The National Electronic Interstate Compact Enterprise (NEICE) project is operated by the American Public Health Services Association (APHSA) with the Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC) and is made possible by grant number 90XA0151 from the Children’s Bureau. The contents of this user guide are solely the responsibility of APHSA, AAICPC, and Tetrus, and do not necessarily represent the official views of the Children’s Bureau, ACYF, ACF, or HHS. January 2016.
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Introduction
This guide provides detailed instructions for using the National Electronic Interstate Compact Enterprise (NEICE) web-based Case Management System (CMS) to process the placement of a child across state boundaries. The NEICE system is based on the standard protocol and regulations for processing interstate placement of children as outlined in the Interstate Compact on the Placement of Children. For more information on the rules and regulations of the ICPC please see http://www.aphsa.org/content/AAICPC/en/home.html.

NEICE was designed by the Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC) with the American Public Human Services Association (APHSA) to improve administration of the Interstate Compact on the Placement of Children (ICPC). The NEICE case management system provides a web-based system for exchanging data and documents across state jurisdictions electronically.

NEICE helps significantly shorten the time it takes to request placements of children across state lines and process the paperwork needed to place children safely. NEICE aims to have all 52 jurisdictions of the ICPC using the system by June 2018.

To use NEICE, states must be registered with the NEICE system, and each state must create a list of users and designate their permissions.

As a User, what will I need to use the NEICE Case Management System?
Users must have access to the Internet and one of the following web browsers: Google Chrome, Internet Explorer 9, 10, 11 and Firefox. Your user id is typically your email address, and your state administrator will assign permissions for each user.

Users will be trained on NEICE either by Tetrus or your state agency. This user guide will help you remember key steps and provide reminders for how to use the system.

Technical Details
Built by Tetrus Corp., the NEICE Case Management System is a cloud-based system that takes data and documents from one state and translates them into a standard data format using National Information Exchange Model standards. The data and documents are then pushed to a receiving state, which then processes the ICPC request.
NEICE User Roles at State Level

There are four user roles at the NEICE State Level:

• State User Administrator
• ICPC Coordinator
• Case Worker
• View Only

Each user email address is linked to a single NEICE User Role (described below). If you need to fulfill more than one role for your state, you will need a different email address for each role. For example, if Tom were going to fulfill the administrator and ICPC Coordinator roles, he would need two different emails to access the system. The following section provides the responsibilities and access for each role.

Note:
Staff in your state can only view cases about children and placement resources if your state is a Sending State or a Receiving State involved with the child. For example, if Nevada sends a case to Ohio, both the Nevada and Ohio staff can see the case details, however an ICPC worker in South Carolina would not have access to that data. No one else has access to individual case information.

State Administrator

Each state must have at least one State User Administrator. Depending on the size of the state, we recommend that the state identify additional back-up State User Administrators. The responsibilities of this user are to:

• Manage Users within the state,
• Run statistical reports related to cases and performance, and
• Manage state-specific drop down lists.

The State User Administrator is responsible for managing security for all users in the state. This is done through User Creation and User Maintenance.

This State User Administrator has access to aggregate data only and does not see case data such as children and placement information.

ICPC Coordinator

The ICPC Coordinator plays a key role in processing, approving, and transmitting interstate requests and NEICE cases. The ICPC Coordinator can use NEICE to:

• Search for Children in NEICE/SACWIS;
• Create children for that state;
• Create cases as sending state;
• Create a new case for an existing child; and,
• Create a child and a case in NEICE based on a request that comes from a non-NEICE state.

If the child is included in the data uploaded into NEICE from the SACWIS, the Coordinator can use that data to create the child in NEICE without re-entering the data.

The ICPC Coordinator can also process cases created by Case Workers in local agencies. The ICPC Coordinator manages the NEICE case for the state and must ensure that the required data is included before transmitting the case to the receiving state or responding to the request from a sending state.

There is a sub-role for an ICPC Coordinator with the authority to delete children and cases when it is necessary. The State User Admin should create a limited number of users with the sub-role ICPC Coordinator – Delete.

**Local Case Worker**
The local Case Worker can create a child and a case using NEICE. The Case Worker can:

• Search for a child in NEICE/SACWIS;
• Create a new child in NEICE (if necessary);
• Create a case for the child being processed by that state for placement in another state;
• Upload documents to the case; and,
• Send the Case to the ICPC Coordinator for review, approval and transmittal.

**View Only**
Some states have created view only user roles for judicial partners involved with cases. This view-only role allows judicial partners to view ICPC case information. Some examples of the kinds of users with this role include, public attorneys, judges, or court staff. Only public agents acting on behalf of the child may be granted a view-only role.
Getting started: Log into NEICE Web Case Management System

URL: [https://live.neice.us](https://live.neice.us)

Open the browser and enter the [https://live.neice.us](https://live.neice.us) in the URL and click enter. Login page is displayed.

Enter a valid User Name, Password and click on Login button.
NEICE User Guide

The Home Page is displayed with the most recent five unread Notifications when the Case Worker or ICPC Coordinator logs into NEICE. A comment bubble indicates a Message. An envelope indicates a Transmittal. Note: Administrators will not see any notifications.

To view all the notifications, click on See All Notifications link in the bottom of the notifications or the Notifications tab.

On the top right-hand side of the screen, you’ll see your name, what state you are from, and what your “role” in the NEICE system is. You can click on your name to get more information about your profile, and manage your account (including changing your password and your electronic signature.) You can also logout by clicking the icon in the top right of your screen.
Navigating the NEICE system

There are several navigation buttons you’ll need to know to use NEICE. At the top of the screen, caseworkers will see four main navigation buttons:

1. Add New Case
2. Manage
3. Case List
4. Notifications

ICPC coordinators and administrators will also see a fifth navigation button: Reports.

The navigation functions are described below.

Tabs within a Case

After you open a case, on the left hand side of your screen, you will see four tabs that will help you move through the case:

1. Case Review
2. Case Details
3. Documents
4. Transmittal
The Case Review screen provides an overview of the case and its current status.
The Case Details screen provides information about the children including Home Study request status and Court Details for each child in the case.
The Documents page shows all the documents that have been created, uploaded, and attached to the case.
The Transmittal page shows all the transmittals that have been exchanged between states on a case and messages sent in your state. Transmittals are the official ICPC communication between states on a case.
Mouse-Over Help

NEICE allows a user to place his/her cursor over the field label and receive a description about the field and what information it should contain. NEICE provides field definitions and data entry guidance. There is a Help icon on each screen where all the field descriptions are defined.

Click on the (help icon), the entire field descriptions of the page are defined in one place.
### Field Information as follows

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEICE ID</td>
<td>Sequential identifier generated by NEICE when case is saved</td>
</tr>
<tr>
<td>Created Date</td>
<td>Date case was created in NEICE</td>
</tr>
<tr>
<td>Child</td>
<td>Name and Date of Birth of a Child(ren) in this case</td>
</tr>
<tr>
<td>Status options</td>
<td>CW can only create Pending. Coordinator can change status for Sending State (Pending to Active) and Receiving State (Receiving to Active)</td>
</tr>
</tbody>
</table>

### Case Information

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sending State</td>
<td>State who is sending child(ren) to another state</td>
</tr>
<tr>
<td>County</td>
<td>County that Agency serves within state sending child(ren)</td>
</tr>
<tr>
<td>Sending Agency</td>
<td>Agency within state who is sending child(ren)</td>
</tr>
<tr>
<td>Status</td>
<td>Display of Case Status</td>
</tr>
<tr>
<td>State Case ID</td>
<td>Manual entry of State Case ID</td>
</tr>
<tr>
<td>Received Date</td>
<td>Entered by ICPC Coordinator when case information is received</td>
</tr>
<tr>
<td>Date Identified for ICPC</td>
<td>When CW or ICPC Coordinator determines that the case should be processed as an ICPC case</td>
</tr>
<tr>
<td>Home Study Type</td>
<td>ICPC Regulation applicable to this case and child(ren)</td>
</tr>
<tr>
<td>Reg 1 Initial Decision</td>
<td>Regulation 1 Initial Decision</td>
</tr>
<tr>
<td>Reg 1 Initial Decision On</td>
<td>Regulation 1 Initial Decision On</td>
</tr>
<tr>
<td>Initial Documents</td>
<td>When initial case documents are received by either CW or ICPC Coordinator</td>
</tr>
<tr>
<td>Completed</td>
<td>When ICPC Coordinator determines that all elements of the case have been received</td>
</tr>
<tr>
<td>Request Received</td>
<td></td>
</tr>
<tr>
<td>Receiving State</td>
<td>State where placement is planned</td>
</tr>
<tr>
<td>Receiving County</td>
<td>County within state where placement is planned</td>
</tr>
<tr>
<td>Receiving Agency</td>
<td>Agency within state who will conduct Home Study and place child(ren)</td>
</tr>
<tr>
<td>Notes</td>
<td>Text entry available to users who have write ability</td>
</tr>
</tbody>
</table>
Notifications
A complete list of Unread Notifications are displayed in a grid and allow the user to select whether there will be 10, 20, 30, 40 or 50 notifications displayed on a page, with 10 being the default.

