

April 17, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 23-39

This letter is to inform all parties involved with the Interstate Compact on Adoption and Medical Assistance (ICAMA) Program of the introduction of the ICAMA System, to be implemented for use by counties throughout California.



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

April 17, 2023

ALL COUNTY LETTER NO. 23-39

TO: ALL CDSS ADOPTION REGIONAL OFFICE MANAGERS
ALL COUNTY WELFARE DIRECTORS
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS
ALL COUNTY ADOPTION OFFICES
ALL INTERSTATE COMPACT ON ADOPTION AND MEDICAL
ASSISTANCE LIAISONS

SUBJECT: ASSOCIATION OF ADMINISTRATORS OF THE INTERSTATE
COMPACT ON ADOPTION AND MEDICAL ASSISTANCE
DATABASE – THE INTERSTATE COMPACT ON ADOPTION AND
MEDICAL ASSISTANCE SYSTEM

REFERENCE: [WELFARE AND INSTITUTIONS CODE SECTIONS 16170-16177;](#)
[ALL COUNTY INFORMATION NOTICE I-29-02;](#)
[WELFARE AND INSTITUTIONS CODE SECTION 16174](#)
[ASSOCIATION OF ADMINISTRATORS OF THE INTERSTATE](#)
[COMPACT ON ADOPTION AND MEDICAL ASSISTANCE STATE](#)
[RECIPROCITY LIST](#)

The purpose of this All County Letter (ACL) is to disseminate information and instructions to counties and other interested stakeholders regarding implementation and use of the national Association of Administrators of the Interstate Compact on Adoption and Medical Assistance (AAICAMA) database (ICAMA System), which was formerly known as the Blue Iron database. The ICAMA System provides real time exchange of information on eligibility, status of Medicaid cases, updated family/child contacts, and subsidy statuses for both Kinship/Guardianship Assistance Program (Kin-GAP) and Adoption Assistance Program (AAP) Medicaid cases.

The ICAMA System was implemented nationally on February 5, 2015, to support the efficient, effective, and secure transfer of medical assistance eligibility information between states, so that eligible children receive services without delay. Effective June 1, 2023, the ICAMA System will be utilized by California and California counties for all incoming and outgoing ICAMA requests. To gain access to the ICAMA System,

county staff will be required to attest that they will abide by ICAMA System user policy attached to this ACL. The ICAMA System will directly impact county welfare departments and California Department of Social Services (CDSS) regional adoption offices by replacing the existing paper-based forms process for all new ICAMA transaction requests. By using only one form for all ICAMA transactions and having the information housed in one location only to be accessed by verified State and county users, the process is both simplified and secure.

Pursuant to [Welfare and Institutions Code \(WIC\) section 16174](#), which discusses provisions to implement the proper administration of the compact, the ICAMA System will be implemented in California for use by all counties and CDSS regional adoption offices. To access and utilize the ICAMA System counties must follow the guidance issued in the attached AAICAMA ICAMA System User Agreement discussed below.

BACKGROUND

In May 2001, California became a member of the ICAMA. The ICAMA protects the interests of special needs children by ensuring the delivery of Medicaid and other post-adoption services to AAP and Kin-GAP eligible children when their families move across state lines. California joined the ICAMA under [WIC sections 16170-16177](#). The California State Legislature appointed the CDSS and the Department of Health Care Services (DHCS) as ICAMA co-compact administrators. State co-compact administrators work with the national AAICAMA, which facilitates the implementation of the compact for all member states in accordance with the AAICAMA bylaws, procedures, and forms.

California is a decentralized state, and the responsibility for administration of the ICAMA process has been delegated to each of the 58 county offices and six CDSS regional adoption offices.

PROCESS PRIOR TO THE INTERSTATE COMPACT ON ADOPTION AND MEDICAL ASSISTANCE SYSTEM

California uses the ICAMA 7.01 and ICAMA 7.5 forms for submitting Medicaid transfer requests and updates to existing Medicaid cases. These are referred to as “paper forms.” The use of paper forms will be phased out as each case opened on the ICAMA 7.01 form closes. Paper forms will continue to be used for ICAMA requests originally initiated with paper forms. Subsequently, all new cases and updates for those cases will be submitted through the ICAMA System on the ICAMA 7.00 form.

THE INTERSTATE COMPACT ON ADOPTION AND MEDICAL ASSISTANCE SYSTEM

The AAICAMA has adopted the ICAMA System to facilitate the transfer of information between states for establishment of medical benefits for children with adoption assistance agreements and federal guardianship assistance agreements. The implementation of the ICAMA System replaces the paper forms for all new ICAMA requests and updates for cases initially sent through the ICAMA System.

The ICAMA System is a secure server and custom database used to process the exchange of information between states for ICAMA cases. The ICAMA 7.00 form within the ICAMA System is used by states to exchange information on cases where a child receiving adoption assistance or Title IV-E guardianship assistance lives outside the Agreement State (AS). Electronic forms and workflow now operate in one package.

INTERSTATE COMPACT ON ADOPTION AND MEDICAL ASSISTANCE SYSTEM BENEFITS

- No faxing, mailing, or interstate emailing required, which will save time and make the ICAMA process more efficient for workers in California and other states processing ICAMA requests
- Will significantly reduce the issues with encrypted emails between California and other states which can cause delays in processing
- Will reduce time to process ICAMA requests since staff teleworking can immediately work on the request rather than wait to process when back in the office
- All exchange of information between the AS and the Receiving State (RS) done in a secure environment rather than by email or fax
- Reduces incomplete transactions as the 7.00 form within the ICAMA System has required fields and cannot be submitted without completion
- Auto-load FROM information field based on User Profile
- AAP and Kin-GAP agreements are submitted along with the 7.00 form within the ICAMA System as attachments with all forms available to print as needed
- Secure notification for incoming cases and existing case updates
- Comprehensive list maintained in real time of children coming to California
- Simple one-step process for response to AS that the Medi-Cal case has been opened
- Captures all ICAMA actions in one place

NET RESULTS

- Increased capacity to monitor all ICAMA transactions for cases coming to or from California

- More effective compliance with the ICAMA and State law
- Medical services activated more timely

RESPONSIBILITIES OF CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

As Co-Compact Administrator, the CDSS works with ICAMA officials in California and other states to facilitate the provision of public health care benefits and services for children who are AAP or Kin-GAP eligible. The CDSS also monitors and enforces compliance with ICAMA guidelines and procedures, provides training, serves as an information resource, and acts as a liaison for other states, California counties, adoptive families, and the AAICAMA.

RESPONSIBILITIES OF DEPARTMENT OF HEALTH CARE SERVICES

As Co-Compact Administrator, the DHCS confirms that for incoming cases, the child is Medi-Cal eligible and has the appropriate aid code by performing a file clearance in the Medi-Cal Eligibility Data System (MEDS). The DHCS will ensure that Medi-Cal eligibility is established and provide technical assistance for questions regarding Medi-Cal to California counties when needed.

RESPONSIBILITIES OF COUNTIES

A child who is eligible for Medicaid benefits based on the Title IV-E AAP or Kin-GAP agreement is automatically eligible to receive Medicaid in the RS. However, a child who receives state-funded AAP or Kin-GAP does not qualify for Medicaid in the receiving state unless that state has a reciprocal agreement with California to provide health care services ([State AAP reciprocity list](#)). No official list exists currently for state-funded Kin-GAP reciprocity. For more information regarding state-funded Kin-GAP reciprocity contact CDSS ICAMA at icama@dss.ca.gov. In the absence of such an agreement, the county should advise the family that the child will retain Medi-Cal eligibility to receive health care services from an out-of-state provider who is willing to accept payment under Medi-Cal.

For incoming cases, the counties are responsible for verifying eligibility, activating new Medi-Cal cases, updating the status of existing Medi-Cal cases, and providing notifications of action to families and agreement states.

For outgoing cases, the counties are responsible for providing requests for new Medicaid cases as well as status updates for existing cases to families and residence states.

For ICAMA cases where the transfer of Medicaid for an adopted child of an Indian tribe is involved, the county will collaborate with the tribe and CDSS to ensure the transfers are executed properly.

WORKFLOW FOR THE INTERSTATE COMPACT ON ADOPTION AND MEDICAL ASSISTANCE SYSTEM

INCOMING CASES

When a family moves from another state to California:

- The AS will enter the case into the ICAMA System.
- The CDSS will receive a notification from the ICAMA System that a new case or update to an existing case has been entered into the ICAMA System.
- The CDSS will create a PDF copy of the ICAMA referral (ICAMA 7.00 form and agreement) and send to both DHCS and the respective California county via email advising that a new case has been received in the ICAMA System and needs to be completed within 48-72 hours.
- The DHCS will verify Medi-Cal status to determine if a Medi-Cal case has previously been opened. If a Medi-Cal case has not been previously opened the county will open a new case and DHCS will monitor county activity to ensure this has taken place.
- The County will activate Medi-Cal for the case and update the ICAMA System to include the date of receipt.
- The County will notify the family via a Notice of Action advising that a Medi-Cal case has been opened.

OUTGOING CASES

When a family moves from California to another state:

- The California county or CDSS regional adoption office in which the AAP or Kin-GAP agreement was executed will enter the new case into the ICAMA System, including uploading a copy of the AAP or KinGAP agreement.
- The RS will automatically receive a notification from the ICAMA System that there is an update to an existing case or a new case to have Medicaid opened.
 - The ICAMA System does not generate notifications for outgoing transactions. The CDSS ICAMA Compact Administrators monitor the ICAMA System daily for new outgoing cases. Updates to outgoing 7.00 forms do not show up on our lists. The counties will provide to CDSS compact administrators, either an email stating a child - by name and last 4 digits of the social security number – has had their case updated, or a copy of the updated 7.00 form for State level tracking.

INTERSTATE COMPACT ON ADOPTION AND MEDICAL ASSISTANCE SYSTEM ACCESS

LEVELS OF ACCESS

- The levels of access to the database have been divided into two groups, State Level and County Level. Each group will have a set role defined as follows:
 1. **State Level** – The CDSS will have the ability to access any page or feature of the ICAMA System, manage users, change access levels, and edit information on outgoing ICAMA 7.00 forms. The CDSS also has access to view all cases coming into and leaving the State.
 2. **County Level** – County users will have the ability to input and update outgoing cases and access incoming cases for Medi-Cal activation.

ADD USER

A county may designate as many users as needed to access the database. All ICAMA System user requests should be routed to CDSS, who will log and submit the requests to AAICAMA on behalf of the counties. To receive user access:

- Send an email to the CDSS ICAMA mailbox icama@dss.ca.gov with the Subject: **New User for ICAMA System**.
- In the request, please include the signed AAICAMA ICAMA System User Policy Agreement (see attached) which includes the user's name and title, ICAMA System user ID (state or county issued email address), county, signature, and date. Please identify if the user is the primary liaison for the county.
 - Electronic signatures are accepted for the user policy agreement.
- Once the user ID has been established by AAICAMA in the ICAMA System, an email will be sent directly to county staff with login instructions.

DELETE USER

The CDSS should be contacted as soon as a user's access is no longer needed. To delete a user's access:

- Send an email to the CDSS ICAMA mailbox icama@dss.ca.gov with the Subject: **Delete User for ICAMA System**.
- In the request, please include the user's name, email address, county, and identify if user was a liaison for the county.

**INTERSTATE COMPACT ON ADOPTION AND MEDICAL ASSISTANCE SYSTEM
TRAINING**

The CDSS will contact all designated users to schedule virtual training sessions on how to access and use the ICAMA System within California. These virtual training sessions will include live demonstrations as well as a Power Point presentation. Power Point training presentations will be posted to the CDSS website for future reference. Requests for additional or ongoing training may be sent via email to the CDSS ICAMA inbox at icama@dss.ca.gov.

If you have any questions or need additional guidance regarding the information in this letter, contact the CDSS Adoption Services Branch at (833) 421-8511 or at icama@dss.ca.gov.

