REFUGEE ARRIVALS DATA SYSTEM
Refugee Data Submission System for Formula Funds Allocations

Prepared For:

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GENERAL DYNAMICS
Information Technology

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1. ORR-SSA Overview

The purpose of the Refugee Data Submission System for Formula Funds Allocations (ORR-SSA) process is to submit Asylee, Entrant, and Secondary Migrant data. Users will upload files and the file data will be stored directly in the ORR-SSA database. Upon upload, the ORR-SSA will validate each file and provide feedback to the user. This document will detail the following application processes:
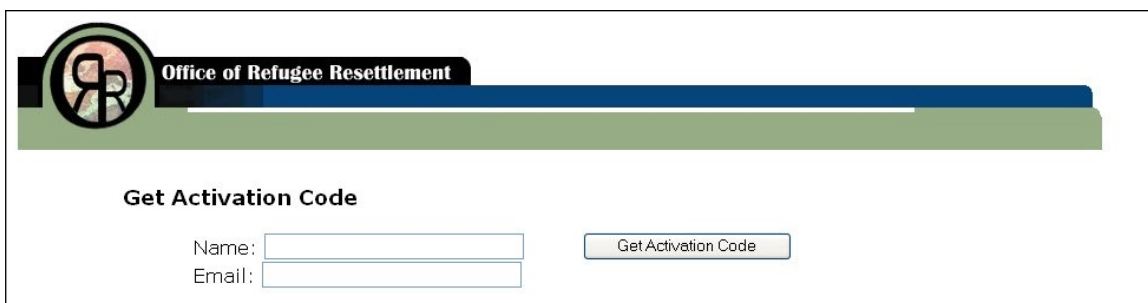
- **Site Registration:** The steps required for the users to obtain access and create a profile for the ORR-SSA site.
- **Logging on to the System:** After registering, the user will enter the necessary credentials to access the application.
- **File Upload:** Asylee, Entrant, and Secondary Migrant files are loaded into the ORR-SSA site.
- **File Validation:** The files will be validated for format (i.e., proper date format). The files that cannot be validated due to an error must be corrected and reloaded into the site.
- **Data Matching:** Once the submission period expires, the Asylee, Entrant, and Secondary Migrant files are matched against database records for authentication.
- **Reporting:** After the Matching process is complete; the user may view and generate reports for each file upload.

2. Site Registration

To access ORR-SSA for the first time, the user must be granted access to the site. The following Registration process describes how to gain access and setup a profile in the RADS-SSA website.

2.1. Get Activation Code

An email will be sent to the user that contains a link to the ORR-SSA Get Activation Code page. The Get Activation Code page allows the user to request a code to register and access the ORR-SSA website. To request the code, the user will enter their name and email address and then press the Get Activation Code button. Only email addresses previously provided by ORR will be accepted.
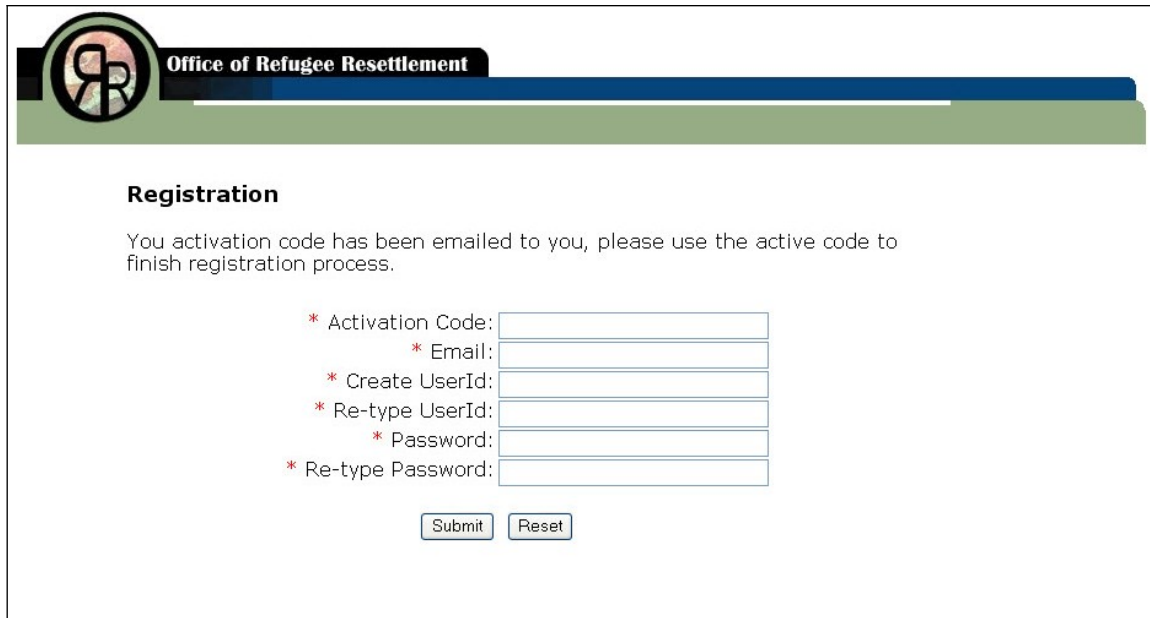

