

UC Profile (Form P-13)

Data Entry Window

New Profile: UAC

Profile Information

* A#

* Name Salutation

* First Name

Middle Name

* Last Name

* DOB

* COB

* Gender

Entity Name

* Status

AKA

Immigration Status at Referral

Other Gender

Related to Other * UAC(s)?

Program Designation

Program

Program Type

Most Recent Program Admission Date/Time
Date Time

Initial ORR Admission DateTime
Date Time

Legal-Immigration

NTA Issued

I-213 Issued?

MPP Case?

Separated from Parent/Legal Guardian?

Final Order of Removal?

Appealing Final Order

Voluntary Departure Status

Date Voluntary Departure Requested

Date NTA Issued

Verified by ORR (MPP)

Verified by ORR (Parent/Legal)

If Yes - then Scheduled Date of Removal

Granted Voluntary Departure Date

Scheduled Voluntary Departure Date

- None

List of all countries

- Male
- Female
- Other

- New Pending
- Processed Pending
- Referral Cancelled
- Placement Designation
- Admitted
- In Transfer
- Discharged
- Pending Transfer

- NTA Issued
- Final Deportation Order
- US Citizen (Child of ORR Minor in Care)
- None

- Yes
- No

- Influx Care Facility
- Long Term Foster Care
- LTFC – Community Placements
- LTFC – Group Home
- Residential Treatment Center
- Secure
- Shelter
- Staff Secure
- Therapeutic Group Home
- Therapeutic Staff Secure
- Therapeutic Foster Care
- Emergency Intake Sites

- Status at referral
- Confirmed
- Pending
- Needs Further Review

- Status at referral
- Confirmed
- Pending
- Needs Further Review

- Requested
- In Progress
- Granted
- Denied
- Withdrawal

Asylum Hearing/Interview

Asylum Hearing/Interview Location

Possible Immigration Relief Identified?

Pending Adjustment of Legal Status?

Asylum Hearing /Interview Date

Type of Immigration Relief Granted

Other (specify)

- SIJ
- Asylum
- U-Visa
- T-Visa
- Other
- VAWA

Legal-Administrative

Specific Consent Status

Specific Consent Decision Date

State/Family Court

Good Faith Letter Received?

Is UAC a Material Witness?

System Information

Legacy Id

Profile Owner

UIP Family Group Number

Cancel Save & New Save

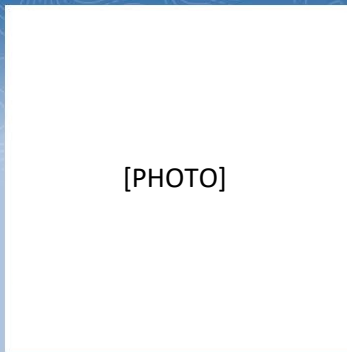
OMB 0970-0554 [valid through MM/DD/YYYY]

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to create a profile for a UAC from which all information related to their case can be accessed. Public reporting burden for this collection of information is estimated to average 0.75 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory 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 respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information please contact UCPolicy@acf.hhs.gov.

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- Requested
- In Progress
- Granted
- Denied
- Appealed

UAC Profile Page



Profile

[View UAC Profile Page](#) [View UAC Health Summary](#) [View UAC Mental Health Summary](#) ▼

A#	Status	Program	Gender	Current Age	DOB
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Program History (6)

All ▼ Search [] [New UAC Referral](#) [New Discharge](#) ↻

Entry	Entry Reco...	Status	Program	Admitted ...	Date/Time ...	Type of Dis...	Last Modifi...

New Event | Email

Set up an event... [Add](#)

Filters: All time • All activities • All types ▼

Entries (10+)

10+ Items • Sorted by Created Date • Updated a minute ago

Entry	Entry Record Type	Status	Created By ...	Last Modified Dat...	Last Modifi...
1					
2					
3					
4					
5					
6					

Poll | Post | Question

What would you like to ask? [Ask](#)

