

# **ORR/UCP LTFC Master Case File Checklist - OPEN/CLOSED**

(Updated: 09/28/2020)

Reviewer:		Date:		Release Category:
UAC Name:		A#:		Case Manager:
Nationality:		DOB:		Clinician:
Admitted Date:		Gender:		Transfer from:
Date of Release:		Language(s):		
Foster Parent Name:		Religion:		

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

	CF	Portal	Date	Notes
<b>Admission Documents</b>				
Initial Intakes Assessment (within 24 hours)	<input type="checkbox"/>	<input type="checkbox"/>		
Placement Authorization Form (signed by care provider within 24 hours.)	<input type="checkbox"/>	<input type="checkbox"/>		
UAC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UACs every 12 months)	<input type="checkbox"/>	<input type="checkbox"/>		
Inventory of all Property and Cash (Signed within 24 hours. Inventory should include clothing/cash kept by program and clothing/cash returned to UAC. Log should be updated as UAC receives additional property during his/her stay)	<input type="checkbox"/>	<input type="checkbox"/>		
Clothing and Supplies distributed to UAC	<input type="checkbox"/>	<input type="checkbox"/>		
Other Admission Forms (insert below)	<input type="checkbox"/>	<input type="checkbox"/>		

<b>Orientation Documents (48 hours, translated into UAC language)</b>				
Acknowledgement of Orientation (Signed. Note in English indicating purpose of document. Should include: Foster Family Rules; Should cover program rules and policies, grievance procedures, information on boundaries, abuse and neglect, and emergency and evacuation procedures.)	<input type="checkbox"/>	<input type="checkbox"/>		
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed	<input type="checkbox"/>	<input type="checkbox"/>		
• 48 hours	<input type="checkbox"/>	<input type="checkbox"/>		
• Refresher every 90 days	<input type="checkbox"/>	<input type="checkbox"/>		
Documentation that UAC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UAC's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)	<input type="checkbox"/>	<input type="checkbox"/>		
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	<input type="checkbox"/>	<input type="checkbox"/>		
Other Orientation Forms (Insert below)	<input type="checkbox"/>	<input type="checkbox"/>		

<b>Legal Information</b>				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and Initialed within 24 hours. Current Version: 4/4/19. Previous Versions: 9/20/16, 2/9/15, 5/10/13, 2/14/13, 10/22/12. List for CA - Current Version: 07/28/16.)	<input type="checkbox"/>	<input type="checkbox"/>		
Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>		
Supporting Docs from Referring Agencies (Uploaded within 24 hours) (e.g. DHS docs, medical/mental health/safety concern docs, criminal/juvenile records)	<input type="checkbox"/>	<input type="checkbox"/>		
EOIR docs (Executive Office for Immigration Review)	<input type="checkbox"/>	<input type="checkbox"/>		
Court Documents/Criminal History Records (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>		
G-28 (Notice of Entry of Appearance) (If UAC is represented by a lawyer. Note: Most UAC in LTFC will have a lawyer.)	<input type="checkbox"/>	<input type="checkbox"/>		
Authorization for Release of Records (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>		

<b>Medical Documents</b>				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours)	<input type="checkbox"/>	<input type="checkbox"/>		
Documentation of Initial Medical Exam (unless the minor obtained a medical exam within one calendar year while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam; Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)	<input type="checkbox"/>	<input type="checkbox"/>		
Immunization Records	<input type="checkbox"/>	<input type="checkbox"/>		
Record of Dental Exam(s) (Initial within 60-90 days of admission into ORR care; Effective 5/2/17 Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Health Tab; Recommendation every 6 months thereafter)	<input type="checkbox"/>	<input type="checkbox"/>		
Prescriptions (including Prescription log.)	<input type="checkbox"/>	<input type="checkbox"/>		

TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)	<input type="checkbox"/>	<input type="checkbox"/>		
Communicable Diseases	<input type="checkbox"/>	<input type="checkbox"/>		
Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be uploaded in respective section of Health tab; mental health reports should be uploaded under "Historical Medical Record" under CM tab and related documentation should be uploaded under "UAC Documents.")	<input type="checkbox"/>	<input type="checkbox"/>		
Diagnosis List	<input type="checkbox"/>	<input type="checkbox"/>		
Copies of Referrals for Medical Services	<input type="checkbox"/>	<input type="checkbox"/>		
Progress Notes Related to Medical Health Services (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>		
UAC Request for Emergency and Non-Emergency Health Care Services (Care providers must respond to non-emergency requests within 24 to 48 hours, excluding weekends and holidays.)	<input type="checkbox"/>	<input type="checkbox"/>		

