

# **Placement and Transfer of Unaccompanied Children into ORR Care Provider Facilities**

**OMB Information Collection Request  
0970 - 0554**

## **Supporting Statement Part A - Justification**

**August 2022**

Submitted By:  
Office of Refugee Resettlement  
Administration for Children and Families  
U.S. Department of Health and Human Services

## SUPPORTING STATEMENT A – JUSTIFICATION

### Summary

This request is for revisions to the forms currently approved under OMB #0970-0554 and to add four new forms under this OMB number. All instruments will be incorporated into ORR's new case management system, UC Path. Details about the changes are described in section A15.

#### **1. Circumstances Making the Collection of Information Necessary**

The Homeland Security Act (HSA), 6 U.S.C. 279, transferred responsibilities for the care and placement of unaccompanied children (UC) from the Commissioner of the former Immigration and Naturalization Service (INS) to the Director of the Office of Refugee Resettlement (ORR).

The *Flores v. Reno* Settlement Agreement, No. CV85-4544-RJK (C.D. Cal. 1996), establishes an order of priority for sponsors with whom UC should be placed and sets minimum standards for the release, housing, services, transportation, and discharge of UC. *Flores* also entitles Plaintiffs' counsel to visit ORR facilities.

The William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 (TVPRA), 8 U.S.C. 1232, creates additional requirements for the placement, services, and discharge of UC in federal custody. The TVPRA also directs ORR to create policies to ensure UC are protected from traffickers and others seeking to victimize them or otherwise engage them in criminal, harmful, or exploitative activity.

ORR's Interim Final Rule on the Standards to Prevent, Detect, and Respond to Sexual Abuse and Sexual Harassment Involving Unaccompanied Children, 45 CFR Part 411, sets forth such standards for ORR care provider facilities that house UC in accordance with section 1101(c) of the Violence Against Women Reauthorization Act of 2013, Pub. L. 113-4 (VAWA 2013).

ORR's UC Program provides care and custody for UC until they can be safely released to a sponsor, repatriated to their home country, or obtain legal status. ORR funds residential care provider facilities that provide temporary housing and other services to UC in ORR custody. Care provider facilities are State licensed, with the exception of temporary influx care facilities, and must meet ORR requirements to ensure a high-level quality of care. Services provided at care provider facilities include, but are not limited to, education, recreation, vocational training, acculturation, nutrition, medical, mental health, legal, and case management.

The instruments in this information collection directly relate to the care of UC for processing pursuant to the Paperwork Reduction Act. These instruments allow ORR to place UC referred to ORR by Federal agencies into care provider facilities and to transfer UC within the ORR care provider network. The instruments are:

- Placement Authorization (Form P-1)
- Authorization for Medical, Dental, and Mental Health Care (Form P-2)
- Notice of Placement in a Restrictive Setting (Form P-4/4s/4d/4p)
- Long Term Foster Care Placement Memo (Form P-5)
- UC Referral (formerly titled Intakes Placement Checklist and Add New UC) (Form P-7)
- Care Provider Checklist for Transfers to Influx Care Facilities (Form P-8)

- Medical Checklist for Non-Influx Transfers (Form P-9A)
- Medical Checklist for Transfers to Influx Care Facilities (Form P-9B)
- Transfer Request (Form P-10A)
- Influx Transfer Request (Form P-10B)\*
- Transfer Summary and Tracking (formerly titled Transfer Request and Tracking Form) (Form P-11)
- Program Entity (formerly titled UC Portal Capacity Report) (Form P-12)
- UC Profile (formerly titled Add New UC) (Form P-13)
- ORR Transfer Notification – Notice of Transfer to Immigration and Customs Enforcement’s (ICE) Chief Counsel – Change of Address/Change of Venue (Form P-14)
- Family Group Entity (Form P-15)\*
- Influx Transfer Manifest (Form P-16)\*
- Influx Transfer Manual and Prescreen Review (Form P-17)\*

\*These instruments are new additions under this OMB #.

