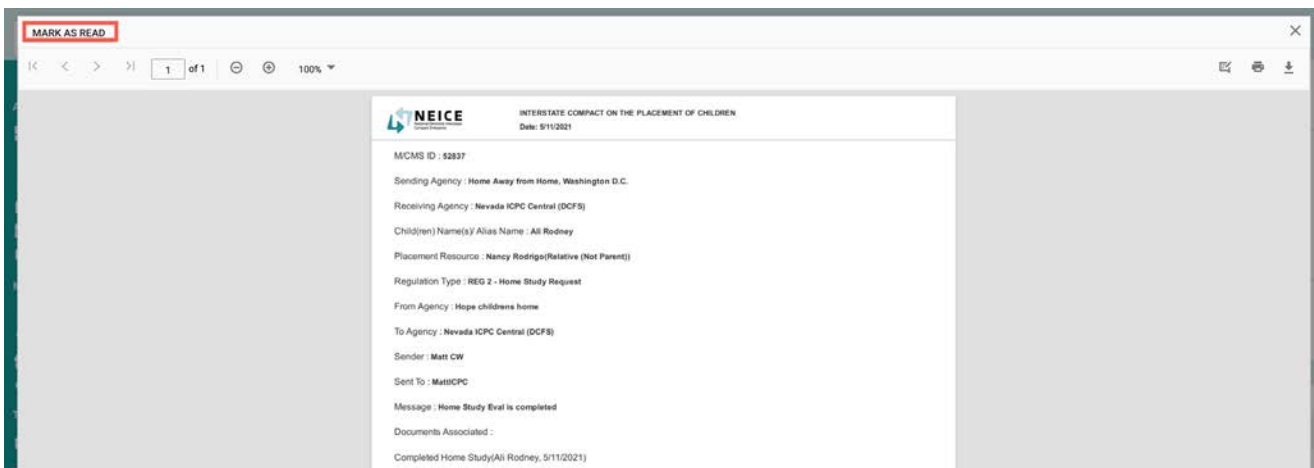
Complete Home Study Decision - 05

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, Active Cases to Date (3), Total Cases (3), Incoming Compliance Deadlines (Due: 0, Pending: 3, Overdue: 0), and Outgoing Compliance Deadlines (Due: 0, Pending: 0, Overdue: 0). There are also charts for Incoming and Outgoing Home Study and a Recent Notifications & Alerts section.

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 Rodrige(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
☐	6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB
☒	6602	Ali Rodney	Completed Home Study	Uploaded	NV	05/11/2021		1.33 MB
☐	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
Sex: Male
Gender: Male

Interstate Child ID:
NEICE M/CMS Child ID: 6602
Race: Black / African American

SSN:

[Home Study Request](#)
[Home Study Decision](#)
[Placement Decision](#)

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

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

Provisional Decision
Select

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. 06/2019, 09/11/2020

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 ☐ Pending ☐ Yes ☐ No ☐ Pending

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

Name of Parent 1: Name of Parent 2:

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

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

SECTION II—PLACEMENT INFORMATION

Types of Care Requested: ☐ Public Placement ☐ Private Placement ☐ Subsidy ☐ Fost: ☐ Non Fost: ☐ 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: [Signature] Neice Cw Date: 05-10-2021

Signature of Sending State Compact Administrator, Deputy, or Alternate: [Signature] 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: [Signature] 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	
☐ 6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB	
☒ 6602	Ali Rodney	Completed Home Study	Uploaded	NV	05/11/2021			Home Study Response Placement Decision Status Report Response Concurrence Request Concurrence Response Progress Report Response Additional Information
☐ 6602	Ali Rodney	100A - Completed	Attached	NV		05/11/2021		View History

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

New Transmittal ✕

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

Sending 100A Home Study Response ⌵

☐ Urgent Request

From Agency:

Nevada ICPC Central (DCFS) ⌵

4126 Technology Way, 3rd Floor Carson City

To Agency:

District of Columbia ICPC Central (CFS) ⌵

1353 Rhode Island Avenue Washington DC

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):

Delete

Add

CC	ADDRESS	ATTN	CC NOTES
☐ 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

Preview

Send

Exit

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

To:
 District of Columbia ICPC Central (CFS)
 1353 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: neiceipc_nv@yahoo.com

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

Placement Resource:
 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
☒	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 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.

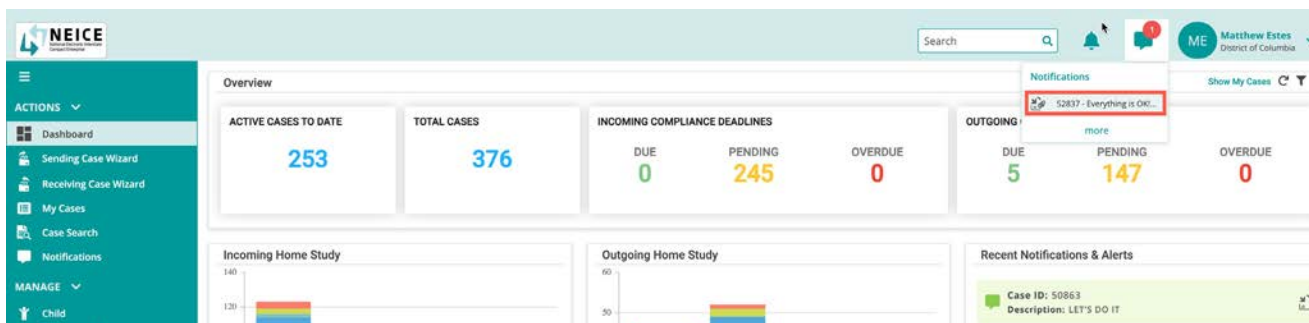
In most cases, the caseworker will review the Home Study decision and will make the final decision about whether to place the child in the Receiving State or not.

Processing a Home Study Determination - 06

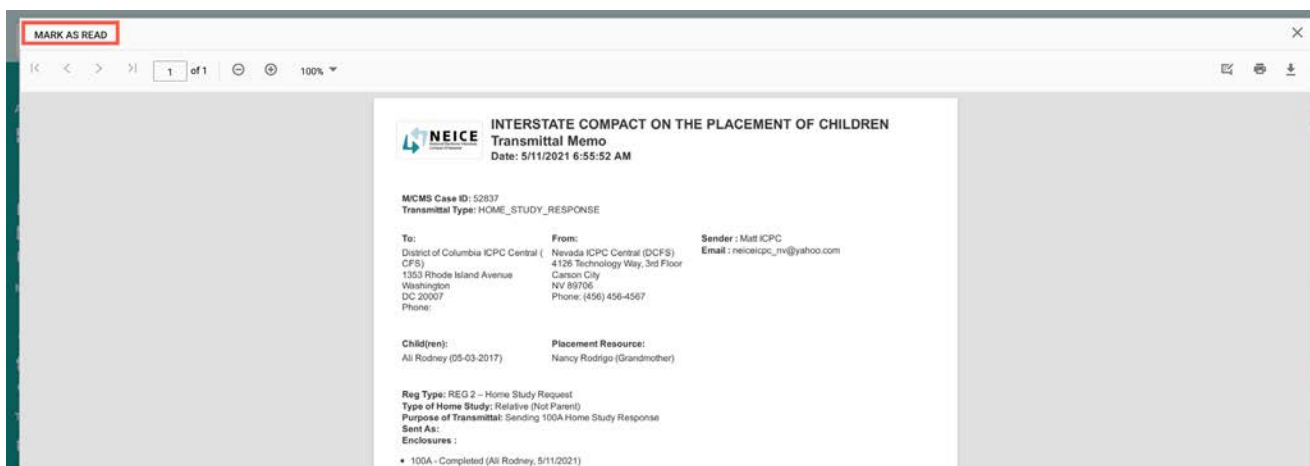


Processing a Home Study Determination - 06

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



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



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

DOCUMENTS

Show Filters ☐ Upload New Document Copy From Actions

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
☐ 6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB
☒ 6602	Ali Rodney	100A - Completed	Attached	NV	05/11/2021	05/11/2021	0.29 MB View History

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

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			
☐	51464	05/11/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Initial 100A - Home Study request			
☐	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 countersigned. In some states, caseworkers do not yet use NEICE to handle this part of the process.