ORR-SSA Get Activation Code Page

An automated email will be sent to the user that contains the activation code and a link to register on the ORR-SSA website. The user will have approximately one hour to register on the website before the code will expire. After one hour, the user must request another activation code from the ORR-SSA Activation Code page.

2.2. ORR-SSA Site Registration

In the Activation Code email, click on the provided Registration link. This will display the ORR-SSA Registration page.

ORR-SSA Registration Page

On the Registration page, enter the following information. Please note that the fields with a red star (*) are required field:

1. In the **Activation Code** field, enter the code from the Activation Code email
2. In the **Email** field, enter the email address that was used to receive the Activation Code email
3. In the **Create UserId** field, enter an unique name that contains at least six (6) alphanumeric characters
4. In the **Re-type UserId** field, enter the same UserId as entered in the Create UserId field above
5. In the **Password** field, enter a password. The password must be between 8 and 16 characters, contain at least one lower case letter, one upper case letter, one number, and one special character (e.g. !, @, #, etc).
6. In the **Re-Type Password** field, enter the same password as entered in the Password field above
7. When the fields are populated, click the Submit button to complete the Registration process. The user will be directed to the ORR-SSA Main page.

3. Accessing the ORR-SSA

Upon successful registration, the user will be directed to the ORR-SSA Main page. For subsequent logins, the user will access the ORR-SSA website by typing https://orr.gdit.com into an Internet browser. This will also display the ORR-SSA Main page.
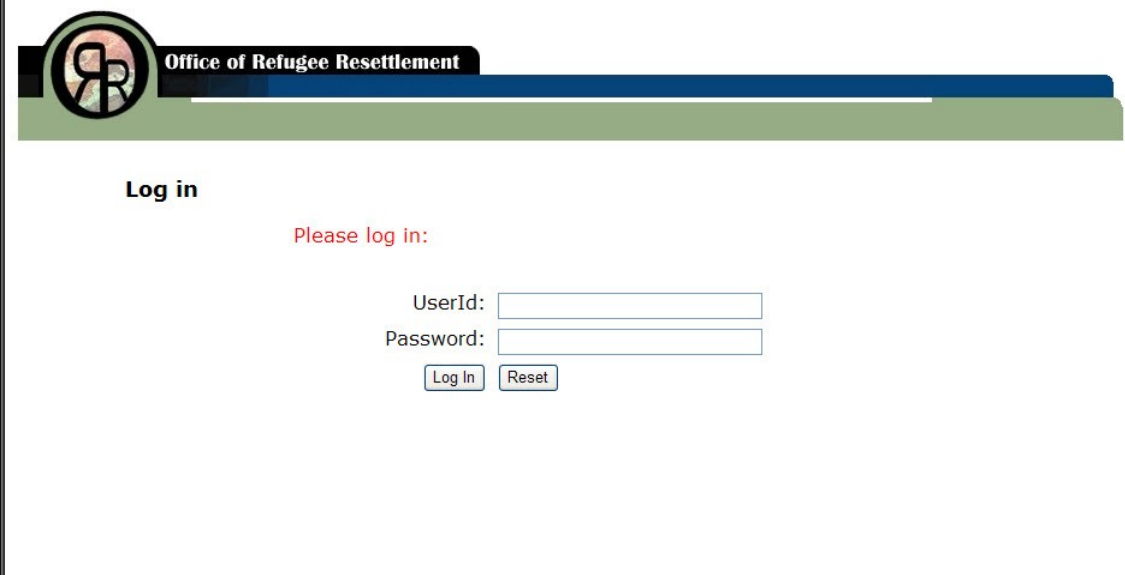
3.1. ORR-SSA Main Page

