


Slide 1



Welcome to the Interstate Compact on the Placement of Children, Receiving an ICPC Referral webinar. This training will provide an overview of ICPC referrals when Wisconsin is the receiving state and your agency has been assigned to complete a home study and provide supervision. This training will not walk through the eWISACWIS process for submitting a referral or working in an ICPC record. For that information please visit the DCF knowledge web.

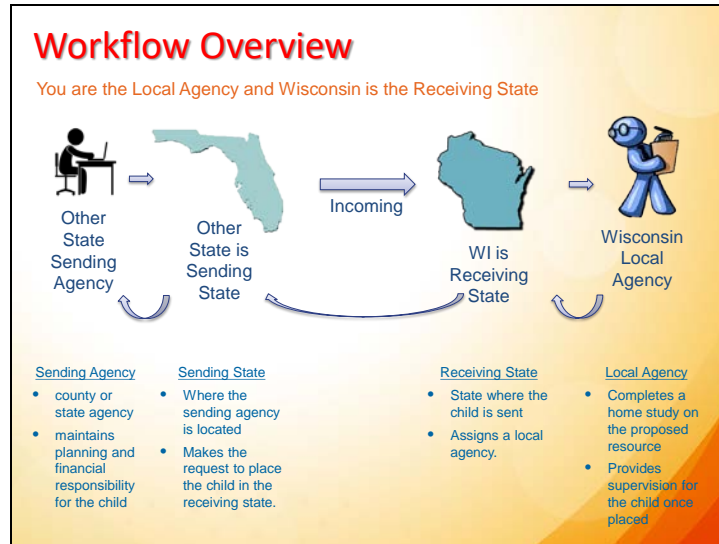
ICPC Review of the Basics

- The Interstate Compact on the Placement of Children (ICPC) is:
 - A legally binding contract between states that regulates the placement of children across state lines to protect the best interest of the child
 - All 50 states, the District of Columbia, and the US Virgin Islands have adopted the Compact into state law
 - Made up of 10 Articles and 12 Regulations that set the requirements for the ICPC
 - Applies in most situations when a child is involved with the court or under the jurisdiction of an agency
- View the "Understanding the ICPC" Webinar for additional information and an overview of the ICPC



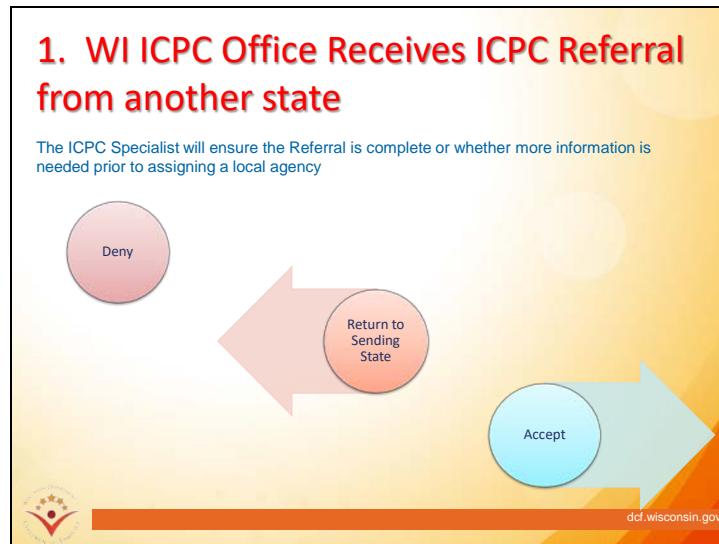
To review, The Interstate Compact on the Placement of Children, the ICPC, is legally binding contract between states that regulates the placement of children across state lines to protect the best interests of the child. It's made up of 10 Articles and 12 Regulations that set the requirements for the ICPC. It applies in most situations when a child is involved with the court or is under jurisdiction of an agency

For more information, view the "Understanding the ICPC" Webinar. Which will provide an overview of about what the ICPC is.



First, let's briefly review the ICPC workflow when WI is the receiving state. It begins when there is a sending agency in another state that would like to place a child in Wisconsin. The agency submits the ICPC referral to the sending state ICPC Office, which then sends the referral to the Wisconsin state ICPC Office. In this situation, Wisconsin is the receiving state. The Wisconsin ICPC office will assign a local agency, either public adoption agency or a county to complete the home study on the proposed placement resource. The local agency will then complete that home study, and will then send the results to the Wisconsin ICPC office.

