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" a
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 it
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 complet
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 respon
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 j
remain consistent across each file you review.
In these tabs, some cells are unlocked, which enables you to input information / data. Other cells, in contrast, a
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 ro
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 next
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 Indi[...]
Service from the Service column's drop-down menu.
· 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 <u>only PII</u>**
    · Enable password-protection on the checklists.
- **E-mailing UC Case File Checklists (draft and final versions) with <u>sensitive PII</u>**
    · Enable password-protection on the checklists and encrypt the e-mails.
- **UC Case File Checklists (draft and final versions) with <u>sensitive PII</u> 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 **<u>with</u> <u>sensitive PII</u>**:

      · First create a private Team space to limit staff who can access the checklist and then encrypt the file a[...]
      file accordingly.* Try to limit sensitive PII found in the checklist on MS Teams. When you move the chec[...]
      drive, 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 **<u>without</u> <u>sensitive PII</u>**:

      · First create a private Team space to limit staff who can access the checklist and then work in the chec[...]
      normally would. You might have corresponding file(s) with the sensitive PII noted for reference as you w[...]
      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.)
- Ethnic or religious affiliation in combination with other identifiable information (such as name, passport number,[...]
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-m[...]
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.

ORR/UCP Master Case File Checklist - OPEN/CLOSED
(Updated: 2/22/23)

Reviewer:		**Date:**		**Release Category:**	
UC Name:		**A#:**		**Case Manager:**	
Nationality:		**DOB:**		**Clinician:**	
Admitted Date:		**Gender:**		**Transfer?**	
Date of Release:		**Language(s):**		**Religion:**	

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

	Hard ~~Case~~ File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment *(within 24 hours)* *Ensure all medical and mental health section are fully completed.*	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 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 completed				
• 48 hours	Not reviewed			
• Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet *(Pamphlet should include care provider's P&P related to SA/SH, UC 's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)*	Not reviewed			
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual harassment. *(Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)*	Not reviewed			
Other Orientation Forms *(insert below)*	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission *(Signed and 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		
Birth Certificate		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		
EOIR docs *(Executive Office for Immigration Review)*				
Court Documents/Criminal History Records *(if applicable)*				
G-28 *(Notice of Entry of Appearance) (if UC is represented by a lawyer)*				
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)*		Not reviewed		
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 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		
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 dentist 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)*	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 the case file at discharge) Current Version - expiration: 12/31/23 05/31/22. Previous Version - expiration: 5/31/22; 11/30/18*	Not reviewed			
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		

Comment notes:

Bryson, Wanda (ACF): Removed the "4" from the "2-4 hours of admission" to focus on the requirement for shelter programs only.

Bryson, Wanda (ACF): Added the statement "Should include…"

Bryson, Wanda (ACF): New line item added in regards to "Garza v. Azar" orientation

Bryson, Wanda (ACF): Added "of admission" to (Signed and initialed within 24 hours of admission

Bryson, Wanda (ACF): Added "Review" to (Executive Office for Immigration Review)

Bryson, Wanda (ACF): Added "of admission" to (signed by care provider within 24 hours of admission)

Bryson, Wanda (ACF): Added… "Within 48 hours of admission" and "*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."

Bryson, Wanda (ACF): Added "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.

Bryson, Wanda (ACF): Added "Record"

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 12/16/16 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/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.)	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): Added "Subsequently"	Not reviewed		
• Anytime there is a substantial change in the UC 's case information		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): Added " Initial must be done within"	Not reviewed		
Individual Service Plan Update				
• Every 30 days in care AND		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 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		

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" Removed "(Effective 3/20/20 - avoid community outings due to Covid-19.)"			
Phone Log (two 10 minute phone calls per week and list of approved contacts in the UC case file)				
Religious Services Log	Not reviewed			
Visitor Log	Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed			

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 meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)	Not reviewed			

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 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	Not reviewed			
Log of Property returned/disbursed at 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, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	Not reviewed			
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			
Sponsor Care Agreement	Not reviewed			
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	Not reviewed			
Educational assessments and records	Not reviewed			
Change of Venue/Change of Address forms	Not reviewed			
Post-release safety plan (if applicable)	Not reviewed			
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed			
ORR National Call Center Flyers and Wallet Cards	Not reviewed			
Covid-19 Discharge Letter for Sponsors (English and Spanish versions. Current Version: 1/24/23; Effective 1/28/22.) Previous Version: 1/28/21, 6/10/21	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed			
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)	Not reviewed			
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed			

Transfer to another ORR Care Provider (Non-Influx Site)				
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed		
Medical Checklist for Transfers	Not reviewed	Not reviewed		
Transfer Request and Tracking Form	Not reviewed	Not reviewed		
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed		

Post-Discharge				
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC 's release)	Not reviewed			
Health Follow-Up Call (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 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.	Not reviewed			

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

Comments:				

Trends/Patterns:				

Covid-19 Update				

Reviewer:		Date:		Release Category:	
UC Name:		A#:		Case Manager:	
Nationality:		DOB:		Clinician:	
Admitted Date:		Gender:		Transfer?	
Date of Release:		Language(s):		Religion:	

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

	Hard Case File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed	Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (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 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)	Not reviewed			
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed				
• 48 hours	Not reviewed			
• Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UC 's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)	Not reviewed			
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)	Not reviewed			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgment 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)	Not reviewed			
Court Documents/Criminal History Records (if applicable)	Not reviewed			
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours 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 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 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 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)	Not reviewed			
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 - 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.)	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) OR*	Not reviewed	Not reviewed		
• *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). *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. 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)	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 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	Not reviewed			
Visitor Log	Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed			

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 meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)	Not reviewed			

