

Sent to Incorrect State

Purpose: The purpose of this job aid is to provide guidance on steps needed to correct a case that has been sent to the wrong state.

Job Aid: If a case is sent to the wrong state, the Sending State can resolve the issue. The Sending State should:

1. Go to the **Children in Case tab**, select the Home Study Decision tab, and select Withdrawn.

Child: Mark Goldberg

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

Provisional Decision

Select ▼

Home Study Decision

☐ Approved

☐ Denied

☐ Pending

☒ Withdrawn

2. NEICE will direct the user to create a 100B Closure.
3. Create a **100B Closure** with Closure Reason Withdrawn.
4. Enter:
 - a. Placement Termination Reason (will be prefilled)
 - b. Date of Termination, and
 - c. Select Save 100B & Generate PDF

Placement Decision

Placement Closure ▼

* Placement Termination Reasons

Proposed Placement Request Withdrawn ▼

* Date Of Termination

08/24/2023



5. Go to the **Communications tab** and select **Placement Decision transmittal**.
 - a. Select the transmittal purpose Sending 100B Closure,
 - b. Enter Comments
 - c. Select documents to be enclosed (**100B Closure**)
 - d. Select Send (Preview is also an option)

Transmittal Type: Placement Decision

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



All



Mark Goldberg

Placement Resource: Chan Jackie

Purpose of Transmittal

Sending 100B Closure



Urgent Request

From Agency:

Florida ICPC Central (DCF)



1317 Winewood Blvd. Building 5, 4th Floor, :

6. Send the Placement Decision transmittal to the wrong state and
7. Close the case.
8. Create a New case to the correct state