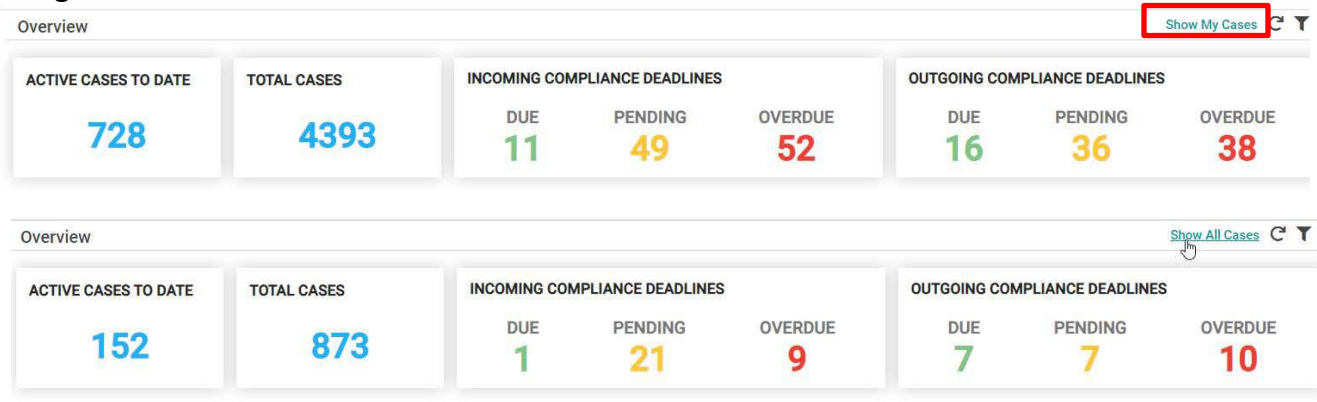


Guide for Using the Dashboard

Purpose: This job aid provides guidance from NEICE users for using the Dashboard. A special thanks to Carrie Pedersen for developing this job aid.

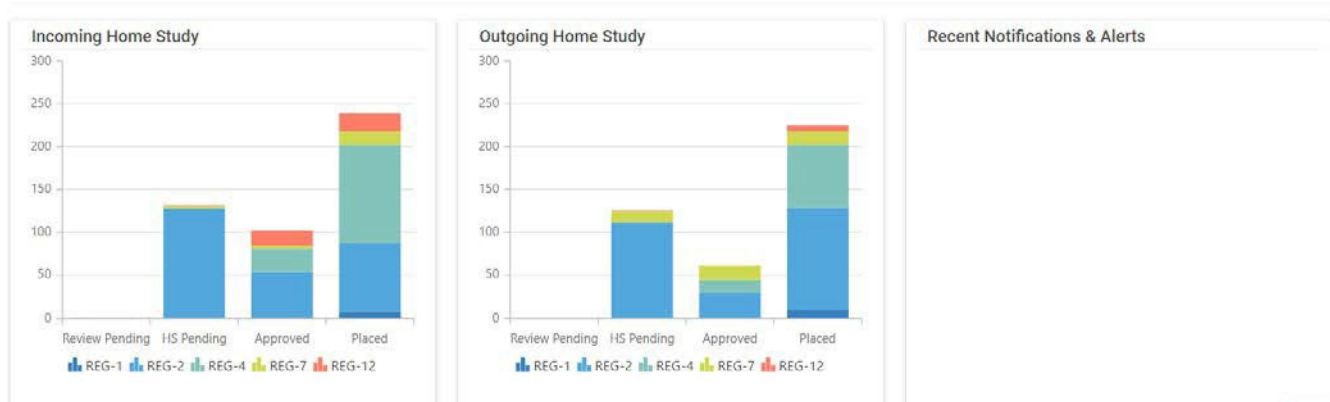
Practice Application: Helps to manage cases- ICPC coordinators can review case status quickly from the dashboard. At quick glance in the OVERVIEW box the user can see how your state is doing with overdue home studies. Use the “Show my Cases” to toggle link and look at your own cases

Using the OVERVIEW Section of the dashboard



- Quick reference to cases due. When the user filters to “My cases” they can follow up with the local case worker on the cases showing due and obtain a Safe and Timely Report if the home study is not complete.
- Quick reference to overdue cases-incoming and outgoing (click on the overdue cases to get the list)
- Provides lists to follow up with local caseworkers to get cases status. The lists can be exported to and excel spreadsheet to use to follow up.
- For outgoing cases the ICPC Central Office Coordinator can follow up with the other state for a status update.