The user can view the notifications of other users in the same agency. Select the user from the Notification for drop down and click on Update button. The selected users unread notifications are displayed.
The user can filter data in each column of the matrix independently. Multiple columns may be filtered at the same time. Once a notification is marked as read, the respective notification is removed from the Home page as well as the Notification grid.

In the Action column, there are four icons (Edit the case, View the notification, Print the notification, and Forward the notification)

对立 Edit the case
Click on the icon, the user is navigated to the transmittal page of the case with the respective message or transmittal open. The user can Mark as Read or click on the Close button and continue to edit the case. Once the user clicks on Mark as Read, the notification is removed from the grid.

**View the Notification**
Click on the icon, the respective message or a transmittal opens. The user can Mark as Read or click on Close button. Once the user clicks on Mark as Read, the notification is removed from the grid. If the user clicks on Close button, the message or transmittal is closed and the user is taken back to the Notification grid.

**Print the notification**
The user can print the respective notification. Click on the icon, the respective message or transmittal is opened in a new tab allowing the user to print.

**Forward the notification**
Click on the icon, a window is displayed with the Forward to drop down to select the user from your agency to whom the notification should be sent. Select the user and click on Forward button. Forwarded successfully message is displayed. Click OK button. The message window is closed. Once the notification is forwarded, the forwarded notification user will receive notifications of the case going forward.
The ICPC process in NEICE

There are 10 steps to creating and processing a case in NEICE (unless you in a decentralized state, in which case the process is slightly different). A case that has all the information and documents ready can be created and sent in approximately 10 to 15 minutes.

Step 1. Create a NEICE case as the Local Case Worker for a new child or existing child in the Sending State and forward it to the ICPC Central Office
Step 2. Complete a NEICE Case sent from the Case Worker to the ICPC Coordinator in the Sending State who creates a Transmittal to the Receiving State ICPC Coordinator
Step 3. Process a NEICE Case as Receiving State ICPC Coordinator
Step 4. Process a NEICE Case as the Case Worker in the Receiving State
Step 5. Return a NEICE Case from Receiving State ICPC Coordinator to Sending State ICPC Coordinator
Step 6. Process a NEICE Case as Sending State ICPC Coordinator
Step 7. Complete a NEICE Case as the Case Worker in the Sending State
Step 8. Send a Completed NEICE Case from the Sending State to the Receiving State
Step 9. Process a NEICE Case with 100B as Receiving State ICPC Coordinator
Step 10. Complete a NEICE Case as the Case Worker in the Receiving State

Creating and Sending a NEICE Case

Step 1. Create a NEICE case as the Local Case Worker for a new child or an existing child in the Sending State
The child you are working with may already exist in your State’s child welfare information database or in the NEICE database. The first step, then, is to search for the child as outlined below.

TIP: NEICE requires that one child be designated the Primary Child. The primary child approach can be determined by each state. If there is more than one child, you may want to enter all the Children who will be involved in a case into NEICE directly prior to creating the case. Some users have found this to be a timesaver. Similarly, it’s helpful to create the Placement Resource before creating a case. The Case Worker would go to Manage Child to create all the children for the case and to Manage Placement Resource to create the resource for the case. Then, return to this step to Create a NEICE Case.

Search for a child who might already be in your state child welfare information system or NEICE
1. Select Add New Case from the menu bar.
2. Enter the Primary Child information in the search fields and select the Search button. 
   Reminder: there may be more than one child associated with a NEICE Case (for example, a set of siblings). NEICE requires that one child is designated as the Primary Child.

![NEICE User Guide Image]

3. If the search returns the child from the NEICE system, select the child and then select the Open Child button. (If the search does not return the child you were looking for, you can add a new child to the system by selecting Add New Child. Go to Page 20.) If the child exists in the NEICE database, NEICE Child ID will be displayed.

If the child exists in your State’s child welfare system and your state system has been connected to provide data to the NEICE system, the child and State Child ID will be displayed.

If the child was returned from a State’s child welfare system, the Add New Child button will be displayed. Select the SAVE button. The child will be saved into the NEICE system. Then, you can go to step 2 above to search for the child, and select Open Child.
4. On the Child Demographics Details screen, verify that the data displayed for the child is correct, and enter any remaining information. Ensure that you enter all **required** fields: Child’s Last Name; First Name; Race; Title IV-E Eligibility; and ICWA Eligibility. A red asterisk indicates each required field.

**REMEMBER**

- Title IV-E eligibility is a determination that a child has been found to be eligible for Title IV-E funds based on the income of his or her parent(s).
- A child is ICWA eligible when he/she is a member of an Indian tribe or eligible for membership and is the biological child of a member. In order to determine membership or eligibility, it will often be necessary to contact the tribe as each tribe sets its own membership standards.

5. Enter Parent Details including Mother’s and Father’s information.
NEICE User Guide
NEICE User Guide

6. Ensure that the correct State and County responsible for the child are displayed.

7. Enter the Child’s State ID if available and not already auto populated.

8. When all data is entered, select the Add New Case button. NEICE will provide feedback that the “Child saved successfully” and display the Case Review tab. Go to step 11 of Page 27 below.
Create a Case for a New Child (not in NEICE or state child welfare information system)

1. Select **Add New Case** from the menu bar.

2. Enter the Primary Child information in the search fields and select the **Search** button.

3. If the child is not in the SACWIS or NEICE database, a message saying **Record Not Found** will appear. Select the **Add New Child** button.
4. A box called “Child Creation Mode” will pop-up. It displays Sending State since Case Workers can create children as the Sending State only. (Note: the ICPC Coordinator has ability to create case as Receiving State if a case is received from a non-NEICE participating state.) Select the OK button.

5. On the Child data screen there are three windows: Child Demographic Details; Parent Details; and Agency System Details. Information from your search will be inserted in the Child Demographic Details window. Enter the Child’s information. Ensure that you enter all required fields: Child’s Last Name; First Name; Race; Title IV-E Eligibility; and ICWA eligibility.

**REMINDE**r

- Title IV-E eligibility is a determination that a child has been found to be eligible for Title IV-E funds based on the income of his or her parent(s).
- A child is ICWA eligible when he/she is a member of an Indian tribe or eligible for membership and is the biological child of a member. In order to determine membership or eligibility, it will often be necessary to contact the tribe as each tribe sets its own membership standards.

6. Enter Parents’ information.

7. Ensure that the correct State and County are displayed.

8. Enter the Child’s State ID if available.
9. When all data is entered, select the **Add Child & Create Case** button.

10. NEICE will provide feedback that the “Child saved successfully”. Select **OK** button. NEICE will automatically display the **Case Review** tab. The list of tabs in the case will be on the left-hand side of your screen.
11. NEICE auto-fills fields where the data is already known, such as Sending State and Sending County. Enter the required fields (marked with a red asterisk) on the Case Review tab: Received Date, Date Identified for ICPC, Receiving State and Home Study Type. Enter any Notes to support this case. These notes will be visible to anyone who views this case.

12. If the Placement Resource exists, enter the name in the Placement Resource field (or select the down arrow to view the list of Placement Resources for the state) and select it from the drop down list from the state’s database for the Receiving State entered.

13. If the Placement Resource does not exist, select the Create New button to create the new Placement Resource.
14. Enter all available data on Add Placement Resource screen and select Save button.

15. NEICE will display confirmation: “Placement Resource saved successfully.” Click OK. NEICE will populate the Placement Resource data on Case Review tab.

16. Enter the Placement Type, a required field, in the Placement Details window.
17. To create the NEICE Case, select the **Save & Continue** button on the **Case Review** tab, which will take you to the **CASE DETAILS** tab (see left-hand side of your screen). Or, select the **Save** button to create the case and remain on the **Case Review** tab.
18. NEICE will generate the NEICE Case ID and the case Status will be **Pending**.
19. If you selected Save to add additional existing children to the NEICE case, select the Add Another Child to Case button. Search for the child and select the child from the search results. If the child is not returned, complete the initial case entry, then go to Manage at the top of your screen, and select Child to create the new child. Next, add this child to the case you had created by searching for the NEICE Case ID. Opening the case and click on the Add Another Child to Case button. Search for the child you wish to add, select the child displayed in search results, and finally, select Add Child To Case button.

20. On the Case Details tab (See below), enter the Relationship of each child to the Placement Resource.
21. Select the **Legal Status** from the drop down list for each child.
22. Enter the **Court Details** if appropriate for your state.

23. **Do not enter Home Study and Placement Information at this time.** Data will be auto-filled or manually entered later in the case.
24. Select the **Save** button to stay on the Case Details tab or the **Save & Continue** button to go to the documents tab. NEICE will next display the **Documents** tab.

