

# Practice Alert



Date: 3/13/23  
Issued by: Children's Division  
Candice Nahler  
ICPC/ICAMA Supervisor

PA23-CM-03

## ICPC INFORMATION AND UPDATES:

Dear Children's Division Staff,

### **BORDER AGREEMENTS:**

Updates have been made to the guide, please use the step by step guide when using the border agreement. The guide can be found under Interstate Compacts on the Intranet page. Click programs then click Interstate Compacts.

### **ICPC EMAIL BOX**

The ICPC team is working to provide consistent responses, moving forward we request all inquiries, referrals, 100Bs and progress reports be sent to [MO\\_ICPC@dss.mo.gov](mailto:MO_ICPC@dss.mo.gov)  
PLEASE DO NOT mail anything.

### **ICPC REFERRAL ASSIGNING IN FACES**

After you complete a referral in FACES, this will take you to the assignment screen. This is where you will assign to the ICPC unit.

When submitting an ICPC referral, you must assign the referral as outlined in the directions below.

From the Call/Case Assignment Screen:

- Select "Cole" for the "county"
- Select "ICPC" for the "office"
- Select "Candice Nahler" for the "supervisor"
- Select "Mary L Studebaker" for the "worker"
- Click the "add" button

Once the referral is assigned as described above Mary "Lynne" Studebaker will assign the referral to the appropriate ICPC Coordinator.

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

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

If you have any questions please do not hesitate to contact me at 573-751-8939 or [Candice.Nahler@dss.mo.gov](mailto:Candice.Nahler@dss.mo.gov).