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

This Step

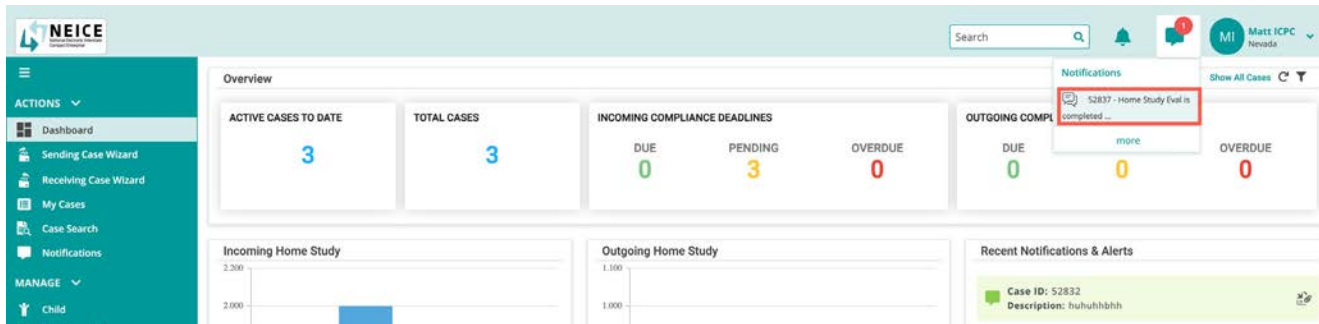
The Caseworker reviews the Home Study Decision from the sending state ICPC Coordinator. The Caseworker then makes a placement decision and sends the 100B back to the sending state ICPC Coordinator for final review and countersigned. In some states, caseworkers do not yet use NEICE to handle this part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

Make a Placement Decision - 07

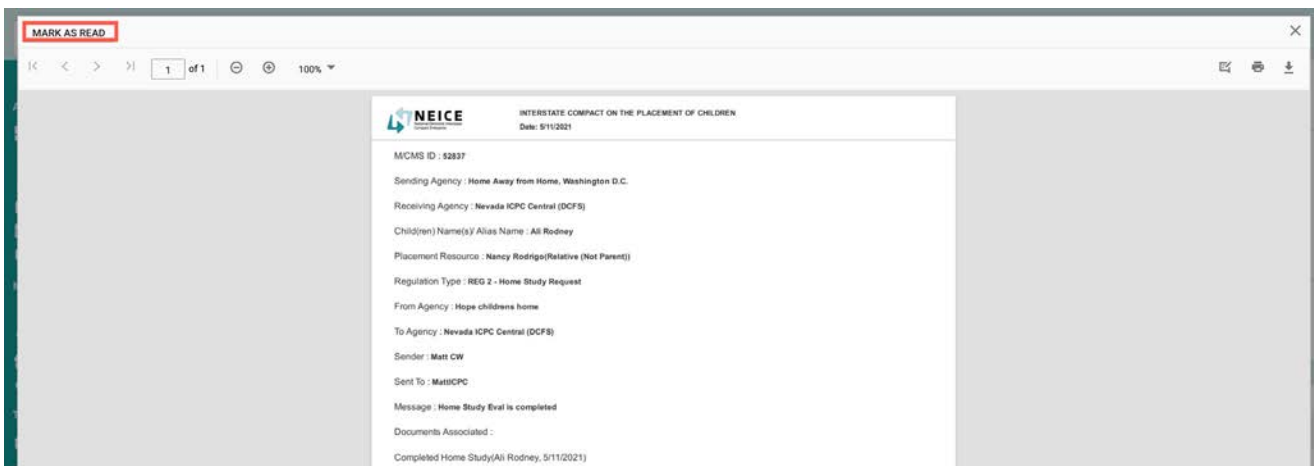


Make a Placement Decision - 07

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

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

Placement Decision

Initial Placement

Initial Placement

Placement Change

Placement Closure

SIGNATURES

Signature of Sending Agency or Person:

Date:

Compact Administrator, Deputy or Alternate

Date:

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

Child: Ali Rodney

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

Placement Decision

Initial Placement

Placement Date

05/17/2021

SIGNATURES

Signature of Sending Agency or Person:

Date:

Compact Administrator, Deputy or Alternate

Date:

Save 100B

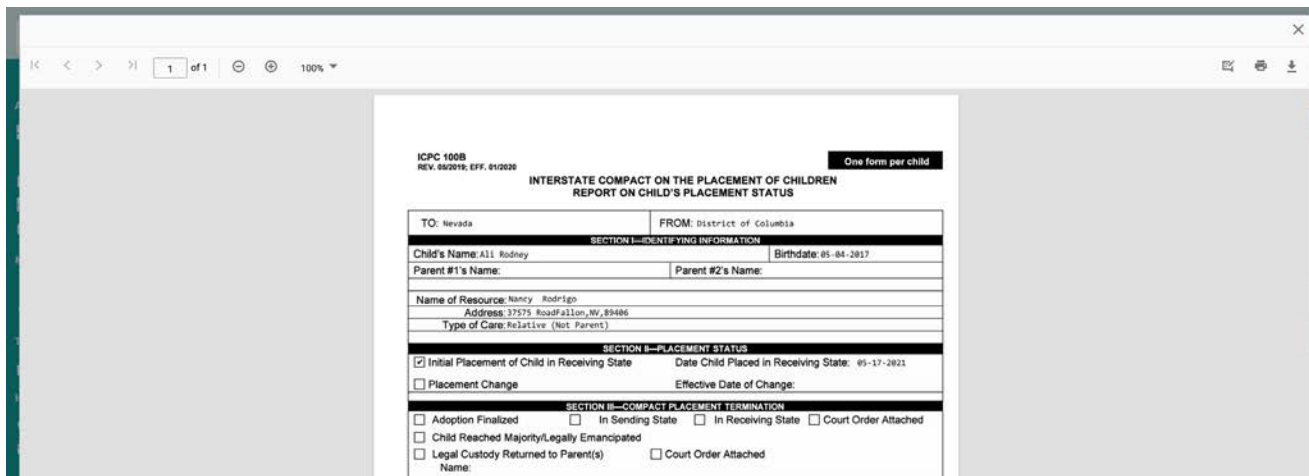
Save 100B & Generate PDF

Save 100B & Upload

Cancel

Make a Placement Decision - 07

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



ICPC 100B
REV. 05/2015; EFF. 01/2020

One form per child

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, 89486
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](#)



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	
☐	6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB	
☐	6602	Ali Rodney	100A - Completed	Attached	NV		05/11/2021	0.29 MB	View History
☒	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

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
☐	51464	05/11/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Initial 100A - Home Study request
☐	51476	05/11/2021	Matthew Estes	Home Away from Home, Washington D.C.	The Home Study Looks Good
☐	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

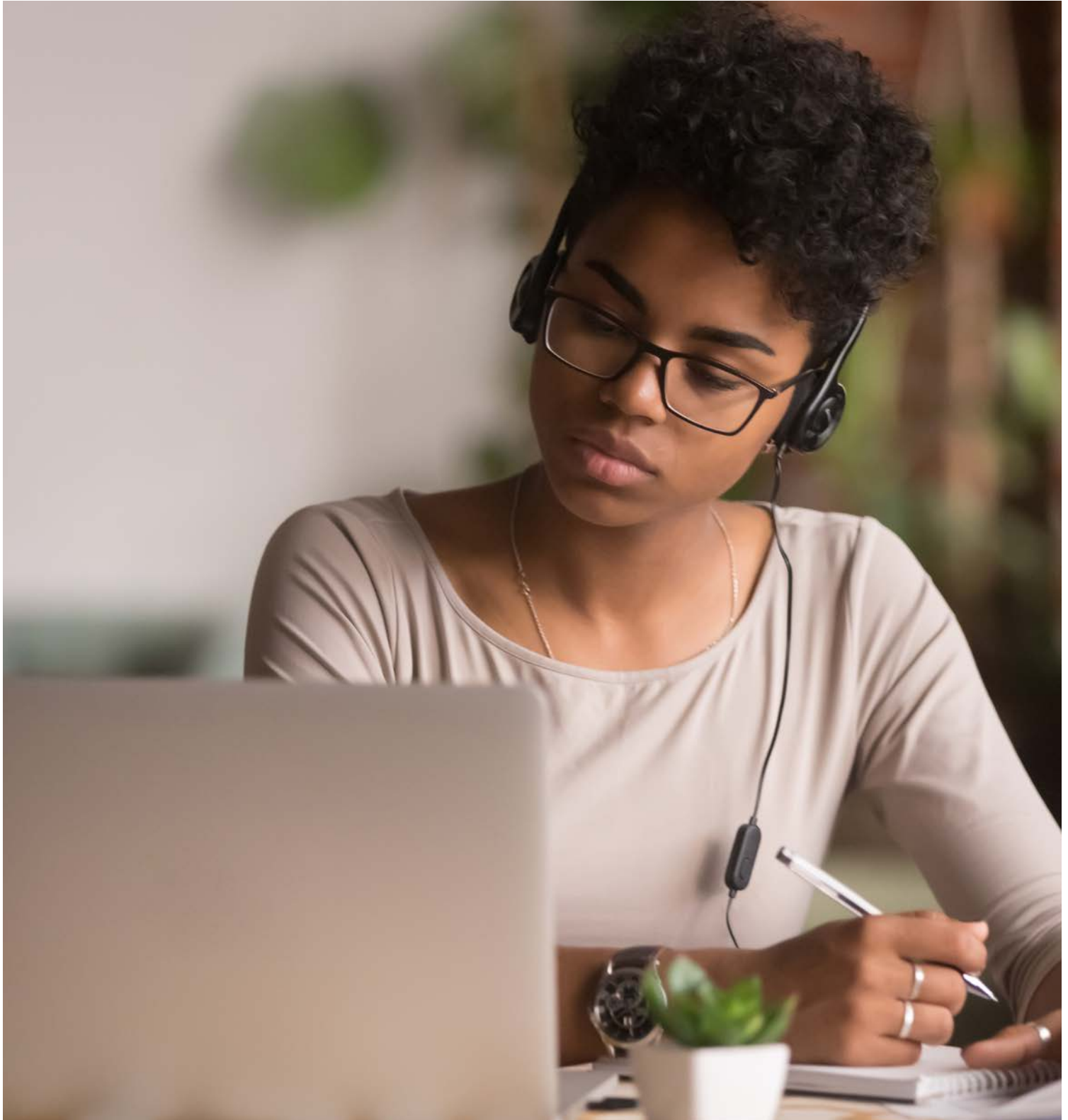
Let's take a look at the high-level steps and processes for reviewing and transmitting a Placement Decision via the 100B.