## 2. Purpose and Use of the Information Collection

- **Placement Authorization (Form P-1):** This instrument is used by ORR to authorize a care provider to provide care and services to UC placed in their facility. Care providers sign the instrument to acknowledge certain responsibilities related to the care of the UC.
- **Authorization for Medical, Dental, and Mental Health Care (Form P-2):** This instrument is used by ORR to authorize a care provider to provide medical, dental, and mental health care services to UC placed in their facility. Care providers sign the instrument to acknowledge certain responsibilities related to the care of the UC.
- **Notice of Placement in a Restrictive Setting (Form P-4/4s/4d/4p):** This instrument is used by care providers to document and inform UC of the reason they have been placed in a restrictive setting. See [ORR Policy Guide Section 1.2.4 Secure and Staff Secure Care Provider Facilities](#) for related policies.
- **Long Term Foster Care Placement Memo (Form P-5):** This instrument is used by care providers to ensure placement in a foster home that meets the UC’s needs and continuity of services. See [ORR Policy Guide Section 1.2.6 ORR Long Term Foster Care](#) for related policies.
- **UC Referral (formerly titled Intakes Placement Checklist and Add New UC) (Form P-7):** This instrument is used by Federal agencies to refer UC to ORR custody and by ORR Intakes staff to place UC in an ORR care provider facility. It also contains a checklist that is used by ORR Intakes staff to determine whether initial placement in a restrictive setting is appropriate for a UC. See [ORR Policy Guide Section 1.3 Referrals to ORR and Initial Placement](#) for related policies.
- **Care Provider Checklist for Transfers to Influx Care Facilities (Form P-8):** This instrument is used by care providers to ensure that all criteria for transfer of a UC to an influx care facility have been met. See [ORR Policy Guide Section 7.2 Placement into Influx Care Facilities](#) for related policies.

- **Medical Checklist for Non-Influx Transfers (Form P-9A):** This instrument is used by care providers to ensure that UC are medically cleared for transfer within the ORR care provider network, excluding transfer to an influx care facility. See [ORR Policy Guide Section 1.4 Transfers within the ORR Care Provider Network](#) for related policies.
- **Medical Checklist for Transfers to Influx Care Facilities (Form P-9B):** This instrument is used by care providers to ensure that UC are medically cleared for transfer to an influx care facility. See [ORR Policy Guide Section 7.2 Placement into Influx Care Facilities](#) for related policies.
- **Transfer Request (Form P-10A):** This instrument is used by care provider facilities, ORR contractor staff, and ORR Federal staff to process recommendations and decisions for transfer of a UC within the ORR care provider network for non-influx transfers. See [ORR Policy Guide Section 1.4 Transfers within the ORR Care Provider Network](#) for related policies.
- **Influx Transfer Request (Form P-10B):** This instrument is used by care provider facilities and ORR Federal staff to process recommendations and decisions for transfers to an influx care facility. See [ORR Policy Guide Section 7.2 Placement into Influx Care Facilities](#) for related policies.
- **Transfer Summary and Tracking (formerly titled Transfer Request and Tracking Form) (Form P-11):** This instrument is used by care providers to track the physical transfer of the UC and their belongings. See [ORR Policy Guide Section 1.4 Transfers within the ORR Care Provider Network](#) for related policies.
- **Program Entity (formerly titled UC Portal Capacity Report) (Form P-12):** This instrument is used by care providers and ORR to track certain information related to care provider programs, such as location, contact information, bed capacity, state licensure, grant information, monitoring, and program census.
- **UC Profile (formerly titled Add New UC) (Form P-13):** This instrument is used by referring Federal agencies and care providers to create a profile for a UC from which all information related to their case can be accessed.
- **ORR Transfer Notice – Notice of Transfer to ICE Chief Counsel – Change of Address/Change of Venue (Form P-14):** This instrument is used by care providers to notify DHS of the transfer of a UC within the ORR care provider network so that DHS may file a Motion for Change of Venue and/or Change of Address with the Executive Office for Immigration Review to ensure the UC’s immigration case is transferred to the local immigration court, if applicable.
- **Family Group Entity (Form P-15):** This instrument is used by the ORR Intakes Team to associate UCs who are members of the same family with each other.
- **Influx Transfer Manifest (Form P-16):** This instrument is used by designated care provider staff and ORR staff to plan, track, and notify stakeholders of group transfers to an influx care facility. See [ORR Policy Guide Section 7.2 Placement into Influx Care Facilities](#) for related policies.
- **Influx Transfer Manual and Prescreen Review (Form P-17):** This instrument is used by designated care provider staff to evaluate each UC’s eligibility to be transferred to an influx care facility. Care provider staff review and update information on daily during times of influx. See [ORR Policy Guide Section 7.2 Placement into Influx Care Facilities](#) for related policies.

