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 quarterly site vis 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.

Unlicensed Facility UC Case File Checklist

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 comple 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 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 colum 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 nu
 - 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

Reviewer:	Date:		Release Category:	
UC Name:	A#:		Case Manager:	
Nationality:	DOB:		Clinician:	
Admitted Date: Date of Release:	Gender: Language(s):		Transfer? Religion:	
	Minimum Requirement; Gr	ay Fill = Important Documer	nt	
Admission Documents	Hard Case File	Portal	Date	Notes
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Ensure all medical and mental health section are fully completed.				
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)	Bryson, Wanda (ACF Removed the "4" from): wed		
Inventory of all Property and Cash (Signed by UC within 2 hours of admission. Inventory	hours of admission"	to focus on		
should include clothing, cash, valuables, and personal items the UC had upon admission	the requirement for sprograms only.	sneiter		
Clothing and Supplies distributed to UC (Should include items given to the UC at the	Not reviewed			
time of admission, as well as any items given to the UC throughout their length of stay)	Not reviewed			
Other Admission Forms (insert below)	Not revi Bryson, W	anda		
Orientation Documents (48 hours, translated into UC language)	Added the	statement		
Acknowledgment that UC received Orientation in his or her language (Signed, Note in	Not revi	clude"		
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 related to the "Garza v. Azar" court ruling has been completed, if applicable (48 hours, translated into UC language)	Bryson, Wanda (ACF): New line item added ir			
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been	regards to "Garza v. Az orientation			
completed	onemation			
48 hours Refresher every 90 days	Not reviewed Not reviewed			
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	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	Bryson, Wanda (ACF):	Not reviewed		
initialed within 24 hours of admission. 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:	Added "of admission"			
Birth Certificate	to (Signed and initialed within 24	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,	hours of admission	Not reviewed		
criminal/juvenile records.)				
EOIR docs (Executive Office for Immigration Review)	Bryson, Wanda (ACF): Added "Review" to			
Court Documents/Criminal History Records (if applicable) G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	(Executive Office for			
Authorization for Release of Records (if applicable)	Immigration Review)			
h. P. In				
Medical Documents Authorization for Medical, Dental, and Mental Health Care (signed by care provider	Bryson, Wanda (ACF):	Not reviewed		
within 24 hours of admission)	Added "of admission" t	co er		
Documentation of Initial Medical Exam (Within 48 business hours of admission, unless the minor obtained a medical exam within one calendar year while under the care of	within 24 hours of admission)	Not reviewed		
another ORR-funded care provider, and there is documentation of receiving the medical exam; Current Version - expiration: 12/31/23. Previous Version - expiration: 5/31/22,				
11/30/18) *As a reminder, completion of the Initial Medical Exam form is mandatory by the healthcare provider (HCP) unless the HCP provider is employed by the grantee and	Bryson, Wanda (ACF) Added			
enters the data directly into the UC Portal/Path during the evaluation.	"Within 48 hours of ac	dmission"		
	and			
Immunization Records		pletion of the Initial Medio the healthcare provider (
Dental Exam Form: Record of dental exam(s) (Initial exam must be within 60-90 days of	unless the HCP provid	ler is employed by the gra	antee and	
admission into ORR care. Effective 7/10/22. Current Version – expiration 12/31/23); Dental Exam Form must be completed by the dentist by the conclusion of all dental	enters the data direct evaluation."	ly into the UC Portal/Path	during the	
visits and returned to the care provider program for review and entry into the UC Portal Health tab.				
	Added	, Wanda (ACF): "Dental Exam Form must		
Prescriptions (including Medication Administration Record/log)	Not reviewe of all de	ted by the dentist by the	conclusion on the care	
Supplemental TB Screening Form: Must be completed by HCP or care provider program staff. TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in	Not reviewe provide	er program for review and Portal Health tab.	etnry into	
the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. Previous	\			
Version - expiration: 5/31/22; 11/30/18)		Wanda		
Communicable Diseases	Not reviewe Added			
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 Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	Not reviewed		
Mental Health Records (within 48 hours of a mental health visit, the health assessment form needs to be completed and information needs to be entered into the UC Portal. DHUC guidance issued July 12, 2022).	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:		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) Previous Version: 6/10/21		Not reviewed	
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 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.)	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 condition/liness, 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.)	Not reviewed	Not reviewed	
 Initial case review continuously updated until 30 calendar days after admission if required or 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) 	Bryson, Wanda (ACF): Added "Initial case review "	Not reviewed	
Subsequently every 30 calendar days after admission opens NEW UC Case Review OR	Bryson, Wanda (ACF):	Not reviewed	
Anytime there is a substantial change in the UC 's case information	Added "Subsequently"	Not reviewed	
Sponsor Assessment (Current version: 5/10/22; Effective: 12/6/16 - Must be initiated within 5 days of identification of the primary sponsor). Previous version(s): 7/14/21, 6/26/19	Bryson, Wanda (ACF): Added ""Must be initiated"	Not reviewed	
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 study provider, adult caregiver, adult household members, law enforcement or a government entity.	Not reviewed	Not reviewed	
Individual Service Plan (Effective: 12/6/16 - Initial must be done within 5 days of admission)	Bryson, Wanda (ACF):	Not reviewed	
Individual Service Plan Update	Added " Initial must		
Every 30 days in care <u>AND</u>	be done within"	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 business days of 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.	Not reviewed Not reviewed	Not reviewed Not reviewed	
Educational Services			
Summary of Educational Assessment (Assessment must be administered within 72 hours, excluding weekends and holidays.)	Not reviewed	Not reviewed	
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)	Not reviewed		
Quality of Case Manager Notes	Not reviewed		
Logs: Recreation/Leisure Activity Plan/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.)	Bryson, Wanda (ACF) Added "Plan"	:	
Phone Log (two 10 minute phone calls per week and list of approved contacts in the	Removed "(Effective 3 community outings do 19.)"		
Prione Log (two 10 minute prione caus per week and list of approved contacts in the 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	Not reviewed	
Clinical Services			
Clinical Services Disclosure Notice (completed by a clinician within 5 days of admission and prior to the UC Assessment)	Not reviewed		

Clinical Progress Notes - Individual Counseling (1 per week)	Not reviewed			
Quality of Clinical Notes	Not reviewed			
Progress Notes Related to Mental Health Services (if applicable)	Not reviewed			
Group Counseling Notes or Record (2 per week OR 1 group counseling and 1 community	Not reviewed			
meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)				
and medipersonal same)				
Incident Reports				
SIRS (time sensitive)	Not reviewed	Not reviewed		
Internal Incidents	Not reviewed			
Grievances	Not reviewed			
Discharge				
Family Reunification Packet (Sponsor must sign the Family Reunification Application	Not reviewed			
agreeing to the terms of the Sponsor Care Agreement. Current Version 13, Effective:	Hotronowed			
12/28/22) Previous Version(s): 5/19/21, 1/31/20; 06/27/19				
Locat Drawayh ushuwad (dishuwadah Disahaya	Not varioused			
Log of Property returned/disbursedat Discharge Acknowledgement of receiving the Legal Resource Guide at Discharge (Signed and	Not reviewed Not reviewed			
initialed. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13,	Not reviewed			
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		
Discharge Notification		Not reviewed		
Verification of Release (Effective: 6/5/15 - Not complete unless document has a date)	Not reviewed			
remindation of Release (Effective, 0/3/13 - Not complete unless document has a date)	Not reviewed	Not reviewed		
Log/checklist including all documents provided to UC at discharge Checklist should	Not reviewed			
include:	INOT LENIEMED			
Sponsor Care Agreement	Not reviewed			
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	Not reviewed			
letter, I-360 approval notice, asylum letter etc.)				
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			
Covid-19 Discharge Letter for Sponsors (English and Spanish versions. Current	Not reviewed			
Version: 1/24/23; Effective 1/28/22.) Previous Version: 1/28/21, 6/10/21				
17041003 40131011. 1/20/21, 0/10/21				
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				
Previous Version. 0/10/21				
Post-18 Plan (if applicable)	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	Not reviewed			
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			
copy of Tranticking Eligibility Letter (II 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		
<u> </u>				
Doct Discharge				
Post-Discharge	Net reviewed		•	<u> </u>
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			
	Not review - 4			
Health Follow-Up Call (Revised June 4, 2021; Effective 4/6/20: Must follow up with sponsor once between days 7-10 following UC's release. Case managers should notify	Not reviewed			
sponsor once between days 7-10 following UC's release. Case managers should notify DHUC if the sponsor reports the UC tested positive for COVID-19 within 10 days of discharge from ORR custody. The one-time check does not need to be completed for UC				
discharge from ORR custody. The one-time check does not need to be completed for UC				
who tested positive in ORR care and recovered from COVID-19 within the past 90 days, or for UC who are fully vaccinated at the time of discharge.				
Orange Fill = Flores	Minimum Requirement; Gr	ay Fill = Important Docume	nt	
Comments:	, , , , , , , , , , , , , , , , , , , ,	,		
Trends/Patterns:				