Sincerely,

Original Document Signed By

ANGIE SCHWARTZ
Deputy Director
Children and Family Services Division

Attachment

cc: All Title IV-E Tribes
All Federally Recognized Tribes

**The Association of Administrators of the Interstate Compact on
Adoption and Medical Assistance®**



ICAMA System User Policy Agreement

In 2012 the Association of Administrators of the Interstate Compact on Adoption and Medical Assistance (AAICAMA) implemented a more secure and efficient interstate exchange of the information required to administer the Interstate Compact on Adoption and Medical Assistance (ICAMA). This exchange became the ICAMA System. The ICAMA System provides the Agreement State and Residence State staff access to the data elements collected by AAICAMA and to any changes to the data made by either state.

The data elements collected are:

State Information

- Date requested for Medicaid opening
- Date Medicaid closed in current Residence State
- Agreement State (AS) ICAMA System User (User) information (address, email, etc.)
- Residence State (RS) ICAMA Contact User (User) information (address, email, etc.)
- AS extends eligibility past age 18 (Adoption or Guardianship Assistance)
- Adoption finalized/dissolved
- Child enters Foster Care (AS or RS)
- Closing Medicaid (AS or RS)
- Medicaid opened (RS)
- RS approves/denies extension of Medicaid past age 18 Non-Title IV-E Adoption Assistance (State-funded)

Child Information

- Child's legal name
- Social Security Number (the SSN associated with the child's legal name assigned by the Social Security Administration)
- Child's date of birth
- Gender/Ethnicity
- Basis of Medicaid eligibility (Title IV-E Adoption Assistance, Title IV-E GAP, Non-Title IV-E Adoption Assistance (State-funded))

Parent/Guardian Information

- Child not residing with adoptive parent/guardian (residential treatment, school, temporary absence, other)
- Adoptive parent/Guardian name
- Parent/Guardian address in new/current Residence State (RS)
- Previous address (if applicable)
- Parent/Guardian phone
- Parent/Guardian email

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ICAMA System User Policy Agreement

Most security incidents involve human error, and no form of data is completely safe. To promote security, the Association directs states not to print any document that contains Personally Identifiable Information (PII) to include Social Security Numbers, children's names, or birth dates. AAICAMA developed the following User Policy for the ICAMA System.

ICAMA System User Policy

All confidential and personal information shall be protected. Confidential and personal information is defined as any data element in the ICAMA System.

Only authorized Users designated by their State Compact Administrator and registered as a User of the ICAMA System are permitted access to the ICAMA System. State Compact Administrators must submit the required Add/Delete User Form to register or delete a User.

Users of the ICAMA System must use the ICAMA System to transfer PII. States not using the ICAMA System are required to take all steps necessary to protect PII from unauthorized access. Downloaded documents must be stored on a secure system. Any data sent via email must be via an encrypted system. PII must not be shared with any individual or agency who has not been authorized by a State to have access to such information.

Users shall access the ICAMA System using only their State-issued computer and internet. The hardware and internet access security levels are those defined by the State of the registered User. User passwords must be kept secure and unavailable to anyone except the registered User who created it.

The State Compact Administrator must immediately notify the Association of any User who should no longer have access to the ICAMA System and no later than two (2) workdays after it is determined that the User should be denied access to the System.

AAICAMA does not assume responsibility for errors or omissions in the data supplied by Users. AAICAMA reserves the right to terminate a User account without prior notice if there is evidence of misuse.

The Association takes no responsibility for a compromise to PII that is the result of a violation of this User Policy. Reports of violation of this User Policy are to be reported immediately to the AAICAMA National Office. Attn: AAICAMA IT Program Manager, Scott Boyle. Email: SBoyle@aaicama.org.

The Association of Administrators of the Interstate Compact on
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ICAMA System User Policy Agreement

By signing this document, I affirm that I understand and accept the ICAMA System User Policy terms and conditions. Typing my name serves as an electronic signature and indicates my acceptance of the terms of the ICAMA System User Policy Agreement.

Name	
Title	
County	
ICAMA User ID¹	

Signature _____ Date _____

California requires that the above information be completed by all California staff who access the ICAMA System.

A signed copy of this form must be submitted to the California Department of Social Services by email to ICAMA@dss.ca.gov, Subject: **New User for ICAMA System**.

¹ ICAMA User ID must be a State or County issued email address.