ICPC Record

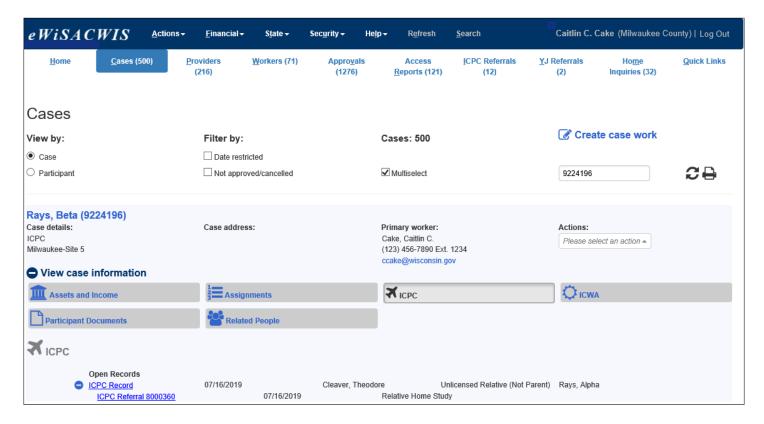
Introduction

The ICPC Record is created by the approval (with an Accepted decision) of an ICPC Referral. The ICPC Referral can be created by either county workers or ICPC staff. The referrals will be forwarded by the county workers to the ICPC staff. ICPC Staff can either accept or deny the referral. ICPC staff along with county staff continues documentation of the work specific to the ICPC workflow on the ICPC Record.

Related User Guides:

ICPC Referral Imaging Person

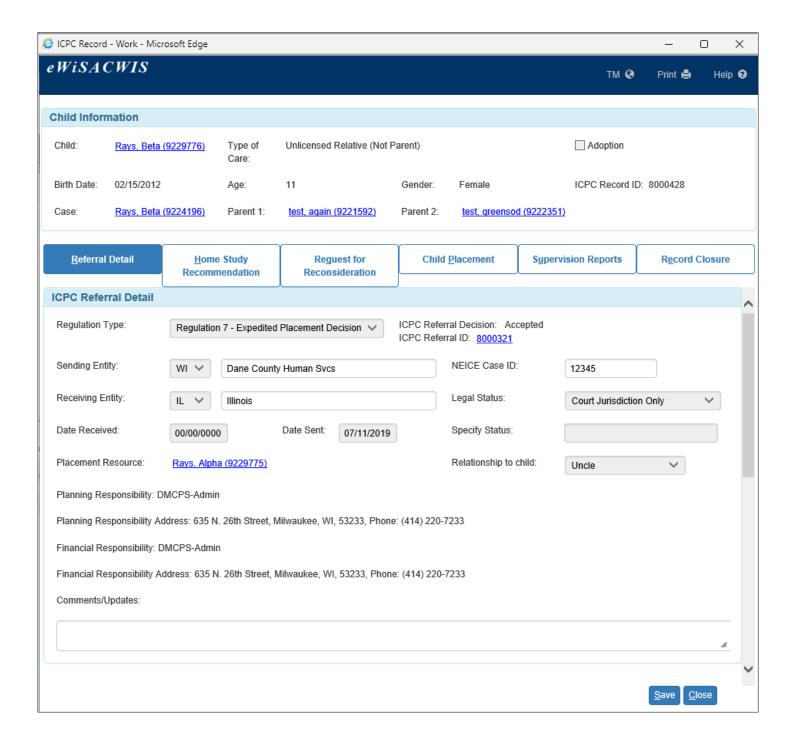
- 1. To locate an existing ICPC record, select cases and search by ICPC or Case Name.
- 2. Expand View case information and select ICPC.
- 3. Click the ICPC record to view or edit a pending record.

