THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to monitors to document care provider compliance with ORR policies and procedures related to case file maintenance during biennial site visit burden for this collection of information is estimated to average 1 hour per response for the care provider and 6 hours per response for the including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is collection of information (Homeland Security Act, 6 U.S.C. 279). An agency may not conduct or sponsor, and a person is not required to respinformation subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If comments on this collection of information please contact UCPolicy@acf.hhs.gov.

UPDATED UC CASE FILE CHECKLIST: DIRECTIONS

This revised case file checklist uses formulas to provide summary information in the "UC_CL_Summary" tab, base that you review (i.e., the tabs titled "UC_CL_#"). A few important things to know across the "UC_CL_Summary" at tabs:

- Each individual case has its own tab (i.e., "UC_CL_#") within this overall Excel spreadsheet.
- Instead of checkboxes, the rows of the case file checklist now have a dropdown menu. The dropdown options a are:
 - **Present, compliant:** The document is in the case file/UC Portal, and there are no issues with it. The doc completed on time, is fully filled out, etc.
 - **Present, noncompliant:** The document is in the case file/UC Portal, but there is at least one issue with i was completed late, or it is missing a signature.
 - Not present: The document is supposed to be in the case file/UC Portal, but is missing.
 - N/A: The document is not applicable for this case. For example, the document is supposed to be completed day in care, but the UC was only in care for 15 days.
 - Not reviewed: You have not yet reviewed the case file/portal to see if the document is present and comp

NOTE: This is the default choice selected for each cell with the drop-down menu; please update the respo per cell.

- Use your professional judgement when deciding how to categorize each file.
- We recognize that these categories don't work perfectly for every row. Do your best when this is the case, and remain consistent across each file you review.

not editable. For both unlocked and locked cells, you can modify the width/height/area of a cell by pulling the row desired location.

To ensure the Excel file continues to function correctly, **do not:**

- Change the name of any tabs in this file
- · Add or delete any rows or columns

In the "UC Services" tab, be aware of the following points:

- This tab is optional to complete.
- Per UC case file that you review, input each service that a UC received/attended, all in this tab. For example:
 - If UC #1 received/attended 10 Individual Clinical services, you'd input information / data into the first 10 re Individual Clinical Service from the Service column's drop-down menu.
 - If UC #2 received/attended 12 services for Case Management, you'd input information / data into the nex Case Management from the Service column's drop-down menu.
 - If UC #3 received/attended 8 services (2 for Individual Clinical Services and 6 for Case Management), yo
 - Input information / data for the two individual clinical services into the next two rows and select Individual clinical services into the next two rows and select Individual Clinical services in the next two rows and select Individual Clinical services in the next two rows and se

- Input information / data for the six case management services into the next six rows and select Cas from the Service column's drop-down menu.
- Per UC case file that you review, input the number that corresponds to the tab of the UC case file in each row (first column of this tab. For example, since UC #1 above received 10 services, you'd input "1" into the first column each of the 10 rows for UC #1.
- In this tab, you will only be able to input information / data into, as well as expand, cells that require those input (and columns/rows), you will not be able to edit (or insert) them at all.

The UC Case File Checklist has items that are personally identifiable information (PII)* and sensitive PII**. To be co Privacy Policies, please note the following requirements:

- E-mailing UC Case File Checklists (draft and final versions) with only PII
 - Enable password-protection on the checklists.
- E-mailing UC Case File Checklists (draft and final versions) with sensitive PII
 - Enable password-protection on the checklists and encrypt the e-mails.
- UC Case File Checklists (draft and final versions) with sensitive PII on the S drive
 - Enable password-protection on the checklists (and any accompanying files with sensitive PII) at all times.
- UC Case File Checklists (draft and final versions) on MS Teams
 - UC Case File Checklists on MS Teams with sensitive PII:
 - First create a private Team space to limit staff who can access the checklist and then encrypt the file accordingly.* Try to limit sensitive PII found in the checklist on MS Teams. When you move the checklive, ensure the checklists have encryption/password-protection enabled.
 - * Note: file encryption on MS Teams might restrict multiple team members working on the file at once.
 - UC Case File Checklists on MS Teams without sensitive PII:
 - First create a private Team space to limit staff who can access the checklist and then work in the checknormally would. You might have corresponding file(s) with the sensitive PII noted for reference as you we checklists; please also password-protect any corresponding files. When you are ready to save the final checklists to the S drive, include the sensitive PII in the checklists and ensure the checklists have encry protection enabled.
- * **PII** is "information that can be used to distinguish or trace an individual's identity, either alone or when combined w information that is linked or linkable to a specific individual." Examples of PII include name, phone number, email ad Security number, as well as information that is personally identifiable when linked with other information such as, in title in combination with place of employment.
- ** **Sensitive PII** includes (but is not limited to) the following examples:
 - A# (by itself or in combination with other PII)
 - Date of birth in combination with other identifiable information (such as name, passport number, phone number
 - Citizenship or immigration status in combination with other identifiable information (such as name, passport nur number, etc.)
 - Passport number in combination with other identifiable information (such as name, phone number, etc.) etc.)
 - Sexual orientation in combination with other identifiable information (such as name, passport number, phone number).
 - Criminal history in combination with other identifiable information (such as name, passport number, phone num
 - Current or previous personal contact information (such as home address, personal phone number, personal e-r in combination with other identifiable information (such as name, passport number, etc.)

Contact the Monitoring 2.0 Team if you:

· Have any issues using the checklist

- Have any recommendations for additional changes
- Need additional tabs added to the file so that you can review more than 10 files from the same monitoring visit

Park and the second sec	D-4		Release Category:	
Reviewer: UC Name:	Date:		Case Manager:	
Nationality:	DOB:		Clinician:	
Admitted Date:	Gender:		Transfer?	
Date of Release:	Language(s):		Religion:	
	Minimum Requirement; Gra	v Eill = Important Docume		
Orange Fili - Holes	Case File	Portal		Notes
Admission Documents	Case i ile	FOICE	Date	Notes
Initial Intakes Assessment (within 24 hours)	Net reviewed	Not various d		
Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed Not reviewed	Not reviewed Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other	Not reviewed	Not reviewed		
UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (within 24 hours. Signed. Inventory should include	Not reviewed			
clothing/cash kept by program and clothing/cash returned to UC. Log should be				
updated as UC receives additional property during his/her stay.)				
Clothing and Supplies distributed to UC	Not reviewed			
Other Admission Forms (insert below)	Not reviewed			
				!
Orientation Documents (48 hours, translated into UC language)				
Acknowledgment that UC received Orientation in his or her language (Signed. Note in	Not reviewed			
English indicating purpose of document. Should cover program rules and policies,				
grievance procedures, information on boundaries, abuse and neglect, and emergency and evacuation procedures.)				
and cracadion proceduresty				
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been				
completed				
• 48 hours	Not reviewed			
Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care	Not reviewed			
provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)				
to contact diplomatic and consular personner)				
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service	Not reviewed			
providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions,				
addresses and phone numbers of national/local organizations.)				
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and	Not reviewed	Not reviewed		
initialed within 24 hours. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)				
Birth Certificate	Not reviewed	Not reviewed		
Supporting Docs from Referring Federal Agency (uploaded within 24 hours if referred by	Not reviewed	Not reviewed		
DHS, as available; e.g. DHS docs: medical/mental health/safety concern docs, criminal/juvenile records.)				
EOIR docs (Executive Office for Immigration)	Not reviewed			
Court Documents/Criminal History Records (if applicable)	Not reviewed			
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours)	Not reviewed	Not reviewed		
Documentation of Initial Medical Exam (unless the minor obtained a medical exam within one calendar year while under the care of another ORR-funded care provider.	Not reviewed	Not reviewed		
Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)				
Immunization Records	Not reviewed	Not reviewed		
Record of Dental Exam(s) (Initial > 60, but < 90 days after admission. Effective 05/02/17 Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Health	Not reviewed	Not reviewed		
Tab; Recommendation every 6 months thereafter)				
Proceriptions (including Proceription log.)	Not reviewed			
Prescriptions (including Prescription log.)	Not reviewed			
TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the	Not reviewed			
case file at discharge. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)				
1 '	Not on the	Not and		
Communicable Diseases	Not reviewed	Not reviewed		
Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be	Not reviewed	Not reviewed		
uploaded in respective section of Health tab; Mental health visits should be entered as Medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or				
prescribed a medication.)				
Diagnosis List	Not reviewed			
Copies of Referrals for Medical Services	Not reviewed			
Medical or Mental Health Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	Not reviewed			
UC Request for Emergency and Non-Emergency Health Care Services (Care providers	Not reviewed			
must respond to non-emergency requests within 24 to 48 hours, excluding weekends				
and holidays.)				
Official COVID-19 vaccination record (Provided at time of vaccination. Current Version:		Not reviewed		
1/28/22; Effective 6/10/21. Scanned copy uploaded to File section of UC Portal Health Tab)				
Previous Version: 6/10/21				
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Scanned copy uploaded to File section of UC Portal Health Tab)		Not reviewed		
Previous Version: 6/10/21				
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Assessments

Risk Assessment			
Within 72 hours	Not reviewed	Not reviewed	
Updated every 30 days	Not reviewed	Not reviewed	
UC Assessment (Effective: 12/16/16 - Within 5 days, should not be updated after day 5. Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a	Not reviewed	Not reviewed	
Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a			
significant condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs are no longer required to complete the Sponsor Assessment sections for			
sponsors who are identified on 12/6/16 and going forward.)			
IIC Constitution (Initial constitution of the design of th	Not and and	Not and and	
UC Case Review (Initial completed within 30 calendar days in care) (Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a significant	Not reviewed	Not reviewed	
condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs			
are no longer required to complete the Sponsor Assessment sections for sponsors who are identified on 12/6/16 forward.)			
are identified on 12/6/16 forward.)			
 Continuously updated until 30 calendar days after admission if required or 	Not reviewed	Not reviewed	
relevant information that was unknown during the assessment is later received or			
additional information is obtained from the UC or other sources (e.g. KYRs) OR			
Every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed	
Anytime there is a substantial change in the UC 's case information	Not reviewed	Not reviewed	
Sponsor Assessment (Current version: 7/14/21; Effective: 12/6/16 - Within 5 days of	Not reviewed	Not reviewed	
identification of the primary sponsor. If information is not complete or collected by day	THOU TO THOU TO THE	The remember	
7, then CM should include a status update in UC Case Review.)			
Previous version(s): 6/26/19			
Required or relevant information that was unknown during the time of the assessment is later resolved by the same provider. OR	Not reviewed	Not reviewed	
assessment is later received by the care provider. OR			
Additional information is obtained from the sponsor, UC, UC 's family, home study provider, adult correlator, adult by school members, law inforcement or a	Not reviewed	Not reviewed	
study provider, adult caregiver, adult household members, law enforcement or a government entity.			
g			
Individual Service Plan (Effective: 12/6/16 - Within 5 days.)	Not reviewed	Not reviewed	
Individual Service Plan Update			
• Every 30 days in care <u>OR</u>	Not reviewed	Not reviewed	
Any time there is a substantive change in UC 's case information	Not reviewed	Not reviewed	
Know Your Rights (KYRs) Presentation (Should be conducted within 7-10 days of	Not reviewed	Not reviewed	
admission into ORR care. If UC is a transfer, KYRS only required at first care provider.)			
The program is responsible for documenting KYRs in the UC Assessment, UC Case Review, and ISP; however, they are not responsible for providing the service and should			
not be written up if the LSP does not provide the service within the required timeframe.			
Educational Services			
Summary of Educational Assessment (Assessment must be administered within 72	Not reviewed	Not reviewed	
hours, excluding weekends and holidays.)	Hot reviewed	Not reviewed	
The second secon	Not reviewed	Not verificated	
Educational Plan ("Plan" should include information on UC class placement, curriculum/course descriptions, and Records (academic reports, progress notes.)	Not reviewed	Not reviewed	
Class Attendance (Effective 1/2/19)	Not reviewed	Not reviewed	
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Case Management			
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DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	Not reviewed			
letter, I-360 approval notice, asylum letter etc.)	Not and out of			
Educational assessments and records Change of Venue/Change of Address forms	Not reviewed Not reviewed			
Post-release safety plan (if applicable)	Not reviewed			
. ,,				
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16) ORR National Call Center Flyers and Wallet Cards	Not reviewed Not reviewed			
CDC Covid-19 Fact Sheet and Symptoms Sheet (Effective: 3/13/20)	Not reviewed			
Covid-19 Discharge Sponsor Letter (English and Spanish versions. Current Version:	Not reviewed			
1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed			
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Should be in the child's discharge packet at the time of unification.) Previous Version: 6/10/21	Not reviewed			
Discharge Checklist - Medical Records	Not reviewed			
Letter to Sponsor for UC with latent TB or TB Exposure (ONLY for UC who are diagnosed with LTBI or TB exposure)	Not reviewed			
Copy of Order of Removal (if applicable)	Not reviewed			
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed			
Transfer to another ORR Care Provider (Non-Influx Site)				
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed		
Medical Checklist for Transfers	Not reviewed	Not reviewed		
Transfer Request and Tracking Form Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS	Not reviewed	Not reviewed		
regarding regional practices/use of this form)	Not reviewed	Not reviewed		
Post-Discharge Post-Discharge				
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made	Not reviewed			
within 7 days following the 30-day mark of the UC 's release)	Notreviewed			
Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after release date; document if UC is experiencing acute respiratory symptoms)	Not reviewed			
Orange Fill = Flore:	s Minimum Requirement; Gr	ray Fill = Important Docume	nt	
Comments:		, ,		
Trends/Patterns:				
Conid 4011pdate				
Covid-19 Update				

