

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to allow ORR Monitoring Team staff to document home study/post-release service provider compliance with ORR policies and procedures related to case file maintenance during biennial site visits. Public reporting burden for this collection of information is estimated to average 1.0 hour per response (plus an additional 1.0 hours if the site visit is performed by a contractor monitor), including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Homeland Security Act, 6 U.S.C. 279). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information please contact UACPolicy@acf.hhs.gov.

## ORR/UCP Case File Checklist - [Home Study Services](#)

(Updated: 04/22/2020)

<b>Reviewer:</b>		<b>Date:</b>	
<b>UAC Name:</b>		<b>A#:</b>	
<b>Nationality:</b>		<b>DOB:</b>	
<b>Date of Release:</b>		<b>Gender:</b>	
<b>Date Accepted by Program:</b>		<b>Language(s):</b>	
<b>Post Release Service Case Worker:</b>		<b>Religion:</b>	
		<b>In Case File</b>	<b>Notes</b>
<b>Home Study Services</b>			
Referral acceptance (did the care provider contact the care provider within 24 hours) (reviews Release Request and staffs the case within 2 business days) <b>(Policy, Revised 1/9/17) (UAC MAP Posted: 4/20/18)</b>			
Referral Acceptance (did the care provider contact the sponsor within 48 hours) <b>(Policy, Revised 1/9/17) (UAC MAP Posted: 4/20/18)</b>			
Home Study Report (ORR template)(submitted to ORR within 10 business days of accepting referral OR documented ORR approval of extension) (report should be uploaded to portal) <b>(Policy, Revised 1/9/17) (UAC MAP Posted: 4/20/18)</b>			
Documentation of household member interviews or all attempts to contact the household member <b>(Policy, Revised 1/9/17)</b>			
Documentation of Interview with UAC (In-person, Skype, or phone) <b>(Policy, Revised 1/9/17)</b>			
Quality of case notes ( <i>assess for recommendation</i> - do notes document details of child interviews, home visit, contact with sponsor, home study conducted as a psycho-educational process, resources identified for UAC needs)			
Documentation of in-person home visit <b>(Policy, Revised 1/9/17)</b>			
Assessment (quality, did recommendation include adequate support) <b>(Policy, Revised 1/9/17)</b> ( <i>assess for recommendation</i> : PO suggests that the assessment is signed and dated by supervisor)			

## ORR/UCP Case File Checklist - [Post Release Services](#)

(Updated: 04/22/2020)

Reviewer:		Date:	
UAC Name:		A#:	
Nationality:		DOB:	
Date of Release:		Gender:	
Date Accepted by Program:		Language(s):	
Post Release Service Case Worker:		Religion:	
		In Case File	Notes
Please note that revised and effective dates reflect ORR Guide policy. When citing the Cooperative Agreement, please use the date it was signed by the provider. This information is listed on the sheet entitled Coop Agree Signatures*			
<b>PRS Opening/Ongoing Services</b>			
Documentation that PRS provider initiated services within two days of accepting referral (Policy, Revised 9/5/18)			
Documentation that PRS provider began services within two days of release from ORR custody (For TVPRA Cases only) (Policy, Revised 9/5/18)			
PRS continued in child's new residence (if applicable) (Policy, Posted 9/11/17)			
Documentation of all communication with PRS provider and sponsor and/or child (does PRS worker begin identifying individual needs) (Policy, Effective 10/1/16)			
Documentation that any issues surrounding safety and well-being are elevated to appropriate investigative agencies (ex. CPS, police) (Policy, Effective 10/1/16)			

<b>Program</b>	<b>Date Cooperative Agreement Signed</b>
SWK Program	7/2/2018
Lutheran Immigration and Refugee Service, Inc.	6/19/2019
Heartland Human Services	6/8/2018
United States Conference of Catholic Bishops	9/7/2018
U.S. Committee For Refugees and Immigrants	5/17/2018
Youth for Tomorrow	5/23/2018
Morrison Child and Family Services	5/21/2018
BCFS Health and Human Services	5/17/2018
Florence Crittenton Services of Orange County, Inc.	5/16/2018
The Children's Village, Inc.	5/16/2018
Mercyfirst	5/17/2018
Signed PDF copies of the Cooperative Agreements can be found at this location on the S-Drive:	
<a href="#"><b>S Drive Link to Signed Cooperative Agreement PDFs 2018</b></a>	

**Signed By**

Juan Sanchez, President and CEO

Kay Bellor, Vice President of Programs

David Sinski, Executive Director

William Canny, Executive Director

Eskinder Negash, President and CEO

Gregory Jones?, CEO

Drew Henrie-McWilliams, CEO

Sonya Thompson, Executive Director

Joyce Capelle, President and CEO

Regis McDonald, Senior Vice President for Programs and Policy

Jacqueline McKelvey