**Creating the 100A for a NEICE case (or Adding 100A to the NEICE Case)**

25. On the **Documents** tab you can **Create 100A** or upload an existing 100A that you have created. Select **Create 100A**, then select the child name for which the 100A document is being created and NEICE will pre-fill the child’s data entered in the Child Demographics and Parent Details windows. Select Type of Care Requested; Current Legal Status of Child; Initial Report Requested; Supervisory Services Requested; and Supervisory Reports Requested. Select the checkbox for any enclosures. Enter additional available information required on the 100A and select the **Save** button. NEICE will provide a message notification, **100A Created Successfully**.
Click SAVE to save a draft of the 100A.

26. 100A will be displayed with Document Status as ‘Draft’. Next, the 100A needs to be signed.

To apply your digital signature to the 100A form, select the View icon and select the Add Signature button at the bottom of the 100A displayed. The logged in user’s signature will appear on the 100A along with the printed user’s name and today’s date. Select the Save Signature button. The signature will be saved and the 100A will close and appear in the list of Case Documents with the status of Uploaded.
### NEICE User Guide

**ICPC 100A - Interstate Compact on the Plac...**

**Section I - Placement Information**

- **Name of Person(s) or Facility Child is to be placed with:**
  - Bobby Jemison

- **Address:**
  - 13 Tyler Ct., Madison, WI 53715

- **Type of Care Requested:**
  - Foster Family Home
  - Residential Treatment Center
  - Institutional Care-Armed, Adjudicated Delinquent

- **Current Legal Status of Child:**
  - Parent
  - Relative (Not Parent)
  - Other:

**Section II - Services Requested**

- **Initial Report Requested (if applicable):**
  - Parent Home Study
  - Relative Home Study
  - Adoptive Home Study
  - Foster Home Study

- **Supervisory Services Requested:**
  - Request Receiving State to Arrange Supervision
  - Another Agency Agreed to Supervise
  - Sending Agency to Supervise

- **Supervisory Reports Requested:**
  - Quarterly
  - Semi-Annually
  - Upon Request
  - Other:

**Section III - Services Requested**

- **Enclosed:**
  - CHS Social History
  - Home Study of Placement Resource
  - ICWA Enclosure

- **Signature of Sending Agency or Person:**
  - Date:

- **Signature of Receiving State Compact Administrator, Deputy or Alternate:**
  - Date:

**Section IV - Action by Receiving State Pursuant to Article III(e) of ICPC**

- **Remarks:**
  - Placement may be made
  - Placement shall not be made

**Distribution:**

- Sending Agency: A copy to the statecompact administrator, a copy to the compact administrator of the child’s home state, and a copy to the receiving agency.
- Receiving Agency: A copy to the statecompact administrator, a copy to the compact administrator of the child’s home state, and a copy to the sending agency.

- Completing the ICPC 100A:
  - The ICPC 100A must be completed using the electronic file format.
  - Electronic copies of the ICPC 100A must be sent via email to the appropriate statecompact administrator.

---

**Add Signature**

**Close**
Save Signature.
27. Select the Upload Document button to upload additional documents. Select Child Name, select Document Type, browse the computer drive for the document, select the document and select the Save button. The document will be uploaded and NEICE will display the message, Document Uploaded Successfully.

Scanning documents into NEICE

28. If you have documents to scan, select the Cover Sheet button. The NEICE Case ID will be inserted. Select the Child Name and Document Type. Select the Generate Cover Sheet button. The Cover Sheet will be created on the screen. Select the Print button to generate the page.

29. If new children need to be created and added to this case, go to Manage at the top of your screen, select Child and enter the additional children. Then return to step 19 of this process (above).

30. To complete this case, and send it to the ICPC Coordinator in your state, select the Transmit to SS (Sending State) ICPC Coordinator button.

31. Select the “To Agency”, enter details into the Message Text window and select the Send button. NEICE will display Message Saved Successfully. Select the OK button.
32. NEICE will now display the list of Transmittals and Messages for this case. You can also click on the Transmittals tab on the left-hand side of your screen to view messages and transmittals.

You have now completed creating and sending an ICPC case through NEICE to your state ICPC Coordinators.
33. When you finish creating a case, a notification and an email will automatically be sent to the ICPC Coordinator(s) for your State.
Step 2. Complete a NEICE Case sent from the Case Worker to the ICPC Coordinator

This step is to be completed by ICPC Coordinators, who are responsible for reviewing all NEICE ICPC cases before transmitting them to the designated receiving state. Only users with ICPC Coordinator roles in NEICE will be able to complete the steps below.

1. View the Notifications from your Home Page as described in the Introduction section (The five most recent Notifications are displayed., Select either “View All Notifications”, or the Notifications tab to view the full list.) View details including the date sent, the Case #, Home Study Type, sender’s name, and a message text. Reg. 7 cases will be indicated in red text.

2. Click on a Notification. Review the message to determine what action to take. If you select Mark as Read, the notification will no longer appear in the list of Notifications.
3. Select the **Go to Case** button to review and process the case for sending to the Receiving State.

4. Review the information on the Case Review tab. View Notes (Show History) and enter any additional notes.
5. Review Placement Details.
6. If the information is complete and correct, select the **Save & Continue** button on the Case Review tab to go to the Case Details tab. Or, select the **Save** button to remain on the Case Review tab.
7. On the Case Details tab review Relationship, Legal Status, and Court Details for each child in the NEICE case. If all the information is correct, select the Continue button to go to the Documents tab.
8. On the Documents tab view the list of documents.

9. View the 100A and other documents. To add additional documents to a child in this case, select the **Upload Document** button. Select the **Child Name** for the document. Select the **Document Type**. Select the **Browse Files** button to search for the file. Select the file and then select the **Open** button. Select the **Save** button to complete the upload.
10. NEICE will display confirmation: “Document uploaded successfully.”
11. Select **OK** button. NEICE will display the uploaded file in list.

12. If the child in this case has documents that were created for another case, select the **Copy From...** button. Select the **Child** from this case, select the **NEICE Case ID** from the list, and select the **Search** button. The documents created/uploaded for this other case will be displayed in a list.
13. Select the checkbox for document(s) that need to be copied into the current case and click on Copy button. The system will display a message **Document Copied Successfully**.

14. Select the **OK** button. The document will be copied to the case and will be displayed in the Documents list.
15. If, during your review of the NEICE case, you find that the information is incomplete or forms are missing, select the **Send to Case Worker** button to send a Message to the caseworker. Enter the appropriate information in the text box, and select the **Save** button. NEICE will display the Transmittal tab indicating that the Message was sent. The Transmittal tab shows both Messages between the ICPC Coordinator and the Case Worker and Transmittals between the ICPC Coordinators in both states involved in the case.

16. If the ICPC packet is complete and all the documents are uploaded, go to the **Case Review** tab.
17. On the Case Review tab, change the Case Status to **Active** and select the **Save** button.

18. Once the Case Status is **Active**, enter today’s date in the mandatory fields: **Received Date** (Meaning the date the case was received at Central Office with complete information).

19. Enter any additional notes and dates in the optional fields and select the **Save** button.

20. Select the **Save** button to save the updates and then select the Documents tab to review and sign the 100A.
To sign the 100A with your digital signature, select the **View** icon. Select the **Add Signature** button. NEICE will insert your signature and the date in the appropriate box on the 100A.
INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REQUEST

TO: 

FROM: 

SECTION I - IDENTIFYING DATA

To whom it may concern,

I hereby request the placement of the following child in the home of...

Name of Child: Kyle Warsovich

Social Security Number: 101-10-1101

Date of Birth: 04/13/2011

Gender: Male

Name of Mother: Karina Wilson

Name of Father: Adam Warsovich

SECTION II - PLACEMENT INFORMATION

Contact Persons:

Name: Bobbi Jerson

Address: 13 Tyler Ct., Madison, WI 53715

Relationship: Foster Family

Type of Care Requested: Residential Treatment Center

SECTION III - SERVICES REQUESTED

Initial Reports Requested: Parent Report

Supervisory Services Requested: Sending Agency to Arrange

Supervisory Reports Requested: Request Recipient to Attend

SECTION IV - ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III (c) ICPC

Date: 02/25/2016

Signature of Sending State Compact Administrator:

Signature of Receiving State Compact Administrator:

Date: 02/25/2016

REMARKS:

[Signature]

Date:
22. Select Close button. The 100A form will be displayed in the documents list with status as Attached.

23. **Don’t forget.** If any documents appear in the Upload status, select the check mark (see next picture below) to approve them to be “Attached” to the case. **Documents must be attached to be available for Enclosure in the Transmittal to the Receiving State.**
24. To send a Message to the Case Worker, select the **Send to Case Worker** button and enter the message in the text box.

**Case Document Grid Layout**

Case Workers can only upload a document to a case, but cannot attach a document to a case. The ICPC Coordinator must attach the document to the case before it can be enclosed in the transmittal. The ICPC Coordinator can select an attached document to enclose in a transmittal when submitting a case to the receiving state. The Case Document grid shows when the Case Worker originally uploaded the document. A state column displays the state that created the document.

