

Instructions for Completing the Office of Refugee and Resettlement (ORR)/Department of Unaccompanied Children Operations (DUCO); Home Study (HS) and Post Release (PRS) Grantee Data Collection (Appendix B, Section B-01 – Program Indicators, Major Activities and accomplishments)

Information in red text provides guidance for the completion of Appendix B, Section B-01 of the ACF-OGM-SF-PPR.

Home Study	Quarter 1 Change each quarter	Annual FY19
TVPRA		
Number New Cases Accepted- The total number of new (not previously active) TVPRA home studies accepted during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Number of Cases Cancelled The total number of TVPRA home studies accepted but cancelled (cancelled by anyone for any reason) during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Number of Rollover Cases Being Served from Previous Fiscal Year- This number should only be reported in quarter one, subsequent quarters the first column will be blank and the number from the first quarter will be carried over each quarter in the annual column to the right. This number should represent rollover TVPRA home study cases. Carryover the figure from the first quarter to the annual column for each subsequent reporting period.		
Number of Cases Closed- The total number of TVPRA home studies closed during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1)		
ORR Mandated		
Number New cases Accepted- The total number of new (not previously active) ORR mandated home studies that are accepted during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		

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Number of Cases Cancelled -The total number of ORR mandated home studies accepted but cancelled (cancelled by anyone for any reason) during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).			
Number of Rollover Cases Being Served from Previous Fiscal Year-This number should only be reported in quarter one, subsequent quarters the first column will be blank and the number from the first quarter will be carried over each quarter in the annual column to the right. This number should represent rollover ORR mandated home study. Carryover the figure from the first quarter to the annual column for each subsequent reporting period.			
Number of Cases Closed- The total number of mandated home study cases that were closed during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).			
Discretionary			
Number New cases Accepted-The total number of new (not previously active) discretionary home studies accepted during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).			
Number of Cases Cancelled -The total number of discretionary home studies accepted but cancelled (cancelled by anyone for any reason) during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).			
Number of Rollover Cases Being Served from Previous Fiscal Year-This number should only be reported in quarter one, subsequent quarters the first column will be blank and the number from the first quarter will be carried over each quarter in the annual column to the right. This number should represent rollover Discretionary home study cases. Carryover the figure from the first quarter to the annual column for each subsequent reporting period.			

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Number of Cases Closed- The total number of discretionary home study cases that were closed during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Total Number of Children Served through Home Studies - This number should represent all types of rollover home studies plus all types of accepted home studies minus the cancelled cases.		
Post Release Services	Quarter 1	Annual FY17
PRS Only		
Number New cases Accepted -The total number of new (not previously active) PRS only accepted during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Number of Rollover Cases Being Served from Previous Fiscal Year-This number should only be reported in quarter one, subsequent quarters the first column will be blank and the number from the first quarter will be carried over each quarter in the annual column to the right. This number should represent rollover PRS only cases. Carryover the figure from the first quarter to the annual column for each subsequent reporting period.		
Number of Cases Closed- The total number of PRS only cases that were closed during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
PRS TVPRA		
Number New Cases Accepted-The total number of new (not previously active) TVPRA-PRS referrals accepted during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Number of Rollover Cases Being Served from Previous Fiscal Year-This number should only be reported in quarter one, subsequent quarters the first column will be blank and the number from the first quarter will be carried over each quarter in the annual		

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column to the right. This number should represent rollover TVPRA-PRS cases. Carryover the figure from the first quarter to the annual column for each subsequent reporting period.			
Number of Cases Closed- The total number of PRS only cases that were closed during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).			
PRS After Discretionary Home Study			
Number New Cases Accepted-The total number of new (not previously active) PRS referrals after a discretionary home study were accepted during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).			
Number of Rollover Cases Being Served from Previous Fiscal Year-This number should only be reported in quarter one, subsequent quarters the first column will be blank and the number from the first quarter will be carried over each quarter in the annual column to the right. This number should represent rollover PRS cases after a discretionary home study. Carryover the figure from the first quarter to the annual column for each subsequent reporting period.			
Number of Cases Closed- The total number of PRS cases after a discretionary home study that were closed during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).			
PRS After Mandated Home Study			
Number New cases Accepted The total number of new (not previously active) PRS referrals after an ORR mandated home study were accepted during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).			
Number of Rollover Cases Being Served from Previous Fiscal Year- This number should only be reported in quarter one, subsequent quarters the first column will be blank and the number from the first quarter will be carried over each quarter in the annual			

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column to the right. This number should represent rollover PRS cases after an ORR mandated home study. Carryover the figure from the first quarter to the annual column for each subsequent reporting period.		
Number of Cases Closed- The total number of PRS cases after an ORR mandated home study that were closed during the timeframe stated for the quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Total Number of Children Served for ALL Post Release Services- This number should represent all types of rollover PRS plus all types of accepted PRS minus the cancelled cases.		
TOTAL NUMBER OF CHILDREN SERVED in HS and PRS		

Home Study	Quarter 1	Annual
Total Number of Reports submitted to ORR within 10 business days (beginning Dec. 1, 2015) – This figure should reflect all home study reports submitted within the required 10-day timeframe during the reporting quarter. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Number of Reports granted an extension by ORR/DCS/Federal Field Specialist– This figure should reflect any home studies granted an extension during the reporting period. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Total Number of Addendums requested by ORR/DCS/Federal Field Specialist– This figure should reflect any addendums requested during the reporting period. Add prior reporting period figure to this reporting		
Total Number of Reports canceled or remanded by ORR/DCS/Federal Field Specialist –This figure should reflect only those referrals that were specifically cancelled by the FFS during the reporting period.		

