

Discharge Notification (Form R-2)

Data Entry Window

New Entry: Discharge Notification

UAC Information

Profile Name	<input type="text"/>	Program/Facility	<input type="text"/>
A#	<input type="text"/>	Admitted DateTime	Date <input type="text"/> Time <input type="text"/>

Discharge Details

ORR Decision Date	Date <input type="text"/>	Time <input type="text"/>	* Status	<input type="text"/>
Date/Time of Discharge	Date <input type="text"/>	Time <input type="text"/>	* Type of Discharge	<input type="text"/>
* Release Scheduled Date/Time	Date <input type="text"/>	Time <input type="text"/>	UAC Parent Name	<input type="text"/>

Next Immigration Hearing Date	Date <input type="text"/>	Time <input type="text"/>	Discharge Delay	<input type="text"/>	
Governmental Agency	<input type="text"/>			DHS Age Out Plan	<input type="text"/>
Name of Government Agency	<input type="text"/>				
Program Name	<input type="text"/>				
Parental/Legal Guardian Separation	<input type="text"/>				
Is this a MPP Case?	<input type="text"/>				

Granted Voluntary Departure Date	<input type="text"/>	Referral to Services in COO	<input type="text"/>	
Completed Referral Services COO?	<input type="text"/>	Date Travel Document Requested	<input type="text"/>	
Date of Issuance of Travel Document	<input type="text"/>	Address <input type="text"/>		
City <input type="text"/>				
State <input type="text"/>				
Zip Code <input type="text"/>				
Phone <input type="text"/>				
Comment <input type="text"/>				

Transportation Details

Method of *Transportation	<input type="text"/>	Type of Escort	<input type="text"/>	
Does the UAC need escort?	<input type="text"/>	Transport fees paid by ORR?	<input type="text"/>	
Name of Escort	<input type="text"/>	Gestational Period Week (If applicable)	<input type="text"/>	
Escort Contact Number <input type="text"/>				

- Cancelled
- Discharge-(Initiated)
- Discharge-(On-Hold)
- Discharge-(In-Transit)
- Discharge-(Completed)

- Age Out
- Age Redetermination
- Court Ordered Release-Program/Facility
- Court Ordered Release-Sponsor
- Determined to be U.S. Citizen
- Government Agency
- Immigration Relief Granted
- Joint Removal with Parent (VD order for UC)
- Joint Removal with Parent (NTA Cancelled)
- Ordered Removed
- Program/Facility-Other
- Program/Facility-URM
- Reunified (Individual Sponsor)
- Reunified (Separated Parent)
- Runaway from Facility
- Runaway on Field Trip
- Transfer
- U.S. Citizen Child discharged with UC Mother
- UC Child discharged with UC Mother
- Voluntary Departure
- Other

- Flight Delayed/Cancelled
- Medical-UC Quarantine
- Medical-UC Sudden Onset of Illness
- Medical-Pregnancy > 36 Weeks
- Natural Disaster at Destination
- Sponsor Detained
- Sponsor Lost ID
- Sponsor Unavailable
- U.S. Newborn Pending BC/Medical Insurance
- Other

- Released on Own Recognizance
- Approved Post-18 Plan
- Transfer to ICE Custody
- Unknown

- KIND (Kids in Need of Defense)
- ISS International Social Services
- Not Applicable

- Yes
- No
- Not Applicable

List of all 50 states and District of Columbia

- Yes
- No

- Yes
- No

- Bus
- Flight
- Train
- Sponsor Pick-up
- DHS Transport
- Other

- Yes
- No

- Care Provider Escort to Off-Site Location
- Travel via Airline UC Policy

- Yes
- No

List of numbers 1 through 42 and Not Available

Assign using active assignment rule

OMB 0970-0552 [valid through MM/DD/YYYY]

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R-2 [Rev. MM/DD/YYYY]

Discharge Notification Page

Entry **Entry-00001405**
+ Follow Edit Delete New Note Generate Verification of Release Generate Form

Entry Record Type: Discharge Notification Profile Name: _____ Status: _____ Last Modified By: _____

[PHOTO]

Details

UAC Information

Profile Name	Program/Facility
AKA	Admitted DateTime
DOB	LOS
Az	Returning UAC
Age	Gender
COB	