The Document grid has the following columns that can be sorted and filtered;

a) Child ID  
b) Child Name  
c) Type  
d) Status  
e) State  
f) Date Uploaded  
g) Date Attached  
h) Action
Transmitting the Case

25. To send the case to the Receiving State from the Documents tab, select the Transmit to RS ICPC Coordinator button.

26. NEICE will display the Transmittal Form on the Transmittal tab to create the Transmittal.

27. Select the check box for the Individual Child or the All box for all the Children in the case for the Transmittal.

28. Enter the name of the Receiving State or Decentralized County in the “To Address”. The entered Central Office’s address will be auto populated by NEICE. NOTE: The To Address will not accept manual entries.

29. Enter the CC name and NEICE will auto populated the Addresses. Enter a note and select the Add CC button. This adds the note and the cc to the transmittal. NEICE allows you to add additional CC addresses and notes.

A transmittal can have multiple CC Addresses. The CC note can be different on each CC that is added.
30. **Type of Request** drop down list consisting of the following options when Reg. 7 Priority Placement Checkbox is selected in the Transmittal: Parent and Relative/Kinship.

31. Select the **Type of Care, Type of Request** on the Transmittal.

32. Select the individual documents to enclose with the Transmittal or select All Documents from documents displayed in Enclosed Documents list. *Only the documents enclosed in the Transmittal will be available to the Receiving State.*

33. Select the **Save** button to send the Transmittal.

34. NEICE will display confirmation message *Transmittal saved successfully.* Select the **OK** button.

35. NEICE will confirm the Transmittal was sent and display the Transmittal summary tab: Transmittal ID; Transmittal Type; From; To; and Date.
36. NEICE will send a notification and an email to the Receiving State ICPC Coordinator. The email will be sent to the email address provided on Agency’s address. If an individual from the Receiving State is designated for the User State, the notification will go to that ICPC Coordinator. If no specific individual is assigned to the User State, the notification will go to all the ICPC Coordinators in the Receiving State. The email will be sent to the agencies and individual who were CC’d. The case will then be available and enclosed documents visible to the ICPC Coordinator(s) for the Receiving State.
View Past 100A’s and 100B’s

NEICE will display all prior versions of critical documents 100A and 100B that were created in NEICE. NEICE will display the Uploaded and attached versions of the 100A’s and 100B’s from both Sending and Receiving states.

- A History icon is displayed in the Action column of the Documents grid if previous versions of the documents are available. Click on the History icon, a grid is displayed with the history documents. The historical documents can be viewed, downloaded, printed and deleted only if they have been uploaded into NEICE. The historical documents (100A’s and 100B’s) that are created in NEICE cannot be deleted.
Process a NEICE Case as a Receiving State

Step 3. Process a NEICE Case as Receiving State ICPC Coordinator

This step can only be completed by the receiving state ICPC coordinator when the case was created in NEICE in the Sending State. Notifications are generated by NEICE from participating states only.

1. View the Notifications, including the date sent, the Case #, Home Study Type, Senders name with State. Select a Notification to review. Note, priority cases (Regulation 7) will appear in red in this list. The Notification icon (✉) indicates a Transmittal from another state. The Message icon (✉) indicates a Message from a Case Worker.

2. Click on the to open the Notification and the Transmittal (or Message) will be displayed. Review the transmittal from the Sending State ICPC Coordinator. Then determine what action to take and select the Mark as Read button. When you select the Close button, NEICE will open the case and display the Transmittal tab.

*Clicking on Mark as Read button will remove the Notification display from Home Page.*
3. Select the Close button to keep the Notification active in your list.
4. Select the Case Review tab to review the case as a Receiving State. The Status will show the word: Receiving. View Notes (Show History) and enter any necessary notes.

5. Review Child and Placement Details. (see graphic next page).
6. If a state is in violation enter: the State in Violation; Begin Date and End Date; and select the Violation Type. Select the Add button.
7. If the information is complete and correct, select the Save & Continue button to continue to the Case Details screen.
8. Review the information for each child in the case on the Case Details tab: Relationship; Legal Status; Court Details; and Home Study Decision and Placement Information. Select **Save & Continue** and then the Documents tab and select the **Send to Case Worker** button.

9. On the Documents tab, view the 100A and any other documents that were enclosed in the Transmittal.

10. If the ICPC packet is **not** complete, select the Documents tab and select the **Transmit to SS ICPC Coordinator**. This will take the user to the Transmittal screen where a Transmittal can be created to the Sending State ICPC Coordinator requesting additional information.

11. If the ICPC packet is complete and all the documents uploaded, go to the Case Review tab to update the case **Status** to Active in the Receiving State.

12. Enter the dates that the Initial Documents were Received and the Completed Request was Received.

13. Select the Receiving County from the drop down list.

14. Select the Receiving Agency who will be responsible for the Home Study in your state.

15. Go to the Documents tab and select the **Send to Case Worker** button to create the Message. The Message input box will be displayed with the Agency indicated in the **To Agency** box.

16. Enter the text, to be read by the Case Worker, into the Message Text box and select the **Send** button.
17. NEICE will display the feedback **Message saved successfully.** Select **OK** button.

18. NEICE will display the Transmittal summary tab with a record in message grid with Message #, Message Text, From, To, Date, Action. NEICE will send an email and an automatic notification to the Receiving State Case Worker(s) of the Receiving Agency selected on Case Review tab. The email will be sent to the Agency email address.
Step 4. Process a NEICE Case as the Case Worker in the Receiving State

The ICPC Coordinator in the receiving state will send the case on to a caseworker in the receiving state to process the case. This step outlines what a caseworker in a receiving state would need to do. After a caseworker or ICPC coordinator logs into NEICE, the first screen displays case notifications.

1. The Case Worker will view the Notifications shown with the Message icon ( ) either on the Home Page or on the Notifications tab, including the date sent and the Case #, Home Study Type, Sender Name with State, a message and select a Notification to review.

Note: The above image shows the five most recent Notifications displayed on Home Page. To view all Notifications, the Case Worker can select either See All Notifications… or select Notifications on the menu bar.
2. Review message on the Home Page and select the Go to Case button. If the user selects Mark as Read, the Message will be removed from the list of Notifications.
3. Review the information on the Case Review tab. View Notes (Show History) or enter any necessary notes. View Children placed in the Case and the Placement Details. Select the Save & Continue button.
4. Review the information on the Case Details tab and select the Continue button.
5. Review the 100A and other documents on the Documents tab.
6. Perform the Home Study and complete the required documents.

When you return to the NEICE system to complete the case, search for the NEICE case number or child name. Open the child and select the Edit Icon to open the case.
7. Click on the **DOCUMENTS** tab. To upload a copy of the Home Study results e.g.: Preliminary Home Study, or to add additional documents to a child in this case, select the **Upload Document** button. Select the Child Name for the document. Select the Document Type. Select the Browse Files button to search for the file. Select the file and then the **Open** button. Select the **Save** button to complete the upload.

8. On the Documents tab, ensure that all necessary documents are uploaded, and select **Transmit to RS ICPC Coordinator**.

9. Enter information in the Message Text box and select the **Send** button. NEICE will send a Notification and an email to the ICPC Coordinator in your state and an email will be sent to the provided email address of ICPC Coordinators’ Central Office.
NEICE User Guide

Step 5. Return a NEICE Case from Receiving State ICPC Coordinator to Sending State ICPC Coordinator

After a Receiving State ICPC Coordinator reviews the ICPC case processed by the Case Worker, including the Home Study results, he or she then is responsible for reviewing the case and sending the case back to the Sending State ICPC Coordinator.

1. Select a Message from the Notifications box and select the Go to Case button.

![Notifications Screen](image)

2. Review the information on the Case Review screen where the case Status indicates Active. View Notes (Show History) or enter any necessary notes.
3. Review Placement Details.
4. If a state is in violation enter: the State in Violation; Begin Date and End Date; and select the Violation Type. Select the Add button.
5. If the information is complete and correct, select the Save & Continue button.
6. Review the information on the Case Details screen: Legal Status; Court Details; and Home Study Decision and Placement Information for each child. Make any changes and select the Save & Continue button.
7. On the Documents screen, select the view icon for 100A, select the appropriate response Placement may be made or Placement shall not be made based on the Home Study Results provided by Case Worker. Enter REMARKS if any and select Save Details button.

8. The 100A document will be refreshed and the selected Placement Option will be checked in SECTION IV - ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(d) of ICPC. The REMARKS entered will be populated in REMARKS section of 100A document.
9. To digitally sign the 100A, select **Add Signature** button. The 100A document will be refreshed and Receiving State’s ICPC Coordinator’s digital signature will appear in “Signature of Receiving State Compact Administrator, Deputy or Alternate.” of SECTION IV - ACTION BY RECEIVING
STATE PURSUANT TO ARTICLE III(d) of ICPC of 100A document.

