

Date: January 2021

PA21-CM-01

Issued by: Candice Nahler and Monica Sekscinski

ICPC REFERRAL ASSIGNING IN FACES

The purpose of this practice alert is make staff aware that when you enter an ICPC referral in FACES you must assign this referral to the ICPC unit (Mary Lynne Studebaker) through the call/case assignment screen. The ICPC unit will not get notification, unless you assign to the ICPC unit/Mary Lynne Studebaker.

In addition to assigning the referral, you must also upload one copy of the referral to on base through the referral screen.

You can also reference memo CD 20-07 as it goes into way more detail.