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

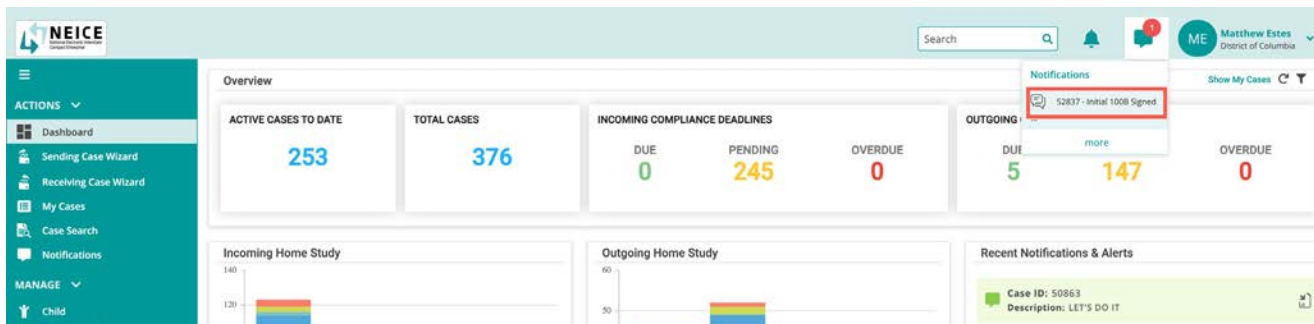
The ICPC Coordinator reviews the 100B and the Placement Decision from the Caseworker and countersigns it before transmitting it to the receiving state's ICPC Coordinator.

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. The top navigation bar includes a search bar, a notification bell, and a user profile for Matthew Estes. The left sidebar lists various actions like Dashboard, Sending Case Wizard, and My Cases. The main content area displays an Overview section with key metrics: Active Cases to Date (253), Total Cases (376), Incoming Compliance Deadlines (Due: 0, Pending: 245, Overdue: 0), and Outgoing cases (Due: 5, Pending: 147, Overdue: 0). A notification pop-up is visible, stating 'S2837 - Initial 100B Signed'. Below the metrics, there are charts for Incoming Home Study and Outgoing Home Study, and a section for Recent Notifications & Alerts showing a case ID 50863 with the description 'LET'S DO IT'.

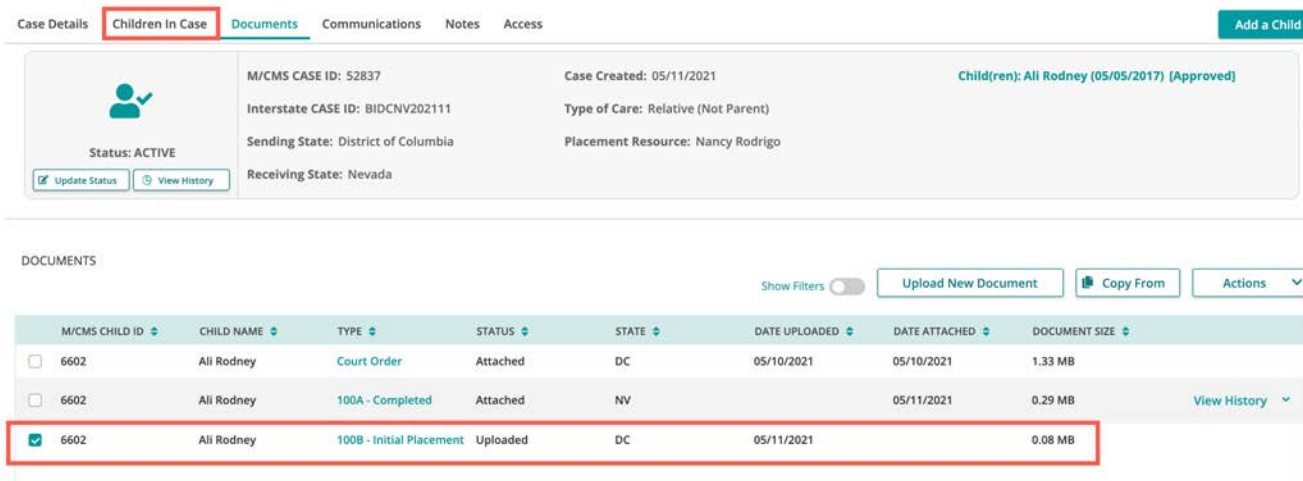
2. The ICPC Coordinator in the Sending State will read and review the message and click “Mark as Read.”

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. It has a title bar with the text 'MARK AS READ' and a close button. The main area of the dialog is empty, and there are navigation controls at the bottom.

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 for Case ID 52837. The 'Documents' tab is selected. The page displays case information such as M/CMS CASE ID, Interstate CASE ID, Sending State (District of Columbia), and Receiving State (Nevada). Below this, there is a table of documents. The table has columns for M/CMS CHILD ID, CHILD NAME, TYPE, STATUS, STATE, DATE UPLOADED, DATE ATTACHED, and DOCUMENT SIZE. The document '100B - Initial Placement' is highlighted with a red box.

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB
6602	Ali Rodney	100A - Completed	Attached	NV	05/11/2021	05/11/2021	0.29 MB
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.”



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

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. 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](#)




Initial Placement

Placement Made On: 05/17/2021

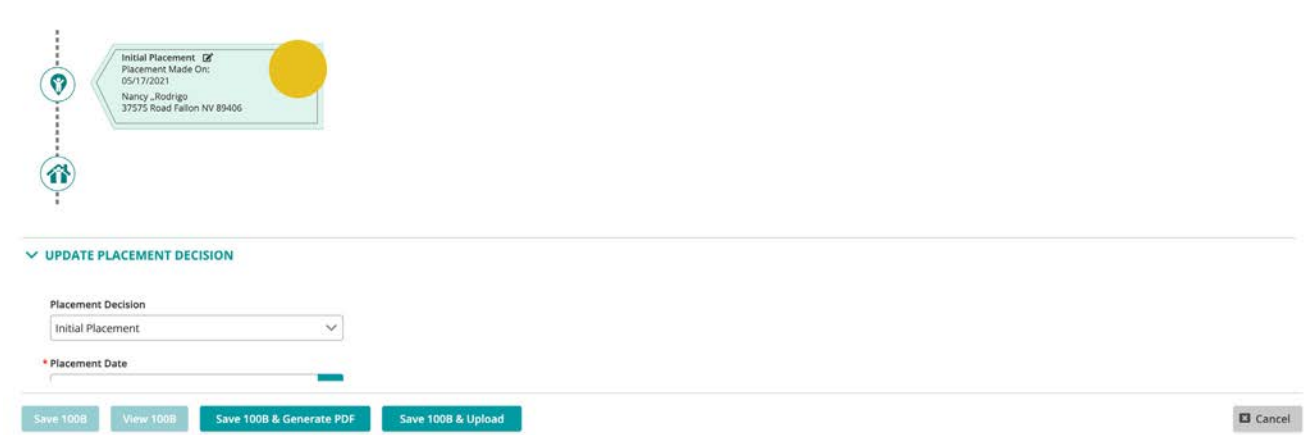
Nancy _Rodrigo

37373 Road Fallon NV 89406

[SHOW ALL](#)

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.