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Post Release Services	Quarter 1	Annual
Notifications of Concern Submitted to ORR – This number should reflect all NOC’s reported to ORR that fit into the categories identified below during the reporting period. Please do not include any other categories, even if you have other NOC internally. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Reason for Closure		
UAC turned 18 – This figure will reflect the number of cases closed because the UAC aged out (turned 18). Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Legal Case- Status Achieved – This figure will reflect the number of cases closed because the UAC achieved some sort of legal status, such as SIJ, Order of Removal or Voluntary Departure for example. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Legal Case Closed Without Status – This figure will reflect the number of cases closed because the UAC’s legal case was closed without status. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Sponsor DECLINED Services – This figure will reflect the number of cases closed because the sponsor declined PRS services. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
PRS Assessment deemed services completed / no longer needed – This figure will reflect the number of cases closed because PRS provider no longer deemed services necessary for a variety of reasons. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Unable to Contact Sponsor / UAC – This figure will reflect the number of cases closed due to lost contact or never established contact. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Transferred to another PRS Provider – This figure will reflect the number of cases closed because the UAC moved out of the PRS provider service area(s). Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
UAC Ran Away – This figure will reflect the number of cases closed because the UAC ran away and was never located. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		

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UAC Arrested– This figure will reflect the number of cases closed because the UAC was arrested and incarcerated. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
Other– This figure will reflect the total number of cases closed for reasons other than mentioned above. It is not required to list the reasons. Add prior reporting period figure to this reporting period for the annual column (except for Q1).		
PRS Needs (By type)		
	Original reason for referral to PRS (New Cases)	Ongoing Primary Needs PRS Identified (After Initial Assessment)
Placement Stability and Safety– The figure in the first column will be comprised of any referrals accepted and/or served during the quarter that were referred for service due to concerns around placement stability or safety. The second column will reflect cases you accepted and/or served during the quarter in which your organization identified placement safety and stability a concern based on your own assessment. These will occasionally have cases counted more than one time per issue.		
Guardianship– The figure in the first column will be comprised of any referrals accepted and/or served during the quarter that were referred for service due to concerns around guardianship. The second column will reflect cases you accepted and/or served during the quarter in which your organization identified guardianship as a concern based on your own assessment. These will occasionally have cases counted more than one time per issue.		
Legal Services– The figure in the first column will be comprised of any referrals accepted and/or served during the quarter that were referred for service due to concerns around guardianship. The second column will reflect cases you accepted and/or served during the quarter in which your organization identified		

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guardianship as a concern based on your own assessment. These will occasionally have cases counted more than one time per issue.			
School Enrollment / Education– The figure in the first column will be comprised of any referrals accepted and/or served during the quarter that were referred for service due to concerns around school enrollment/education. The second column will reflect cases you accepted and/or served during the quarter in which your organization identified school enrollment/education as a concern based on your own assessment. These will occasionally have cases counted more than one time per issue.			
Medical Services– The figure in the first column will be comprised of any referrals accepted and/or served during the quarter that were referred for service due to concerns medical service needs. The second column will reflect cases you accepted and/or served during the quarter in which your organization identified medical services as a concern based on your own assessment. These will occasionally have cases counted more than one time per issue.			
Individual Mental Health Services– The figure in the first column will be comprised of any referrals accepted and/or served during the quarter that were referred for service due to concerns around securing mental health services for the UAC. The second column will reflect cases you accepted and/or served during the quarter in which your organization identified individual mental health as a concern based on your own assessment. These will occasionally have cases counted more than one time per issue.			
Family Stabilization/ Counseling– The figure in the first column will be comprised of any referrals accepted and/or served during the quarter that were referred for service due to concerns around. The second column will reflect cases you accepted and/or served during the quarter in which your organization identified family stabilization and/or family counseling as a concern based on your own assessment. These will occasionally have cases counted more than one time per issue.			
Substance Abuse– The figure in the first column will be comprised			

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of any referrals accepted and/or served during the quarter that were referred for service due to concerns around substance abuse. The second column will reflect cases you accepted and/or served during the quarter in which your organization identified substance abuse as a concern based on your own assessment. These will occasionally have cases counted more than one time per issue.		
Gang Prevention– The figure in the first column will be comprised of any referrals accepted and/or served during the quarter that were referred for service due to concerns around gang involvement or prevention. The second column will reflect cases you accepted and/or served during the quarter in which your organization identified gang involvement as a concern based on your own assessment. These will occasionally have cases counted more than one time per issue.		

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