### **3. Use of Improved Information Technology and Burden Reduction**

ORR is in the process of developing a new case management system which will streamline information management by consolidating UC information from disparate storage locations, reduce manual paperwork processing conducted outside of the system (e.g., spreadsheets, PDFs, Word documents), maximize the use of auto-population so that information is not entered more than once, enforce business rules through automated workflow management, and improve business intelligence capabilities by automating reporting and data analytics. All of the instruments in this collection will be incorporated into the new system when launched.

### **4. Efforts to Identify Duplication and Use of Similar Information**

The information being collected by these instruments are not obtainable from other sources.

### **5. Impact on Small Businesses or Other Small Entities**

The proposed information collections will not burden or impact small businesses.

### **6. Consequences of Collecting the Information Less Frequently**

Not collecting the information requested in these forms would impede ORR from performing its charged duty of accepting referrals from Federal agencies within 72 hours and placing UC in the least restrictive setting. Furthermore, all grantees funded to provide services to these children are required in writing to comply with all of ORR's program policies, procedures, and guidance, which includes collecting the information in these instruments.

### **7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

None of the characteristics outlined in 5 CFR 1320.5(d)(2) apply to the instruments in this collection.

### **8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency**

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection activity. This notice was published on January 19, 2021, Volume 86, Number 11, pages 5196-5199, and provided a sixty-day period for public comment. During the notice and comment period, responses were received from four commenters, each containing multiple comments. Attachment A provides a summary of those comments and ORR's responses.

### **9. Explanation of Any Payment or Gift to Respondents**

No payment or gift to the respondents will be provided.

## 10. Assurance of Confidentiality Provided to Respondents

ORR established a system of records to ensure the level of confidentiality pursuant to the Privacy Act. 5 U.S.C. 552a. ORR’s system of records notice was published on July 18, 2016 at 81 FR 46682.

## 11. Justification for Sensitive Questions

Sensitive information may be collected in these instruments in order for ORR to make informed placement decisions that ensure all UC are placed in the least restrictive setting that meets their individual needs. ORR does not ask for any information of a sensitive nature beyond what is needed to make appropriate placement decisions.

## 12. Estimates of Annualized Burden Hours and Costs

Estimates used to calculate burden are based on the following factors:

- FY2021 projections for referrals to ORR custody, transfers within the ORR care provider network, and discharges from ORR custody.
- ORR funds approximately 216 care provider grantees, including approximately 30 long term foster care programs and 15 restrictive placement programs.
- The cost to respondents was calculated using wage data, accessed in March 2020, for the Bureau of Labor Statistics (BLS) job code 21-1021 Child, Family, and School Social Workers in the industry of Other Residential Care Facilities. The rates were multiplied by two to account for fringe benefits and overhead –  $\$19.21 \times 2 = \$38.42$

Information Collection Title	Annual Number of Respondents	Annual Number of Responses per Respondent	Average Burden <u>Minutes</u> per Response	Annual Total Burden <u>Hours</u>	Average Hourly Wage	Annual Total Cost
Placement Authorization (Form P-1)	216	278	5	5,004	\$38.42	\$192,253.68
Authorization for Medical, Dental, and Mental Health Care (Form P-2)	216	278	5	5,004	\$38.42	\$192,253.68
Notice of Placement in a Restrictive Setting (Form P-4/4s/4d/4p)	15	34	20	170	\$38.42	\$6,531.40
Long Term Foster Care Placement Memo (Form P-5)	30	3	15	23	\$38.42	\$883.66
UC Referral (Form P-7)	16	3,255	60	52,080	\$38.42	\$2,000,913.60
Care Provider Checklist for Transfers to Influx	216	10	15	540	\$38.42	\$20,746.80

