

Post-Release Services (PRS) Referral (Form S-19)

Appendix – Administrative Actions

NOTE: The information displayed in this document is fake and does not belong to actual people.

ACCEPT CASE

Data auto-populated from completed PRS Referral forms in UC Portal. Users may select a single case or multiple cases to accept.



PRS Referrals

 Filter

Accept cases



View selected cases (3)

☐	A#	Child Name	Age	Family Group	Location	Referred ↑	Referral ID	Level
☐	553197324	Eric Trejo	17	RG00900	110 Southern Pkwy, Kingston, NY 11232	12/14/23	R0098786	L2
☒	553197325	Raymond Trejo	15	RG00900	110 Southern Pkwy, Kingston, NY 11232	12/14/23	R0093580	L3
☒	553197326	Elena Domingo	14	RG00900	110 Southern Pkwy, Kingston, NY 11232	12/14/23	R0091459	L2
☒	321496445	Fernando Ariel	11		7448 Orange Lane, Lexington, NY 12020	12/17/23	R0024189	L2
☐	928583039	Ana Elizar Perez	9		403 Lancaster St, Orangeburg, NY 10988	12/17/23	R0014162	L2
☐	198119307	Lao Thongdee	9		54 Jones Ln, Apt #8A, Bronx, NY 10018	12/17/23	R0012895	L2
☐	493793385	Marco Cabrera	17		859 Randall Rd, Apt #867, Azusa, NY 39531	12/17/23	R0068597	L2
☐	734955531	Keiry Manuel Lopez	13	RG45118	12 Andrew Street, Yonkers, NY 10599	01/06/24	R0045891	L2
☐	734955532	Judith Manuel Lopez	14	RG45118	12 Andrew Street, Yonkers, NY 10599	01/06/24	R0056894	L2
☐	780948443	Fabiola Rafael	7	RG80978	7757 Harvard St, Hague, NY 10772	01/06/24	R0094368	L3

Rows per page: 10 ▾

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ASSIGN CASE MANAGER

Users may assign a case manager for a single case or for multiple cases. The Case manager field is a searchable lookup field.

 An official website of the United States government [Here's how you know](#) ▾

 **Post-Release Services** PRS Referrals Cases ▾

[Return to cases](#)



Elena Domingo (AKA Lena)

DOB 12/17/2009 (Age 14) ~~Sex Gender~~ Female Language Spanish

Manage case ▾

Assign case manager

- Change level
- Extend close date
- Transfer case
- Close case

Details Relationships **Flags** Documents

Assign a case manager

Case manager

Tra ▴

Tracy Kimmel

Travis Michael

William Trace

Assign cases



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 **Post-Release Services** PRS Referrals Cases ▾



Active Cases

Filter

Manage cases ▾

Assign case manager

Transfer cases

197324

Eric Trejo

Kingston, NY

L2

12/14/23

02/28/24

Unassigned

Pending Case Manager

04/02/24

☐

R0093580

[553197325](#)

Raymond Trejo

Kingston, NY

L3

12/14/23

02/28/24

Unassigned

Pending Case Manager

08/28/24

☐

R0091459

[553197326](#)

Elena Domingo

Kingston, NY

L2

12/14/23

02/28/24

Unassigned

Pending Case Manager

08/28/24

☐

R0024189

[321496445](#)

Fernando Ariel

Lexington, NY

L2

12/17/23

02/15/24

Tracy Kimmel

Active

08/15/24

☐

[R0014162](#)

928583039

Ana Elizar Perez

Orangeburg, NY

L2

12/17/23

02/15/24

Frances Diaz

Active

08/15/24

REQUEST EXTENSION

The system will generate an automated alert to inform ORR project officers that a request is ready for approval.