So now that we've reviewed the overall process, let's go through each step of the process when Wisconsin is the receiving state.



First, the Wisconsin ICPC office receives an ICPC referral from another state. Once we receive this referral, the ICPC specialist will review the request and ensure that all information required is included, then they will then take one of several actions:


One, deny: Though uncommon, in certain circumstances, the referral may be denied and will not be assigned to a Wisconsin agency.

Two, they could return the referral to the sending state. They may return this referral if they need corrected or additional information

Three, to accept the referral.

2. Your agency is assigned to complete a home study on a proposed resource

- When a referral from another state is accepted, the ICPC Specialist will complete a referral in eWiSACWIS and link the referral to an ICPC case
- The ICPC record will be assigned to a supervisor at the appropriate local agency.
 - The WI ICPC Office maintains a list of supervisors in each county or public adoption agency.
- The supervisor assigned must assign a worker to complete the home study on the proposed resource according to the type of referral submitted.
- If the referral is for a conversion to adoptions, the public adoption agency will be assigned for the home study. If your agency is currently providing supervision for the child, you must coordinate transferring supervision requirements to the public adoption agency.
 - This should only occur if there is an accepted ICPC referral from the other state for the purposes of adoption.

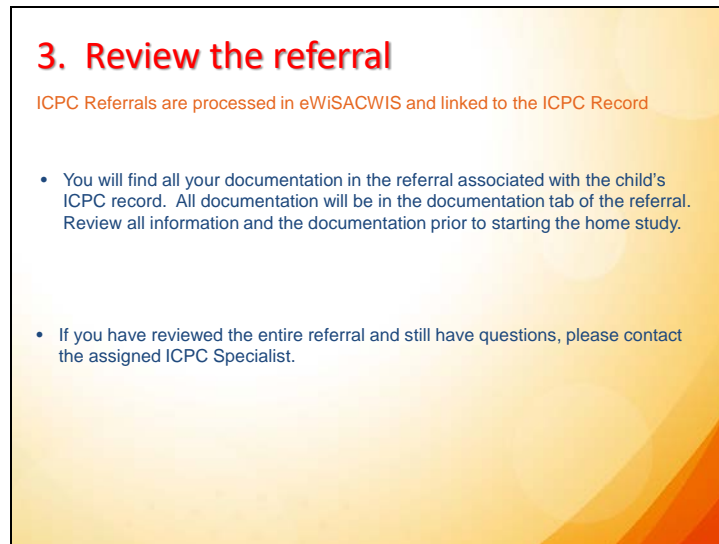


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When a referral from another state is accepted, the ICPC Specialist will complete a referral in eWiSACWIS and link the referral to an ICPC case that they create. The ICPC record is then created and will be assigned to a supervisor at the appropriate local agency. The WI ICPC Office maintains a list of supervisors in each county or public adoption agency. If you have a preference on which supervisor should be on that list just contact the ICPC Office.

The supervisor assigned must then assign a worker to complete the home study on the proposed resource according to the type of referral that was submitted.

If the referral is a conversion for adoptions, please note that the public adoption agency will be assigned for the home study. If your agency is already providing supervision for that child, you must coordinate transferring supervision requirements to the public adoption agency with that agency. This should only occur if there is an accepted ICPC referral from the other state for the purposes of adoption.



3. Review the referral

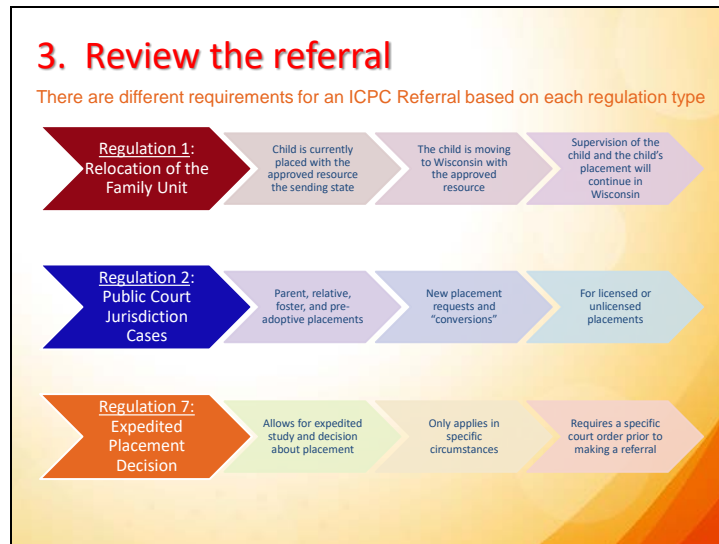
ICPC Referrals are processed in eWiSACWIS and linked to the ICPC Record