The ORR-SSA Main page states that this website is only for official ORR use and that only authorized users may access the system. If the user is an authorized user, click the Proceed button. This will direct the user to the ORR-SSA Log In page.
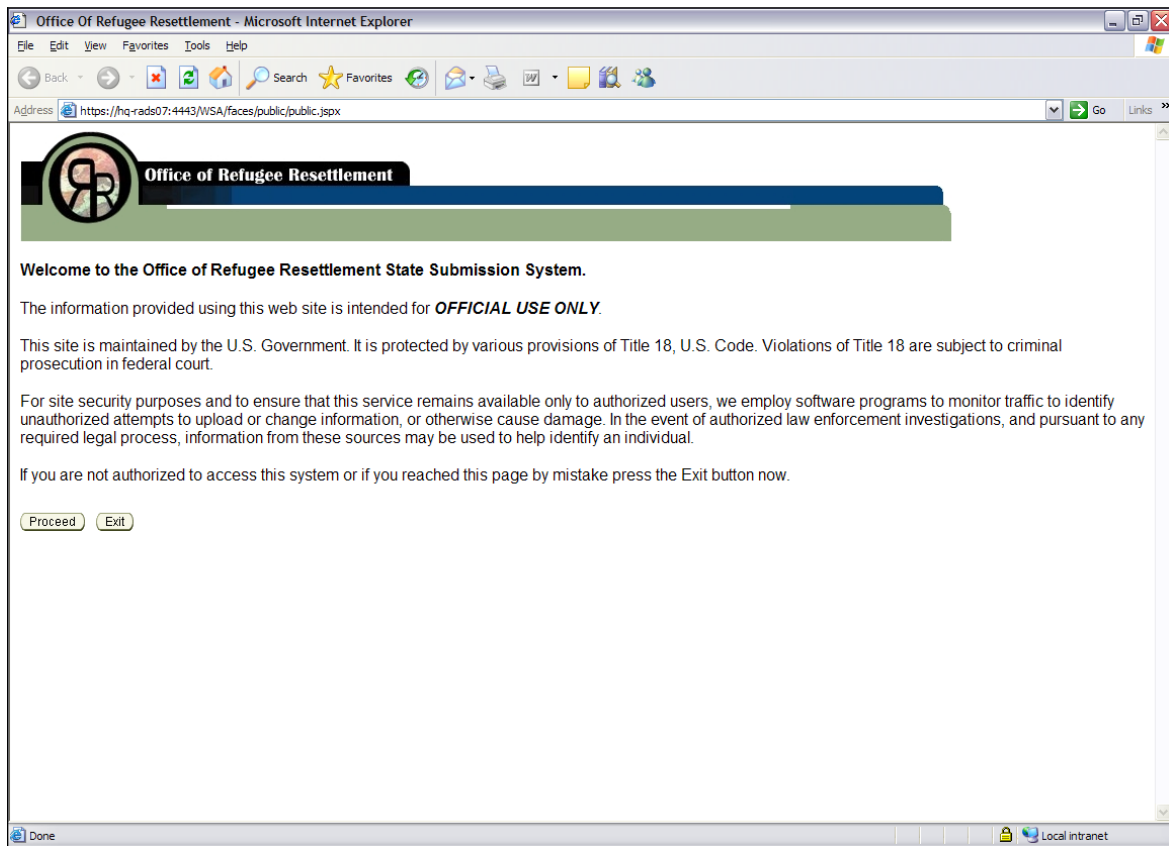
ORR-SSA Main Page

