

## ORR-6 PERFORMANCE REPORT INSTRUCTIONS

Due  
March 1  
June 30  
October 31

*The Paperwork Reduction Act of 1995 (P.L. 104-13)*

*Public Reporting burden for this collection of information is estimated to average 3.875 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information.*

*An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.*

OMB Control No. 0970-0036

Expires **08.31.2013**

### General Overview

The Office of Refugee Resettlement (ORR) is authorized by the Refugee Act of 1980 [Immigration and Nationality Act, Title IV, Chapter 2 Section 412 (e)] to require that States and State-alternative Wilson/Fish refugee programs submit performance reports for refugee assistance and services provided to eligible populations. In addition, 45 CFR 400.28 says “ A state must submit statistical or programmatic information that the Director determines to be required to fulfill his or her responsibility under the Act on refugees who receive assistance and services which are provided...” In an effort to streamline reporting mechanisms and time frames across all ORR self-sufficiency programs, ORR has revised the ORR-6 Quarterly Performance Report (QPR), expired May 31, 2007, to provide refugee programs an instrument that captures participation and performance statistics on a **trimester reporting basis**. The first report submission requiring the use of the revised ORR-6 Performance Report will be for the first trimester period of FY 2008, October 1, 2007 – January 31, 2008 (4 months) due 30 days following that trimester reporting period on March 1, 2008. Subsequent reports are due June 30 for the reporting period February 1 – May 31 and October 31 for the reporting period June 1 – September 30.

The revised trimester ORR-6 Performance Report should be submitted for the following mandatory refugee benefits and assistance programs: Refugee Cash Assistance (RCA), Refugee Medical Assistance (RMA), formula social services (SS), formula targeted assistance program (TAP), and targeted assistance discretionary grants.

ORR uses data gathered from the ORR-6 Performance Report to determine the number of months of RCA and RMA use based on Appropriations. State-by-State RCA and RMA utilization rates derived from the ORR-6 are calculated for use in formulating program initiatives, priorities, standards, budget requests, and assistance policies. The revised ORR-6 Performance Report is intended to provide participation and performance data and ***no longer requests program expenditures for the reporting period***. Also, medical screening data are used in the Annual Report to Congress to document the number of newly arrived refugees and other eligible populations accessing medical screening during the year.

Eligibility for refugee social services includes refugees, Cuban and Haitian entrants, asylees, certain Amerasians from Viet Nam who are admitted to the U.S as immigrants, certain Amerasians from Viet Nam who are U.S. citizens,

and victims of a severe form of trafficking who receive certification or eligibility letters from ORR. Hereafter the term “refugee” is used to encompass all eligible persons participating in ORR refugee program services.

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## **SCHEDULE A: PROGRAM NARRATIVE**

Please keep narrative concise (recommended 5 pages or less). Additional information should be included in an addendum, if necessary. The following information should be included (attach extra pages):

- Report on activities undertaken during the reporting period, specifically activities intended to accomplish the annual outcome goals and objectives that the State has proposed as well as any interim objectives achieved within the reporting period.
- Discuss any data elements reported on Schedules B and C which warrant an explanation, such as noticeable increases or decreases from previous periods. Discuss any significant changes in refugee employment or other service outcomes, in regards to the numbers of refugees accessing RCA/RMA.
- Discuss any results in medical screening and health assessments (e.g. timeliness, best practices and innovative methods and procedures). Respondents may also wish to include in the narrative or on supplemental charts additional information about initial health assessments, medical screenings, treatments, follow up and other information that profiles the health and medical conditions of the refugee population as well as any plans to address medical and health-related concerns.
- Discuss any planning and preparation activities for emergency operations and continuity of operations in the event of a pandemic influenza or other disaster.
- Indicate what outcome measures the State uses to measure performance among vendors, such as performance targets, performance improvement measures, etc.
- List monitoring activities undertaken during the reporting period, including dates, places, and purposes. Attach summaries or copies of monitoring reports and any corrective action plans required by the State. Discuss results of corrective action plans implemented during previous periods.
- Discuss any other relevant activities, program initiatives, accomplishments or problems.

