

# Program-Level Event Report and Addendum (Form A-10D)

## Data Entry Window

OMB 0970-0547 [valid through MM/DD/YYYY]

New SIR: Program-Level Event Report

### Status

\* Status

Draft

### Event Details

\* Event ID

Search Event...



### PLE Report Details

#### Category

Available

Other  
Death (non-UAC)  
Major Disturbance  
Natural Disaster  
Stop Placement  
Infectious Disease O...

Chosen

#### Natural Disaster

Available

Earthquake  
Flood  
Tornado  
Wildfire  
Hurricane

Chosen

#### Death (Non-UAC)

Available

Program Staff  
Other Adult  
Non-UAC Child  
Other Person

Chosen

#### Major Disturbance

Available

Shooting  
Terrorist Attack  
Riot  
Protest

Chosen

#### Stop Placement

Available

Licensing Violation  
Health and Safety Issue  
Death of Child  
Major Disturbance  
Natural Disaster  
Public Health Emerge...  
ORR Policy Violation

Chosen

Other Subcategory ⓘ

SIR Submission  
Due Date

Date

Time



SIR Submission  
Date/Time

Date

Time



### Incident Information

\* Description of  
Incident

Was the UAC or  
Anyone Else  
Injured?

--None--

Specify how the  
UAC/Anyone Else  
Injured

Was the UAC or  
Anyone Else  
Evacuated?

--None--

Specify if the  
UAC/Anyone Else  
Evacuated

Internal Investigation?	--None--	Date Investigation Completed	<input type="text"/>
Results/Findings of Investigation	<input type="text"/>		
Staff Response and Intervention	<input type="text"/>		
Follow-up and/or Resolution	<input type="text"/>		
Media or External Affairs Involvement	--None--	Explain Media or External Affairs Involv	<input type="text"/>
Captured on Program Video Footage	--None--	Date Footage Reviewed by Program	<input type="text"/>
If Yes, What was Finding of Footage?	<input type="text"/>	If No, Why was Footage not available?	<input type="text"/>

**Reporting**

SIR/PLE Report Disposition ! --None--

**CPS**

Is CPS Different From State Licensing	--None--	Date/Time of Report	Date	Time
Reported to CPS	--None--		<input type="text"/>	<input type="text"/>
Agency Name	<input type="text"/>	Contact Name	<input type="text"/>	
Contact Method	--None--			
Phone	<input type="text"/>	Email	<input type="text"/>	
Was the Incident Investigated?	--None--	If not reported to CPS, Explain	<input type="text"/>	
Case/Confirmation Number	<input type="text"/>	Date Notified of Incident Investigation	<input type="text"/>	
Explain CPS Action	<input type="text"/>	Attach Report/Findings	--None--	
Results/Findings of Investigation	<input type="text"/>			

**State Licensing**

Reported To State Licensing	--None--	Date/Time Of Report	Date	Time
			<input type="text"/>	<input type="text"/>
Agency Name	<input type="text"/>	Contact Name	<input type="text"/>	
Contact Method	--None--			
Phone	<input type="text"/>	Email	<input type="text"/>	
Was the Incident Investigated?	--None--	If not reported to St Licensing, Explain	<input type="text"/>	
Case/Confirmation Number	<input type="text"/>	Date Notified of Incident Investigation	<input type="text"/>	
Explain State Licensing Action	<input type="text"/>	Attach Report/Findings	--None--	
Results/Findings of Investigation	<input type="text"/>			

**Local Law Enforcement**

Reported to Law Enforcement	--None--	Date/Time Of Report	Date	Time
			<input type="text"/>	<input type="text"/>
Agency Name	<input type="text"/>	Officer Badge	<input type="text"/>	
Officer Name	<input type="text"/>			
Contact Method	--None--			
Phone	<input type="text"/>	Email	<input type="text"/>	
Was the Incident Investigated?	--None--	If not reported to Law Enforcement, Exp..	<input type="text"/>	

Case/Confirmation Number	<input type="text"/>	Date Notified of Incident Investigation	<input type="text"/>
Explain Law Enforcement Action	<input type="text"/>	Attach Report/Findings	--None--
Results/Findings of Investigation	<input type="text"/>		

**Certification**

I confirm that I have completed all...

Title  Printed Name

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to allow ORR care provider programs to inform ORR of events that may affect the entire care provider facility, such as an active shooter or natural disaster. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Homeland Security Act, 6 U.S.C. 279). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information please contact [UACPolicy@acf.hhs.gov](mailto:UACPolicy@acf.hhs.gov).

UAC-A-10D [Rev. MM/DD/YYYY]

## Program-Level Event Report Page

Editable page created after Save is clicked in the data entry window.