10. Select **Save Signature** button. The signature of Receiving State ICPC Coordinator will be saved and document will appear in Document List.

11. Select the **Transmit to SS ICPC Coordinator** button to create the Transmittal sending the case back to the Sending State ICPC Coordinator.
12. Select the Child or Children for the Transmittal or check All to include all children in the case.
13. Enter the name of Sending State Central Office in the textbox of “To:” NEICE will display the matching name in auto suggest.
14. Select the Sending State CO name and NEICE will auto populate the Address.
15. Enter individual’s name in “Attn:” field.
16. If you would like to send a copy to another agency, enter the agency name in CC textbox. Select the name from the list populated as autosuggestion. If the address is already in the database, NEICE will fill in the remaining known address.
17. Enter any necessary data including Notes, Attachments, and Requests.
18. At the list of Enclosed Documents, select the individual documents to attach to the Transmittal or select All Documents.
19. To confirm and send the Transmittal, select the Save button.
20. NEICE will send an automatic notification and an email to the Sending State ICPC Coordinator. The email will be sent to Sending State ICPC CO’s email address and to anyone who was CC’d. The confirmation “Transmittal saved successfully” will be displayed. Select the OK button. NEICE will display the Transmittal summary screen.
Completing a NEICE Case as Sending State

Step 6. Process a NEICE Case as Sending State ICPC Coordinator

Once a case is returned to the Sending State, the SS ICPC Coordinator is responsible for processing it. The Notification regarding the case appears on the Home Screen, if it is among the five most recent, and in the full Notification list.

1. Select a Transmittal from the Notifications.
2. Review the Transmittal from the Receiving State ICPC Coordinator to identify the reason for a case return and select the **Go to Case** button.
3. Review the information on the Case Review screen where the Case Status indicates Active. View Notes (Show History) or enter any necessary notes.
4. Review Placement Details.
5. If the information is complete and correct, select the **Save & Continue** button.
6. Review the information on the Case Details screen: Legal Status; Court Details; and Home Study Decision and Placement Information for each child. Make any changes and select the *Continue* button.

   *Sending State ICPC Coordinator will be reviewing the home study and making sure that the recommendation is in line with the content of the study. If there are questions and/or concerns, the SS ICPC coordinator can send notice to the local county/agency and the receiving state.*

7. On the **Documents** screen, view the 100A to verify the Receiving State’s placement decision.
8. Select the Documents tab and select the **Send to Case Worker** button.
9. Enter the Message for the Sending State Case Worker into the Message Text box and select the *Save* button.
10. NEICE will send an automatic Notification to the Sending State Case Worker. The email will be sent to Case Worker’s email address and Case Worker’s Agency’s email address.
The ICPC Coordinator can also inform the Case Worker the placement decision has been received by sending a transmittal.

To create a transmittal for the local Case Worker, click on Transmittal tab. The Transmittal page will be displayed. Click on Add New Transmittal. The Transmittal will be displayed. Type local Case Worker’s name in displayed “To:” field. The Case Worker’s name will be displayed. Select the name, select appropriate check boxes, enter comments if any and click on Save button. The NEICE system will display confirmation message as “Transmittal saved successfully”. Click on OK button. The confirmation popup will be closed. The transmittal page will be displayed with newly created transmittal record. The notification and email will be sent to Case Worker. The email will be sent to Case Worker’s Agency’s email address.

Step 7. Complete a NEICE Case as the Case Worker in the Sending State
The sending state caseworker has the responsibility to complete a case by reviewing and creating the 100B.

1. Select a Notification displayed on Case Worker’s Home Page or from the full Notifications list. The Notification will be displayed with Date, Case #, Home Study Type, Sender Name (State).
2. If this Notification is for a message sent by ICPC Coordinator, the message box will be displayed. Review the message and select the Go to Case button.

If the Notification clicked was sent as a Transmittal by ICPC Coordinator, clicking on this Notification will display the Transmittal. Select Mark as Read. This will remove the Notification from the Case Worker’s Home Page. Select Close button. This will close the Transmittal and Transmittal page will be displayed. Select Case Review tab.

3. Review the information on the Case Review tab. View Notes (Show History) or enter any necessary notes. Select the Save & Continue button.
4. Review the information on the Case Details tab.
5. Review Home Study information including Home Study Decision, Made On Date and Home Study Completed Date. Select the Save & Continue button.
6. On the Documents screen, select the Create 100B button.
7. Fill in the necessary placement information and select the **Save** button.

8. To apply the digital signature, select the **View** button. The completed 100B document will be displayed.
### Case Review

#### Case Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case ID</td>
<td>1521</td>
</tr>
<tr>
<td>Child</td>
<td>[Warsovik, Kyle - 04/12/2011]</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Created Date</td>
<td>02/26/2016</td>
</tr>
</tbody>
</table>

#### Case Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Cover Sheet</th>
<th>Copy from</th>
<th>Upload Document</th>
<th>Create 100A</th>
<th>Create 100B</th>
</tr>
</thead>
</table>

#### Documents

<table>
<thead>
<tr>
<th>Child ID</th>
<th>Child Name</th>
<th>Type</th>
<th>Status</th>
<th>State</th>
<th>Date Uploaded</th>
<th>Date Attached</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1042</td>
<td>Kyle Warsovik</td>
<td>SKIPPED 100B</td>
<td>Draft</td>
<td>FL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1042</td>
<td>Kyle Warsovik</td>
<td>SKIPPED 100A</td>
<td>Attached</td>
<td>MW</td>
<td></td>
<td>02/06/2016</td>
<td></td>
</tr>
</tbody>
</table>
9. Select **Add Signature** button. The 100B document will be refreshed and Case Worker’s signature will be displayed.
10. Select **Save Signature** button.

11. The signature will be saved and 100B document will appear in Documents List with Uploaded status.
12. Ensure that all necessary documents are included, and select **Transmit to SS ICPC Coordinator**.

13. Enter information in the Message Text box and select the **Send** button. NEICE will send an automatic notification to the ICPC Coordinator in your state. If an ICPC Coordinator has user state that is selected as ‘Receiving State’ assigned, the email will be sent to ICPC Coordinator that has user state assigned only. Otherwise email will be sent to all the ICPC Coordinators of the user’s state. The email will also be sent to ICPC Coordinator’s Central Office email address.
Step 8. Send a Completed NEICE Case from the Sending State to the Receiving State

The Sending State ICPC Coordinator sends the completed NEICE case to the receiving state.

1. Select a Notification displayed on Home Page or from the full list of Notifications on the Menu bar and review the message.
2. Select the Go to Case button. This specific action that follows is to review, complete, and send the case to the Receiving State.
3. Review the information on the Case Review screen. View Notes (Show History) or enter any necessary notes.
4. Review Placement Details.
5. If a state is in violation enter: the State in Violation; Begin Date and End Date; and select the Violation Type. Select the Add button.
6. If the information is complete and correct, select the Continue button.
7. Review the information on the Case Details screen: Legal Status; Court Details; and Home Study Decision and Placement Information for each child. Make any changes and select the Continue button.
8. On the Documents screen, select View icon next to the 100B.

9. The 100B document will be displayed with Add Signature and Close buttons. Select Add Signature button. The 100B document will be refreshed and Sending State’s ICPC Coordinators digital signature will be displayed on the 100B document.
NEICE User Guide

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN
REPORT ON CHILD’S PLACEMENT STATUS

TO: Wisconsin  From: Florida

SECTION I: IDENTIFYING INFORMATION
Child’s Name: Kyle Warsovich  Birthday: 04/13/2011
Mother’s Name: Katrina Wilson  Father’s Name: Adam Warsovich

SECTION II: PLACEMENT STATUS
- Initial Placement of Child in Receiving State: 
- Date Child Placed in Receiving State: 
- Name of Resource: Bobby Jenson
- Address: 32 Tyler CL, Madison, WI 53715
- Type of Care: Relative (Not Parent)
- Placement Change: 
- Effective Date of Change: 

SECTION III: COMPACT PLACEMENT TERMINATION
- Adoption Finalized: 
- In Sending State: 
- In Receiving State: 
- Court Order Attached: 
- Child Reached Majority/Legally Emancipated: 
- Legal Custody Returned to Parent(s): 
- Legal Custody Given to Relative: 
- Court Order Attached: 
- Parent(s): 
- Relationship: 
- Treatment Completed: 
- Sending State’s Jurisdiction Terminated with the Concurrence of the Receiving State: 
- Unilateral Termination: 
- Child Returned to Sending State: 
- Child Has Moved to Another State: 
- Proposed Placement Request Withdrawn: 
- Name of Placement Resource: 
- Approved Resource Will Not Be Used for Placement: 
- Name of Approved Placement: 
- Other: 
- Date of Termination: 

SECTION IV - SIGNATURES
Person/Agency Supplying Information: Sue Miller  Date: 02/28/2016
Compact Administrator, Deputy or Alternate: Date:

DISTRIBUTION (Complete Four (4) copies of the form):
- Sending Agency retains one (1) copy and forwards completed original plus three (3) copies to:
- Sending Compact Administrator, DCA, or alternate retains one (1) copy and forwards two (2) copies to:
- Receiving Agency Compact Administrator, DCA, or alternate retains one (1) copy and forwards one (1) copy to the receiving agency.