Initial Placement ☒
 Placement Made On: 05/17/2021
 Nancy Rodriguez
 37575 Road Fallon NV 89406

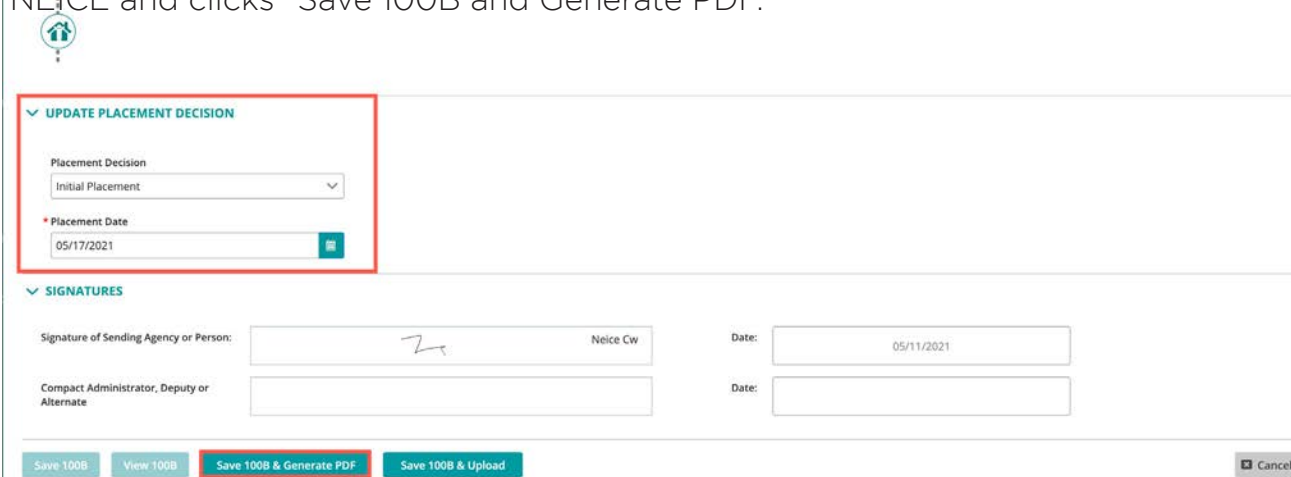
▼ UPDATE PLACEMENT DECISION

Placement Decision
 Initial Placement

* Placement Date

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

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



▼ UPDATE PLACEMENT DECISION

Placement Decision
 Initial Placement

* Placement Date
 05/17/2021

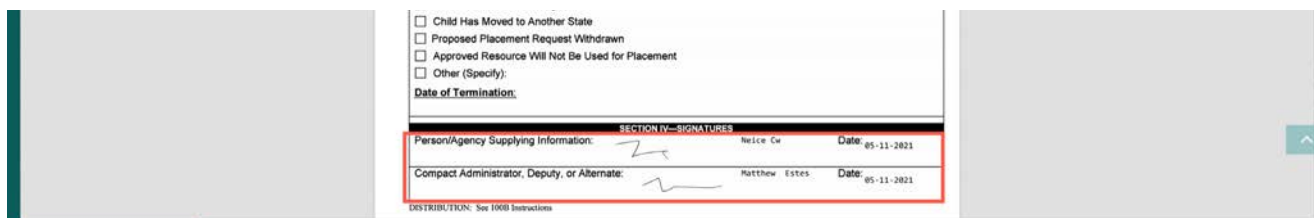
▼ SIGNATURES

Signature of Sending Agency or Person: [Handwritten Signature] Neice CW Date: 05/11/2021

Compact Administrator, Deputy or Alternate: [Blank] Date: [Blank]

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

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



☐ Child Has Moved to Another State
☐ Proposed Placement Request Withdrawn
☐ Approved Resource Will Not Be Used for Placement
☐ Other (Specify):
Date of Termination:

SECTION IV - SIGNATURES

Person/Agency Supplying Information: [Handwritten Signature] Neice CW Date: 05-11-2021

Compact Administrator, Deputy, or Alternate: [Handwritten Signature] Matthew Estes Date: 05-11-2021

DISTRIBUTION: See 100B Instructions

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
Upload New Document
Copy From
Actions

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE	
☐ 6602	Ali Rodney	Court Order	Attached	DC	05/10/2021	05/10/2021	1.33 MB	
☐ 6602	Ali Rodney	100A - Completed	Attached	NV			29 MB	View History
☒ 6602	Ali Rodney	100B - Initial Placement	Attached	DC			08 MB	View History

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):

Delete

Add

CC	ADDRESS	ATTN	CC NOTES
☐ 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)

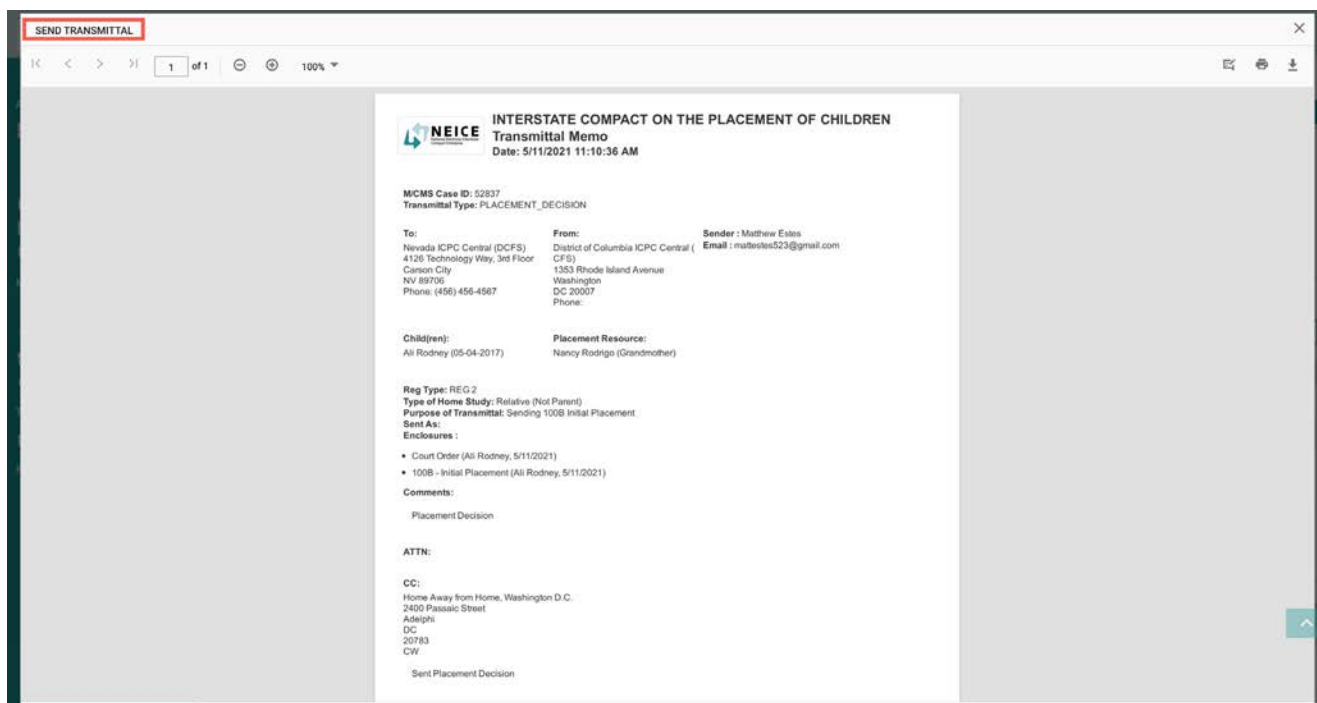
Preview

Send

Exit

Review and Transmit Placement Decision via the 100B - 08

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



SEND TRANSMITTAL

1 of 1 100%

NEICE **INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN**
Transmittal Memo
 Date: 5/11/2021 11:10:36 AM

MCMS Case ID: 52837
Transmittal Type: PLACEMENT_DECISION

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

From: District of Columbia ICPC Central (CFS)
 1353 Rhode Island Avenue
 Washington
 DC 20007
 Phone:

Sender: Matthew Estes
Email: mesteres523@gmail.com

Child(ren): Ali Rodney (05-04-2017)

Placement Resource: Nancy Rodrigo (Grandmother)

Reg Type: REG 2
Type of Home Study: Relative (Not Parent)
Purpose of Transmittal: Sending 100B Initial Placement
Sent As:
Enclosures:

- Court Order (Ali Rodney, 5/11/2021)
- 100B - Initial Placement (Ali Rodney, 5/11/2021)