Assessments

			Release Category:	
Reviewer:	Date:			
UC Name: Nationality:	A#: DOB:		Case Manager: Clinician:	
Admitted Date:	Gender:		Transfer?	
Date of Release:	Language(s):		Religion:	
Orange Fill = Flores		ay Fill = Important Documen	t	
	Case File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours) Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed Not reviewed	Not reviewed Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other	Not reviewed	Not reviewed		
UC annually)				
Inventory of all Property and Cash (within 24 hours. Signed. Inventory should include	Not reviewed			
clothing/cash kept by program and clothing/cash returned to UC. Log should be updated as UC receives additional property during his/her stay.)				
Clothing and Supplies distributed to UC	Not reviewed			
Other Admission Forms (insert below)	Not reviewed			
Orientation Documents (48 hours, translated into UC language)				
Acknowledgment that UC received Orientation in his or her language (Signed. Note in	Not reviewed			
English indicating purpose of document. Should cover program rules and policies, grievance procedures, information on boundaries, abuse and neglect, and emergency				
and evacuation procedures.)				
Documentation that an Orientation on Savuel Abuse and Convel Havenane to be a business.				
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed				
• 48 hours	Not reviewed			
Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care	Not reviewed			
provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)				
	Not wordd			
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment Acknowledgement of receiving information regarding local and/or national service	Not reviewed Not reviewed			
providers and organizations that provide services to victims of sexual abuse and sexual	Not reviewed			
harassment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)				
addresses and phone numbers of national/focal organizations./				
Other Orientation Forms (insert below)	Not reviewed			
Local Information				
Legal Information	Nat verificant	Not reviewed		
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and initialed within 24 hours. Current Version: 04/04/19. Previous Versions: 09/20/16,	Not reviewed	Not reviewed		
02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)				
Birth Certificate	Not reviewed	Not reviewed		
Supporting Docs from Referring Federal Agency (uploaded within 24 hours if referred by	Not reviewed	Not reviewed		
DHS, as available; e.g. DHS docs: medical/mental health/safety concern docs, criminal/juvenile records.)				
EOIR docs (Executive Office for Immigration)	Not verificated			
Court Documents/Criminal History Records (if applicable)	Not reviewed Not reviewed			
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours)	Not reviewed	Not reviewed		
· · · · · · · · · · · · · · · · · · ·	Not reciprocal	Net was developed		
Documentation of Initial Medical Exam (unless the minor obtained a medical exam within one calendar year while under the care of another ORR-funded care provider.	Not reviewed	Not reviewed		
Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)				
Immunization Records	Not reviewed	Not reviewed		
Record of Dental Exam(s) (Initial > 60, but < 90 days after admission. Effective 05/02/17	Not reviewed	Not reviewed		
Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Health Tab; Recommendation every 6 months thereafter)				
	Network			
Prescriptions (including Prescription log.)	Not reviewed			
TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge. Current Version - expiration: 05/31/22. Previous Version -	Not reviewed			
expiration: 11/30/18)				
Communicable Diseases	Not reviewed	Not reviewed		
Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be	Not reviewed	Not reviewed		
uploaded in respective section of Health tab; Mental health visits should be entered as Medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or				
medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or prescribed a medication.)				
Diagnosis List Copies of Referrals for Medical Services	Not reviewed Not reviewed			
Medical or Mental Health Records (including over-the-counter medications, diagnosis,	Not reviewed			
and documentation of communicable diseases if applicable)				
UC Request for Emergency and Non-Emergency Health Care Services (Care providers	Not reviewed			
must respond to non-emergency requests within 24 to 48 hours, excluding weekends and holidays.)				
Official COVID-19 vaccination record (Provided at time of vaccination. Current Version:		Not reviewed		
1/28/22; Effective 6/10/21.		HOLICVIEWEU		
Scanned copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21				
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Scanned		Not reviewed		
copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21				

Within 72 hours	Not reviewed	Not reviewed	
Updated every 30 days	Not reviewed	Not reviewed	
UC Assessment (Effective: 12/16/16 - Within 5 days, should not be updated after day 5.	Not reviewed	Not reviewed	
Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a	not remained	Horremen	
significant condition/illness, program can write "refer to medical". Effective 12/06/16 -			
Programs are no longer required to complete the Sponsor Assessment sections for sponsors who are identified on 12/6/16 and going forward.)			
sponsors who are tachtined on 12/0/10 and going forward.			
UC Case Review (Initial completed within 30 calendar days in care) (Effective 3/23/16 -	Not reviewed	Not reviewed	
Medical Sections no longer need to be completed. If there is a significant condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs			
are no longer required to complete the Sponsor Assessment sections for sponsors who			
are identified on 12/6/16 forward.)			
Continuously updated until 30 calendar days after admission if required or	Not reviewed	Not reviewed	
relevant information that was unknown during the assessment is later received or			
additional information is obtained from the UC or other sources (e.g. KYRs) OR			
Every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed	
		Not reviewed	
Anytime there is a substantial change in the UC's case information	Not reviewed		
Sponsor Assessment (Current version: 7/14/21; Effective: 12/6/16 - Within 5 days of identification of the primary sponsor. If information is not complete or collected by day	Not reviewed	Not reviewed	
7, then CM should include a status update in UC Case Review.)			
Previous version(s): 6/26/19			
Required or relevant information that was unknown during the time of the assessment is later received by the care provider. OR	Not reviewed	Not reviewed	
Additional information is obtained from the sponsor, UC, UC's family, home	Not reviewed	Not reviewed	
study provider, adult caregiver, adult household members, law enforcement or a government entity.			
8-7			
Individual Service Plan (Effective: 12/6/16 - Within 5 days.)	Not reviewed	Not reviewed	
Individual Service Plan Update			
• Every 30 days in care <u>OR</u>	Not reviewed	Not reviewed	
Any time there is a substantive change in UC's case information	Not reviewed	Not reviewed	
Know Your Rights (KYRs) Presentation (Should be conducted within 7-10 days of	Not reviewed	Not reviewed	
admission into ORR care. If UC is a transfer, KYRS only required at first care provider.)	Hot Tevieweu	Hot reviewed	
The program is responsible for documenting KYRs in the UC Assessment, UC Case			
Review, and ISP; however, they are not responsible for providing the service and should			
not be written up if the LSP does not provide the service within the required timeframe.			
Educational Services			
Summary of Educational Assessment (Assessment must be administered within 72	Not reviewed	Not reviewed	
hours, excluding weekends and holidays.)			
Educational Plan ("Plan" should include information on UC class placement,	Not reviewed	Not reviewed	
curriculum/course descriptions, and Records (academic reports, progress notes.)			
Class Attendance (Effective 1/2/19)	Not reviewed	Not reviewed	
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Case Management			
Case Management	Not and and		
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Educational assessments and records	Not reviewed				
Change of Venue/Change of Address forms	Not reviewed				
Post-release safety plan (if applicable)					
	Not reviewed				
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed				
ORR National Call Center Flyers and Wallet Cards	Not reviewed				
CDC Covid-19 Fact Sheet and Symptoms Sheet (Effective: 3/13/20)	Not reviewed				
Covid-19 Discharge Sponsor Letter (English and Spanish versions. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed				
Official COVID-19 vaccination record (Provided at time of vaccination and should be	Not reviewed	-			
in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21					
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Should be in the child's discharge packet at the time of unification.) Previous Version: 6/10/21	Not reviewed				
Discharge Checklist - Medical Records	Not reviewed				
Letter to Sponsor for UC with latent TB or TB Exposure (ONLY for UC who are diagnosed with LTBI or TB exposure)	Not reviewed	-			
Copy of Order of Removal (if applicable)	Not reviewed				
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed				
Transfer to another ORR Care Provider (Non-Influx Site)					
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed			
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed			
Medical Checklist for Transfers	Not reviewed	Not reviewed			
Transfer Request and Tracking Form	Not reviewed	Not reviewed			
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS	Not reviewed	Not reviewed			
regarding regional practices/use of this form)					
	•	•	•	•	
Post-Discharge Post-Discharge					
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made	Not reviewed				
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC's release) Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after	Not reviewed Not reviewed				
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(Updated: 3/7/22)				
			Release Category:	
Reviewer: UC Name:	Date:		Case Manager:	
Nationality:	DOB:		Clinician:	
Admitted Date:	Gender:		Transfer?	
Date of Release: Orange Fill = Flores N	Language(s): Minimum Requirement; Gra	av Fill = Important Docume	Religion:	
	Case File	Portal		Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	Not reviewed Not reviewed	Not reviewed Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.) UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other	Not reviewed	Not reviewed		
UC annually)				
Inventory of all Property and Cash (within 24 hours. Signed. Inventory should include clothing/cash kept by program and clothing/cash returned to UC. Log should be updated as UC receives additional property during his/her stay.)	Not reviewed			
Clothing and Supplies distributed to UC	Not reviewed			
Other Admission Forms (insert below)	Not reviewed			
			-	
Orientation Documents (48 hours, translated into UC language) Acknowledgment that UC received Orientation in his or her language (Signed. Note in	Not reviewed			
Regish indicating purpose of document. Should cover program rules and policies, grievance procedures, information on boundaries, abuse and neglect, and emergency and evacuation procedures.)	Not reviewed			
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed				
48 hours	Not reviewed			
Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)	Not reviewed			
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)	Not reviewed			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and	Not reviewed	Not reviewed		I
initialed within 24 hours. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	Notremenea	norremenea		
Birth Certificate	Not reviewed	Not reviewed		
Supporting Docs from Referring Federal Agency (uploaded within 24 hours if referred by DHS, as available; e.g. DHS docs: medical/mental health/safety concern docs, criminal/juvenile records.)	Not reviewed	Not reviewed		
EOIR docs (Executive Office for Immigration)	Not reviewed			
Court Documents/Criminal History Records (if applicable) G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
,				
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours)	Not reviewed	Not reviewed		
Documentation of Initial Medical Exam (unless the minor obtained a medical exam within one calendar year while under the care of another ORR-funded care provider.	Not reviewed	Not reviewed		
Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)				
Immunization Records	Not reviewed	Not reviewed		
Record of Dental Exam(s) (Initial > 60, but < 90 days after admission. Effective 05/02/17 Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Health Tab; Recommendation every 6 months thereafter)	Not reviewed	Not reviewed		
Prescriptions (including Prescription log.)	Not reviewed			
TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)	Not reviewed			
Communicable Diseases	Not reviewed	Not reviewed		
Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be	Not reviewed	Not reviewed		
uploaded in respective section of Health tab; Mental health visits should be entered as Medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or prescribed a medication.)				
Diagnosis List Copies of Referrals for Medical Services	Not reviewed			
Medical or Mental Health Records (including over-the-counter medications, diagnosis,	Not reviewed Not reviewed			
and documentation of communicable diseases if applicable)				
UC Request for Emergency and Non-Emergency Health Care Services (Care providers must respond to non-emergency requests within 24 to 48 hours, excluding weekends and holidays.)	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination. Current Version: 1/28/22; Effective 6/10/21. Scanned copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21		Not reviewed		
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Scanned		Not reviewed		
corp uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21		HAOT LEAIEMEG		