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 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	Not reviewed			
Log of Property returned/disbursed at 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, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	Not reviewed			
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			
Sponsor Care Agreement	Not reviewed			
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	Not reviewed			
Educational assessments and records	Not reviewed			
Change of Venue/Change of Address forms	Not reviewed			
Post-release safety plan (if applicable)	Not reviewed			
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed			
Covid-19 Discharge Letter for Sponsors (English and Spanish versions. Current Version: 1/24/23; Effective 1/28/22.) Previous Version: 1/28/21, 6/10/21	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed			
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)	Not reviewed			
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed			

Transfer to another ORR Care Provider (Non-Influx Site)

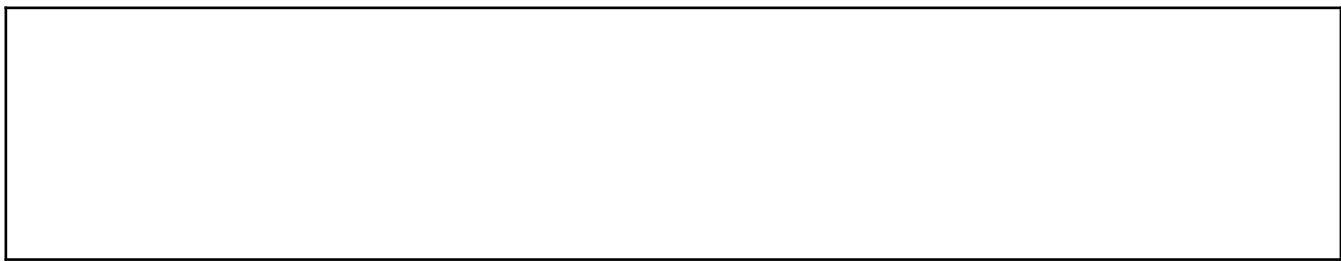|				
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed		
Medical Checklist for Transfers	Not reviewed	Not reviewed		
Transfer Request and Tracking Form	Not reviewed	Not reviewed		
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed		

Post-Discharge

Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC 's release)	Not reviewed			
Health Follow-Up Call (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 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.	Not reviewed			

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

Comments:

Trends/Patterns:

Covid-19 Update

Reviewer:		**Date:**		**Release Category:**	
UC Name:		**A#:**		**Case Manager:**	
Nationality:		**DOB:**		**Clinician:**	
Admitted Date:		**Gender:**		**Transfer?**	
Date of Release:		**Language(s):**		**Religion:**	

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

	Hard ~~Case~~ File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed	Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (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 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)	Not reviewed			
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed	■	■	■	■
• 48 hours	Not reviewed			
• Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UC 's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)	Not reviewed			
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)	Not reviewed			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and 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)	Not reviewed	Not reviewed		
Court Documents/Criminal History Records (if applicable)	Not reviewed	■		
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours 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 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 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 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 5/31/22. Previous Version - expiration: 5/31/22; 11/30/18)	Not reviewed	■		
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 - 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.)	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) OR*	Not reviewed	Not reviewed		
• *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). *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. 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)	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 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	Not reviewed	■		
Visitor Log	Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	■		

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 meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)	Not reviewed			

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 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	Not reviewed			
Log of Property returned/disbursed at 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, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	Not reviewed			
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			
Sponsor Care Agreement	Not reviewed			
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	Not reviewed			
Educational assessments and records	Not reviewed			
Change of Venue/Change of Address forms	Not reviewed			
Post-release safety plan (if applicable)	Not reviewed			
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed			
Covid-19 Discharge Letter for Sponsors (English and Spanish versions. Current Version: 1/24/23; Effective 1/28/22.) Previous Version: 1/28/21, 6/10/21	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed			
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)	Not reviewed			
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed			

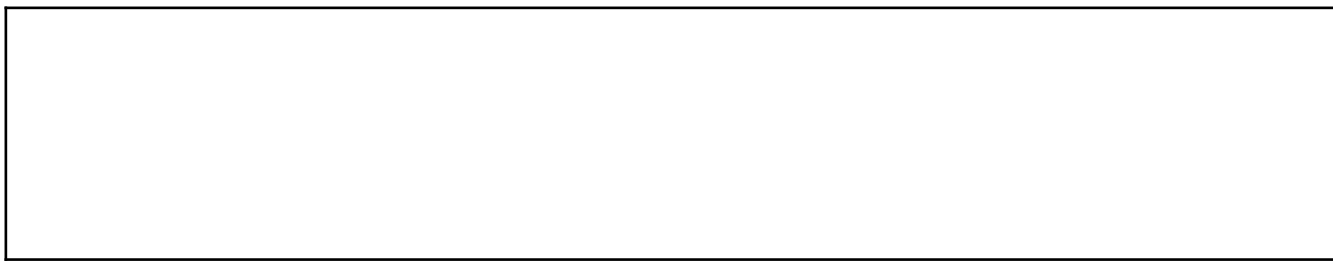| **Transfer to another ORR Care Provider (Non-Influx Site)**				
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed		
Medical Checklist for Transfers	Not reviewed	Not reviewed		
Transfer Request and Tracking Form	Not reviewed	Not reviewed		
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed		

Post-Discharge				
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC 's release)	Not reviewed			
Health Follow-Up Call (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 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.)	Not reviewed			

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

Comments:

Trends/Patterns:

Covid-19 Update

ORR/UCP Master Case File Checklist - OPEN/CLOSED

(Updated: 2/17/23)

Reviewer:		**Date:**		**Release Category:**
UC Name:		**A#:**		**Case Manager:**
Nationality:		**DOB:**		**Clinician:**
Admitted Date:		**Gender:**		**Transfer?**
Date of Release:		**Language(s):**		**Religion:**