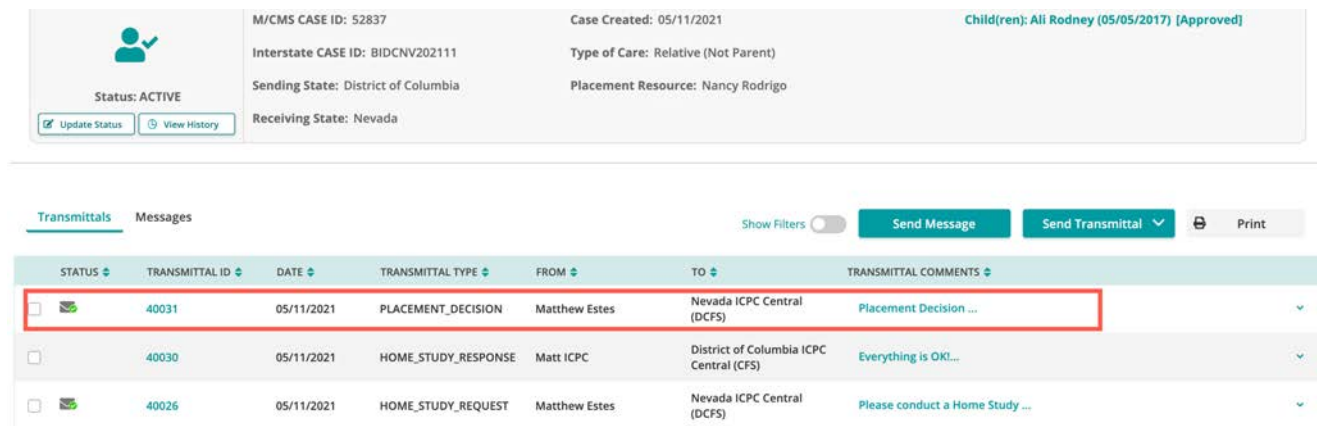
Comments:
 Placement Decision

ATTN:

CC:
 Home Away from Home, Washington D.C.
 2400 Passaic Street
 Adelphi
 DC
 20783
 CW

Sent Placement Decision

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
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
☒	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

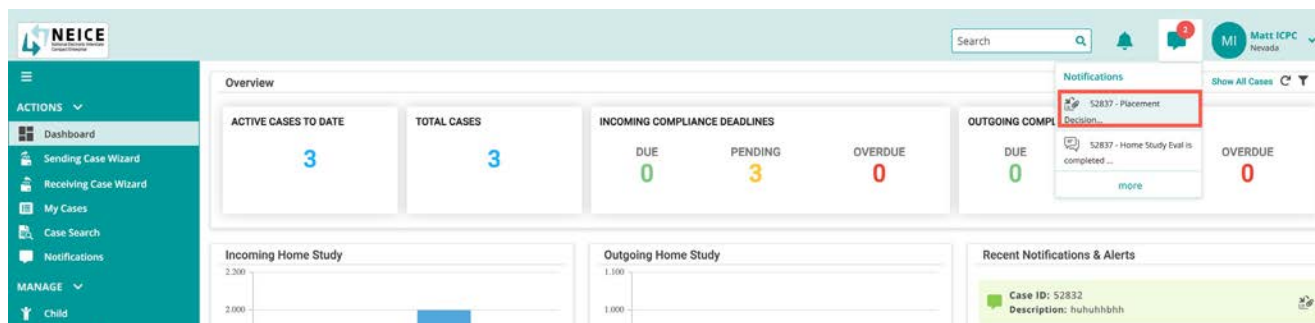
The ICPC Coordinator in the Receiving State reviews the approved 100B and sends the decision to the local agency that places the child in their new home or setting.

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.



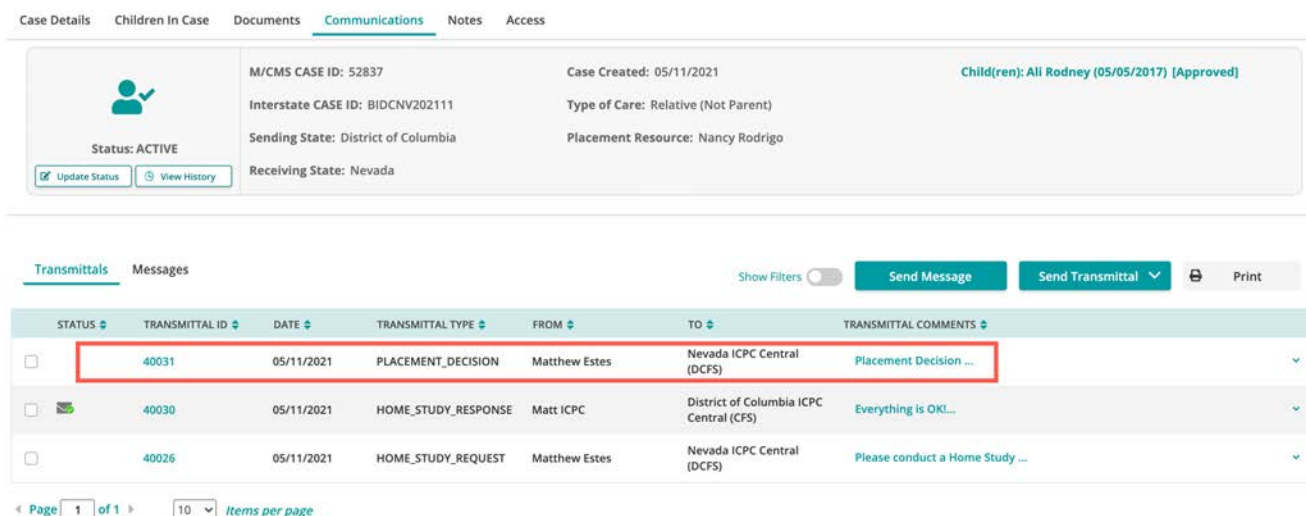
The screenshot shows the NEICE dashboard with a sidebar on the left containing 'ACTIONS' (Dashboard, Sending Case Wizard, Receiving Case Wizard, My Cases, Case Search, Notifications) and 'MANAGE' (Child). The main area has an 'Overview' section with four cards: 'ACTIVE CASES TO DATE' (3), 'TOTAL CASES' (3), 'INCOMING COMPLIANCE DEADLINES' (DUE: 0, PENDING: 3, OVERDUE: 0), and 'OUTGOING COMPLIANCE DEADLINES' (DUE: 0, PENDING: 3, OVERDUE: 0). A notification pop-up is visible in the top right corner, titled 'Notifications', showing a message for '52837 - Placement Decision' with a 'more' link. Below the overview are two charts: 'Incoming Home Study' and 'Outgoing Home Study'. On the right, there's a 'Recent Notifications & Alerts' section showing a 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. It includes the MCMS Case ID: 52837 and Transmittal Type: PLACEMENT_DECISION. The 'To:' field lists Nevada ICPC Central (DCFIS) at 4126 Technology Way, 3rd Floor, Carson City, NV 89706. The 'From:' field lists District of Columbia ICPC Central (CFIS) at 1353 Rhode Island Avenue, Washington, DC 20004. The 'Sender:' field lists Matthew Estes with email mattenes523@gmail.com.

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 'Communications' tab in the NEICE interface. The top section displays case details for Case ID: 52837, including 'Interstate CASE ID: BIDCNV202111', 'Sending State: District of Columbia', 'Receiving State: Nevada', and 'Status: ACTIVE'. Below this is a table of transmittals. The table has columns: STATUS, TRANSMITTAL ID, DATE, TRANSMITTAL TYPE, FROM, TO, and TRANSMITTAL COMMENTS. The first row is highlighted with a red box, showing a transmittal ID of 40031, dated 05/11/2021, of type PLACEMENT_DECISION, from Matthew Estes, to Nevada ICPC Central (DCFIS), with the comment 'Placement Decision ...'. The second row shows a transmittal ID of 40030, dated 05/11/2021, of type HOME_STUDY_RESPONSE, from Matt ICPC, to District of Columbia ICPC Central (CFIS), with the comment 'Everything is OK!...'. The third row shows a transmittal ID of 40026, dated 05/11/2021, of type HOME_STUDY_REQUEST, from Matthew Estes, to Nevada ICPC Central (DCFIS), with the comment 'Please conduct a Home Study ...'. The bottom of the page shows pagination: 'Page 1 of 1' and '10 Items per page'.

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

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](#)

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

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.

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.

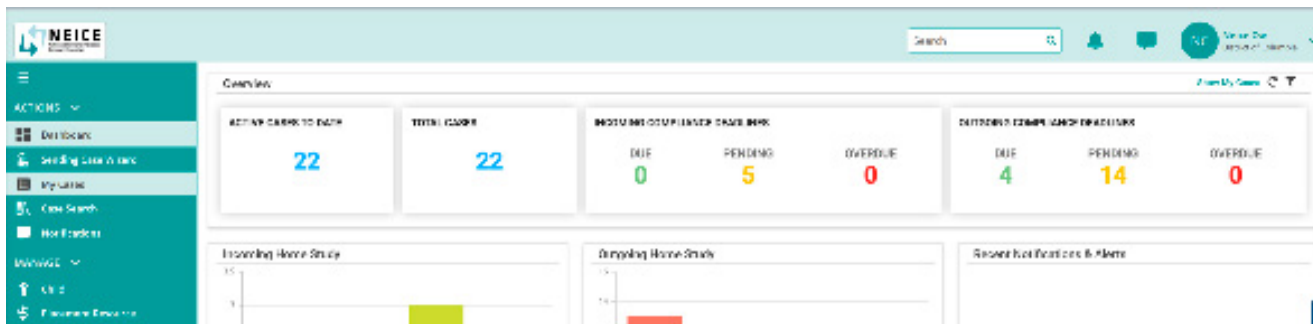
The Receiving State ICPC Coordinator receives and reviews the 100B Case Closure and sends it to the Receiving State caseworker, who can close the case.