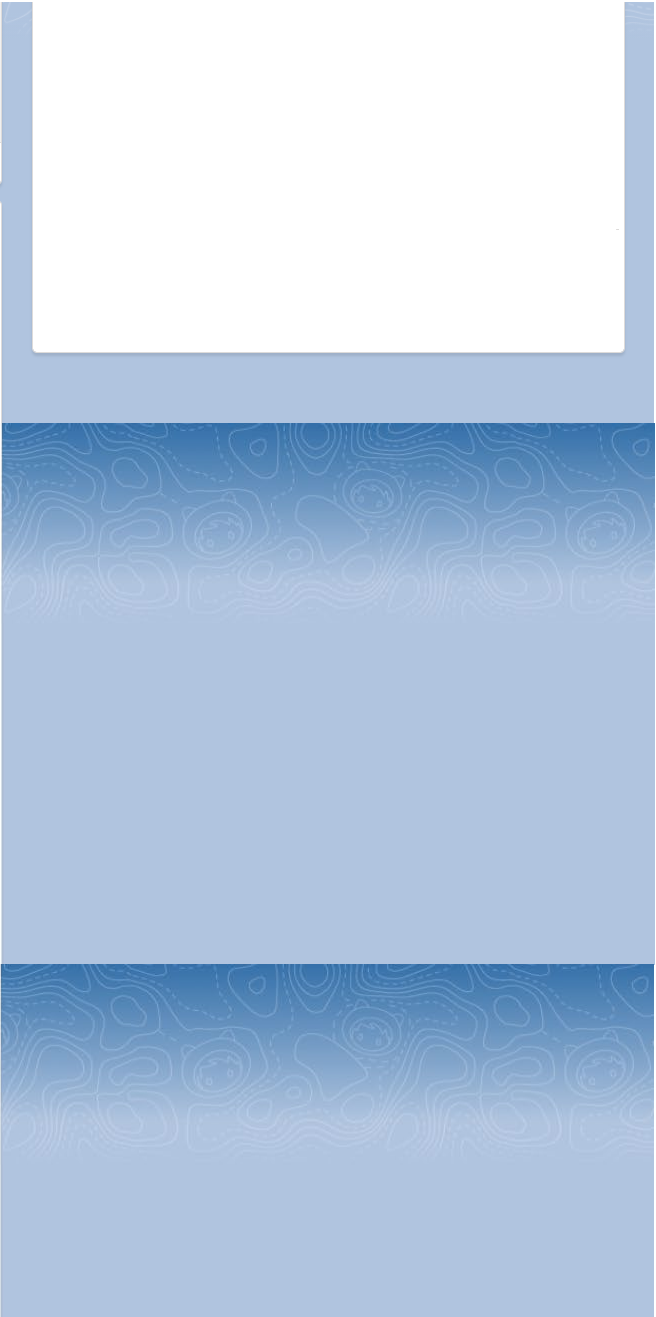
Search this feed... ↻

7	▼
8	▼
9	▼
10	▼

[View All](#)

Details Legal Call Logs

A#	✎	Status	✎
Name	✎	AKA ⓘ	✎
DOB	✎	Current Age	✎
COB	✎	Immigration Status at Referral	✎
Gender	✎	Other Gender	✎
Entity Name	✎	Related to Other UAC(s)? ⓘ	✎
▼ Program Designation			
Program	✎	Program Type	✎
LOC	✎	LOS	✎
Most Recent Program Admission Date/Time	✎	Initial ORR Admission DateTime	✎
▼ Legal-Immigration			
NTA Issued	<input checked="" type="checkbox"/>	Date NTA Issued	✎
I-213 Issued?	<input type="checkbox"/>		✎
MPP Case?	<input checked="" type="checkbox"/>	Verified by ORR (MPP)	✎
Separated from Parent/Legal Guardian?	<input type="checkbox"/>	Verified by ORR (Parent/Legal)	✎
Final Order of Removal?	<input type="checkbox"/>	If Yes - then Scheduled Date of Removal	✎
Appealing Final Order	<input checked="" type="checkbox"/>		✎
Voluntary Departure Status	✎	Granted Voluntary Departure Date	✎
Date Voluntary Departure Requested	✎	Scheduled Voluntary Departure Date	✎
		Asylum Hearing /Interview Date	✎



Asylum Hearing/Interview	<input type="checkbox"/>	
Asylum Hearing/Interview Location		
Possible Immigration Relief Identified?	<input type="checkbox"/>	
Pending Adjustment of Legal Status?	<input checked="" type="checkbox"/>	

Type of Immigration Relief Granted	
Other (specify)	

Legal-Administrative

Specific Consent Status		Specific Consent Decision Date	
State/Family Court			
Good Faith Letter Received?	<input type="checkbox"/>	Is UAC a Material Witness?	<input type="checkbox"/>

System Information

Created By		Profile Owner	
Legacy Id		Last Modified By	
UIP Family Group Number			

Apprehended Relationships (1)

New UAC New Adult

Relationship ID	Related UAC	First Name	Last Name	Relationship ...	Record Type	A#
[Empty Row]						

Other Relationships (1)

New Family & Friends

Relationship ID	Related UAC	First Name	Last Name	Relationship ...	Record Type	A#
[Empty Row]						

Adult Contact Relationships (3)

New

3 items • Updated 2 minutes ago

Adult Conta...	Adult Contact	Type	Relationship to UAC	Date of Birth	Phone Nu...
1					

2	▼
3	▼
View All	

Profile History (6+)

Date	Field	User	Original Value	New Value
View All				

Entity Team (8) [Add Member](#) [↻](#)

Team Member	Member Role	Entity Access	Entry Access	UAC Access

SIR (1) [⚙](#) [↻](#) [New](#)

1 item • Updated 2 minutes ago

SIR ID	SIR Type	Category	Status	Program Na...	Synopsis of ...	Location of ...	SIRs E
1							


[View All](#)

HS/PRS Referral Assessments (2) [⚙](#) [↻](#)



2 items • Updated 2 minutes ago

HS/PRS Assessment #	Record Type	Status	Date/Time Opened	Date Submitte...
1				
2				

[View All](#)

 Documents (8)
Refresh Add Documents

Title ↑	Original ... ▾	Record T... ▾	Other Do... ▾	Descripti... ▾	Date Rec... ▾	Created By ▾	Created ... ▾
1							
2							
3							

 Legacy Documents (0)


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Apprehended Relationships Data Entry Windows

New Relationship: Apprehended UAC

Apprehended Relationship Details

* UAC X A# ⓘ

* Related UAC Q DOB ⓘ 📅

* Relationship to UAC --None-- ▾

System Information

Legacy Id Record Type Apprehended UAC

See below



New Relationship: Apprehended Adult

Apprehended Relationship Details

* UAC X A# ⓘ

* First Name

* Last Name

* Relationship to UAC --None-- ▾

System Information

Legacy Id Record Type Apprehended Adult

See below



Other Relationships Data Entry Window

New Relationship: Family Friend

Family & Friends Details

* First Name * Type --None-- ▾

Complete this field. * Last Name * Relationship to UAC --None-- ▾

* UAC X DOB ⓘ 📅

Address ⓘ * Phone ⓘ

Last contact with this person? 📅 Current Location

Country --None-- ▾

• Family/Friend in U.S.
• Family/Friend in COB
• Caregiver in COB

See below

List of all countries

Common Child Information (not in ORR)

Child First Name Child Current Location

Child Last Name Other Parent Information

Child DOB

Contact Details

Proof of Relationship Contact Restricted Date

Notes

Contact Unrestricted Date

Contact Approved Date

Unrestricted Notes

Contact Discontinued Date

Contact Type

Discontinued Notes

System Information

Record Type Admission Assessment

- Yes
- No
- N/A

- Authorized
- Restricted

Adult Contact Relationships Data Entry Window

New Adult Contact Relationship: Adult Contact Relationship

Information

Adult Contact Relationship ID

* UAC

* Relationship to UAC

Relationship Verified

Date Assigned as Primary Sponsor Date Time

Declined Date Date Time

* Type

* Adult Contact

Explain Relationship to UAC

Declined Reason

Declined Reason Notes

See below

- Potential Sponsor
- Primary Sponsor
- Previous Sponsor
- Declined
- Legacy

- No interest
- Lack of financial/residential stability
- Immigration fears
- No available at this time

DNA Testing Details

<p>FFS Requires DNA Test <input type="checkbox"/></p> <p>DNA Test Date <input type="text"/></p> <p>Date DNA Test Results Received <input type="text"/></p> <p>Lab Name <input type="text"/></p>	<p>Date Case Manager Scheduled DNA Test Date <input type="text"/> Time <input type="text"/></p> <p>DNA Test Type <input type="text" value="--None--"/></p> <p>DNA Test Type Other Explanation <input type="text"/></p> <p>Probability of Relationship (Percentage) <input type="text"/></p>
---	---

- Maternity
- Paternity
- Other

Contact Details

<p>Proof of Relationship <input type="text" value="--None--"/></p> <p>Notes <input type="text"/></p> <p>Contact Approved Date <input type="text"/></p> <p>Contact Discontinued Date <input type="text"/></p> <p>Discontinued Notes <input type="text"/></p>	<p>Contact Restricted Date <input type="text"/></p> <p>Contact Unrestricted Date <input type="text"/></p> <p>Unrestricted Notes <input type="text"/></p> <p>Contact Type <input type="text" value="--None--"/></p>
---	--

- Yes
- No
- N/A

- Authorized
- Restricted

System Information

Legacy Id

Cancel Save & New Save

Relationship to UC Dropdown Options

<ul style="list-style-type: none"> Adult First Cousin (Non-Primary Caregiver) Adult First Cousin (Primary Caregiver) Adult Nephew (Non-Primary Caregiver) Adult Nephew (Primary Caregiver) Adult Niece (Non-Primary Caregiver) Adult Niece (Primary Caregiver) Aunt (Non-Primary Caregiver) Aunt Brother-in-law (Non-Primary Caregiver) Brother-in-law (Primary Caregiver) Father Godfather Godmother Half-Sibling (Non-Primary Caregiver) Half-Sibling (Primary Caregiver) Legal Guardian 	<ul style="list-style-type: none"> Mother Other Distant Relative Sister-in-law (Non-Primary Caregiver) Sister-in-law (Primary Caregiver) Stepbrother Stepfather Legally Adopted Stepfather Non-Lgl Adopt. (Non-Primary Caregiver) Stepfather Non-Lgl Adopted (Primary Caregiver) Stepmother Legally Adopted Stepmother Non-Lgl Adopt. (Non-Primary Caregiver) Stepmother Non-Lgl Adopted (Primary Caregiver) Stepsister UC's Spouse Uncle (Non-Primary Caregiver) Uncle (Primary Caregiver) Unrelated Sponsor
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Entity Team Data Entry Window

Search for and add member

* User

* Team Member Role

* Entity Access Level

* Entry Access Level

* UAC Access Level

- Read Only
- Read/Write

- Read Only
- Read/Write
- No Access

- Read Only
- Read/Write
- No Access

- This is a global picklist used across multiple forms that contains all roles. Appearance of a role on this list does not mean that role will be granted access to this form.
- Assistant Program Director
 - Attorney
 - Case Coordinator
 - Case Manager
 - Child Advocate Contact
 - Clinician
 - Contractor Field Specialist
 - DHUC Medical Team Member
 - DHUC Quality Assurance Specialist
 - Direct Operations Coordinator
 - DOJ/FBI
 - Federal Field Specialist
 - HHS OIG
 - HS/PRS Primary Providers
 - ICE FOJC
 - Influx POC
 - Intakes Backup Contact
 - Intakes Contact
 - Lead Case Manager
 - Lead Clinician
 - Legal Service Provider
 - LNO
 - Medical Coordinator
 - Medical Service Director
 - On-site Health Care Provider
 - ORR Compliance Team
 - Program Director
 - Program Support Center
 - Project Officer
 - PSA Compliance Manager
 - PSA Program Specialist
 - PSA Team
 - Regional Director
 - Registered Nurse
 - Senior Advisor for Child Well-Being & Safety
 - Shift Supervisor
 - Supervisory Case Coordinator
 - Supervisory FFS
 - Supervisory Project Officer
 - Temporary
 - VOLAG User
 - Program Support Staff

Documents Data Entry Window

Add File Details

Record Type

* Title

* Document Type

Date Document Issued (if applicable)

Date Received

Expiration Date

Description

Verified by Government Agency/Consulate

Entry

Individual

Adult Contact Relationship

See table below.

See table below.

