



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=""> (-</dropdown>				
	Select One- Pending;				
	Complete)				
System Information	System Information				
Submitted Date	<pop-up calendar=""> MM/DD/</pop-up>	YYYY			
	<u>> Cancel</u>	> Save 8	<u>& New</u>	<u>> Save</u>	

DATA ENTRY WINDOW: UC Path Mandatory Services

DATA ENTRY WINDOW: UC Path Mandatory Services				
	New Service: M	landatory		
Service*	<dropdown menu=""> (-Select</dropdown>			
	One- Orientation, Assessment,			
	Medical, Education;			
	Recreation & Leisure Time;			
	Individual Counseling; Group			
	Counseling; Access to Religious			
	Services; Case Management;			
	Legal Orientation; Vocation)			
Task*	<dropdown menu=""></dropdown>			
	(*Conditional Logic* See <u>Ref.</u>			
	<u>Table 3: ISP Task</u>)			
Person Responsible*	(Open Text)	Notes:	(Open Text)	
Dates				
Service Start Date*	<pop-up calendar=""></pop-up>	Service End Date	<pop-up calendar=""></pop-up>	
	MM/DD/YYYY	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 <a href="https://doi.org/10.1016/journal.org/10.1016/journ

DATA ENTRY WINDOW: UC Path Other Services

	New Service	e: Optional	
Service*	<dropdown menu=""> (-Select</dropdown>		
	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=""></dropdown>	Notes:	(Open Text)
	(*Conditional Logic* See		
	Ref. Table 3: ISP Task)		
Person Responsible*	(Open Text)		
Dates			
Service Start Date*	<pop-up calendar=""></pop-up>	Service End Date	<pop-up calendar=""></pop-up>
	MM/DD/YYYY		MM/DD/YYYY
Frequency*	(Open Text)		
	> Cancel	> Save & New	> Save

DATA ENTRY WINDOW: Documents Upload Tab

	Add File Details			
Record Type:	<dropdown menu=""> (-Select</dropdown>	One- See Records Type List)		
Title	(Open Text)			
Document Type	<dropdown menu=""> (-</dropdown>			
	Select One- See <u>Ref Table</u>			
1: Document Type List)				
Date Document Issued (if	<pop-up calendar=""></pop-up>			
Applicable)	MM/DD/YYYY			
Date Received:	<pop-up calendar=""></pop-up>			
	MM/DD/YYYY			
Expiration Date (if	<pop-up calendar=""></pop-up>	Description:	(Open Text)	
applicable):	MM/DD/YYYY			
			> Save	

DATA ENTRY WINDOW: ISP Certification Tab

Certification (Case Manager)				
List Team Individuals who	Individuals who (Open Text)			
Contributed to ISP:*				
1 I confirm that I have comp	leted all of the required sectio	ns and the information is accu	rate to the best of my	
knowledge				
Printed Name:*	<search field=""> (Help Text:</search>	Title	(Auto-Populate)	

	Search undefined)		
Translator Name: *	(Open Text)	Language: *	<dropdown menu=""> (-Select</dropdown>
			Language- See <u>Ref. Table 2:</u>
			<u>Languages</u>)
			<u>> Save</u>
System Information			> Save
System Information Created by:	SYSTEM GENERATED	Last Modified by:	> Save SYSTEM GENERATED

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

UAC Basic Information				
	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)
Photo of Child	Sex:	(Auto Populate)	Portal ID:	(Auto Populate)
	Physical Location o	f the Child:	(Auto populate – Sour	ce UAC Portal Discharge Tab)

		Individual Service Plan	
Case Manager	(Auto Populate)	Clinician	(Auto-Populate)
Assessment Status:	(Auto- Populate)		
Does the child have a 504	(Auto-		
Service Plan?	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)

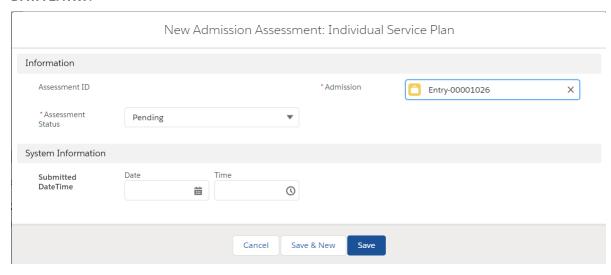
Other Services					
Service	Tasks	Frequency	Start Date	End Date	Person Responsible
Auto-	Auto-	Auto-	Auto-Populate	Auto-Populate	Auto-Populate
Populate	Populate	Populate			
Auto-	Auto-	Auto-	Auto-Populate	Auto-Populate	Auto-Populate
Populate	Populate	Populate			
Auto-	Auto-	Auto-	Auto-Populate	Auto-Populate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