### **For States with active URM programs:**

- Discuss any data elements reported on Schedule B that warrant an explanation, such as noticeable increases or decreases from previous periods.
- Discuss reasons for children reported as leaving care, i.e. reunification, relative granted legal responsibility, non-relative granted legal responsibility, adoption, emancipation, voluntary termination, citizenship, ran away, loss of eligibility, immigration detention, incarcerated, deceased, etc.
- List monitoring activities undertaken during the reporting period, including dates, places, and purposes. Attach summaries or copies of monitoring reports and any corrective action plans required by the State. Discuss results of corrective action plans implemented during previous periods.
- Discuss significant developments in the administration of your program (i.e., regarding courts, counties, immigration attorneys, independent living, changes in state child welfare law, Title IV-B plan elements, etc..)

- Discuss any other relevant activities, program initiatives or accomplishments (i.e., establishing youth councils, developing an administrative review system for children who are in private custody, obtaining additional relevant training for staff or foster parents)
- Discuss problems, challenges or barriers that affect the operation of the URM program (i.e., obstacles to enrolling URM children in school, lack of access to culturally appropriate mental health service providers, etc.)
- Discuss promising practices or innovative ideas for developing placement capacity (i.e., recruiting foster families, networking with other service providers, etc.)
- To define the current placement capacity of the URM program; you can use the table below in the program narrative.

	Location 1: _____ / Location 2: _____							Total
	Foster Homes	Therapeutic Foster Homes	Group Home	Semi – Independent Living	Independent Living	Residential treatment centers	Other	
Number of URM currently in care								
Number of open and available placements								
Number of placements in pipeline for possible development								

- Describe what is entailed in the “other” column. Discuss any special features of pipeline placements (i.e. ,services, languages, etc.)

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**SCHEDULE B: CASH AND MEDICAL ASSISTANCE, MEDICAL SCREENING, AND UNACCOMPANIED REFUGEE MINORS**

**State/Grantee**

Enter the name of the State, or name of grantee if not a State, that is providing the data.

**Period**

Indicate the numbered period (1, 2, 3) that corresponds to the reporting period represented in the report.

**Fiscal Year**

Enter the last two digits of the Federal fiscal year represented in the report.

**Date**

Enter the date the form is completed.

**I. Refugee Cash Assistance (RCA)****Item I.A. New RCA enrollees at the end of the previous reporting period**

Enter both the number of persons and the number of cases who were new RCA enrollees as reported in item I. C. of the previous reporting period.

**Item I.B. Recipients at end of this reporting period**

Enter both the number of persons and the number of cases who were on RCA on the last day of the reporting period. The numbers entered in this field represent a point-in-time picture of the RCA caseload on the last day of the reporting period.

**Item I.C. New RCA Enrollees during this reporting period**

Enter the unduplicated number of both persons and cases added to RCA during the reporting period.

*Please Note: A + B does not equal C. The information reported in Item I. A. and I. B. is unrelated to Item I. C. "New RCA Enrollees."*

**II. Refugee Medical Assistance (RMA)****Item II.A. Number of persons enrolled in RMA at end of reporting period**

Enter the number of persons enrolled in RMA benefits on the last day of the reporting period. This item collects point-in-time information concerning the number of RMA recipients on the last day of the reporting period.

**III. Medical Screening**

Data reported on Schedule B for Medical Screening represent the total number of individuals accessing medical screening during the reporting period. Medical screening is defined as an evaluation for specific diseases or disorders included in the State's screening protocol applied by State, county or local medical services. Although Schedule B is intended to capture data pertaining to Refugee Cash and Medical Assistance, ORR is also interested in the total number of refugees receiving medical screening in the reporting period. Therefore, States and Wilson-Fish agencies are requested to report on the total number of medical screenings as well as the number of medical screenings funded by RMA.

**Item III.A. Total number of recipients of medical screenings during reporting period**

Enter the total number of recipients of medical screening during the reporting period regardless of funding source.

**Item III.B. Recipients of medical screenings during reporting period funded by RMA**

Enter the number of recipients of medical screening during the reporting period funded by RMA.

