

Incoming ICPCs

(Revised 04/13/18)

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Forms

The following form is referenced in this file.

- [ICPC 100A](#) Interstate Compact Placement Request

Description

The Interstate Compact on the Placement of Children (ICPC), which is agreed upon by all 50 states and several U.S. territories, is designed to ensure the safety and well-being of a child placed in a state other than the one having jurisdiction of the child. This is accomplished through the cooperative efforts of the other state to evaluate prospective “placement resources,” monitor and supervise the placements, and report back to the state which has jurisdiction over the child.

NOTE: Jurisdiction is not transferred between states.

Policy

The policies for incoming ICPC requests are as follows:

- SWs will **not** directly contact ICPC offices in other states. All communication (questions, correspondence, and forms) will be routed through the **San Diego County ICPC Coordinator**.
- When SWs supervise ICPC cases, all home studies and progress reports must be sent to the ICPC Coordinator for tracking and forwarding to the other state.
- When SWs supervise ICPC cases, they are expected to follow the same Best Practice guidelines regarding frequency of contacts (see Contacts - General), assessing risk, etc.

NOTE: ALL written correspondence to the other state must go through the ICPC Coordinator Office.

ICPC coordinator

Any questions about ICPC procedures should be directed to the Child Welfare Services ICPC Coordinator at 650-5550/858 or 650-5548/858 (Mail Stop W-94).

Incoming ICPC requests

The Safe and Timely Interstate Placement of Foster Children Act of 2006, which became effective January 1, 2008, amended the Social Security Act to include the following requirements:

- Results of the foster care and adoptive home studies for children placed across state lines must be completed, reported and returned within 60 calendar days of receipt of the request from another state that intends to place a child out-of-state.
 - Completion of the education and training requirements for the prospective foster or adoptive parents are not required to meet the 60-day deadline;
 - States have some latitude in determining what constitutes a complete home study request for purposes of meeting the 60-day time frame. The date to begin the 60-day time frame will be the date that the county receives a completed ICPC 100A form with all appropriate attachments and necessary information as defined in the instructions attached to the ICPC 100A.
 - Examples of relevant documents and information may include, but are not limited to:
 - the child's social history
 - court orders
 - financial/medical plan, and
 - home study of placement resource
 - IV-E eligibility documentation, and
 - Indian Child Welfare Act (ICWA) enclosures
 - Staff should immediately contact a sending state who has sent a request for an ICPC if, upon receipt of the ICPC 100A request, the county finds insufficient information to reasonably initiate the home study process. The ICPC 100A request will not be considered complete until the sending state has provided all required documents and/or information.
 - Once the receiving state has a completed ICPC 100A request, the 60-day time frame begins.
 - Establishes a 14-day time frame for agencies to reject the foster or adoption home study done for their state by another state for the purpose of placing a child across state lines.
 - The determination to reject the foster or adoption home study must be based on information presented in the home study that placing the child in the home would be contrary to the welfare of the child. If the county makes this determination, it must document the circumstances.
 - Gives caregivers the right to be heard in any court proceeding; and
 - States that the court must consider both in-state and out-of-state options in a variety of circumstances involving permanency planning decisions.
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SW contact with child

Once an ICPC case is assigned for supervision, the assigned SW will follow the guidelines on SW contacts with child outlined in Contacts - SW and Child.

CWS/CMS entries for incoming ICPC requests

When an ICPC involves a child who is a dependent in another state but who is supervised by San Diego, a case must be opened in CWS/CMS for ICPC requests (home study and/or placements). **Do not enter these requests in CWS/CMS as a referral.**

Documenting an incoming ICPC request (Home Study or Placement Supervision) requires the creation of a case **without** a referral. It is important to record this information even if a request from a sending state was denied as it allows for tracking of all home study requests throughout California. For the case “Intervention Reason,” choose “Incoming ICPC Request.” Be sure to record all contacts for the purpose of data collection for timeliness of actions taken.

ICPC staff will create a case without a referral as follows:

Step	Action
1	Open the Client Services application.
2	Search for the child client: <ul style="list-style-type: none">• Click on Search from the menu bar.• Select the Start Search command.• Enter client search criteria in the Search dialog box.• Click OK.
3	When the database has finished processing the search request, the Search Results grid will display. <ul style="list-style-type: none">• If the client is listed in the Search Results grid, double click the child's row to open the Client's Abstract.• When the abstract has been retrieved, click the Yes button.
4	To create a new incoming ICPC case: <ul style="list-style-type: none">• Click the + Create New Case Folder icon.• If the Client is listed in the Select Notebook dialog, select the client's row. If the Client is not listed proceed with the next step.• Click the New button in the Select Notebook dialog box.• Select the Yes button on the message box that asks if you want to create a case without a referral.
5	A new case is created and the Client notebook is opened and in focus. <ul style="list-style-type: none">• Complete all mandatory and necessary fields for the focus child first.• Attach and/or create additional clients if needed.• Click the Open Existing Case notebook to open the Case Information notebook.