Care Facilities (Form P-8)						
Medical Checklist for Transfers (Form P-9A)	216	27	5	486	\$38.42	\$18,672.12
Medical Checklist for Influx Transfers (Form P-9B)	216	63	10	2,268	\$38.42	\$87,136.56
Transfer Request (Form P-10A) – Grantee Case Manager	216	37	25	3,330	\$38.42	\$127,938.60
Transfer Request (Form P-10A) – Contractor Case Coordinator	250	37	20	3,083	\$38.42	\$118,448.86
Influx Transfer Request (Form P-10B)	216	63	25	5,670	\$38.42	\$217,841.40
Transfer Summary and Tracking (Form P-11)	216	37	10	1,332	\$38.42	\$51,175.44
Program Entity (Form P-12)	216	12	30	1,296	\$38.42	\$49,792.32
UC Profile (Form P-13)	216	241	45	39,042	\$38.42	\$1,499,993.64
ORR Transfer Notification - ORR Notification to ICE Chief Counsel of Transfer of UC and Request to Change Address/Venue (Form P-14)	216	37	10	1,332	\$38.42	\$51,175.44
Family Group Entity (Form P-15)	16	188	5	251	\$38.42	\$9,643.42
Influx Transfer Manifest (Form P-16)	3	12	20	12	\$38.42	\$461.04
Influx Transfer Manual and Prescreen Criteria Review (Form P-17)	216	43,333	30	4,679,964	\$38.42	\$179,804,216.88
<b>Estimated Annual Burden Hours Total:</b>				<b>4,800,887</b>	<b>Estimated Annual Cost Total:</b>	<b>\$184,450,078.54</b>

### 13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

Respondents will not incur any direct monetary costs, other than their time, in the completion of these instruments.

### 14. Annualized Cost to the Federal Government

The annualized cost estimate for each of these instruments considers the time of a step 1 GS-12 in the Washington, DC locality to review information following submittal. No additional costs will be incurred

by the Federal government for developing computer systems or storing the instruments as those systems are already in place. The hourly rate was multiplied by two to account for fringe benefits and overhead.

<b>Information Collection Title</b>	<b>Annual Number of Respondents</b>	<b>Annual Number of Responses per Respondent</b>	<b>Average Federal Staff Burden <u>Minutes</u> per Response</b>	<b>Annual Total Federal Staff Burden <u>Hours</u></b>	<b>Average Federal Staff Hourly Wage</b>	<b>Annual Total Federal Staff Cost</b>
Long Term Foster Care Placement Memo (Form P-5)	45	11	10	4,950	\$82.74	\$409,563.00
UC Referral - ORR Federal Staff (Form P-7)	45	1,157	15	780,975	\$82.74	\$64,617,871.50
UC Referral (Form P-7) – Referring Federal Agency	50	1,040	15	780,000	\$82.74	\$64,537,200.00
Care Provider Checklist for Transfers to Influx Care Facilities (Form P-8)	45	49	10	22,050	\$82.74	\$1,824,417.00
Medical Checklist for Transfers (Form P-9A)	45	129	5	29,025	\$82.74	\$2,401,528.50
Medical Checklist for Influx Transfers (Form P-9B)	45	304	5	68,400	\$82.74	\$5,659,416.00
Transfer Request (Form P-10A)	45	178	20	160,200	\$82.74	\$13,254,948.00
Influx Transfer Request (Form P-10B)	45	304	20	273,600	\$82.74	\$22,637,664.00
Transfer Summary and Tracking (Form P-11)	45	178	5	40,050	\$82.74	\$3,313,737.00
Program Entity (Form P-12)	20	12	30	7,200	\$82.74	\$595,728.00
UC Profile (Form P-13) – ORR Federal Staff	45	1,156	30	1,560,600	\$82.74	\$129,124,044.00
UC Profile (Form P-13) – Referring Federal Agency	50	1,040	10	520,000	\$82.74	\$43,024,800.00
ORR Transfer Notification - ORR Notification to ICE Chief Counsel of Transfer of UC and Request to Change Address/Venue (Form P-14)	45	178	5	40,050	\$82.74	\$3,313,737.00
Influx Transfer Manifest (Form P-16)	45	1	15	675	\$82.74	\$55,849.50
Influx Transfer Manual	45	304	15	205,200	\$82.74	\$16,978,248.00

