

# 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.

The screenshot shows the eWiSACWIS interface. At the top is a dark blue navigation bar with the logo and various menu items: Actions, Financial, State, Security, Help, Refresh, Search, and a user profile for Caitlin C. Cake (Milwaukee County) with a Log Out link. Below this is a secondary navigation bar with tabs: Home, Cases (500), Providers (216), Workers (71), Approvals (1276), Access Reports (121), ICPC Referrals (12), YJ Referrals (2), Home Inquiries (32), and Quick Links. The main content area is titled 'Cases' and includes a 'View by:' section with radio buttons for 'Case' (selected) and 'Participant'. A 'Filter by:' section has checkboxes for 'Date restricted' and 'Not approved/cancelled'. There are also 'Cases: 500' and a 'Multiselect' checkbox. A search bar contains the value '9224196' and a refresh icon. A 'Create case work' link is visible. Below the filters, the case details for 'Rays, Beta (9224196)' are shown, including 'Case details: ICPC Milwaukee-Site 5', 'Case address:', 'Primary worker: Cake, Caitlin C. (123) 456-7890 Ext. 1234 ccake@wisconsin.gov', and an 'Actions:' dropdown menu. A 'View case information' section contains several tabs: Assets and Income, Assignments, ICPC (selected), ICWA, Participant Documents, and Related People. At the bottom, there is a table with columns for 'Open Records', 'ICPC Record', 'ICPC Referral 8000360', '07/16/2019', '07/16/2019', 'Cleaver, Theodore', 'Unlicensed Relative (Not Parent)', and 'Rays, Alpha'. The 'ICPC Record' tab is highlighted.

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 [Delete](#) hyperlink if only one of the individuals needs to be deleted.

7. The 'Placement Resource', 'Placement State', and 'Sibling Type' are all user entered fields.
8. Each sibling row is associated with a [Delete](#) hyperlink.

ICPC Record - Work - Microsoft Edge

eWiSACWIS

TM Print Help

Child Information

Child: [Rays, Beta \(9229776\)](#)

Type of Care: Unlicensed Relative (Not Parent) ☐ Adoption

Birth Date: 02/15/2012 Age: 11 Gender: Female ICPC Record ID: 8000428

Case: [Rays, Beta \(9224196\)](#) Parent 1: [test, again \(9221592\)](#) Parent 2: [test, greensod \(9222351\)](#)

Referral Detail

Home Study Recommendation

Request for Reconsideration

Child Placement

Supervision Reports

Record Closure

ICPC Referral Detail

Regulation Type: Regulation 7 - Expedited Placement Decision

ICPC Referral Decision: Accepted  
ICPC Referral ID: [8000321](#)

Sending Entity: WI Dane County Human Svcs

NEICE Case ID: 12345

Receiving Entity: IL Illinois

Legal Status: Court Jurisdiction Only

Date Received: 00/00/0000 Date Sent: 07/11/2019

Specify Status:

Placement Resource: [Rays, Alpha \(9229775\)](#)

Relationship to child: Uncle

Planning Responsibility: DMCPs-Admin

Planning Responsibility Address: 635 N. 26th Street, Milwaukee, WI, 53233, Phone: (414) 220-7233

Financial Responsibility: DMCPs-Admin

Financial Responsibility Address: 635 N. 26th Street, Milwaukee, WI, 53233, Phone: (414) 220-7233

Comments/Updates:

Save Close

Sibling Information at Time of Referral

☒ Child has Siblings

Name of Sibling	Placement Resource	Placement State	Sibling Type	
<a href="#">Cleaver, Theodore (9228002)</a>	<input type="text"/>	<div>▼</div>	<div>▼</div>	<a href="#">Delete</a>

Insert

Corrections

Insert

Additional Documents

Type	Document	

Insert

Save

Close

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 most recently documented Home Study from the Home Study Update History page. It is associated with an [Edit](#) or [View](#) 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.

