

STEP-BY-STEP FOCUS INSTRUCTIONS

Outgoing ICPC

REGIONAL RESPONSIBILITIES:

When the decision is made to pursue an Out of State placement, the ICPC 100A form and supporting documents are completed and submitted to Central Office (ICPC Administrator).

At the same time, the Home Study *service request* is entered in FOCUS as follows:

- Create Person profiles for the adults living out-of-state (those you will be requesting a Home Study on).
- Complete a Family Profile for these adults, identifying the HoH and any persons living in the household. At a minimum, include HoH and spouse, if applicable.

From the CHP Presenting Issue or Plan (Task):

- Click on the Service icon (♥ on right hand side of screen)
- Click on Add (on the Services for screen)
- Complete the *Service Request Add* screen as follows:
 - Staff
 - Interstate Compact
 - Home Study (automatically populates)
 - ICPC Home Study (automatically populates)
 - Recipient. Select the child's name (remember to record a new service request *for each child*)
- SAVE
- Click on **Service Task** (below Rainbow Bar)
- Complete the *ICPC Home Study Request* screen
 - Change the **Request Type** to "*Outgoing*"
 - **Requested Staff** will be **Erika Wainaina** (Staff ID #928)
 - **Start Date** – the date you submit the 100A
 - Select the appropriate **Home Study Type**
 - Select the appropriate **Referred to State**
 - **Family** is the family that you are requesting the Home Study on
- Approval is required. Send the approval request to your supervisor, who will approve and then forward to **Erika Wainaina**

CENTRAL OFFICE RESPONSIBILITIES:

ICPC Administrator receives an Alert to do the service request approval. This is her "heads up" that you are sending in the 100A. When she receives the 100A, she forwards it on to the ICPS Administrator of the Requested State. When she receives the Home Study results back from the Requested State, she goes to the Home Study Service Request in FOCUS to record these results and then either approves or denies the request, as appropriate. When this is completed in FOCUS, you will receive the alert "**ICPC Home Study Completed**".

RECORDING THE ICPC PLACEMENT:

Note: If the placement is going to occur, the *Out of State Family* will need to be recorded in FOCUS as a **Resource** (foster family or adoptive family). *Submit Foster Care License to licensing staff.*

Once the ICPC Home Study Service Request(s) is approved and the Out-of-State Placement(s) occurs, **Regional staff** records the placement(s), as follows:

Note: Be sure to **close** the existing placement as a **“Placement Change”**

From **PERSON** profile/**Participation**:

- Highlight the ICPC Home Study Service Request (ICP HOM HOM)
- Click on Go To
- Click on Service Task (below the rainbow bar)
- Click on Placement (below the rainbow bar)
 - o The first two fields will automatically populate with
Resource and Alternate Care
 - o Click in **Service Type** and make the appropriate selection
 - o **“Placement”** will automatically populate the next field
- **SAVE**
- Click on **Service Task**
- Click on **Resource** and Search/Select the appropriate resource (the Out-of-State family where the child(ren) is placed. Note: Out-of-State and ICPC-Outgoing check boxes are *automatically* checked)
- Enter the **total amount** of the monthly payment (add the monthly foster care rate, clothing allowance (if applicable), any level 3 rates, etc. **It all gets recorded in one lump sum.**
- Click on **SAVE**
- **Send for Approval**

Once approved (there is an Alert), go to the ICPC Home Study Request Screen to record the date of the 100B and the frequency of Progress Reports required from the receiving State (usually quarterly).

- Click on **ICPC Report**, enter the 100B date and select the Report Frequency (monthly, quarterly, etc.)

There is also a **Review** button on this screen where the dates of the reports from the other State are *recorded*, when received.