- Yes
- No

Dropdown options for "Record Type" and corresponding options for "Document Type"

Record Type	Document Type
-------------	---------------

Proof of Relationship	Birth Certificate – UC; Baptismal Certificate; Birth Certificate – Sponsor; Birth Certificate – Other; Consulate Written Affirmation of Relationship; Verified by Government Agency/Consulate; Court Order – Adoption; Court Order – Guardianship; Court Order – Other; Government Issued Photo ID; Government Issued Ration Card; Hospital Record; Interview Notes; Land Deeds – Sponsor and UC’s Family; Letter of Designation for Care of a Minor; Marriage Certificate; Passport (including stamps); Photographs; Remittance Receipts; School Record/Diploma; Social Media Posts; Genogram; Other
Background Check	FBI Criminal History and FBI Name Check
Case Coordination and Discharge	Verification of Release; Release Request; Discharge Notification; ORR Notice to ICE; and Notice of Transfer to ICE
Case Management	Verification of Release; Release Request; Discharge Notification; ORR Notice to ICE; New Placement Orientation; Safety Plan; Other; Medical Checklist; Transfer; Admission Assessment; Influx Transfer Facility Checklist; and LTFC Memo
Compliance Document	Other; ORR Closed Corrective Action; ORR Closed Monitoring Report; ORR Site Visit Report; Program Licensing Investigation; and PSA Audit
Compliance Forms	Privacy 101; ROB; and Cybersecurity
Education	Other, Initial Education Intake Assessment; ESL Assessment; Progress Report Card; and Educational Reassessment Report
FRP Forms	FRP 2 Authorization for Release of Information; FRP 3 Family Reunification Application; FRP 9 Letter of Designation for Care of a Minor; and FRP 10 Sponsor Declaration
Facility Document	Other; Facility Intake List; Program Brief; Program Lease; Signed Cooperative Agreement; State Licensure; Fire Inspection; Emergency/Evacuation Plan; and Facility Floor Plan
HS/PRS Document	Addendum; Other Supporting Documents; and Post Release Assessment Report
Health Documentation	Public Health Investigation Form; Hospital Discharge Instructions; Hospital Discharge Summary; Image Study Reading (TB); Image Study Reading (Non-TB); Immunization Record; Initial Medical Exam Form; Initial Dental Exam Form; Lab Results; Medications; Health Evaluation Form; Office Notes; Specialist Notes; Supplemental TB Screening Form; and Other Health Document
Legacy Document	<i>All “Document Type” options available under other Record Types are available for this Record Type</i>
Legal Document	Birth Certificate – UC; Court Order (Flores Bond); Court Order (Other); Court Order (Removal); Court Order (VD); Decision (Administrative Review); Decision (Appeal of ORR Decision); Decision (Flores Bond Letter); Decision (Specific Consent); DHS Document (I-213); DHS Document (NTA); DHS Document (Other); Form (Attorney of Record); Form (Authorization for Release of Information); Form (Change of Venue); Form (Flores Bond Hearing Motion); Form (Legal Resource Guide Part II – Admission); Form (Legal Resource Guide Part III – Release); Form (Notice of Placement); Form (Specific Consent); Other Legal Document; OTIP Eligibility Letter; OTIP Interim Assistance Letter; Placement Identification Document; Records (Court); Records (Criminal/Delinquency Records); and Post Legal Status Plan
Medical Document	DHS Docs and Medical Checklist
Mental Health Documentation	Clinical Notes; Progress Notes; Discharge Summary; Psychiatric Evaluation Report; Psychological Evaluation Report; RTC Recommendation Letter; Developmental Assessment Report; and Other Mental Health Document
Monitoring Visit	Behavior Management Plan; Care Provider Policies and Procedures; Community Partnerships/Services; Cost of Care; Education Documents; Emergency and Evacuation Plan; Fire and Safety Code Permits/Reports; Food Services; Foster Home Safety Checklist; Foster Parent Agreement; Foster Parent Files; Foster Parent Orientation Manual; Foster Parent Trainings; Full Staff List; Geographic Areas Served; Health/Sanitation Inspection Reports; Independent Living Resources; List of Current Foster Parents; List of Home Study Cases; Map of Facility; Memorandum of Understanding; Monitoring Schedule; Monitoring Tools and Instruments; Monitoring Visit Reports; Mosquito Control Inspection; Organizational Chart; Quality Assurance Resources; Respite and Retention Procedures; Site Visit Guide; Staff Trainings; Staffing Plan; State Licensing/CPS; UC Case Files; UC Orientation Packet; UC with G-28s; and Vehicle Inspections
Operational Document	Other; Grantee Daily Schedule; Internal SOPs; Staff Training Curriculum; Educational Curriculum; Vocational Curriculum; Food Menu; UC Handbook/Orientation; Prevention of Sexual Abuse/Harassment SOPs; and Organizational Chart
Other	DocGen; Placement Authorization; Medical Authorization; Notice of Placement; UC Assessments; New Placement Orientation; Other; and Manifest
Policy Guidance Documents	Policy Memo; Field Guidance; Interim Guidance; Form or Related Material; Frequently Asked Questions; Procedure Manual; Other Guidance; Resource Material; and Training
Profile Picture	Other
Proof of Address	Current Lease or Mortgage Statement; Notarized Letter from Landlord; Utility Bill, Bank Statement; Payroll Check Stub; Official Mail; Other Similar Document; and Letter/Code
Proof of Financial Stability	Proof of Financial Stability
Proof of Identity	US Passport; US Passport Card; Foreign Passport; Permanent Resident Card; Alien Registration Receipt Card; Employment Authorization Document; US Driver’s License or Identification Card; US Certificate of Naturalization; US Military Identification Card; Birth Certificate; Court Order for Name Change; Foreign National Identification Card; Consular Passport Renewal Receipt; Foreign Driver’s License; Foreign Voter Registration Card; Canadian Border Crossing Card; Mexican Border Crossing Card; Refugee Travel Documents; Other Similar Government Document; and Marriage Certificate
Proof of Immigration Status or U.S. Citizenship	US Passport; Valid Visa; Legal Permanent Resident Card; Notice to Appear; Other Federal Government Document Providing Immigration Status; US Birth Certificate; US Naturalization Papers; Court Order; and Other Government Issued Document Proving US Citizenship
Referral Documents	Birth Certificate – UC; Baptismal Certificate; DocGen; FRP 2 Authorization for Release of Information; FRP 3 Family Reunification Application; FRP 9 Letter of Designation for Care of a Minor; and FRP 10 Sponsor Declaration; US Passport; US Passport Card; Foreign Passport; Permanent Resident Card; Alien Registration Card Receipt; Employment Authorization Document; US Driver’s License or Identification Card; US Certificate of Naturalization; US Military Identification Card; Birth Certificate; Court Order for Name Change; Foreign National