Referral Detail

Home Study Recommendation

Request for Reconsideration

Child Placement

Supervision Reports

Record Closure

Home Study Recommendation and ICPC Decision

☐ Completed

Home Study Information

Regulation type: Regulation 7 - Expedited Placement Decision

Home Study Due Date: 08/08/2019

Home Study Sent Date: 00/00/0000

Last Home Study Update Received:

Edit

Home Study Update History

ICPC Record Information

Child: Rays, Beta (9229776)

Type of Care: Unlicensed Relative (Not Parent)

ICPC Record ID: 8000428

Parent 1: test\_again (9221592)

Parent 2: test\_greensod (9222351)

Case: Rays, Beta (9224196)

Home Study Update History

Updated on: Updated By:

Date Update Received: 00/00/0000

ICPC Home Study Update Comments:

Insert

Save Close

License Information

☐ N/A

Licensee Names:

Type of License:

Level of Care:

License Received On: 00/00/0000

License Effective From:

License Effective To:

Imaging Search

Insert

Save Close

Home Study Recommendation

Please upload an image of the completed home study. The SAFE Home study is not required for parent/relative home studies, but is encouraged if the relative of the child will be licensed as a foster home in the future.

Type	Date of Document	
Foster Home Study		<a href="#">Delete</a> <a href="#">Imaging</a> <a href="#">Search</a>
Relative/Parent Home Study	02/16/2023	<a href="#">Delete</a> <a href="#">Text</a>

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 [Create/Search Study](#) 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.
  - 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.

SaveSave and Generate PDFClose

ICPC RELATIVE / PARENT HOME STUDY

Imaging Search

PrintHelp

eWiSACWIS

PrintHelp

Search Criteria

Search by: Person Name: Rays, Beta (9229776) Start Date: 02/16/2022 End Date: 02/16/2023

Category:

Amended Agreement  
Assets and Income  
Background Check  
Child/Youth Image  
Education  
Extraordinary Payment Request  
ICPC Record  
ICPC Referral

Type:

Other  
Relative/Parent Home Study  
Social/Other Relevant History of Chil  
Supervision Report  
Inactive value: Closing Documents  
Inactive value: Home Study Request  
Inactive value: ICPC Priority Home S  
Inactive value: Placement Decision

Search

Hold down the 'Ctrl' key for multi-selection

Results

	Category	Type	Participant	Date	File Name	
	ICPC Record	Other	Rays, Beta	02/15/2023	<a href="#">HomeStudy/DocOther.pdf</a>	<a href="#">Edit</a>

CreateContinueClose

Referral Detail

Home Study Recommendation

Request for Reconsideration

Child Placement

Supervision Reports

Record Closure

Documentation

Please upload an image of the 100A that has been signed by the receiving state and any other related information.

Type	Date Sent/Received		
Other	02/15/2023	HomeStudyDocOther.pdf	Delete Imaging Search
100A	02/13/2023	100A.pdf	Delete Imaging Search

Insert

Save Close

Home Study Recommendation

Date Sent to WI ICPC:

Modify Study

Type of Study: Foster Home Study, Relative/Parent Home Study, Relative/Parent Home Study (Image)

Placement
Status: Pending

Recommendation:
Recommend

General Information

Placement Resource: Placement\_Jena (8760353) - Parent
Status: Pending

Caregiver Search

ICPC Record: Rays\_Beta (9229776)
Placement Recommendation: Recommend

If this home study includes placement recommendations for other children, select their names below. Document the recommendation for each child to indicate that he/she is included in this home study.

ICPC Record / Name(s) of Sibling(s):	Recommendation:
<input checked="" type="checkbox"/> Sibling_Child (83353) DOB 01/01/2010	Recommend with Conditions

Documentation

An image of the Home Study is required for foster care or adoptive home studies. A completed Parent / Relative Home Study template is required for parent and relative home studies.

Type	Document				
Adoptive Home Study					Delete
Foster Home Study					
Other	02/01/2023 Arrow under Level of Care.jpg		Imaging Search		Delete
Relative/Parent Home Study					
Relative/Parent Home Study (Image)					
Relative/Parent Home Study	02/01/2023			Text	Delete

Save Close

14. Click on the [Imaging Search](#) 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.

Referral Detail
Home Study Recommendation
Request for Reconsideration
Child Placement
Supervision Reports
Record Closure

Request for Reconsideration

☐ Completed

Date of Request: 00/00/0000
Decision Date: 00/00/0000

Request Type:
Is this placement for the purposes of Adoption?