Add Signature  Close
10. Select the **Save Signature** button. The 100B document will be displayed with document status as ‘Attached’.
If the 100B document was manually signed by the Case Worker, then ICPC Coordinator should download the 100B, manually sign the 100B document and scan the signed copy. Save the scanned copy to a location on your hard drive or network drive where you save Case Documents. Upload the signed 100B and it will be attached to the case.

11. To add additional documents to a child in this case, select the **Upload Document** button. Select the Child Name for the document. Select the Document Type. Select the **Select** files button to search for the file. Select the file and then the **Open** button. Select the **Save** button to complete the upload.

12. To send the case to the Receiving State, select the **Transmit to RS ICPC Coordinator** button to transmit the case to the receiving state.

13. NEICE will display the Transmittal tab to create the Transmittal.

14. Select the Child or Children for the Transmittal or check All to include all children in the case.

15. Enter the Receiving State’s CO name in “To:” field. If the address is already in the database, NEICE will fill in the remaining known address.

16. Enter the CC names. If the address is already in the database, NEICE will fill in the remaining known address. Multiple CC names with individual messages are allowed.

17. Check the appropriate boxes and enter any necessary data including Notes, Attachments, and Requests.

18. At the list of Enclosed Documents, select the individual documents to attach to the Transmittal or select All Documents.

19. To confirm and send the Transmittal, select the **Save** button. NEICE will display the message, “Transmittal saved successfully”. Select **OK** button. The transmittal record will be displayed in the transmittals list with: Transmittal ID; Transmittal Type; From; To; and Date.

20. NEICE will send an email and Notification to the Receiving State ICPC Coordinator and to anyone who was CC’d. The email will be sent to Receiving States CO’s email address. NEICE will display the Transmittal summary screen.
Complete the NEICE Case Process as a Receiving State

Step 9. Process a NEICE Case with 100B as Receiving State ICPC Coordinator

1. Select a Notification from Home Page or from the full list of Notifications. The transmittal will be displayed with Mark as Read and Close button.
2. Review the transmittal and select the Close button. The Case Review tab will be displayed.
3. Review the information on the Case Review screen where the case Status indicates Active. View Notes (Show History) or enter any necessary notes.
4. Review Placement Details.
5. If a state is in violation enter: the State in Violation; Begin Date and End Date; and select the Violation Type. Select the Add button.
6. If the information is complete and correct, select the Save & Continue button.
7. Review the information on the Case Details screen: Legal Status; Court Details; and Home Study Decision and Placement Information for each child. Make any changes and select the Save & Continue button.
8. On the Documents screen, view the 100B.
9. If the ICPC packet is complete and all the documents uploaded, select the Documents tab and select the Send to Case Worker button. The Message input box will be displayed.
10. Enter any text into the Message Text box and select the Save button.
11. NEICE will send an email and Notification to the Receiving State Case Worker. The email will be sent to Receiving State Case Worker’s Agency email address.
Step 10. Complete a NEICE Case as the Case Worker in the Receiving State

1. View Notifications on the Home Page or in the Notifications section. Select specific Notification. The message box will be displayed. Select Mark as Read. Select the Go to Case button.

   ![](Selecting%20Mark%20as%20Read%20button%20will%20remove%20Notifications%20from%20Home%20Page.)

2. Review the information on the Case Review screen. View Notes (Show History) or enter any necessary notes. Select the Continue button.
3. Review the information on the Case Details screen.
4. If the Home Study was approved (i.e., if the Sending State decides to use the Home Study approved by the Receiving State), the 100B will need to be reviewed.
5. Review the 100B on the Documents screen, download it and ensure that all necessary documents are downloaded for future reference, as needed.
6. Proceed with placing the child.
7. Determine whether the sending state requested a new Home Study or a re-examination of the original denial
8. If a request is for reconsideration of the original denial, the Receiving State should reconsider the original denial.
9. On the Document screen, select the Send to ICPC Coordinator button.
10. Enter text and select Save. NEICE will display, “Message successfully saved.” Select OK button. NEICE will display the Transmittal summary tab with a record in message grid with Message #, Message Text, From, To, Date, Action.
11. NEICE will send an email and Notification to the ICPC Coordinator in your state (the Receiving State). The email will be sent to ICPC Coordinator’s email address.

Delete an existing case (Sending State ICPC Coordinator only)

![](Only%20the%20Sending%20State%20ICPC%20Coordinator%20with%20Delete%20Authority%20can%20delete%20a%20case.)

1. Select Add New Case from the menu bar.
2. Enter the Primary Child information in the search fields and select the Search button.
3. If the search returns the child from the NEICE system, select the child and then select the Open Child button.
4. Case List for the child id displayed in the bottom of the Child screen.
5. Click on the delete icon in the Action column in the Case List.
6. A pop up is displayed with the message “Are you sure you want to delete the record?”
7. Click Ok button. A pop up is displayed with the message “The record has been successfully deleted.”

8. Click OK button.
Using NEICE when Receiving Cases Non-NEICE States

Step 11. Create a case based on a packet received from a Non-NEICE state as an ICPC Coordinator.

1. If you receive a packet from a Non-Pilot State, log in to NEICE as the ICPC Coordinator.
2. Identify the Originating State and Originating Agency in the ICPC Packet.
3. Go to Manage Agencies and perform a search first to ensure that the Originating Agency has not already been created and saved in your state.
4. If the Originating Agency was not returned in search results and “Record not found” is displayed then create the Originating Agency for this case using Manage Agency.
5. Select Add New Agency. Add agency information including the Name, Agency Type and State. Add the county that the case is coming from. The user may add additional counties for this Agency. This Agency will be saved in your state data.
6. Select Add New Case from the menu bar.
7. Enter Child information in the search fields and select the Search button.
8. If the results say “Record not found”, select the Add New Child button.
9. The Child Create Mode dialog box will be displayed. Select your state’s role as: Receiving State and select the OK button. If you selected Receiving State, you must identify the Sending State for this case. The list will only include Non-NEICE states.

![Child Creation Mode](image)

10. Enter available child and parent information on the Child Demographic Information screen.
11. When all data is entered, select the Add Child & Create Case button. NEICE will provide feedback that the “Child saved successfully”.
12. Enter information on the Case Review screen including: Sending State; and Received from Agency and County, Date Identified as ICPC, and Home Study Type which are required fields.
13. Add Placement Details. If the Placement Resource is already in the database, NEICE will provide possible matches as you enter the Name. If the Placement Resource is new, select the Add New button and enter the details. Add Placement Type that is a mandatory field.
14. Select the Save button to Create a Case and remain on the Case Review page or Save & Continue button to create the NEICE Case and proceed to Case Details page. NEICE will generate the NEICE Case ID and display the Case Details screen.

**Once the Case is saved, Change Resource button will appear in Placement Details section. This button enables user to change the Placement Resource or Create New Placement Resource if needed.**
15. If additional existing children should be added to the case, select the Case Review screen and select the **Add another child to case** button and the Search Child dialog box will be displayed. Enter the child data and select **Search** button. If the child is returned into Search Results, select the radio button followed by **Add Child To Case** button. NEICE will display the selected child in Children placed in the Case section on Case Review page.

   If the child does not exist, make a note of this case id and go to the Manage Child screen and create the child. After the child is created, search for the case number in Home Search. The child & case will be returned in the search results. Click on Case#. The Case Review page will be displayed.

16. Select **Save & Continue** button. Case Details page will be displayed.
17. Enter the Legal Status.
18. Enter the Court Details.
19. **Do not enter the Home Study information at this time. This information will be entered manually in the future by the ICPC Coordinator in the Receiving NEICE state.**
20. Select the **Save & Continue** button.
21. Scan in the 100A and other documents received from the Sending State and save to a computer drive (such as a hard drive or internal system.)
22. Upload the scanned 100A and other documents into NEICE. Select the Child Name and Document. Browse to locate the file to upload.

23. If all the documents are uploaded and the information is complete, go to the Case Review screen and set the Status to **Active**.
24. Go to the Documents screen and select the **Send to Case Worker** button. Enter text in the Message Text box and select the **Send** button.
25. NEICE will send a Notification and an email to all the Case Workers of selected Receiving Agency. The email will be sent to the email address on record.
Case List

A case list, accessible from the Menu bar, displays all the active cases of the logged in user agency. A complete list of active cases are displayed in a grid and allow the user to select whether there will be 10, 20, 30, 40 or 50 cases displayed on a page, with 10 being the default. The user has the ability to filter data in each column of the grid independently. Multiple columns may be filtered at the same time.