Diagnosis List Copies of Referrals for Medical Services

(Updated: 2/17/23)				
Reviewer:	Data		Release Category:	
UC Name:	Date:		Case Manager:	
Nationality:	DOB:		Clinician:	
Admitted Date: Date of Release:	Gender: Language(s):		Transfer? Religion:	
	Minimum Requirement; Gr	ay Fill = Important Docume		
Administra Desuments	Hard Case -File	Portal	Date	Notes
Admission Documents Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		T .
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 (Signed by UC within 2 hours of admission. Inventory should include clothing, cash, valuables, and personal items the UC had upon admission	Not reviewed			
Clothing and Supplies distributed to UC (Should include items given to the UC at the	Network			
time of admission, as well as any items given to the UC throughout their length of stay)	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 English indicating purpose of document. Should cover program rules and policies,	Not reviewed			
Efficient molecular graphs of ordering the Should cover program dues and poincies, grievance procedures, information on boundaries, abuse and neglect, and emergency and evacuation procedures.)				
Documentation that an Orientation related to the "Garza v. Azar" court ruling has been completed, if applicable (<u>48 hours</u> , translated into UC language)	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	Not reviewed			
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.)				
Other Orientation Forms (insert below)	Not reviewed			
Legal Information Acknowledgement of receiving the Legal Resource Guide at admission (Signed and	Not reviewed	Not reviewed		T
nitialed within 24 hours of admission. 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 Review)	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	Not reviewed	Not reviewed		
within 24 hours of admission)	Network	Networkson		
Documentation of Initial Medical Exam (Within 48 hours of admission, unless the minor obtained a medical exam within one calendar year while under the care of another	Not reviewed	Not reviewed		
ORR-funded care provider, and there is documentation of receiving the medical exam; Current Version - expiration: 12/31/23. Previous Version - expiration: 5/31/22,				
11/30/18) *As a reminder, completion of the Initial Medical Exam form is mandatory by the healthcare provider (HCP) unless the HCP provider is employed by the grantee and				
enters the data directly into the UC Portal/Path during the evaluation.				
Immunization Records	Not reviewed	Not reviewed		
Dental Exam Form: Record of dental exam(s) (Initial exam must be within 60-90 days of	Not reviewed Not reviewed	Not reviewed Not reviewed		
admission into ORR care. Effective 7/10/22. Current Version – expiration 12/31/23); Dental Exam Form must be completed by the dentist by the conclusion of all dental				
visits and returned to the care provider program for review and etnry into the UC Portal Health tab.				
Prescriptions (including Medication Administration Record/log)	Not reviewed			
Supplemental TB Screening Form: Must be completed by HCP or care provider program	Not reviewed			
staff. TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. Previous				
Version - expiration: 5/31/22; 11/30/18)				
Communicated Blooms	No.	NI-4		
Communicable Diseases Percords of Office Visits (FP Visits /Hospital, Surgery (Medical information should be	Not reviewed	Not reviewed		
Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be 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.)				
1			I	

Not reviewed Not reviewed

Medical Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	Not reviewed			
accumentation of communication diseases in applicable,				
Mental Health Records (within 48 hours of a mental health visit, the health assessment form needs to be completed and information needs to be entered into the UC Portal.	Not reviewed	Not reviewed		
DHUC guidance issued July 12, 2022).				
IIC Dawlast for Empress of Albert Empress of Health Core Comings (Core provides	Not veriforced			
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			
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		Not reviewed		
copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21				
Assessments				
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 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.)				
 Initial case review continuously updated until 30 calendar days after admission if required or relevant information that was unknown during the assessment is later 	Not reviewed	Not reviewed		
received or additional information is obtained from the UC or other sources (e.g. KYRs)				
OR				
Subsequently 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: 5/10/22; Effective: 12/6/16 - Must be initiated within 5 days of identification of the primary sponsor).	Not reviewed	Not reviewed		
Previous version(s): 7/14/21, 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	Hot reviewed	Notreviewed		
government entity.				
Individual Service Plan (Effective: 12/6/16 - Initial must be done within 5 days of admission)	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 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		
	1	<u> </u>	I	<u> </u>
Case Management				
Case Manager Progress Notes (1 per week)	Not reviewed			
Quality of Case Manager Notes	Not reviewed			
Logs: Recreation/Leisure Activity Plan/Log ("Recreation" - 1 hr outdoor large muscle	Not reviewed			
(weather permitting) daily, 1 hr leisure daily; increases to 3 hr outdoor when school				
not in session. PE cannot count towards this requirement.)				
Phone Log (two 10 minute phone calls per week and list of approved contacts in the	Not reviewed			
UC case file)				
Religious Services Log Visitor Log	Not reviewed Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	Not reviewed		
				<u> </u>
Clinical Services	Not reviewed			
Disclosure Notice (completed by a clinician within 5 days of admission and prior to the UC Assessment)	Not reviewed			
Clinical Progress Notes - Individual Counseling (1 per week)	Not reviewed			
Quality of Clinical Notes	Not reviewed			

Progress Notes Related to Mental Health Services (if applicable)	Not reviewed			
Group Counseling Notes or Record (2 per week OR 1 group counseling and 1 community	Not reviewed			
meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)				
Incident Reports				
SIRS (time sensitive)	Not reviewed	Not reviewed		
Internal Incidents	Not reviewed			
Grievances	Not reviewed			
Discharge				
Family Reunification Packet (Sponsor must sign the Family Reunification Application	Not reviewed			
agreeing to the terms of the Sponsor Care Agreement. Current Version 13, Effective:				
12/28/22) Previous Version(s): 5/19/21, 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			
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			
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		
Discharge Notification		Not reviewed		
Verification of Release (Effective: 6/5/15 - Not complete unless document has a date)	Not reviewed	Not reviewed		
Log/checklist including all documents provided to UC at discharge Checklist should	Not reviewed			
include:				
Sponsor Care Agreement DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	Not reviewed Not reviewed			
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) Covid-19 Discharge Letter for Sponsors (English and Spanish versions, Current	Not reviewed Not reviewed			
Version: 1/24/23; Effective 1/28/22.)	Not reviewed			
Previous Version: 1/28/21, 6/10/21				
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;	Not reviewed			
Effective 6/10/21.) Previous Version: 6/10/21				
1707043 7073011 0, 10, 21				
Post-18 Plan (if applicable)	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	Not reviewed			
with LTBI or TB exposure)				
Copy of Order of Removal (if applicable) Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed Not reviewed			
Copy of Transcring Engineery 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		
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			
within 7 days following the 30-day mark of the UC 's release)				
Health Follow-Up Call (Revised June 4, 2021; Effective 4/6/20: Must follow up with	Not reviewed			
sponsor once between days 7-10 following UC's release. Case managers should notify DHUC if the sponsor reports the UC tested positive for COVID-19 within 10 days of				
discharge from ORR custody. The one-time check does not need to be completed for UC				
who tested positive in ORR care and recovered from COVID-19 within the past 90 days, or for UC who are fully vaccinated at the time of discharge.				
	Minimum Requirement; G	ay Fill = Important Docume	ent	
Comments:				
Trends/Patterns:				

			Release Category:	
Reviewer: UC Name:	Date:		Case Manager:	
Nationality:	DOB:		Clinician:	
Admitted Date:	Gender:		Transfer?	
Date of Release:	Language(s): Minimum Requirement; Gra	av Fill = Important Documo	Religion:	
Offinge Fill - Fiores	Hard Case File	Portal		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)	Troc reviewed	Hotreviewed		
Inventory of all Property and Cash (Signed by UC within 2 hours of admission. Inventory	Not reviewed			
should include clothing, cash, valuables, and personal items the UC had upon admission				
Clothing and Supplies distributed to UC (Should include items given to the UC at the	Not reviewed			
time of admission, as well as any items given to the UC throughout their length of stay)	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 related to the "Garza v. Azar" court ruling has been	Not reviewed			
completed, if applicable (<u>48 hours</u> , translated into UC language)				
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	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			
other orientation roms (inservicion)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and initialed within 24 hours of admission. Current Version: 04/04/19. Previous Versions:	Not reviewed	Not reviewed		
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 Review)	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	Not verificated	Not reviewed		
within 24 hours of admission)	Not reviewed	Not reviewed		
Documentation of Initial Medical Exam (Within 48 hours of admission, unless the minor	Not reviewed	Not reviewed		
obtained a medical exam within one calendar year while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam;				
Current Version - expiration: 12/31/23. Previous Version - expiration: 5/31/22, 11/30/18) *As a reminder, completion of the Initial Medical Exam form is mandatory by				
the healthcare provider (HCP) unless the HCP provider is employed by the grantee and enters the data directly into the UC Portal/Path during the evaluation.				
enters the data directly into the Self-Ortal/1 data during the evaluation.				
Immunization Records	Not reviewed	Not reviewed		
Dental Exam Form: Record of dental exam(s) (Initial exam must be within 60-90 days of admission into ORR care. Effective 7/10/22. Current Version – expiration 12/31/23);	Not reviewed	Not reviewed		
Dental Exam Form must be completed by the dentist by the conclusion of all dental				
visits and returned to the care provider program for review and etnry into the UC Portal Health tab.				
Prescriptions (including Medication Administration Record/log)	Not reviewed			
Supplemental TB Screening Form: Must be completed by HCP or care provider program	Not reviewed			
staff. TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. <i>Previous</i>				
Version - expiration: 5/31/22; 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 Not reviewed			
espies of Nevertura for infedical services	HOLICVIEWEU			

Medical Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	Not reviewed			
Mental Health Records (within 48 hours of a mental health visit, the health assessment form needs to be completed and information needs to be entered into the UC Portal. DHUC guidance issued July 12, 2022).	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		
			•	
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 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.)	Not reviewed	Not reviewed		
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 "Tefer to medical". Effective \$220.6/16 - Programs are no longer required to complete the Sponsor Assessment sections for sponsors who are identified on 12/6/16 forward.)				
 Initial case: review continuously updated until 30 calendar days after admission if required or 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) QR 	Not reviewed	Not reviewed		
Subsequently every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed		
	Not and and	Network		
Anytime there is a substantial change in the UC 's case information	Not reviewed	Not reviewed		
Sponsor Assessment (Current version: 5/10/22; Effective: 12/6/16 - Must be initiated within 5 days of identification of the primary sponsor). Previous version(s): 7/14/21, 6/26/19	Not reviewed	Not reviewed		
Required or relevant information that was unknown during the time of the assessment is later received by the care provider OP. The provider OP.	Not reviewed	Not reviewed		
assessment is later received by the care provider. QR • 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 - Initial must be done within 5 days of admission)	Not reviewed	Not 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		
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.) 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 reviewed	Not reviewed		
Educational Services				
Summary of Educational Assessment (Assessment must be administered within 72 hours, excluding weekends and holidays.)	Not reviewed	Not reviewed		
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		
Care Management				
Case Management Case Manager Progress Notes (1 per week)	Not reviewed			
Quality of Case Manager Notes	Not reviewed			
Logs:				
Recreation/Leisure Activity Plan/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.)	Not reviewed			
Phone Log (two 10 minute phone calls per week and list of approved contacts in the UC case file)	Not reviewed			
Religious Services Log Visitor Log	Not reviewed Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	se reviewed		
Clinical Services	Not reviewed			
Disclosure Notice (completed by a clinician within 5 days of admission and prior to the UC Assessment)	Not reviewed			
Clinical Progress Notes - Individual Counseling (1 per week)	Not reviewed			

