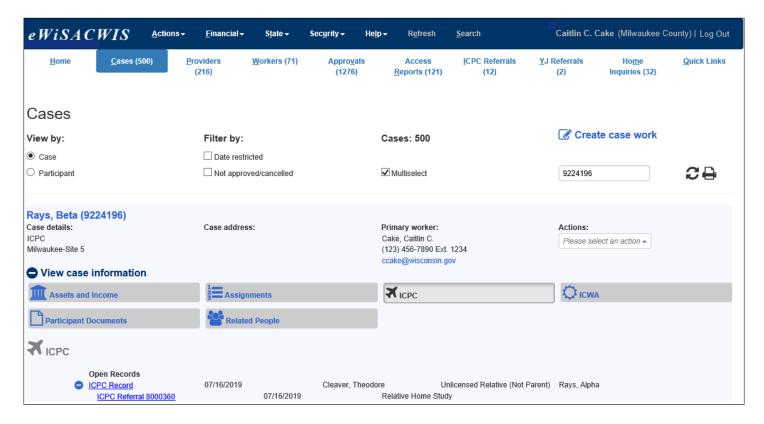# ICPC Record

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.
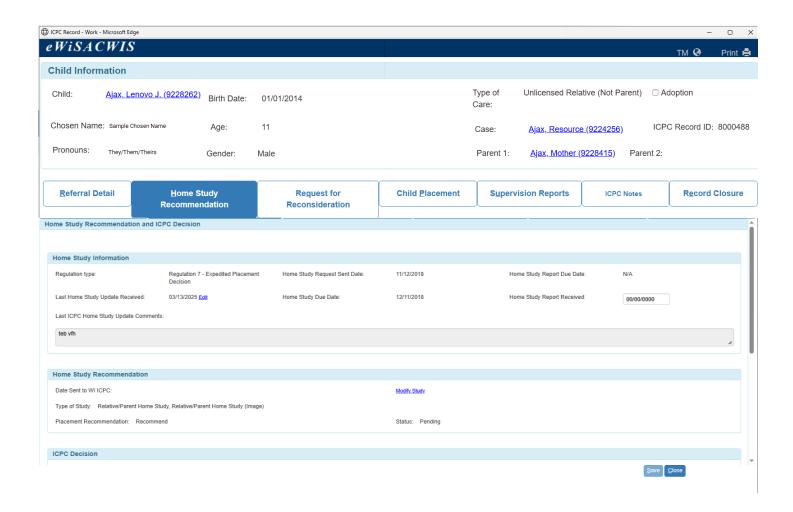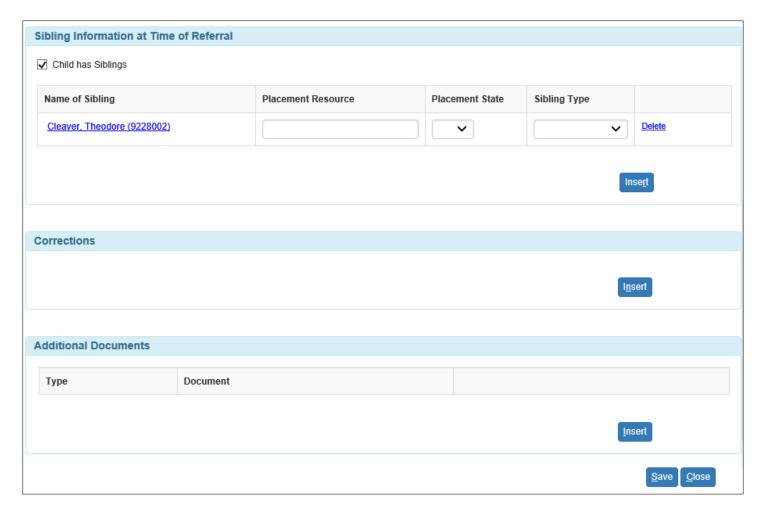
Related User Guides:
ICPC Referral
Imaging Person

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 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.

Sibling Information at Time of Referral

☑ Child has Siblings

Name of Sibling	Placement Resource	Placement State	Sibling Type	
Cleaver, Theodore (9228002)	[ ]	⌄	⌄	Delete

[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   Home Study Due Date: | 08/08/2019 | Home Study Sent Date: | 00/00/0000 |
                        Placement Decision

Last Home Study Update [Edit]
Received:

Last ICPC Home Study
Update Comments:

Home Study Update History   Print 🖨   Help ❓

ICPC Record Information

Child: Rays, Beta (9229776)   Type of   Unlicensed Relative (Not Parent)   ICPC   8000428
                                      Care: Record
                                                                                       ID:

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   License   Imaging Search
Effective From: Effective To:

[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 ⌄		Delete Imaging Search
	Relative/Parent Home Study ⌄	02/16/2023	Delete Text

