



Administration for Children and Families

Office of Refugee Resettlement

Individual Service Plan (S-13)

UAC Portal Version with Integrated UC Path Features

DATA ENTRY WINDOW: UC Path New Admission Assessment – Individual Service Plan

Information			
Assessment Status	<Dropdown Menu> (- Select One- Pending; Complete)		
System Information			
Submitted Date	<Pop-up Calendar> MM/DD/YYYY		
	> Cancel	> Save & New	> Save

DATA ENTRY WINDOW: UC Path Mandatory Services

New Service: Mandatory			
Service*	<Dropdown Menu> (-Select One- Orientation, Assessment, Medical, Education; Recreation & Leisure Time; Individual Counseling; Group Counseling; Access to Religious Services; Case Management; Legal Orientation; Vocation)		
Task*	<Dropdown Menu> (*Conditional Logic* See Ref. Table 3: ISP Task)		
Person Responsible*	(Open Text)	Notes:	(Open Text)
Dates			
Service Start Date*	<Pop-up Calendar> MM/DD/YYYY	Service End Date	<Pop-up Calendar> MM/DD/YYYY
Frequency*	(Open Text)		
	> Cancel	> Save & New	> Save

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is used by care providers to document all services provided to the child. Public reporting burden for this collection of information is estimated to average 0.33 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.

DATA ENTRY WINDOW: UC Path Other Services

New Service: Optional			
Service*	<Dropdown Menu> (-Select One- Orientation, Assessment, Medical, Education; Recreation & Leisure Time; Individual Counseling; Group Counseling; Access to Religious Services; Case Management; Legal Orientation; Vocation; None)		
Task*	<Dropdown Menu> (*Conditional Logic* See Ref. Table 3: ISP Task)	Notes:	(Open Text)
Person Responsible*	(Open Text)		
Dates			
Service Start Date*	<Pop-up Calendar> MM/DD/YYYY	Service End Date	<Pop-up Calendar> MM/DD/YYYY
Frequency*	(Open Text)		
	> Cancel	> Save & New	> Save

DATA ENTRY WINDOW: Documents Upload Tab

Add File Details			
Record Type:	<Dropdown Menu> (-Select One- See <i>Records Type List</i>)		
Title	(Open Text)		
Document Type	<Dropdown Menu> (-Select One- See Ref Table 1: Document Type List)		
Date Document Issued (if Applicable)	<Pop-up Calendar> MM/DD/YYYY		
Date Received:	<Pop-up Calendar> MM/DD/YYYY		
Expiration Date (if applicable):	<Pop-up Calendar> MM/DD/YYYY	Description:	(Open Text)
			> Save

DATA ENTRY WINDOW: ISP Certification Tab

Certification (Case Manager)			
List Team Individuals who Contributed to ISP:*	(Open Text)		
1 I confirm that I have completed all of the required sections and the information is accurate to the best of my knowledge			
Printed Name:*	<Search Field> (Help Text:	Title	(Auto-Populate)

	Search undefined...)		
Translator Name: *	(Open Text)	Language: *	<Dropdown Menu> (-Select Language- See Ref. Table 2: Languages)
			> Save
System Information			
Created by:	SYSTEM GENERATED	Last Modified by:	SYSTEM GENERATED
		Submitted Date/Time:	SYSTEM GENERATED

DISPLAY: UAC Portal ISP with Integrated UC Path Features – REDLINE CHANGES

UAC Basic Information				
 Photo of Child	First Name:	(Auto Populate)	AKA:	(Auto Populate)
	Last Name:	(Auto Populate)	Status:	(Auto Populate)
	Date of Birth:	(Auto Populate)	Admitted Date:	(Auto Populate)
	A#:	(Auto Populate)	Length of Stay:	System Generated
	Country of Birth:	(Auto Populate)	Current Program:	(Auto Populate)
	Sex:	(Auto Populate)	Portal ID:	(Auto Populate)
		Physical Location of the Child: (Auto populate – Source UAC Portal Discharge Tab)		

