

# Influx Transfer Request (Form P-10B)

## Data Entry Window

New Entry: Transfer Request Influx

**UAC Profile**

Height (Ft & Inches)  Eye Color

Weight (Pounds)  Identification Marks

Allergies  Medications

**Influx Transfer Request**

\* Status  \* Program/Facility

\* Manifest Status  High Priority?

\* Transfer Type  \* Current Program

Transfer Cancellation Reason

Program Type Requested

**\* Standard Program Type**

Available

- To provide a less restrictive setting
- To provide a more restrictive setting
- Minor's Medical Health
- Minor's Mental Health
- Violent/Threatening Behavior
- Disruptive Behavior
- Minor's Safety
- Flight Risk
- Emergency Influx

Chosen

Requester Name

**Casefile Summaries**

Minor Attorney Contacted  Attorney of Record

Attorney Phone

**Information Relating to UAC Casefile**

Available

- Pregnancy
- Injury
- Illness
- Diagnosed Behavior/Illness with no medications
- Diagnosed Behavior/Illness with medications
- Charge(s) Dropped

Chosen

• CM Initiated

• CC Review

• FFS Review

• Transfer Cancelled

• Completed

• Original

• Added

• Removed

• Regular Transfer

• Influx Transfer

• Influx Care Facility

• Long Term Foster Care

• LTFC – Community Placements

• LTFC – Group Home

• Out-of-Network RTC

• Residential Treatment Center

• Secure

• Shelter

• Staff Secure

• Therapeutic Group Home

• Therapeutic Staff Secure

• Therapeutic Foster Care

• Emergency Intake Sites

• URM

• Other

• Yes

• No

Medical/Mental Health Summary

Behavior Summary

Family Reunification Current Status

Immigration Court Status

### Case Manager Recommendation

Case Manager Recommendation **--None--**

Case Manager Recommendation Comment

Case Manager Recommendation Date

Date  Time

### ORR Decision

Remand for Further Information

ORR Decision Maker

ORR Decision **--None--**

ORR Final Decision Date

Date  Time

ORR Comment

### COA-COV

Request Type **--None--**

Transfer Sch. to Take Place On

Good Cause Exists to Change Venue Available

Chosen

- Limited Juvenile Detention Space
- UC has Special Need
- Other

Next Sch. Court Appearance

Specify UAC Special Needs

Reason for Less Than 48 Hours Notice

Other Change Venue Cause

### Departure/Arrival Information

Departure DateTime Date  Time

Arrival DateTime Date  Time

Transporting Staff Name

Receiving Staff Name

Transporting Staff Title

Receiving Staff Title

Transporting Staff Comments

Receiving Staff Comments

- Transfer Recommended
- Transfer Not Recommended

- Yes
- No

- Transfer Approved
- Transfer Not Approved
- Transfer Remanded

- Change of Address
- Change of Venue

Standard system fields that will not be completed and will be removed in future development.

System Fields

Manifest	<input type="text" value="Search Entries..."/>	Entry Record Type	
Legacy Id	<input type="text"/>	Profile Name	<input type="text" value="Search Profiles..."/>
Entry Owner		Priority	<input type="text"/>
Subject	<input type="text"/>	Entry Origin	<input type="text"/>
Web Email	<input type="text"/>	Description	<input type="text"/>

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# Influx Transfer Request Page – Details Tab

[PHOTO]

Entry **Entry-00002304** + Follow Edit Delete Generate Form

Entry Record Type: **Transfer Request Influx**    Manifest    Parent Entry    Profile Name    Entry Owner

### UAC Basic Information

Open

First Name	Last Name	A#
Date of Birth	Age	COB
Status	Gender	Current Program
Admitted DateTime	LOS	

✓ **FFS Review** Closed

Status: FFS Review ✓ Mark Status as Complete

Post

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### Details

Related    Program Referrals

UAC Profile

Height (Ft & Inches)	Eye Color
Weight (Pounds)	Identification Marks
Allergies	Medications

Influx Transfer Request

Status	Program/Facility
Manifest Status	High Priority? <input type="checkbox"/>
Transfer Type	Current Program
Transfer Cancellation Reason	Program Type Requested
Standard Program Type	Requester Email
Requester Name	Requester Phone
Requester Title	

Casefile Summaries

Minor Attorney Contacted	Attorney of Record
--------------------------	--------------------

Attorney Phone		Information Relating to UAC Casefile	
Medical/ Mental Health Summary		Behavior Summary <b>i</b>	
Family Reunification Current Status		Immigration Court Status	
<b>Case Manager Recommendation</b>			
Case Manager Recommendation			
Case Manager Recommendation Comment		Case Manager Recommendation Date	
<b>ORR Decision</b>			
Remand for Further Information		ORR Decision Maker	
ORR Decision		ORR Final Decision Date	
ORR Comment			
<b>COA-COV</b>			
Request Type		Transfer Sch. to Take Place On	
Good Cause Exists to Change Venue		Next Sch. Court Appearance	
Specify UAC Special Needs		Reason for Less Than 48 Hours Notice	
Other Change Venue Cause			
<b>Departure/Arrival Information</b>			
Departure DateTime		Arrival DateTime	
Transporting Staff Name		Receiving Staff Name	
Transporting Staff Title		Receiving Staff Title	
Transporting Staff Comments		Receiving Staff Comments	
<b>System Fields</b>			
Created By		Last Modified By	
Manifest		Entry Record Type	
Legacy Id		Profile Name	
Entry Owner		Priority	
Subject		Entry Origin	
Web Email		Description	

Standard system fields that will not be completed and will be removed in future development.

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## Influx Transfer Request Page – Related Tab

Details **Related** Program Referrals

**Entry Team (1)** Add Member

Team Member	Member Role	Entry Access

**Upload Documents (0)** Refresh

Upload Files Or drop files

**Case Management Documents (0)**

**Legal Documents (0)**

**Medical Documents (0)**

**Entry History (5)**

Date	Field	User	Original Value	New Value

View All

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## Entry Team Data Entry Window

Search for and add member

---

\* User

 

\* Role

 

- 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

## Documents Data Entry Window

Add File Details

Record Type   See table below.

\* Title

Verified by Government Agency/Consulate   • Yes  
• No

\* Document Type   See table below.

Entry

Date Document Issued (if applicable)

Individual

Date Received

Adult Contact Relationship

Expiration Date

Description

File 1 of 1 Save

### 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

# Influx Transfer Request – Program Referrals Tab

Details   Related   **Program Referrals**

### Transfer Request Program Search

Use this screen to select the Programs you want to send Transfer requests for. Enter a search term like "Male Beds", the name of the Program you're looking for, what special placements are accepted, or the state or city of the Program.

\* Search Term  
male beds

<input type="checkbox"/>	Program Name	Program Type	Stop Placement	VOLAG Grantee?	Search Tags
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Next

Most Recent Activity ▼

Search this feed... [Filter] [Refresh]

[Refresh]

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