Discharge Details

ORR Decision	Status
ORR Decision Date	Type of Discharge
Date/Time of Discharge	UAC Parent Name
Release Scheduled Date/Time	Discharge Delay
Next Immigration Hearing Date	DHS Age Out Plan
Sponsor Name	Granted Voluntary Departure Date
Sponsor DOB	Referral to Services in COO
Sponsor Category	Completed Referral Services COO?
Relationship to UAC	Date Travel Document Requested
Governmental Agency	Date of Issuance of Travel Document
Name of Government Agency	Address
Program Name	City
Parental/Legal Guardian Separation	Zip Code
Is this a MPP Case?	Phone
	Comment

Transportation Details

Method of Transportation	Type of Escort
Does the UAC need escort?	Transport fees paid by ORR?
Name of Escort	Gestational Period Week (If applicable)
Escort Contact Number	

Entry Team (0) Add Member

Documents (2) Refresh Add Documents

Title ↑	Original ... ↓	Record T... ↓	Other Do... ↓	Descripti... ↓	Date Rec... ↓	Created By ↓	Created ... ↓
Discharge Notification	435435353	1	1212020	104836	AM.pdf		
Verification of Release	435435353	2	11202020	82541	AM.pdf		

Entry History (5)				
Date	Field	User	Original Value	New Value

[View All](#)

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R-2 [Rev. MM/DD/YYYY]

Entry Team Data Entry Window

Search for and add member

* User

Search People...

* Role

Select an Option

- Assistant Lead Case Manager
- Assistant Lead Clinician
- Attorney
- Case Coordinator
- Case Manager
- Clinician
- Contractor Field Specialist
- Direct Care Worker
- Direct Operations Coordinator
- Federal Field Specialist
- Federal Field Specialist Supervisor
- HS/PRS Primary Provider
- HS/PRS Subcontractors
- Lead Case Manager
- Lead Clinician
- Medical Coordinator
- Program Support Staff
- Read Only
- Supervisor
- Supervisory Case Coordinator

Documents Data Entry Window

Add File Details

Record Type

* Title

* Document Type

Date Document Issued (if applicable)

Date Received

Expiration Date

Description

Verified by Government Agency/Consulate

Entry

Individual

Adult Contact Relationship

- See table below.
- Yes
- No

Dropdown options for "Record Type" and corresponding options for "Document Type"

Record Type	Document Type
Proof of Relationship	Birth Certificate – UC; Baptismal Certificate; Birth Certificate – Sponsor; Birth Certificate – Other; Consulate Written Affirmation of Relationship; Verified by Government Agency/Consulate; Court Order – Adoption; Court Order – Guardianship; Court Order – Other; Government Issued Photo ID; Government Issued Ration Card; Hospital Record; Interview Notes; Land Deeds – Sponsor and UC’s Family; Letter of Designation for Care of a Minor; Marriage Certificate; Passport (including stamps); Photographs; Remittance Receipts; School Record/Diploma; Social Media Posts; Genogram; Other
Background Check	FBI Criminal History and FBI Name Check
Case Coordination and Discharge	Verification of Release; Release Request; Discharge Notification; ORR Notice to ICE; and Notice of Transfer to ICE