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 shows various metrics for cases. Key sections include:

- ACTIVE CASES TO ENTER:** 22
- TOTAL CASES:** 22
- RECEIVED COMPLAINTS CASES:** DUE: 0, PENDING: 5, OVERDUE: 0
- DEFERRED COMPLAINTS CASES:** DUE: 4, PENDING: 14, OVERDUE: 0

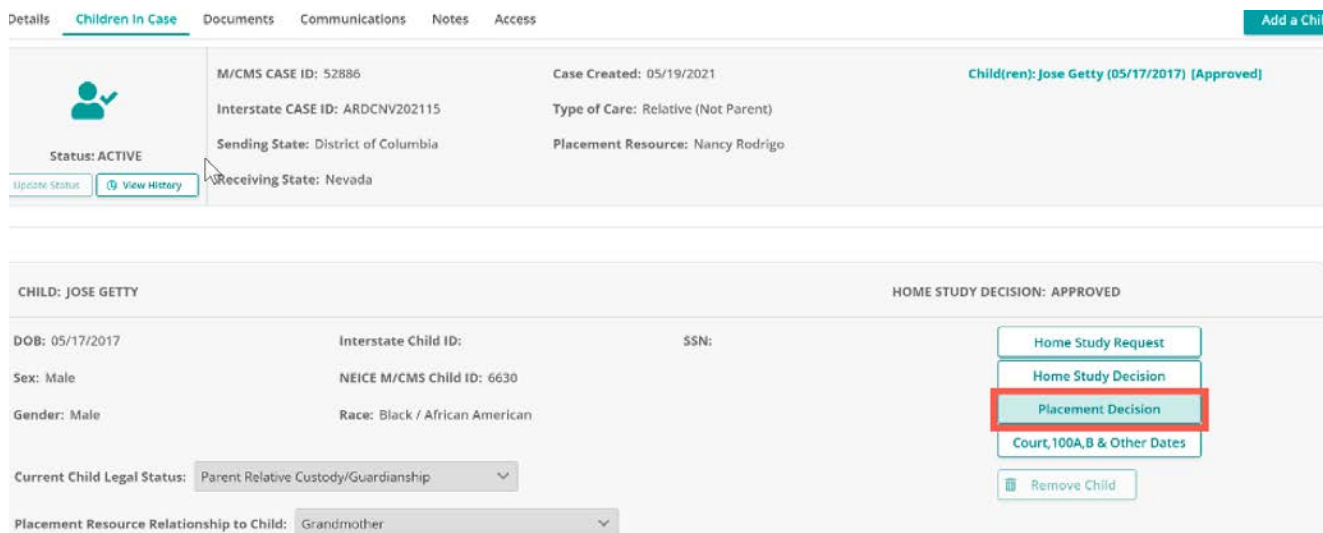
2. From the My Cases page, the Sending State Caseworker will locate the case that is ready for closure.



The 'My Cases' table lists active cases. The first case is highlighted with a red box:

STATUS	M/CMS CASE ID	INTERSTATE CASE ID	REG. TYPE	PLACEMENT TYPE	SEND STATE	SEND AGENCY	RECEIVE STATE	RECEIVE AGENCY	CHILDREN NAME(S)	HS DECISION
✓	52886	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)	
⚠	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.”



The 'Children in Case' page displays case details and actions. Key information includes:

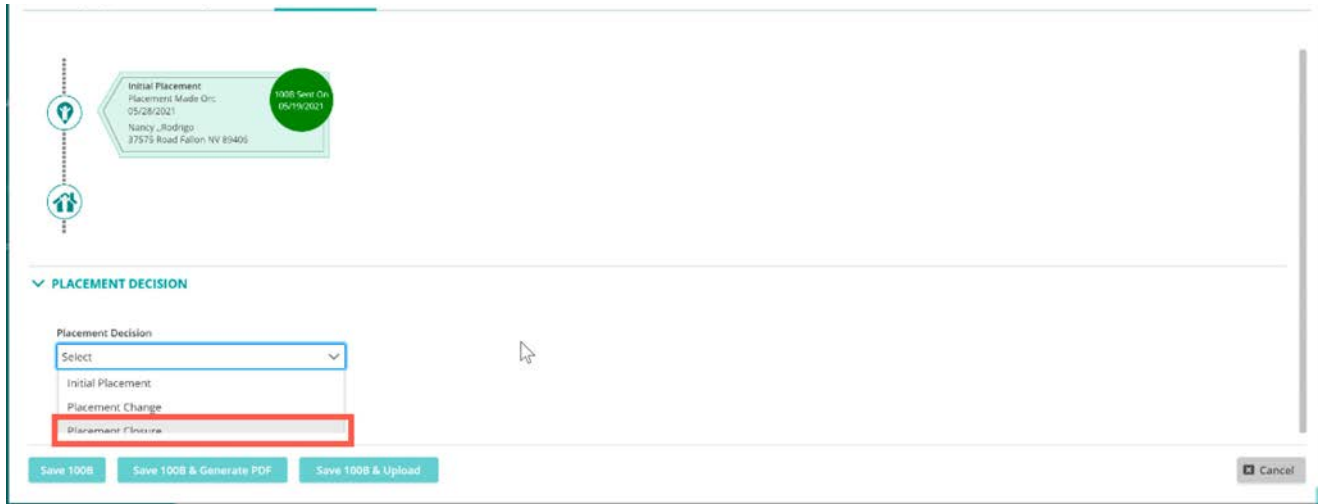
- Case ID:** 52886
- Interstate Case ID:** ARDCNV202115
- Status:** ACTIVE
- Receiving State:** Nevada
- Child(ren):** Jose Getty (05/17/2017) (Approved)

On the right, the 'HOME STUDY DECISION: APPROVED' section shows the following buttons:

- Home Study Request
- Home Study Decision
- Placement Decision** (highlighted with a red box)
- Court, 100A, B & Other Dates
- Remove Child

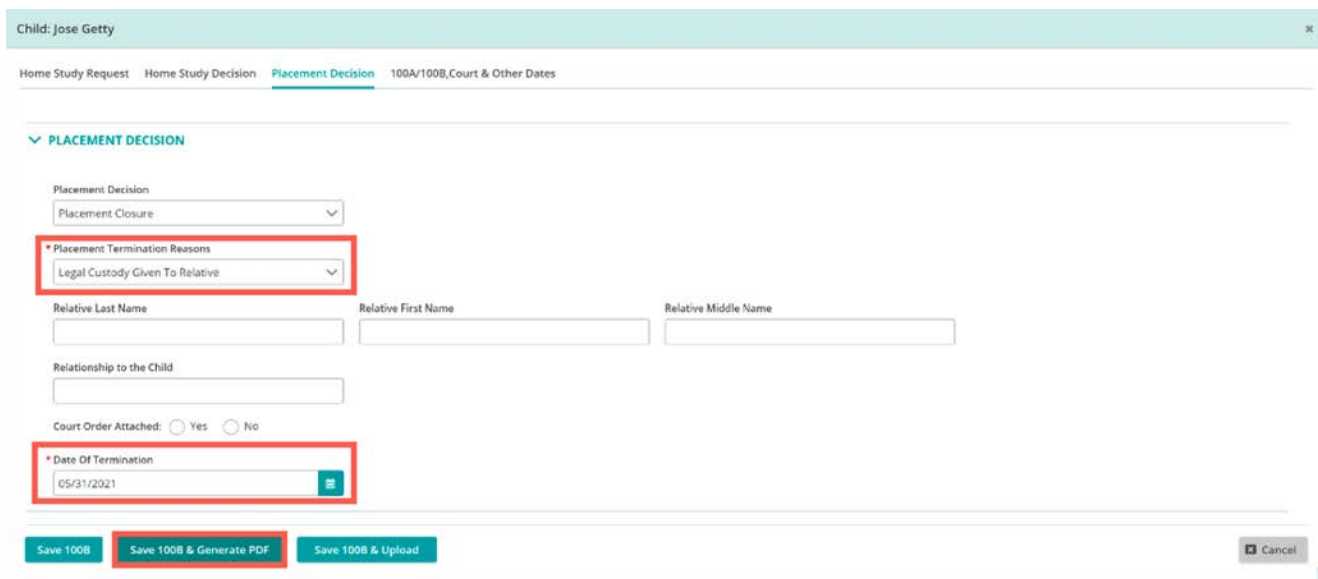
Receive 100B & Place Child - 09

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.”



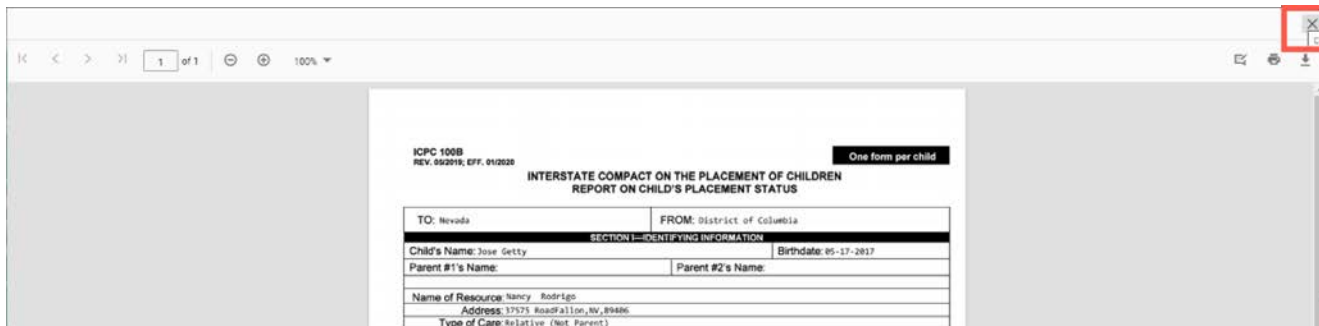
5. The Placement Termination Reason in this example we selected was “Legal Custody Given to Relative.”

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



Receive 100B & Place Child - 09

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



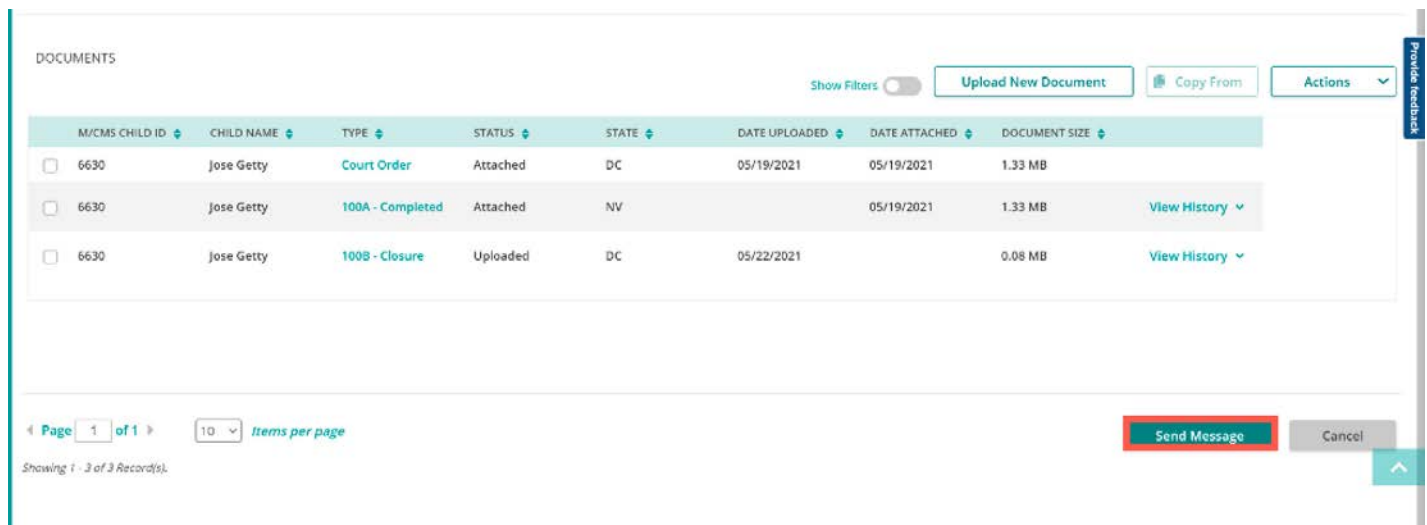
ICPC 100B
REV. 09/2019, EFF. 01/2020

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 Rodriguez	
Address: 17575 RoadPallone, 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
☐ 6630	Jose Getty	Court Order	Attached	DC	05/19/2021	05/19/2021	1.33 MB
☐ 6630	Jose Getty	100A - Completed	Attached	NV		05/19/2021	1.33 MB View History
☐ 6630	Jose Getty	100B - Closure	Uploaded	DC	05/22/2021		0.08 MB View History

Page 1 of 1 10 Items per page

Showing 1 - 3 of 3 Record(s).

Send Message Cancel

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

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

Type of Care: Relative (Not Parent)

Placement Resource: Nancy Rodrigo

[Transmittals](#)
[Messages](#)

Show Filters
Send Message
Print

STATUS	MESSAGE ID	DATE	FROM	TO	MESSAGE TEXT
☐	51572	05/19/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Home Study Request
☐	51579	05/20/2021	Matthew Estes	Home Away from Home, Washington D.C.	Home Study looks good.
☐	51580	05/20/2021	Neice Cw	District of Columbia ICPC Central (CFS)	Placement good to go
☐	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



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 Send Transmittal Print

STATUS	TRANSMITTAL ID	DATE	TRANSMITTAL TYPE	FROM	TO	TRANSMITTAL COMMENTS
☐	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

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



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)

Documents Show Filters Upload New Document Copy From

/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
 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]

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](#) (highlighted)
 [Court, 100A, B & Other Dates](#)
 * Current Child Legal Status: Parent Relative Custody/Guardianship [Remove Child](#)
 * 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
 Nancy_Rodrigo
 37575 Road Fallon NV 89406

100B Sent On: 05/19/2021



Placement Closed ☒
 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_Rodriguez
17575 Road Fallon NV 89406

100B Sent On: 05/19/2021

Placement Closure ☒
Placement End Date: 05/31/2021
Nancy_Rodriguez
17575 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.

100%

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: Jose Getty Birthdate: 05-17-2017

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

Name of Resource: Nancy Rodriguez
Address: 17575 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

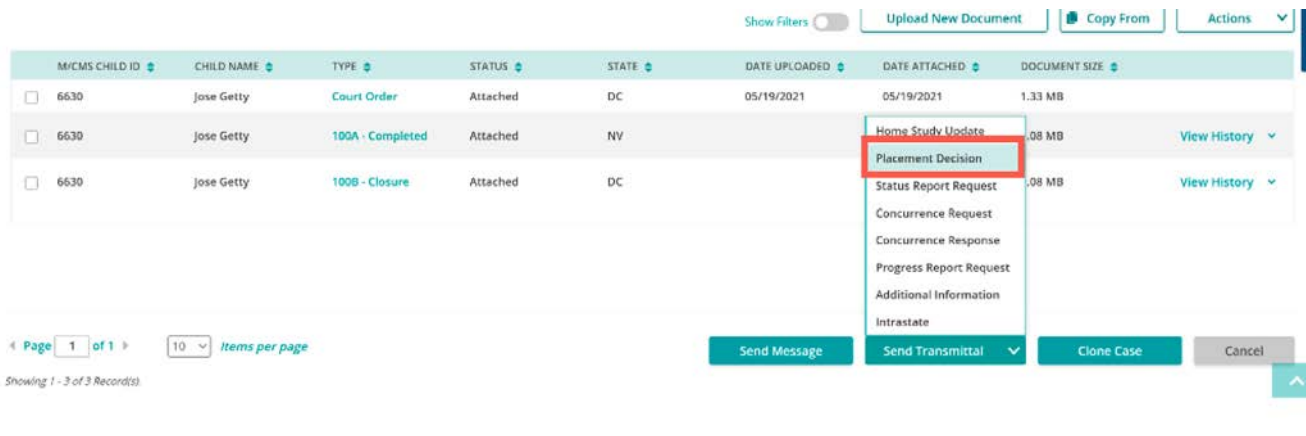
☐ Adoption Finalized ☐ In Sending State ☐ In Receiving State ☐ Court Order Attached