3.2. ORR-SSA Log In Page

The ORR-SSA Log In page requires the user to log in prior to entering the system.
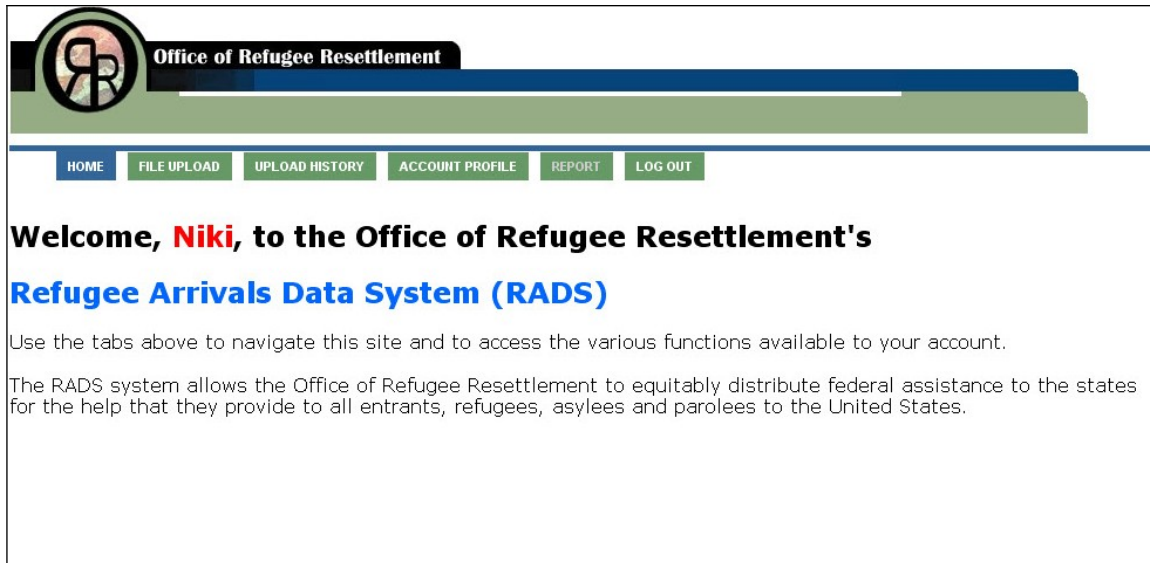
ORR-SSA Log On Page

The user will enter the following information:

1. In the **UserId** field, enter the user name that was created during registration.
2. In the **Password** field, enter the user's password. The password must be between 8 and 16 characters, contain at least one lower case letter, one upper case letter, one number, and one special character (e.g. !, @, #, etc).
3. Then click on the Login button. The user will be directed to the ORR-SSA Home page.

3.3. ORR-SSA Home Page

The ORR-SSA Home page is the main page for the ORR-SSA website. This Home page allows the user to access the tabs and links based on the rights to the user's account. On the right of the page, the Context Sensitive Help box provides helpful information based on the features or functionality that the user is accessing.

ORR-SSA Home Page

The user may select one of the following menu tabs:

- **Home** – To direct back to this Home page
- **File Upload** – To upload Asylee, Entrant, and Secondary Migrant files
- **Upload History** – To check the history and status of an uploaded files
- **Account Profile** – To update passwords and phone numbers
- **Report** – To view a set of reports based on the matching results of the uploaded data.
- **Log Out** – To log out and exit the website. The user is directed to the Main page that displays a message that the user has logged out. To re-enter, the user must log back in.
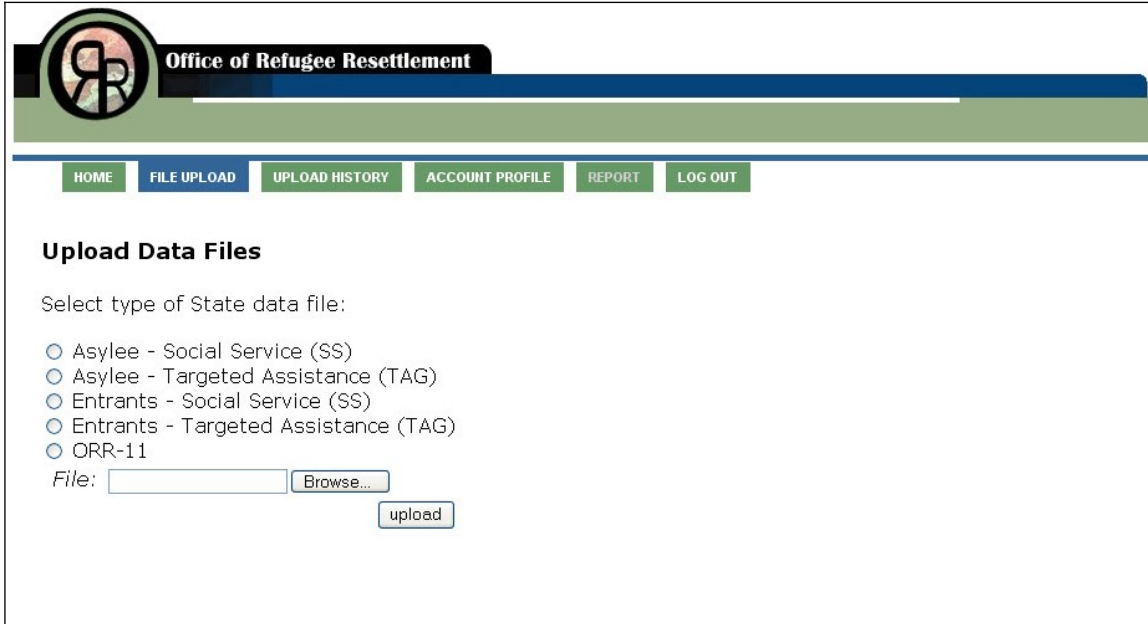
Log Out Message