Progress Notes Related to Mental Health Services (if applicable)	Not reviewed			
Group Counseling Notes or Record (2 per week OR 1 group counseling and 1 community	Not reviewed			
meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)				
Incident Reports				
SIRS (time sensitive)	Not reviewed	Not reviewed		
Internal Incidents	Not reviewed			
Grievances	Not reviewed			
Discharge				
Family Reunification Packet (Sponsor must sign the Family Reunification Application	Not reviewed			
agreeing to the terms of the Sponsor Care Agreement. Current Version 13, Effective:				
12/28/22) Previous Version(s): 5/19/21, 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			
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			
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		
Discharge Notification		Not reviewed		
Verification of Release (Effective: 6/5/15 - Not complete unless document has a date)	Not reviewed	Not reviewed		
Log/checklist including all documents provided to UC at discharge Checklist should	Not reviewed			
include:				
Sponsor Care Agreement DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	Not reviewed Not reviewed			
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) Covid-19 Discharge Letter for Sponsors (English and Spanish versions, Current	Not reviewed Not reviewed			
Version: 1/24/23; Effective 1/28/22.)	Not reviewed			
Previous Version: 1/28/21, 6/10/21				
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;	Not reviewed			
Effective 6/10/21.) Previous Version: 6/10/21				
1707043 7073011 0, 10, 21				
Post-18 Plan (if applicable)	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	Not reviewed			
with LTBI or TB exposure)				
Copy of Order of Removal (if applicable) Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed Not reviewed			
Copy of Transcring Engineery 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		
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			
within 7 days following the 30-day mark of the UC 's release)				
Health Follow-Up Call (Revised June 4, 2021; Effective 4/6/20: Must follow up with	Not reviewed			
sponsor once between days 7-10 following UC's release. Case managers should notify DHUC if the sponsor reports the UC tested positive for COVID-19 within 10 days of				
discharge from ORR custody. The one-time check does not need to be completed for UC				
who tested positive in ORR care and recovered from COVID-19 within the past 90 days, or for UC who are fully vaccinated at the time of discharge.				
	Minimum Requirement; G	ay Fill = Important Docume	ent	
Comments:				
Trends/Patterns:				

Diagnosis List Copies of Referrals for Medical Services

(Updated: 2/17/23)				
Reviewer:	Date:		Release Category:	
UC Name: Nationality:	A#: DOB:		Case Manager: Clinician:	
Admitted Date:	Gender:		Transfer?	
Date of Release: Orange Fill = Flores	Language(s): Minimum Requirement; Gra	Sill = Important Documer	Religion:	
Statige in Tions	Hard Case File	Portal		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 (Signed by UC within 2 hours of admission. Inventory should include clothing, cash, valuables, and personal items the UC had upon admission in the control of the cont	Not reviewed			
Clothing and Supplies distributed to UC (Should include items given to the UC at the time of admission, as well as any items given to the UC throughout their length of stay)	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 related to the "Garza v. Azar" court ruling has been completed, if applicable (48 hours, translated into UC language)	Not reviewed			
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.)	100100			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and initialed within 24 hours of admission. 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: 02/10/14/19.	Not reviewed	Not reviewed		
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 Review)	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	Not reviewed	Not reviewed		
within 24 hours of admission)				
Documentation of Initial Medical Exam (Within 48 hours of admission, unless the minor obtained a medical exam within one calendar year while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam; Current Version - expiration: 12/31/23. Previous Version - expiration: 5/31/22, 11/30/18) *As a reminder, completion of the Initial Medical Exam form is mandatory by the healthcare provider (HCP) unless the HCP provider is employed by the grantee and enters the data directly into the UC Portal/Path during the evaluation.	Not reviewed	Not reviewed		
Immunization Records	Not reviewed	Not reviewed		
Dental Exam Form: Record of dental exam(s) (Initial exam must be within 60-90 days of	Not reviewed Not reviewed	Not reviewed Not reviewed		
admission into ORR care. Effective 7/10/22. Current Version – expiration 12/31/23); Dental Exam Form must be completed by the dentist by the conclusion of all dental visits and returned to the care provider program for review and etnry into the UC Portal Health tab.				
Prescriptions (including Medication Administration Record/log)	Not reviewed			
Supplemental TB Screening Form: Must be completed by HCP or care provider program	Not reviewed			
staff. TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. Previous Version - expiration: 5/31/22; 11/30/18)				
Communicable Diseases	Not reviewed	Not reviewed	T	
Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be	Not reviewed	Not reviewed		
uploaded in respective section of Health (ab; 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

Medical Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	Not reviewed			
Mental Health Records (within 48 hours of a mental health visit, the health assessment	Not reviewed	Not reviewed		
form needs to be completed and information needs to be entered into the UC Portal. DHUC guidance issued July 12, 2022).				
UC Request for Emergency and Non-Emergency Health Care Services (Care providers	Not reviewed			
nust 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:		Not reviewed		
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				
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				
			!	
Assessments Risk Assessment				
• Within 72 hours	Not reviewed	Not reviewed		
 Updated every 30 days UC Assessment (Effective: 12/16/16 - Within 5 days, should not be updated after day 5. 	Not reviewed Not reviewed	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.)				
 Initial case review continuously updated until 30 calendar days after admission if required or relevant information that was unknown during the assessment is later 	Not reviewed	Not reviewed		
received or additional information is obtained from the UC or other sources (e.g. KYRs) OR				
Subsequently 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: 5/10/22; Effective: 12/6/16 - Must be initiated within 5 days of identification of the primary sponsor).	Not reviewed	Not reviewed		
Previous version(s): 7/14/21, 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 study provider, adult caregiver, adult household members, law enforcement or a 	Not reviewed	Not reviewed		
government entity.				
Individual Service Plan (Effective: 12/6/16 - Initial must be done within 5 days of admission)	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 Know Your Rights (KYRs) Presentation (Should be conducted within 7-10 days of	Not reviewed Not reviewed	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	Not reviewed	Not reviewed		
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 it the ESP does not provide the service within the required differ anie.				
Educational Services				
Summary of Educational Assessment (Assessment must be administered within 72 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.)	Hotreneu	Notronous		
Class Attendance (Effective 1/2/19)	Not reviewed	Not reviewed		
Case Management	Not an dome d		_	
Case Manager Progress Notes (1 per week) Quality of Case Manager Notes	Not reviewed Not reviewed			
Logs:	Not an domed			
Recreation/Leisure Activity Plan/Log ("Recreation" - 1 hr outdoor large muscle (weather permitting) daily, 1 hr leisure daily; increases to 3 hr outdoor when school	Not reviewed			
not in session. PE cannot count towards this requirement.)				
Phone Log (two 10 minute phone calls per week and list of approved contacts in the UC case file)	Not reviewed			
Religious Services Log	Not reviewed			
Visitor Log Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed Not reviewed	Not reviewed		
superior tog (only it superior die manuateu by state licensing)	Hot reviewed		<u> </u>	<u> </u>
Clinical Services	Not reviewed			
Disclosure Notice (completed by a clinician within 5 days of admission and prior to the UC Assessment)	Not reviewed			
Clinical Progress Notes - Individual Counseling (1 per week)	Not reviewed			
Quality of Clinical Notes	Not reviewed			

Progress Notes Related to Mental Health Services (if applicable)	Not reviewed			
Group Counseling Notes or Record (2 per week OR 1 group counseling and 1 community	Not reviewed			
meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)				
Incident Reports				
SIRS (time sensitive)	Not reviewed	Not reviewed		
Internal Incidents	Not reviewed			
Grievances	Not reviewed			
Discharge Family Pounification Packet (Spansor must sign the Family Pounification Application	Not reviewed			
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version 13, Effective:	Not reviewed			
12/28/22) Previous Version(s): 5/19/21, 1/31/20; 06/27/19				
Log of Property returned/disbursedat Discharge	Not reviewed			
Acknowledgement of receiving the Legal Resource Guide at Discharge (Signed and	Not reviewed			
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.)				
02/14/13, 10/22/12. List for CA - Current Version: 07/20/16./				
Release Request (verify that the FFS has approved the release)		Not reviewed		
Discharge Notification		Not reviewed		
Verification of Release (Effective: 6/5/15 - Not complete unless document has a date)	Not reviewed	Not reviewed		
Log/checklist including all documents provided to UC at discharge Checklist should include:	Not reviewed			
	Nat up down d			
Sponsor Care Agreement DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	Not reviewed Not reviewed			
letter, I-360 approval notice, asylum letter etc.)	NOT LEASEMEN			
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			
Covid-19 Discharge Letter for Sponsors (English and Spanish versions. Current Version: 1/24/23; Effective 1/28/22.)	Not reviewed			
Previous Version: 1/28/21, 6/10/21				
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				
Post-18 Plan (if applicable)	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) Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed			
copy of Trantcking Eligibility Letter (II applicable)	Not reviewed			
Towns for the country of the Country				
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	Not reviewed	Not reviewed		
regarding regional practices/use of this form)				
Post-Discharge	Not and and		_	
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 (Revised June 4, 2021; Effective 4/6/20: Must follow up with	Not reviewed			
sponsor once between days 7-10 following UC's release. Case managers should notify	Not reviewed			
DHUC if the sponsor reports the UC tested positive for COVID-19 within 10 days of discharge from ORR custody. The one-time check does not need to be completed for UC				
who tested positive in ORR care and recovered from COVID-19 within the past 90 days,				
or for UC who are fully vaccinated at the time of discharge.				
Orange Fill = Flores	Minimum Requirement; G	ray Fill = Important Docume	ent	
Confinents.				
Trends/Patterns:				