Individual Service Plan			
Case Manager	(Auto Populate)	Clinician	(Auto-Populate)
Assessment Status:	(Auto-Populate)		
Does the child have a 504 Service Plan?	(Auto-Populate)		
System Information			
Submitted Date	(Auto-Populate) MM/DD/YYYY		

Service	Task	Frequency	Start Date	End Date	Person Responsible
Orientation	Program Orientation	One Time	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
Assessment	UAC Assessment	One Time	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
Medical	Medical Exam w/in 48 Hours of Admission	One Time	(Auto-Populate)	(Auto-Populate)	(Auto-Populate)

			MM/DD/YYYY	MM/DD/YYYY	
Education	Assessment	One Time	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
	Plan	One Time	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
	Classes	Daily	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
Recreation and Leisure	Large Muscle Activity and Leisure Time	1 hour of each/ weekday; 5 hours total/ weekends	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
Individual Counseling	Session	Once Weekly	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
Group Counseling	Session	Twice Weekly (or once weekly with community meeting)	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
Access to Religious Services	Attendance	Upon Request	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
Case Management	Discharge Planning; Family Reunification	Ongoing Once Weekly Meetings with UAC for updates	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
Legal Orientation	KYR Presentation; Confidential Legal Consultation	One time each	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
Vocation	Training Activities	Once Weekly	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)

Other Services					
Service	Tasks	Frequency	Start Date	End Date	Person Responsible
Auto-Populate	Auto-Populate	Auto-Populate	Auto-Populate	Auto-Populate	Auto-Populate
Auto-Populate	Auto-Populate	Auto-Populate	Auto-Populate	Auto-Populate	Auto-Populate
Auto-Populate	Auto-Populate	Auto-Populate	Auto-Populate	Auto-Populate	Auto-Populate

Certification (Case Manager)			
List Team Individuals Who Contributed to ISP:*	Auto-Populate		
1 I confirm that I have completed all of the required sections and the information is accurate to the best of my knowledge			
Printed Name:*	(Auto-Populate)	Title	(Auto-Populate)
Translator Name:*	(Auto-Populate)	Language:*	(Auto-Populate)
System Information			
Created by:	SYSTEM GENERATED	Last Modified by:	SYSTEM GENERATED
		Submitted Date/ Time:	SYSTEM GENERATED
Certificate			
Signature:	(Auto-Populate)	Date:	(Auto-Populate)
Print Name:	(Auto-Populate)	Title:	(Auto-Populate)

APPENDIX: A – UC Path User Interface

The images below depict the user interface design for Individual Service Plan data entry and display as contemplated for UC Path, currently approved under the Services Provided to Unaccompanied Alien Children information Collection (OMB# 0970-0553)

DATA ENTRY:

New Admission Assessment: Individual Service Plan

Information

Assessment ID

* Admission

Entry-00001026

* Assessment Status

Pending

System Information

Submitted DateTime

Date

Time

Cancel

Save & New

Save

New Contract: Mandatory

Service Information

Contract Number

Individual Service Plan

Assessment-00000076

* Service

--None--

* Entity Name

* Task

Notes

* Person Responsible

Dates

* Contract Start Date

Contract End Date

* Frequency

Cancel

Save & New

Save

Add File Details

Record Type

* Title Verified by Government Agency/Consulate

* Document Type Entry

Date Document Issued (if applicable) Individual

Date Received Adult Contact Relationship

Expiration Date

Description

File 1 of 1 Save

DISPLAY:



Admission Assessment

Individual Service Plan

Assessment ID: Assessment-00000076 Admission: Entry-00001026 UAC: Maria Gon...

Generate Assessment

UAC Basic Information

Open

A #	435435353	AKA	MG	Gender	Female
DOB	11/2/2015	Age	5	COB	Argentina
Status	Admitted	Current Program	Childrens Village ABC	Admitted DateTime	8/31/2020, 10:09 AM
LOC	38.00	LOS	63	Gender Other	

Basic Information

Documents Certification

Individual Service Plan Basic Information

Case Manager Clinician

Mandatory Services (3)

New ✕

Service ID	Service	Task	Frequency	Start Date	End Date	Person Resp...