Regulation Type:
Reconsideration Decision:

Type of Care:

Documentation

A request for consideration of a placement denial requires a new 100A form and a new Financial/Medical form for the child. Please upload these updated forms below. Documentation with information supporting your reason for the request, as well as a cover letter with the formal Request is also required to be uploaded below.

Type	Document	
		Delete

Insert

Agency Placement Recommendation:
Date: 00/00/0000

ICPC Placement Decision:
Date: 00/00/0000
By:

Please enter comments on the decision made:

Save
Close

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.



Referral Detail
Home Study Recommendation
Request for Reconsideration
**Child Placement**
Supervision Reports
Record Closure

ICPC Placement Decision (100A Approval):
Placement Resource: [Rays, Alpha \(9229775\)](#)

Child Placement Notification

Date of Placement for this ICPC Record:
00/00/0000

☐ This is initial placement of child in receiving state
☐ Placement Type Change/Conversion
☐ Placement Address Change

Documentation

Please upload appropriate documentation, including a copy of the 100B form.

Type	Document
<div>Insert</div>	

☐ Send to WI ICPC
ICPC Approval: 00/00/0000 By:

Decision Narrative:

Save

Close

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.

Referral Detail
Home Study Recommendation
Request for Reconsideration
Child Placement
Supervision Reports
Record Closure

A new supervision report page must be created for each quarter the child is placed in the receiving state.

Supervision Reports

Created	Recommendation	Status	
07/16/2019	Establish Guardianship	Pending - 07/16/2019	<a href="#">Edit</a>

☐ View Made in Error

Create

Save

Close

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.

Referral Detail
Home Study Recommendation
Request for Reconsideration
Child Placement
Supervision Reports
Record Closure

### ICPC Record Closure

Date of Compact/Placement Closure:
00/00/0000
Why is the Compact (ICPC) closing?

Placement Closure Reason:
Detail:

#### Documentation

Please upload the 100B and court documentation that resulted in the placement ending, such as the Adoption Order, Guardianship Order, Termination of Custody, Legal Custody Returned to, Adoption Finalized and Other.

Type	Document
<div>Insert</div>	

Explain the reason for the Compact closure/placement ending. If the placement ending is the result of a placement breakdown or a requested return of the child, describe the plan for the child and how the child will return to WI.

☐ Send to WI ICPC
02/16/2023
Caitlin Cake
ICPC Approval: 00/00/0000
By:

Save
Close

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.

Referral Detail	Home Study Recommendation	Request for Reconsideration	Child Placement	Supervision Reports	Record Closure	Historic
<b>Placement Information</b>						
Receiving State: WI	Sending State: TX	Placement Type: Unlicensed Relative <input type="checkbox"/> IV-E Eligible (Not Parent)				
Assigned County/Tribe: Buffalo County		Agency/Tribe: Buffalo County DHS				
C/A Other: TX #1111111	C/A Worker: Buffalo County, Doris Day	C/A Unit:				
Planning Responsibility: Other	P/R Other: TX DFPS					
Financial Responsibility: Other	F/R Other: TX DFPS					
F/R Worker: TX DFPS, Katarina Way		F/R Unit: 123-111-2222				
Placement Resource: Relative and Relative Surname		Relationship: Aunt				
Street: 111 County Road T		Apt:				
City: Madison	State: WI	ZIP: 53704				
Legal Status: Sending Agency Custody/Guardianship		Tribal Resource Used:				
<b>Referral Information</b>						
100-A Received: 07/21/2014	Request Forwarded: 08/14/2014	100-A Approved: 10/10/2014	100-A Denied:			
100-B Received:	Placement Date:	<input type="checkbox"/> Reg 1	<input type="checkbox"/> Reg 7			
Date Closed:	Reason Closed: <a href="#">Progress Report History</a>					
Notes:	<div></div>					
SS Request Sent:	RS Confirmed Receipt:	Additional Info Requested:	Additional Info Received:			
Extension Requested: 09/20/2016	<a href="#">Extension Reasons</a>					
Report Received:	Report Sent:	SS Report Confirmed:	Provisional Approval:			
Home Study Received:	Home Study Sent:	SS Home Study Confirmed:				
						<input type="button" value="Save"/> <input type="button" value="Close"/>