Assessments	
Risk Assessment	

• Within 72 hours	Not reviewed	Not reviewed	
Updated every 30 days	Not reviewed	Not reviewed	
UC Assessment (Effective: 12/16/16 - Within 5 days, should not be updated after day 5.	Not reviewed	Not reviewed	
Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a significant condition/illness, program can write "refer to medical". Effective 12/06/16 -			
Programs are no longer required to complete the Sponsor Assessment sections for			
sponsors who are identified on 12/6/16 and going forward.)			
UC Case Review (Initial completed within 30 calendar days in care) (Effective 3/23/16 -	Not reviewed	Not reviewed	
Medical Sections no longer need to be completed. If there is a significant condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs			
are no longer required to complete the Sponsor Assessment sections for sponsors who			
are identified on 12/6/16 forward.)			
Continuously updated until 30 calendar days after admission if required or relevant information that was unknown during the assessment is later received or	Not reviewed	Not reviewed	
additional information is obtained from the UC or other sources (e.g. KYRs) OR			
• Every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed	
Anytime there is a substantial change in the UC's case information	Not reviewed	Not reviewed	
Sponsor Assessment (Current version: 7/14/21; Effective: 12/6/16 - Within 5 days of identification of the primary sponsor. If information is not complete or collected by day	Not reviewed	Not reviewed	
7, then CM should include a status update in UC Case Review.)			
Previous version(s): 6/26/19			
Required or relevant information that was unknown during the time of the	Not reviewed	Not reviewed	
assessment is later received by the care provider. OR	Not reviewed	Not reviewed	
Additional information is obtained from the sponsor, UC, UC's family, home	Not reviewed	Not reviewed	
study provider, adult caregiver, adult household members, law enforcement or a			
government entity.			
Individual Service Plan (Effective: 12/6/16 - Within 5 days.)	Not reviewed	Not reviewed	
Individual Service Plan Update			
Every 30 days in care <u>OR</u>	Not reviewed	Not reviewed	
Any time there is a substantive change in UC's case information	Not reviewed	Not reviewed	
Know Your Rights (KYRs) Presentation (Should be conducted within 7-10 days of	Not reviewed	Not reviewed	
admission into ORR care. If UC is a transfer, KYRS only required at first care provider.) The program is responsible for documenting KYRs in the UC Assessment, UC Case			
Review, and ISP; however, they are not responsible for providing the service and should			
not be written up if the LSP does not provide the service within the required timeframe.			
Educational Services			
Summary of Educational Assessment (Assessment must be administered within 72	Not reviewed	Not reviewed	T.
hours, excluding weekends and holidays.)	Not reviewed	Not reviewed	
Educational Plan ("Plan" should include information on UC class placement,	Not reviewed	Not reviewed	
curriculum/course descriptions, and Records (academic reports, progress notes.)	Not reviewed	Not reviewed	
Class Attendance (Effective 1/2/19)	Not reviewed	Not reviewed	
Case Management			
Case Management Case Manager Progress Notes (1 per week)	Not reviewed		
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Educational assessments and records	Not reviewed			
Change of Venue/Change of Address forms	Not reviewed			
Post-release safety plan (if applicable)	Not reviewed			
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed			
ORR National Call Center Flyers and Wallet Cards	Not reviewed			
CDC Covid-19 Fact Sheet and Symptoms Sheet (Effective: 3/13/20)	Not reviewed			
Covid-19 Discharge Sponsor Letter (English and Spanish versions. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.)	Not reviewed			
Previous Version: 6/10/21 COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21.	Not reviewed			
Should be in the child's discharge packet at the time of unification.) Previous Version: 6/10/21				
Discharge Checklist - Medical Records	Not reviewed			
Letter to Sponsor for UC with latent TB or TB Exposure (ONLY for UC who are diagnosed with LTBI or TB exposure)	Not reviewed			
Copy of Order of Removal (if applicable)	Not reviewed			
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed			
Transfer to another ORR Care Provider (Non-Influx Site)				
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed		
Medical Checklist for Transfers	Not reviewed	Not reviewed		
Transfer Request and Tracking Form	Not reviewed	Not reviewed		
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS	Not reviewed	Not reviewed		
regarding regional practices/use of this form)				
Post-Discharge Post-Discharge				
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC's release)	Not reviewed			
Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after	Not reviewed			
release date; document if UC is experiencing acute respiratory symptoms)				
release date; document if UC is experiencing acute respiratory symptoms)				
	Minimum Requirement; Gr	ay Fill = Important Docume	ent	
	Minimum Requirement; Gr	ay Fill = Important Docume	ent	
Orange Fill = Flores	Minimum Requirement; Gr	ay Fill = Important Docume	ent	
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Comments: Trends/Patterns: Covid-19 Update		ay Fill = Important Docume	ent	
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(Updated: 3/7/22)				
			21 21	
Reviewer:	Date		Release Category:	
UC Name: Nationality:	A# DOB		Case Manager: Clinician:	
Admitted Date:	Gender		Transfer?	
Date of Release:	Language(s)		Religion:	
Orange Fill = Flores	Case File	ray Fill = Important Docume Portal		Notes
Admission Documents	54557115	7 0714.1	Duto	protes
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.) UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other	Not reviewed Not reviewed	Not reviewed Not reviewed		
UC annually)				
Inventory of all Property and Cash (within 24 hours. Signed. Inventory should include clothing/cash kept by program and clothing/cash returned to UC. Log should be updated as UC receives additional property during his/her stay.)	Not reviewed			
Clothing and Supplies distributed to UC	Not reviewed			
Other Admission Forms (insert below)	Not reviewed			
Orientation Documents (48 hours, translated into UC language)				
Acknowledgment that UC received Orientation in his or her language (Signed. Note in	Not reviewed			
English indicating purpose of document. Should cover program rules and policies, grievance procedures, information on boundaries, abuse and neglect, and emergency and evacuation procedures.)				
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed				
• 48 hours	Not reviewed			
Refresher every 90 days Documentation that UC Received Program Pamphlet (Pamphlet should include care)	Not reviewed Not reviewed			
provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)				
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment Acknowledgement of receiving information regarding local and/or national service	Not reviewed Not reviewed			
providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)	Not reviewed			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and	Not reviewed	Not reviewed		
Initialed within 24 hours. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)				
Birth Certificate	Not reviewed	Not reviewed		
Supporting Docs from Referring Federal Agency (uploaded within 24 hours if referred by DHS, as available; e.g. DHS docs: medical/mental health/safety concern docs, criminal/juvenile records.)	Not reviewed	Not reviewed		
EOIR docs (Executive Office for Immigration)	Not reviewed			
Court Documents/Criminal History Records (if applicable) G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed	-		
···				l .
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours)	Not reviewed	Not reviewed		
Oocumentation of Initial Medical Exam (unless the minor obtained a medical exam within one calendar year while under the care of another ORR-funded care provider. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)	Not reviewed	Not reviewed		
Immunization Records	Not reviewed	Not reviewed		
Record of Dental Exam(s) (Initial > 60, but < 90 days after admission. Effective 05/02/17 Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Health	Not reviewed	Not reviewed		
Tab; Recommendation every 6 months thereafter)				
Prescriptions (including Prescription log.)	Not reviewed			
TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)	Not reviewed			
Communicable Diseases	Not reviewed	Not reviewed		
Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be	Not reviewed	Not reviewed		
uploaded in respective section of Health tab; Mental health visits should be entered as Medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or prescribed a medication.)				
Diagnosis List Copies of Referrals for Medical Services	Not reviewed Not reviewed			
Copies of Referrals for Medical Services Medical or Mental Health Records (including over-the-counter medications, diagnosis,	Not reviewed Not reviewed			
and documentation of communicable diseases if applicable)				
UC Request for Emergency and Non-Emergency Health Care Services (Care providers must respond to non-emergency requests within 24 to 48 hours, excluding weekends and holidays.)	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination. Current Version: 1/28/22; Effective 6/10/21.		Not reviewed		
1/28/22; Effective 6/10/21. Scanned copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21				
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Scanned		Not reviewed	-	
copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21				

Assessments		
Risk Assessment		

• Within 72 hours	Not reviewed	Not reviewed		
Updated every 30 days	Not reviewed	Not reviewed		
UC Assessment (Effective: 12/16/16 - Within 5 days, should not be updated after day 5.	Not reviewed	Not reviewed		
Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a significant condition/illness, program can write "refer to medical". Effective 12/06/16 -				
significant condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs are no longer required to complete the Sponsor Assessment sections for				
sponsors who are identified on 12/6/16 and going forward.)				
UC Case Review (Initial completed within 30 calendar days in care) (Effective 3/23/16 -	Not reviewed	Not reviewed		
Medical Sections no longer need to be completed. If there is a significant condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs				
are no longer required to complete the Sponsor Assessment sections for sponsors who				
are identified on 12/6/16 forward.)				
Continuously updated until 30 calendar days after admission if required or relevant information that was unknown during the assessment is later received or	Not reviewed	Not reviewed		
additional information is obtained from the UC or other sources (e.g. KYRs) OR				
Every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed		
Anytime there is a substantial change in the UC's case information	Not reviewed	Not reviewed		
Sponsor Assessment (Current version: 7/14/21; Effective: 12/6/16 - Within 5 days of identification of the primary sponsor. If information is not complete or collected by day	Not reviewed	Not reviewed		
7, then CM should include a status update in UC Case Review.)				
Previous version(s): 6/26/19				
Required or relevant information that was unknown during the time of the	Not reviewed	Not reviewed		
assessment is later received by the care provider. OR	Not reviewed	Not reviewed		
Additional information is obtained from the sponsor, UC, UC's family, home	Not reviewed	Not reviewed		
study provider, adult caregiver, adult household members, law enforcement or a	Hot reviewed	Not reviewed		
government entity.				
Individual Service Plan (Effective: 12/6/16 - Within 5 days.)	Not reviewed	Not reviewed		
marriada Service Fran (Effective: 12/0/10 * vvitilli 3 days.)	Not reviewed	Not reviewed		
Individual Service Plan Update				
• Every 30 days in care <u>OR</u>	Not reviewed	Not reviewed		
Any time there is a substantive change in UC's case information	Not reviewed	Not reviewed		
Know Your Rights (KYRs) Presentation (Should be conducted within 7-10 days of	Not reviewed	Not reviewed		
admission into ORR care. If UC is a transfer, KYRS only required at first care provider.)				
The program is responsible for documenting KYRs in the UC Assessment, UC Case Review, and ISP: however, they are not responsible for providing the service and should				
not be written up if the LSP does not provide the service within the required timeframe.				
Educational Services				
Summary of Educational Assessment (Assessment must be administered within 72	Not reviewed	Not reviewed		
hours, excluding weekends and holidays.)				
Educational Plan ("Plan" should include information on UC class placement,	Not reviewed	Not reviewed		
curriculum/course descriptions, and Records (academic reports, progress notes.)				
Class Attendance (Effective 1/2/19)	Not reviewed	Not reviewed		
			-	
Case Management				
Case Manager Progress Notes (1 per week)	Not reviewed			
Case Manager Progress Notes (1 per week) Quality of Case Manager Notes	Not reviewed Not reviewed			
Case Manager Progress Notes (1 per week) Quality of Case Manager Notes Logs:	Not reviewed			
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in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective of 10/21. Profession Version: 6/10/21. Profession Version: 6/10/21. Should be in the child's discharge packet at the time of unification.) Discharge Checkild-: Medical Records Learn to Spown of CV With Isterial Tis or TB Exposure (ONLY for UC who are diagnosed with IT Bio or TB coposure). Not reviewed with IT Bio or TB coposure). Not reviewed with IT Bio or TB coposure. Copy of Order of Bronnoul (if applicable). Not reviewed with IT Bio or TB coposure. Copy of Order of Bronnoul (if applicable). Not reviewed with IT Bio or TB coposure. Transfer to another OSR Care Provider (Non-Influs. Ste). Not reviewed with IT Bio or TB coposure. Transfer to another OSR Care Provider (Non-Influs. Ste). Not reviewed with IT Bio or TB coposure. Not reviewed with IT Bio or TB coposure. Not reviewed with IT Bio or TB coposure. Not reviewed with IT Bio or Transfers. Not reviewed with IT Bio or Tail or TB coposure. Not reviewed with IT Bio or Tail or TB coposure. Not reviewed with IT Bio or TB coposure. Not reviewed w	Previous Version: 6/10/21					
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COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Should be in the child's discharge packet at the time of unification.) Provision Version of 10/21 Discharge Checklist - Medical Records Letter to Sponsor for UW with battern 15 or 15 Epposure (ONLY for UC who are diagnosed with 118 or 16 exposure) Not reviewed Letter to Sponsor for UW with battern 15 or 15 Epposure (ONLY for UC who are diagnosed with 118 or 16 exposure) Not reviewed Letter of Sponsor for UW with battern 15 or 15 Epposure (ONLY for UC who are diagnosed with 118 or 16 exposure) Not reviewed Letter of Sponsor for UW with battern 15 or 15 Epposure (ONLY for UC who are diagnosed with 118 or 16 exposure) Not reviewed Letter of Sponsor for 11 or 15 or 15 Exposure (ONLY for UC who are diagnosed with 118 or 16 exposure) Not reviewed Not reviewed Consider Family for Transfers						
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School be in the child's discharge packet at the time of unification.) Previous Version 470/21 Discharge Checilist - Medical Records Lecter to Sponsor for Cut with Latent Tear IB Exposure (ONLY for UC who are diagnosed with LTB or IB exposure) Lecter to Sponsor for Cut with Latent Tear IB Exposure (ONLY for UC who are diagnosed with LTB or IB exposure) Lecter to Sponsor for Cut with Latent Tear IB Exposure (ONLY for UC who are diagnosed with LTB or IB exposure (Supplicable) Lecter of Sponsor for Cut with Latent Tear IB Exposure (ONLY for UC who are diagnosed with LTB or IB exposure (Supplicable) Lecter of Sponsor for American Control of Cut with Latent Tear IB exposure (Supplicable) Lecter of Sponsor for American Control of Cut with Latent Tear IB exposure (Supplicable) Lecter Forder Exposure and Teaching Form Lecter Forder Exposure Control of LTB Control of Control of LTB Control o	COVID 40 V in Comment of the Comment Venture 4 (00 (00 Fife Hear ()40 (04	Not and and				
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Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form) Post-Discharge Safety & Well Being Follow-up Call (Effective: 3/14/16: all call attempts must be made within 7 days follow-up Call (Effective: 3/14/16: all call attempts must be made within 7 days follow-up Call (Effective: 3/14/16: all call attempts must be made within 7 days follow-up Call (Effective: 4/7/20: Must follow up with sponsor for 14 days after release date; document if UC is experiencing acute respiratory symptoms) Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document Comments: Trends/Patterns: Covid-19 Update						
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Assessments