- You will find all your documentation in the referral associated with the child's ICPC record. All documentation will be in the documentation tab of the referral. Review all information and the documentation prior to starting the home study.
- If you have reviewed the entire referral and still have questions, please contact the assigned ICPC Specialist.

After being assigned, the next step is for your agency to review the referral. Again, ICPC referrals are processed in eWiSACWIS and are linked to the ICPC record.

You will find all your documentation in the referral associated with the child's ICPC record. All documentation that you need to review will be in the documentation tab of the referral. Please review all information and all of the documentation prior to starting the home study.

If you have reviewed the entire referral and still have questions, please contact the assigned ICPC Specialist.



You may be assigned to complete a home study based on three different regulations. Based on the type of regulation, you will have different required timeframes for completion and different requirements for the home study. Let's take a quick review of these regulations.

Regulation 1 is the relocation of the family unit. This means that the child is currently placed with an approved resource in the other state and that child is moving to Wisconsin with the approved resource. Supervision of the child and the child's placement will continue in Wisconsin.

Regulation 2 are public court jurisdiction cases. It might be for parent, relative, foster care placement, or preadoptive placements. It may also be a conversion request. The request might be for licensed placements or unlicensed placements.

Finally you may receive a referral for a Regulation 7 case, which is expedited placement decisions. Please remember that these only apply in specific circumstances and it requires a specific court order prior to the other state making a referral.

4. Local Agency Complete a Home Study and Provides a Recommendation to Approve or Deny

Some basics:

- The local agency follows local and state regulations to complete the home study
- The local agency may make a Home Study Report to update the sending state on the progress of the home study, but is not required to make a placement decision with that report
- The local agency makes a placement *recommendation* based on the home study



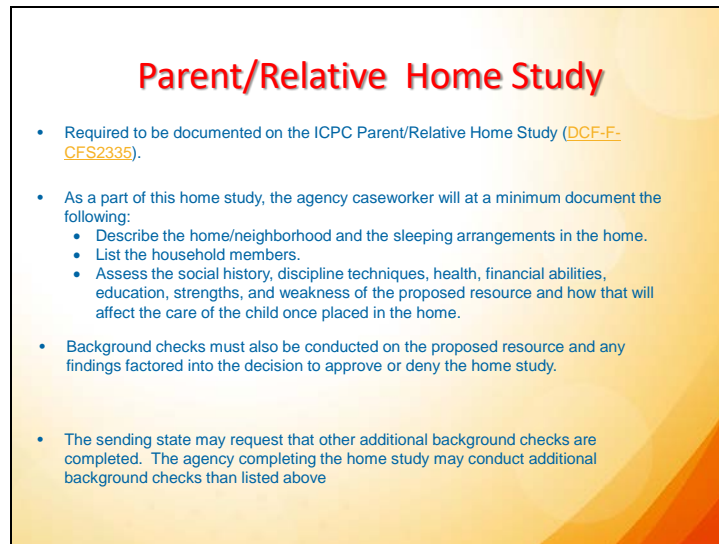
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Once you know which regulation type and home study type you are assigned by reviewing the referral, you will begin step four, which is to complete the home study and provide recommendation to approve or deny to the Wisconsin ICPC office.

When completing the home study, the local agency must follow all local and state regulations in order to complete that home study

And please note that you may decide to make a home study report to update the sending state on the progress of the home study, but is not required to make a placement decision with that report.

Finally, please note that the local agency makes a placement recommendation based on the home study and not the final approval on whether or not the placement can be approved or denied.