and Prescreen Criteria Review (Form P-17)						
			<b>Estimated Annual Burden Hours Total:</b>	<b>4,492,975</b>	<b>Estimated Annual Cost Total:</b>	<b>\$371,748,751.50</b>

## 15. Explanation for Program Changes or Adjustments

A. ORR revised all 13 instruments currently approved under OMB #0970-0554, all of which will be incorporated into ORR’s new case management system, UC Path. Five of the instruments contain revisions to the formatting, organization, or wording of field labels with no changes to the content. The remaining eight instruments contain changes in content. In addition, ORR proposes to add four new instruments to this collection that will also be incorporated into UC Path. Finally, ORR plans to replace the term “unaccompanied alien child (UAC)” with “unaccompanied child (UC)” throughout the instruments in this collection. Note that the screenshots of UC Path instruments attached to this package do not reflect this change because it has not yet been developed in the system. However, the revision in terminology will be made before the system is launched.

- **Placement Authorization (Form P-1):** ORR revised the formatting, but no changes were made to the content. The average burden minutes per response was increased from one to five minutes.
- **Authorization for Medical, Dental, and Mental Health Care (Form P-2):** ORR revised the formatting, but no changes were made to the content. The average burden minutes per response was increased from one to five minutes.
- **Notice of Placement in a Restrictive Setting (Form P-4/4s/4d/4p):** ORR replaced the staff secure placement criteria of gang involvement with a criteria that states that the UC has “displayed a pattern of severity of behavior, either prior to entering ORR custody or while in ORR care, that requires an increase in supervision by trained staff.” ORR also revised the formatting of the form. Finally, ORR is adding Dari and Pashto translations of the form.
- **Long Term Foster Care Placement Memo (Form P-5):** ORR revised the formatting and the order in which the fields appear. ORR added two new questions asking respondents to 1) describe any special skills or training of the foster family or group home, and 2) provide any further available information and/or considerations about the timeline for physical transfer of the minor.
- **UC Referral (formerly titled Intakes Placement Checklist) (Form P-7):** ORR combined the previously approved version of the *Intakes Placement Checklist* and certain fields from *Add New UC*, into one instrument. The average burden minutes per response was increased from 15 to 60 minutes, plus an additional 30 minutes if the placement checklist must be completed. In addition, ORR made the following revisions:
  - Moved the “Immigration Status at Referral” field to the *UC Profile* instrument.
  - Created a new “Parent/Legal Guardian Separation” section. This section contains five fields, and replaces the single question on the current version of the *Add New UC* instrument.

- o Created a new “MPP Information” section to capture information about enrollment in the Migrant Protection Protocol (MPP) program. This section contains two fields.
- o Moved the field “Related to Other UC(s)?” to the *UC Profile* instrument.
- o Moved fields related to family groups to the *UC Profile* and *Family Group Entity* instruments.
- o Added the following fields to the “Apprehension and Referral Information” section: “Referring Sector Name”, “POC Primary Email”, “POC Secondary Email”, “Referring Sector Code”.
- o Moved fields in the “Parent/Relative Information” section to the *UC Profile* instrument.
- o Renamed the “Notes” field in the “Referral Notes” section to “Apprehension/Journey Notes” and added a new field, “Referral Cancellation Reason”.
- o Renamed the “ORR Placement Information” section to “Placement Request” and added the following fields: “Required Placement Request”, “Placement Requested Date/Time”, “Program/Facility”, “Not Accepted Reason”, “Placement Decision Date/Time”, “Placement Notes”, and “Override Stop Placement Reason”.
- o Added a new section titled “Special Placement Request” that contains the fields found in the “Placement Determination” section of the current version of the *Intakes Placement Checklist*.
- o Created a new “Criminal Information” section. This section contains nine fields, and replaces the two questions on criminal charges and acting as a footguide on the current version of the *Add New UC* instrument.
- o A new section titled “Criminal Charges” as added to capture more detailed information if the UC has any criminal charges, which contains nine fields.
- o A new “Detention Facilities” section as created to capture more detailed information if the UC was ever held in a detention facility. This section contains nine fields.
- o Added a new “Documents” section where documents related directly to the UC’s referral may be uploaded.
- o Added a new “Entry Team” section in which read and/or write access can be granted to individuals who need access privileges to the record, but do not typically need such privileges for a referral record.
- o Revised the *Intakes Placement Checklist* as follows:
  - Reorganized the checklist into distinct sections for staff secure and secure placement criteria.
  - Removed “UC will be turning 18 year of age in the next month” as an escape risk criteria.
  - Removed the “Danger to Self” section.
  - Revised the lists of criminal offenses in both the staff secure and secure sections.

