REFUGEE ARRIVALS DATA SYSTEM

Refugee Data Submission System for Formula Funds Allocations



Prepared For:

Office of Refugee Resettlement Administration for Children and Families U.S. Department of Health & Human Services Aerospace Building 901 D Street, SW Washington, DC 20447

GENERAL DYNAMICS Information Technology

Table of Contents

1. ORR-SSA Overview	1
2. Site Registration	1
2.1. Get Activation Code	1
2.2. ORR-SSA Site Registration	2
3. Accessing the ORR-SSA	3
3.1. ORR-SSA Main Page	3
3.2. ORR-SSA Log In Page	4
3.3. ORR-SSA Home Page	4
4. ORR-SSA File Upload	6
4.1. Uploading Files	6
5. ORR-SSA Upload History Page	9
6. ORR-SSA Error Summary Page	11
7. ORR-SSA Account Profile Page	12
8. ORR-SSA Matching Process.	13
9. ORR-SSA Reports.	13
9.1. ORR-11 Reports	14
9.2. Entrant Reports	15
9.3. Social Services Reports	16
9.4. Targeted Assistance Reports	17
÷ .	

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.

Get Activation Code

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.

Office of Refugee Resettlement	
Registration	
You activation code has been emaile finish registration process.	ed to you, please use the active code to
* Activation Code:	
* Email:	
* Create UserId:	
* Re-type Oseria:	
* Re-type Password:	
Submit	Reset

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 <u>https://orr.gdit.com</u> into an Internet browser. This will also display the ORR-SSA Main page.

3.1. ORR-SSA Main Page

For the sources, information from these sources may be used to help identify an individual.	Ø Office Of Refugee Resettlement - Microsoft Internet Explorer	-	PX
	Elle Edit View Favorites Tools Help		
Agente in https://document.com/	🕲 Back - 🕥 - 💌 🖻 🏠 🔎 Search 📌 Favorites 🍪 😥 - 🌺 😥 - 🔲 🎇 🖏		
Conception of the	Address 🕘 https://hq-rads07:4443/WSA/faces/public/jspx	💌 🏓 Go	Links »
Welcome to the Office of Refugee Resettlement State Submission System. The information provided using this web site is intended for OFFICIAL USE ONLY. This site is maintained by the U.S. Government. It is protected by various provisions of Title 18, U.S. Code. Violations of Title 18 are subject to criminal provised attempts to upload or change information, or otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual. If you are not authorized to access this system or if you reached this page by mistake press the Exit button now. Proceed Exit	Office of Refugee Resettlement		
The information provided using this web site is intended for OFFICIAL USE ONLY. This site is maintained by the U.S. Government. It is protected by various provisions of Title 18, U.S. Code. Violations of Title 18 are subject to criminal prosecution in federal court. For site security purposes and to ensure that this service remains available only to authorized users, we employ software programs to monitor traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual. If you are not authorized to access this system or if you reached this page by mistake press the Exit button now. Proceed Exit	Welcome to the Office of Refugee Resettlement State Submission System.		
This site is maintained by the U.S. Government. It is protected by various provisions of Title 18, U.S. Code. Violations of Title 18 are subject to criminal prosecution in federal court. For site security purposes and to ensure that this service remains available only to authorized users, we employ software programs to monitor traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual. If you are not authorized to access this system or if you reached this page by mistake press the Exit button now. Proceed Ent	The information provided using this web site is intended for OFFICIAL USE ONLY .		
For site security purposes and to ensure that this service remains available only to authorized users, we employ software programs to monitor traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual. If you are not authorized to access this system or if you reached this page by mistake press the Exit button now. Proceed Exit	This site is maintained by the U.S. Government. It is protected by various provisions of Title 18, U.S. Code. Violations of Title 18 are su prosecution in federal court.	bject to criminal	
If you are not authorized to access this system or if you reached this page by mistake press the Exit button now. Proceed Exit Done Done	For site security purposes and to ensure that this service remains available only to authorized users, we employ software programs to unauthorized attempts to upload or change information, or otherwise cause damage. In the event of authorized law enforcement investige required legal process, information from these sources may be used to help identify an individual.	monitor traffic to identify gations, and pursuant to	any
Proceed Ext	If you are not authorized to access this system or if you reached this page by mistake press the Exit button now.		
Done	(Proceed) (Exit)		
Done			~
	Done Done	🔒 🧐 Local intranet	

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.

