THE PAPERWORK RED
compliance with ORR
average 1.0 hour per
the collection of inforr
collection of informati
information please co

Staff Secure Addenc
The ORR/UCP Mast
Restrictive Setting (
for: 100% of the UC
(Note: all reference

Reviewer:
UC Name:
Nationality:
Admitted Date:
Date of Release:

Admission/Orientation - *Notific*
Within 48 hours of admission, th requirements: • NOP uploaded into UC Portal a • Appropriate box(es) noting rea • Documentation that NOP was • UC's signature and date on NO refused to sign the Notice of Pla • Section C: Reasons for Restrict (RTC) sections) • NOP distributed as required by (Note: Check to confirm the adr

The decision to initially place or
completion, the case review sum
file. Case Manager maintains the
• UC's basic biographical inform
• Background information on th
• Summary of case review discu
• Summary of evidence
• Care provider's recommendati
• Case coordinator's name, reco
• Federal Field Specialist's name
• Signature of note taker (typica

Note: Appendix 1.6 30-Day Restr
completed but can be utilized to

If Spanish version of NOP is (or D
uploaded to the UC Portal and m
Note: ORR Policy team and the s
and Pashto versions) to the UC P

Notice of Bond Hearing

The staff secure facility 'initial o
(Note: care provider should be p
https://www.acf.hhs.gov/orr/po

Within 48 hours of Admission, d
or at a later date.

If Flores bond hearing has been
Portal to see if Flores bond hear
review the request form and 'mo
provider notified ORR of the req

30 Day Reviews - Notification o

The 30-Day Restrictive Placemer
Portal. A new NOP is documente
are also applicable to the 30 day
For example:
• NOP uploaded into UC Portal a
• Appropriate box(es) noting rea
• Documentation that NOP was
• UC's signature and date on NO
refused to sign the Notice of Pla
• Section C: Reasons for Restrict
(RTC) sections)
• NOP distributed as required by
(Note: confirm that the 30 day r
Facilities (Version 5.1)

Case managers working in coord
o Attestations from law enforcer
o Criminal history, including but
records, etc. This may include do
o Records pertaining to a UC's d
government institutions.
o Interviews with the UC's famil
o Track behavioral SIRs indicativ
perpetrator.
o Information that indicates a U

Documentation that clinical sess
for restrictive placement.

If there is a decision to continue
makes it highly and substantiall
documented in the UC file and u

Transfer Request

If there is a transfer to a secure
request to transfer to secure an
(If applicable.)

For a step down approved to a l
provider to transfer the UC to, t

Comments:

UCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpos
policies and procedures related to case file maintenance during unlicensed facility
response for the care provider and 6.0 hours for the contractor monitor, including t
nation. This is a mandatory collection of information (Homeland Security Act, 6 U.S
on subject to the requirements of the Paperwork Reduction Act of 1995, unless it di
ntact UCPolicy@acf.hhs.gov.

dum (Revised: 12/9/2022) to the ORR/UCP Master Case File Checklist (10/11
er Case File Checklist is fully applicable to children in staff secure care. This A
***NOP)*, related NOP 30 day reviews, bond hearing requests (if any), placemer**
currently in care and all transfers out of the staff secure facility during the la
s to 'UC' are fully applicable if the child is a 'UAM'.)

***ation of Placement in a Restrictive Setting* (NOP) and Intakes Placement Checklist**

ne Notice of Placement in a Restrictive Setting (NOP)(P-4/Version 5/Revised 11/21/2022) is completed with the following

and copy maintained in UC case file
ason for placement marked and summary of placement decision provided
explained in UC's language entered in UC Portal and UC case file
P (If the UC refused to sign the NOP, the care provider checked the box for “Please check this box ONLY if the child
cement”)
ive Placement, the Staff Secure Facility section completed (rather than the Secure Facility or Residential Treatment Center

the UC Manual of Procedures Section 1: Placement in ORR Care Provider Facilities (Version 5.1)

nission NOP is in substantial compliance with these and other requirements detailed in UC MAP Section 1)

continue placement of a UC in the staff secure is supported by clear and convincing evidence. Prior to the NOP
nmary is fully documented to include the detailed evidentiary record, uploaded to the UC Portal and included in the UC
e following review information:
ation
e case
ssion

ion, including names and titles of those making recommendations, and basis for it
mmendation and basis for it
, decision and basis for it
lly the case manager)

rictive Placement Case Review form is available in The UC Manual of Procedures (UC MAP). It is not required to be
ensure the review details and evidentiary record are detailed, uploaded to the UC Portal and maintained in the UC file.