Case Management	Verification of Release; Release Request; Discharge Notification; ORR Notice to ICE; New Placement Orientation; Safety Plan; Other; Medical Checklist; Transfer; Admission Assessment; Influx Transfer Facility Checklist; and LTFC Memo
Compliance Document	Other; ORR Closed Corrective Action; ORR Closed Monitoring Report; ORR Site Visit Report; Program Licensing Investigation; and PSA Audit
Compliance Forms	Privacy 101; ROB; and Cybersecurity
Education	Other, Initial Education Intake Assessment; ESL Assessment; Progress Report Card; and Educational Reassessment Report
FRP Forms	FRP 2 Authorization for Release of Information; FRP 3 Family Reunification Application; FRP 9 Letter of Designation for Care of a Minor; and FRP 10 Sponsor Declaration
Facility Document	Other; Facility Intake List; Program Brief; Program Lease; Signed Cooperative Agreement; State Licensure; Fire Inspection; Emergency/Evacuation Plan; and Facility Floor Plan
HS/PRS Document	Addendum; Other Supporting Documents; and Post Release Assessment Report
Health Documentation	Public Health Investigation Form; Hospital Discharge Instructions; Hospital Discharge Summary; Image Study Reading (TB); Image Study Reading (Non-TB); Immunization Record; Initial Medical Exam Form; Initial Dental Exam Form; Lab Results; Medications; Health Evaluation Form; Office Notes; Specialist Notes; Supplemental TB Screening Form; and Other Health Document
Legacy Document	<i>All "Document Type" options available under other Record Types are available for this Record Type</i>
Legal Document	Birth Certificate – UC; Court Order (Flores Bond); Court Order (Other); Court Order (Removal); Court Order (VD); Decision (Administrative Review); Decision (Appeal of ORR Decision); Decision (Flores Bond Letter); Decision (Specific Consent); DHS Document (I-213); DHS Document (NTA); DHS Document (Other); Form (Attorney of Record); Form (Authorization for Release of Information); Form (Change of Venue); Form (Flores Bond Hearing Motion); Form (Legal Resource Guide Part II – Admission); Form (Legal Resource Guide Part III – Release); Form (Notice of Placement); Form (Specific Consent); Other Legal Document; OTIP Eligibility Letter; OTIP Interim Assistance Letter; Placement Identification Document; Records (Court); Records (Criminal/Delinquency Records); and Post Legal Status Plan
Medical Document	DHS Docs and Medical Checklist
Mental Health Documentation	Clinical Notes; Progress Notes; Discharge Summary; Psychiatric Evaluation Report; Psychological Evaluation Report; RTC Recommendation Letter; Developmental Assessment Report; and Other Mental Health Document
Monitoring Visit	Behavior Management Plan; Care Provider Policies and Procedures; Community Partnerships/Services; Cost of Care; Education Documents; Emergency and Evacuation Plan; Fire and Safety Code Permits/Reports; Food Services; Foster Home Safety Checklist; Foster Parent Agreement; Foster Parent Files; Foster Parent Orientation Manual; Foster Parent Trainings; Full Staff List; Geographic Areas Served; Health/Sanitation Inspection Reports; Independent Living Resources; List of Current Foster Parents; List of Home Study Cases; Map of Facility; Memorandum of Understanding; Monitoring Schedule; Monitoring Tools and Instruments; Monitoring Visit Reports; Mosquito Control Inspection; Organizational Chart; Quality Assurance Resources; Respite and Retention Procedures; Site Visit Guide; Staff Trainings; Staffing Plan; State Licensing/CPS; UC Case Files; UC Orientation Packet; UC with G-28s; and Vehicle Inspections
Operational Document	Other; Grantee Daily Schedule; Internal SOPs; Staff Training Curriculum; Educational Curriculum; Vocational Curriculum; Food Menu; UC Handbook/Orientation; Prevention of Sexual Abuse/Harassment SOPs; and Organizational Chart
Other	DocGen; Placement Authorization; Medical Authorization; Notice of Placement; UC Assessments; New Placement Orientation; Other; and Manifest
Policy Guidance Documents	Policy Memo; Field Guidance; Interim Guidance; Form or Related Material; Frequently Asked Questions; Procedure Manual; Other Guidance; Resource Material; and Training
Profile Picture	Other
Proof of Address	Current Lease or Mortgage Statement; Notarized Letter from Landlord; Utility Bill, Bank Statement; Payroll Check Stub; Official Mail; Other Similar Document; and Letter/Code
Proof of Financial Stability	Proof of Financial Stability
Proof of Identity	US Passport; US Passport Card; Foreign Passport; Permanent Resident Card; Alien Registration Receipt Card; Employment Authorization Document; US Driver's License or Identification Card; US Certificate of Naturalization; US Military Identification Card; Birth Certificate; Court Order for Name Change; Foreign National Identification Card; Consular Passport Renewal Receipt; Foreign Driver's License; Foreign Voter Registration Card; Canadian Border Crossing Card; Mexican Border Crossing Card; Refugee Travel Documents; Other Similar Government Document; and Marriage Certificate
Proof of Immigration Status or U.S. Citizenship	US Passport; Valid Visa; Legal Permanent Resident Card; Notice to Appear; Other Federal Government Document Providing Immigration Status; US Birth Certificate; US Naturalization Papers; Court Order; and Other Government Issued Document Proving US Citizenship
Referral Documents	Birth Certificate – UC; Baptismal Certificate; DocGen; FRP 2 Authorization for Release of Information; FRP 3 Family Reunification Application; FRP 9 Letter of Designation for Care of a Minor; and FRP 10 Sponsor Declaration; US Passport; US Passport Card; Foreign Passport; Permanent Resident Card; Alien Registration Card Receipt; Employment Authorization Document; US Driver's License or Identification Card; US Certificate of Naturalization; US Military Identification Card; Birth Certificate; Court Order for Name Change; Foreign National Identification Card; Consular Passport Renewal Receipt; Foreign Driver's License; Foreign Voter Registration Card; Canadian Border Crossing Card; Mexican Border Crossing Card; Refugee Travel Documents; Valid Visa; Legal Permanent Resident Card; Notice to Appear; Other Federal Government Document Providing Immigration Status; US Birth Certificate; US Naturalization Papers; Court Order; and Other Government Issued Document Proving US Citizenship; Birth Certificate – Sponsor; Birth Certificate – Other; Consulate Written Affirmation of Relationship; Verified by Government Agency/Consulate; Court Order – Adoption; Court Order – Guardianship; Court Order – Other; Death Certificate; Family Session Case Note; Government Issued Photo ID; Government Issued Ration Card; Hospital Record; Interview Notes; Land Deeds – Sponsor and UC's Family; Letter of Designation for Care of a Minor; Marriage Certificate; Passport (including stamps); Photographs; Remittance Receipts; School Record/Diploma; Social Media Posts; Genogram; Current Lease or Mortgage Statement;