CWS/CMS entries for incoming ICPC requests (cont.)

Step	Action
6	On the Case Information ID page. <ul style="list-style-type: none"> • Click the + in the Intervention grid. • Select Incoming ICPC Request in the Select Intervention Reasons dialog box. • Select the drop down for the State field. Select the sending state. • Complete all mandatory and necessary fields on the Case Information ID page. • Click on the Svc Comp page tab.
7	On the Service Component page: <ul style="list-style-type: none"> • Click the + in the Service Component grid. • Select a service component in the Service Component drop-down box. • Click on the Assignment page tab.
8	On the Assignment page: <ul style="list-style-type: none"> • Click the + in the Assignment grid. • Select ICPC Case Worker in the Role Type drop-down box. • Complete all mandatory and necessary fields. • Complete other notebooks for the case. • Save to Database.

ICPC recommendation

Once an ICPC has been approved, ICPC staff will send the requesting state the following:

- 100 A approving the ICPC Home Study
- Final Recommendation Report
- Verification the home is now an approved Resource Family (RF) Home and a RF Approval certificate

NOTE: 100A cannot be signed by the same worker who completed the home study.

Data reporting requirements

The Safe and Timely ICPC Act of 2006 includes specific data-reporting requirements regarding the total number of interstate home studies that were requested and completed by each state, in addition to the requirements on the timing of the home studies. Each state will need to gather and retain documentation to demonstrate compliance with the timeline requirements for completion of home study requests.

The ICPC Unit must keep track of the following areas for incoming ICPC cases:

- The date of an incoming home study request - The start date will represent the date the completed home study request was received.
- The type of home study request (adoptive, foster, Relative/NREFM, or parent).
- The date the status update was provided to the requesting state if the final determination cannot be made because additional information is needed.

Data reporting requirements (cont.)

- Reason for a delay (greater than 60-days):
 - When a request for information (Criminal Background Check, CACI, Medical records) causes a delay, and the home study continues to be in the best interest of the child, this should be documented.
 - Date the additional information was received.

NOTE: If the county will not be able to meet the 60-day requirement, it must track the reason for the delay and when the request for the information was made. Counties will also need to track the date the initial/pending home study results were sent to the requesting state prior to the 60-day deadline. It should also record when the delayed information or document was obtained (this would be the finalization in this situation).

- Date of final letter. If the date of the final issuance of determination on the safety and suitability of the home for the child is different from the status update, record it.
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Role of Courtesy Worker

Supervision must include:

- face-to-face visits with the child at least once each month and beginning no later than 30 days from the date on which the child is placed, or
- 30 days from the date on which the receiving state is notified of the child's placement, if notification occurs after placement.

NOTE: A majority of visits must occur in the child's home. Face-to-face visits must be performed by the case carrying worker. If significant issues of concern are identified during a face-to-face visit or at any time during a child's placement, the case carrying worker shall promptly notify the ICPC Coordinator and the worker in the sending state in writing.

Creating an ICPC progress report

When the County of San Diego is supervising an ICPC placement from another state, the supervising SW must complete the ICPC Progress Report. This document presents data on the progress of an ICPC child placed in California by another state, including the name of the sending state agency, the child's health, educational status and needs, special needs, child adjustment to the placement, and other general comments.

Follow the steps below to create the progress report:

- Within a case, click the Create New Document – Green Case icon.
 - In the Generate New Documents dialog box, select "ICPC Progress Report."
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Documenting sending ICPC progress report in CWS/CMS

This table describes how to document sending ICPC progress reports in CWS/CMS.

Step	Action
1	<ul style="list-style-type: none">• Click on the Case Management Section button (green).
2	<ul style="list-style-type: none">• Click on the Document Tracking page tab.• Click on the (+) on the Document Tracking Log information grid.• Complete all mandatory (yellow) fields.• Save to Database.

ICPC requests on adoptions cases

In order for the sending state to initiate an adoptive placement request, the sending state has to submit:

- An ICPC 100A for an *adoptive home study* and supporting ICPC documents.
- Signed court orders terminating the parental rights.

When a post-PP child is already placed in SD through ICPC and a request for an adoptive home study is made, the ICPC Coordinator will notify the RFA granted SW.

NOTE: The County of San Diego requires a post PP child to be placed in San Diego prior to proceeding with an adoptive home study.

Adoptions cannot be finalized (jurisdiction terminated) without written approval (100A) from the host state's ICPC office.

Alignment with SET

This policy support SET [Value 2](#) by seeking and creating opportunities for biological families, kinship families, and resource families to communicate and work together for the child's best interest.