4. ORR-SSA File Upload

The ORR-SSA File Upload page allows the user to upload Asylee, Entrant, or ORR-11 files

ORR-SSA File Upload Page

4.1. Uploading Files

To upload a file, the user will perform the following steps:
1. Select the State Data file to upload from the following list:
    o   Asylee - Social Service (SS)
    o   Asylee - Targeted Assistance (TAG)
    o   Entrant - Social Service (SS)
    o   Entrant - Targeted Assistance (TAG)
    o   Secondary Migrant
2. To select the file to upload to ORR-SSA, click the Browse button. A browse window will open.
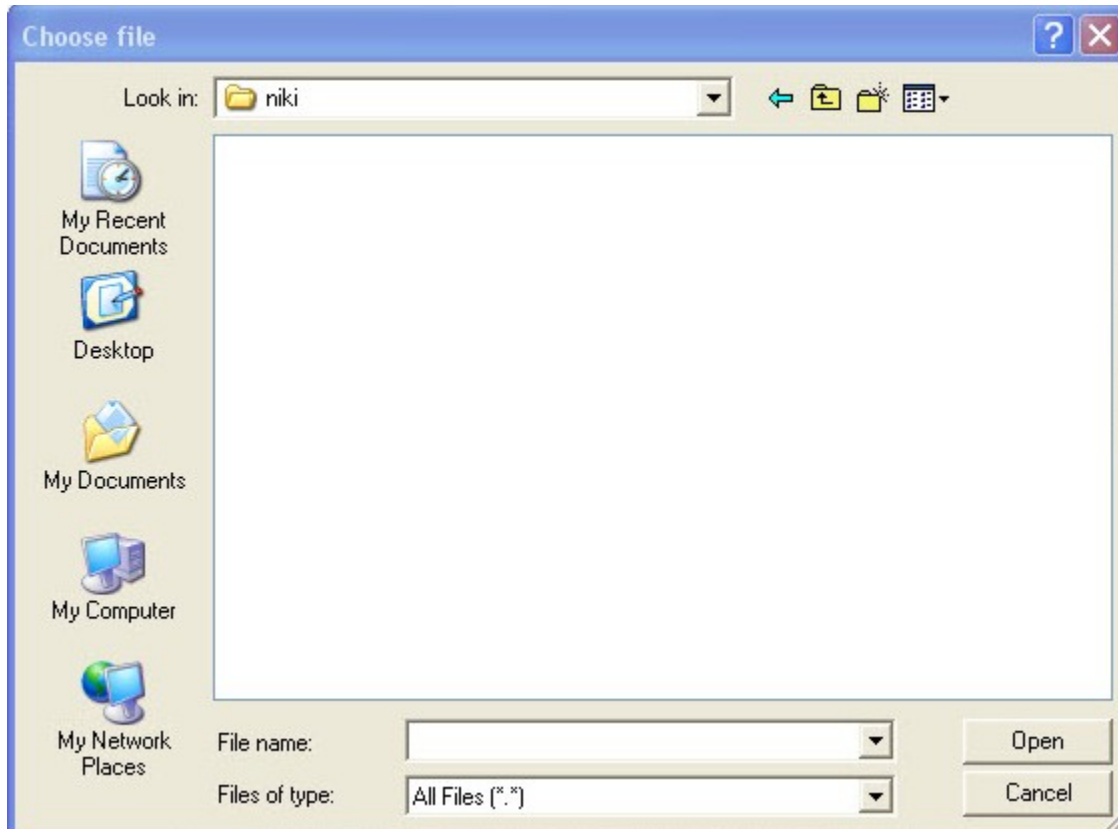
Browse Page