Parent/Relative Home Study

- Required to be documented on the ICPC Parent/Relative Home Study ([DCF-F-CFS2335](#)).
- As a part of this home study, the agency caseworker will at a minimum document the following:
 - Describe the home/neighborhood and the sleeping arrangements in the home.
 - List the household members.
 - Assess the social history, discipline techniques, health, financial abilities, education, strengths, and weakness of the proposed resource and how that will affect the care of the child once placed in the home.
- Background checks must also be conducted on the proposed resource and any findings factored into the decision to approve or deny the home study.
- The sending state may request that other additional background checks are completed. The agency completing the home study may conduct additional background checks than listed above

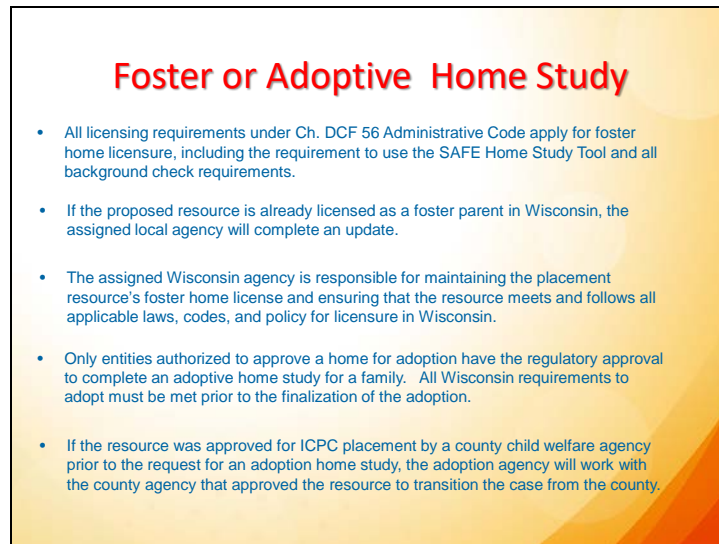
So let's review a couple of different types of home studies. First is the parent or relative home study.

If the request is for a parent home study or an unlicensed relative home study, these types of home studies are required to be documented on the ICPC Parent/Relative Home Study (DCF-F-CFS2335), which is generated in eWISACWIS.

As a part of this home study, the agency caseworker will at a minimum document the following. Describe the home/neighborhood and the sleeping arrangements in the home. List all household members, and then, most importantly, you'll assess the social history, discipline techniques, health, financial abilities, education, strengths, and weakness of the proposed resource and how that will affect the care of the child once placed in the home.

Background checks must also be conducted on the proposed resource and any findings factored into the decision to approve or deny the home study. A list of the required background checks can be found in Ongoing Services Standards.

Please note that the sending state may request additional background checks completed. The agency completing the home study may conduct additional background checks other than what's listed in Ongoing Standards.



Foster or Adoptive Home Study

- All licensing requirements under Ch. DCF 56 Administrative Code apply for foster home licensure, including the requirement to use the SAFE Home Study Tool and all background check requirements.
- If the proposed resource is already licensed as a foster parent in Wisconsin, the assigned local agency will complete an update.
- The assigned Wisconsin agency is responsible for maintaining the placement resource's foster home license and ensuring that the resource meets and follows all applicable laws, codes, and policy for licensure in Wisconsin.
- Only entities authorized to approve a home for adoption have the regulatory approval to complete an adoptive home study for a family. All Wisconsin requirements to adopt must be met prior to the finalization of the adoption.
- If the resource was approved for ICPC placement by a county child welfare agency prior to the request for an adoption home study, the adoption agency will work with the county agency that approved the resource to transition the case from the county.

If the request is for a licensed relative, foster care, or a pre-adoptive home study, your agency must proceed with licensure. All licensing requirements under Ch. DCF 56 Administrative Code apply for foster home licensure, including the requirement to use the SAFE Home Study Tool and all background check requirements.

If the proposed resource is already licensed in Wisconsin as a foster home, the assigned Wisconsin agency must complete a home study update by studying the family for the individual child to be placed. If the resource is licensed by a private agency, please note that the sending agency in the other state may enter a contract with the Wisconsin agency to complete the home study and all supervision requirements for the ICPC placement.

Ultimately, the assigned Wisconsin agency is responsible for maintaining the placement resource's foster home license and ensuring that the resource meets and follows all applicable laws, codes, and policy for licensure in Wisconsin.

