

FACES Newsletter

*ICPC Edition



Developed by Cari Pointer, Children's Services Specialist Northern Region

Quick tips:

Have your ICPC packet ready to send to Jefferson City before you enter the referral. Make sure to send the ICPC packet soon after entering the referral. The ICPC Unit is alerted when a referral is entered and will be waiting for the packet.

Make sure 100B's (Report on Child's Placement Status) are sent to the ICPC Unit in a timely manner.

The ICPC Function is not opened until the ICPC Unit in Jefferson City opens the function on a child coming to Missouri. If the request is on a Missouri child, the local worker can complete the ICPC Function when the child is placed in the other state and the ICPC 100B is sent.

More Tips:

Make sure you have checked the ICPC box in your Office/Worker Association screen so that you may work within the ICPC Function.

The phone number given to contact the ICPC Unit in Jefferson City is a general number. You must ask to speak with a particular ICPC Placement Coordinator.

When contacting the ICPC Unit, reference the child, not the placement resource or other state.

Remember to use the same case number for each child referred to ICPC going from Missouri to the same placement resource in another state.

Out of state placement providers do not get professional parenting payments.

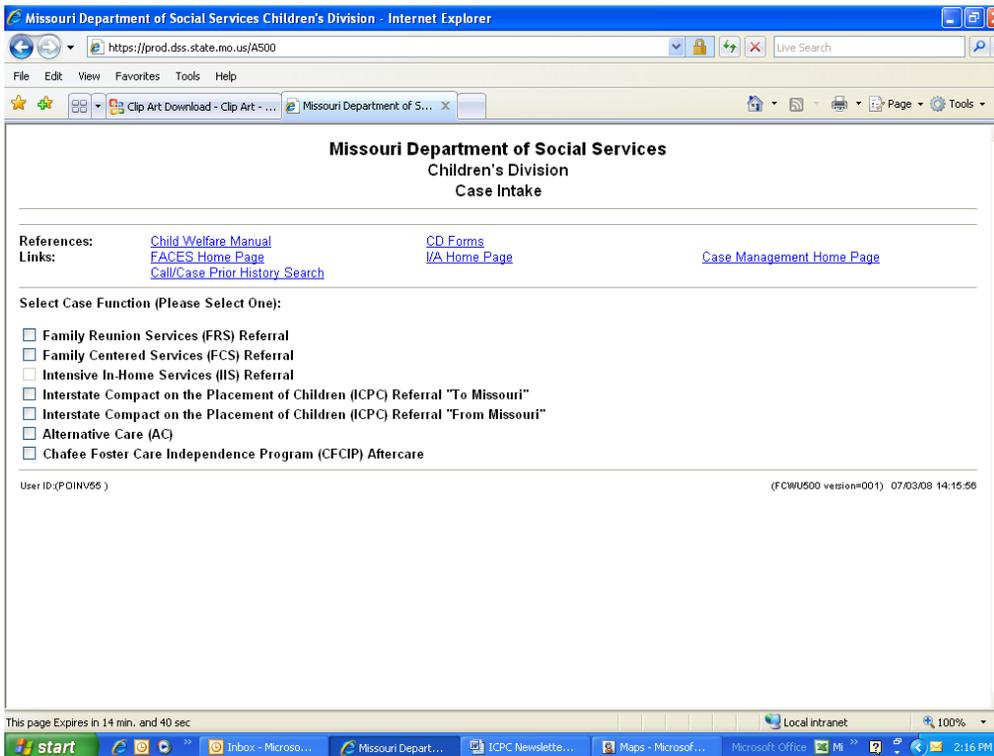
Referral Process From Missouri:



Prior to sending the referral packet to the ICPC Unit in Jefferson City, open FACES:

