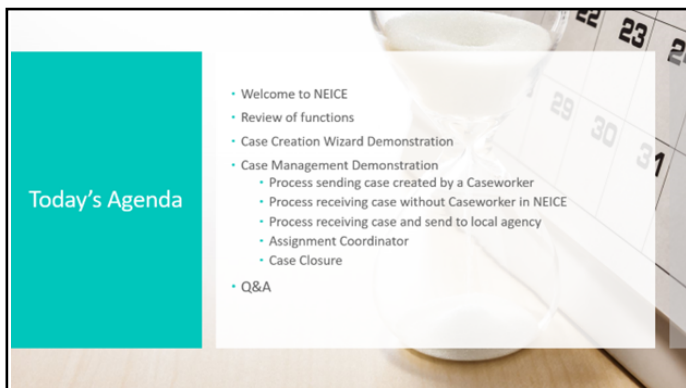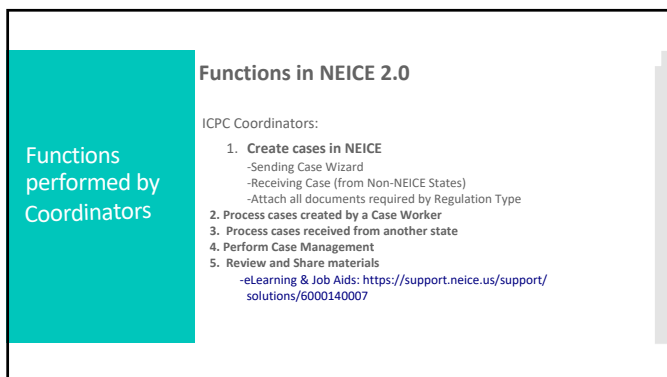**NEICE ICPC Coordinator Training**
The following document may be used during training to take notes. Simply click in the boxes below next to each slide to type notes. Remember to save your changes.

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Key Functions

- Case Creation Wizard
  - Sending State Case
  - Receiving State Case
- 100A & 100B Creation
  - 100A & 100B must be assigned to a specific Child
- Search Master – Child and Placement Resource
- Private Case Access
  - Cases either Public or Private
  - Access to Private Cases Yes or No
  - If you create a Private Case, you can access that case
- Sub-Role – Assignment Coordinator
  - Assign a Responsible Party to a Case via Access tab
  - Assign an Agency & User(s) to a Case via Access tab

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Demonstration

- Dashboard/Profile/Notifications/Alerts
- My Cases
- Case Search
- Create Sending Case using Wizard
- Process a Case created by a Local Agency
- Process Receiving Case and Respond
- Process Receiving Case to Local Agency
- Assign Coordinator to a Case
- Assign Agency and One or All Users to a Case

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When you need help…

Follow these steps:
1. Mouse-Over Help on field label
2. "Need Help?" button
3. Search NEICE Support Portal for job aids
   https://support.neice.us/support/home
   Knowledge Base
4. Ask a colleague
5. Ask your ICPC Central Office team for help
6. Submit a support ticket to the NEICE Support team

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NEICE RESOURCES

NEICE KNOWLEDGE BASE LINKS:

ICPC Coordinator:

eLearning & Job Aids:
https://support.neice.us/support/solutions/6000140007

NEICE Support Desk:
https://support.neice.us/support/home

AAICPC
Association of Administrators of the Interstate Compact on the Placement of Children
APHSA
American Public Human Services Association

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