Using the Bar Graphs for Incoming/Outgoing Home Study



- Assists in case management, for example, why are there so many Reg 12's in “Approved” but not

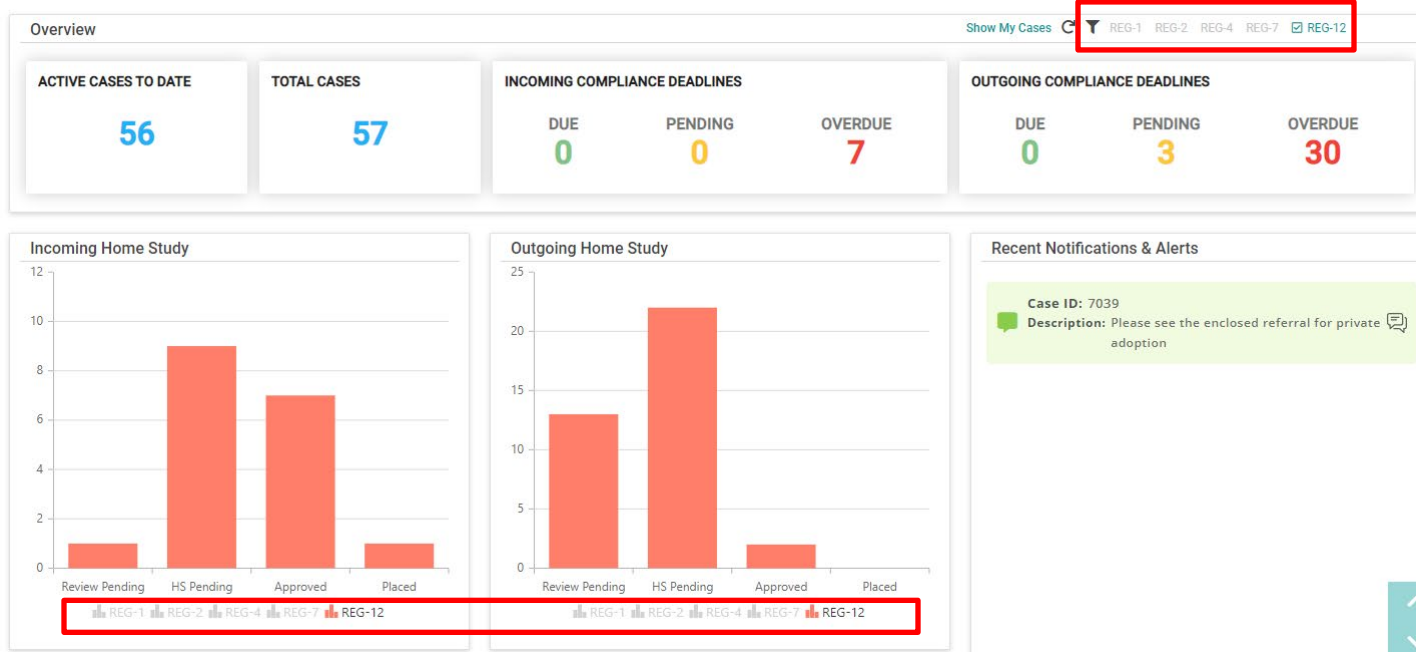
*All screen shots are from the NEICE Test site and do not include any real child or family information.

placed? Coordinator can reach out to obtain 100Bs.

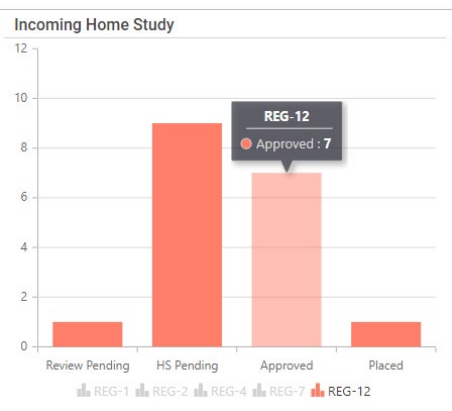
- The Bar Graphs can be filtered by clicking on the “Filter” icon (top right side of the screen under your name):



- Which then displays all Reg Types to check the boxes and select the reg you want displayed, or you can click on the Reg Types in the Bar Charts below to toggle the display for each of the Regs:



- To generate a list of the cases from the bar graph, simply click on one of the bars and the list is generated, which can then be sorted, filtered or exported.