(Updated: 3/7/22)				
			Release Category:	
Reviewer: UC Name:	Date A#		Case Manager:	
Nationality:	DOB		Clinician:	
Admitted Date:	Gender		Transfer?	
Date of Release:	Language(s)		Religion:	
Orange Fill = Flores	Case File	ray Fill = Important Docume Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.) UC Photo (within 24 hours) (Recommendation only: Babies every 6 months: All other	Not reviewed Not reviewed	Not reviewed Not reviewed		
UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (within 24 hours. Signed. Inventory should include	Not reviewed			
clothing/cash kept by program and clothing/cash returned to UC. Log should be updated as UC receives additional property during his/her stay.)				
Clothing and Supplies distributed to UC	Not reviewed			
Other Admission Forms (insert below)	Not reviewed			
Orientation Documents (48 hours, translated into UC language) Acknowledgment that UC received Orientation in his or her language (Signed. Note in	Not reviewed			1
English indicating purpose of document. Should cover program rules and policies,	Not reviewed			
grievance procedures, information on boundaries, abuse and neglect, and emergency and evacuation procedures.)				
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed				
48 hours	Not reviewed			
Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care	Not reviewed			
provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)				
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service	Not reviewed			
providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions,				
addresses and phone numbers of national/local organizations.)				
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and	Not reviewed	Not reviewed		
initialed within 24 hours. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)				
02/07/13, 03/10/13, 02/14/13, 10/22/12. List for CA * Current version. 07/20/10.)				
Birth Certificate Supporting Docs from Referring Federal Agency (uploaded within 24 hours if referred by	Not reviewed Not reviewed	Not reviewed Not reviewed		
DHS, as available; e.g. DHS docs: medical/mental health/safety concern docs,	Not reviewed	Not reviewed		
criminal/juvenile records.)				
EOIR docs (Executive Office for Immigration) Court Documents/Criminal History Records (if applicable)	Not reviewed Not reviewed			
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
M. died Bernande				
Medical Documents Authorization for Medical, Dental, and Mental Health Care (signed by care provider	Not reviewed	Not reviewed		
within 24 hours)				
Documentation of Initial Medical Exam (unless the minor obtained a medical exam	Not reviewed	Not reviewed		
within one calendar year while under the care of another ORR-funded care provider. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)				
Immunization Records	Not reviewed	Not reviewed		
Record of Dental Exam(s) (Initial > 60, but < 90 days after admission. Effective 05/02/17	Not reviewed	Not reviewed		
Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Health Tab; Recommendation every 6 months thereafter)				
Prescriptions (including Prescription log.)	Not reviewed			
TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the	Not reviewed			
case file at discharge. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)				
expiration: 11/30/18) Communicable Diseases	Not reviewed	Not reviewed		
Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be	Not reviewed Not reviewed	Not reviewed Not reviewed		
uploaded in respective section of Health tab; Mental health visits should be entered as	Not reviewed	Not reviewed		
Medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or prescribed a medication.)				
Diagnosis List	Not reviewed			-
Copies of Referrals for Medical Services	Not reviewed			
Medical or Mental Health Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	Not reviewed			
UC Request for Emergency and Non-Emergency Health Care Services (Care providers	Not reviewed			
must respond to non-emergency requests within 24 to 48 hours, excluding weekends	Hot reviewed			
and holidays.)		Not word-out		
Official COVID-19 vaccination record (Provided at time of vaccination. Current Version: 1/28/22; Effective 6/10/21.		Not reviewed		
Scanned copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21				
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Scanned copy uploaded to File section of UC Portal Health Tab)		Not reviewed		
Previous Version: 6/10/21				

Risk Assessment		·	
Within 72 hours	Not reviewed	Not reviewed	
Updated every 30 days	Not reviewed	Not reviewed	
UC Assessment (Effective: 12/16/16 - Within 5 days, should not be updated after day 5.	Not reviewed	Not reviewed	
Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a			
significant condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs are no longer required to complete the Sponsor Assessment sections for			
sponsors who are identified on 12/6/16 and going forward.)			
UC Case Review (Initial completed within 30 calendar days in care) (Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a significant	Not reviewed	Not reviewed	
condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs			
are no longer required to complete the Sponsor Assessment sections for sponsors who			
are identified on 12/6/16 forward.)			
Continuously updated until 30 calendar days after admission if required or	Not reviewed	Not reviewed	
relevant information that was unknown during the assessment is later received or			
additional information is obtained from the UC or other sources (e.g. KYRs) OR			
Franco Construction of the state of the stat	Not an decord	Not and and	
Every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed	
Anytime there is a substantial change in the UC's case information	Not reviewed	Not reviewed	
Sponsor Assessment (Current version: 7/14/21; Effective: 12/6/16 - Within 5 days of identification of the primary sponsor. If information is not complete or collected by day	Not reviewed	Not reviewed	
7, then CM should include a status update in UC Case Review.)			
Previous version(s): 6/26/19			
Required or relevant information that was unknown during the time of the	Not reviewed	Not reviewed	
assessment is later received by the care provider. <u>OR</u>			
Additional information is obtained from the sponsor, UC, UC's family, home	Not reviewed	Not reviewed	
study provider, adult caregiver, adult household members, law enforcement or a			
government entity.			
Individual Service Plan (Effective: 12/6/16 - Within 5 days.)	Not reviewed	Not reviewed	
Transaction vice Full (Effective: 12/0/10 - Within 5 udys.)	Not reviewed	Hot reviewed	
Individual Service Plan Update			
Every 30 days in care QR	Not reviewed	Not reviewed	
Any time there is a substantive change in UC's case information	Not reviewed	Not reviewed Not reviewed	
Know Your Rights (KYRs) Presentation (Should be conducted within 7-10 days of admission into ORR care. If UC is a transfer, KYRS only required at first care provider.)	Not reviewed	Not reviewed	
The program is responsible for documenting KYRs in the UC Assessment, UC Case			
Review, and ISP; however, they are not responsible for providing the service and should			
not be written up if the LSP does not provide the service within the required timeframe.			
Educational Services			
Summary of Educational Assessment (Assessment must be administered within 72	Not reviewed	Not reviewed	
hours, excluding weekends and holidays.)			
Educational Plan ("Plan" should include information on UC class placement,	Not reviewed	Not reviewed	
curriculum/course descriptions, and Records (academic reports, progress notes.)	Not reviewed	Not reviewed	
Class Attendance (Effective 1/2/10)	Not reviewed	Not reviewed	
Class Attendance (Effective 1/2/19)	Not reviewed	Not reviewed	
Class Attendance (Effective 1/2/19)	Not reviewed	Not reviewed	
	Not reviewed	Not reviewed	
Case Management		Not reviewed	
	Not reviewed Not reviewed	Not reviewed	
Case Management		Not reviewed	
Case Management Case Manager Progress Notes (1 per week)	Not reviewed	Not reviewed	
Case Management Case Manager Progress Notes (1 per week) Quality of Case Manager Notes Logs: Recreation/Leisure Activity Log ("Recreation" - 1 hr outdoor large muscle (weather	Not reviewed	Not reviewed	
Case Management Case Manager Progress Notes (1 per week) Quality of Case Manager Notes Logs: Recreation/Leisure Activity Log ("Recreation" - 1 hr outdoor large muscle (weather permitting) daily, 1 hr leisure daily; increases to 3 hr outdoor when school not in	Not reviewed Not reviewed	Not reviewed	
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Case Management Case Manager Progress Notes (1 per week) Quality of Case Manager Notes Logs: Recreation/Leisure Activity Log ("Recreation" - 1 hr outdoor large muscle (weather permitting) daily, 1 hr leisure daily; increases to 3 hr outdoor when school not in session. PE cannot count towards this requirement.) (Effective 3/20/20 - avoid community outings due to Covid-19.) Phone Log (two 10 minute phone calls per week and list of approved contacts in the UC case file) Religious Services Log	Not reviewed Not reviewed Not reviewed Not reviewed Not reviewed		
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Case Management Case Manager Progress Notes (1 per week) Quality of Case Manager Notes Logs: Recreation/Leisure Activity Log ("Recreation" - 1 hr outdoor large muscle (weather permitting) daily, 1 hr leisure daily; increases to 3 hr outdoor when school not in session, PE cannot count towards this requirement.) (Effective 3/20/20 - avoid community outings due to Covid-19.) Phone Log (two 10 minute phone calls per week and list of approved contacts in the UC case file) Religious Services Log Visitor Log Stipend Log (Only if stipends are mandated by state licensing) Clinical Services	Not reviewed		
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DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	Not reviewed				
Educational assessments and records	Not reviewed				
Change of Venue/Change of Address forms	Not reviewed				
Post-release safety plan (if applicable)	Not reviewed				
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed				
ORR National Call Center Flyers and Wallet Cards	Not reviewed				
CDC Covid-19 Fact Sheet and Symptoms Sheet (Effective: 3/13/20)	Not reviewed				
Covid-19 Discharge Sponsor Letter (English and Spanish versions. Current Version:	Not reviewed				
1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Hot reviewed				
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed				
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Should be in the child's discharge packet at the time of unification.) Previous Version: 6/10/21	Not reviewed				
Discharge Checklist - Medical Records	Not reviewed				
Letter to Sponsor for UC with latent TB or TB Exposure (ONLY for UC who are diagnosed with LTBI or TB exposure)	Not reviewed				
Copy of Order of Removal (if applicable)	Not reviewed				
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed				
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Transfer to another ORR Care Provider (Non-Influx Site)					
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed	1		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed			
Medical Checklist for Transfers	Not reviewed	Not reviewed			
Transfer Request and Tracking Form	Not reviewed	Not reviewed			
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed			
Post-Discharge					
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC's release)	Not reviewed				
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(Updated: 3/1/22)				
			Release Category:	
Reviewer: UC Name:	Date:		Case Manager:	
Nationality:	DOB		Clinician:	
Admitted Date: Date of Release:	Gender		Transfer? Religion:	
	Language(s): Minimum Requirement; G	ray Fill = Important Docume		<u> </u>
	Case File	Portal	Date	Notes
Admission Documents Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed	Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (within 24 hours. Signed. Inventory should include clothing/cash kept by program and clothing/cash returned to UC. Log should be updated as UC receives additional property during his/her stay.)	Not reviewed			
Clothing and Supplies distributed to UC	Not reviewed			
Other Admission Forms (insert below)	Not reviewed			
Orientation Documents (48 hours, translated into UC language)				
Acknowledgment that UC received Orientation in his or her language (Signed. Note in	Not reviewed			
English indicating purpose of document. Should cover program rules and policies, grievance procedures, information on boundaries, abuse and neglect, and emergency and evacuation procedures.)				
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed				
• 48 hours	Not reviewed			
Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)	Not reviewed			
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment Acknowledgement of receiving information regarding local and/or national service	Not reviewed Not reviewed			
providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)	Not reviewed			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and	Not reviewed	Not reviewed		
initialed within 24 hours. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	Network	Naturalizada		
Birth Certificate Supporting Docs from Referring Federal Agency (uploaded within 24 hours if referred by DHS, as available; e.g. DHS docs: medical/mental health/safety concern docs, criminal/juvenile records.)	Not reviewed Not reviewed	Not reviewed Not reviewed		
EOIR docs (Executive Office for Immigration)	Not reviewed			
Court Documents/Criminal History Records (if applicable) G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
Madical Danismate				
Medical Documents Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours)	Not reviewed	Not reviewed		
Documentation of Initial Medical Exam (unless the minor obtained a medical exam within one calendar year while under the care of another ORR-funded care provider. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)	Not reviewed	Not reviewed		
Immunization Records	Not reviewed	Not reviewed		
Record of Dental Exam(s) (Initial > 60, but < 90 days after admission. Effective 05/02/17 Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Health Tab; Recommendation every 6 months thereafter)	Not reviewed	Not reviewed		
Prescriptions (including Prescription log.)	Not reviewed			
TB Screening Results (if diagnosed with latent TB (LTB), check if there is a letter in the case file at discharge. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)	Not reviewed			
Communicable Diseases	Not reviewed	Not reviewed		
Records of Office Visits/RR Visits/Hospital, Surgery (Medical information should be uploaded in respective section of Health tab; Mental health visits should be entered as Medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or prescribed a medication.)	Not reviewed	Not reviewed		
Diagnosis List	Not reviewed			
Copies of Referrals for Medical Services Medical or Mental Health Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	Not reviewed Not reviewed			
UC Request for Emergency and Non-Emergency Health Care Services (Care providers must respond to non-emergency requests within 24 to 48 hours, excluding weekends and holidays.)	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination. Current Version: 1/28/22; Effective 6/10/21. Scanned copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21		Not reviewed		
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Scanned copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21		Not reviewed		