Date Michael Date Michael Capper Date Cost Nature Date Cost Nature Date Dat					
On the Finance Common C	Budana	D.t.		Release Category:	
Jaminat India (Same) Outside Place (Same)					
Charles Course	Nationality:			Clinician:	
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Additional to Recognized Commonstration Commonstrat			ay Fill = Important Docume		
And reviewed with the control of the	Administration December 1	Hard Case F ile	Portal	Date	Notes
Accordance of the Commentation of the Commenta		Not reviewed	Not reviewed		
Not reviewed what is a contract of all property and Cash State of Notice of	Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed	Not reviewed		
And of include country, cath, students, and personal attenues for the first of the formation of activities of acti	UC annually)	Not reviewed	Not reviewed		
Color Administry Formation of Section (Proceedings of Montal Section (Procedings of Montal Sec	should include clothing, cash, valuables, and personal items the UC had upon admission				
Cilionatation Documents (All Docum, translated into UC Inaquage) Cilionatation Table (IX received Orientation in the Celebrate Spages (Ingel) (Inter in IX College Contraction in the Celebrate Spages (Ingel) (Inter in IX College C	Clothing and Supplies distributed to UC. (Should include items given to the UC at the time of admission, as well as any items given to the UC throughout their length of stay)	Not reviewed			
Association and Commentation that Understanding in the case has been passed programs and in the case of the passed policies, and consultation in the case of the passed policies, and consultation in the case of the passed policies, and consultation in the case of the passed policies, and consultation procedures.] **Commentation that an Orientation related the Commentation of the Comm	Other Admission Forms (insert below)	Not reviewed			
Association and Commentation that Understanding in the case has been passed programs and in the case of the passed policies, and consultation in the case of the passed policies, and consultation in the case of the passed policies, and consultation in the case of the passed policies, and consultation procedures.] **Commentation that an Orientation related the Commentation of the Comm	Orientation Documents (48 hours translated into LIC language)				
de veeurlant provincion in boundance, abus au dregiert, aud enorgrey de veeurlant provincion de la company de veeurlant provincion de la company de la compa	Acknowledgment that UC received Orientation in his or her language (Signed. Note in	Not reviewed			
Completion of the processing for executive the completed in the Completion of the Co	grievance procedures, information on boundaries, abuse and neglect, and emergency				
Sompleted **Software rows 90 data **Software 90 data **Software rows 90 data **Software 90 data **Software rows 90 d	completed, if applicable (<u>48 hours</u> , translated into UC language)	Not reviewed			
Documentation that LC Received Program Pamphiet (Pamphiet should include care providers (Not reviewed by Pamphiet to SAC91), CV 5 (Pagit and Responsibilities related to SAC91), tow Solid and Sacrophysiolities related to SAC91, tow Solid and Sacrophysiolities					
Documentation that QF Received Program Pamphilet Framphilet should include care providers Ref Products and Consultad pressurance and Reposentialities and Re					
Documentation that US Received ORP Pamphlet on Soural Advanced Common and Com	Documentation that UC Received Program Pamphlet (Pamphlet should include care				
Not reviewed provides and organizations that provide exivices to victims of social abuse and sexual abuse ab	provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)				
providers and organizations that provide services to victims of sexual abuse and sexual hardware interactions, with monation CV creviewed and planes numbers of neticeal/local organizations.) John Crimitation Times flores of neticeal/local organizations.) John Crimitation Times flores organizations. John Crimitation Crimitation Acknowledgement of receiving the Legal Secource Culdie at admission Bigmed and Acknowledgement of receiving the Legal Secource Culdie at admission Bigmed and Secondary Secon					
Cape Information	harassment. (Signed. Information UC received should include names, descriptions,				
Abnowledgement of receiving the Legal Resource Guide at adminison (Spined and middled within 24 hours of admission. Current Versions (1970) 16, 02/09/15, 05/19/13, 02/19/13, 10/29/12, List for CA - Current Versions: 1970 16, 02/09/15, 05/19/13, 02/19/13, 10/29/12, List for CA - Current Versions: 1970 16, 02/09/15, 05/19/13, 02/19/13, 10/29/12, List for CA - Current Versions: 1970 16, 02/09/15, 05/19/13, 02/19/13, 10/29/12, List for CA - Current Versions: 1970 16, 02/09/15, 05/19/13, 02/19/13, 02/19/13, 10/29/13	Other Orientation Forms (insert below)	Not reviewed			
Abnowledgement of receiving the Legal Resource Guide at adminison (Spined and middled within 24 hours of admission. Current Versions (1970) 16, 02/09/15, 05/19/13, 02/19/13, 10/29/12, List for CA - Current Versions: 1970 16, 02/09/15, 05/19/13, 02/19/13, 10/29/12, List for CA - Current Versions: 1970 16, 02/09/15, 05/19/13, 02/19/13, 10/29/12, List for CA - Current Versions: 1970 16, 02/09/15, 05/19/13, 02/19/13, 10/29/12, List for CA - Current Versions: 1970 16, 02/09/15, 05/19/13, 02/19/13, 02/19/13, 10/29/13	l egal Information				
Digraphic Digr	Acknowledgement of receiving the Legal Resource Guide at admission (Signed and	Not reviewed	Not reviewed		
Supporting Docs from Referring Federal Agency (uploaded within 24 hours if referred by DNS, as ayailable, ap. DNS docs medical/mental health/safety concern docs, criminal/juvenile records.) SDR docs (Executive Office for Immigration Review) COURT DOCUMENTA/Criminal History Records (if applicable) Not reviewed COURT DOCUMENTA/Criminal History Records (if applicable) Not reviewed Authorization for Release of Records (if applicable) Not reviewed Authorization for Release of Records (if applicable) Not reviewed Not reviewe	09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)				
Diffs, as available; e.g. DHS docs: medical/mental health/safety concern docs; criminal/juvenile records.] EOR docs (Executive Office for Immigration Review) Court Documents (from the Seconds) (if Uc is represented by a lawyer) Not reviewed Court Documents (from the Seconds) (if Uc is represented by a lawyer) Not reviewed					
Court Documents/Criminal History Records (if applicable) Authorization for Release of Records (if applicable) Medical Documents Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours of admission) Documentation of Initial Medical Exam (Within 48 hours of admission, unless the minor obtained a medical exam within one calendar year while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam. Current visuon - expiration: 25/31/23. Pervolve Version - expiration: 25/3	DHS, as available; e.g. DHS docs: medical/mental health/safety concern docs, criminal/juvenile records.)				
Medical Documents Authorization for Release of Records (if applicable) Medical Documents Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours of admission) Documentation of Initial Medical Exam (Within 48 hours of admission), unless the minor obtained a medical exam within one calendar year while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam. Current Version - expiration 5/31/23. Pervious Version - expiration 5/31/22. Pervious Version - expiration 5/31/23. Pervious Version - expiration 5/31/24. In the Not reviewed with the Not reviewed of the Not reviewed with the Not reviewed in the Not reviewed with the Not reviewed in the Not rev					
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Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours of admission) Documentation of Initial Medical Exam (Within 48 hours of admission, unless the minor obtained a medical exam within one calendar year while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam; Current Version - expiration: 12/31/23. Previous Version - expiration: 2/31/23. Previous Version - expiration from is mandatory by the healthcare provider in the Provider is employed by the grantee and enters the data directly into the UC Portal/Path during the evaluation. Mot reviewed Not reviewed	Authorization for Release of Records (if applicable)	Not reviewed			
Documentation of Initial Medical Exam (Within 48 hours of admission, unless the minor obtained a medical exam (Within one calendar year while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam; current Version – expiration: 12/31/23. Pervious Version – expiration: 12/31/23. Dof 31/22. Previous Version – expiration: 12/31/23. Dof 31/22. Previo	Medical Documents				
Documentation of Initial Medical Exam (Within 48 hours of admission, unless the minor obtained a medical exam within one calendary sea while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam; Current Version - expiration: 12/31/23, Previous Version - expiration for the care of another or the minor provider (CP) miles on of the infile Medical Exam Form Form Form Form Form Form Form For	Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours of admission)	Not reviewed	Not reviewed		
obtained a medical exam within one calendar year while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam; Current Version - expiration: 12/31/23, Previous Version - expiration: 5/31/22, 11/30/18) '8x a reminder, completion of the Initial Medical Exam form is mandatory by the health care provider (HCP) unless the HCP provider is employed by the grantee and enters the data directly into the UC Portal/Path during the evaluation. Immunization Records Dental Exam Form: Record of dental exam(s) (initial exam must be within 60-90 days of admission into ORR care. Effective 7/10/22. Current Version - expiration 12/31/23); Dental Exam Form must be completed by the dentits by the conclusion of all dental visits and returned to the care provider program for review and entry into the UC Portal Health tab. Prescriptions (including Medication Administration Record/log) Supplemental TB Screening Form: Must be completed by the GP or care provider program staff. TB Screening Results (If diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. Previous Version - expiration: 2/31/22, 11/30/18) Communicable Diseases Records of Office Visits/ER 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: Mental health visits should be entered as Medical Complaint reports in the Health tab: Mental health visits should be entered as Medical Complaint reports in the Health tab: Mental health visits should be entered as Medical Complaint reports in the Health tab: Mental health visits should be entered as Medical Complaint reports in the Health tab: Mental health visits should be entered as Medical Complaint reports in the Health tab: Mental health visits should be entered as Medical Complaint reports in the Health tab: Mental health visits should be entered as Ment	·	Not reviewed	Not reviewed		
the healthcare provider (HCP) unless the HCP provider is employed by the grantee and enters the data directly into the UC Portal/Path during the evaluation. Immunization Records	obtained a medical exam within one calendar year while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam; Current Version - expiration: 12/31/23. Previous Version - expiration: 5/31/22,	Hotreviewed	Notreviewed		
Dental Exam Form: Record of dental exam(s) (Initial exam must be within 60-90 days of admission into ORR care. Effective 7/10/22. Current Version – expiration 12/31/23); Dental Exam Form must be completed by the dentist by the conclusion of all dental visits and returned to the care provider program for review and etnry into the UC Portal Health tab. Prescriptions (Including Medication Administration Record/log) Supplemental TB Screening Form: Must be completed by HCP or care provider program staff. TB Screening Results (If diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version – expiration: 12/31/23 05/31/22. Previous Version - expiration: 5/31/22; 11/30/18) Communicable Diseases Records of Office Visits/ER 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	the healthcare provider (HCP) unless the HCP provider is employed by the grantee and				
Dental Exam Form: Record of dental exam(s) (Initial exam must be within 60-90 days of admission into ORR care. Effective 7/10/22. Current Version – expiration 12/31/23); Dental Exam Form must be completed by the dentist by the conclusion of all dental visits and returned to the care provider program for review and etnry into the UC Portal Health tab. Prescriptions (Including Medication Administration Record/log) Supplemental TB Screening Form: Must be completed by HCP or care provider program staff. TB Screening Results (If diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version – expiration: 12/31/23 05/31/22. Previous Version - expiration: 5/31/22; 11/30/18) Communicable Diseases Records of Office Visits/ER 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					
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Supplemental TB Screening Form: Must be completed by HCP or care provider program staff. TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. Previous Version - expiration: 5/31/22; 11/30/18) Communicable Diseases Records of Office Visits/ER 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.) Diagnosis List Not reviewed	visits and returned to the care provider program for review and etnry into the UC Portal				
Supplemental TB Screening Form: Must be completed by HCP or care provider program staff. TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. Previous Version - expiration: 5/31/22; 11/30/18) Communicable Diseases Records of Office Visits/ER 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.) Diagnosis List Not reviewed	Procedintions (including Modication Administration Decod (Inc.)	Not roviewed			
staff. TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. Previous Version - expiration: 5/31/22; 11/30/18) Communicable Diseases Records of Office Visits/ER 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.) Diagnosis List Not reviewed					
Records of Office Visits/ER 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.) Diagnosis List Not reviewed Not reviewed Not reviewed	staff. TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. Previous	Hot 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	Communicable Diseases	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	Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be	Not reviewed	Not reviewed		
	Medical Complaint reports in the Health tab if the child is seen by a psychiatrist and/or				
	Diagnosis List	Not reviewed			