Please note only entities authorized to approve a home for adoption have the regulatory approval to complete an adoptive home study for a family. If a sending state requests that Wisconsin study and approve a home for adoption of a child, the appropriate public adoption agency will be assigned to conduct the study. All Wisconsin requirements to adopt must be met prior to the finalization of the adoption in Wisconsin.

If the resource was approved for ICPC placement by a county child welfare agency prior to the request for the adoption home study, the adoption agency will work with the county agency that approved the resource to transition the case from the county to the adoption agency.

Timeframes			
Reg. Type	Reg. 1	Reg. 2	Reg. 7
SS ICPC to WI ICPC	w/in 5 business days of receipt of complete referral from sending agency	Not specified in regulations	w/in 2 business days of receipt of complete referral from sending agency (<i>court order no more than 5 business days old</i>)
Local Agency Provisional Approval	w/in 5 business days of complete request by ICPC Office	N/A	If requested, w/in 7 calendar days of complete request packet by ICPC Office (<i>to local agency w/in 2 business days</i>)
Local Agency Home Study Report	w/in 60 calendar days of the receipt of the complete request	w/in 60 calendar days of the receipt of the complete request	N/A
WI ICPC Final Decision to SS ICPC	w/in 180 calendar days of the receipt of the request	w/in 180 calendar days of the receipt of the request	w/in 20 business days of the receipt of the request (<i>can extend if decision is not possible</i>)

Now that we have gone through a couple of different home study types, there are a few different timeframes that you should be aware of when thinking about an ICPC request that you have been assigned to. The first is the requirement for the sending state ICPC office to send the completed request to the Wisconsin ICPC office. Secondly, if applicable, the requirement for the Local Agency to give Provisional Approval or denial to the placement resource. This provisional approval is not always required, and if the sending state were to place in Wisconsin under a provisional approval, if the final decision is denied the child must return to the sending state. If applicable, the requirement for the Local Agency to give a Home Study Report. Remember that these reports are how the home study is progressing and do not have to include a recommendation on placement. Finally, the timeframe for the Wisconsin ICPC Office to issue a final Decision to the sending state ICPC Office. Let’s review these timeframes for each regulation type.

Regulation 1 are relocation of the family unit.

First, the sending state ICPC Office has 5 business days to send it to the Wisconsin ICPC Office upon receipt. Once assigned, the local agency here in Wisconsin must respond with provisional approval or denial within 5 business days of complete request by our ICPC Office. Then within 60 calendar days of the receipt of the complete request the local agency must provide a home study report. Then within 180 calendar days of the receipt of the initial request The Wisconsin ICPC Office must issue a final decision to the sending state ICPC office.

Regulation 2 requests:

There is no specified timeframe in regulations for the sending state to send a request to Wisconsin. There is no requirement for the local agency to provide provisional approval or denial. Within 60 days of the receipt of a complete request from the Wisconsin Office, the local agency must provide a home study report. Finally within 180 calendar days of the receipt of the request, the Wisconsin ICPC Office must issue a final decision to the sending state.



Finally, with our Regulation 7, our expedited requests:

Within 2 business days of receipt of complete referral from sending agency, the sending state ICPC office must send the request to Wisconsin. If the sending state requested, the local agency must provide provisional approval or denial within 7 calendar days of the request. There is no requirement to provide a home study report and this is because the final decision is due within 20 business days of the receipt of the request from the sending state ICPC Office. Which means that the local agency must provide their recommendation for placement within 15 business days of the receipt of the request from the Wisconsin's ICPC Office.

5. Submit the home study and make a placement recommendation

Home studies are submitted through eWiSACWIS

- eWiSACWIS Knowledge Web



- Worker will:
 - Upload/complete the home study
 - Made a placement recommendation
 - Upload necessary documents for the ICPC Specialists to forward

Now that we've discussed the different home studies and relevant timeframes, let's move on to step five. The local agency submits the home study and makes a placement recommendation

Once an agency has completed the home study, the agency will complete work in the ICPC Record in eWiSACWIS.

Please remember the eWiSACWIS Knowledge Web has resources that will walk you through the ICPC Record and the required steps.

In the ICPC Record there is a tab to upload or complete the home study, make a placement recommendation, and upload necessary supporting documents for the ICPC Specialist to review with the home study. Please note that background checks completed on the proposed resource should only be uploaded into the specific background check images associated with the person or provider, not in the ICPC Record.