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

	Hard ~~Case~~ File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed	Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (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 time of admission, as well as any items given to the UC throughout their length of stay)	Not reviewed	Not reviewed		
Other Admission Forms (insert below)	Not reviewed	⬛		
Orientation Documents (48 hours, translated into UC language)				
Acknowledgment that UC received Orientation in his or her language (Signed. Note in 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	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)	Not reviewed			
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed	⬛	⬛	⬛	⬛
• 48 hours	Not reviewed			
• Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UC 's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)	Not reviewed			
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)	Not reviewed			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgment 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)	Not reviewed			
Court Documents/Criminal History Records (if applicable)	Not reviewed			
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours 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 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 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 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 5/31/22. Previous Version - expiration: 5/31/22; 11/30/18)	Not reviewed	⬛		
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 - 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.)	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) OR	Not reviewed	Not reviewed		
• 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). 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. 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)	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 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	Not reviewed			
Visitor Log	Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed			

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 meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)	Not reviewed			

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 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	Not reviewed			
Log of Property returned/disbursed at 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, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	Not reviewed			
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			
Sponsor Care Agreement	Not reviewed			
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	Not reviewed			
Educational assessments and records	Not reviewed			
Change of Venue/Change of Address forms	Not reviewed			
Post-release safety plan (if applicable)	Not reviewed			
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed			
Covid-19 Discharge Letter for Sponsors (English and Spanish versions. Current Version: 1/24/23; Effective 1/28/22.) Previous Version: 1/28/21, 6/10/21	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed			
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)	Not reviewed			
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed			

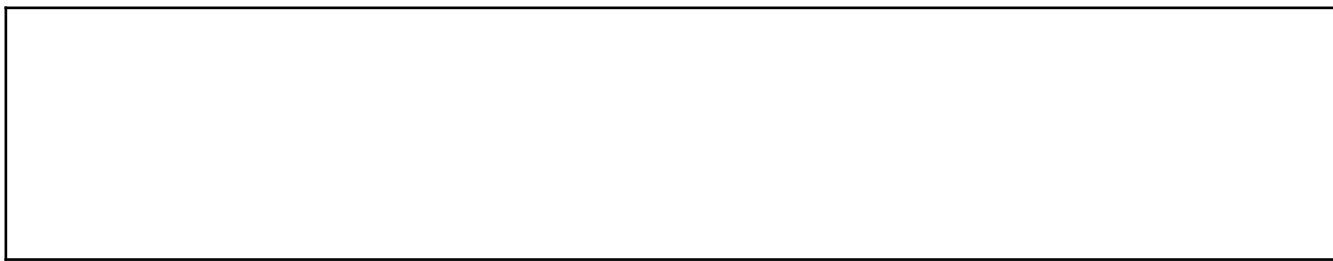| **Transfer to another ORR Care Provider (Non-Influx Site)**				
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed		
Medical Checklist for Transfers	Not reviewed	Not reviewed		
Transfer Request and Tracking Form	Not reviewed	Not reviewed		
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed		

Post-Discharge				
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC 's release)	Not reviewed			
Health Follow-Up Call (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 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.	Not reviewed			

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

Comments:

Trends/Patterns:

Covid-19 Update

Reviewer:		Date:		Release Category:	
UC Name:		A#:		Case Manager:	
Nationality:		DOB:		Clinician:	
Admitted Date:		Gender:		Transfer?	
Date of Release:		Language(s):		Religion:	

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

	Hard Case File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed	Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (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 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)	Not reviewed			
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed	■■■	■■■	■■■	■■■
• 48 hours	Not reviewed			
• Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UC 's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)	Not reviewed			
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)	Not reviewed			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and 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)	Not reviewed	Not reviewed		
Court Documents/Criminal History Records (if applicable)	Not reviewed	■■■		
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours 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 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 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 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 5/31/22. Previous Version - expiration: 5/31/22; 11/30/18)	Not reviewed	■■■		
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 - 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.)	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) OR	Not reviewed	Not reviewed		
• 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). 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. 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)	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 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	Not reviewed			
Visitor Log	Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	■		

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 meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)	Not reviewed			

Incident Reports				
SIRS (time sensitive)	Not reviewed	Not reviewed		
Internal Incidents	Not reviewed			
Grievances	Not reviewed			

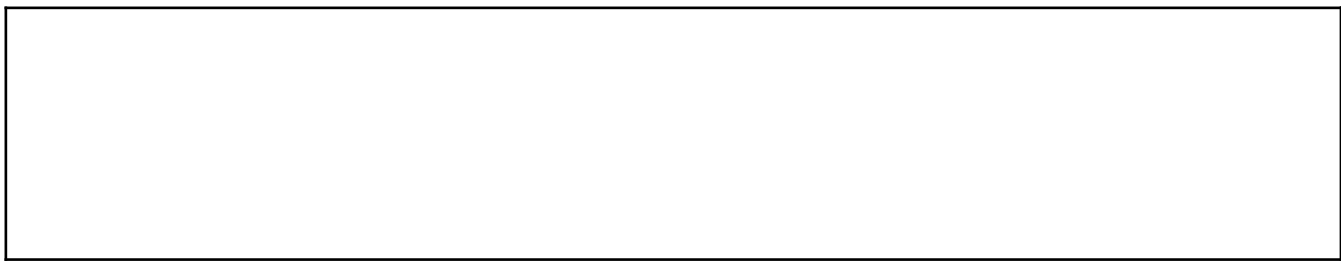| **Discharge**				
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version 13, Effective: 12/28/22) Previous Version(s): 5/19/21, 1/31/20; 06/27/19	Not reviewed			
Log of Property returned/disbursed at Discharge	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, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	Not reviewed			
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			
Sponsor Care Agreement	Not reviewed			
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	Not reviewed			
Educational assessments and records	Not reviewed			
Change of Venue/Change of Address forms	Not reviewed			
Post-release safety plan (if applicable)	Not reviewed			
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed			
Covid-19 Discharge Letter for Sponsors (English and Spanish versions. Current Version: 1/24/23; Effective 1/28/22.) Previous Version: 1/28/21, 6/10/21	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed			
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)	Not reviewed			
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed			