	Notarized Letter from Landlord; Utility Bill, Bank Statement; Payroll Check Stub; Official Mail; Other Similar Document; Letter/Code; Proof of Financial Stability; Self-Disclosed Criminal History; Verification of Release; Release Request; Discharge Notification; ORR Notice to ICE; Referral Documents; and Other
Release Request	Best Interest Recommendation Letter; R-4 Release Request; ORR Denial Letter; Parent Denial Letter; Program Acceptance Letter; Recommendation to Deny Release; Referral Services COO; Safety Plan; Travel Document; Travel Itinerary; and Other
SIR/PLE Report Document	Police Report; State Licensing Documentation; Fraud Documentation; CPS Documentation; Significant Incident Report; PLE Report; Other; DOJ/FBI Documentations; and HHS OIG Documentation
Self-Disclosed Criminal History	Self-Disclosed Criminal History
Sponsor Assessment	Initial and Final



Discharge Notification

UAC Information

[PHOTO]	<p>UAC Name: <<Case_Contact>></p> <p>AKA: <<Case_UAC_dischargeAKA>></p> <p>DOB: <<Case_UAC_dob_d>></p> <p>A#: <<Contact_UAC_A>></p> <p>Age: <<Case_UAC_age>></p> <p>Gender: <<Case_UAC_gender>></p> <p>Country of Birth: <<Case_UAC_countryOfBirth>></p> <p>Entry #: <<>></p>
<p>Length of Stay: <<Case_UAC_LOS>></p> <p>Program/Facility: <<Case_UAC_programFacility>></p> <p>Date/Time Admitted: <<Case_UAC_admittedDateTime_a>></p> <p>Returning UAC: <<Case_UAC_returningUAC>></p>	

Discharge Details

<p>ORR Decision: <<Case_UAC_dischargeORRDecision>></p> <p>ORR Final Decision Date: <<Case_UAC_disORRFinalDecisionDateDischarge_a>></p> <p>Date/Time of Discharge: <<Case_UAC_dateTimeOfDischarge>></p> <p>Next Immigration Hearing Date: <<Case_UAC_nextImmigrationHearingDate>></p> <p>Sponsor: <<Parent_UAC_sponsor>></p> <p>Sponsor DOB: <<Case_UAC_dischargeSponsorDOB_d>></p>	<p>Status: <<Case_Status>></p> <p>Type of Discharge: <<Case_UAC_typeOfDischarge>></p> <p>Type of Age Out: <<Case_UAC_typeOfAgeOut>></p> <p>Granted Voluntary Departure Date: <<Case_UAC_grantedVoluntaryDepartureDate_a>></p> <p>Sponsor Category: <<Case_UAC_sponsorCategory>></p> <p>Relationship to UAC: <<Case_UAC_dischargeRelationshiptoUAC>></p>
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Discharge Notification Office of Refugee Resettlement

Governmental Agency:

<<Case_UAC_governmentalAgency>>

Name of Government Agency:

<<Case_UAC_nameOfGovernmentAgency>>

Program Name:

<<Case_UAC_dischargeProgramName>>

Program Type:

<<Case_UAC_dischargeProgramType>>

Parental/Legal Guardian Separation

<<Case_UAC_parentalLegalGuardianSeparation>>

Is this a MPP Case:

<<Case_UAC_isThisAMppCase>>

Address:

<<Case_UAC_dischargeAddress>>

City:

<<Case_UAC_dischargeCity>>

State:

<<Case_UAC_dischargeState>>

Zip:

<<Case_UAC_dischargeZipCode>>

Phone:

<<Case_UAC_dischargePhone>>

UAC Parent Name:

<< Case_UAC_parentName>>