Other Services (0)

New ✕

Pending Submitted

Assessment Status: Pending

✓ Mark Assessment Status as Complete

Basic Information

Documents

Certification

Documents (1)

Refresh

Add Documents

Title ↑	Original ... ▾	Record T... ▾	Other Do... ▾	Descripti... ▾	Date Rec... ▾	Created By ▾	Created ... ▾
1							

Pending

Submitted

Assessment Status: Pending

✓ Mark Assessment Status as Complete

Basic Information

Documents

Certification

Certification (Case Manager)

* List Team Members who Contributed to ISP

☐ I confirm that I have completed all of the required sections and the information is accurate to the best of my knowledge.

* Printed Name ⓘ

Search undefined... 🔍

Title

* Translator Name

* Language

Save

System Information

Created By

Legacy Id

Last Modified By

Submitted DateTime

Pending

Submitted

Assessment Status: Pending

✓ Mark Assessment Status as Complete

Shannon Herboldsheimer, 12/10/2020, 4:28 PM

APPENDIX B: Reference Tables

Reference Table 1: Document Type

<Dropdown Menu> (- Select Document Type- UAC Identity Document; Sponsor's Authorization for Release of Information; Sponsor's Family Reunification Application; Sponsor's Supporting Documents; Household Member Documents; Adult Caregiver Documents; Proof of Sponsor-UAC Relationship; Proof of Address; Cancelled Sponsor Application Documents; Case Management Notes; Clinical Notes; Home Study Report; PRS Report; UAC DHS/ Legal Documents; L-3 Form; Notification of Concern; 504 Service Plan (S-25); Other)

Reference Table 2: Languages

<Dropdown Menu> (- Select Language - Spanish; Acateco; K'iche'; Q'eqchi; Mam; Non-verbal; Sign Language; Unknown Dialect; Achi; Albanian; Arabic; Armenian; Asante; Awakatek; Azerbaijani; Bambara; Bengali; Cantonese Chinese; Chatino; Chechen; Chorti; Chuj; Creole - Haitian (French); Creole - Spanish; Czech; Dari; Dutch; Eman; English; Ewe; Fanti; Farsi (Persian); French; Fujianese; Fulani; Fuzhou; Ga; Garifuna; Georgian; German; Gujarati; Haryanvi; Hausa; Hebrew; Hindi; Hungarian; Italian; Ixil; Jacatelco (Popti); Japanese; Kaqchikel; Kikongo; Korean; Kotokoli; Kurdish; Kyrgyz; Lachi; Latvian; Lenka; Lingala; Malinke; Mandarin Chinese; Mandingo; Marwari; Maya; Mazatec; Miskito; Mixteco; Mopan; Nahuatl; Nepali; Otomi; Pashai; Pashto; Patois; Polish; Poqomam; Poqomchi; Portugese; Pular; Punjabi; Qanjolal; Quechua; Rohingya; Romani (Gypsy); Romanian; Russian; Serbian; Sipakapense; Slovak; Somali; Soinke; Susu; Swahili; Sylheti; Tajik; Tamil; Tarahumara; Tectiteco; Telugu; Thai; Thibetan; Tigrinya; Tlapanec; Tojolabal; Triqui; Turkish; Twi; Tzeltal; Tzotzil; Tz'utujil; Ukrainian; Urdu; Uspanteko; Uzbek; Vietnamese; Wolof; Yoruba; Zaghawa; Zapotec; Zarma; Zoque)

Reference Table 3: ISP Task Options Conditional Logic

If this "Service" is selected in the New Services (Mandatory or Optional) data entry window...	...Then these options auto-populate the "Task" field in the New Contract data entry window
Orientation	Program Orientation
Assessment	UAC Assessment
Medical	Medical Exam w/in 48 Hours of Admission; Other - Specify
Education	Assessment; Plan; Classes; Other - Specify
Recreation and Leisure	Large Muscle Activity and Leisure Time; Other - Specify
Individual Counseling	Session; Other - Specify
Group Counseling	Session; Other - Specify
Access to Religious Services	Attendance; Other - Specify
Case Management	Discharge Planning; Family Reunification; Other - Specify
Legal Orientation	KYR Presentation; Confidential Legal Consultation; Other - Specify
Vocation	Training Activities; Other - Specify