Medical Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	Not reviewed			
Mental Health Records (within 48 hours of a mental health visit, the health assessment form needs to be completed and information needs to be entered into the UC Portal. DHUC guidance issued July 12, 2022).	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		
			•	
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 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.)	Not reviewed	Not reviewed		
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 "Tefer to medical". Effective \$220.6/16 - Programs are no longer required to complete the Sponsor Assessment sections for sponsors who are identified on 12/6/16 forward.)				
 Initial case: review continuously updated until 30 calendar days after admission if required or 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) QR 	Not reviewed	Not reviewed		
Subsequently every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed		
	Not and and	Network		
Anytime there is a substantial change in the UC 's case information	Not reviewed	Not reviewed		
Sponsor Assessment (Current version: 5/10/22; Effective: 12/6/16 - Must be initiated within 5 days of identification of the primary sponsor). Previous version(s): 7/14/21, 6/26/19	Not reviewed	Not reviewed		
Required or relevant information that was unknown during the time of the assessment is later received by the care provider OP. The provider OP.	Not reviewed	Not reviewed		
assessment is later received by the care provider. QR • 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 - Initial must be done within 5 days of admission)	Not reviewed	Not 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		
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.) 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 reviewed	Not reviewed		
Educational Services				
Summary of Educational Assessment (Assessment must be administered within 72 hours, excluding weekends and holidays.)	Not reviewed	Not reviewed		
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		
Care Management				
Case Management Case Manager Progress Notes (1 per week)	Not reviewed			
Quality of Case Manager Notes	Not reviewed			
Logs:				
Recreation/Leisure Activity Plan/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.)	Not reviewed			
Phone Log (two 10 minute phone calls per week and list of approved contacts in the UC case file)	Not reviewed			
Religious Services Log Visitor Log	Not reviewed Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	se reviewed		
Clinical Services	Not reviewed			
Disclosure Notice (completed by a clinician within 5 days of admission and prior to the UC Assessment)	Not reviewed			
Clinical Progress Notes - Individual Counseling (1 per week)	Not reviewed			

Progress Notes Related to Mental Health Services (if applicable)	Not reviewed			
Group Counseling Notes or Record (2 per week OR 1 group counseling and 1 community	Not reviewed			
meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)				
Incident Reports				
SIRS (time sensitive)	Not reviewed	Not reviewed		
Internal Incidents	Not reviewed			
Grievances	Not reviewed			
Discharge				
Family Reunification Packet (Sponsor must sign the Family Reunification Application	Not reviewed			
agreeing to the terms of the Sponsor Care Agreement. Current Version 13, Effective:				
12/28/22) Previous Version(s): 5/19/21, 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			
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			
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		
Discharge Notification		Not reviewed		
Verification of Release (Effective: 6/5/15 - Not complete unless document has a date)	Not reviewed	Not reviewed		
Log/checklist including all documents provided to UC at discharge Checklist should	Not reviewed			
include:				
Sponsor Care Agreement DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	Not reviewed Not reviewed			
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) Covid-19 Discharge Letter for Sponsors (English and Spanish versions, Current	Not reviewed Not reviewed			
Version: 1/24/23; Effective 1/28/22.)	Not reviewed			
Previous Version: 1/28/21, 6/10/21				
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;	Not reviewed			
Effective 6/10/21.) Previous Version: 6/10/21				
1707043 7073011 0, 10, 21				
Post-18 Plan (if applicable)	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	Not reviewed			
with LTBI or TB exposure)				
Copy of Order of Removal (if applicable) Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed Not reviewed			
Copy of Transcring Engineery 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		
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			
within 7 days following the 30-day mark of the UC 's release)				
Health Follow-Up Call (Revised June 4, 2021; Effective 4/6/20: Must follow up with	Not reviewed			
sponsor once between days 7-10 following UC's release. Case managers should notify DHUC if the sponsor reports the UC tested positive for COVID-19 within 10 days of				
discharge from ORR custody. The one-time check does not need to be completed for UC				
who tested positive in ORR care and recovered from COVID-19 within the past 90 days, or for UC who are fully vaccinated at the time of discharge.				
	Minimum Requirement; G	ay Fill = Important Docume	ent	
Comments:				
Trends/Patterns:				

Pariturar	Data		Release Category:	
Reviewer: UC Name:	Date: A#:		Case Manager:	
Nationality:	DOB:		Clinician:	
Admitted Date: Date of Release:	Gender: Language(s):		Transfer? Religion:	
	Minimum Requirement; Gra		nt	
Admission Documents	Hard 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.) 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 (Signed by UC within 2 hours of admission. Inventory	Not reviewed			
should include clothing, cash, valuables, and personal items the UC had upon admission				
Clothing and Supplies distributed to UC (Should include items given to the UC at the	Not reviewed			
time of admission, as well as any items given to the UC throughout their length of stay)				
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 related to the "Garza v. Azar" court ruling has been	Not reviewed			
completed, if applicable (<u>48 hours</u> , translated into UC language) Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been				
completed				
48 hours Refresher every 90 days	Not reviewed Not reviewed			
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	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.)				
	Not reviewed			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and initialed within 24 hours of admission. Current Version: 04/04/19. Previous Versions:	Not reviewed	Not reviewed		
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 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, criminal/juvenile records.)	Notreviewed	Notreviewed		
EOIR docs (Executive Office for Immigration Review)	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) Authorization for Release of Records (if applicable)	Not reviewed Not reviewed			
Table Edition of Release of Records (II applicable)	Hot removed			
Medical Documents Authorization for Medical, Dental, and Mental Health Care (signed by care provider	Not reviewed	Not reviewed	i	
within 24 hours of admission)	Not reviewed	Not reviewed		
Documentation of Initial Medical Exam (Within 48 hours of admission, unless the minor obtained a medical exam within one calendar year while under the care of another	Not reviewed	Not reviewed		
ORR-funded care provider, and there is documentation of receiving the medical exam; Current Version - expiration: 12/31/23. Previous Version - expiration: 5/31/22,				
11/30/18) *As a reminder, completion of the Initial Medical Exam form is mandatory by the healthcare provider (HCP) unless the HCP provider is employed by the grantee and				
enters the data directly into the UC Portal/Path during the evaluation.				
Immunization Records	Not reviewed	Not reviewed		
Dental Exam Form: Record of dental exam(s) (Initial exam must be within 60-90 days of	Not reviewed	Not reviewed		
admission into ORR care. Effective 7/10/22. Current Version – expiration 12/31/23); Dental Exam Form must be completed by the dentist by the conclusion of all dental				
visits and returned to the care provider program for review and etnry into the UC Portal Health tab.				
Prescriptions (including Medication Administration Record/log)	Not reviewed			
Supplemental TB Screening Form: Must be completed by HCP or care provider program staff. TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in	Not reviewed			
the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. Previous Version - expiration: 5/31/22; 11/30/18)				
Communicable Diseases	Not reviewed	Not reviewed		·
Records of Office Visits/ER Visits/Hospital, Surgery (Medical information should be 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 Copies of Referrals for Medical Services	Not reviewed Not reviewed			
Sopres of Action als for Producti Sci Vices	HOLIENEWEU		l	

Medical Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	Not reviewed			
accumentation of communication diseases in applicable,				
Mental Health Records (within 48 hours of a mental health visit, the health assessment form needs to be completed and information needs to be entered into the UC Portal.	Not reviewed	Not reviewed		
DHUC guidance issued July 12, 2022).				
IIC Dawyart fay Twaysangy and Nan Twaysangy Haalib Caya Cawling (Caya nyayiday	Not veriforced			
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			
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		Not reviewed		
copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21				
Assessments				
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 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.)				
 Initial case review continuously updated until 30 calendar days after admission if required or relevant information that was unknown during the assessment is later 	Not reviewed	Not reviewed		
received or additional information is obtained from the UC or other sources (e.g. KYRs)				
OR				
Subsequently 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: 5/10/22; Effective: 12/6/16 - Must be initiated within 5 days of identification of the primary sponsor).	Not reviewed	Not reviewed		
Previous version(s): 7/14/21, 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	Hot reviewed	Notreviewed		
government entity.				
Individual Service Plan (Effective: 12/6/16 - Initial must be done within 5 days of admission)	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 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		
	1	<u> </u>	I	<u> </u>
Case Management				
Case Manager Progress Notes (1 per week)	Not reviewed			
Quality of Case Manager Notes	Not reviewed			
Logs: Recreation/Leisure Activity Plan/Log ("Recreation" - 1 hr outdoor large muscle	Not reviewed			
(weather permitting) daily, 1 hr leisure daily; increases to 3 hr outdoor when school				
not in session. PE cannot count towards this requirement.)				
Phone Log (two 10 minute phone calls per week and list of approved contacts in the	Not reviewed			
UC case file)				
Religious Services Log Visitor Log	Not reviewed Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	Not reviewed		
				<u> </u>
Clinical Services	Not reviewed			
Disclosure Notice (completed by a clinician within 5 days of admission and prior to the UC Assessment)	Not reviewed			
Clinical Progress Notes - Individual Counseling (1 per week)	Not reviewed			
Quality of Clinical Notes	Not reviewed			