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Within 72 hours	Not reviewed	Not reviewed		
Updated every 30 days	Not reviewed	Not reviewed		
UC Assessment (Effective: 12/16/16 - Within 5 days, should not be updated after day 5.	Not reviewed	Not reviewed		
Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a significant condition/illness, program can write "refer to medical". Effective 12/06/16 -				
significant condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs are no longer required to complete the Sponsor Assessment sections for				
sponsors who are identified on 12/6/16 and going forward.)				
UC Case Review (Initial completed within 30 calendar days in care) (Effective 3/23/16 -	Not reviewed	Not reviewed		
Medical Sections no longer need to be completed. If there is a significant condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs				
are no longer required to complete the Sponsor Assessment sections for sponsors who				
are identified on 12/6/16 forward.)				
Continuously updated until 30 calendar days after admission if required or	Not reviewed	Not reviewed		
relevant information that was unknown during the assessment is later received or	Hotronomea	THE TENENCE		
additional information is obtained from the UC or other sources (e.g. KYRs) OR				
Every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed		
Anytime there is a substantial change in the UC's case information	Not reviewed	Not reviewed		
Sponsor Assessment (Current version: 7/14/21; Effective: 12/6/16 - Within 5 days of	Not reviewed	Not reviewed		
identification of the primary sponsor. If information is not complete or collected by day 7, then CM should include a status update in UC Case Review.)				
Previous version(s): 6/26/19				
Required or relevant information that was unknown during the time of the	Not reviewed	Not reviewed		
assessment is later received by the care provider. OR				
 Additional information is obtained from the sponsor, UC, UC's family, home study provider, adult caregiver, adult household members, law enforcement or a 	Not reviewed	Not reviewed		
government entity.				
Individual Service Plan (Effective: 12/6/16 - Within 5 days.)	Not reviewed	Not reviewed		
Thursday Service Fiant (Effective: 12/0/10 - Within 5 days.)	Not reviewed	Not reviewed		
Individual Service Plan Update				
• Every 30 days in care <u>OR</u>	Not reviewed	Not reviewed		
Any time there is a substantive change in UC's case information	Not reviewed	Not reviewed		
Know Your Rights (KYRs) Presentation (Should be conducted within 7-10 days of	Not reviewed	Not reviewed		
admission into ORR care. If UC is a transfer, KYRS only required at first care provider.) The program is responsible for documenting KYRs in the UC Assessment, UC Case				
Review, and ISP; however, they are not responsible for providing the service and should				
not be written up if the LSP does not provide the service within the required timeframe.				
Educational Services				
Summary of Educational Assessment (Assessment must be administered within 72	Not reviewed	Not reviewed		
hours, excluding weekends and holidays.)				
Educational Plan ("Plan" should include information on UC class placement,	Not reviewed	Not reviewed		
curriculum/course descriptions, and Records (academic reports, progress notes.)				
Class Attendance (Effective 1/2/19)	Not reviewed	Not reviewed		
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Case Management				
Case Manager Progress Notes (1 per week)	Not reviewed			
Case Manager Progress Notes (1 per week) Quality of Case Manager Notes	Not reviewed Not reviewed			
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Educational assessments and records	Not reviewed				
Change of Venue/Change of Address forms	Not reviewed				
Post-release safety plan (if applicable)	Not reviewed				
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed				
ORR National Call Center Flyers and Wallet Cards	Not reviewed				
CDC Covid-19 Fact Sheet and Symptoms Sheet (Effective: 3/13/20)					
	Not reviewed				
Covid-19 Discharge Sponsor Letter (English and Spanish versions. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed				
Official COVID-19 vaccination record (Provided at time of vaccination and should be	Not reviewed				
in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.)	Not reviewed				
Previous Version: 6/10/21					
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Should be in the child's discharge packet at the time of unification.)	Not reviewed				
Previous Version: 6/10/21	Nativesiassad				
Discharge Checklist - Medical Records	Not reviewed				
Letter to Sponsor for UC with latent TB or TB Exposure (ONLY for UC who are diagnosed with LTBI or TB exposure)	Not reviewed				
Copy of Order of Removal (if applicable)	Not reviewed			1	
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed				
	HOLICVIEWEU				
Transfer to another ORR Care Provider (Non-Influx Site)					
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed	1	1	
11 -		Not reviewed	+		
Care Provider Family Reunification Checklist	Not reviewed				
Medical Checklist for Transfers	Not reviewed	Not reviewed			
Transfer Request and Tracking Form	Not reviewed	Not reviewed			
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS	Not reviewed	Not reviewed			
regarding regional practices/use of this form)					
n (n)					
Post-Discharge Post-Discharge					
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC's release)	Not reviewed				
within 7 days following the 30-day mark of the OC's release)					
Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after release date; document if UC is experiencing acute respiratory symptoms)	Not reviewed				
Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after	Not reviewed				
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(Updated: 3/7/22)				
Reviewer:	Date:		Release Category:	
UC Name:	A#:		Case Manager:	
Nationality: Admitted Date:	DOB: Gender:		Clinician: Transfer?	
Date of Release:	Language(s):		Religion:	
Orange Fill = Flores	Minimum Requirement; Gra	ay Fill = Important Docume	nt	
	Case File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours) Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed Not reviewed	Not reviewed Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other	Not reviewed	Not reviewed		
UC annually)				
Inventory of all Property and Cash (within 24 hours. Signed. Inventory should include	Not reviewed			
clothing/cash kept by program and clothing/cash returned to UC. Log should be updated as UC receives additional property during his/her stay.)				
	Not and out of			
Clothing and Supplies distributed to UC Other Admission Forms (insert below)	Not reviewed Not reviewed			
Other Admission Forms (insert below)	Not reviewed			
Orientation Documents (48 hours, translated into UC language)				
Acknowledgment that UC received Orientation in his or her language (Signed. Note in	Not reviewed			
English indicating purpose of document. Should cover program rules and policies, grievance procedures, information on boundaries, abuse and neglect, and emergency				
and evacuation procedures.)				
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been				
completed				
48 hours Refresher every 90 days	Not reviewed Not reviewed			
Regresher every 90 days Documentation that UC Received Program Pamphlet (Pamphlet should include care	Not reviewed Not reviewed			
provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how	Hot reviewed			
to contact diplomatic and consular personnel)				
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service	Not reviewed			
providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions,				
addresses and phone numbers of national/local organizations.)				
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and	Not reviewed	Not reviewed		
initialed within 24 hours. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)				
Birth Certificate	Not reviewed	Not reviewed		
Supporting Docs from Referring Federal Agency (uploaded within 24 hours if referred by DHS, as available; e.g. DHS docs: medical/mental health/safety concern docs,	Not reviewed	Not reviewed		
criminal/juvenile records.)				
EOIR docs (Executive Office for Immigration)	Not reviewed			
Court Documents/Criminal History Records (if applicable)	Not reviewed			
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
h. e. is				
Medical Documents Authorization for Medical, Dental, and Mental Health Care (signed by care provider	Not reviewed	Not reviewed		
within 24 hours)	Not reviewed	Not reviewed		
Documentation of Initial Medical Exam (unless the minor obtained a medical exam	Not reviewed	Not reviewed		
within one calendar year while under the care of another ORR-funded care provider.				
Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)				
Immunization Records	Not reviewed	Not reviewed		
Record of Dental Exam(s) (Initial > 60, but < 90 days after admission. Effective 05/02/17 Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Health	Not reviewed	Not reviewed		
Tab; Recommendation every 6 months thereafter)				
Prescriptions (including Prescription log.)	Not reviewed			
TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the	Not reviewed			
case file at discharge. Current Version - expiration: 05/31/22. Previous Version -	Not reviewed			
expiration: 11/30/18)				
Communicable Diseases	Not reviewed	Not reviewed		
Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be	Not reviewed	Not reviewed		
uploaded in respective section of Health tab; Mental health visits should be entered as Medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or				
prescribed a medication.)				
Disense Liet	Not residence -1			
Diagnosis List Copies of Referrals for Medical Services	Not reviewed Not reviewed			
Medical or Mental Health Records (including over-the-counter medications, diagnosis,	Not reviewed			
and documentation of communicable diseases if applicable)				
UC Request for Emergency and Non-Emergency Health Care Services (Care providers	Not reviewed			
must respond to non-emergency requests within 24 to 48 hours, excluding weekends and holidays.)				
Official COVID-19 vaccination record (Provided at time of vaccination. Current Version:		Not reviewed		
1/28/22; Effective 6/10/21.				
Scanned copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21				
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Scanned copy uploaded to File section of UC Portal Health Tab)		Not reviewed		
Previous Version: 6/10/21				

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Within 72 hours	Not reviewed	Not reviewed	
Updated every 30 days	Not reviewed	Not reviewed	
UC Assessment (Effective: 12/16/16 - Within 5 days, should not be updated after day 5.	Not reviewed	Not reviewed	
Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a			
significant condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs are no longer required to complete the Sponsor Assessment sections for			
sponsors who are identified on 12/6/16 and going forward.)			
UC Case Review (Initial completed within 30 calendar days in care) (Effective 3/23/16 -	Not reviewed	Not reviewed	
Medical Sections no longer need to be completed. If there is a significant	Not reviewed	Not reviewed	
condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs			
are no longer required to complete the Sponsor Assessment sections for sponsors who are identified on 12/6/16 forward.)			
are identified off 12/0/10 forward.)			
Continuously updated until 30 calendar days after admission if required or	Not reviewed	Not reviewed	
relevant information that was unknown during the assessment is later received or	Not reviewed	Not reviewed	
additional information is obtained from the UC or other sources (e.g. KYRs) OR			
Every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed	
Anytime there is a substantial change in the UC's case information	Not reviewed	Not reviewed	
Sponsor Assessment (Current version: 7/14/21; Effective: 12/6/16 - Within 5 days of identification of the primary sponsor. If information is not complete or collected by day	Not reviewed	Not reviewed	
7, then CM should include a status update in UC Case Review.)			
Previous version(s): 6/26/19			
 Required or relevant information that was unknown during the time of the assessment is later received by the care provider. <u>OR</u> 	Not reviewed	Not reviewed	
 Additional information is obtained from the sponsor, UC, UC's family, home study provider, adult caregiver, adult household members, law enforcement or a 	Not reviewed	Not reviewed	
government entity.			
	No.	No.	
Individual Service Plan (Effective: 12/6/16 - Within 5 days.)	Not reviewed	Not reviewed	
Individual Service Plan Update			
Every 30 days in care OR	Not reviewed	Not reviewed	
Any time there is a substantive change in UC's case information	Not reviewed	Not reviewed	
3			
Know Your Rights (KYRs) Presentation (Should be conducted within 7-10 days of admission into ORR care. If UC is a transfer, KYRS only required at first care provider.)	Not reviewed	Not reviewed	
The program is responsible for documenting KYRs in the UC Assessment, UC Case			
Review, and ISP; however, they are not responsible for providing the service and should not be written up if the LSP does not provide the service within the required timeframe.			
not be written up if the LSP does not provide the service within the required timeframe.			
Educational Services			
Summary of Educational Assessment (Assessment must be administered within 72	Not reviewed	Not reviewed	
hours, excluding weekends and holidays.)			
Educational Plan ("Plan" should include information on UC class placement,	Not reviewed	Not reviewed	
curriculum/course descriptions, and Records (academic reports, progress notes.)			
Class Attendance (Effective 1/2/19)	Not reviewed	Not reviewed	
Case Management			
Case Manager Progress Notes (1 per week)	Not reviewed		
	Not reviewed Not reviewed		
Case Manager Progress Notes (1 per week)			
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Educational assessments and records	Nat varianced			1	
	Not reviewed				
Change of Venue/Change of Address forms	Not reviewed				
Post-release safety plan (if applicable)	Not reviewed				
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed				
ORR National Call Center Flyers and Wallet Cards	Not reviewed				
CDC Covid-19 Fact Sheet and Symptoms Sheet (Effective: 3/13/20)	Not reviewed				
Covid-19 Discharge Sponsor Letter (English and Spanish versions. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed				
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed				
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Should be in the child's discharge packet at the time of unification.) Previous Version: 6/10/21	Not reviewed				
Discharge Checklist - Medical Records	Nat varianced				
DISCHAIRGE CHECKIDST - MEDICAL RECORDS Letter to Sponsor for UC with latent TB or TB Exposure (ONLY for UC who are diagnosed with LTBI or TB exposure)	Not reviewed Not reviewed				
Copy of Order of Removal (if applicable)	Not reviewed				
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed				
			_		
Transfer to another ORR Care Provider (Non-Influx Site)					
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed	T T		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed	-		
Medical Checklist for Transfers	Not reviewed	Not reviewed			
Transfer Request and Tracking Form	Not reviewed	Not reviewed			
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed			
Post-Discharge					
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC's release)	Not reviewed				
Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after release date; document if UC is experiencing acute respiratory symptoms)	Not reviewed				
	Minimum Requirement; G	ay Fill = Important Docume	nt		
Comments:					
Trends/Patterns:					
Covid-19 Update Effective 3/20/20 delays in meeting deadlines due to Covid-19 related contraints must be	documented				