☐ 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

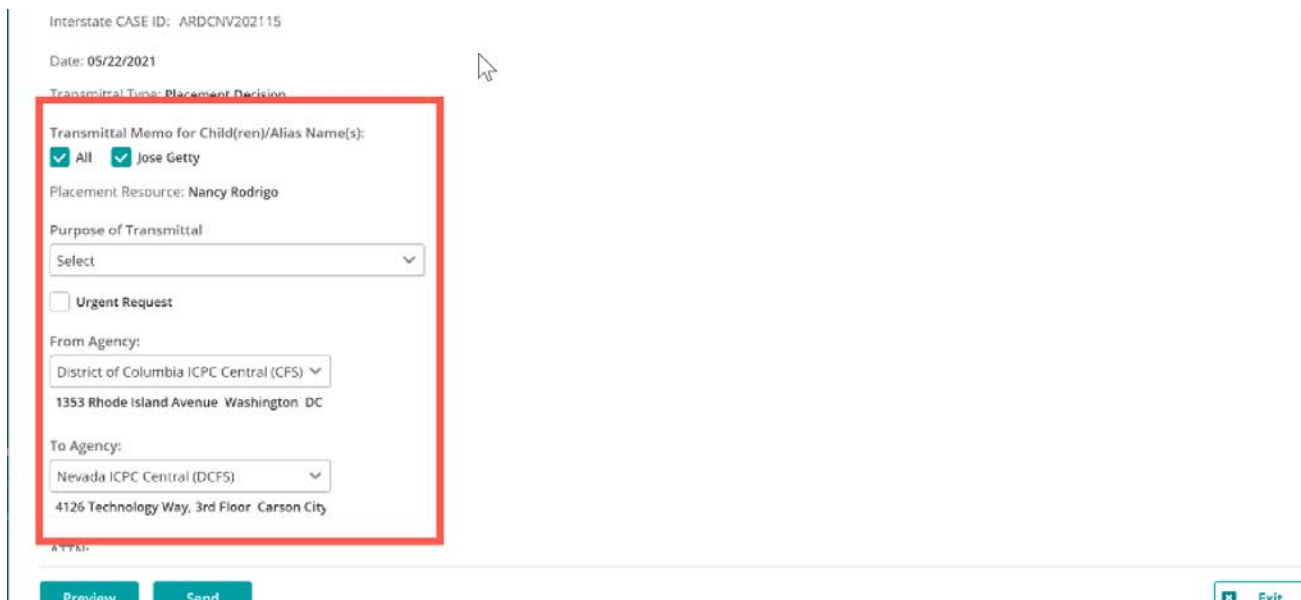
7. We now need to send the Transmittal to the receiving State ICPC Coordinator. Click Send Transmittal and choose "Placement Decision" from the drop-down.



The screenshot shows a table with columns: M/CMS CHILD ID, CHILD NAME, TYPE, STATUS, STATE, DATE UPLOADED, DATE ATTACHED, and DOCUMENT SIZE. There are three rows for child Jose Getty. The third row is highlighted, and a dropdown menu is open for the 'Send Transmittal' button. The dropdown options are: Home Study Update, Placement Decision (highlighted with a red box), Status Report Request, Concurrence Request, Concurrence Response, Progress Report Request, Additional Information, and Intrastate. Below the table, there are buttons for 'Send Message', 'Send Transmittal', 'Clone Case', and 'Cancel'.

M/CMS CHILD ID	CHILD NAME	TYPE	STATUS	STATE	DATE UPLOADED	DATE ATTACHED	DOCUMENT SIZE
6630	Jose Getty	Court Order	Attached	DC	05/19/2021	05/19/2021	1.33 MB
6630	Jose Getty	100A - Completed	Attached	NV			.08 MB
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.



The screenshot shows the 'Transmittal' form. The 'Transmittal Type' is 'Placement Decision'. The 'Transmittal Memo for Child(ren)/Alias Name(s):' section has checkboxes for 'All' and 'Jose Getty', both of which are checked. The 'Placement Resource' is 'Nancy Rodrigo'. The 'Purpose of Transmittal' dropdown is set to 'Select'. The 'Urgent Request' checkbox is unchecked. The 'From Agency' is 'District of Columbia ICPC Central (CFS)' with address '1353 Rhode Island Avenue Washington DC'. The 'To Agency' is 'Nevada ICPC Central (DCFS)' with address '4126 Technology Way, 3rd Floor Carson City'. At the bottom, there are buttons for 'Preview' and 'Send'.

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)

Preview

Send

Exit

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

To:
 Nevada ICPC Central (DCFS)
 4128 Technology Way, 3rd Floor
 Carson City
 NV 89706
 Phone: (456) 456-4567

From:
 District of Columbia ICPC Central (CFS)
 1353 Rhode Island Avenue
 Washington
 DC 20007
 Phone:

Sender: Matthew Estes
Email: matestes523@gmail.com

Child(ren):
 Jose Getty (05-17-2017)

Placement Resource:
 Nancy Rodrigo (Grandmother)

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.

Status: ACTIVE
 Receiving State: Nevada

⚠ Placement Decision (100B Closure) is sent to the other state involved in the case. Please close the case.

Transmittals Messages Show Filters

STATUS	TRANSMITTAL ID	DATE	TRANSMITTAL TYPE	FROM	TO	TRANSMITTAL COMMENTS
☐	40081	05/22/2021	CONCURRENCE_REQUEST	Matthew Estes	Nevada ICPC Central (DCFS)	Close Case...
☐	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.”

Case Status ✕

* Required

Status

* Case Closure Reason

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 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]			

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%


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

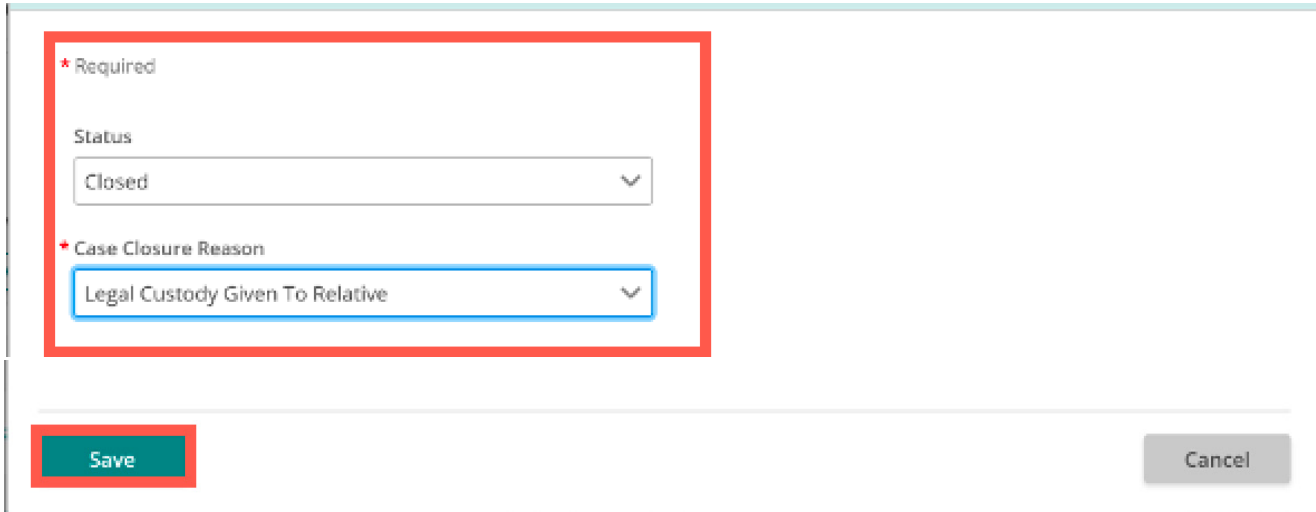
 To: Nevada ICPC Central (DCFS)
 4126 Technology Way, 3rd Floor
 From: District of Columbia ICPC Central (CFS)
 Sender: Matthew Estes
 Email: mattestes523@gmail.com

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 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]			

Receive 100B & Place Child - 09

3. Change the case status and Case Closure Reason.



* Required

Status

Closed

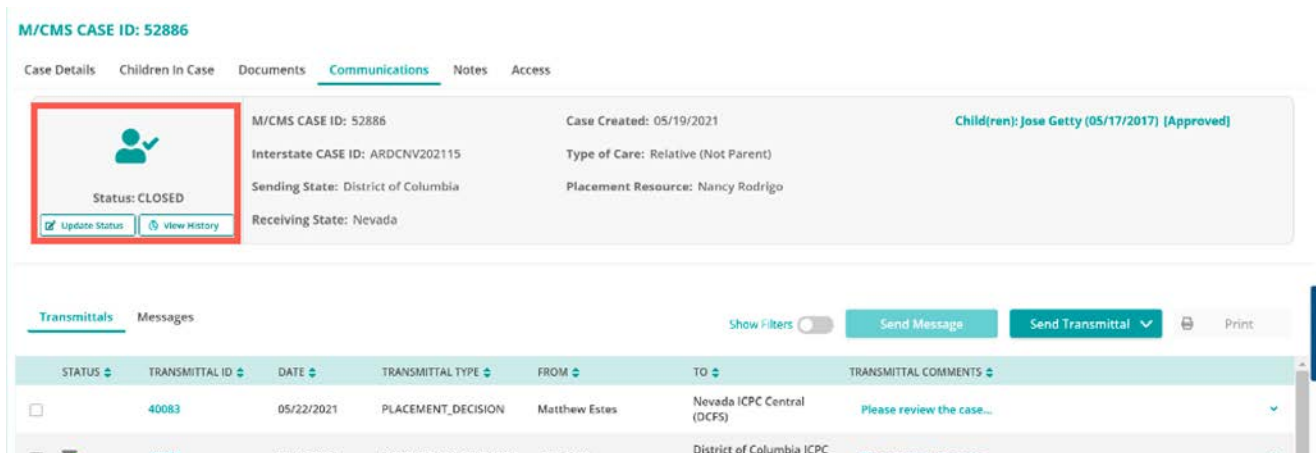
* Case Closure Reason

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

Update Status View History

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

Show Filters Send Message Send Transmittal Print

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	LEGAL CUSTODY 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.