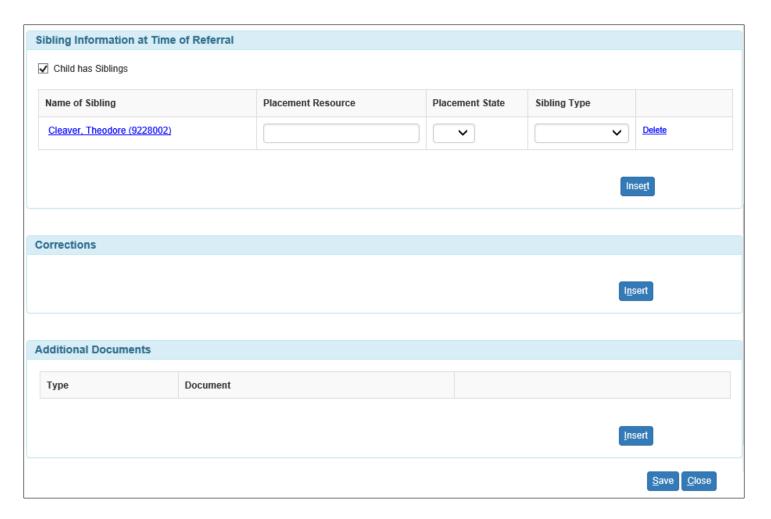


- 4. The Date Received field is an editable date field when the record is not linked to an ICPC Referral.
- 5. The Date Sent field prefills with the Decision Date from the ICPC Referral.
- 6. If the child has siblings, as identified on the Participants tab of the ICPC referral and/or recorded on the Maintain Case page, the checkbox will be automatically checked and the names will be listed. If additional siblings need to be documented, that can be done on the Maintain Case page. If this checkbox is unchecked, a message displays "Unchecking the Child has Siblings checkbox deletes all siblings listed on the ICPC Record. Do you want to delete all siblings from the ICPC Record?"
 - a. Each sibling row is associated with a <u>Delete</u> hyperlink if only one of the individuals needs to be deleted.

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- 7. The 'Placement Resource', 'Placement State', and 'Sibling Type' are all user entered fields.
- 8. Each sibling row is associated with a **Delete** hyperlink.

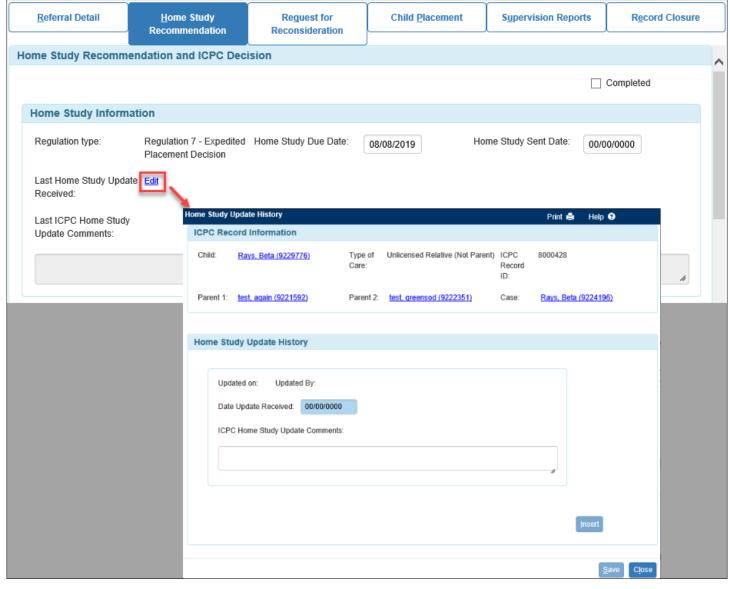


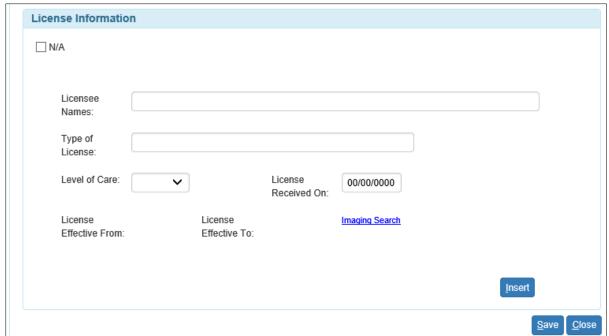


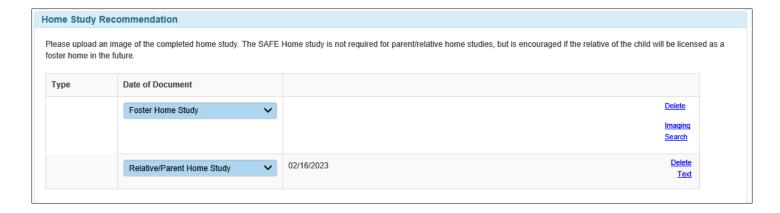
9. The Home Study Recommendation tab displays data elements needed to document the process associated with the Home Study and ICPC Decision on whether placement may be approved or denied.

Note: When Wisconsin is the Sending State, the ICPC Specialists will document information on this page. When Wisconsin is the Receiving State, the case worker is responsible for documentation on this page.

- 10. The Home Study Due Date and the Home Study Sent Date fields are entered by ICPC staff.
- 11. The Last Home Study Update Received field is prefilled from the date of the <u>most recently documented</u> Home Study from the Home Study Update History page. It is associated with an <u>Edit</u> or <u>View</u> hyperlink ('Edit' for ICPC staff and 'View' for County Staff) which brings the user to the Home Study Update History page. This is where the ICPC staff will document any correspondence regarding the Home Study. County staff have the ability to view the history pop-up page.