			Rologeo Catagony	
Reviewer:	Date:		Release Category:	
UC Name:	A#:		Case Manager:	
Nationality: Admitted Date:	DOB: Gender:		Clinician: Transfer?	
Date of Release:	Language(s):		Religion:	
Orange Fill = Flores	Minimum Requirement; Gra	y Fill = Important Docum	ent	
	Case File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.) UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other	Not reviewed Not reviewed	Not reviewed Not reviewed		
UC annually)	Hot reviewed	Not reviewed		
Inventory of all Property and Cash (within 24 hours. Signed. Inventory should include	Not reviewed			
clothing/cash kept by program and clothing/cash returned to UC. Log should be updated as UC receives additional property during his/her stay.)				
Clothing and Supplies distributed to UC	Not reviewed			
Other Admission Forms (insert below)	Not reviewed			
Orientation Documents (48 hours, translated into UC language)				
Acknowledgment that UC received Orientation in his or her language (Signed. Note in	Not reviewed			
English indicating purpose of document. Should cover program rules and policies,				
grievance procedures, information on boundaries, abuse and neglect, and emergency and evacuation procedures.)				
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed				
48 hours	Not roviewed			
Refresher every 90 days	Not reviewed Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care	Not reviewed			
provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how				
to contact diplomatic and consular personnel)				
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual	Not reviewed			
harassment. (Signed. Information UC received should include names, descriptions,				
addresses and phone numbers of national/local organizations.)				
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and initialed within 24 hours. Current Version: 04/04/19. Previous Versions: 09/20/16,	Not reviewed	Not reviewed		
02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)				
Birth Certificate	Not reviewed	Not reviewed		
Supporting Docs from Referring Federal Agency (uploaded within 24 hours if referred by	Not reviewed	Not reviewed		
DHS, as available; e.g. DHS docs: medical/mental health/safety concern docs,				
criminal/juvenile records.)				
EOIR docs (Executive Office for Immigration)	Not reviewed			
Court Documents/Criminal History Records (if applicable) G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
V 11 /				
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider	Not reviewed	Not reviewed		
within 24 hours)				
Documentation of Initial Medical Exam (unless the minor obtained a medical exam within one calendar year while under the care of another ORR-funded care provider.	Not reviewed	Not reviewed		
Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)				
Immunization Records	Not reviewed	Not reviewed		
Record of Dental Exam(s) (Initial > 60, but < 90 days after admission. Effective 05/02/17	Not reviewed	Not reviewed		
Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Health Tab; Recommendation every 6 months thereafter)				
Prescriptions (including Prescription log.)	Not reviewed			
TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge. Current Version - expiration: 05/31/22. Previous Version -	Not reviewed			
expiration: 11/30/18)				
Communicable Diseases	Not reviewed	Not reviewed		
Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be	Not reviewed	Not reviewed	-	
uploaded in respective section of Health tab; Mental health visits should be entered as				
Medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or prescribed a medication.)				
Diagnosis List	Not reviewed			
Copies of Referrals for Medical Services Medical or Mental Health Records (including over-the-counter medications, diagnosis,	Not reviewed Not reviewed			
and documentation of communicable diseases if applicable)	Not reviewed			
UC Request for Emergency and Non-Emergency Health Care Services (Care providers must respond to non-emergency requests within 24 to 48 hours, excluding weekends	Not reviewed			
must respond to non-emergency requests within 24 to 48 hours, excluding weekends and holidays.)				
		Not rouse d		
Official COVID-19 vaccination record (Provided at time of vaccination. Current Version: 1/28/22; Effective 6/10/21.		Not reviewed		
Scanned copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21				
1 TONIOGO VELISIOTI. U/ 10/ 21				
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Scanned		Not reviewed		
copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21				

• Within 72 hours	Not reviewed	Not reviewed	
Updated every 30 days	Not reviewed	Not reviewed	
UC Assessment (Effective: 12/16/16 - Within 5 days, should not be updated after day 5.	Not reviewed	Not reviewed	
Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a			
significant condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs are no longer required to complete the Sponsor Assessment sections for			
sponsors who are identified on 12/6/16 and going forward.)			
LIC Coop Paview (Initial completed within 20 calendar days in care) (Effective 2/22/14)	Not reviewed	Not reviewed	
UC Case Review (Initial completed within 30 calendar days in care) (Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a significant	Not reviewed	Not reviewed	
condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs			
are no longer required to complete the Sponsor Assessment sections for sponsors who			
are identified on 12/6/16 forward.)			
Continuously updated until 30 calendar days after admission if required or relevant information that was unknown during the assessment is later received or	Not reviewed	Not reviewed	
additional information is obtained from the UC or other sources (e.g. KYRs) OR			
Every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed	
Anytime there is a substantial change in the UC's case information	Not reviewed	Not reviewed	
Sponsor Assessment (Current version: 7/14/21; Effective: 12/6/16 - Within 5 days of	Not reviewed	Not reviewed	
identification of the primary sponsor. If information is not complete or collected by day			
7, then CM should include a status update in UC Case Review.) Previous version(s): 6/26/19			
110110405 10151011(5)1 6) 20) 17			
Required or relevant information that was unknown during the time of the	Not reviewed	Not reviewed	
assessment is later received by the care provider. OR	Not reviewed	Not reviewed	
Additional information is obtained from the sponsor, UC, UC's family, home	Not reviewed	Not reviewed	
Adaltional information is obtained from the sponsor, UC, UC's family, nome study provider, adult caregiver, adult household members, law enforcement or a	Not reviewed	Not reviewed	
government entity.			
Individual Service Plan (Effective: 12/6/16 - Within 5 days.)	Not reviewed	Not reviewed	
Individual Service Plan Update			
	Network	Material	
Every 30 days in care <u>OR</u> Any time there is a substantive change in UC's case information.	Not reviewed	Not reviewed	
Any time there is a substantive change in UC's case information	Not reviewed	Not reviewed	
Know Your Rights (KYRs) Presentation (Should be conducted within 7-10 days of	Not reviewed	Not reviewed	
admission into ORR care. If UC is a transfer, KYRS only required at first care provider.) The program is responsible for documenting KYRs in the UC Assessment, UC Case			
Review, and ISP; however, they are not responsible for providing the service and should			
not be written up if the LSP does not provide the service within the required timeframe.			
Educational Services			
Summary of Educational Assessment (Assessment must be administered within 72	Not reviewed	Not reviewed	
hours, excluding weekends and holidays.)			
Educational Plan ("Plan" should include information on UC class placement,	Not reviewed	Not reviewed	
curriculum/course descriptions, and Records (academic reports, progress notes.)			
Class Attendance (Effective 4/2/40)	Net residenced	Net veriforced	
Class Attendance (Effective 1/2/19)	Not reviewed	Not reviewed	
Class Allendance (Effective 1/2/19)	Not reviewed	Not reviewed	
Liass Attendance (Effective 1/2/19)	Not reviewed	Not reviewed	
Class Attendance (Effective 1/2/19) Case Management	Not reviewed	Not reviewed	
Case Management		Not reviewed	
Case Management Case Manager Progress Notes (1 per week)	Not reviewed	Not reviewed	
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Educational assessments and records	Not reviewed			1	
Change of Venue/Change of Address forms	Not reviewed				
Post-release safety plan (if applicable)	Not reviewed				
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed				
ORR National Call Center Flyers and Wallet Cards	Not reviewed				
CDC Covid-19 Fact Sheet and Symptoms Sheet (Effective: 3/13/20)	Not reviewed				
Covid-19 Discharge Sponsor Letter (English and Spanish versions. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed				
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.)	Not reviewed				
Previous Version: 6/10/21	Network				
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Should be in the child's discharge packet at the time of unification.) Previous Version: 6/10/21	Not reviewed				
Discharge Checklist - Medical Records	Not reviewed				
Letter to Sponsor for UC with latent TB or TB Exposure (ONLY for UC who are diagnosed with LTBI or TB exposure)	Not reviewed				
Copy of Order of Removal (if applicable)	Not reviewed				
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed				
Transfer to another ORR Care Provider (Non-Influx Site)					
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed			
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed			
Medical Checklist for Transfers	Not reviewed	Not reviewed			
Transfer Request and Tracking Form	Not reviewed	Not reviewed			
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed			
			•	•	
Post-Discharge					
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC's release)	Not reviewed				
Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after	Not reviewed				
release date; document if UC is experiencing acute respiratory symptoms)					
release date; document if UC is experiencing acute respiratory symptoms)					
Orange Fill = Flores	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
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Orange Fill = Flores	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Orange Fill = Flores	Minimum Requirement; Gr	ay FIII = Important Docume	nt		
Orange Fill = Flores	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Orange Fill = Flores	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Orange Fill = Flores	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Orange Fill = Flores Comments:	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Orange Fill = Flores	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Orange Fill = Flores Comments:	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Orange Fill = Flores Comments:	Minimum Requirement; Gr	ay FIII = Important Docume	nt		
Orange Fill = Flores Comments:	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Orange Fill = Flores Comments:	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Orange Fill = Flores Comments:	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Orange Fill = Flores Comments:	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Orange Fill = Flores Comments:	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Orange Fill = Flores Comments:	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Orange Fill = Flores Comments:	Minimum Requirement; GI	ay FIII = Important Docume	nt		
Comments: Trends/Patterns:	Minimum Requirement; Gr	ay Fill = Important Docume	nt		
Comments: Trends/Patterns: Covid-19 Update		ay Fill = Important Docume	nt		
Comments: Trends/Patterns:		ay FIII = Important Docume	nt		
Comments: Trends/Patterns: Covid-19 Update		ay Fill = Important Docume	nt		
Comments: Trends/Patterns: Covid-19 Update		ay Fill = Important Docume	nt		
Comments: Trends/Patterns: Covid-19 Update		ay Fill = Important Docume	nt		
Comments: Trends/Patterns: Covid-19 Update		ay FIII = Important Docume	nt		
Comments: Trends/Patterns: Covid-19 Update		ay Fill = Important Docume	nt		
Comments: Trends/Patterns: Covid-19 Update		ay Fill = Important Docume	nt		
Comments: Trends/Patterns: Covid-19 Update		ay FIII = Important Docume	nt		
Comments: Trends/Patterns: Covid-19 Update		ay Fill = Important Docume	nt		
Comments: Trends/Patterns: Covid-19 Update		ay Fill = Important Docume	nt		
Comments: Trends/Patterns: Covid-19 Update		ay FIII = Important Docume	nt		
Comments: Trends/Patterns: Covid-19 Update		ay Fill = Important Docume	nt		
Comments: Trends/Patterns: Covid-19 Update		ay Fill = Important Docume	nt		

			Release Category:	
Reviewer:	Date:		Case Manager:	
UC Name: Nationality:	A#: DOB:		Case Manager: Clinician:	
Admitted Date:	Gender:		Transfer?	
Date of Release:	Language(s):		Religion:	
Orange Fill = Flores N	Minimum Requirement; Gra	y Fill = Important Docum	ent	
	Case File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.) UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other	Not reviewed Not reviewed	Not reviewed Not reviewed		
UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (within 24 hours. Signed. Inventory should include	Not reviewed			
clothing/cash kept by program and clothing/cash returned to UC. Log should be updated as UC receives additional property during his/her stay.)				
Clothing and Supplies distributed to UC	Not reviewed			
Other Admission Forms (insert below)	Not reviewed			
Orientation Documents (48 hours, translated into UC language)				
Acknowledgment that UC received Orientation in his or her language (Signed. Note in	Not reviewed			
English indicating purpose of document. Should cover program rules and policies,				
grievance procedures, information on boundaries, abuse and neglect, and emergency and evacuation procedures.)				
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been				
completed				
• 48 hours	Not reviewed			
Refresher every 90 days Documentation that UC Received Program Pamphlet (Pamphlet should include care	Not reviewed			
provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how	Not reviewed			
to contact diplomatic and consular personnel)				
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service	Not reviewed			
providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions,				
addresses and phone numbers of national/local organizations.)				
Other Orientation Forms (insert below)	Not reviewed			
Calci Citatiani Citis (Ilisat Salaw)	Hotronomou			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and	Not reviewed	Not reviewed		
initialed within 24 hours. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)				
02/07/13, 03/10/10, 02/14/10, 10/22/12. Elst for CA Current version. 07/20/10./				
Birth Certificate	Not reviewed	Not reviewed		
Supporting Docs from Referring Federal Agency (uploaded within 24 hours if referred by DHS, as available; e.g. DHS docs: medical/mental health/safety concern docs,	Not reviewed	Not reviewed		
criminal/juvenile records.)				
EOIR docs (Executive Office for Immigration)	Not reviewed			
Court Documents/Criminal History Records (if applicable)	Not reviewed			
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
			•	
Medical Documents	Not varioused	Nat variaries		
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours)	Not reviewed	Not reviewed		
Documentation of Initial Medical Exam (unless the minor obtained a medical exam	Not reviewed	Not reviewed		
within one calendar year while under the care of another ORR-funded care provider.				
Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)				
Immunization Records	Not reviewed	Not reviewed		
Record of Dental Exam(s) (Initial > 60, but < 90 days after admission. Effective 05/02/17	Not reviewed	Not reviewed		
Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Health Tab; Recommendation every 6 months thereafter)				
	Network			
Prescriptions (including Prescription log.)	Not reviewed			
TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge. Current Version - expiration: 05/31/22. Previous Version -	Not reviewed			
expiration: 11/30/18)				
Communicable Diseases	Not reviewed	Not reviewed		
Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be	Not reviewed	Not reviewed	+	
uploaded in respective section of Health tab; Mental health visits should be entered as				
Medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or prescribed a medication.)				
·				
Diagnosis List Copies of Referrals for Medical Services	Not reviewed			
Medical or Mental Health Records (including over-the-counter medications, diagnosis,	Not reviewed Not reviewed			
and documentation of communicable diseases if applicable)	NOLIEVIEWEU			
UC Request for Emergency and Non-Emergency Health Care Services (Care providers	Not reviewed			
must respond to non-emergency requests within 24 to 48 hours, excluding weekends and holidays.)				
		Natural		
Official COVID-19 vaccination record (Provided at time of vaccination. Current Version: 1/28/22; Effective 6/10/21.		Not reviewed	1	
Scanned copy uploaded to File section of UC Portal Health Tab)			1	
Previous Version: 6/10/21				
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Scanned		Not reviewed	+	
copy uploaded to File section of UC Portal Health Tab)		140£ LEVIEWEU		
Previous Version: 6/10/21			1	
			1	i .