6. Wisconsin ICPC Office Approves or Denies the request

- The Wisconsin ICPC Office will review the local agency's home study and placement recommendation and ensure that all applicable laws and regulations are met and that the placement is not contrary to the best interest of the child
- The Wisconsin ICPC Office will approve or deny the placement and send the decision on a signed 100A to the Wisconsin ICPC Office.
 - If the placement is denied, placement may not be made
 - If the child was already placed in Wisconsin , the child must be returned
- The sending state ICPC Office will notify the sending agency of Wisconsin's decision

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Step 6, the Wisconsin ICPC Office Approves or Denies the request. Once a home study is uploaded into eWisACWIS the Wisconsin ICPC Office will review the local agency's home study and the placement recommendation and ensure that all applicable laws and regulations are met and that the placement is not contrary to the best interest of the child

After reviewing, the Wisconsin ICPC Office will make a decision to approve or deny the placement and send the decision on a signed 100A to the sending state ICPC Office. Please note that while it does not happen often, the Wisconsin ICPC Specialist may make a decision that is different than the recommendation that the local agency has made for placement in Wisconsin. Also, please note if the placement is denied by the Wisconsin ICPC specialist, placement may not be made in Wisconsin. If for whatever reason the child was already placed in Wisconsin and a denial is issued, the child must be returned to the sending state.

Once the sending state ICPC office receives the 100A, that ICPC Office will notify the sending agency of Wisconsin's decision.

7. Sending Agency Decides Whether to Place the Child in the Wisconsin

- The sending agency makes the final decision whether to place the child in Wisconsin
- The approval of a placement from Wisconsin is valid for 6 months from the date the 100A approving placement was signed
 - After 6 months a new referral must be requested and a new home study completed by the receiving state
- **If placed, the sending agency must submit a 100B to the Wisconsin ICPC Office within 3 business days of placement of the child**
 - This notifies the ICPC Specialist of placement so they may initiate supervision of the child in Wisconsin




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If the Wisconsin ICPC office approved the referral for a child to be placed in Wisconsin, the sending agency then decides whether to place here. They have the final decision, but the approval of a placement from Wisconsin is valid for 6 months from the date the 100A that approved placement was signed. After six months a new referral would need to be requested and a new home study would need to be completed by the receiving state.

If the sending agency decides to place a child in Wisconsin, they must submit a 100B to the Wisconsin ICPC Office within 3 business days of placement of the child. This notifies the Wisconsin ICPC Specialist of placement so that they may contact you and initiate supervision of the child in Wisconsin. Please remember if you find out that a child has been placed in Wisconsin illegally without the protections of the ICPC, please contact the ICPC Office.

8. Local Agency is Notified of Placement and Assigned for Supervision

- When placement is made in Wisconsin, the ICPC Specialist will upload the 100B received from the sending state into eWiSACWIS
- The ICPC record will be assigned to a supervisor at the appropriate local agency.
 - The WI ICPC Office maintains a list of supervisors in each county or public adoption agency. This may be the same supervisor assigned to complete the home study.
- The supervisor assigned must assign a worker to complete supervision on the placement
- If the referral is for a conversion to adoptions, the current supervising agency and the public adoption agency will work together on transferring supervision requirements to the public adoption agency.
 - This should only occur if there is an accepted ICPC referral from the other state for the purposes of adoption.



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Step eight is the local agency is notified of the placement of a child and is assigned for supervision. When placement is made in Wisconsin, the ICPC Specialist will upload the 100B received from the sending state into eWiSACWIS. The ICPC record will then be assigned to a supervisor at the appropriate local agency. Just like with home studies. The WI ICPC Office maintains a list of supervisors in each county or public adoption agency. This may be the same supervisor that was assigned earlier for the purposes of completing the home study, or it may be a supervisor from a different unit at the agency. If your agency has a change in the supervisor who should be assigned, please contact one of the ICPC Specialists and notify them of the supervisor who should be assigned. The supervisor assigned must assign a worker to complete supervision on the placement. Again, as a reminder, if the referral is for a conversion to adoptions, the current supervising agency and the public adoption agency will work together on transferring supervision requirements to the public adoption agency. But this should only occur if there is an accepted ICPC referral from the other state for the purposes of adoption.