- 12. The Last ICPC Home Study Update Comments box is prefilled from the narrative of the most recently documented Home Study from the Home study Update History page.
- 13. To add a Home Study Recommendation, click the <u>Create/Search Study</u> hyperlink to launch the Home Study Recommendation page.
 - b. Check the box of each sibling to be included in the study and select a recommendation.
 - c. Select a document type from the drop down
 - i. Click Create, Imaging Search, or the Text hyperlink to create or upload a document.

Note: Imaging Search will look for any existing documents of the same Category and Type for the last 30 days.

ii. Some types generate a Text hyperlink which will launch and editable template that can be modified and saved.

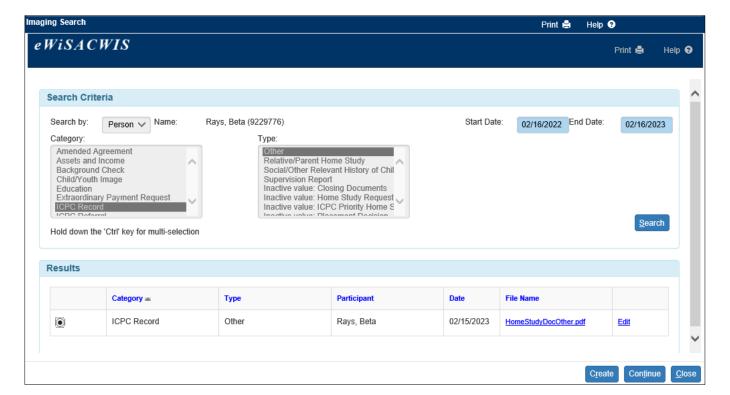
ICPC RELATIVE / PARENT HOME STUDY

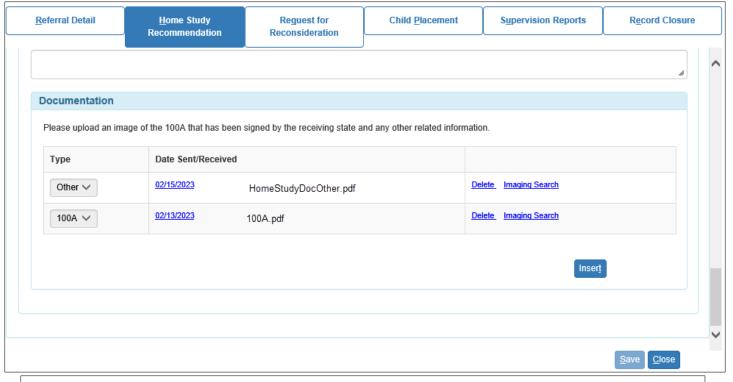
Save and Generate PDF Close

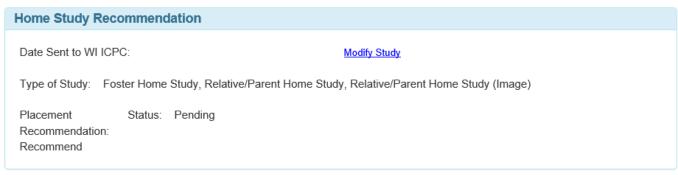
d. Modify the document if needed and click Save or Save and Generate PDF.

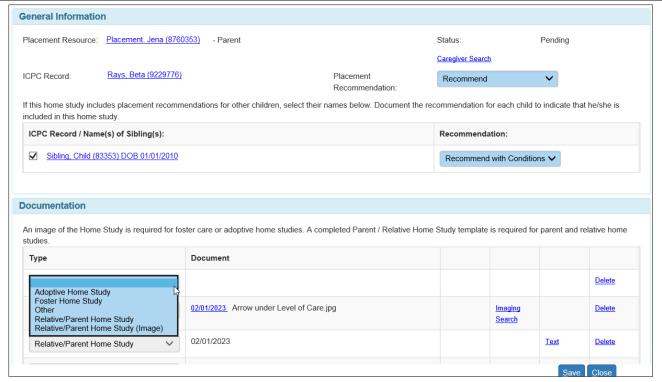
e. Click Close.

f. After a document is saved or uploaded a date will prefill in the Document column.