Risk Assessment				
Within 72 hours Updated every 30 days	Not reviewed Not reviewed	Not reviewed Not reviewed		
UC Assessment (Effective: 12/16/16 - Within 5 days, should not be updated after day 5.	Not reviewed	Not reviewed		
Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a significant condition/illness, program can write "refer to medical". Effective 12/06/16 -				
Programs are no longer required to complete the Sponsor Assessment sections for				
sponsors who are identified on 12/6/16 and going forward.)				
UCC - Paris (Initial constant du libia 00 a landar des in con VIETA di con 0/00/4/	Not reviewed	Not and and		
UC Case Review (Initial completed within 30 calendar days in care) (Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a significant	Not reviewed	Not reviewed		
condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs are no longer required to complete the Sponsor Assessment sections for sponsors who				
are identified on 12/6/16 forward.)				
 Continuously updated until 30 calendar days after admission if required or relevant information that was unknown during the assessment is later received or 	Not reviewed	Not reviewed		
additional information is obtained from the UC or other sources (e.g. KYRs) OR				
Every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed		
Anytime there is a substantial change in the UC's case information	Not reviewed	Not reviewed		
Sponsor Assessment (Current version: 7/14/21; Effective: 12/6/16 - Within 5 days of identification of the primary sponsor. If information is not complete or collected by day	Not reviewed	Not reviewed		
7, then CM should include a status update in UC Case Review.)				
Previous version(s): 6/26/19				
Required or relevant information that was unknown during the time of the	Not reviewed	Not reviewed		
assessment is later received by the care provider. <u>OR</u>				
 Additional information is obtained from the sponsor, UC, UC's family, home study provider, adult caregiver, adult household members, law enforcement or a 	Not reviewed	Not reviewed		
government entity.				
Individual Service Plan (Effective: 12/6/16 - Within 5 days.)	Not reviewed	Not reviewed		
Individual Service Plan Update	Network	Network		
Every 30 days in care <u>OR</u> Any time there is a substantive change in UC's case information	Not reviewed Not reviewed	Not reviewed Not reviewed		
Know Your Rights (KYRs) Presentation (Should be conducted within 7-10 days of	Not reviewed	Not reviewed		
admission into ORR care. If UC is a transfer, KYRS only required at first care provider.)	- Not reviewed			
The program is responsible for documenting KYRs in the UC Assessment, UC Case Review, and ISP; however, they are not responsible for providing the service and should				
not be written up if the LSP does not provide the service within the required timeframe.				
Educational Services				
Summary of Educational Assessment (Assessment must be administered within 72	Not reviewed	Not reviewed		
hours, excluding weekends and holidays.)				
Educational Plan ("Plan" should include information on UC class placement, curriculum/course descriptions, and Records (academic reports, progress notes.)	Not reviewed	Not reviewed		
Class Attendance (Effective 1/2/19)	Not reviewed	Not reviewed		
		•	•	
Case Management				
Case Manager Progress Notes (1 per week) Quality of Case Manager Notes	Not reviewed Not reviewed			
Logs:	Not reviewed			
Recreation/Leisure Activity Log ("Recreation" - 1 hr outdoor large muscle (weather	Not reviewed			
permitting) daily, 1 hr leisure daily; increases to 3 hr outdoor when school not in session. PE cannot count towards this requirement.) (Effective 3/20/20 - avoid				
community outings due to Covid-19.)				
Phone Log (two 10 minute phone calls per week and list of approved contacts in the	Not reviewed			
UC case file)				
Religious Services Log	Not reviewed			
Visitor Log Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed Not reviewed	Not reviewed		
Superia Log (Only il superius are mandated by state licensing)	Not reviewed			I
Clinical Services				
Clinical Progress Notes - Individual Counseling (1 per week)	Not reviewed			
Quality of Clinical Notes Progress Notes Related to Montal Health Services (if applicable)	Not reviewed			
Progress Notes Related to Mental Health Services (if applicable) Group Counseling Notes or Record (2 per week OR 1 group counseling and 1 community	Not reviewed Not reviewed			
meeting; should include acculturation and adaptation services such as developing social	Not reviewed			
and interpersonal skills)				
Incident Reports				
SIRS (time sensitive) Internal Incidents	Not reviewed Not reviewed	Not reviewed		
Grievances	Not reviewed			
Discharge				
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement, Current Version; 5/19/21)	Not reviewed			
	Not reviewed			
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version: 5/19/21) Previous Version(s): 1/31/20; 06/27/19		-		
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version: 5/19/21) Previous Version(s): 1/31/20; 06/27/19 Log of Property returned/disbursedat Discharge Acknowledgement of receiving the Legal Resource Guide at Discharge (Signed and	Not reviewed Not reviewed Not reviewed			
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version: 5/19/21) Previous Version(s): 1/31/20; 06/27/19 Log of Property returned/disbursedat Discharge Acknowledgement of receiving the Legal Resource Guide at Discharge (Signed and Initialed. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13,	Not reviewed			
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version: 5/19/21) Previous Version(s): 1/31/20; 06/27/19 Log of Property returned/disbursedat Discharge Acknowledgement of receiving the Legal Resource Guide at Discharge (Signed and initialed. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	Not reviewed			
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version: 5/19/21) Previous Version(s): 1/31/20; 06/27/19 Log of Property returned/disbursedat Discharge Acknowledgement of receiving the Legal Resource Guide at Discharge (Signed and initialed. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.) Release Request (verify that the FFS has approved the release)	Not reviewed	Not reviewed		
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version: 5/19/21) Previous Version(s): 1/31/20; 06/27/19 Log of Property returned/disbursedat Discharge Acknowledgement of receiving the Legal Resource Guide at Discharge (Signed and Initialed. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.) Release Request (verify that the FFS has approved the release) Discharge Notification	Not reviewed Not reviewed	Not reviewed		
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version: 5/19/21) Previous Version(s): 1/31/20; 06/27/19 Log of Property returned/disbursedat Discharge Acknowledgement of receiving the Legal Resource Guide at Discharge (Signed and initialed. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.) Release Request (verify that the FFS has approved the release)	Not reviewed			
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version: 5/19/21) Previous Version(s): 1/31/20; 06/27/19 Log of Property returned/disbursedat Discharge Acknowledgement of receiving the Legal Resource Guide at Discharge (Signed and initialed. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.) Release Request (Verify that the FFS has approved the release) Discharge Notification Verification of Release (Effective: 6/5/15 - Not complete unless document has a date) Log/checklist including all documents provided to UC at discharge Checklist should	Not reviewed Not reviewed	Not reviewed		
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version: 5/19/21) Previous Version(s): 1/31/20; 06/27/19 Log of Property returned/disbursedat Discharge Acknowledgement of receiving the Legal Resource Guide at Discharge (Signed and Initialed. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.) Release Request (Verify that the FFS has approved the release) Discharge Notification Verification of Release (Effective: 6/5/15 - Not complete unless document has a date) Log/checklist including all documents provided to UC at discharge Checklist should include:	Not reviewed Not reviewed Not reviewed	Not reviewed		
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version: 5/19/21) Previous Version(s): 1/31/20; 06/27/19 Log of Property returned/disbursedat Discharge Acknowledgement of receiving the Legal Resource Guide at Discharge (Signed and initialed. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.) Release Request (verify that the FFS has approved the release) Discharge Notification Verification of Release (Effective: 6/5/15 - Not complete unless document has a date) Log/checklist including all documents provided to UC at discharge Checklist should	Not reviewed Not reviewed	Not reviewed		

DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	Not reviewed			
Educational assessments and records	Not reviewed			-
Change of Venue/Change of Address forms	Not reviewed			
Post-release safety plan (if applicable)	Not reviewed			+
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed			
ORR National Call Center Flyers and Wallet Cards	Not reviewed			
CDC Covid-19 Fact Sheet and Symptoms Sheet (Effective: 3/13/20)	Not reviewed			
Covid-19 Discharge Sponsor Letter (English and Spanish versions. Current Version:	Not reviewed			
1/28/22; Effective 6/10/21.) Previous Version: 6/10/21				
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed			
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22: Effective 6/10/21. Should be in the child's discharge packet at the time of unification.) Previous Version: 6/10/21	Not reviewed	_		
Discharge Checklist - Medical Records	Not reviewed			
Letter to Sponsor for UC with latent TB or TB Exposure (ONLY for UC who are diagnosed with LTBI or TB exposure)	Not reviewed			
Copy of Order of Removal (if applicable)	Not reviewed			
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed			
				1
Transfer to another ORR Care Provider (Non-Influx Site)				
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed		
Medical Checklist for Transfers	Not reviewed	Not reviewed		
Transfer Request and Tracking Form	Not reviewed	Not reviewed		
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed		
Post-Discharge Post-Discharge				
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC's release)	Not reviewed			
Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after release date; document if UC is experiencing acute respiratory symptoms)	Not reviewed			
Orange Fill = Flores	Minimum Requirement: G	ray Fill = Important Docume	nt	
Comments:	,			
Trends/Patterns:				
Covid-19 Update				
Covid-19 Update Effective 3/20/20 delays in meeting deadlines due to Covid-19 related contraints must be	documented			

			Release Category:	
Reviewer: UC Name:	Date:		Case Manager:	
Nationality:	DOB:		Clinician:	
Admitted Date:	Gender:		Transfer?	
Date of Release:	Language(s):		Religion:	
Orange Fill = Flores	Minimum Requirement; Gra			Nata
Admission Documents	Case File	Portal	Date	Notes
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed	Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (within 24 hours. Signed. Inventory should include	Not reviewed			
clothing/cash kept by program and clothing/cash returned to UC. Log should be updated as UC receives additional property during his/her stay.)				
Clothing and Supplies distributed to UC Other Admission Forms (insert below)	Not reviewed Not reviewed			
Other Admission Forms (insert below)	Not reviewed			
Orientation Documents (48 hours, translated into UC language)				
Acknowledgment that UC received Orientation in his or her language (Signed. Note in	Not reviewed			
English indicating purpose of document. Should cover program rules and policies, grievance procedures, information on boundaries, abuse and neglect, and emergency				
and evacuation procedures.)				
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been				
completed				
• 48 hours	Not reviewed			
Refresher every 90 days Documentation that UC Received Program Pamphlet (Pamphlet should include care	Not reviewed Not reviewed			
provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how	Not reviewed			
to contact diplomatic and consular personnel)				
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual	Not reviewed			
harassment. (Signed. Information UC received should include names, descriptions,				
addresses and phone numbers of national/local organizations.)				
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and	Not reviewed	Not reviewed		
initialed within 24 hours. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)				
02/09/13, 03/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/20/10.)				
Birth Certificate	Not reviewed	Not reviewed		
Supporting Docs from Referring Federal Agency (uploaded within 24 hours if referred by DHS, as available; e.g. DHS docs: medical/mental health/safety concern docs,	Not reviewed	Not reviewed		
criminal/juvenile records.)				
EOIR docs (Executive Office for Immigration)	Not reviewed			
Court Documents/Criminal History Records (if applicable) G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
, ,,				
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours)	Not reviewed	Not reviewed		
Documentation of Initial Medical Exam (unless the minor obtained a medical exam	Not reviewed	Not reviewed		
within one calendar year while under the care of another ORR-funded care provider.	Not reviewed	Not reviewed		
Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)				
Immunization Records	Not reviewed	Not reviewed		
Record of Dental Exam(s) (Initial > 60, but < 90 days after admission. Effective 05/02/17 Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Health	Not reviewed	Not reviewed		
Tab; Recommendation every 6 months thereafter)				
Prescriptions (including Prescription log.)	Not reviewed			
TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the	Not reviewed			
case file at discharge. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)				
Communicable Diseases	Not reviewed	Not reviewed		
Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be	Not reviewed	Not reviewed		
uploaded in respective section of Health tab; Mental health visits should be entered as Medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or				
prescribed a medication.)				
Diagnosis List	Not reviewed			
Copies of Referrals for Medical Services	Not reviewed			
Medical or Mental Health Records (including over-the-counter medications, diagnosis,	Not reviewed			
and documentation of communicable diseases if applicable) UC Request for Emergency and Non-Emergency Health Care Services (Care providers	Not reviewed			
must respond to non-emergency requests within 24 to 48 hours, excluding weekends	NOT LEAGEMEN			
and holidays.)				
Official COVID-19 vaccination record (Provided at time of vaccination. Current Version: 1/28/22; Effective 6/10/21.		Not reviewed		
Scanned copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21				
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Scanned copy uploaded to File section of UC Portal Health Tab)		Not reviewed		
Previous Version: 6/10/21				
			1	