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.
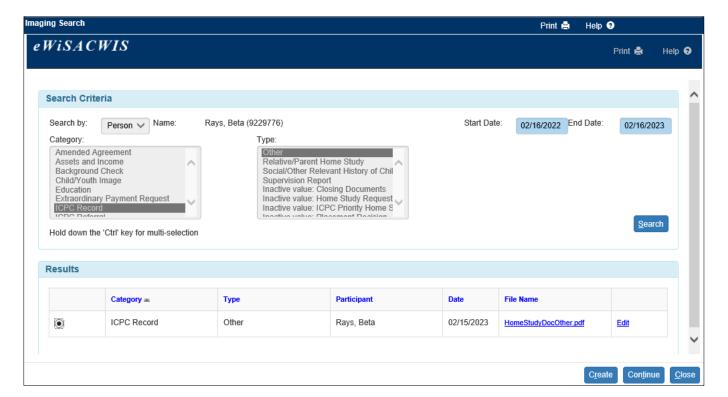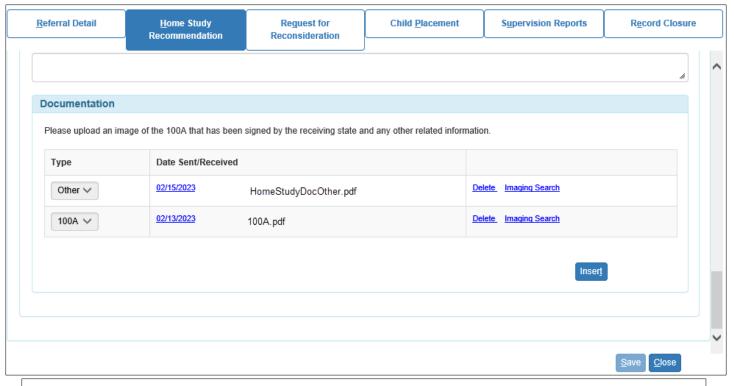   d. Modify the document if needed and click Save or Save and Generate PDF.
   e. Click Close.
   f. After a document is saved or uploaded a date will prefill in the Document column.

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   Recommend ⌄
                                                       Recommendation:

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:
☑ 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.

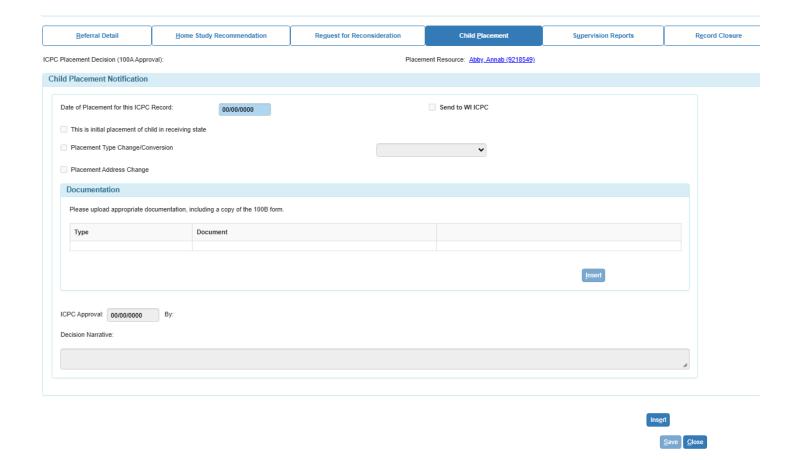| Type	Document				
					Delete
Adoptive Home Study Foster Home Study Other Relative/Parent Home Study Relative/Parent Home Study (Image)	02/01/2023 Arrow under Level of Care.jpg		Imaging Search		Delete
Relative/Parent Home Study ⌄	02/01/2023			Text	Delete

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.

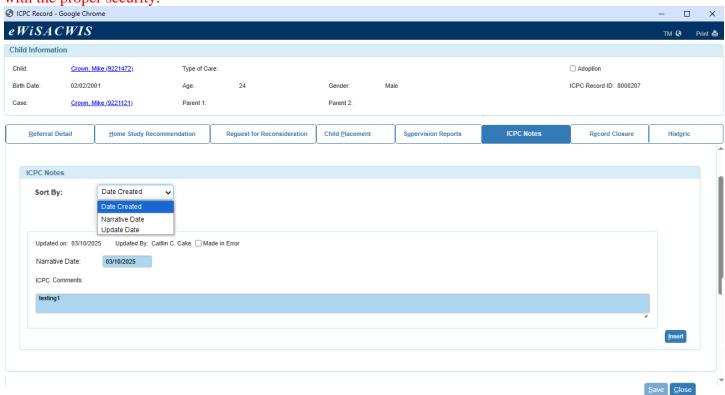| Referral Detail	Home Study Recommendation	Request for Reconsideration	Child Placement	Supervision Reports	Record Closure

ICPC Placement Decision (100A Approval):   Placement Resource: Abby, Annab (9218549)

Child Placement Notification

Date of Placement for this ICPC Record: 00/00/0000   ☐ Send to WI ICPC

☐ 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	

[Insert]

ICPC Approval: 00/00/0000   By:

Decision Narrative:

[   ]

[Insert]

[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.

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 ICPC Notes tab allows ICPC Staff to enter notes for the ICPC Record. Displays only for ICPC Staff with the proper security.

28. The insert button in the Supervision Reports section will insert an additional Report Section for subsequent Supervision Reports.

29. 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.

30. 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.

31. 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? `[dropdown]`

Placement Closure Reason: `[dropdown]`   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	

[Insert]

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   12/01/2025 Caitlin Cake

Decision Narrative:

`[                                                                              ]`

ICPC Approval and Record Closure Date: `00/00/0000`   By:

[Save] [Close]

32. 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.

33. 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

Placement Information

Receiving State: WI   Sending State: TX   Placement Type: Unlicensed Relative ☐ 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:

Referral Information

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: ☐ Reg 1   ☐ Reg 7

Date Closed: Reason Closed: Progress Report History

Notes:

SS Request Sent: RS Confirmed Receipt: Additional Info Requested: Additional Info Received:

Extension Requested: 09/20/2016   Extension Reasons

Report Received: Report Sent: SS Report Confirmed: Provisional Approval:

Home Study Received: Home Study Sent: SS Home Study Confirmed:

Save   Close