*Note: This number should be a subset of Item III.A.*

#### **IV. Unaccompanied Refugee Minors**

This section reports on those children whose care as unaccompanied refugee minors is currently funded by the ORR Cash and Medical Assistance grant. Do not include care provided to unaccompanied refugee minors with TANF Foster Care funding.

##### **Item IV.A. Minors in care at end of previous reporting period**

Enter the number of children whose care is currently funded by ORR at the end of the previous reporting period (e.g. the number from Item IV. D. of the previous reporting period).

##### **Item IV.B. Entered Care**

Enter the number of unaccompanied refugee minors who entered care during the reporting period.

##### **Item IV.C. Left Care**

Enter the number of unaccompanied refugee minors who left care during the reporting period. State in the Schedule A Narrative the reason(s) for those leaving care, i.e. reunification, relative granted legal responsibility, non-relative granted legal responsibility, adoption, emancipation, voluntary termination, citizenship, ran away, loss of eligibility, immigration detention, incarcerated, deceased, etc.

##### **Item IV.D. Minors in care at end of this reporting period**

Enter the number of unaccompanied refugee minors in care at the end of the current reporting period (A + B - C).

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#### **SCHEDULE C: SERVICES REPORT**

##### **PAGE ONE: EMPLOYMENT SERVICES**

*Numbers of participants in On-the-Job Training (OJT), English Language Training (ELT), vocational and skills training activities as well as all other services are to be reported on Schedule C: Page 2. States should report Refugee Social Services, Targeted Assistance Formula, and Targeted Assistance Discretionary on separate Schedule C's (e.g. there should be a separate Schedule C for Refugee Social Services Program and a separate Schedule C for Targeted Assistance Formula , etc.)*

##### **Employment Services**

Schedule C: Page 1 is used to report outcomes from employment services funded by ORR to eligible populations under 45 CFR 400.154 (a) ONLY. This report includes employment services outcomes from each ORR grant that has an employment services component – namely, the social services formula program, the formula targeted assistance program (TAP), and some employment-focused discretionary grants (e.g. targeted assistance discretionary grant). The term “*Employment Services*” includes “development of a family self-sufficiency plan and an individual employability plan, world-of-work and job orientation, job clubs, job workshops, job development, referral to job

opportunities, job search, and job placement and follow up”, as stated in 45 CFR 400.154 (a). The employment services outcomes reported on this form are those directly related to job placements (e.g. direct services provided in accordance with employability plans to enable an individual to obtain employment).

**State/Grantee**

Enter the name of the State, or name of grantee if not a State, that is providing the data.

**Grant # and Name**

Enter the grant number and grant name corresponding to the caseload data provided. If the services reported are funded by formula programs, only the name of the grant is needed. If reporting caseload and outcomes data for a discretionary grant program, provide the grant name and number.

**Period**

Indicate the numbered period (1, 2, 3) that corresponds to the reporting period represented in the report.

**Fiscal Year**

Enter the last two digits of the Federal fiscal year represented in the report.

**Date**

Enter the date the form is completed.

**A. Total Employment Services Caseload**

Enter the total *employment services* caseload at the time of this report. The caseload consists of only active employment services participants as defined in 45 CFR 400.154 (a) ONLY. An active participant is defined as a person with whom the provider has direct, regular contact for the purpose of providing employment services as defined in 45 CFR 400.154 (a). For example, according to 45 CFR 400.75 (a) 1., an RCA client, unless exempt from employment services as detailed in the State Plan, is required to enroll in employment services [as defined in 45 CFR 400.145 (a)], and, therefore, should be included in the total caseload. Information on Matching Grant Program clients should not be reported in the Total Employment Caseload count.

**B. Entered Employment**

Entered Employment is defined as the entry of an active employment services participant into unsubsidized employment for at least one day during the period. As described above, an active participant is defined as a person with whom the provider has direct, regular contact for the purpose of providing employment services during the reporting period. Data reported in this item should be unduplicated for the reporting period. States/grantees should report only one entered employment during the period in this item for each active employment services participant. Include in this item those active participants who were placed directly by a service provider through a documented referral, those who obtained employment on their own, and those who entered unsubsidized employment as a result of On-the-Job Training (OJT). An individual participating in OJT may not be counted in “entered employment” until the period of subsidized employment is completed and the employer has agreed to retain the individual in an unsubsidized permanent position. Unsubsidized job placements that occur while an active participant is enrolled in English Language Training (ELT) or when an active participant completes Vocational Training (VT) are counted as entered employments in the reporting period in which they occur.