3. Click on the specific file and click on the Open button. The browse window will close.
4. On the File Upload page, the File field will display the file path and name.
5. Click the Upload button to start the file upload. When the Upload process is complete, a message will display on the page stating the Upload process is complete and prompting the user to start the Validation process.

Upload Complete Message

6. To start the Validation process, press the Continue Validation button. After the file is uploaded, the file's data format and content will be validated against a pre-defined set of requirements.

Validating...

This may take several minutes, please wait and don't hit the Back button or close the browser.
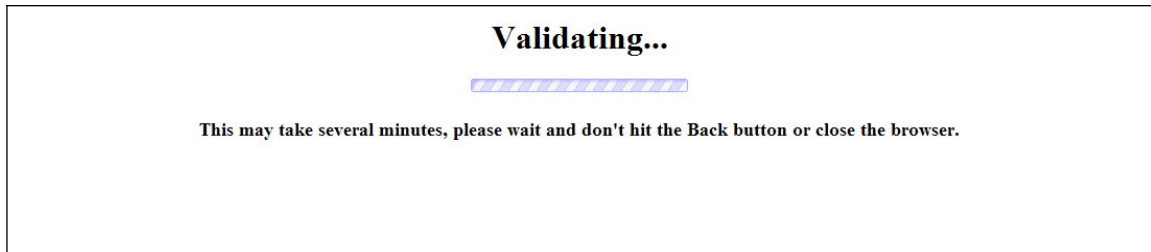
Validation Message

7. When complete the user will be redirected to the File Upload History Page.

8. To re-upload a file that has already been successfully uploaded, perform the Upload File process above. A message box will display asking if the user wants to overwrite the previously uploaded file.

Microsoft Internet Explorer

? The Asylee SS has been previously uploaded and validated successfully. Are you sure you want to overwrite the file

.
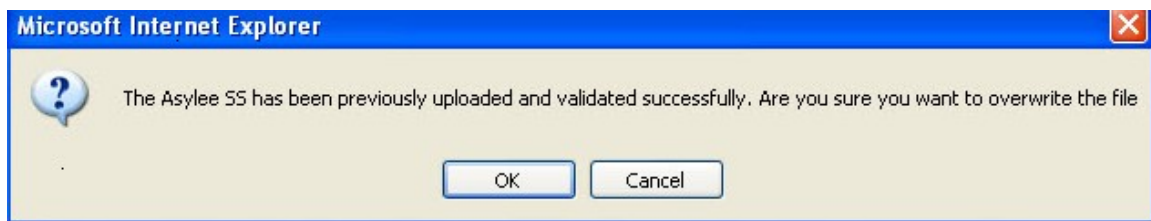
[OK]   [Cancel]

Overwrite Uploaded File Message

9. On the message box, click the OK button to upload the new file. To cancel the process click the Cancel button.

5. ORR-SSA Upload History Page

ORR-SSA maintains a history of every file uploaded and/or removed. A user cannot upload more than one of the same type of file at a time.

ORR-SSA File Upload History Page

The File Upload History table consists of the following columns:

- File Name – The name of the file that has been uploaded.
- Upload Date – The date and time the file was uploaded.
- Uploaded By – The name of the user who uploaded the file.
- File Type – The type of files that have been uploaded.
- Status – The status of the uploaded file.
    a. **Uploaded**—The file has been uploaded but has not been validated. The user may press the Validate button to begin the validation process.
    b. **Validating** – The file has been uploaded and is in the process of validation
    c. **Success** – The file has been successfully uploaded and validated
    d. **Failed** – The file did not successfully validate. To view the error descriptions, click on the Failed status link.
        i. When the user clicks on a Failed status link, the Error Summary page will display
        ii. The Error Summary will display a line by line account for the reason the file did not pass validation, not to exceed 200 errors
        iii. Use the Error Summary page as a guide to correct the original file and repeat the File upload.

e. **Overwrite** – The first file successfully uploaded and validated but a new or updated file has been uploaded, which overwrites the previously submitted file.

f. **Processed** – The file has been successfully matched and at this time, no changes to the file are allowed.

