



Practice Points

With the implementation of the FACES system, all initial Interstate Compact on the Placement of Children (ICPC) referral information must be entered into the FACES system. This is to be completed prior to the referral being submitted to the Residential Program Unit/ ICPC in Central Office. The assigned Call/Case number is to be written on the ICPC 100D (ICPC Transmittal Checklist) in the space provided.

To enter the initial ICPC referral information, open FACES on the Case Management screen and click on "Case Intake." On the next screen, click on "ICPC Referral From MO." Then enter the Department Client Number (DCN) of the child (or oldest child of a sibling group) and that child's Call/Case number. Then click on "Add Referral." This takes the worker to the Referral screen. Information entered here is the same information as is on the ICPC 100A (ICPC Placement Request). It is only necessary to enter information in boxes with a * (red asterisk) by them. Once this is completed, click the "Update" button.

The next screen to appear will be the "Case Assignment." Staff assign the referral to Cole County, Central Office ICPC, Supervisor Fred Proebsting and click the "Add" button.

The above process is repeated for each child in a sibling group, with the ***same*** Call/Case number used for the oldest child being used for each subsequent child.

For cases with more than one (1) home being explored for placement through ICPC on a child or sibling group, new Call/Case numbers are created for each additional resource home.

RESOURCES:

CD08-90, FACES Newsletter - ICPC
Section 4, Chapter 25