*Remember: At the time an active employment services participant is placed in employment, verification of the individual's cash assistance status and date of arrival is required. Time elapsed from arrival in the U.S. to the "Entered Employment" date is to be calculated at this time for each job placement.*

The State/grantee may count only one placement per period for any client, but the State/grantee may enter another placement for the client in a subsequent period.

**Item B.1. Full-time**

Enter the number of full-time job placements during the reporting period by gender, cash assistance status (RCA, TANF, Other CA, and No CA, as described below), and time elapsed from date of entry in the U.S. to date of entered employment. Full-time is defined as 35 hours or more per week.

**Item B.2. Part-time**

Enter the number of part-time job placements during the reporting period by gender, cash assistance status (RCA, TANF, Other CA, and No CA, as described below), and time elapsed from date of entry in the U.S. to date of entered employment. Part-time employment is defined as fewer than 35 hours per week.

**Item B.3. Grant Terminations**

Enter the number of grant terminations achieved through entered employments by cash assistance status (RCA, TANF, Other CA, and No CA, as described below), and time elapsed from date of entry in the U.S. to date of entered employment.

A grant termination is defined as the closing of a cash assistance case due to earned income from employment in an amount that is predicted to exceed or exceeds the State's eligibility standard for the case based on family size, rendering the case over-income for cash assistance.

The determination of whether an individual entering employment will result in a grant termination due to excess earnings may be a prospective determination or a retrospective calculation. If the determination is prospectively calculated at the time of job placement by using wage data obtained at placement and applying appropriate income disregards (if any) to determine the effect of earned income on continued financial eligibility for cash assistance, the net income from employment after calculation must be compared to the State's eligibility standard for the case size (family size) to determine whether the net earned income will exceed the standard for the case based on family size. If the net earned income exceeds the eligibility standard, the case should be considered a grant termination.

**Item B.1, 2 & 3. c. 1-3 Other CA (cash assistance)**

Other cash assistance refers to financial assistance programs existing in a State or local jurisdiction which: (a) is funded entirely by State and/or local funds; (b) is generally available to needy persons residing in the State or locality who meet specified income and resource requirements; and (c) consists of a one-time emergency, or ongoing assistance intended to meet basic needs of recipients, such as food, clothing, shelter, medical care, or other essentials of living.

**Item B.1&2. d. 1-2 No Cash Assistance**

No cash assistance is used to distinguish refugees who enter employment before receipt of cash assistance, such as refugees in their first month after arrival and others who are no longer eligible for assistance such as working clients who receive a job upgrade, clients who follow their spouses into the workforce after benefits are terminated, and clients who do not find work until after termination of assistance. For example, a refugee who finds full-time employment in the first month would be reported in item B.1.d.1., as would a Targeted Assistance Program (TAP) client no longer receiving cash assistance but accessing targeted employment services for job upgrades, etc.

### **Total**

At the bottom of Item B. on the Total line, enter the sum of each vertical column numbered 1 - 3 by gender.

### **C. Average Hourly Wage at Employment Entry**

Enter the average hourly wage at the time employment begins for all full-time and part-time individuals entering employment by gender in the reporting period.

To calculate this wage, add the hourly wage for all male individuals (M) placed in full-time, unsubsidized employment as reported in the Total for Item B.1. and divide the sum by the total number of male individuals who entered full-time employment as reported in Item B.1. Repeat the calculation for female individuals (F) reported in Item B.1. Use the same methodology to calculate average hourly part-time wages using the data reported in the Total for Item B.2. (part-time) by gender.

*Note: If the refugee is placed in multiple jobs during the reporting period, you may use the highest wage at placement, not necessarily the first wage at the first placement. Hourly wages may be converted from monthly wages or from piece rates or a combination of both. If piece rates are used, determine the expected number of items to be produced in an hour and multiply it by the piece rate quoted by the employer at the time of placement.*

### **D. Health Benefits Available**

Enter the number of refugees entering full-time employment where health benefits are offered.

