

Transfer Request (Form P-10A)

Data Entry Window – Standard Transfer

- CM Initiated
- CC Review
- FFS Review
- Transfer Cancelled
- Completed

- 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

New Entry: Transfer Request

UAC Profile

Height (Ft & Inches) Eye Color

Weight (Pounds) Identification Marks

Transfer Request

* Status Program Type * Requested

* Transfer Type High Priority?

Transfer Cancellation Reason

Current Program

* Requester Name

Legal Eligibility

Available: Asylum, SIJS, U Visa, Other

Chosen:

* Case Coordinator

Reason for Transfer Request

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:

Staff Secure Only

Available: Unacceptably disruptive to normal functioning of a shelter care facility, Are an escape risk, 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, Non-violent criminal or delinquent history not warranting placement in a secure care provider facility, Stepping down from a secure facility

Chosen:

Secure

Available: Charged with a crime, Chargeable with a crime, Convicted of a crime, Adjudicated delinquent

Chosen:

- Chargeable with a delinquent act
- Violent or malicious acts while in ORR care
- Unacceptably disruptive to normal functioning of a staff secure facility
- Self-disclosed violent history prior to ORR custody that requires further assessment

- Have not shown reasonable progress in the alleviate on mental health symptoms after a significant period of time in outpatient treatment
- Demonstrate behavior that is the result of underlying mental health symptoms and/or diagnosis cannot be managed in outpatient setting
- Require therapeutic-based intensive supervision and/or diagnosis that prevent independent participation in the daily schedule of activities
- Present a continued and real risk of harm to self, others, or the community despite the implementation of short-term interventions

Residential Treatment Center

Available	Chosen
Have not shown reason...	
Demonstrate behavior t...	
Require therapeutic-bas...	
Present a continued an...	

Casefile Summaries

Minor Attorney Contacted: --None--
 Attorney of Record:

- Yes
- No

Attorney Phone:

Information Relating to UAC Casefile

Available	Chosen
<ul style="list-style-type: none"> • Pregnancy • Injury • Illness • Diagnosed Behavior/Illness with no medications • Diagnosed Behavior/Illness with medications • Charge(s) Dropped 	

Medical/Mental Health Summary:

Behavior Summary:

Family Reunification Current Status:

Immigration Court Status:

Case Manager Recommendation

Case Manager Recommendation: --None--
 Case Manager Recommendation Comment:

- Transfer Recommended
- Transfer Not Recommended

Case Manager Recommendation Date:

- 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 Staff Secure
- Therapeutic Foster Care
- Emergency Intake Sites
- URM

Case Coordinator Recommendation

Pending Information: No
 Case Coordinator Recommendation: --None--
 Case Coordinator Recommendation Comment:

- Yes
- No

- Transfer Recommended
- Transfer Not Recommended
- ORR Required

Program Type Recommended: --None--
 Case Coordinator Recommendation Date:

FFS Authorization to Proceed: --None--

- Yes
- No

Add to Waitlist?

- 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 Staff Secure
- Therapeutic Foster Care
- Emergency Intake Sites
- URM

Transfer Designation

Program/Facility

Program Type

Transfer Designation Date Date Time

ORR Decision

Remand for Further Information

ORR Decision Maker

ORR Decision

ORR Final Decision Date Date Time

ORR Comment

COA-COV

Request Type

Transfer Sch. to Take Place On

Good Cause Exists to Change Venue Available

Next Sch. Court Appearance

Chosen

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

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

System Fields

Legacy Id

Entry Record Type

Entry Owner

Profile Name

Subject

Priority

Web Email

Entry Origin

Description

- 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.

Cancel

Save & New

Save

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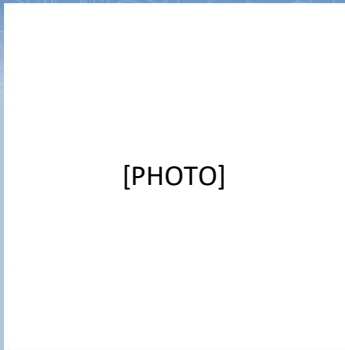
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Transfer Request Page – Details Tab

Entry
Entry-00001323

[+ Follow](#) [Edit](#) [Delete](#) [Generate Form](#)

Entry Record Type: Transfer Request 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	

Progress bar: [Green] [Green] [Blue: FFS Review] [Grey: Closed]

Status: FFS Review [Mark Status as Complete](#)

Post

[Share](#)

Details Related Program Referrals

UAC Profile	
Height (Ft & Inches)	Eye Color
Weight (Pounds)	Identification Marks
Transfer Request	
Status	Program Type Requested
Transfer Type	High Priority? <input type="checkbox"/>
Transfer Cancellation Reason	Current Program
Requester Name	Requester Email
Requester Title	Requester Phone
Case Coordinator	Legal Eligibility
Reason for Transfer Request	
Standard Program Type	Shelter & Foster Care Only <input checked="" type="checkbox"/>
Secure	Staff Secure Only

Most Recent Activity ▼

[H](#) [C](#)

Activity feed area with a refresh icon [C](#)

Residential Treatment Center 


Casefile Summaries

Minor Attorney Contacted 

Attorney of Record 

Attorney Phone 

Information Relating to UAC Casefile 

Medical/Mental Health Summary 

Behavior Summary  

Family Reunification Current Status 

Immigration Court Status 


Case Manager Recommendation

Case Manager Recommendation 

Case Manager Recommendation Comment 

Case Manager Recommendation Date 

Case Coordinator Recommendation

Pending Information 

Program Type Recommended 

Case Coordinator Recommendation 

Case Coordinator Recommendation Date 

Case Coordinator Recommendation Comment 

FFS Authorization to Proceed 

Add to Waitlist?  

Transfer Designation

Program/Facility 

Program Type **Shelter** 

Transfer Designation Date 

ORR Decision

Remand for Further Information 

ORR Decision Maker 

ORR Decision 

ORR Final Decision Date 

ORR Comment 

COA-COV

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 

▼ Departure/Arrival Information

Departure DateTime 	Arrival DateTime 
Transporting Staff Name 	Receiving Staff Name 
Transporting Staff Title 	Receiving Staff Title 
Transporting Staff Comments 	Receiving Staff Comments 

▼ System Fields

Created By	Last Modified By
Legacy Id 	Entry Record Type 
Entry Owner 	Profile Name 
Subject 	Priority 
Web Email 	Entry Origin 
	Description 

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



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Transfer Request Page – Related Tab

Details **Related** Program Referrals

 **Entry Team (3)** Add Member 

Team Member	Member Role	Entry Access	
			▼
			▼
			▼

Most Recent Activity ▼

Upload Documents (0)

Refresh

Upload Files Or drop files

Case Management Documents (1)



Title	Original D... ▾	Record Type ▾	Document... ▾	Size (kb) ▾	Date Recei... ▾	Created By ▾	Created D... ▾

Legal Documents (0)



Medical Documents (0)



Entry History (6+)

Date	Field	User	Original Value	New Value

[View All](#)

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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

File 1 of 1

See table below.

- Yes
- No

See table below.

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

Transfer Request Page – Program Referrals Tab

Details Related **Program Referrals**

Program Referrals Request New Programs

Transfer Referrals (3)

Status	Not Accepted R...	Assigned To	Program	Last Modified By	Created By

Most Recent Activity ▼

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Details Related **Program Referrals**

Program Referrals **Request New Programs**

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

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

Most Recent Activity ▼



Next

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