Transfer to another ORR Care Provider (Non-Influx Site)				
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed		
Medical Checklist for Transfers	Not reviewed	Not reviewed		
Transfer Request and Tracking Form	Not reviewed	Not reviewed		
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed		

Post-Discharge				
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC 's release)	Not reviewed			
Health Follow-Up Call (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 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.	Not reviewed			

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

Comments:

Trends/Patterns:

Covid-19 Update

ORR/UCP Master Case File Checklist - OPEN/CLOSED
(Updated: 2/17/23)

Reviewer:	**Date:**	**Release Category:**	
UC Name:	**A#:**	**Case Manager:**	
Nationality:	**DOB:**	**Clinician:**	
Admitted Date:	**Gender:**	**Transfer?**	
Date of Release:	**Language(s):**	**Religion:**	

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

	Hard Case File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed	Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (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 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)	Not reviewed			
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed				
• 48 hours	Not reviewed			
• Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UC 's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)	Not reviewed			
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)	Not reviewed			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgment 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)	Not reviewed			
Court Documents/Criminal History Records (if applicable)	Not reviewed			
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours 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 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 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 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)	Not reviewed			
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 - 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.)	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) OR*	Not reviewed	Not reviewed		
• *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). *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. 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)	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 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	Not reviewed	■		
Visitor Log	Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	■		

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 meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)	Not reviewed			

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 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	Not reviewed			
Log of Property returned/disbursed at 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, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	Not reviewed			
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			
Sponsor Care Agreement	Not reviewed			
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	Not reviewed			
Educational assessments and records	Not reviewed			
Change of Venue/Change of Address forms	Not reviewed			
Post-release safety plan (if applicable)	Not reviewed			
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed			
Covid-19 Discharge Letter for Sponsors (English and Spanish versions. Current Version: 1/24/23; Effective 1/28/22.) Previous Version: 1/28/21, 6/10/21	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed			
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)	Not reviewed			
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed			

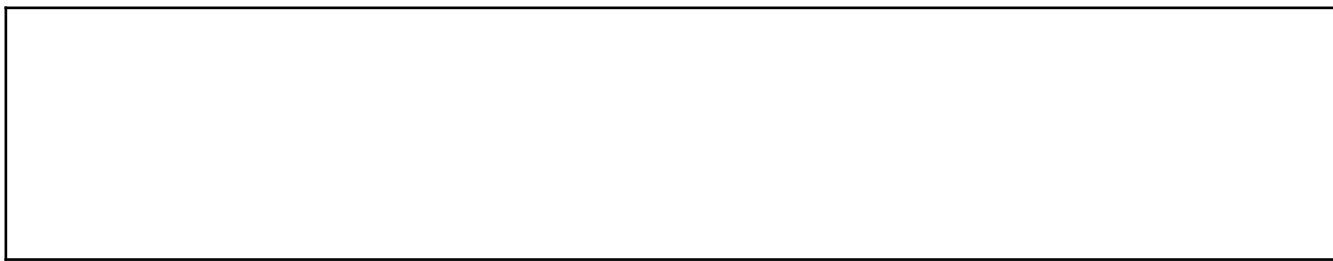| Transfer to another ORR Care Provider (Non-Influx Site)				
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed		
Medical Checklist for Transfers	Not reviewed	Not reviewed		
Transfer Request and Tracking Form	Not reviewed	Not reviewed		
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed		

Post-Discharge				
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC 's release)	Not reviewed			
Health Follow-Up Call (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 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.	Not reviewed			

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

Comments:

Trends/Patterns:

Covid-19 Update

Reviewer:		Date:		Release Category:	
UC Name:		A#:		Case Manager:	
Nationality:		DOB:		Clinician:	
Admitted Date:		Gender:		Transfer?	
Date of Release:		Language(s):		Religion:	

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

	Hard Case File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed	Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (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 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)	Not reviewed			
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed	██████	██████	██████	██████
• 48 hours	Not reviewed			
• Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UC 's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)	Not reviewed			
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)	Not reviewed			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and 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)	Not reviewed	Not reviewed		
Court Documents/Criminal History Records (if applicable)	Not reviewed	██████		
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours 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 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 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 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)	Not reviewed	██████		
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			

Item	Col1	Col2	Col3	Col4
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

Item	Col1	Col2	Col3	Col4
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/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.)	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) OR	Not reviewed	Not reviewed		
• 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). 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. 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)	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

Item	Col1	Col2	Col3	Col4
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

Item	Col1	Col2	Col3	Col4
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	Not reviewed	■		
Visitor Log	Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	■		

Clinical Services

Item	Col1	Col2	Col3	Col4
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 meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)	Not reviewed		

Incident Reports

SIRS (time sensitive)	Not reviewed	Not reviewed	
Internal Incidents	Not reviewed		
Grievances	Not reviewed		