Progress Notes Related to Mental Health Services (if applicable)	Not reviewed			
Group Counseling Notes or Record (2 per week OR 1 group counseling and 1 community	Not reviewed			
meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)				
Incident Reports				
SIRS (time sensitive)	Not reviewed	Not reviewed		
Internal Incidents	Not reviewed			
Grievances	Not reviewed			
Discharge				
Family Reunification Packet (Sponsor must sign the Family Reunification Application	Not reviewed			
agreeing to the terms of the Sponsor Care Agreement. Current Version 13, Effective:				
12/28/22) Previous Version(s): 5/19/21, 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			
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			
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		
Discharge Notification		Not reviewed		
Verification of Release (Effective: 6/5/15 - Not complete unless document has a date)	Not reviewed	Not reviewed		
Log/checklist including all documents provided to UC at discharge Checklist should	Not reviewed			
include:				
Sponsor Care Agreement DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	Not reviewed Not reviewed			
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) Covid-19 Discharge Letter for Sponsors (English and Spanish versions, Current	Not reviewed Not reviewed			
Version: 1/24/23; Effective 1/28/22.)	Not reviewed			
Previous Version: 1/28/21, 6/10/21				
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;	Not reviewed			
Effective 6/10/21.) Previous Version: 6/10/21				
1707043 7073011 0, 10, 21				
Post-18 Plan (if applicable)	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	Not reviewed			
with LTBI or TB exposure)				
Copy of Order of Removal (if applicable) Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed Not reviewed			
Copy of Transcring Engineery 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		
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			
within 7 days following the 30-day mark of the UC 's release)				
Health Follow-Up Call (Revised June 4, 2021; Effective 4/6/20: Must follow up with	Not reviewed			
sponsor once between days 7-10 following UC's release. Case managers should notify DHUC if the sponsor reports the UC tested positive for COVID-19 within 10 days of				
discharge from ORR custody. The one-time check does not need to be completed for UC				
who tested positive in ORR care and recovered from COVID-19 within the past 90 days, or for UC who are fully vaccinated at the time of discharge.				
	Minimum Requirement; G	ay Fill = Important Docume	ent	
Comments:				
Trends/Patterns:				

			Release Category:	
Reviewer: UC Name:	Date:		Case Manager:	
Nationality:	DOB:		Clinician:	
Admitted Date:	Gender:		Transfer?	
Date of Release:	Language(s): Minimum Requirement; Gra	av Fill = Important Documo	Religion:	
Offinge Fill - Fiores	Hard Case File	Portal		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)	Troc reviewed	Hotreviewed		
Inventory of all Property and Cash (Signed by UC within 2 hours of admission. Inventory	Not reviewed			
should include clothing, cash, valuables, and personal items the UC had upon admission				
Clothing and Supplies distributed to UC (Should include items given to the UC at the	Not reviewed			
time of admission, as well as any items given to the UC throughout their length of stay)	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 related to the "Garza v. Azar" court ruling has been	Not reviewed			
completed, if applicable (<u>48 hours</u> , translated into UC language)				
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	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			
other orientation roms (inservicion)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and initialed within 24 hours of admission. Current Version: 04/04/19. Previous Versions:	Not reviewed	Not reviewed		
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 Review)	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	Nat various d	Not reviewed		
within 24 hours of admission)	Not reviewed	Not reviewed		
Documentation of Initial Medical Exam (Within 48 hours of admission, unless the minor	Not reviewed	Not reviewed		
obtained a medical exam within one calendar year while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam;				
Current Version - expiration: 12/31/23. Previous Version - expiration: 5/31/22, 11/30/18) *As a reminder, completion of the Initial Medical Exam form is mandatory by				
the healthcare provider (HCP) unless the HCP provider is employed by the grantee and enters the data directly into the UC Portal/Path during the evaluation.				
enters the data directly into the Self-Ortal/1 data during the evaluation.				
Immunization Records	Not reviewed	Not reviewed		
Dental Exam Form: Record of dental exam(s) (Initial exam must be within 60-90 days of admission into ORR care. Effective 7/10/22. Current Version – expiration 12/31/23);	Not reviewed	Not reviewed		
Dental Exam Form must be completed by the dentist by the conclusion of all dental				
visits and returned to the care provider program for review and etnry into the UC Portal Health tab.				
Prescriptions (including Medication Administration Record/log)	Not reviewed			
Supplemental TB Screening Form: Must be completed by HCP or care provider program	Not reviewed			
staff. TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. <i>Previous</i>				
Version - expiration: 5/31/22; 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 Not reviewed			
espies of Nevertura for infedical services	HOLICVIEWEU			

Medical Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	Not reviewed			
Mental Health Records (within 48 hours of a mental health visit, the health assessment form needs to be completed and information needs to be entered into the UC Portal. DHUC guidance issued July 12, 2022).	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		
			•	
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 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.)	Not reviewed	Not reviewed		
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 "Tefer to medical". Effective \$220.6/16 - Programs are no longer required to complete the Sponsor Assessment sections for sponsors who are identified on 12/6/16 forward.)				
 Initial case: review continuously updated until 30 calendar days after admission if required or 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) QR 	Not reviewed	Not reviewed		
Subsequently every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed		
	Not and and	Network		
Anytime there is a substantial change in the UC 's case information	Not reviewed	Not reviewed		
Sponsor Assessment (Current version: 5/10/22; Effective: 12/6/16 - Must be initiated within 5 days of identification of the primary sponsor). Previous version(s): 7/14/21, 6/26/19	Not reviewed	Not reviewed		
Required or relevant information that was unknown during the time of the assessment is later received by the care provider OP. The provider OP.	Not reviewed	Not reviewed		
assessment is later received by the care provider. QR • 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 - Initial must be done within 5 days of admission)	Not reviewed	Not 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		
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.) 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 reviewed	Not reviewed		
Educational Services				
Summary of Educational Assessment (Assessment must be administered within 72 hours, excluding weekends and holidays.)	Not reviewed	Not reviewed		
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		
Care Management				
Case Management Case Manager Progress Notes (1 per week)	Not reviewed			
Quality of Case Manager Notes	Not reviewed			
Logs:				
Recreation/Leisure Activity Plan/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.)	Not reviewed			
Phone Log (two 10 minute phone calls per week and list of approved contacts in the UC case file)	Not reviewed			
Religious Services Log Visitor Log	Not reviewed Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	se reviewed		
Clinical Services	Not reviewed			
Disclosure Notice (completed by a clinician within 5 days of admission and prior to the UC Assessment)	Not reviewed			
Clinical Progress Notes - Individual Counseling (1 per week)	Not reviewed			

Progress Notes Related to Mental Health Services (if applicable)	Not reviewed			
Group Counseling Notes or Record (2 per week OR 1 group counseling and 1 community	Not reviewed			
meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)				
Incident Reports				
SIRS (time sensitive)	Not reviewed	Not reviewed		
Internal Incidents	Not reviewed			
Grievances	Not reviewed			
Discharge				
Family Reunification Packet (Sponsor must sign the Family Reunification Application	Not reviewed			
agreeing to the terms of the Sponsor Care Agreement. Current Version 13, Effective:				
12/28/22) Previous Version(s): 5/19/21, 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			
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			
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		
Discharge Notification		Not reviewed		
Verification of Release (Effective: 6/5/15 - Not complete unless document has a date)	Not reviewed	Not reviewed		
Log/checklist including all documents provided to UC at discharge Checklist should	Not reviewed			
include:				
Sponsor Care Agreement DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	Not reviewed Not reviewed			
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) Covid-19 Discharge Letter for Sponsors (English and Spanish versions, Current	Not reviewed Not reviewed			
Version: 1/24/23; Effective 1/28/22.)	Not reviewed			
Previous Version: 1/28/21, 6/10/21				
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;	Not reviewed			
Effective 6/10/21.) Previous Version: 6/10/21				
1707043 7073011 0, 10, 21				
Post-18 Plan (if applicable)	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	Not reviewed			
with LTBI or TB exposure)				
Copy of Order of Removal (if applicable) Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed Not reviewed			
Copy of Transcring Engineery 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		
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			
within 7 days following the 30-day mark of the UC 's release)				
Health Follow-Up Call (Revised June 4, 2021; Effective 4/6/20: Must follow up with	Not reviewed			
sponsor once between days 7-10 following UC's release. Case managers should notify DHUC if the sponsor reports the UC tested positive for COVID-19 within 10 days of				
discharge from ORR custody. The one-time check does not need to be completed for UC				
who tested positive in ORR care and recovered from COVID-19 within the past 90 days, or for UC who are fully vaccinated at the time of discharge.				
	Minimum Requirement; G	ay Fill = Important Docume	ent	
Comments:				
Trends/Patterns:				

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(Updated: 2/1//23)					
			Release Category:		
Reviewer: UC Name:	Date:		Case Manager:		
Nationality:	DOB:		Clinician:		
Admitted Date: Date of Release:	Gender: Language(s):		Transfer? Religion:		
	Minimum Requirement; Gra	y Fill = Important Docume	_		
Admission Documents	Hard 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) Inventory of all Property and Cash (Signed by UC within 2 hours of admission. Inventory	Not reviewed Not reviewed	Not reviewed			
should include clothing, cash, valuables, and personal items the UC had upon admission					
Clothing and Supplies distributed to UC (Should include items given to the UC at the time of admission, as well as any items given to the UC throughout their length of stay)	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 English 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 related to the "Garza v. Azar" court ruling has been completed, if applicable (48 hours, translated into UC language) Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been	Not reviewed				
completed					
48 hours Refresher every 90 days	Not reviewed 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	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	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 of admission. 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	Not reviewed			
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 Review) 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 of admission)	Not reviewed	Not reviewed			
Documentation of Initial Medical Exam (Within 48 hours of admission, unless the minor	Not reviewed	Not reviewed			
obtained a medical exam within one calendar year while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam; Current Version - expiration: 12/31/23. Previous Version - expiration: 5/31/22, 11/30/18) *As a reminder, completion of the lnitial Medical Exam form is mandatory by the healthcare provider (HCP) unless the HCP provider is employed by the grantee and					
enters the data directly into the UC Portal/Path during the evaluation.					
Immunization Records Postal Exam Form, Record of doubts exam(s) (Initial exam must be within 60,00 days of	Not reviewed	Not reviewed			
Dental Exam Form: Record of dental exam(s) (Initial exam must be within 60-90 days of admission into ORR care. Effective 7/10/22. Current Version – expiration 12/31/23); Dental Exam Form must be completed by the dentist by the conclusion of all dental visits and returned to the care provider program for review and etnry into the UC Portal Health tab.	Not reviewed	Not reviewed			
Prescriptions (including Medication Administration Record/log)	Not reviewed				
Supplemental TB Screening Form: Must be completed by HCP or care provider program	Not reviewed				
staff. TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. Previous Version - expiration: 5/31/22; 11/30/18)					
Communicable Diseases	Not reviewed	Not reviewed			
Records of Office Visits/ER 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	Not reviewed				