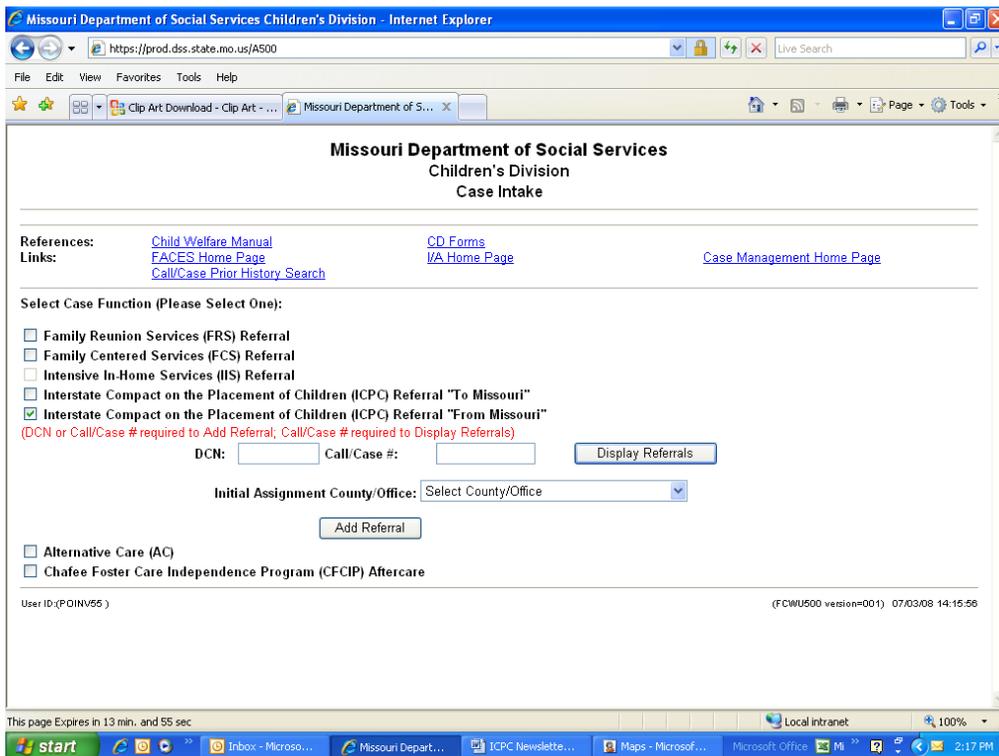
- Click on the Case Management Homepage to begin entering referral information.
- Click on [Case Intake](#)

Note: The following screen shots are for visual assistance only and may not show the entire screen. All information remains confidential to DSS and CD.



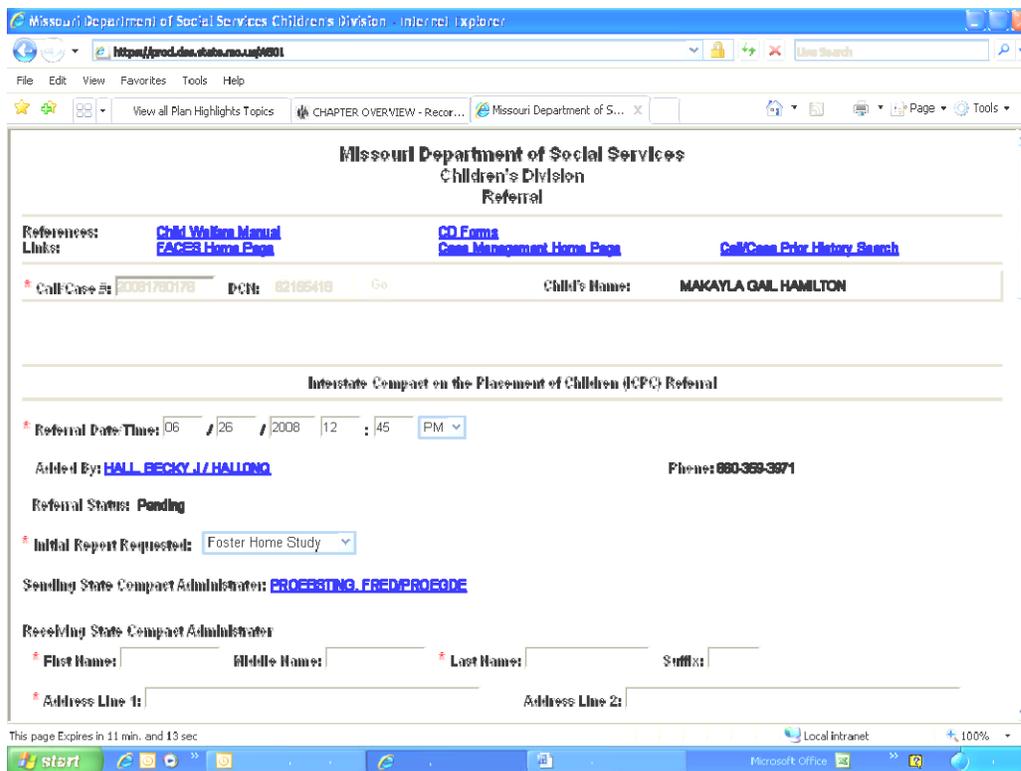
For referrals on children from Missouri going to another state:

- Click: [Interstate Compact on the Placement of Children \(ICPC\) Referral From Missouri](#)



Enter the Child's DCN and AC case number. Make sure that the County shown is your County, then:

- click the **Add Referral Button**. This will take you to the **Referral Screen**:



Initial Report Requested

- Even if the placement you are requesting is a Relative / Kinship Placement, you must identify the report requested as a Foster Home Study if you are planning on licensing the home and paying a maintenance amount.