Discharge

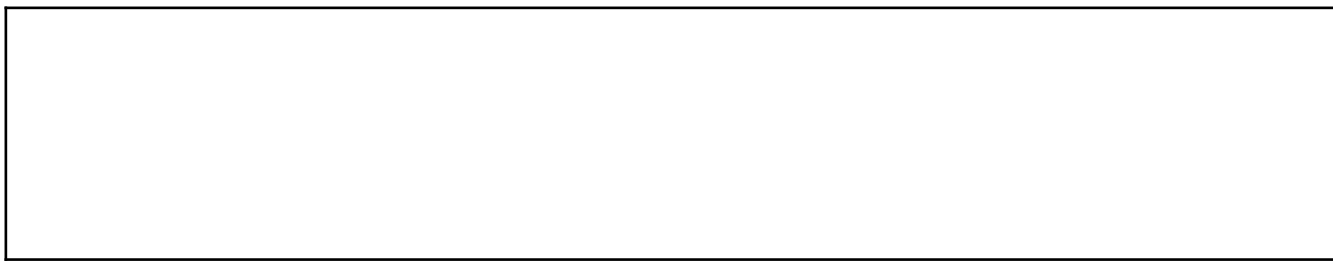|			
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version 13, Effective: 12/28/22) Previous Version(s): 5/19/21, 1/31/20; 06/27/19	Not reviewed		
Log of Property returned/disbursed at Discharge	Not reviewed		
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, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	Not reviewed		
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		
Sponsor Care Agreement	Not reviewed		
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	Not reviewed		
Educational assessments and records	Not reviewed		
Change of Venue/Change of Address forms	Not reviewed		
Post-release safety plan (if applicable)	Not reviewed		
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed		
Covid-19 Discharge Letter for Sponsors (English and Spanish versions. Current Version: 1/24/23; Effective 1/28/22.) Previous Version: 1/28/21, 6/10/21	Not reviewed		
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed		
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)	Not reviewed		
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed		

Transfer to another ORR Care Provider (Non-Influx Site)

All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed	
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed	
Medical Checklist for Transfers	Not reviewed	Not reviewed	
Transfer Request and Tracking Form	Not reviewed	Not reviewed	
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed	

Post-Discharge

Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC 's release)	Not reviewed		
Health Follow-Up Call (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 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.)	Not reviewed		

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

Comments:

Trends/Patterns:

Covid-19 Update

Reviewer:		Date:		Release Category:	
UC Name:		A#:		Case Manager:	
Nationality:		DOB:		Clinician:	
Admitted Date:		Gender:		Transfer?	
Date of Release:		Language(s):		Religion:	

Orange Fill = Flores Minimum Requirement; **Gray Fill** = Important Document

	Hard Case File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed	Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (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 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)	Not reviewed			
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed				
• 48 hours	Not reviewed			
• Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UC 's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)	Not reviewed			
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)	Not reviewed			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and 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)	Not reviewed			
Court Documents/Criminal History Records (if applicable)	Not reviewed			
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours 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 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 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 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)	Not reviewed			
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 - 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.)	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) OR	Not reviewed	Not reviewed		
• 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). 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. 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)	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 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	Not reviewed	■■■		
Visitor Log	Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	■■■		

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 meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)	Not reviewed			

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 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	Not reviewed			
Log of Property returned/disbursed at 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, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	Not reviewed			
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			
Sponsor Care Agreement	Not reviewed			
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	Not reviewed			
Educational assessments and records	Not reviewed			
Change of Venue/Change of Address forms	Not reviewed			
Post-release safety plan (if applicable)	Not reviewed			
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed			
Covid-19 Discharge Letter for Sponsors (English and Spanish versions. Current Version: 1/24/23; Effective 1/28/22.) Previous Version: 1/28/21, 6/10/21	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed			
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)	Not reviewed			
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed			

Transfer to another ORR Care Provider (Non-Influx Site)

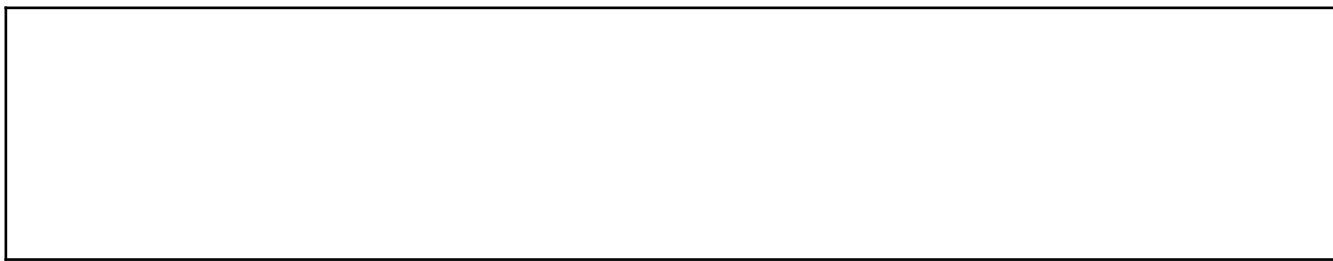|				
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed		
Medical Checklist for Transfers	Not reviewed	Not reviewed		
Transfer Request and Tracking Form	Not reviewed	Not reviewed		
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed		

Post-Discharge

Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC 's release)	Not reviewed			
Health Follow-Up Call (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 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.)	Not reviewed			

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

Comments:

Trends/Patterns:

Covid-19 Update

Reviewer:		Date:		Release Category:	
UC Name:		A#:		Case Manager:	
Nationality:		DOB:		Clinician:	
Admitted Date:		Gender:		Transfer?	
Date of Release:		Language(s):		Religion:	

Orange Fill = Flores Minimum Requirement; **Gray Fill** = Important Document

	Hard Case File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed	Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (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 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)	Not reviewed	⬛		
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed	⬛	⬛		⬛
• 48 hours	Not reviewed			
• Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UC 's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)	Not reviewed			
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)	Not reviewed			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and 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)	Not reviewed	Not reviewed		
Court Documents/Criminal History Records (if applicable)	Not reviewed	⬛		
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours 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 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 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 entry 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 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 5/31/22. Previous Version - expiration: 5/31/22; 11/30/18)	Not reviewed	⬛		
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 - 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.)	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) OR	Not reviewed	Not reviewed		
• 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). 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. 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)	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 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	Not reviewed			
Visitor Log	Not reviewed	Not reviewed		
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed			