- Replaced the “Gang Affiliation” section and criteria under “Conduct” for “UC has displayed a pattern of severity of behavior, either prior to entering ORR custody or while in ORR care, that requires an increase in supervision by trained staff.”
  - Added a new “Initial Health Information” section to capture more detailed information about the UC’s health. This section contains 31 fields.
- **Care Provider Checklist for Transfers to Influx Care Facilities (Form P-8):** ORR revised the formatting and reworded some field labels, but no changes were made to the content.
- **Medical Checklist for Non-Influx Transfers (Form P-9A):** ORR revised the formatting and reworded the questions. In addition, ORR removed the question asking if the child is free of all medical conditions requiring specialist care.
- **Medical Checklist for Transfers to Influx Care Facilities (Form P-9B):** ORR revised the formatting and instructions, reworded most questions, and clarified which questions are only applicable to influx care facilities located on Department of Defense (DOD) sites. ORR also added four new questions that ask about sexually transmitted disease, injection drug use, allergies, and the completion of lab and diagnosis field in UC Path.
- **Transfer Request (Form P-10A):** ORR revised the formatting and reworded many of the section titles and fields. In addition, ORR made the following revisions to this instrument:
  - In the “Transfer Request” section, ORR removed the field “Requested Date” and added the following fields: “Status”, “Transfer Type”, “High Priority”, “Transfer Cancellation Reason”, “Case Coordinator”, and “Legal Eligibility”.
  - In the “Reason for Transfer Request” section, ORR replaced the gang involvement option in the “Staff Secure Only” field with “Has displayed a pattern of severity of behavior, either prior to entering ORR custody or while in ORR care, that requires an increase in supervision by trained staff.”
  - Added the following fields to the “Case Coordinator Recommendation” section: “Pending Information”, “FFS Authorized to Proceed”, and “Add to Waitlist?”.
  - Moved fields related to the UC’s attorney of record from the “Reason for Transfer Request” section to the “Casefile Summaries” section.
  - Added a new “Transfer Designation” section containing three fields.
  - Added a “Remand for Further Information” to the “ORR Decision” section.
  - Removed the “Transfer Packet” section.
  - Added the following fields to the “COA-COV” section: “Specify UC Special Needs” and “Other Change Venue Cause”.
  - Added a new “Entry Team” section in which read and/or write access can be granted to individuals who need access privileges to the record, but do not typically need such privileges for a referral record.
  - Added a new “Documents” sections where documents related directly to the UC’s transfer may be uploaded.

