



# 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 <a href="#">Ref. Table 3: ISP Task</a> )		
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](mailto:UACPolicy@acf.hhs.gov).

## DATA ENTRY WINDOW: UC Path Other Services

New Service: Optional			
<b>Service*</b>	<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)		
<b>Task*</b>	<Dropdown Menu> (*Conditional Logic* See <a href="#">Ref. Table 3: ISP Task</a> )	<b>Notes:</b>	(Open Text)
<b>Person Responsible*</b>	(Open Text)		
Dates			
<b>Service Start Date*</b>	<Pop-up Calendar> MM/DD/YYYY	<b>Service End Date</b>	<Pop-up Calendar> MM/DD/YYYY
<b>Frequency*</b>	(Open Text)		
	<a href="#">&gt; Cancel</a>	<a href="#">&gt; Save &amp; New</a>	<a href="#">&gt; Save</a>

## DATA ENTRY WINDOW: Documents Upload Tab


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

## DATA ENTRY WINDOW: ISP Certification Tab

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

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

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

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

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

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

			MM/DD/YYYY	MM/DD/YYYY	
<b>Education</b>	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)
<b>Recreation and Leisure</b>	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)
<b>Individual Counseling</b>	Session	Once Weekly	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
<b>Group Counseling</b>	Session	Twice Weekly (or once weekly with community meeting)	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
<b>Access to Religious Services</b>	Attendance	Upon Request	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
<b>Case Management</b>	Discharge Planning; Family Reunification	Ongoing Once Weekly Meetings with UAC for updates	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
<b>Legal Orientation</b>	KYR Presentation; Confidential Legal Consultation	One time each	(Auto-Populate) MM/DD/YYYY	(Auto-Populate) MM/DD/YYYY	(Auto-Populate)
<b>Vocation</b>	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)			
<b>List Team Individuals Who Contributed to ISP:*</b>	Auto-Populate		
<b>1</b> I confirm that I have completed all of the required sections and the information is accurate to the best of my knowledge			
<b>Printed Name:*</b>	(Auto-Populate)	<b>Title</b>	(Auto-Populate)
<b>Translator Name:*</b>	(Auto-Populate)	<b>Language:*</b>	(Auto-Populate)
System Information			
<b>Created by:</b>	SYSTEM GENERATED	<b>Last Modified by:</b>	SYSTEM GENERATED
		<b>Submitted Date/ Time:</b>	SYSTEM GENERATED
Certificate			
<b>Signature:</b>	(Auto-Populate)	<b>Date:</b>	(Auto-Populate)
<b>Print Name:</b>	(Auto-Populate)	<b>Title:</b>	(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



## 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
<b>Orientation</b>	Program Orientation
<b>Assessment</b>	UAC Assessment
<b>Medical</b>	Medical Exam w/in 48 Hours of Admission; Other - Specify
<b>Education</b>	Assessment; Plan; Classes; Other - Specify
<b>Recreation and Leisure</b>	Large Muscle Activity and Leisure Time; Other - Specify
<b>Individual Counseling</b>	Session; Other - Specify
<b>Group Counseling</b>	Session; Other - Specify
<b>Access to Religious Services</b>	Attendance; Other - Specify
<b>Case Management</b>	Discharge Planning; Family Reunification; Other - Specify
<b>Legal Orientation</b>	KYR Presentation; Confidential Legal Consultation; Other - Specify
<b>Vocation</b>	Training Activities; Other - Specify