Page	31	of	37

• Within 72 hours	Not reviewed	Not reviewed		
Updated every 30 days	Not reviewed	Not reviewed		
UC Assessment (Effective: 12/16/16 - Within 5 days, should not be updated after day 5.	Not reviewed	Not reviewed		
Effective 3/23/16 - Medical Sections no longer need to be completed. If there is a				
significant condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs are no longer required to complete the Sponsor Assessment sections for				
sponsors who are identified on 12/6/16 and going forward.)				
UC Case Review (Initial completed within 30 calendar days in care) (Effective 3/23/16 -	Not reviewed	Not reviewed		
Medical Sections no longer need to be completed. If there is a significant				
condition/illness, program can write "refer to medical". Effective 12/06/16 - Programs are no longer required to complete the Sponsor Assessment sections for sponsors who				
are identified on 12/6/16 forward.)				
Continuously updated until 30 calendar days after admission if required or	Not reviewed	Not reviewed		
relevant information that was unknown during the assessment is later received or				
additional information is obtained from the UC or other sources (e.g. KYRs) OR				
Every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed		
Anytime there is a substantial change in the UC's case information	Not reviewed	Not reviewed		
Sponsor Assessment (Current version: 7/14/21; Effective: 12/6/16 - Within 5 days of	Not reviewed	Not reviewed		
identification of the primary sponsor. If information is not complete or collected by day				
7, then CM should include a status update in UC Case Review.) Previous version(s): 6/26/19				
Required or relevant information that was unknown during the time of the	Not reviewed	Not reviewed		
assessment is later received by the care provider. OR				
Additional information is obtained from the sponsor, UC, UC's family, home	Not reviewed	Not reviewed		
study provider, adult caregiver, adult household members, law enforcement or a government entity.				
Individual Service Plan (Effective: 12/6/16 - Within 5 days.)	Not reviewed	Not reviewed		
Individual Service Plan Lindate				
Individual Service Plan Update	Not review d	Network		
Every 30 days in care <u>OR</u> Any time there is a substantive change in UC's case information.	Not reviewed Not reviewed	Not reviewed Not reviewed		
Any time there is a substantive change in UC's case information				
Know Your Rights (KYRs) Presentation (Should be conducted within 7-10 days of admission into ORR care. If UC is a transfer, KYRS only required at first care provider.)	Not reviewed	Not reviewed		
The program is responsible for documenting KYRs in the UC Assessment, UC Case				
Review, and ISP; however, they are not responsible for providing the service and should				
not be written up if the LSP does not provide the service within the required timeframe.				
Educational Services				
Summary of Educational Assessment (Assessment must be administered within 72	Not reviewed	Not reviewed		
hours, excluding weekends and holidays.)				
Educational Plan ("Plan" should include information on UC class placement,	Not reviewed	Not reviewed		
curriculum/course descriptions, and Records (academic reports, progress notes.)				
Class Attendance (Effective 1/2/19)	Not reviewed	Not reviewed		
	Not reviewed	Not reviewed		
Class Attendance (Effective 1/2/19)	Not reviewed	Not reviewed		
Class Attendance (Effective 1/2/19) Case Management		Not reviewed		
Class Attendance (Effective 1/2/19) Case Management Case Manager Progress Notes (1 per week)	Present, compliant	Not reviewed		
Class Attendance (Effective 1/2/19) Case Management Case Manager Progress Notes (1 per week) Quality of Case Manager Notes		Not reviewed		
Class Attendance (Effective 1/2/19) Case Management Case Manager Progress Notes (1 per week) Quality of Case Manager Notes Logs:	Present, compliant Not reviewed	Not reviewed		
Class Attendance (Effective 1/2/19) Case Management Case Manager Progress Notes (1 per week) Quality of Case Manager Notes Logs: Recreation/Leisure Activity Log ("Recreation" - 1 hr outdoor large muscle (weather	Present, compliant	Not reviewed		
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Class Attendance (Effective 1/2/19) Case Management Case Manager Progress Notes (1 per week) Quality of Case Manager Notes Logs: Recreation/Leisure Activity Log ("Recreation" - 1 hr outdoor large muscle (weather permitting) daily, 1 hr leisure daily; increases to 3 hr outdoor when school not in session. Pt cannot count towards this requirement.) (Effective 3/20/20 - avoid community outings due to Covid-19.) Phone Log (two 10 minute phone calls per week and list of approved contacts in the UC case file) Religious Services Log Visitor Log Stipend Log (Only if stipends are mandated by state licensing) Clinical Services Clinical Progress Notes - Individual Counseling (1 per week) Quality of Clinical Notes Progress Notes Related to Mental Health Services (if applicable) Group Counseling Notes or Record (2 per week QR 1 group counseling and 1 community meeting; should include acculturation and adaptation services such as developing social and interpersonal skills) Incident Reports SIRS (time sensitive) Internal Incidents Grievances Discharge Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version: 5/19/21) Previous Version(s): 1/31/20; 06/27/19 Log of Property returned/disbursedat Discharge Acknowledgement of receiving the Legal Resource Guide at Discharge (Signed and initialed. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - current Version: 07/26/16.) Release Request (verify that the FFS has approved the release) Discharge Notification	Present, compliant Not reviewed Not reviewed	Not reviewed Not reviewed Not reviewed Not reviewed		
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DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	Not reviewed				
Educational assessments and records	Not reviewed				
Change of Venue/Change of Address forms	Not reviewed				
Post-release safety plan (if applicable)					
	Not reviewed				
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16) ORR National Call Center Flyers and Wallet Cards	Not reviewed Not reviewed				
CDC Covid-19 Fact Sheet and Symptoms Sheet (Effective: 3/13/20)	Not reviewed				
Covid-19 Discharge Sponsor Letter (English and Spanish versions. Current Version:	Not reviewed				
1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed				
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed	_			
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Should be in the child's discharge packet at the time of unification.) Previous Version: 6/10/21	Not reviewed	_			
Discharge Checklist - Medical Records	Not reviewed				
Letter to Sponsor for UC with latent TB or TB Exposure (ONLY for UC who are diagnosed with LTBI or TB exposure)	Not reviewed				
Copy of Order of Removal (if applicable)	Not reviewed				
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed				
Transfer to another ORR Care Provider (Non-Influx Site)					
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed			
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed	-		
Medical Checklist for Transfers	Not reviewed	Not reviewed			
Transfer Request and Tracking Form Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS	Not reviewed Not reviewed	Not reviewed Not reviewed			
regarding regional practices/use of this form)	Not reviewed	Not reviewed			
Post-Discharge Post-Discharge					
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made	Not reviewed			T	
Sarcty & Well Bellig Follow up can (Elective: 6/14/16, an ean attempts must be made	HOLICVICACO				
within 7 days following the 30-day mark of the UC's release)					
within 7 days following the 30-day mark of the UC's release) Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after release date; document if UC is experiencing acute respiratory symptoms)	Not reviewed				
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Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after release date; document if UC is experiencing acute respiratory symptoms) Orange Fill = Flores N		ray Fill = Important Docume	ent		
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Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after release date; document if UC is experiencing acute respiratory symptoms) Orange Fill = Flores 1 Comments: Trends/Patterns:		ray Fill = Important Docume	ent		
Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after release date; document if UC is experiencing acute respiratory symptoms) Orange Fill = Flores 1 Comments:	Minimum Requirement; G	ray Fill = Important Docume	ent		

			# 6 F7 . P			Description.					
	Case File # Reviewed	# Case File: Present, compliant	# Case File: Present, noncompliant	# Case File: Not present	# Case File: N/A	Portal # Reviewed	# Portal: Present, compliant	# Portal: Present, noncompliant	# Portal: Not present	# Portal: N/A	Notes
Admission Documents Initial Intakes Assessment (within 24 hours)	0	0	0	0	0	0	0	0	0	0	
Placement Authorization Form (signed by care provider within 24 hours.) UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UC annually)	0	0	0	0	0	0	0	0	0	0	
UC annually)		0	0	0	0						
Inventory of all Property and Cash (within 24 hours. Signed. Inventory should include clothing/cash kept by program and clothing/cash returned to UC. Log should be updated as UC receives additional property during his/her stay.)					۰						
Clothing and Supplies distributed to UC Other Admission Forms (Insert below)	0	0	0	0	0						
Orientation Documents (48 hours, translated into UC language)											
Acknowledgment that UC received Orientation in his or her language (Signed. Note in English indicating purpose of document. Should cover program rules and policies,	0	0	0	0	0						
grievance procedures, information on boundaries, abuse and neglect, and emergency and evacuation procedures.)											
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed											
48 hours	0	0	0	0	0						
 Refresher every 90 days Documentation that UC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how 	0	0	0	0	0						
provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)											
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	0	0	0	0	0						
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual har assment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)	0	0	0	0	U						
addresses and phone numbers of national/local organizations.)											
Other Orientation Forms (insert below)	0	0	0	0	0						
Legal Information		•									
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and initiated within 34 hours. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/04/13, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	0	0	0	0	0	0	0	0	0	0	
Birth Certificate Supporting Docs from Referring Federal Agency (uploaded within 24 hours if referred by	0	0	0	0	0	0	0	0	0	0	
DHS, as available; e.g. DHS docs: medical/mental health/safety concern docs, criminal/juvenille records.)											
EOIR docs (Executive Office for Immigration) Court Documents/Criminal History Records (if applicable)	0	0	0	0	0						
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer) Authorization for Release of Records (if applicable)	0	0	0	0	0						
Medical Documents		<u> </u>									
Medical Documents Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours)	0	0	0	0	0	0	0	0	0	0	
Documentation of Initial Medical Exam (unless the minor obtained a medical exam	0	0	0	0	0	0	0	0	0	0	
within one calendar year while under the care of another ORR-funded care provider. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)											
Immunization Records	0	0	0	0	0	0	0	0	0	0	
mmunization Records Record of Dental Exam(s) [Initial > 60, but < 90 days after admission. Effective 05/02/17 Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Healtl Tab; Recommendation every 6 months thereafter)	0	0	0	0	0	0	0	0	0	0	
	0	0	0	0	0						
Prescriptions (including Prescription log.) IB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)	0	0	0	0	0						
						^		^		<u> </u>	
Communicable Diseases the properties of Office Visits/Re Visits/Nospital, Surgery (Medical information should be spotaded in respective section of Health tab; Mental health visits should be entered as Medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or secretified a medication.)	0	0	0	0	0	0	0	0	0	0	
uploaded in respective section or Health tab; Mental health visits should be entered as Medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or prescribed a medication.)											
Diagnosis List	0	0	0	0	0						
Copies of Referrals for Medical Services	0	0	0	0	0						
Medical or Mental Health Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)					·						
UC Request for Emergency and Non-Emergency Health Care Services (Care providers must respond to non-emergency requests within 24 to 48 hours, excluding weekends and holidays.)	0	0	0	0	0						
Official COVID-19 vaccination record (Provided at time of vaccination Current Version)						0	0	0	0	0	
1/28/22; Effective 6/10/21. Scanned copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21											
						0	0	0	0	0	
Previous Version: 6/10/21 COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21, Scanned copy uptoacted to file section of UC Portal Health Tab) Version: Version: 6/10/21						0	0	0	0	0	
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Scanned copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21						0	0	0	0	0	
2003-1 Visches Sporeer Letter (Current Version: 1787/2: Iffective 6/10/21. Scanned by year dured in 15 cention of U.S. Fortal Health Tably Previous Version: 6/10/21 Assessments Rolk Assessment ** Wildling 2 (2003)	0	0 0	0 0	0	0	0	0 0	0	0	0	
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Samily Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version: 5/19/21) Previous Version(s): 1/31/20; 06/27/19	0	0	0	0	0						
Log of Property returned/disbursedat Discharge	0	0	0	0	0						
Adknowledgement of receiving the Legal Resource Guide at Discharge (Signed and initialed. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	0	0	0	0	0						
Release Request (verify that the FFS has approved the release) Discharge Notification						0	0	0	0	0	
Discharge Notification Verification of Release (Effective: 6/5/15 - Not complete unless document has a date)	0	0	0	0	0	0	0	0	0	0	
Log/checklist including all documents provided to UC at discharge Checklist should include:	0	0	0	0	0						
Sponsor Care Agreement DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	0	0	0	0	0						
Educational assessments and records	0	0	0	0	0						
Change of Venue/Change of Address forms	0	0	0	0	0						
Post-release safety plan (if applicable)	0	0	0	0	0						
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16) ORR National Call Center Flyers and Wallet Cards	0	0	0	0	0						
CDC Covid-19 Fact Sheet and Symptoms Sheet (Effective: 3/13/20)	ů	0	0	0	0						
Covid-19 Discharge Sponsor Letter (English and Spanish versions. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21		0	0	0	0						
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective of 10/21.) Previous Version: 6/10/21		0	0	0	0						
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Should be in the child's discharge packet at the time of unification.) Previous Version: 6/10/21		0	0	0	0						
Discharge Checklist - Medical Records Letter to Sponsor for UC with latent TB or TB Exposure (ONLY for UC who are diagnosed with LTBI or TB exposure)		0	0	0	0						
Copy of Order of Removal (if applicable) Copy of Trafficking Eligibility Letter (if applicable)	0	0	0	0	0						
copy of framewing engineery texter (ii applicable)											ļ
Transfer to another ORR Care Provider (Non-Influx Site)											
All Family Reunification Forms and Supporting Documentation	0	0	0	0	0	0	0	0	0	0	
Care Provider Family Reunification Checklist	0	0	0	0	0	0	0	0	0	0	
Medical Checklist for Transfers	0	0	0	0	0	0	0	0	0	0	
Transfer Request and Tracking Form	0	0	0	0	0	0	0	0	0	0	
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)		U	0	0	0			"	"		
H			-							-	
Post-Discharge Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made											
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC's release)	0	0	0	0	0						
Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after release date; document if UC is experiencing acute respiratory symptoms)	0	0	0	0	0						
Comments:			Orange Fill	= Flores Minimum Requi	rement; Gray Fill = Imp	ortant Document	<u> </u>				
Trends/Patterns:											
Covid-19 Update Effective 3/20/20 delays in meeting deadlines due to Covid-19 related contraints must be	e documented										
elective 3/20/20 delays in frieeting deadlines due to Cond-17 related Condaints must be	e documented										

UC Case # (1-10)	Service	Date

Duration	Notes	
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