The case list will have the following columns:

a. NEICE ID
b. Date Created
c. Case Type
d. Send State
e. Sending Agency
f. Receiving State
g. Placement Resource Name
h. Placement Res. Type
i. Case Status

Click on Case List from the main menu.
### Current Case List

<table>
<thead>
<tr>
<th>NEICE ID</th>
<th>Date Created</th>
<th>Case Type</th>
<th>Send State</th>
<th>Sending Agency</th>
<th>Recv State</th>
<th>Placement Resource Name</th>
<th>Placement Res. Type</th>
<th>Case Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1469</td>
<td>12/09/2015</td>
<td>REG 4 - Residential Placement</td>
<td>FL</td>
<td>M-test one</td>
<td>CA</td>
<td>California Care</td>
<td>ORG</td>
<td>Active</td>
</tr>
<tr>
<td>1468</td>
<td>12/09/2015</td>
<td>REG 4 - Residential Placement</td>
<td>FL</td>
<td>Florida Central Office</td>
<td>CA</td>
<td>California Care</td>
<td>ORG</td>
<td>Active</td>
</tr>
<tr>
<td>1467</td>
<td>12/08/2015</td>
<td>REG 4 - Residential Placement</td>
<td>FL</td>
<td>M-test one</td>
<td>WI</td>
<td>Ethan Hunt</td>
<td>INDVL</td>
<td>Active</td>
</tr>
<tr>
<td>1466</td>
<td>12/04/2015</td>
<td>REG 2 - Home Study Request</td>
<td>FL</td>
<td>Child and Family Services</td>
<td>NE</td>
<td>Mary Lincoln</td>
<td>INDVL</td>
<td>Active</td>
</tr>
<tr>
<td>1465</td>
<td>12/04/2015</td>
<td>REG 2 - Home Study Request</td>
<td>FL</td>
<td>Child and Family Services</td>
<td>DC</td>
<td>Annalene Gardner</td>
<td>INDVL</td>
<td>Active</td>
</tr>
<tr>
<td>1464</td>
<td>12/03/2015</td>
<td>REG 2 - Home Study Request</td>
<td>FL</td>
<td>Florida Central Office</td>
<td>CA</td>
<td>California Care</td>
<td>ORG</td>
<td>Active</td>
</tr>
<tr>
<td>1462</td>
<td>12/02/2015</td>
<td>REG 1 - Intact Relocation</td>
<td>FL</td>
<td>M-test one</td>
<td>CA</td>
<td>California Care</td>
<td>ORG</td>
<td>Active</td>
</tr>
<tr>
<td>1460</td>
<td>12/02/2015</td>
<td>REG 4 - Residential Placement</td>
<td>FL</td>
<td>Florida Central Office</td>
<td>WI</td>
<td>Foster Home WI</td>
<td>ORG</td>
<td>Active</td>
</tr>
<tr>
<td>1459</td>
<td>12/01/2015</td>
<td>REG 2 - Home Study Request</td>
<td>FL</td>
<td>Florida Central Office</td>
<td>WI</td>
<td>Barbara Simson</td>
<td>INDVL</td>
<td>Active</td>
</tr>
<tr>
<td>1458</td>
<td>12/01/2015</td>
<td>REG 2 - Home Study Request</td>
<td>FL</td>
<td>Florida Central Office</td>
<td>WI</td>
<td>Barbara Simson</td>
<td>INDVL</td>
<td>Active</td>
</tr>
</tbody>
</table>
Managing Child, Placement and Agency Information

The Manage Child function can be used to create children in NEICE to be used in a case, prior to beginning the Add New Case process. This is helpful when creating a case based on the primary child and needing to add siblings to the case. The Manage Child function is available to both the Case Worker and ICPC Coordinator to create a child.

Step 12. Manage Child

Add the New Child

1. Select Child from Manage on the menu bar.

2. Enter one or more of the following and select the Search button:
   a. Last Name
   b. First Name
   c. DOB
   d. Gender
   e. Race
   f. SSN
   g. Case Status
   h. Sending Agency
   i. Hispanic Origin

3. If the child you are working on appears in the list, select the Radio button next to NEICE Child # and select the Open Child button.

4. If there are no matches and the message “Record not found” is displayed, or you do not see the child in the results, select the Add New Child button.

5. Select whether the child is from the Sending State or Receiving State and select the OK button.
If you are a Case Worker, you can only create children in your state if you are the Sending State. Case Workers cannot create children as the Receiving State. Only ICPC coordinators can create children as a receiving state.

6. All the information entered in the search will be pre-loaded into the child data screen. Enter the Child’s available information. Ensure that you enter Child’s Last Name, First Name and Race, which are required fields.

7. Enter Title IV-E and ICWA Eligibility as these are also required fields.

REMINDER

- Title IV-E eligibility is a determination that a child has been found to be eligible for Title IV-E funds based on the income of his or her parent(s).
- A child is ICWA eligible when he/she is a member of an Indian tribe or eligible for membership and is the biological child of a member. In order to determine membership or eligibility, it will often be necessary to contact the tribe as each tribe sets its own membership standards.

8. Enter Mother’s and Father’s information if available.
9. Ensure that your State and County are displayed.

If the Child is being created by the Case Worker, the appropriate state and county were automatically designated for that user when the user profile was created.

10. Enter the Child’s State ID if available.
11. Select the Save button.
12. NEICE will display a message “Child saved successfully”. Select the OK button.

Modify the Existing Child

1. Select Child from Manage on the menu bar.
2. Enter one or more of the following and select the Search button:
   a. Last Name
   b. First Name
   c. DOB
   d. Gender
   e. Race
   f. SSN
   g. Case Status
   h. Sending Agency
   i. Hispanic Origin
3. If the child appears in the search results, select the radio button next to the NEICE Child # and select Open Child to edit details.
4. Make the necessary changes and select the Save button.
5. NEICE will display a message “Child saved successfully”. Select the OK button. NEICE will display Manage > Child screen.

Delete the Existing Child

Only ICPC Coordinator with Delete Authority can delete a child.
A child cannot be deleted if it is associated with a case.

1. Select Child from Manage on the menu bar.
2. Enter one or more of the following and select the Search button:
   a. Last Name
   b. First Name
   c. DOB
   d. Gender
   e. Race
   f. SSN
   g. Case Status
   h. Sending Agency
   i. Hispanic Origin
3. If the child appears in the search results, select the radio button next to the NEICE Child # and select Open Child to Delete Child.
4. Click on the Delete button, Delete child window is displayed with the message “Are you sure you want to delete the child?” is displayed.

5. Click ‘Yes’ button.

6. Click ‘OK’ button.
Step 13. Manage Placement Resources

The Manage Placement Resource can be used to create a Placement Resource prior to be used in a case, prior to beginning the Add New Case process. This is helpful when creating one or more Placement Resource at a time. Placement Resource will be assigned a state. The Placement Resource will be included in alphabetical list for the Receiving State on the Case Review tab.

Add New Placement Resource

1. Select Placement Resource from Manage on the menu bar.

2. Enter Organization or Individual Name and select the Search button to determine whether the Placement Resource exists.

3. If there are no matches, select the Add New button.

4. Select the Placement Resource Type: Organization or Individual.
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5. Enter the information based on the type of Placement Resource selected.

⚠️ If the Placement Resource Type is selected as Individual, and if the information about other Individuals living with Placement Resource is available, add the available information into the respective section.

6. Once the new placement resource information has been entered, select the Add Individual button. NEICE will display the individual member name in the list.

7. Select the Save button. NEICE will display confirmation message: “Placement Resource saved successfully.”

8. Select OK button.

Modify the Existing Placement Resource

⚠️ An Individual can be changed to an Organization and vice versa.

1. Select Placement Resource from Manage on the menu bar.

2. Enter a Resource ID and/or Organization/Individual Name and select the Search button to locate the existing Placement Resource. Or scroll down the list displayed. If you know the details in the Placement Resource record, you can filter the list by data in any column, i.e., filter by “Florida” in the State Column to search or Placement Resources only in Florida.

3. If the Placement Resource exists, select the Edit icon.

4. Make the necessary changes or add new individuals and select the Save button.

5. NEICE will display confirmation message, Placement Resource saved successfully.

Delete an Existing Placement Resource

⚠️ Only ICPC Coordinator with Delete Authority can delete the Placement Resource. A Placement Resource cannot be deleted if it has been used in a case.

1. Select Placement Resource from Manage on the menu bar.

2. Enter a Resource ID and/or Organization/Individual Name to determine whether the Placement Resource exists and select the Search button. Or scroll down the displayed list.

3. When the Placement Resource to be deleted is displayed, select the Delete icon.

4. When NEICE asks if you are sure, select the Yes button. If the Placement Resource is not used in any case, it will be deleted from NEICE and a confirmation will be displayed on the screen. If the Placement Resource is used in any case, NEICE will display a message, Record is in use. Cannot delete.
Step 14. Manage State
ICPC coordinators have authority to change settings for NEICE in their state. These settings can be accessed under Manage.