<b>Assessments</b>				
Risk Assessment				
• Within 72 hours	<input type="checkbox"/>	<input type="checkbox"/>		
• Updated every 90 days	<input type="checkbox"/>	<input type="checkbox"/>		
UAC Assessment (Effective: 12/16/16 - Within 5 days, should not be updated after day 5) Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a significant condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs are no longer required to complete the Sponsor Assessment sections for sponsors who are identified on 12/6/16 and going forward.)	<input type="checkbox"/>	<input type="checkbox"/>		
UAC Case Review (Initial completed within 30 calendar days in care) Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a significant condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs are no longer required to complete the Sponsor Assessment sections for sponsors who are identified on 12/6/16 forward.				
• Continuously updated until 90 calendar days after admission if required or relevant information that was unknown during the assessment is later received or additional information is obtained from the UAC or other sources (e.g. KYRs) OR	<input type="checkbox"/>	<input type="checkbox"/>		
• Subsequently every 90 calendar days OR	<input type="checkbox"/>	<input type="checkbox"/>		
• Substantial changes or Additional information is received	<input type="checkbox"/>	<input type="checkbox"/>		
Sponsor Assessment (If applicable; (Current version: 6/24/19; Effective: 12/6/16 - Within 5	<input type="checkbox"/>	<input type="checkbox"/>		
• Required or relevant information that was unknown during the time of the	<input type="checkbox"/>	<input type="checkbox"/>		
• Additional information is obtained from the sponsor, UAC, UAC's family, home	<input type="checkbox"/>	<input type="checkbox"/>		

<b>In Care Plans</b>				
Individual Service Plan (Effective: 12/6/16 - Within 5 days.	<input type="checkbox"/>	<input type="checkbox"/>		
Individual Service Plan Update				
• Every 90 days in care OR	<input type="checkbox"/>	<input type="checkbox"/>		
• Any time there is a substantive change in UAC's case information	<input type="checkbox"/>	<input type="checkbox"/>		
Know Your Rights (KYRs) Presentation (Should be conducted within 7-10 days of admission into ORR care. If UAC is a transfer, KYRS only required at first care provider.) The program is responsible for documenting KYRs in the UAC Assessment, UAC Case Review, and ISP; however, they are not responsible for providing the service and should not be written up if the LSP does not provide the service within the required timeframe.	<input type="checkbox"/>	<input type="checkbox"/>		
Independent Living Skills Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Recreation and Leisure Time Plan/Log (Given that UAC are with foster families for longer periods of time, recreational activity log can be a "plan" instead of a log) (Effective 3/20/20 - avoid community outings due to Covid-19.)	<input type="checkbox"/>	<input type="checkbox"/>		
Acculturation and Adaptation Services Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Religious Services Plan/Log	<input type="checkbox"/>	<input type="checkbox"/>		
Individualized Safety Plan (if appropriate)	<input type="checkbox"/>	<input type="checkbox"/>		

<b>Educational Services</b>				
Summary of Educational Assessment (within local school timeframe)	<input type="checkbox"/>	<input type="checkbox"/>		
Educational Plan ("Plan" should include information on UAC class placement, curriculum/course descriptions, and Records (academic reports, progress notes)).	<input type="checkbox"/>	<input type="checkbox"/>		
Individualized Education Plan (IEP), if applicable	<input type="checkbox"/>	<input type="checkbox"/>		
Class Attendance (Effective 1/2/19)	<input type="checkbox"/>	<input type="checkbox"/>		
Opportunities for Vocational Education	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Case Management</b>				

Case Manager Progress Notes (1 meeting per month, preferably in person)	<input type="checkbox"/>			
Quality of Case Manager Notes	<input type="checkbox"/>			
UAC Long Term Foster Care Travel Requests (Submitted at least 10 days prior to trip)	<input type="checkbox"/>	<input type="checkbox"/>		
Record of Placement Changes (Effective 1/2/19)	<input type="checkbox"/>			
Logs:				
Phone Log (Only required if there is a safety concern)	<input type="checkbox"/>			
Visitor Log	<input type="checkbox"/>			
Stipend Log (Only if stipends are mandated by state licensing)	<input type="checkbox"/>			

