State Refugee Coordinator Interview Guide
ORR Data Modernization Effort

Facilitator(s):	Date:

Introduction Script

Thank you for agreeing to join this meeting. I'm [NAME] and this is my colleague [NAME], and we work in the Office of Refugee Resettlement (ORR). As you may recall, ORR is in the initial stages of reevaluating its data collection processes and performance measures. To inform this initiative, ORR is conducting interviews with state refugee coordinators and state refugee health coordinators to learn about states' current data collection practices and your thoughts on potential changes and improvements to ORR's data collection requirements.

We will ask some questions to better understand how you collect data for reporting to ORR, any challenges you may experience, and how you use these data. There are no right or wrong answers to any of our questions. Our goal is to gather information that can be used to make changes and improvements to ORR's programs and services.

Our meeting will last up to 45 minutes. Please know that your participation in this meeting is voluntary. You may choose to not answer any question and may stop participating in the meeting at any time.

Participant(s):

Participant Name	Participant Position Title

Interview Questions:

1. **Current reporting:** How do you currently receive client-level data from your sub-recipients, and how is that data aggregated and sent to ORR?
   - *How does this differ by program, type of sub-recipient, and/or type of ORR report (ORR-5, ORR-6, etc.)?*
   - *Is set-aside program data sent to you with client-level data or is it aggregated by the sub-recipient?*

2. **Existing issues:** What challenges do you experience with the way you currently collect and report data to ORR?

3. **Quality assurance:** Please describe your quality assurance processes for reviewing sub-recipient data before reporting the data to ORR.

4. **Direct upload:** *[If this state administers the URM Program, include recognition of the fact that URM sub-recipients already directly upload data into RADS in your question phrasing.]* How would your [non-URM] data collection, including any quality assurance processes, change if sub-recipients were able to directly upload data into RADS? What challenges do you anticipate if other, [non-URM] sub-recipients could directly upload data into RADS?

Data usage:

5a. Do you use the data ORR requires for your own programmatic oversight or operations?
   - *If so, which data do you use, and how do you use it?*

5b. To what extent does ORR's data collection capture the most important aspects of the programs you administer?

6. **Recommendations:** What recommendations do you have for ORR regarding how grantee-reported data is collected? In a perfect world, how would you choose to provide and report client data to ORR?