STATUS	M/CMS CASE ID CREATED ON	INTERSTATE CASE ID	REG TYPE	PLACEMENT TYPE	SEND STATE	SEND AGENCY	RECEIVE STATE	RECEIVE AGENCY
<input type="checkbox"/>	✓ 3150 12/28/2018	AVCAFL201839	REG-12	Adoptive Home	CA	California Adoptions Oakland	FL	Florida ICPC Central (DCF)
<input type="checkbox"/>	✓ 2269 08/25/2017	BNWIFL201839	REG-12	Adoptive Home	WI	Wisconsin ICPC Central (DCF)	FL	Florida ICPC Central (DCF)
<input type="checkbox"/>	✓ 2268 08/25/2017	AFWIFL201838	REG-12	Adoptive Home	WI	Wisconsin ICPC Central (DCF)	FL	Florida ICPC Central (DCF)
<input type="checkbox"/>	✓ 2267 08/25/2017	BOWIFL201837	REG-12	Adoptive Home	WI	Wisconsin ICPC Central (DCF)	FL	Florida ICPC Central (DCF)
<input type="checkbox"/>	✓ 2266 08/25/2017	AIWIFL201836	REG-12	Adoptive Home	WI	Wisconsin ICPC Central (DCF)	FL	Florida ICPC Central (DCF)
<input type="checkbox"/>	✓ 2025 03/28/2017	AQALFL201813	REG-12	Adoptive Home	AL	Alabama ICPC Central (DHR)	FL	
<input type="checkbox"/>	✓ 1787 06/27/2016	ARCAFL20189	REG-12	Adoptive Home	CA	California Adoptions Oakland	FL	Florida ICPC Central (DCF)

Page 1 of 1 10 Items per page [Export](#)

Showing 1 - 7 of 7 Record(s).

Another example to find “Approved” (not placed), pull by reg type then filter to show oldest first by clicking on the top arrow in the M/CMS CASE ID CREATED ON column. The new list is now in order with the oldest date first in the list. If you wanted newest you would click on the down arrow:

STATUS	M/CMS CASE ID CREATED ON	IN CA
<input type="checkbox"/>	✓ 5501 06/17/2021	BC
<input type="checkbox"/>	✓ 5500 06/17/2021	AC
<input type="checkbox"/>	✓ 3043 10/26/2018	BL
<input type="checkbox"/>	✓ 2252 08/14/2017	BF
<input type="checkbox"/>	✓ 2249 08/13/2017	BC
<input type="checkbox"/>	✓ 2247 08/13/2017	AV
<input type="checkbox"/>	✓ 1149 08/14/2014	AE

Page 1 of 1 10 Items per page [Export](#)

Showing 1 - 7 of 7 Record(s).

STATUS	M/CMS CASE ID CREATED ON
<input type="checkbox"/>	✓ 1149 08/14/2014
<input type="checkbox"/>	✓ 2247 08/13/2017
<input type="checkbox"/>	✓ 2249 08/13/2017
<input type="checkbox"/>	✓ 2252 08/14/2017
<input type="checkbox"/>	✓ 3043 10/26/2018
<input type="checkbox"/>	✓ 5500 06/17/2021
<input type="checkbox"/>	✓ 5501 06/17/2021

*Reg 12's that may need closure-filter to oldest first -checking cases over 6 months (See helpful steps below)

*All screen shots are from the NEICE Test site and do not include any real child or family information.

Helpful steps:

1. From the Dashboard, click on Active Cases number.
2. Filter by Reg type (Ex. Working on Reg 12 clean ups- Choose Reg 12's then list by oldest first-export Ex. Go to Pending-Choose Reg 7's to see list of pending Reg 7's)
3. Export Case List to Excel. Once in Excel you can filter and sort all the different columns.

NEICE Dashboard Overview

ACTIVE CASES TO DATE: **1498**

TOTAL CASES: **1567**

OUTGOING COMPLIANCE DEADLINES:

- DUE: **66**
- PENDING: **32**
- OVERDUE: **140**
- OVERDUE: **627**

Case List Table:

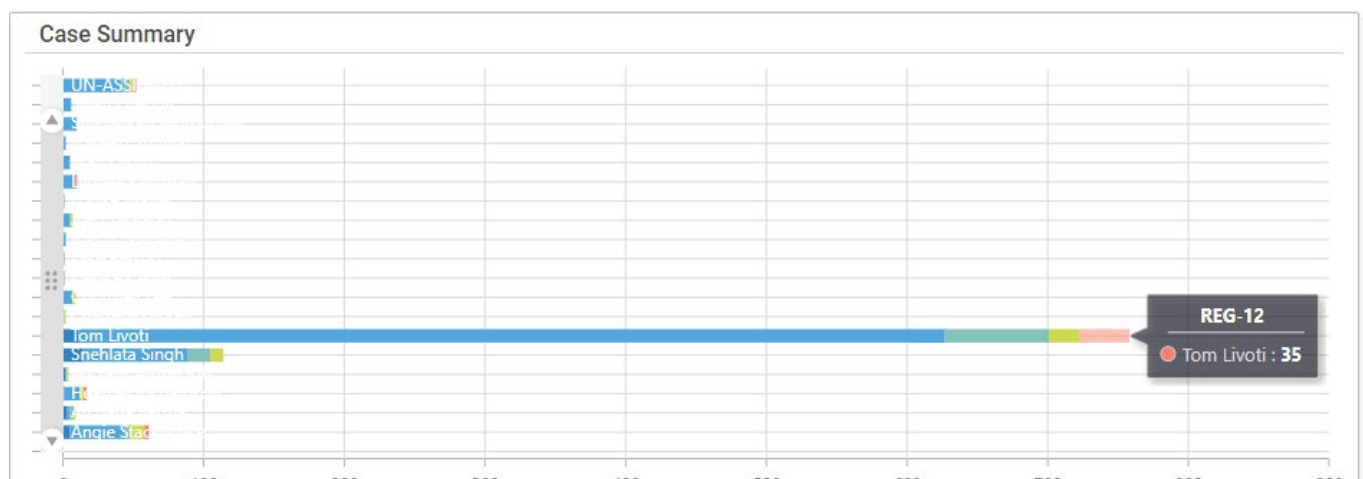
STATUS	MICMS CASE ID	INTERSTATE CASE ID	REG TYPE	PLACEMENT TYPE	SEND STATE	SEND AGENCY	RECEIVE STATE	RECEIVE AGENCY
✓	7159 05/17/2022	BWDCFL202219	REG-2	Relative (Not Parent)	DC	District of Columbia ICPC Central (CFS)	FL	Florida ICPC Central (DCF)
✓	7103 05/11/2022	BFFLDC202242	REG-2	Foster Family Home	FL	Florida ICPC Central (DCF)	DC	District of Columbia ICPC Central (CFS)
✓	7102 05/11/2022	BMFLDC202243	REG-2	Parent	FL	Cbc - childnet, inc.	DC	District of Columbia ICPC Central (CFS)
⚠	7099 05/11/2022		REG-2	Relative (Not Parent)	FL	Florida ICPC Central (DCF)	DC	District of Columbia ICPC Central (CFS)
✓	7098 05/11/2022	AKDCFL202218	REG-2	Foster Family Home	DC	District of Columbia ICPC Central (CFS)	FL	Florida ICPC Central (DCF)
✓	7089 05/06/2022		REG-2	Relative (Not Parent)	FL	Florida ICPC Central (DCF)	NC	North Carolina ICPC Central (DHHS)
✓	7087 05/05/2022	AXFLNC202238	REG-2	Relative (Not Parent)	FL	Florida ICPC Central (DCF)	NC	North Carolina ICPC Central (DHHS)
✓	7086 05/05/2022	AIFLNC202239	REG-2	Foster Family Home	FL	Florida ICPC Central (DCF)	NC	North Carolina ICPC Central (DHHS)
✓	7083 05/05/2022	AHFLNC202237	REG-2	Relative (Not Parent)	FL	Florida ICPC Central (DCF)	NC	North Carolina ICPC Central (DHHS)
✓	7082 05/05/2022	AFFLNC202236	REG-2	Relative (Not Parent)	FL	Florida ICPC Central (DCF)	NC	North Carolina ICPC Central (DHHS)

Annotations:

- 1. Click on the number to open your Active Cases. This example is showing All Cases. Toggle to "Show My Cases" if you want to just see your cases.
- 2. Filter by Reg Type either by clicking the sort arrows (see red box), or type in the Reg Type you need (see "REG-2" example).
- 3. Click the "Export" button to export this list to a MS Excel Spreadsheet. Notice the downloaded spreadsheet shows up at the bottom of the screen.

Downloaded file: case-list_1652895...xlsx

Or the user can click on the bar graph by Reg type to produce Case Lists by worker. Then use EXPORT to MS Excel.



NOTE: This section is viewable by the ICPC Coordinator or Assignment Coordinator role. The Caseworker role will not have this view.
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