9. Local Agency Supervises Placement

- The sending agency will maintain jurisdiction of the child and continue with all of their state requirements of the case
- The Wisconsin local agency will supervise the placement and submit quarterly supervision reports to the WI ICPC Office
 - Supervision shall begin no later than 30 days from the date on which the child is placed, or 30 days from the date on which the receiving state is notified of the child's placement, if notification occurs after placement.
 - Monthly visits must occur face-to-face
 - The quarterly supervision reports are required to be submitted through the ICPC Record in eWiSACWIS on the required form.



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Once the child is placed, the local agency supervises placement. The sending agency will maintain jurisdiction of the child and continue with all of their state requirements for case practice. Supervision shall begin no later than 30 days from the date on which the child is placed, or 30 days from the date on which the receiving state is notified of the child's placement, if that notification occurs after placement.

ICPC regulations require that supervision must include face-to-face visits with the child at least once each month, and that a majority of visits occur in the child's home. When a child is placed from out-of-state into Wisconsin, the assigned Wisconsin agency must follow all caseworker contact requirements set forth in the Ongoing Services Standards, as well as contact requirements in DCF Ch. 56 Administrative Code for licensed foster parents.

Finally, the quarterly supervision reports are required to be submitted through the ICPC Record in eWiSACWIS on the required form.

10. Sending Agency Closes the Placement

- The sending agency's responsibility for the child continues until the placement is legally terminated due to the child:
 - Returning to their home state;
 - Being legally adopted;
 - Having guardianship transferred to the placement resource;
 - Reaching the age of majority;
 - Discharging with concurrence of Wisconsin.
- If the child's placement disrupts and the Wisconsin local agency wants to send the child back, the sending agency must bring the child back within 5 business days of the request or within a timeframe that all parties agree on
 - The sending agency is responsible for paying for and arranging for the transportation of the child back to the sending state
 - If there are child abuse and neglect concerns Wisconsin may place the child in another home until the child is able to return to the sending state
- **The sending agency must submit a 100B to close the placement to the Wisconsin ICPC Office within 3 business days of the placement ending**

Step ten finally is the sending agency would close the placement. The sending agency's responsibility for the child continues until the placement is legally terminated due to one of the following:

- The child returning to their home state;
- Being legally adopted;
- Having guardianship transferred to the placement resource;
- Reaching the age of majority;
- Discharging for whatever reason with the concurrence of Wisconsin.

With that being said, if the child's placement disrupts and the Wisconsin local agency wants to send the child back to the sending agency, the sending agency must bring the child back within 5 business days of the request from Wisconsin or within a timeframe that all parties agree on. The sending agency is responsible for paying for and arranging for the transportation of the child back to the sending state. If there are child abuse and neglect concerns Wisconsin may place the child in another home until the child is able to return to the sending state. If you have a situation in which you know a placement is disrupting and a child needs to be returned to the sending state, please contact your assigned ICPC Specialist.


Please note that the sending agency must submit a 100B to close the placement to the Wisconsin ICPC Office within 3 business days of the placement ending.

Once the sending state sends the 100B to the Wisconsin ICPC Office, the ICPC Specialist will close the ICPC Record in eWISACWIS and then they are able to close the ICPC case in eWISACWIS.

Additional Resources

Where can I find even more information?

- www.dcf.wisconsin.gov/cwportal/icpc
 - Additional webinars
 - Ongoing Services Standards
 - eWISACWIS Knowledge Web
 - ICPC Contact Information
 - ICPC State Pages
- ICPC Desk Guide
 - Contact your DCF Child Welfare Regional Coordinator



There is a lot more information available if you need additional ICPC resources.

You can find more information by going to the DCF website where there is an ICPC page with additional information. This includes additional webinars so the understand ICPC as well as submitting an ICPC referral. It also has a link to the Ongoing Services Standards, which has ICPC policy with a lot of detail in there. It also has a link to the eWISACWIS Knowledge Web which has ICPC user guides and webinars and walkthroughs. There is also ICPC contact information for ICPC Specialists and the ICPC Assistant on the website where you can reach them. Finally a link to the ICPC State pages, which has information about each state's ICPC requirements.

Finally, there is also an ICPC desk guide that will provide an overview of the ICPC process. You can contact your DCF Child Welfare Regional Coordinator for a copy of this desk guide.

Hopefully this webinar was helpful for you and I thank you for joining me.