	<p>Identification Card; Consular Passport Renewal Receipt; Foreign Driver's License; Foreign Voter Registration Card; Canadian Border Crossing Card; Mexican Border Crossing Card; Refugee Travel Documents; Valid Visa; Legal Permanent Resident Card; Notice to Appear; Other Federal Government Document Providing Immigration Status; US Birth Certificate; US Naturalization Papers; Court Order; and Other Government Issued Document Proving US Citizenship; Birth Certificate – Sponsor; Birth Certificate – Other; Consulate Written Affirmation of Relationship; Verified by Government Agency/Consulate; Court Order – Adoption; Court Order – Guardianship; Court Order – Other; Death Certificate; Family Session Case Note; Government Issued Photo ID; Government Issued Ration Card; Hospital Record; Interview Notes; Land Deeds – Sponsor and UC's Family; Letter of Designation for Care of a Minor; Marriage Certificate; Passport (including stamps); Photographs; Remittance Receipts; School Record/Diploma; Social Media Posts; Genogram; Current Lease or Mortgage Statement; Notarized Letter from Landlord; Utility Bill, Bank Statement; Payroll Check Stub; Official Mail; Other Similar Document; Letter/Code; Proof of Financial Stability; Self-Disclosed Criminal History; Verification of Release; Release Request; Discharge Notification; ORR Notice to ICE; Referral Documents; and Other</p>
Release Request	<p>Best Interest Recommendation Letter; R-4 Release Request; ORR Denial Letter; Parent Denial Letter; Program Acceptance Letter; Recommendation to Deny Release; Referral Services COO; Safety Plan; Travel Document; Travel Itinerary; and Other</p>
SIR/PLE Report Document	<p>Police Report; State Licensing Documentation; Fraud Documentation; CPS Documentation; Significant Incident Report; PLE Report; Other; DOJ/FBI Documentations; and HHS OIG Documentation</p>
Self-Disclosed Criminal History	<p>Self-Disclosed Criminal History</p>
Sponsor Assessment	<p>Initial and Final</p>