

Interstate Compact on the Placement of Children (ICPC) Home Study Protocol

ICPC REFERRALS

It is a requirement of the Recruitment, Retention, Training and Support contract is to complete all incoming ICPC referrals for licensed foster families and adoptive care.

LICENSED FOSTER AND ADOPTIVE HOME STUDY REFERRALS

- All incoming referrals for licensed foster family and adoption home studies will be received and reviewed by the Central Office Deputy Compact Administrator. After completion of the review, the ICPC administrator will send all referral materials, via email, to the RRTS service area contractor.

Email: foster-adopt@fouroaks.org (effective 7/1/2023)

Subject Line: ICPC Foster or ICPC Adopt

- The service area point person for the county where the home study will be conducted will receive a notification through the ICPC database, the National Electronic Interstate Compact Enterprise (NEICE).
- The service area point person will follow the local Service Area protocol for notification of the referral to the county office responsible for licensing and approval in the county where the prospective family resides.
- When another state is requesting a foster family or adoption home study, the referred family must complete pre-service training, unless waived by the local HHS service area manager or designee.

When Pre-Service Training Is Not Waived

- The RRTS contractor will have sixty (60) calendar days of the date the referral was received in the ICPC office to complete a preliminary home study, in accordance with the federal requirement.
- The preliminary home study Summary and Recommendations will state:
 - “The State of Iowa requires pre-service training for licensing and approval of foster and adoptive families. No placement recommendations will be made until training is completed. The Summary and Recommendations of this home study are pending the completion of this training and the subsequent approval or denial of the license by the Iowa Department of Health and Human Services. Upon the

family's completion of training, the Summary and Recommendations will be provided.”

Upon Completion of The Preliminary Home Study

- The RRTS contractor will send the preliminary home study via email to the ICPC Service Area Point Person.
- The Service Area Point Person will upload the preliminary home study to NEICE and submit to the ICPC Administrator, who will send the preliminary home study to the referring/sending state.
- The Service Area Point Person will follow local Service Area protocol in notifying the County Office with responsibility for foster licensing and adoptive approval of the county where the prospective foster/adoptive family lives that the preliminary study has been completed. The Point Person will forward the home study to that office in accordance with local Service Area protocol.

Upon receipt of the fingerprint and out-of-state child abuse results/evaluations RRTS contractor will:

- Complete all licensing and adoptive approval activities, including a final summary and recommendations.
- Compile all foster and adoptive documents in accordance with the agreed upon “Checklist for Initial Foster Licensing/Adoption Home Approvals.”
- Email the final home study and complete adoption/foster care packet to the Service Area Point Person.
- The Service Area Point Person will follow local Service Area protocol in routing the final home study and adoption/foster care packet to the licensing staff responsible for licensing and approval in the county where the foster or adoptive family resides.
- Department licensing staff will review the materials and issue the License and Notice of Action for a foster family and the Notice of Decision for an adoptive family.
 - Please note: Packets are not complete until all required documents are provided.
 - If there are questions or concerns regarding the home study, Department licensing staff will contact the RRTS contractor to resolve.
 - Service Area Department staff will ensure that the ICPC administrator is notified of any concerns with the home study and/or packet.
- The foster home license and the Notice of Action and/or the Adoption Notice of Decision are sent to the family and to the RRTS contractor.
- Department staff will follow Service Area procedures and email the following documents to the ICPC Administrator:
 - Final home study
 - Record checks EXCEPT fingerprint check results
 - Record Check Evaluation if applicable,
 - Foster family license or Adoption Notice of Decision.

- Please note: the ICPC administrator does not need additional foster or adoptive packet materials.
- The ICPC administrator will forward the final home study and foster family license to the sending state.

Record Checks

- The RRTS Contractor will complete all required record checks and follow the established procedures for record check evaluations when applicable.
- RRTS contractor is responsible for ensuring that results are obtained, and the Department is responsible for ensuring evaluations are completed, prior to licensure.

This protocol is effective 7/1/2023.