Office of	Refugee Resettlement	
Log in		
	Please log in:	
	UserId:	
	Password:	
	Log In Reset	

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.



4. ORR-SSA File Upload

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

Office of Refugee Resettlement
HOME FILE UPLOAD UPLOAD HISTORY ACCOUNT PROFILE REPORT LOG OUT
Upload Data Files
Select type of State data file:
 Asylee - Social Service (SS) Asylee - Targeted Assistance (TAG) Entrants - Social Service (SS) Entrants - Targeted Assistance (TAG) ORR-11 File: Browse
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:
 - Asylee Social Service (SS)
 - o Asylee Targeted Assistance (TAG)
 - **o** Entrant Social Service (SS)
 - 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.

Choose file					? 🗙
Look in:	iki 🔁		-	🗢 🗈 💣 🎫	
My Recent Documents Desktop					
My Documents					
My Computer					
		1000			
My Network Places	File name:			-	Open
	Files of type:	All Files (*.*)		•	Cancel

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.

File has been successfully uploaded, please click continue validation button to validate file.	
Continue Validation	

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 predefined 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.

Microsof	ft Internet Explorer 🛛 🔀
2	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.

OME FILE UPLOAD UP	LOAD HISTORY ACCOUNT	PROFILE REPORT	LOG OUT		
	File Uploa	ad History			
Use t	his form to view erro	ors on prior uplo	baded files.		
File Name	Upload Date	Uploaded By	File Type	Status	
Sample Asylee.xls	12/27/0008 12:00	sallymeisally	Asylee - SS	Overwrite	
Sample Asylee.xls	01/04/0009 12:00	sallymeisally	Asylee - TAG	Success	
				Uploaded	
Sample Entrant.xls	01/05/0009 12:00	sallymeisally	Ent - SS	validate	

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.

HOME FILE UPLOAD	IPLOAD HISTORY	ACCOUNT PROFILE	REPORT LOG	ουτ	
Use th	File	Information	n ile information.	_	
	State Nam File Ty	ne:Virginia (p:Asylee - tai	rgeted Assistan	ce(TAG)	
	Unloaded F	By:State User	gotod / iobioton		
	Inloaded Dat	te Virginia			
	Error cou	nt·A			
Error Summary:	Enor cour	10.7			
Error Description	Row Number	Column Name	Column Value	Sheet Name	
DOB is not in valid format.	4	Date of Birth	5-21-81	Asylee TAG	
DOB is not in valid format.	4	Date of Birth	5-21-81	Asylee TAG	
DOB is missing.	23	Date of Birth		Asylee TAG	
Grant date is not in valid format	34	Grant Date	19/2/05	Asylee TAG	

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.

Office of Refugee Resettlement
Account Profile
Use this form to update account information such as passwords and contact info
UserId: [userid]
Name: [name]
State: [state]
Current password:
New password:
Confirm new password:
Phone number:
Save

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

Secondary Migrant Report 0100 – Migration Result

	ORR-11 Fiscal	Migration Result Repo Year Ending 2007	ort
^{State} VIRGINIA		Migration into State 500	Migration Out of State Tota 450 50
12/23/08 8:56 AM	REP 0100		Page 1 of 1

Secondary Migrant – Migration Result Report Example

Secondary Migrant Report 0110–Detail

		ORR-11 De	tail	
	Fis	scal Year Endin	g 2007	
State Name:VIRC	GINIA			
Records Submitted	Distinct Reco	ords Submitted		Records W/ Valid Migration
	879	860	829	50
Alien Number Does Not Exist.				200
Alien Number Exists but Arrived O	utside of Dates Alle	owed.		17
Alien Number Exists but Identificat	ion Can not be Est	ablish Based on Nam	e or Birth Date.	3
Alien Number Exists but was Initial	ly Resettled in : VI	RGINIA.		508
Person has been Claimed by Two o	r More States.			86
Submission is an Asylee.				15
Submission is an VISA 92 Asylee.				0
R	eport Totals:			
879		860	829	50
12/23/08 9:01 AM		REP	0110	Page 1 of 1