Dari and Pashto versions are) completed, a summary of evidence supporting the placement was completed in English and
naintained in the UC case file.
pecial populations team require that this be accomplished by uploading both an English NOP and Spanish NOP (or Dari
Portal and that maintained in UC case file.

rientation packet' includes the *Request for Flores Bond Hearing* form.
providing UC the current undated form which can be located in *Key Documents for the Unaccompanied Children Program:*
licy-guidance/unaccompanied-children-program.)

ocumented that UC was informed in a language that UC understands that can request a Flores bond hearing immediately

requested by UC, staff secure care provider has documented compliance with ORR guidance. (Note: check UC file and UC
ing was requested. If applicable, the monitor needs to review both related email and file documents by requesting to
otion' documents. Ask the care provider to provide monitor the email submission to ORR. Check the email to see if care
uest at ORR BondHearings@acf.hhs.gov within 1 business day (absent exigent circumstances).

f Placement in a Restrictive Setting (NOP) and Case Review Documentation

nt Case Review is completed in accordance with UC MAP Section 1, documented in the UC file, and uploaded to the UC
ed every 30 days the UC remains in the staff secure – restrictive placement. Requirements for completing NOP previously
review NOPs.

and copy maintained in UC case file
ason for placement marked and summary of placement decision provided
explained in UC's language entered in UC Portal and UC case file
P (If the UC refused to sign the NOP, the care provider checked the box for “Please check this box ONLY if the child
cement”)
ive Placement, the Staff Secure Facility section completed (rather than the Secure Facility or Residential Treatment Center

the UC Manual of Procedures Section 1: Placement in ORR Care Provider Facilities (Version 5.1)
eview NOP is in substantial compliance with requirements detailed in UC MAP Section 1. Placement in ORR Care Provider

lination with the FFS, obtain the following information, as applicable:
ment.
not limited to police records, arrest records, court records (including Saravia and Flores hearings), probation
ocuments retrieved from foreign governments.
angerousness obtained from non-law enforcement entities, including schools, child welfare agencies or other

y or other caregivers.
e of dangerousness or flight risk, this includes destruction of property and SA SIRs in which the UC is a

C may not be a danger, including reports from schools, counselors (including from the UC's current placement).

ions focus, in part, on the UC's dangerousness, threats to self, others or the community and any issues effecting the need

the placement in a restrictive facility, the **Evidentiary Record** demonstrates that the available information about the UC
y more likely that the child poses a danger to themselves or other, and/or poses an escape risk. This **Evidentiary Record** is
uploaded to the UC Portal.

care provider, the evidentiary record has been documented in the UC's case file and uploaded to the UC Portal prior to a
d has been included with the Transfer Request File.

ess restrictive environment, if the transfer has not been completed within 7 days due to problems finding a suitable care
ne case manager has documented efforts to resolve the delay in the UC Case Review notes. (If applicable.)

C

se of this information collection is to allow ORR
quarterly site visits. Public reporting burden fo
he time for reviewing instructions, gathering a
.C. 279). An agency may not conduct or spons
isplays a currently valid OMB control number. I

./2022)

Addendum details the additional requirem
nt review panels (if any) and transfers. The
ast six months.

Date:		Release Category:
A#:		Case Manager:
DOB:		Clinician:
Gender:		Transfer?
Language(s):		Religion:

CF	Portal	Date

contractor monitors to document care provider
r this collection of information is estimated to
nd maintaining the data needed, and reviewing
or, and a person is not required to respond to, a
lf you have any comments on this collection of

ents related to the *Notice of Placement in a* staff secure addendum must be completed

Notes

□