<b>Clinical Services</b>				
Clinical Progress Notes - Individual Counseling (Per signed LTFC addendum to Cooperative Agreement, the provider will alternatively complete individual counseling as needed by qualified mental health professional.) Recommendation: Clinician should still check in periodically with UAC to see if UAC changes mind about counseling services.)	<input type="checkbox"/>			
Quality of Clinical Notes	<input type="checkbox"/>			
Progress Notes Related to Mental Health Services (if applicable)	<input type="checkbox"/>			
Group Counseling Notes or Record (Recommendation: Per signed LTFC addendum to Cooperative Agreement, the provider is not required to conduct two group counseling sessions per week.)	<input type="checkbox"/>			

<b>Incident Reports</b>				
SIRS (time sensitive)	<input type="checkbox"/>	<input type="checkbox"/>		
Internal Incidents	<input type="checkbox"/>			
Grievances	<input type="checkbox"/>			

<b>Discharge</b>				
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version: 1/31/20) Previous Version: 06/27/19	<input type="checkbox"/>			
Post-18 Planning (Recommendation: If applicable, start at least six months prior to UAC 18th birthday, should include potential placement, case history, medical/mental health concerns, behavior, legal status and family reunification options.)	<input type="checkbox"/>			
Acknowledgement of receiving the Legal Resource Guide at Discharge (Signed and initialed. Current Version: 4/4/19. Prior Versions: 9/20/16, 2/9/15, 5/10/13, 2/14/13, 10/22/12. List for CA - Current Version: 07/26/16)	<input type="checkbox"/>			
Log of Property returned and distributed while in care at Discharge	<input type="checkbox"/>			
Release Request (FFS must approve the release)		<input type="checkbox"/>		
Discharge Notification		<input type="checkbox"/>		
Verification of Release Form (Effective: 6/5/15 - not complete unless document has a date)	<input type="checkbox"/>			
Log/checklist including all documents provided to UAC at discharge Checklist should include:	<input type="checkbox"/>			
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	<input type="checkbox"/>			
Verification of Release	<input type="checkbox"/>			
Birth Certificate	<input type="checkbox"/>			
Original, notarized Letter of Designation for Care of a Minor (if applicable)	<input type="checkbox"/>			
Educational assessments and records	<input type="checkbox"/>			
Sponsor Care Agreement (if applicable)	<input type="checkbox"/>			
Name and contact information of medical, mental health, and dental care providers	<input type="checkbox"/>			
Change of venue/change of address forms	<input type="checkbox"/>			
Post-release safety plan as needed	<input type="checkbox"/>			
Zika Letter and Fact Sheet (Effective: 06/14/16)	<input type="checkbox"/>			
ORR National Call Center Flyers and Wallet Cards	<input type="checkbox"/>			
CDC Covid-19 Fact Sheet and Symptoms Sheet (Effective: 3/13/20)	<input type="checkbox"/>			
Discharge Checklist - Medical Records	<input type="checkbox"/>			
Letter to Sponsor for UAC with latent TB or TB Exposure (ONLY for UAC who are diagnosed with LTBI or TB exposure)	<input type="checkbox"/>			
Copy of Order of Removal (if applicable)	<input type="checkbox"/>			
Copy of Trafficking Eligibility Letter (if applicable)	<input type="checkbox"/>			

<b>Transfer to another ORR Care Provider (Non-Influx Site)</b>				
All Family Reunification Forms and Supporting Documentation	<input type="checkbox"/>			
Care Provider Family Reunification Checklist	<input type="checkbox"/>			
Medical Checklist for Transfers	<input type="checkbox"/>			
Transfer Request and Tracking Form	<input type="checkbox"/>			
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS)	<input type="checkbox"/>			

Post-Discharge				
Safety & Well Being Follow-up Call (Effective 3/14/16: all call attempts must be made within 7 days following the 30-day mark of the UAC's release)	<input type="checkbox"/>			
Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after release date; document if UAC is experiencing acute respiratory symptoms)	<input type="checkbox"/>			

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<b>Comments:</b> <div style="background-color: #e0f0ff; height: 100px; border: 1px solid black;"></div>
<b>Trends/Patterns:</b> <div style="background-color: #e0f0ff; height: 40px; border: 1px solid black;"></div>

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