Medical Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	Not reviewed			
Mental Health Records (within 48 hours of a mental health visit, the health assessment form needs to be completed and information needs to be entered into the UC Portal. DHUC guidance issued July 12, 2022).	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		
			•	
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 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.)	Not reviewed	Not reviewed		
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 "Tefer to medical". Effective \$220.6/16 - Programs are no longer required to complete the Sponsor Assessment sections for sponsors who are identified on 12/6/16 forward.)				
 Initial case: review continuously updated until 30 calendar days after admission if required or 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) QR 	Not reviewed	Not reviewed		
Subsequently every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed		
	Not and and	Network		
Anytime there is a substantial change in the UC 's case information	Not reviewed	Not reviewed		
Sponsor Assessment (Current version: 5/10/22; Effective: 12/6/16 - Must be initiated within 5 days of identification of the primary sponsor). Previous version(s): 7/14/21, 6/26/19	Not reviewed	Not reviewed		
Required or relevant information that was unknown during the time of the assessment is later received by the care provider OP. The provider OP.	Not reviewed	Not reviewed		
assessment is later received by the care provider. QR • 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 - Initial must be done within 5 days of admission)	Not reviewed	Not 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		
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.) 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 reviewed	Not reviewed		
Educational Services				
Summary of Educational Assessment (Assessment must be administered within 72 hours, excluding weekends and holidays.)	Not reviewed	Not reviewed		
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		
Care Management				
Case Management Case Manager Progress Notes (1 per week)	Not reviewed			
Quality of Case Manager Notes	Not reviewed			
Logs:				
Recreation/Leisure Activity Plan/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.)	Not reviewed			
Phone Log (two 10 minute phone calls per week and list of approved contacts in the UC case file)	Not reviewed			
Religious Services Log Visitor Log	Not reviewed Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	se reviewed		
Clinical Services	Not reviewed			
Disclosure Notice (completed by a clinician within 5 days of admission and prior to the UC Assessment)	Not reviewed			
Clinical Progress Notes - Individual Counseling (1 per week)	Not reviewed			

Progress Notes Related to Mental Health Services (if applicable)	Not reviewed			
Group Counseling Notes or Record (2 per week OR 1 group counseling and 1 community	Not reviewed			
meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)				
Incident Reports				
SIRS (time sensitive)	Not reviewed	Not reviewed		
Internal Incidents	Not reviewed			
Grievances	Not reviewed			
Discharge				
Family Reunification Packet (Sponsor must sign the Family Reunification Application	Not reviewed			
agreeing to the terms of the Sponsor Care Agreement. Current Version 13, Effective:				
12/28/22) Previous Version(s): 5/19/21, 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			
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			
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		
Discharge Notification		Not reviewed		
Verification of Release (Effective: 6/5/15 - Not complete unless document has a date)	Not reviewed	Not reviewed		
Log/checklist including all documents provided to UC at discharge Checklist should	Not reviewed			
include:				
Sponsor Care Agreement DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	Not reviewed Not reviewed			
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) Covid-19 Discharge Letter for Sponsors (English and Spanish versions, Current	Not reviewed Not reviewed			
Version: 1/24/23; Effective 1/28/22.)	Not reviewed			
Previous Version: 1/28/21, 6/10/21				
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;	Not reviewed			
Effective 6/10/21.) Previous Version: 6/10/21				
1707043 7073011 0, 10, 21				
Post-18 Plan (if applicable)	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	Not reviewed			
with LTBI or TB exposure)				
Copy of Order of Removal (if applicable) Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed Not reviewed			
Copy of Transcring Engineery 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		
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			
within 7 days following the 30-day mark of the UC 's release)				
Health Follow-Up Call (Revised June 4, 2021; Effective 4/6/20: Must follow up with	Not reviewed			
sponsor once between days 7-10 following UC's release. Case managers should notify DHUC if the sponsor reports the UC tested positive for COVID-19 within 10 days of				
discharge from ORR custody. The one-time check does not need to be completed for UC				
who tested positive in ORR care and recovered from COVID-19 within the past 90 days, or for UC who are fully vaccinated at the time of discharge.				
	Minimum Requirement; G	ay Fill = Important Docume	ent	
Comments:				
Trends/Patterns:				

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			Release Category:	
Reviewer: UC Name:	Date:		Case Manager:	
Nationality:	DOB:		Clinician:	
Admitted Date:	Gender:		Transfer?	
Date of Release:	Language(s): Minimum Requirement; Gra	av Fill = Important Documo	Religion:	
Orange Fill - Fiores	Hard Case File	Portal		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)	Troc reviewed	Hotreviewed		
Inventory of all Property and Cash (Signed by UC within 2 hours of admission. Inventory	Not reviewed			
should include clothing, cash, valuables, and personal items the UC had upon admission				
Clothing and Supplies distributed to UC (Should include items given to the UC at the	Not reviewed			
time of admission, as well as any items given to the UC throughout their length of stay)	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 related to the "Garza v. Azar" court ruling has been	Not reviewed			
completed, if applicable (<u>48 hours</u> , translated into UC language)				
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	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			
other orientation roms (inservicion)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and initialed within 24 hours of admission. Current Version: 04/04/19. Previous Versions:	Not reviewed	Not reviewed		
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 Review)	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	Not verificated	Not reviewed		
within 24 hours of admission)	Not reviewed	Not reviewed		
Documentation of Initial Medical Exam (Within 48 hours of admission, unless the minor	Not reviewed	Not reviewed		
obtained a medical exam within one calendar year while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam;				
Current Version - expiration: 12/31/23. Previous Version - expiration: 5/31/22, 11/30/18) *As a reminder, completion of the Initial Medical Exam form is mandatory by				
the healthcare provider (HCP) unless the HCP provider is employed by the grantee and enters the data directly into the UC Portal/Path during the evaluation.				
enters the data directly into the Self-Ortal/1 data during the evaluation.				
Immunization Records	Not reviewed	Not reviewed		
Dental Exam Form: Record of dental exam(s) (Initial exam must be within 60-90 days of admission into ORR care. Effective 7/10/22. Current Version – expiration 12/31/23);	Not reviewed	Not reviewed		
Dental Exam Form must be completed by the dentist by the conclusion of all dental				
visits and returned to the care provider program for review and etnry into the UC Portal Health tab.				
Prescriptions (including Medication Administration Record/log)	Not reviewed			
Supplemental TB Screening Form: Must be completed by HCP or care provider program	Not reviewed			
staff. TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. <i>Previous</i>				
Version - expiration: 5/31/22; 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 Not reviewed			
espies of Nevertura for infedical services	HOLICVIEWEU			

Medical Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	Not reviewed			
Mental Health Records (within 48 hours of a mental health visit, the health assessment form needs to be completed and information needs to be entered into the UC Portal. DHUC guidance issued July 12, 2022).	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		
			•	
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 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.)	Not reviewed	Not reviewed		
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 "Tefer to medical". Effective \$220.6/16 - Programs are no longer required to complete the Sponsor Assessment sections for sponsors who are identified on 12/6/16 forward.)				
 Initial case: review continuously updated until 30 calendar days after admission if required or 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) QR 	Not reviewed	Not reviewed		
Subsequently every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed		
	Not and and	Network		
Anytime there is a substantial change in the UC 's case information	Not reviewed	Not reviewed		
Sponsor Assessment (Current version: 5/10/22; Effective: 12/6/16 - Must be initiated within 5 days of identification of the primary sponsor). Previous version(s): 7/14/21, 6/26/19	Not reviewed	Not reviewed		
Required or relevant information that was unknown during the time of the assessment is later received by the care provider OP. The provider OP.	Not reviewed	Not reviewed		
assessment is later received by the care provider. QR • 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 - Initial must be done within 5 days of admission)	Not reviewed	Not 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		
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.) 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 reviewed	Not reviewed		
Educational Services				
Summary of Educational Assessment (Assessment must be administered within 72 hours, excluding weekends and holidays.)	Not reviewed	Not reviewed		
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		
Care Management				
Case Management Case Manager Progress Notes (1 per week)	Not reviewed			
Quality of Case Manager Notes	Not reviewed			
Logs:				
Recreation/Leisure Activity Plan/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.)	Not reviewed			
Phone Log (two 10 minute phone calls per week and list of approved contacts in the UC case file)	Not reviewed			
Religious Services Log Visitor Log	Not reviewed Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	se reviewed		
Clinical Services	Not reviewed			
Disclosure Notice (completed by a clinician within 5 days of admission and prior to the UC Assessment)	Not reviewed			
Clinical Progress Notes - Individual Counseling (1 per week)	Not reviewed			

Progress Notes Related to Mental Health Services (if applicable)	Not reviewed			
Group Counseling Notes or Record (2 per week OR 1 group counseling and 1 community	Not reviewed			
meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)				
Incident Reports				
SIRS (time sensitive)	Not reviewed	Not reviewed		
Internal Incidents	Not reviewed			
Grievances	Not reviewed			
Discharge				
Family Reunification Packet (Sponsor must sign the Family Reunification Application	Not reviewed			
agreeing to the terms of the Sponsor Care Agreement. Current Version 13, Effective:				
12/28/22) Previous Version(s): 5/19/21, 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			
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			
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		
Discharge Notification		Not reviewed		
Verification of Release (Effective: 6/5/15 - Not complete unless document has a date)	Not reviewed	Not reviewed		
Log/checklist including all documents provided to UC at discharge Checklist should	Not reviewed			
include:				
Sponsor Care Agreement DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	Not reviewed Not reviewed			
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) Covid-19 Discharge Letter for Sponsors (English and Spanish versions, Current	Not reviewed Not reviewed			
Version: 1/24/23; Effective 1/28/22.)	Not reviewed			
Previous Version: 1/28/21, 6/10/21				
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;	Not reviewed			
Effective 6/10/21.) Previous Version: 6/10/21				
1707043 7073011 0, 10, 21				
Post-18 Plan (if applicable)	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	Not reviewed			
with LTBI or TB exposure)				
Copy of Order of Removal (if applicable) Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed Not reviewed			
Copy of Transcring Engineery 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		
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			
within 7 days following the 30-day mark of the UC 's release)				
Health Follow-Up Call (Revised June 4, 2021; Effective 4/6/20: Must follow up with	Not reviewed			
sponsor once between days 7-10 following UC's release. Case managers should notify DHUC if the sponsor reports the UC tested positive for COVID-19 within 10 days of				
discharge from ORR custody. The one-time check does not need to be completed for UC				
who tested positive in ORR care and recovered from COVID-19 within the past 90 days, or for UC who are fully vaccinated at the time of discharge.				
	Minimum Requirement; G	ay Fill = Important Docume	ent	
Comments:				
Trends/Patterns:				