Secondary Migrant – Detail Report Example

9.2. Entrant Reports

Entrant Report 0200–State Entrant Submissions—Summary

File Name VIPCINIA	Not a Valid New Entrant Record	Valid New Entrant Record	Total
VAENTRANTSSFY08.xls	75		442
VAENTRANTTAGFY08.xls	129		263
Report Total:	204		705
12/23/08 9:05 AM	REP 0200		Page 1 of 1

State Entrant Submissions—Summary Report Example

Entrant Report 0210–State Entrant Submissions—Detailed

	Fiscal Year Endin	g 2007	
VIRGINIA File Name	Not a Valid New Entrant Record	Valid New Entrant Record	Total Records
VAENTRANTSSFY08.xls		15	197
Person has been Claimed by Two o	r More States.		64
Record Already Exists in Arrivals 7	Fable.		116
Unable to Verify Record Against ar	ny Data Source.		1
VAENTRANTTAGFY08.xls		23	150
Person has been Claimed by Two o	r More States.		74
Record Already Exists in Arrivals 7	Fable.		31
Record is an Asylee.			(
Unable to Verify Record Against ar	ny Data Source.		10
Report Totals:	309	38	347
12/23/08 9:06 AM	REP 0210		Page 1 of 1

State Entrant Submissions—Detailed Report Example

9.3. Social Services Reports

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

Social S	ervices State Asylee Su Fiscal Year Ending	bmissions - Detailed 2007
VIRGINIA Non Verifed Records 152	Verified Records 150	Total Records 302
Alien Number is an Asylee but Submi	ssion Could not be Matched Based on Nat	me and Birth Date.
Person has been Claimed by Two or I	More States.	24
Submission is a Refugee.		14
Submission is a Visa 92 Asylee, but G	rant Date Falls Outside of Applicable Rar	nge. 7
Submission is an Asylee, but Grant D	ate Falls Outside of Applicable Range.	5
Submission is an EOIR Asylum Appli	cant.	3
Submission is an Entrant.		1
Will not be considered; Submission is	ineligible status	18
Will not be considered; asylum applic	ant with work authorization.	34
Will not be considered; pending class	fication code, cannot determine eligibilit	ty 22
Will not be considered; status unknow	vn, eligibility cannot be determined	21
Report Total 152	150	302
12/23/08 9:09 AM	REP 0300	Page 1 of 1

Social Services State Asylee Submissions—Detailed Report Example

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

File Name		Non Verifed	Verified	Total
VIRGINI	A			
VAFY08SS.xls		152	150	302
Report Tot	al:	152	150	302
12/23/08 9·14 AM	REP 0320		Page 1	of 1

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 Fiscal Year Ending	Submissions 2007	- Detail	ed	
VIRGINIA				
VAFY08TA.xls	Non Verified Record	ls Verified Rec	cords Total Rec	ords
COUNTY	1	5	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 eligibi	lity			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	3	3	120	153
Alien Number is an Asylee but Submission Could not be Matched Based on N	ame 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 eligibi	lity			9
COLUNTY	1	4	25	39
Alien Number is an Asylee but Submission Could not be Matched Based on N	ame and Birth Date.			5
Person has been Claimed by Two or More States.				9
12/23/08 9:15 AM REP 0400			Page 1 of	2
COUNTY (CITY)		6	8	14
Will not be considered; Submission is ineligible status				6
Report Total 71		218	289	
12/23/08 9:15 AM	EP 0400		Page 2	of 2

Targeted Assistance State Asylee Submissions—Detailed Report Example

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

Fiscal Year Ending 2007			
VIRGINIA VAFY08T	A.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	1
12/23/08 9:16 AM	REP 0420	Page 1 of	1

Targeted Assistance State Asylee Submissions—Summary Report Example