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			

Document				
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 meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)	Not reviewed			

Incident Reports

Document				
SIRS (time sensitive)	Not reviewed	Not reviewed		
Internal Incidents	Not reviewed			
Grievances	Not reviewed			

Discharge

Document				
Family Reunification Packet (Sponsor must sign the Family Reunification Application 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	Not reviewed			
Log of Property returned/disbursed at 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, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	Not reviewed			
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			
Sponsor Care Agreement	Not reviewed			
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	Not reviewed			
Educational assessments and records	Not reviewed			
Change of Venue/Change of Address forms	Not reviewed			
Post-release safety plan (if applicable)	Not reviewed			
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed			
Covid-19 Discharge Letter for Sponsors (English and Spanish versions. Current Version: 1/24/23; Effective 1/28/22.) Previous Version: 1/28/21, 6/10/21	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed			
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)	Not reviewed			
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed			

Transfer to another ORR Care Provider (Non-Influx Site)

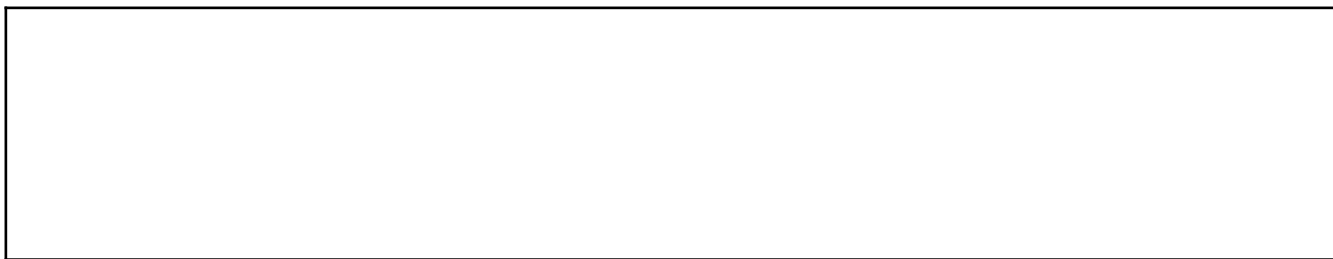| Document				
All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed		
Medical Checklist for Transfers	Not reviewed	Not reviewed		
Transfer Request and Tracking Form	Not reviewed	Not reviewed		
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed		

Post-Discharge

Document				
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 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.	Not reviewed			

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

Comments:

Trends/Patterns:

Covid-19 Update

Reviewer:		Date:		Release Category:	
UC Name:		A#:		Case Manager:	
Nationality:		DOB:		Clinician:	
Admitted Date:		Gender:		Transfer?	
Date of Release:		Language(s):		Religion:	

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

	Hard Case File	Portal	Date	Notes
Admission Documents				
Initial Intakes Assessment (within 24 hours)	Not reviewed	Not reviewed		
Placement Authorization Form (signed by care provider within 24 hours.)	Not reviewed	Not reviewed		
UC Photo (within 24 hours) (Recommendation only: Babies every 6 months; All other UC annually)	Not reviewed	Not reviewed		
Inventory of all Property and Cash (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 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)	Not reviewed			
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed				
• 48 hours	Not reviewed			
• Refresher every 90 days	Not reviewed			
Documentation that UC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UC 's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)	Not reviewed			
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	Not reviewed			
Acknowledgement of receiving information regarding local and/or national service providers and organizations that provide services to victims of sexual abuse and sexual harassment. (Signed. Information UC received should include names, descriptions, addresses and phone numbers of national/local organizations.)	Not reviewed			
Other Orientation Forms (insert below)	Not reviewed			
Legal Information				
Acknowledgment 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)	Not reviewed			
Court Documents/Criminal History Records (if applicable)	Not reviewed			
G-28 (Notice of Entry of Appearance) (if UC is represented by a lawyer)	Not reviewed			
Authorization for Release of Records (if applicable)	Not reviewed			
Medical Documents				
Authorization for Medical, Dental, and Mental Health Care (signed by care provider within 24 hours 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 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 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 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 5/31/22. Previous Version - expiration: 5/31/22; 11/30/18)	Not reviewed			
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 - 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.)	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) OR	Not reviewed	Not reviewed	
• 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). 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. 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)	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 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	Not reviewed		
Visitor Log	Not reviewed	Not reviewed	
Stipend Log (Only if stipends are mandated by state licensing)	Not reviewed	███████	

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 meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)	Not reviewed			

Incident Reports

SIRS (time sensitive)	Not reviewed	Not reviewed		
Internal Incidents	Not reviewed			
Grievances	Not reviewed			