Modify a State
1. Select State from Manage on the menu bar.
2. Enter a State Code or State Name to identify the State exists and select the Search button.
3. If the state record is returned in Search Results, select the **Edit** icon.

4. Enter any changes that need to be made to the “Age of Majority” field.

5. Add a County Code and County Name for a new county.
6. Select the Edit button next to one of the counties and update the county name.
7. Select the **Save** button and NEICE will display **“State saved successfully”**. Select **OK** to return to the list of States.

**Delete an Existing State (Only an ICPC Coordinator with Delete Authority)**

1. Select State from **Manage** on the menu bar.
2. Enter a State Code or State Name to identify the State exists and select the Search button.
3. Select the **Delete** icon.

![Image of NEICE interface with States tab and delete icon]

4. When NEICE asks if you are sure, select the **Save** button.

![Image of confirmation dialog box]

5. If the record is in use, NEICE will not allow the State deletion and will display a message **“Record is in use. Cannot delete.”** If not already used in a case, the record will be deleted and NEICE will return you to the list of States.

![Image of success message]

![Image of error message]
Step 15. Manage Agencies within a State

Agencies can be managed at the state level by State Administrator, ICPC Coordinator, and ICPC Coordinator with Delete Authority.

⚠️ The agencies can be added for Non-NEICE participating state also.

Add New Agency

1. Select Agencies from the Manage on the menu bar.

2. Enter an Agency Name to determine whether the Agency exists and select the Search button. Select a State from the drop down list to focus the search on all the Agencies within a single state. Enter a City to focus the search on a single city.

3. If there are no matches, select the Add New button.
4. Enter the Agency information including the mandatory fields: Agency Name, Agency Type, State, County and Email.

5. Add the Associate State and County and select the **Add County** button.

   More than one State and County can be associated.

6. Select the **Save** button to save the Agency. The Agency saved successfully will be displayed. Select **OK** button.
7. NEICE will display confirmation: “Agency saved successfully.”

8. Select **OK** button. Newly added agency will be displayed in the list of Agencies.
1. Select Agencies from Manage on the menu bar.

2. Enter an Agency Name and select the **Search** button. Select a State to focus the search on all the Agencies within a single state. Select a City to focus the search on a single city.

3. If the Agency exists, select the Edit icon.

4. Make the necessary changes and select the **Save** button.
5. NEICE will display the message, “Agency saved successfully”. Select the OK button.
6. The updated Agency will be displayed in the list.
Delete Existing Agency

Delete operation is only available for ICPC coordinators with Delete Authority role.

1. Select Agencies from the Manage on the menu bar.

![Screen capture of NEICE interface with Agencies section open.]

2. Enter an Agency Name to determine whether the Agency exists and select the Search button. Select a State to focus the search on all the Agencies within a single state. Select a City to focus the search on a single city. Select the Search button.

![Screen capture of NEICE interface with Agencies search results showing one agency.]

3. If the Agency exists, select the Delete icon.

![Screen capture of NEICE interface with delete icon highlighted.]

4. When NEICE asks if you are sure, select the Yes button.

![Screen capture of NEICE interface asking for confirmation to delete agency.]

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5. If the agency is in use, NEICE will display “Agency in use. Cannot delete.” If it is not in use, NEICE will display “Agency has been successfully deleted”.

![Image showing the deleted agency confirmation message]
List of NEICE Documents and Descriptions

- Signed 100A – Used for submitting referral information (Child Data & Placement Resource Data)
- Signed 100B – Used to confirm or deny placement.
- ADDITIONAL INFORMATION – Used to provide any necessary information. Not to be used as an initial request.
- CASE CLOSURE – Used when submitting a 100B for terminating supervision or closing case
- COMPLETED HOME STUDY - used when submitting a completed home study that have a recommendation regarding placement
- CASE E-MAILS – Used when attaching a copy of an e-mail to case file
- CHILD’s SOCIAL HISTORY– Used to communicate the social history of a child in a case.
- COMPLETED HOME STUDY
- ORDER OF COMPLIANCE – Order of court that requires ICPC – can be either Reg7, Reg2 or Reg1
- ORDER OF COMPLIANCE – PRIORITY – Used to document REG7 Court Order
- INITIAL HOME STUDY REQUEST PACKET PART01 – used for a new home study request
- INITIAL HOME STUDY REQUEST PACKET PART02 – used for a new home study request
- INITIAL HOME STUDY REQUEST PACKET PART03 – used for a new home study request
- PLACEMENTS – Used when submitting a 100B for initial placement or change of placement
- PRELIMINARY HOME EVALUATION – Used to submit a preliminary report
- PRIVATE ADOPTION – Used for a new private adoption request
- PROGRESS AND STATUS REPORT – Used to submit a progress or status report
- PUBLIC ADOPTION – Used for a new public adoption request
- REG01 – INTACT RELOCATION – used to submit a new reg1 home study request
- REG04 – RESIDENTIAL TREATMENT
- REG07 – PRIORITY COMPLETED HOME STUDY – Used to submit Reg7 completed study
- REG07 – PRIORITY REGULATION 7 – Used to submit a new Reg7 home study request
- TRANSMITTAL (CENTRAL OFFICE ONLY)
- ICWA ENCLOSURE
# Home Study Field Definition

<table>
<thead>
<tr>
<th>#</th>
<th>Field Name</th>
<th>Auto fill/Manual</th>
<th>Action required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sent 100A On</td>
<td>Auto</td>
<td>When SS CO Sends a case to RS CO - Transmit to ICPC Coordinator button click. Note: will always be the latest value of multiple 100 A are sent over</td>
</tr>
<tr>
<td>2.</td>
<td>100A Received On</td>
<td>Auto</td>
<td>This is a RS field and is populated when RS CO changes the Case Status from Received to Active.</td>
</tr>
<tr>
<td>3.</td>
<td>100A Response Received</td>
<td>Auto</td>
<td>This is a SS field and populated when the SS CO clicks on <strong>Mark As Read</strong> on a notification received from RS CO for a transmittal with an enclosed 100A for HS Decision.</td>
</tr>
<tr>
<td>4.</td>
<td>HS Decision</td>
<td>Manual</td>
<td>From Drop Down List</td>
</tr>
<tr>
<td>5.</td>
<td>HS Decision made by RS On</td>
<td>Auto</td>
<td>This is a SS field and is populated when the RS CO sends the transmittal with the enclosed 100A (HS Decision) to SS CO.</td>
</tr>
<tr>
<td>6.</td>
<td>HS Decision On</td>
<td>Auto</td>
<td>This is a RS field and is populated when the CW sends a message to the RS CO after performing the HS or if the HS is performed by the ICPC, it is populated when the RS CO sends a transmittal to the SS CO with an enclosed 100A. Note: Will not be displayed for SS</td>
</tr>
<tr>
<td>7.</td>
<td>HS Decision Sent On</td>
<td>Auto</td>
<td>This is a RS field and is populated when the RS CO sends the transmittal to the SS CO with an enclosed 100A. Note: Will not be displayed for SS</td>
</tr>
<tr>
<td>8.</td>
<td>HS Completed</td>
<td>Manual</td>
<td>This is a RS field and is entered Manually by the RS CO. Note: Will not be displayed for SS</td>
</tr>
<tr>
<td>9.</td>
<td>HS Closed Date</td>
<td>Manual</td>
<td>Entered by RS CO Users, Read Only for SS</td>
</tr>
<tr>
<td>10.</td>
<td>FC/AHS Status Review Sent On (Foster Care/Adoption Home Study)</td>
<td>Manual</td>
<td>Entered by SS. Note: Will not be displayed for RS</td>
</tr>
<tr>
<td>11.</td>
<td>Placement Made On</td>
<td>Manual</td>
<td>Entered by SS, Read Only for RS</td>
</tr>
<tr>
<td>12.</td>
<td>Placement End Date</td>
<td>Manual</td>
<td>Entered by SS, Read Only for RS</td>
</tr>
<tr>
<td>13.</td>
<td>Received 100B in SS CO On</td>
<td>Auto</td>
<td>When the SS CO receives a message and 100B is uploaded to the case</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: Will not be displayed for RS</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>
| 14. | Sent 100B to RS On | Auto | When SS CO sends a 100B document enclosed in a transmittal to RS CO  
Note: Will not be displayed for RS |
| 15. | Child Returned On | Manual | Will be entered by RS and read only for SS |
| 16. | Supervision Termination Date | Manual | Entered by SS, Read Only for RS |
| 17. | Jurisdiction Relinquishment Date | Manual | Will be entered by Sender and read only for RS |

Key
- SS: Sending State
- RS: Receiving State
- CW: Case Worker
- CO: ICPC Coordinator
- HS: Home Study