SIR

**SIR-000000141**

Record Type

Program-Level Event Report

Draft

Submitted

Addendum in Draft

Addendum Submitted

Created in Error

**Details**    [Send SIR/PLE Email](#)

Status

▼ **Event Details**

Program Name	Event ID
Event Type	Synopsis of Event
Event Start Date/Time	Event End Date/Time
Approximate Event Date <input checked="" type="checkbox"/>	Event Occurred in ORR Care
Location of Event	Location (if at Care Provider)
Location (if DHS Custody)	
Date/Time Reported to Care Provider	

▼ **PLE Report Details**

Category	Gang Affiliation
SIR Submission Due Date	Natural Disaster
SIR Submitted on Time <input type="checkbox"/>	Death (Non-UAC)
	Major Disturbance
	Stop Placement
	Other Subcategory
	SIR Submission Date/Time

▼ **Incident Information**

Description of Incident	Specify how the UAC/Anyone Else Injured
Was the UAC or Anyone Else Injured?	Specify if the UAC/Anyone Else Evacuated
Was the UAC or Anyone Else Evacuated?	Date Investigation Completed
Internal Investigation?	

Results/Findings of Investigation ✓

Staff Response and Intervention ✓

Follow-up and/or Resolution ✓

Media or External Affairs Involvement ✓

Captured on Program Video Footage ✓

If Yes, What was Finding of Footage? ✓

Explain Media or External Affairs Involv. ⓘ ✓

Date Footage Reviewed by Program ✓

If No, Why was Footage not available? ✓

Disposition of Incident

Disposition of Incident ✓

Incident Review Form Submitted ⓘ ✓

Reporting

SIR/PLE Report Disposition ⓘ ✓

CPS

Is CPS Different From State Licensing ✓

Reported to CPS ✓

Agency Name ✓

Contact Method ✓

Phone ✓

Was the Incident Investigated? ✓

Case/Confirmation Number ✓

Explain CPS Action ✓

Results/Findings of Investigation ✓

Date/Time of Report ✓

Contact Name ✓

Email ✓

If not reported to CPS, Explain ✓

Date Notified of Incident Investigation ✓

Attach Report/Findings ✓

State Licensing

Reported To State Licensing ✓

Agency Name ✓

Contact Method ✓

Phone ✓

Was the Incident Investigated? ✓

Case/Confirmation Number ✓

Explain State Licensing Action ✓

Results/Findings of Investigation ✓

Date/Time Of Report ✓

Contact Name ✓

Email ✓

If not reported to St Licensing, Explain ⓘ ✓

Date Notified of Incident Investigation ✓

Attach Report/Findings ✓

Local Law Enforcement

Reported to Law Enforcement ✓

Agency Name ✓

Officer Name ✓

Contact Method ✓

Phone ✓

Was the Incident Investigated? ✓

Case/Confirmation Number ✓

Explain Law Enforcement Action ✓

Results/Findings of Investigation ✓

Date/Time Of Report ✓

Officer Badge ✓

Email ✓

If not reported to Law Enforcement, Exp... ⓘ ✓

Date Notified of Incident Investigation ✓

Attach Report/Findings ✓

Certification

I confirm that I have completed all... ⓘ ✓

Title ✓

Created By ✓

Printed Name ✓

Last Modified By ✓

Addendum Details

Description of Addendum Changes ⓘ ✓

Collaborators (0)

New Change Owner

Individuals Involved in Incident (0)

New

**SIR Notifications (0)** New

**Addendums (0)**

**SIR History (1)** ⚙️ 🔄  
 1 Item • Updated a few seconds ago

Date	Field	User	Original Va...	New Value
11/24/2020, 4:10 PM	Created.			

[View All](#)

**Documents (0)** Refresh

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## Collaborators Data Entry Windows

New feature that allows case manager or ORR staff to give read/write access to other users. Restricted to granting access to individuals inside their organization or to ORR staff.

New Collaborators

---

Select a record type

SIR Collaborators  
 Monitoring Collaborator

New Collaborators: SIR Collaborators

---

Information

Collaborator ID  
 SIR

\*User

New Collaborators: Monitoring Collaborator

---

Information

Record Type Monitoring Collaborator  
 Collaborator ID  
 Monitoring

\*User

## Individuals Involved in Incident Data Entry Window

New feature that allows case managers to link profiles of care provider staff or UAC that are already in the system to the SIR.

New Individuals Involved in Incident

Information

Name	<input type="text" value="Search Profiles..."/>	Type	--None--
Role	--None--	* SIR	<input type="text" value="SIR-000000126"/>
Individual ID		Notes	<input type="text"/>

## SIR Notifications Data Entry Window

Allows case managers to manually add an individual to whom they are reporting the SIR. ORR staff members assigned to the care provider are pre-populated in the table and do not need to be added manually. This replaces the following tables in the current version of the SIR: ORR Notifications, Other Notifications, and Reporter and Follow-up Contact.

New SIR Notification

Information

SIR Notification ID	* SIR	<input type="text" value="SIR-000000126"/>		
User	<input type="text" value="Search People..."/>	Contact Profile	<input type="text" value="Search Profiles..."/>	
Type	--None--	Title	--None--	
Consent to Communicate	--None--	Notes	<input type="text"/>	
Date Notified	Date <input type="text"/>	Time <input type="text"/>	Notification Method	--None--

## Documents Data Entry Window

New feature that allows documents to be attached directly to the SIR.