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Diagnosis List Copies of Referrals for Medical Services

(Updated: 2/17/23)				
Reviewer:	Date:		Release Category:	
UC Name: Nationality:	A#: DOB:		Case Manager: Clinician:	
Admitted Date:	Gender:		Transfer?	
Date of Release: Orange Fill = Flores	Language(s): Minimum Requirement; Gra	ov Eill = Important Documer	Religion:	
Statige in Trocks	Hard Case-File	Portal		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 (Signed by UC within 2 hours of admission. Inventory should include clothing, cash, valuables, and personal items the UC had upon admission in the control of the cont	Not reviewed			
Clothing and Supplies distributed to UC (Should include items given to the UC at the time of admission, as well as any items given to the UC throughout their length of stay)	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 related to the "Garza v. Azar" court ruling has been completed, if applicable (48 hours, translated into UC language)	Not reviewed			
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.)	Notice			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and initialed within 24 hours of admission. 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: 02/10/14/19.	Not reviewed	Not reviewed		
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 Review)	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	Not reviewed	Not reviewed		
within 24 hours of admission)				
Documentation of Initial Medical Exam (Within 48 hours of admission, unless the minor obtained a medical exam within one calendar year while under the care of another ORR-funded care provider, and there is documentation of receiving the medical exam; Current Version - expiration: 12/31/23. Previous Version - expiration: 5/31/22, 11/30/18) *As a reminder, completion of the Initial Medical Exam form is mandatory by the healthcare provider (HCP) unless the HCP provider is employed by the grantee and enters the data directly into the UC Portal/Path during the evaluation.	Not reviewed	Not reviewed		
	Not an invest	Network		
Immunization Records Dental Exam Form: Record of dental exam(s) (Initial exam must be within 60-90 days of	Not reviewed Not reviewed	Not reviewed Not reviewed		
admission into ORR care. Effective 7/10/22. Current Version – expiration 12/31/23); Dental Exam Form must be completed by the dentist by the conclusion of all dental visits and returned to the care provider program for review and etnry into the UC Portal Health tab.				
Prescriptions (including Medication Administration Record/log)	Not reviewed			
Supplemental TB Screening Form: Must be completed by HCP or care provider program	Not reviewed			
staff. TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. Previous Version - expiration: 5/31/22; 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 (ab; 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

Medical Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	Not reviewed			
Mental Health Records (within 48 hours of a mental health visit, the health assessment form needs to be completed and information needs to be entered into the UC Portal. DHUC guidance issued July 12, 2022).	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		
			•	
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 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.)	Not reviewed	Not reviewed		
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.)				
 Initial case: review continuously updated until 30 colendar days after admission if required or 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) QR. 	Not reviewed	Not reviewed		
Subsequently every 30 calendar days after admission opens NEW UC Case Review OR	Not reviewed	Not reviewed		
a Another there is a substantial shaper in the LC's case information	Not reviewed	Not reviewed		
Anytime there is a substantial change in the UC 's case information				
Sponsor Assessment (Current version: 5/10/22; Effective: 12/6/16 - Must be initiated within 5 days of identification of the primary sponsor). Previous version(s): 7/14/21, 6/26/19	Not reviewed	Not reviewed		
Required or relevant information that was unknown during the time of the	Not reviewed	Not reviewed		
assessment is later received by the care provider. QR • Additional information is obtained from the sponsor, UC, UC is 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 - Initial must be done within 5 days of admission)	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		
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.) 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 reviewed	Not reviewed		
Educational Services				
Summary of Educational Assessment (Assessment must be administered within 72 hours, excluding weekends and holidays.)	Not reviewed	Not reviewed		
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 Management	Not reviewed			i
Case Manager Progress Notes (1 per week) Quality of Case Manager Notes	Not reviewed Not reviewed			
Logs:				
Recreation/Leisure Activity Plan/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.)	Not reviewed			
Phone Log (two 10 minute phone calls per week and list of approved contacts in the UC case file)	Not reviewed			
Religious Services Log Visitor Log	Not reviewed Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	Harreviewed		
				•
Clinical Services	Not reviewed			
Disclosure Notice (completed by a clinician within 5 days of admission and prior to the UC Assessment)	Not reviewed			
Clinical Progress Notes - Individual Counseling (1 per week)	Not reviewed			

Progress Notes Related to Mental Health Services (if applicable)	Not reviewed			
Group Counseling Notes or Record (2 per week OR 1 group counseling and 1 community	Not reviewed			
meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)				
In the A December				
Incident Reports SIRS (time sensitive)	Not reviewed	Not reviewed		
Internal Incidents	Not reviewed	Not reviewed		
Grievances	Not reviewed			
Discharge				
Family Reunification Packet (Sponsor must sign the Family Reunification Application	Not reviewed			
agreeing to the terms of the Sponsor Care Agreement. Current Version 13, Effective: 12/28/22) Previous Version(s): 5/19/21, 1/31/20; 06/27/19				
Log of Property returned/disbursedat Discharge	Not reviewed			
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			
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		
Discharge Notification		Not reviewed		
Verification of Release (Effective: 6/5/15 - Not complete unless document has a date)	Not reviewed	Not reviewed		
	Not and and			
Log/checklist including all documents provided to UC at discharge Checklist should include:	Not reviewed			
Sponsor Care Agreement	Not reviewed			
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	Not reviewed			
letter, I-360 approval notice, asylum letter etc.)				
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			
Covid-19 Discharge Letter for Sponsors (English and Spanish versions. Current Version: 1/24/23; Effective 1/28/22.)	Not reviewed			
Previous Version: 1/28/21, 6/10/21				
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				
Post-18 Plan (if applicable)	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	Not reviewed			
with LTBI or TB exposure)				
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		
regarding regional practices/ase 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			
within 7 days following the 30-day mark of the UC 's release)				
Health Follow-Up Call (Revised June 4, 2021; Effective 4/6/20: Must follow up with	Not reviewed			
sponsor once between days 7-10 following UC's release. Case managers should notify	NOLICVIEWEU			
DHUC if the sponsor reports the UC tested positive for COVID-19 within 10 days of discharge from ORR custody. The one-time check does not need to be completed for UC				
who tested positive in ORR care and recovered from COVID-19 within the past 90 days,				
or for UC who are fully vaccinated at the time of discharge.				
	Minimum Requirement; G	ray Fill = Important Docume	ent	
Comments:				
T J. /D.H				
Trends/Patterns:				

	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) Inventory of all Property and Cash (within 24 hours. Signed. Inventory should include	0	0	0	0	0						
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)	0	0	0	0	0						
Orientation Documents (48 hours, translated into UC language)											
Anknowledgment that UL received urientation in his or ner language (signed. Note in English indicating purpose of document. Should cover program rules and policies, grievance procedures, information on boundaries, abuse and neglect, and emergency	ı °	"	0		0						
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						
to contact diplomatic and consular personnel)											
Ocumentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment 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.)	0	0	0	0	0						
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)	0	0	0	0	0						
Legal Information											
Admowledgement of receiving the Legal Resource Guide at admission (Signed and 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.)	٥	0	0	0	0	0	0	0	0	0	
Colle Contiferation						Ĉ		· ·			
Birth Certificate Supporting Docs from Referring Federal Agency (uploaded within 24 hours if referred to DHS, as available; e.g. DHS docs: medical/mental health/safety concern docs, criminal/juvenile records.)	y 0	0	0	0	0	0	0	0	0	0	
					<u></u>	L				<u></u>	
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 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 UNE-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	
Immunization Records Record of Dental Exam(s) (initial > 60, but < 90 days after admission. Effective 05/02/1 Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Health Tabs; Recommendation every 6 months thereafter)	0	0	0	0	0	٥	0	0	0	0	
	0	0	0	0	0						
Prescriptions (including Prescription log.) TB Screening Results (f 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 -	0	0	0	0	0						
expiration: 11/30/18)	0				^	0	^	0	0	0	
Communicable Diseases Records of Office Violaty/ER Volts/Hospital, Surgery (Medical information should be applicated in respective section of Health tab: Montal health voits should be entered as splitted. Complaint report in the Health tab if the child is seen by a psychiatrist and/or prescribed a medication.)	0	0	0	0	0	•	0	0	0	0	
opiosities in respective section of 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 Medical or Mental Health Records (including over-the-counter medications, diagnosis,	0	0	0	0	0						
and documentation of communicable diseases if applicable)		_ ,	Ů	Ů							
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 varcination record (Provided at time of varcination Current Version:						0	0	0	0	0	
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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											
500 PD 401 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						0	0	0	0	0	
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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	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	0	0	0	0	0						
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 CES has approved the release)						0	0	0	0	0	
Release Request (verify that the FFS has approved the release) Discharge Notification						0	0	Ö	0	0	
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	0	0	0	0	0						
include: Soonsar Care Agreement	0	0	0	0	0						
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	0	Ö	0	0	0						
Educational assessments and records	0	0	0	0	0						
Change of Venue/Change of Address forms	0	Ö	0	Ö	0						
	0	0	0	0	0						
Post-release safety plan (if applicable) Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	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)	0	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	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 6/10/21.) Previous Version: 6/10/21	0	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	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	0						
Copy of Order of Removal (if applicable)	0	0	0	0	0						
Copy of Order of Removal (if applicable) Copy of Trafficking Eligibility Letter (if applicable)	0	0	0	0	0						
Copy or Framoung Eligibility Letter (If applicable)	U	0	0	0	U						
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	
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UC Case # (1-10)	Service	Date

Duration Notes