**Call Logs Tab - DISPLAY**

|  |  |  |
| --- | --- | --- |
| **Details** | **Legal** | **Call Logs** |

**Restricted Contacts List (## COUNT) –** *System Generated*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Name** | **Relationship to UAC** | **Proof of Relationship** | **Phone Number** | **Contact Approved**  |
| *(Auto Populate)* | *(Auto Populate)* | *(Auto Populate)* | *(Auto Populate)* | *(Auto Populate)* |

 **Authorized Contacts List (##COUNT) *-*** *SYSTEM GENERATED*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contact Name** | **Relationship to UAC** | **Proof of Relationship** | **Phone Number** | **Contact Approved**  | **Call Supervision Required?** |
| *(Auto Populate)* | *(Auto Populate)* | *(Auto Populate)* | *(Auto Populate)* | *(Auto Populate)* | *(Auto Populate)* |

**>|New Contact**

**>|New Contact**

**>|Add New Call**

**UAC Call Log (## COUNT) –** *System Generated*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contact Name** | **Date of Call** | **Call Duration** | **Supervision Required?** | **Supervised by:** | **Call Method** |
| **<Dropdown Menu>** (-Select One – *Authorized Contacts List: NAME 1; NAME 2, etc.)* | **<Pop Up Calendar>** (MM/DD/YYYY**)** | *(Open Text)* | *(Auto Populate)* | *(Open Text)* | ***<Dropdown Menu>*** (-Select One- *Phone; Video call)* |

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to allow case managers to create a list of authorized and restricted contacts to ensure safe communication for the UC and document the details of phone calls made by a UAC. Public reporting burden for this collection of information is estimated to average 0.08 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, and Trafficking Victims Protection Reauthorization Act, 8 U.S.C. 1232). 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.

**Authorized and Restricted Contacts List Data Entry Window**

New Relationship: Family Friend

|  |
| --- |
| **Family & Friends Details** |
| \*First Name | *(Open Text)* | \*Type | **<Dropdown Menu>** |
| \*Last Name | *(Open Text)* | \*Relationship to UAC | **<Dropdown Menu>** |
| \*UAC | *(Auto-Populate)* | DOB | **<Pop-Out Calendar>** |
| Address | *(Open Text)* | \*Phone | *(Open Text)* |
| Last Contact with This Person? | **<Pop-Out Calendar>** | Current Location  | *(Open Text)* |
| Country | **<Dropdown Menu>** |
| **Common Child Information (Not in ORR)**  |
| Child First Name | *(Open Text)* | Child Current Location | *(Open Text)* |
| Child Last Name | *(Open Text)* | Other Parent Information | *(Open Text)* |
| Child DOB | *(Open Text)* |
| **Contact Details** |
| Proof of Relationship | **<Dropdown Menu>** | Contact Restricted Date | **<Pop-Out Calendar>** |
| Notes | *(Open Text)* | Contact Unrestricted Date | **<Pop-Out Calendar>** |
| Contact Approved Date | **<Pop-Out Calendar>** | Unrestricted Notes | *(Open Text)* |
| Contact Discontinued Date | **<Pop-Out Calendar>** | Contact Type | **<Dropdown Menu>** |
| Discontinued Notes  | *(Open Text)* | Call Supervision Required? | **<Dropdown Menu> Yes; No** |
| **System Information** |
| Record Type | Admission Assessment | *(Open Text Search Bar)* |
|  |