This item captures data on the availability of health benefits for those individuals who entered full-time employment. This is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option, either at placement or within 6 months of placement. Benefits should be considered available if self-only coverage is available to the employee even if coverage is not extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium.

*Note: If the refugee is placed in multiple jobs during the reporting period, you may count the employment opportunity that offered health benefits, not necessarily the first employment opportunity.*

### **E. Employed 90 Days Later**

Enter the number of individuals by gender, category of employment (full- or part-time) and cash assistance status (RCA, TANF, Other CA, or No CA), as verified at the time of the original placement, who were employed on the 90th day after entering employment.

This item is a measure of continued participation in the labor market, not retention of a specific job. "Employed 90 Days Later" means that an individual is working for wages on the 90th day after having entered employment at any unsubsidized job. Where there have been multiple placements with the same individual within the same reporting



period, the date of the first employment entry is the start date for calculating the 90-day follow-up. An individual who is on strike on the 90th day is considered employed. An individual who has been laid off and does not anticipate returning to the same employer within 30 days is considered unemployed.

The data on 90-day retentions are reported in the same categories as the original entered employments based on the category of cash assistance that the individual was reported as receiving at the time of entry into employment. Cash assistance status is not to be re-verified at the 90th day from date of entered employment.

**Total**

At the bottom of Item E. on the Total line, enter the sum of each vertical column numbered 1-2 by gender and category of assistance (1. Full-time entered employment and 2. Part-time entered employment).

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**SCHEDULE C: SERVICES REPORT  
PAGE TWO: EMPLOYABILITY SERVICES**

*Remember: A separate Schedule C: Page 2 should be completed for each ORR funding source.*

**Employability Services**

Schedule C: Page 2 is to be used to report information on participation levels of employability services. “*Employability Services*” means “services as specified in 45 CFR 400.154, designed to enable an individual to obtain employment and to improve the employability of work skills of the individual.” These services may be any of the employability services described in 45 CFR 400.154 (b) - (k). The definition of these services is as follows:

**English Language Training (ELT):** English language training for non-native English speakers is a course of instruction in English with an emphasis on acquisition of survival and employment-related reading, writing, listening, and speaking skills.

**On-the-Job Training (OJT):** On-the-Job Training is placement of an employable adult refugee in subsidized employment funded by ORR for a period of time after which the employer has agreed to hire the OJT trainee in permanent unsubsidized employment.

**Skills Training:** Skills training is training of a short-term duration designed to teach refugees specific job-related skills that prepare them for a specific job or type of employment, such as nurse’s aide, electronic assembly, or power sewing.

**Case Management:** Case management is defined as the determination of specific service(s) to which to refer a refugee in accordance with an employability plan, referral to such service(s), and tracking of the refugee’s participation in such services.

**Other Employability Services:** Other employability services include activities outlined in 45 CFR 400.154 (b), (g), (h), (i), and (k) – namely, employability assessment, child care, transportation, interpretation/translation, and assistance obtaining an Employment Authorization Documents (EAD).

**State/Grantee**

Enter the name of the State or name of grantee if not a State that is providing the data.

**Grant # and Name**

Enter the grant number and name. A separate Schedule C: Page 2 should be used for each funding source.

**Reporting Period**

Indicate the period (1, 2, 3) that corresponds to the reporting period represented in the report.

**Fiscal Year**

Enter the last two digits of the Federal fiscal year represented by the report.

**Date**

Enter the date the form is completed.

**Items 1-5: Employability Services**

Enter information on numbers of participants in ELT, OJT, skills training, or case management in sections 1-5.

**A. Total unduplicated active participants for this reporting period**

Active participant means a person with whom the provider has direct, regular contact for the purpose of providing the service contracted during the reporting period. Count and report each active participant once per period. "Months in the U.S." are calculated as the time elapsed from the date of entry in the U.S. (or eligibility conferred by grant of asylum or certification for victims of trafficking) to the date of service provision.

**B. Completions**

Enter the *unduplicated* number of individuals who completed a structured course of instruction or the unsubsidized portion of OJT employment during the reporting period.

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