- o Added a new “Program Referrals” section in which care providers can search for programs that fit the UC’s transfer criteria and make referrals.
- **Influx Transfer Request (Form P10-B):** This is a new instrument that ORR plans to add to this collection.
- **Transfer Summary and Tracking (formerly titled Transfer Request and Tracking Form) (Form P-11):** ORR revised the formatting and reworded some of the fields. ORR also removed the field “FINS Number” and added the fields “Gender” and “Gender Other.”
- **Program Entity (formerly titled UC Portal Capacity Report) (Form P-12):** ORR greatly expanded this instrument to track multiple types of information related to care provider programs. The average burden minutes per response was increased from five to 30 minutes. In addition to bed capacity, this instrument contains the following information:
  - o An overview of the program that includes name, status, parent entity, type, address, region, and acceptable placement types
  - o Various program points of contact
  - o Stakeholder information (child advocate program, legal service provider, field office juvenile coordinator (FOJC))
  - o Information related to the program’s State licensing agency and licensing status
  - o Information related to the program’s Administration for Children and Families grant
  - o Fields tracking the reason and dates of stop placements, if applicable
  - o Information related to the program’s ORR monitoring schedule
  - o Sections that list all events and incident reports created for the program (cleared as separate instruments in OMB #0970-0547)
  - o Census information and the ability to initiate prescreening for transfers to influx care facilities (cleared as *Influx Transfer Manual and Prescreen Review* in this collection)
  - o An area to add individuals to the program’s team (e.g., assigned Federal Field Specialist, Project Officer)
  - o An area to upload document relation to the facility and its operations and/or compliance
  - o An auto-populated capacity dashboard to track available beds.
- **UC Profile (formerly titled Add New UC) (Form P-13):** Previously, the purpose of this instrument was to 1) create an initial profile and 2) receive/process referrals. The function of receiving/processing referrals and the related fields from the *Add New UC* instrument were moved to the *UC Referral* instrument, as noted above in the description of changes for *UC Referral*. The function of creating an initial profile in the system and related fields containing basic UC information remain with this instrument. However, this purpose of this instrument has been expanded. It now acts as a hub where users can assess all records related to a UC’s case. Most of the records accessible from the UC Profile are being cleared as separate instruments, either in this or another one of ORR’s information collections. The sections being cleared under this instrument are as follows: Profile Information, Program Designation, Legal-Immigration, Legal-Administrative, System Information, Apprehended Relationships,

Other Relationships, Adult Contact Relationships, Entity Team, and Documents. The average burden minutes per response was increased from 15 to 45 minutes.

- **ORR Transfer Notice – Notice of Transfer to ICE Chief Counsel – Change of Address/Change of Venue (Form P-14):** ORR revised the formatting, but no changes were made to the content.
  - **Family Group Entity (Form P-15):** This is a new instrument that ORR plans to add to this collection.
  - **Influx Transfer Manifest (Form P-16):** This is a new instrument that ORR plans to add to this collection.
  - **Influx Transfer Manual and Prescreen Review (Form P-17):** This is a new instrument that ORR plans to add to this collection.
- B. ORR plans to remove the term “alien” from the title of this information collection and revise it to read “Placement and Transfer of Unaccompanied Children into ORR Care Provider Facilities.”
- C. ORR intends to conduct a phased rollout of the UC Path system. Beginning September 2021, ORR plans to roll the UC Path system out to a small group of care provider programs. ORR will gradually expand use of the system to other programs and expects all care provider programs will be using UC Path by Spring 2022. To ensure continuity of operations, care provider programs will need the ability to continue using instruments in the UC Portal system and in other formats (e.g., PDF, Excel) while they are waiting to transition over to the UC Path system. Therefore, ORR requests OMB’s approval to continue use of the following instruments, concurrently with the UC Path versions of the same instruments until all care provider programs are using UC Path. Although all care providers are expected to be using UC Path by Spring 2022, ORR requests approval to continue using these instruments for up to one year to account for any unexpected technical issues that may arise during rollout. These versions were last approved by OMB on March 10, 2021.
1. Intakes Placement Checklist – PDF
  2. Transfer Request (Form P-10A) – UC Portal
  3. UC Portal Capacity Report (Form P-12) – UC Portal
  4. Add New UC (Form P-13) – UC Portal

## **16. Plans for Tabulation and Publication and Project Time Schedule**

ORR does not plan to publish the information provided by the respondents.

## **17. Reason(s) Display of OMB Expiration Date is Inappropriate**

ORR plans to display the expiration date of clearance as set by OMB.

## **18. Exceptions to Certification for Paperwork Reduction Act Submissions**

No exceptions are necessary for this information collection.