Add File Details

Record Type

\* Title

\* Document Type

Date Document Issued (if applicable)

Date Received

Expiration Date

Description

Verified by Government Agency/Consulate

Entry

Individual

Adult Contact Relationship

File 1 of 1

## Addendum Data Entry Window

Case managers complete the two fields below and then make edits or add information to the SIR.

Add Addendum

<p>* Addendum Reason</p> <p>--None--</p>	<p>* Description of Addendum Changes</p> <div style="border: 1px solid #ccc; height: 40px;"></div>
--	--

## Send SIR/PLE Email

Case managers use the in-system email to send a copy of the SIR to parties who are required to be notified. Email addresses auto-populate from the SIR Notifications table. The email subject line and information in the body of the email are also auto-populated.

Details **Send SIR/PLE Email**

Notification Email

\* From:

To:  Cc Bcc

Subject: Standard SIR EV-000116

Font  Size  **B** *I* U A

*Remember to download the PDF, encrypt it with a unique password, and upload it to the email prior to submission. The password must be sent in a separate email. You must also ensure that no PII is included in the subject line or body of the email, or in the name of the attached PDF.*

Please see attached SIR and advise if you have any questions, comments, or concerns.

Care Provider:

Event#:

Synopsis of Event:

Reporter:

Related To:



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**Administration for Children & Families**  
**Office of Refugee Resettlement**

## Program-Level Event Report

EVENT DETAILS	
<b>Program Name:</b>	<b>Event ID:</b>
<b>Event Type:</b>	<b>Synopsis of Event:</b>
<b>Event Start Date/Time</b> <b>Approximate Event</b>	<b>Event End Date/Time</b>
<b>Date:</b> <input checked="" type="checkbox"/>	<b>Event Occurred in ORR Care:</b>
<b>Location of Event</b>	<b>Location (if at Care Provider)</b>
<b>Location (if in DHS Custody)</b>	<b>Date/Time Reported to Care Provider</b>

PROGRAM-LEVEL EVENT DETAILS	
<b>Category:</b>	<b>Natural Disaster:</b>
	<b>Death (Non-UAC)</b>
	<b>Major Disturbance</b>
	<b>Public Health Emergency</b>
	<b>Stop Placement</b>
<b>PLE Report Submission Due Date</b>	<b>PLE Report Submission Date/Time:</b>
<b>PLE Report Submission on Time</b> <input type="checkbox"/>	

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# Program-Level Event Report

## Office of Refugee Resettlement

INCIDENT INFORMATION	
<b>Description of Incident</b>	
<b>Was the UAC or Anyone Else Injured?</b>	<b>Specify</b>
<b>Actions Taken:</b>	
<b>Was the UAC or Anyone Else Evacuated?</b>	<b>Specify</b>
<b>Internal Investigation?</b>	<b>Date Investigation Completed</b>
<b>Results/Findings of Investigation</b>	
<b>Staff Response and Intervention</b>	
<b>Follow-up and/or Resolution</b>	
<b>Media or External Affairs Involvement</b>	<b>Explain Media or External Affairs Involvement</b>
<b>Captured on Program Video Footage</b>	<b>Date Footage Reviewed by Program</b>
<b>If Yes, What was Finding of Footage?</b>	<b>If No, Why was Footage not available?</b>

REPORTING	
<b>State Licensing:</b>	
<b>Reported to State Licensing</b>	<b>Date/Time of Report</b>
<b>If Not Reported to State Licensing, Explain</b>	
<b>Was the Incident Investigated?</b>	<b>Date Notified the Incident will be investigated</b>
<b>Case/Confirmation Number</b>	<b>Attach Report/Findings</b>
<b>Explain State Licensing Action</b>	
<b>Results/Findings of Investigation</b>	
<b>Local Law Enforcement:</b>	
<b>Reported to Law Enforcement</b>	<b>Date/Time of Report</b>
<b>If Not Reported to Law Enforcement, Explain</b>	

# Program-Level Event Report

## Office of Refugee Resettlement

<b>Officer Name</b>	<b>Officer Badge</b>
<b>Was the Incident Investigated?</b>	<b>Date Notified the Incident will be investigated</b>
<b>Case/Confirmation Number</b>	<b>Attach Report/Findings</b>
<b>Explain Law Enforcement Action</b>	
<b>Results/Findings of Investigation</b>	

AFFECTED INDIVIDUAL			
Type	Name	Role	Note

ORR NOTIFICATIONS					
Title	Name	Email	Phone	Date Notified	Method

REPORTER & FOLLOW-UP					
Title	Name	Email	Phone	Date Notified	Method

CERTIFICATION	
I confirm that I have completed all the required sections and the information is accurate.	<input checked="" type="checkbox"/>
<b>Print Name:</b>	<b>Submitted By:</b>
<b>Title:</b>	<b>Date:</b>