Receiving State Compact Administrator fields

- These are mandatory fields, but staff only need to enter the two letter abbreviation for the state the referral is going to as the first name and ICPC as the last name. Staff can then enter xxxx's and oooo's for Address Line 1, the State Capital of the receiving state, and 0's or 9's for the Zip Code.

Sending State Compact Administrator Is Fred Proebsting.

CD is considered a **Public Agency**.

Contracted Agencies are public agencies, not private ones, because they are contracted by CD, a public agency.

Field Staff only need to enter information where there is a red asterisk

If the Child is in Legal Status 1, the sending state organization (CD) is responsible for Planning, Financial Support, and Supervision for the child—even if the goal is adoption.

The County where the referral originated is responsible for Planning and Financials.

Note: To add additional children in sibling group under same call#, go to Case Management Case Member – Call/Case# - add new member.

Under Placement Information:

Put in the name of the placement and the address of proposed placement.

Type of Care: This is where you can be more specific about the type of placement you are requesting, i.e. Relative Foster Home.

Subsidy/IV-E completed in "Sending State".

ICPC Legal Status "Sending Agency Custody / Guardianship".

Services Requested:

Supervisory Services: "Receiving State to Arrange Supervision".

Supervisory Reports: "Quarterly".

Click on the Enclosures that you are sending in your packet. Note: Only check

Home Study of Placement Resource" if it involves an adoption. Click on **Add**.



Once the information is added to the referral, the worker will be taken to the **Case Assignment Screen**.

Tips for the Call/Case Assignment Screen:

- Make sure the "County" is Cole.
- "Office" is Central Office.
- "Supervisor" is Fred Proebsting.
- You do not have to put in worker information at this point.
- The referral will be assigned as the ICPC Unit decides.

Click on the **Add** button. Field staff then need to:

- click on **Review Referral** and print a copy of the Referral Screen to be included with their ICPC Packet.



Remember, with the exception of the ICPC 100a:

- **ALL** documentation sent to the ICPC unit is to be sent as **three copies**.
- The ICPC 100a is required to be sent as **five copies**.

The FACES referral process does not take the place of the ICPC packet that must be sent to the ICPC Unit in Central Office.



FYI for Children coming TO Missouri

- When a referral from another state comes to the ICPC unit in Jefferson City, they assign a DCN and call number to a child with no history in the State of Missouri.
- If the child(ren) does have a history in Missouri, they may associate them to a case number—oldest child if the children each have a separate case number.
- The ICPC coordinator will receive a request for a home study and placement from another state and they will complete an ICPC “To” referral and assign it to the appropriate Circuit Manager (or designee) in the appropriate county.
- The ICPC unit will send an e-mail to the circuit manager or designee stating that they have entered the referral. This will also show up on the assigned person’s Worker Alert Screen.

Note: you will have a worker alert for each child on the case, but once you click on one of the child’s alerts, all of the alerts will disappear.

- The circuit manager (or designee) will assign the home study to a field staff and they will complete a home study per policy standards.
- Once the home study is complete, the county will enter a recommendation for placement on the Referral Screen once the home study is completed.
- On the Case Management home page, select Referral from the right hand column.
- Enter the case number and select “View Referral Decision”. This will allow you to put in the recommendation.
- Once the recommendation is added, you will then go to the Case Assignment screen and you will assign the referral back to the ICPC Coordinator, Fred Proebsting.
- You will have to enter a recommendation for each child.
- The ICPC Coordinator will then get a worker alert that a recommendation has been entered and will complete the Referral Decision process. They will also open the ICPC Function.
- Once approval has been obtained and the child(ren) is placed in Missouri, the worker will open the AC Function (61) for the child(ren).

Tips for opening a 61 when children come to Missouri.

- Use the case number assigned by the ICPC unit to open the 61 through Case Intake, AC, **Add** Case Info.
- **Legal Status is 4** and this is entered through the Legal Status screens, NOT Court Information.
- **Fund Code is 02**—you have the ability to change this until the eligibility specialist has made an eligibility determination.
- On the Title XIX date, put the child's 18th birthday as the end date.

Thanks to the ICPC Unit and FACES Help Desk for their assistance in developing this newsletter. If you have further questions, contact the FACES Help Desk or ICPC Unit.