Discharge

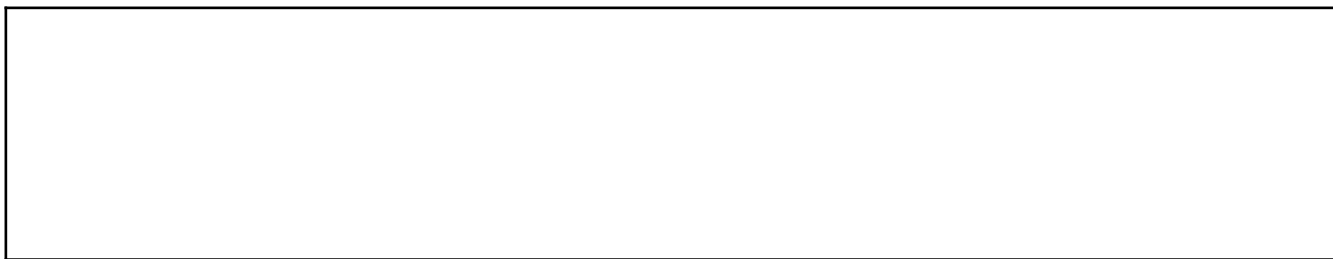|				
Family Reunification Packet (Sponsor must sign the Family Reunification Application agreeing to the terms of the Sponsor Care Agreement. Current Version 13, Effective: 12/28/22) Previous Version(s): 5/19/21, 1/31/20; 06/27/19	Not reviewed			
Log of Property returned/disbursed at Discharge	Not reviewed			
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, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	Not reviewed			
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			
Sponsor Care Agreement	Not reviewed			
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility letter, I-360 approval notice, asylum letter etc.)	Not reviewed			
Educational assessments and records	Not reviewed			
Change of Venue/Change of Address forms	Not reviewed			
Post-release safety plan (if applicable)	Not reviewed			
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	Not reviewed			
Covid-19 Discharge Letter for Sponsors (English and Spanish versions. Current Version: 1/24/23; Effective 1/28/22.) Previous Version: 1/28/21, 6/10/21	Not reviewed			
Official COVID-19 vaccination record (Provided at time of vaccination and should be in the child's discharge packet at the time of unification. Current Version: 1/28/22; Effective 6/10/21.) Previous Version: 6/10/21	Not reviewed			
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)	Not reviewed			
Copy of Trafficking Eligibility Letter (if applicable)	Not reviewed			

Transfer to another ORR Care Provider (Non-Influx Site)

All Family Reunification Forms and Supporting Documentation	Not reviewed	Not reviewed		
Care Provider Family Reunification Checklist	Not reviewed	Not reviewed		
Medical Checklist for Transfers	Not reviewed	Not reviewed		
Transfer Request and Tracking Form	Not reviewed	Not reviewed		
Notice of Transfer to ICE Chief Counsel COA/COV (If applicable. Note: Refer to FFS regarding regional practices/use of this form)	Not reviewed	Not reviewed		

Post-Discharge

Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC 's release)	Not reviewed			
Health Follow-Up Call (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 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.)	Not reviewed			

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

Comments:

Trends/Patterns:

Covid-19 Update

	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.)	0	0	0	0	0	0	0	0	0	0	
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	
Inventory of all Property and Cash (within 24 hours. Signed. Inventory should include clothing/cash kept by program and clothing/cash returned to UC. Log should be updated as UC receives additional property during his/her stay.)	0	0	0	0	0						
Clothing and Supplies distributed to UC	0	0	0	0	0						
Other Admission Forms (insert below)	0	0	0	0	0						
Orientation Documents (48 hours, translated into UC language)											
Acknowledgment that UC received Orientation in his or her language (Signed. Note in English indicating purpose of document. Should cover program rules and policies, grievance procedures, information on boundaries, abuse and neglect, and emergency and evacuation procedures.)	0	0	0	0	0						
Documentation that an Orientation on Sexual Abuse and Sexual Harassment has been completed											
• 48 hours	0	0	0	0	0						
• Refresher every 90 days	0	0	0	0	0						
Documentation that UC Received Program Pamphlet (Pamphlet should include care provider's P&P related to SA/SH, UC's Right and Responsibilities related to SA/SH, how to contact diplomatic and consular personnel)	0	0	0	0	0						
Documentation that UC Received ORR Pamphlet on Sexual Abuse and Harassment	0	0	0	0	0						
Acknowledgment 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						
Other Orientation Forms (insert below)	0	0	0	0	0						
Legal Information											
Acknowledgement of receiving the Legal Resource Guide at admission (Signed and initialed within 24 hours. Current Version: 04/04/19. Previous Versions: 09/20/16, 02/09/15, 05/10/13, 02/14/13, 10/22/12. List for CA - Current Version: 07/26/16.)	0	0	0	0	0	0	0	0	0	0	
Birth Certificate	0	0	0	0	0	0	0	0	0	0	
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.)	0	0	0	0	0	0	0	0	0	0	
EOIR docs (Executive Office for Immigration)	0	0	0	0	0						
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)	0	0	0	0	0						
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 within one calendar year while under the care of another ORR-funded care provider. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)	0	0	0	0	0	0	0	0	0	0	
Immunization Records	0	0	0	0	0	0	0	0	0	0	
Record of Dental Exam(s) (Initial > 60, but < 90 days after admission. Effective 05/02/17 Portal: Initial Dental Exam, regardless of final outcome, should be recorded in the Health Tab; Recommendation every 6 months thereafter)	0	0	0	0	0	0	0	0	0	0	
Prescriptions (including Prescription log.)	0	0	0	0	0						
TB Screening Results (if diagnosed with latent TB (LTBI), check if there is a letter in the case file at discharge. Current Version - expiration: 05/31/22. Previous Version - expiration: 11/30/18)	0	0	0	0	0						
Communicable Diseases	0	0	0	0	0	0	0	0	0	0	
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.)	0	0	0	0	0	0	0	0	0	0	
Diagnosis List	0	0	0	0	0						
Copies of Referrals for Medical Services	0	0	0	0	0						
Medical or Mental Health Records (including over-the-counter medications, diagnosis, and documentation of communicable diseases if applicable)	0	0	0	0	0						
UC Request for Emergency and Non-Emergency Health Care Services (Care providers must respond to non-emergency requests within 24 to 48 hours, excluding weekends and holidays.)	0	0	0	0	0						
Official COVID-19 vaccination record (Provided at time of vaccination. Current Version: 1/28/22; Effective 6/10/21. Scanned copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21						0	0	0	0	0	
COVID-19 Vaccine Sponsor Letter (Current Version: 1/28/22; Effective 6/10/21. Scanned copy uploaded to File section of UC Portal Health Tab) Previous Version: 6/10/21						0	0	0	0	0	
Assessments											
Risk Assessment											
• Within 72 hours	0	0	0	0	0	0	0	0	0	0	
• Updated every 30 days	0	0	0	0	0	0	0	0	0	0	
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.)	0	0	0	0	0	0	0	0	0	0	
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/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.)	0	0	0	0	0	0	0	0	0	0	
• 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) OR	0	0	0	0	0	0	0	0	0	0	
• Every 30 calendar days after admission NEW UC Case Review OR	0	0	0	0	0	0	0	0	0	0	
• Anytime there is a substantial change in the UC's case information	0	0	0	0	0	0	0	0	0	0	
Sponsor Assessment (Current version: 7/14/21; Effective: 12/6/16 - Within 5 days of identification of the primary sponsor. If information is not complete or collected by day 7, then CM should include a status update in UC Case Review.) Previous version(s): 6/26/19	0	0	0	0	0	0	0	0	0	0	
• Required or relevant information that was unknown during the time of the assessment is later received by the care provider. OR	0	0	0	0	0	0	0	0	0	0	
• 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.	0	0	0	0	0	0	0	0	0	0	
Individual Service Plan (Effective: 12/6/16 - Within 5 days.)	0	0	0	0	0	0	0	0	0	0	
Individual Service Plan Update											
• Every 30 days in care OR	0	0	0	0	0	0	0	0	0	0	
• Any time there is a substantive change in UC's case information	0	0	0	0	0	0	0	0	0	0	
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.	0	0	0	0	0	0	0	0	0	0	
Educational Services											
Summary of Educational Assessment (Assessment must be administered within 72	0	0	0	0	0	0	0	0	0	0	
Educational Plan ("Plan" should include information on UC class placement, curriculum/course descriptions, and Records (academic reports, progress notes.)	0	0	0	0	0	0	0	0	0	0	
Class Attendance (Effective 1/2/19)	0	0	0	0	0	0	0	0	0	0	
Case Management											
Case Manager Progress Notes (1 per week)	0	0	0	0	0						
Quality of Case Manager Notes	0	0	0	0	0						
Logs:											
Recreation/Leisure Activity Log ("Recreation" - 1 hr outdoor large muscle (weather permitting) daily, 1 hr leisure daily; increases to 3 hr outdoor when school not in session. PE cannot count towards this requirement.) (Effective 3/20/20 - avoid community outings due to Covid-19.)	0	0	0	0	0						
Phone Log (two 10 minute phone calls per week and list of approved contacts in the UC case file)	0	0	0	0	0						
Religious Services Log	0	0	0	0	0						
Visitor Log	0	0	0	0	0	0	0	0	0	0	
Stipend Log (Only if stipends are mandated by state licensing)	0	0	0	0	0						
Clinical Services											
Clinical Progress Notes - Individual Counseling (1 per week)	0	0	0	0	0						
Quality of Clinical Notes	0	0	0	0	0						
Progress Notes Related to Mental Health Services (if applicable)	0	0	0	0	0						
Group Counseling Notes or Record (2 per week OR 1 group counseling and 1 community meeting; should include acculturation and adaptation services such as developing social and interpersonal skills)	0	0	0	0	0						
Incident Reports											
SIRS (time sensitive)	0	0	0	0	0	0	0	0	0	0	
Internal Incidents	0	0	0	0	0						
Grievances	0	0	0	0	0						

Discharge

Document											
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/disbursed at Discharge	0	0	0	0	0						
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.)	0	0	0	0	0						
Release Request (verify that the FFS has approved the release)						0	0	0	0	0	
Discharge Notification						0	0	0	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 include:	0	0	0	0	0						
Sponsor Care Agreement	0	0	0	0	0						
DHS and Immigration case related documents (i.e. Form I-862, trafficking eligibility	0	0	0	0	0						
Educational assessments and records	0	0	0	0	0						
Change of Venue/Change of Address forms	0	0	0	0	0						
Post-release safety plan (if applicable)	0	0	0	0	0						
Zika Letter and Fact Sheet (if applicable) (Effective: 06/14/16)	0	0	0	0	0						
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	0	0	0	0	0						
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 Trafficking Eligibility Letter (if applicable)	0	0	0	0	0						

Transfer to another ORR Care Provider (Non-Influx Site)

Document											
All Family Reunification Forms and Supporting Documentation	0	0	0	0	0	0	0	0	0	0	
Care Provider Family Reunification Checklist	0	0	0	0	0	0	0	0	0	0	
Medical Checklist for Transfers	0	0	0	0	0	0	0	0	0	0	
Transfer Request and Tracking Form	0	0	0	0	0	0	0	0	0	0	
Notice of Transfer to ICE Chief Counsel COA/COV (if applicable. Note: Refer to FFS regarding regional practices/use of this form)	0	0	0	0	0	0	0	0	0	0	

Post-Discharge

Document						
Safety & Well Being Follow-up Call (Effective: 3/14/16; all call attempts must be made within 7 days following the 30-day mark of the UC's release)	0	0	0	0	0	
Health Follow-Up Call (Effective 4/6/20: Must follow up with sponsor for 14 days after release date; document if UC is experiencing acute respiratory symptoms)	0	0	0	0	0	

Orange Fill = Flores Minimum Requirement; Gray Fill = Important Document

Comments:

Trends/Patterns:

Covid-19 Update

Effective 3/20/20 delays in meeting deadlines due to Covid-19 related contraints must be documented

UC Case # (1-10)	Service	Date

Duration	**Notes**