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

(Updated: 09/28/2020)

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

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

	CF	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	☐	☐		
Placement Authorization Form (signed by care provider within 24 hours.)	☐	☐		
UAC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UAC	☐	☐		
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)	☐			
Clothing and Supplies *distributed* to UAC	☐			
Other Admission Forms (insert below)	☐			

Orientation Documents (48 hours, translated into UAC language)				
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.)	☐			
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed				
• *48 hours*	☐			
• *Refresher every 90 days*	☐			
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)	☐			
Documentation that UC Received *ORR* Pamphlet on Sexual Abuse and Harassment	☐			
Other Orientation Forms *(Insert below)*	☐			

Legal Information				
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.)	☐	☐		
Birth Certificate	☐	☐		
Supporting Docs from Referring Agencies (Uploaded within 24 hours) (e.g. DHS docs, medical/mental health/safety concern docs, criminal/juvenile records)	☐	☐		
EOIR docs (Executive Office for Immigration Review)	☐			
Court Documents/Criminal History Records (if applicable)	☐			
G-28 (Notice of Entry of Appearance) (If UAC is represented by a lawyer. Note: Most UAC in LTFC will have a lawyer.)	☐			
Authorization for Release of Records (if applicable)	☐			

Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours)	☐	☐		
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)	☐	☐		
Immunization Records	☐	☐		
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)	☐	☐		
Prescriptions (including Prescription log.)	☐			

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)				
Communicable Diseases				
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.")				
Diagnosis List				
Copies of Referrals for Medical Services				
Progress Notes Related to Medical Health Services (if applicable)				
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.)				

Assessments				
Risk Assessment				
• *Within 72 hours*				
• *Updated every 90 days*				
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.)				
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***				
• *Subsequently every 90 calendar days* ***OR***				
• *Substantial changes or Additional Information is received*				
Sponsor Assessment (If applicable; (Current version: 6/24/19; Effective: 12/6/16 - Within 5				
• *Required or relevant information that was unknown during the time of the*				
• *Additional information is obtained from the sponsor, UAC, UAC's family, home*				

In Care Plans				
Individual Service Plan (Effective: 12/6/16 - Within 5 days.				
Individual Service Plan Update				
• *Every 90 days in care* ***OR***				
• *Any time there is a substantive change in UAC's case information*				
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.				
Independent Living Skills Plan				
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.)				
Acculturation and Adaptation Services Plan				
Religious Services Plan/Log				
Individualized Safety Plan (if appropriate)				

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

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

Clinical Services				
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.)	☐			
Quality of Clinical Notes	☐			
Progress Notes Related to Mental Health Services (if applicable)	☐			
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.)	☐			

Incident Reports				
SIRS (time sensitive)	☐	☐		
Internal Incidents	☐			
Grievances	☐			

Discharge				
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	☐			
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.)	☐			
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)	☐			
Log of Property *returned* and distributed while in care at Discharge	☐			
Release Request (FFS must approve the release)		☐		
Discharge Notification		☐		
Verification of Release Form (Effective: 6/5/15 - not complete unless document has a date)	☐			
Log/checklist including all documents provided to UAC at discharge Checklist should include:	☐			
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	☐			
Verification of Release	☐			
Birth Certificate	☐			
Original, notarized Letter of Designation for Care of a Minor (if applicable)	☐			
Educational assessments and records	☐			
Sponsor Care Agreement (if applicable)	☐			
Name and contact information of medical, mental health, and dental care providers	☐			
Change of venue/change of address forms	☐			
Post-release safety plan as needed	☐			
Zika Letter and Fact Sheet (Effective: 06/14/16)	☐			
ORR National Call Center Flyers and Wallet Cards	☐			
CDC Covid-19 Fact Sheet and Symptoms Sheet (Effective: 3/13/20)	☐			
Discharge Checklist - Medical Records	☐			
Letter to Sponsor for UAC with latent TB or TB Exposure (ONLY for UAC who are diagnosed with LTBI or TB exposure)	☐			
Copy of Order of Removal (if applicable)	☐			
Copy of Trafficking Eligibility Letter (if applicable)	☐			

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

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)	☐			
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)	☐			

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Comments:
Trends/Patterns:

Individual Clinical Services (pg)		
Date	Duration:	Notes:

Comments
*Check that recreation activities are varied.

Clinical Group Services (pg)		
Date	Duration:	Notes:

Community Group Meetings - "YCW Led Groups" (pg)		
Date	Duration:	Notes:

Case Management (pg)

Date	Duration:	Notes:

Recreation - LMA (pg)		
Date	Duration:	Notes:

Activities - Leisure (pg)		
Date	Duration:	Notes:

Religious Services (pg)		
Date	Duration:	Notes:

Phone Log (pg)		
Date	Duration:	Notes: