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Issued by:
ICPC Unit

Assigning ICPC Referrals in FACES to the ICPC Unit And Entering Recommendations/ Uploading Home Studies

Due to a change in supervision in the ICPC unit, the assignment of ICPC Referrals in FACES has changed. When submitting an ICPC Referral, you must assign the referral as outlined in the directions below in order for it to be received and processed by the ICPC unit:

From the Call/Case Assignment Screen:

- Select “Cole” for the “county”
- Select “ICPC” for the “office”
- Select “Lauren Masterson” for the “supervisor”
- Select “Mary L Studebaker” for the “worker”
- Click on the “add” button

Once the referral is assigned as described above, Mary “Lynne” Studebaker will assign the referral to the appropriate ICPC Coordinator to process the request.

When completing an ICPC home study request received from another state, the completed home study must be uploaded to the “Referral Decision” screen and a recommendation “For” or “Against” placement must be entered by the worker completing the home study or their supervisor. Once the home study has been uploaded and the recommendation entered, you must assign the referral to MO ICPC using the same process described above.