6. ORR-SSA Error Summary Page

The ORR-SSA Error Summary page displays when the user selects a file that was unable to validate. This page can only be accessed from the Upload History page.

ORR-SSA Error Summary Page

The Error Summary table consists of a line by line description for why the file was unable to validate:

- **Error Description**: A brief description about the error
- **Row Number**: The row number in which the error is located
- **Column Name**: The name of the column in which the error is located
- **Column Value**: The incorrect value that is currently not passing validation
- **Sheet Name**: The sheet name on which the error is located

The Error Page will not show more than 200 errors. There might be more than 200 errors on the file but only the first 200 will be displayed on the Error Page.

7. ORR-SSA Account Profile Page

The ORR-SSA Account Profile page allows users to change profile information such as a password and phone number. This Account Profile page will display the user's Username, full name, and state.

Account Profile Page

The user may change the following information:

- To **change a password**, in the Current Password field, the user must enter their current password. Then in the New Password field, enter a new password that has not been previously used. In the Confirm New Password, enter the new password again.
- To **update or add a phone number**, in the Phone Number field, enter a phone number

When the changes are complete, click the Save button.

8. ORR-SSA Matching Process

The ORR-SSA Matching is a back-end process which authenticates the file data. There are no actions performed by the user. The Matching process occurs after the submission period has closed. The file's data will be matched against the data in the RADS database. When the Matching process is complete, reports will be generated for the user to view.

9. ORR-SSA Reports

The ORR-SSA Reports page allows the user to view in report format the matching results of the data uploaded. For the Reports page, users are able to view reports from the past several fiscal years.

Please note that this reporting functionality will not be available until after the matching process is complete, several weeks after users upload the data.

1. Select a file format to view the report in. The user may select from the following formats:
    * HTML
    * PDF

2. A list of reports display for the corresponding fiscal year. To select a report, click on the link of the report name and the report will display in the web browser. The user may select from the following reports:
    * ORR 0100 – Secondary Migrant Results
    * ORR 0110 – Secondary Migrant Detail
    * ORR 0200 – State Entrant Submissions—Summary
    * ORR 0210 – State Entrant Submissions—Detailed
    * ORR 0300 – Social Services State Asylee Submissions—Detailed
    * ORR 0320 – Social Services State Asylee Submissions—Summary
    * ORR 0400 – Targeted Assistance State Asylee Submissions—Detailed
    * ORR 0420 – Targeted Assistance State Asylee Submissions—Summary

Sections 9.1, 9.2, 9.3, and 9.4 provide a graphic example of each report

9.1. Secondary Migrant Reports

Secondary Migrant Report 0100 – Migration Result

ORR-11 Migration Result Report
Fiscal Year Ending 2007

State	Migration into State	Migration Out of State	Total
VIRGINIA	500	450	50

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Secondary Migrant –Migration Result Report Example

Secondary Migrant Report 0110–Detail

ORR-11 Detail
Fiscal Year Ending 2007

State Name: VIRGINIA

Records Submitted	Distinct Records Submitted		Records W/ Valid Migration
879	860	829	50

Alien Number Does Not Exist.	200
Alien Number Exists but Arrived Outside of Dates Allowed.	17
Alien Number Exists but Identification Can not be Establish Based on Name or Birth Date.	3
Alien Number Exists but was Initially Resettled in : VIRGINIA.	508
Person has been Claimed by Two or More States.	86
Submission is an Asylee.	15
Submission is an VISA 92 Asylee.	0

Report Totals:

879	860	829	50

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Secondary Migrant –Detail Report Example

9.2. Entrant Reports

Entrant Report 0200–State Entrant Submissions—Summary

State Entrant Submissions - Summary
Fiscal Year Ending 2007

File Name	Not a Valid New Entrant Record	Valid New Entrant Record	Total
VIRGINIA			
VAENTRANTSSFY08.xls	75		442
VAENTRANTTAGFY08.xls	129		263
Report Total:	**204**		**705**

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State Entrant Submissions—Summary Report Example