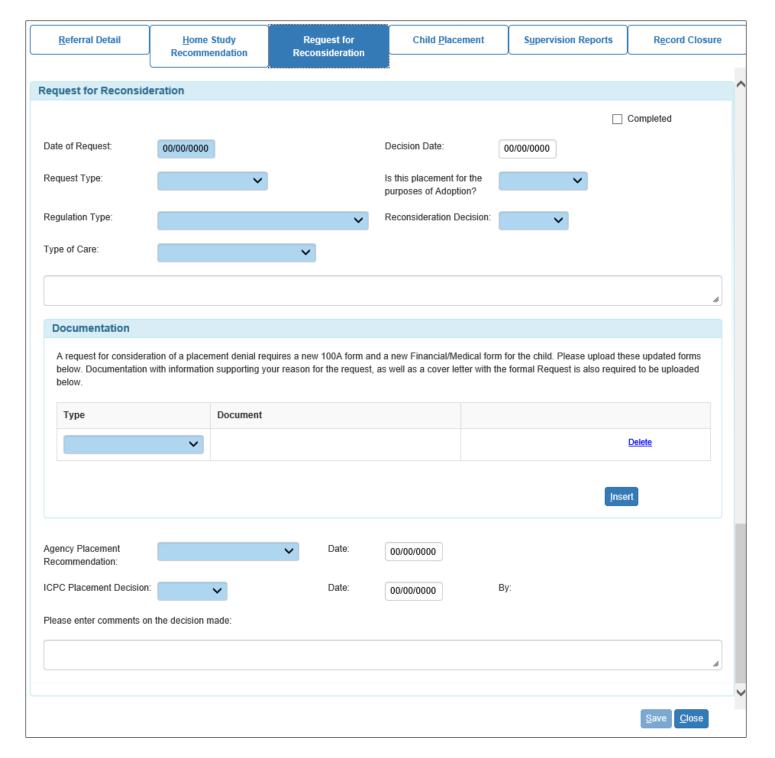






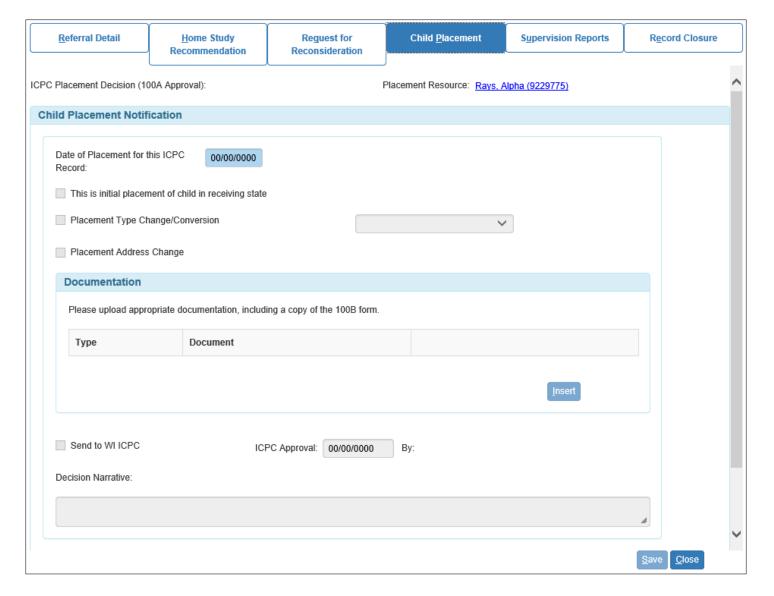
- 14. Click on the <u>Imaging Search</u> hyperlink to launch the imaging search page and choose the appropriate license image for this provider. The License Effective From and To dates are prefilled from the associated imaging page of the license.
- 15. If the License Information Section is not applicable you can select the N/A checkbox which will clear and disable the groupbox until the checkbox is unselected.
- 16. In the License Information section complete the Licensee Names, Type of License, Level of Care, and License Received On fields.
- 17. Complete the Agency Placement Recommendation and narrative box after uploading the Home Study image.
- 18. In the Documentation section, the State ICPC specialist will make sure to upload the 100A that has been signed by the receiving state.
- 19. The Request for Reconsideration tab is used to document requests to reconsider the ICPC Decision. County workers have view only access to this tab.

Note: If a request for consideration is needed, contact the assigned ICPC Specialist. They will walk you through the process and they will document information on this page.