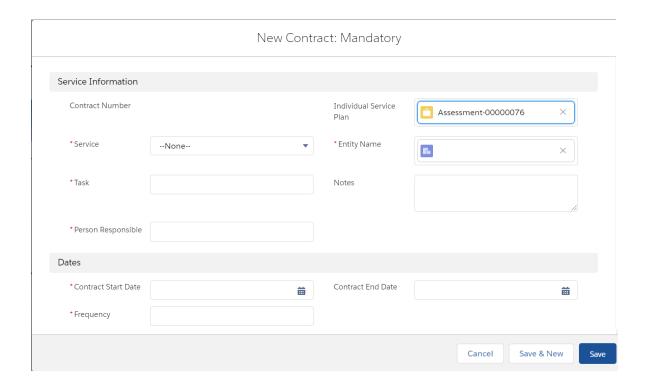
	Certification (Case Manager)				
List Team Individuals Who	Auto-Populate				
Contributed to ISP:*					
1 I confirm that I have comp	leted all of the required sectio	ns and the information is accu	rate to the best of my		
knowledge					
Printed Name:*	(Auto-Populate)	Title	(Auto-Populate)		
Translator 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)		

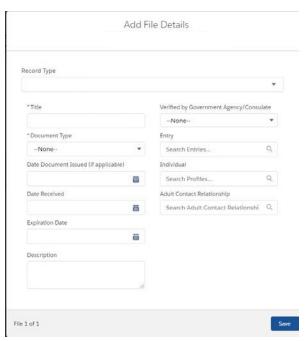
APPENDIX: A - UC Path User Interface

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)

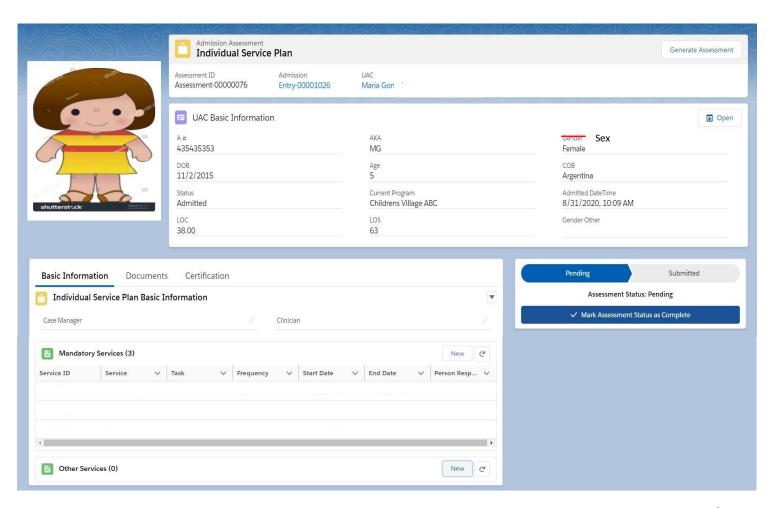
DATA ENTRY:



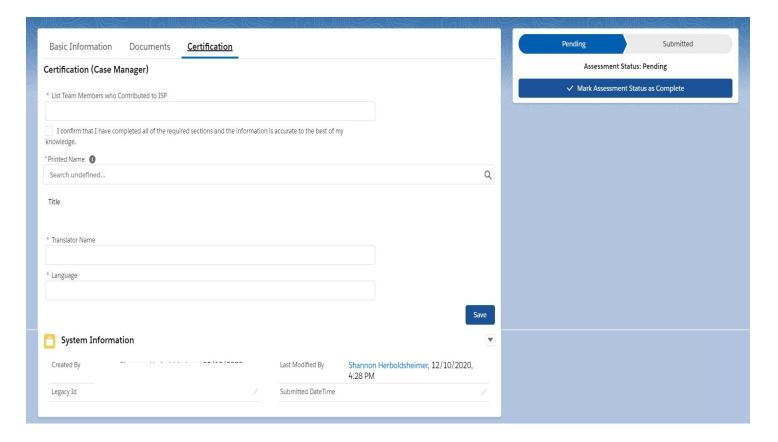




DISPLAY:







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; Jacateleo (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; Qanjobal; 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; Ukranian; 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	Then these options auto-populate the "Task" field in the New Contract data
entry window	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