**>|Save**

**>| Save & New**

**>|New**

|  |
| --- |
| **Family & Friends Details** |
| \*First Name | *(Open Text)* | \*Type | **<Dropdown Menu>** |
| \*Last Name | *(Open Text)* | \*Relationship to UAC | **<Dropdown Menu>** |
| \*UC | *(Auto-Populate)* | DOB | **<Pop-Out Calendar>** |
| Address | *(Open Text)* | \*Phone | *(Open Text)* |
| Last Contact with This Person? | **<Pop-Out Calendar>** | Current Location  | *(Open Text)* |
| Country | **<Dropdown Menu>** |
| **Common Child Information (Not in ORR)**  |
| Child First Name | *(Open Text)* | Child Current Location | *(Open Text)* |
| Child Last Name | *(Open Text)* | Other Parent Information | *(Open Text)* |
| Child DOB | *(Open Text)* |
| **Contact Details** |
| Proof of Relationship | **<Dropdown Menu>** | Contact Restricted Date | **<Pop-Out Calendar>** |
| Notes | *(Open Text)* | Contact Unrestricted Date | **<Pop-Out Calendar>** |
| Contact Approved Date | **<Pop-Out Calendar>** | Unrestricted Notes | *(Open Text)* |
| Contact Discontinued Date | **<Pop-Out Calendar>** | Contact Type | **<Dropdown Menu>** |
| Discontinued Notes  | *(Open Text)* | Call Supervision Required? | **<Dropdown Menu> Yes; No** |
| **System Information** |
| Record Type | Admission Assessment | *(Open Text Search Bar)* |
|  |

**UAC Authorized/ Restricted Call List and Call Log – UAC Contact Profile Display**

**Relationship**: *(Profile Name)* SYSTEM GENERATED

|  |  |
| --- | --- |
| **>| Edit** | **>| Delete** |

**Details**

|  |
| --- |
| **Family & Friends Details** |
| \*First Name | *(Auto-Populate) editable* | \*Type | *(Auto-Populate) editable* |
| \*Last Name | *(Auto-Populate) editable* | \*Relationship to UAC | *(Auto-Populate) editable* |
| Age | *SYSTEM GENERATED* | DOB | *(Auto-Populate) editable* |
| \*UAC | *(Auto-Populate)*  | \*Phone | *(Auto-Populate) editable* |
| Address | *(Auto-Populate) editable* | Current Location  | *(Auto-Populate) editable* |
| Last Contact with This Person? | *(Auto-Populate) editable* | Country | *(Auto-Populate) editable* |
| **Common Child Information (Not in ORR)**  |
| Child First Name | *(Auto-Populate) editable* | Child Age | *SYSTEM GENERATED* |
| Child Last Name | *(Auto-Populate) editable* | Child Current Location | *(Auto-Populate) editable* |
| Child DOB | *(Auto-Populate) editable* | Other Parent Information | *(Auto-Populate) editable* |
| **Contact Details** |
| Proof of Relationship | *(Auto-Populate) editable* | Contact Restricted Date | *(Auto-Populate) editable* |
| Notes | *(Auto-Populate) editable* | Contact Unrestricted Date | *(Auto-Populate) editable* |
| Contact Approved Date | *(Auto-Populate) editable* | Unrestricted Notes | *(Auto-Populate) editable* |
| Contact Discontinued Date | *(Auto-Populate) editable* | Contact Type | *(Auto-Populate) editable* |
| Discontinued Notes  | *(Auto-Populate) editable* | Call Supervision Required? |  **Yes/ No** |
| **System Information** |
| Created By | *(Auto-Populate)* | Last Modified By | *(Auto-Populate)* |
| Record Type | *(Auto-Populate)* | Admission Assessment | *(Auto-Populate) editable* |

|  |  |  |
| --- | --- | --- |
| **Relationship History (## - Count) –** *SYSTEM GENERATED**## Count Item – Updated ## (time duration since previous update)*  | Single gear with solid fill*(Settings)* | Refresh with solid fill*(Reload)* |
| *SYSTEM GENERATED Item list* | **Date** | **Field** | **User** | **Original Value** | **New Value** |
| 1 | <Popup Calendar Auto-populate | *(Auto-Populate)* | *(Auto-Populate)* | *(Auto-Populate)* | *(Auto-Populate)* |
| **>| View All** |

**UAC Authorized/ Restricted Call List and Call Log – UAC Call Log Data Entry Window**