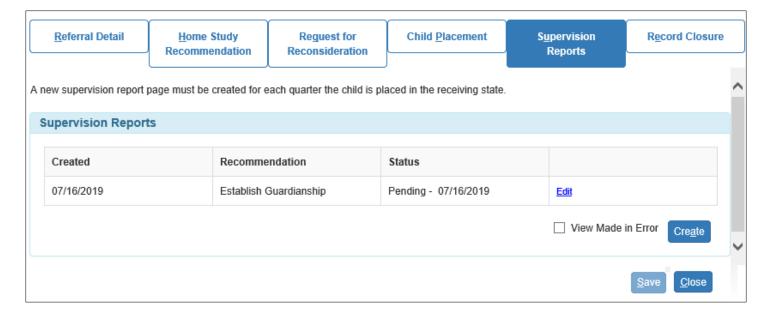


20. The Child Placement tab provides the worker with a functionality to document the child's ICPC placement(s). The fields in the Child Placement Notification section are all user editable.

Note: When Wisconsin is the Receiving State, the ICPC Specialists will document information on this page. When Wisconsin is the Sending State, the case worker is responsible for documentation on this page. This does not replace requirements for entering placement documentation and does not generate a placement strip or any related financial work for the child.



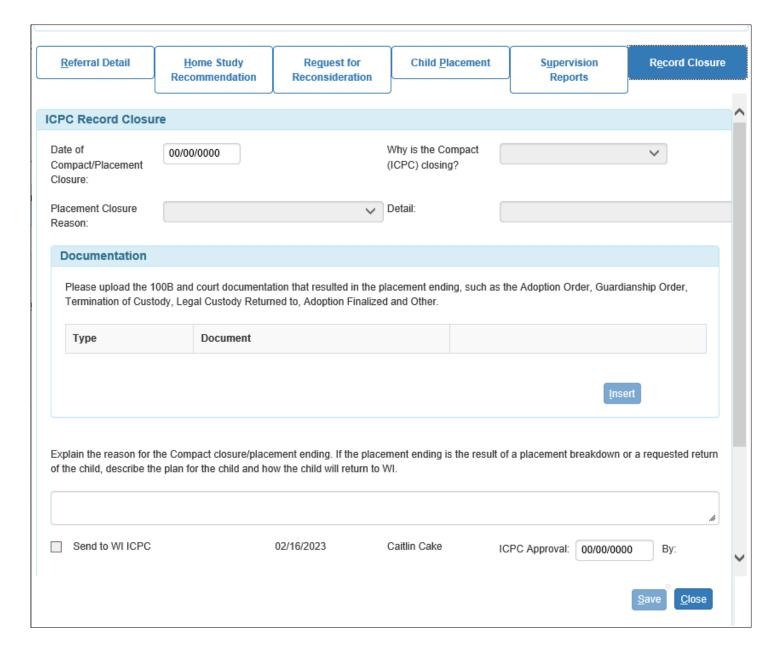
- 21. The Date the child was placed in receiving state field should be the date that particular placement began. If this is the initial placement in the receiving state, then check the "This is initial placement of child in receiving state" checkbox.
- 22. Select the radio button for Person or Facility and search out the placement resource via the search link.
- 23. The documentation section is where each of the subsequent 100B forms should be documented for this ICPC record. The Type dropdown field is associated with the following values: 100B, 100B (Image) and Other. The Document column prefills from the Date of Document on the associated Imaging Page or the generated document is saved.
- 24. The Agency Approval date field is editable by the county worker.
- 25. The Insert button at the bottom of the page will insert a new repeating group starting with "Date child placed in receiving state" and finishing with the Agency/ICPC Approval dates to allow for documentation of subsequent ICPC placements for the child.



- 26. The Supervision Reports should be uploaded in the Documentation section. The 'Type' field indicates the type of document that the associated image is; 'Supervision Report', 'Supervision Report (Image)' or 'Other'. The Insert button inserts a new row so that additional documents may be associated with this Supervision report.
- 27. The insert button in the Supervision Reports section will insert an additional Report Section for subsequent Supervision Reports.
- 28. The Record Closure tab displays detail related to the closure of the ICPC Record. In addition to being able to document the closure date and reason, narrative, and related documentation.

Note: When Wisconsin is the Sending State, the ICPC Specialist will document information on this page. When Wisconsin is the Receiving State, the case worker is responsible for documentation on this page. The ICPC Record must be closed before closing a case in eWiSACWIS. If the placement has ended and the ICPC Record must be closed, contact the assigned ICPC Specialist so that they may close the record.

- 29. The Supervision Reports Screen will display all siblings with open ICPC Records for the same Placement Resource and Type of Care. They can be added to the Supervision Report by checking the box and selecting an option from the Recommendation drop down.
- 30. Fill in the required fields and select the Save button. Based on the selection made, different fields become required.



- 31. In the Documentation section, upload the required documents based on the closure reason. The Date of Document date prefills with the Date of Document from the associated image.
- 32. The Historic tab displays ICPC detail documented on the ICPC Records created on or before June 16, 2017. All fields on the tab are static text and not editable.