Entrant Report 0210–State Entrant Submissions—Detailed

Fiscal Year Ending 2007

File Name	Not a Valid New Entrant Record	Valid New Entrant Record	Total Records
VIRGINIA			
VAENTRANTSSFY08.xls		**15**	**197**
Person has been Claimed by Two or More States.			64
Record Already Exists in Arrivals Table.			116
Unable to Verify Record Against any Data Source.			2
VAENTRANTTAGFY08.xls		**23**	**150**
Person has been Claimed by Two or More States.			74
Record Already Exists in Arrivals Table.			31
Record is an Asylee.			6
Unable to Verify Record Against any Data Source.			16
Report Totals:	**309**	**38**	**347**

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State Entrant Submissions—Detailed Report Example

9.3. Social Services Reports

Social Services Report 0300–Social Services State Asylee Submissions—Detailed

Social Services State Asylee Submissions - Detailed
Fiscal Year Ending 2007

VIRGINIA

Non Verifed Records	Verified Records		Total Records
152	150		302

Alien Number is an Asylee but Submission Could not be Matched Based on Name and Birth Date.	1
Person has been Claimed by Two or More States.	24
Submission is a Refugee.	14
Submission is a Visa 92 Asylee, but Grant Date Falls Outside of Applicable Range.	7
Submission is an Asylee, but Grant Date Falls Outside of Applicable Range.	7
Submission is an EOIR Asylum Applicant.	3
Submission is an Entrant.	1
Will not be considered; Submission is ineligible status	18
Will not be considered; asylum applicant with work authorization.	34
Will not be considered; pending classification code, cannot determine eligibility	22
Will not be considered; status unknown, eligibility cannot be determined	21
Report Total **152**	**150** **302**

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Social Services State Asylee Submissions—Detailed Report Example

Social Services Report 0320–Social Services State Asylee Submissions—Summary

Fiscal Year Ending 2007

File Name	Non Verifed	Verified	Total
VIRGINIA			
VAFY08SS.xls	152	150	302
Report Total:	**152**	**150**	**302**

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Social Services State Asylee Submissions—Summary Report Example

9.4. Targeted Assistance Reports

Targeted Assistance Report 0400: Targeted Assistance State Asylee Submissions—Detailed

Targeted Assistance State Asylee Submissions - Detailed Fiscal Year Ending 2007			
VIRGINIA	Non Verified Records	Verified Records	Total Records
VAFY08TA.xls			
COUNTY	**15**	**54**	**69**
Person has been Claimed by Two or More States.			3
Will not be considered; Submission is ineligible status			2
Will not be considered; asylum applicant with work authorization.			4
Will not be considered; pending classification code, cannot determine eligibility			6
COUNTY	**6**	**11**	**17**
Person has been Claimed by Two or More States.			1
Submission is an Asylee, but Grant Date Falls Outside of Applicable Range.			2
Will not be considered; Submission is ineligible status			3
COUNTY	**33**	**120**	**153**
Alien Number is an Asylee but Submission Could not be Matched Based on Name and Birth Date.			1
Person has been Claimed by Two or More States.			8
Submission is a Refugee.			3
Submission is an Entrant.			1
Will not be considered; Submission is ineligible status			6
Will not be considered; asylum applicant with work authorization.			4
Will not be considered; pending classification code, cannot determine eligibility			9
COLUNTY	**14**	**25**	**39**
Alien Number is an Asylee but Submission Could not be Matched Based on Name and Birth Date.			5
Person has been Claimed by Two or More States.			9

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COUNTY (CITY)	**6**	**8**	**14**
Will not be considered; Submission is ineligible status			6
Report Total	**71**	**218**	**289**

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Targeted Assistance State Asylee Submissions—Detailed Report Example

Targeted Assistance Report 0420: Targeted Assistance State Asylee Submissions—
Summary

Targeted Assistance State Asylee Submissions - Summary
Fiscal Year Ending 2007

VIRGINIA
VAFY08TA.xls

County Name	Non Verified	Verified	Total
COUNTY	5	14	19
COUNTY (CITY)	17	2	19
COUNTY	36	95	131
COUNTY (CITY)	0	15	15
State Sub Totals:	**58**	**126**	**184**

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Targeted Assistance State Asylee Submissions—Summary Report Example