Sex

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Post-Release Services

PRS Referrals Cases

[Return to cases](#)



Elena Domingo (AKA Lena)

DOB: 12/17/2009 (Age 14)
Gender: Female
Language: Spanish

- Assign case manager
- Change level
- Extend close date**
- Transfer case
- Close case

Details Relationships Flags Documents

March



Tracy Kimmell
PRS Case Manager

Case transfer
Only visible to you

View

February



PRS Report

(dsCorner)

View

☐ Recent safety concerns
☐ Child not enrolled in education services
☐ Child not enrolled in medical services
☐ Placement Disruption
☐ Other

If "Other" is selected, an open text field appears for users to enter additional detail.

×

Request extension

Current close date: 02/28/24

New close date
Within 30 days of current close date, no later than 03/30/2024

Reason for extension

Details

Attach supporting documentation

 PRS event (virtual) 02/28/24 ×

Note

Request extension

TRANSFER CASE

Sex

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Post-Release Services PRS Referrals Cases ▾

[Return to cases](#)



Elena Domingo (AKA Lena)

DOB: 12/17/2009 (Age 14) Gender: Female Language: Spanish

Assign case manager

Change level

Extend close date

Transfer case

Close case

Details Relationships Flags Documents

March



Tracy Kimmell
PRS Case Manager

Case transfer
Only visible to you

Draft Delete View

February



PRS Report

Performed by: Tracy Kimmel (KidsCorner)
Performed on: 02/21/24

Feb 12, 2024, 5:00 PM View

Transfer case

Have you found another provider who can accept this case?

- ☒ No, please share this transfer request with POs and potential providers
- ☐ Yes

Reason for transfer

Details

Include family members

- | | | | |
|-------------------------------------|---------------------------|---------------|----|
| ☒ | 553197324 | Eric Trejo | L2 |
| ☒ | 553197325 | Raymond Trejo | L3 |

Request transfer

Users can automatically apply the same transfer request to multiple family members.

×

Transfer case

Have you found another provider who can accept this case?

☐ No, please share this transfer request with POs and potential providers

☒ Yes

New provider

Crittenton

Reason for transfer

☐ Child moved

☐ Duplication of services

☐ Provider capacity

☐ Child requires more services

☐ Coordinate services in shared household or family group

☐ Other

Request transfer

"Yes" is selected, a searchable lookup field appears for users to select the provider.

If "Child moved" is selected as the reason for transfer, field appears for users to enter the new location.

×

Transfer case

Have you found another provider who can accept this case?

☒ No, please share this transfer request with POs and potential providers

☐ Yes

Reason for transfer

Child moved

New location

12 Forrest Street, Johnson City, TN 89765

Details

Lena is moving to Tennessee. We are working on transferring her to another PRS provider who can service her there.

Include family members

Request transfer

CHANGE PRS LEVEL

Sex

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Post-Release Services PRS Referrals Cases

[Return to cases](#)

 **Elena Domingo** (AKA Lena)

DOB: 12/17/2009 (Age 14) Gender: Female Language: Spanish

Assign case manager

Change level

Extend close date Details Relationships Flags

Transfer case

Close case

March

 **Options if level is decreased:**

- ☐ Circumstances improved
- ☐ Sponsor or family prefers less engagement
- ☐ Awaiting TVPRA
- ☐ Other

February

 **Options if level is increased:**

- ☐ Recent safety concerns
- ☐ Recent mental health concerns
- ☐ Recent medical concerns
- ☐ Risk of placement disruption
- ☐ Child not enrolled in education services
- ☐ Child involved in criminal activity
- ☐ Other

Feb 12, 2024, 5:00 PM View

Performed by: Tracy Kimmel (KidsCorner)

Performed on: 02/21/24

If "Other" is selected, an open text field appears for users to enter additional detail.

Change PRS level

Elena's current PRS level is L2

New PRS level

☐ L1

☐ L3

Reason for level change

Details

Attach supporting documentation

+ Select documentation

PRS event (virtual) 02/28/24

Note

Update level

CLOSE CASE

Optional "Note" text box
appears for each
document attached.

×

Close case

Close date

03/20/2024 

Reason for case closure



Details

☐ Child agrees to be contacted after case closure

Attach supporting documentation

+ Select documentation

 PRS event (virtual) 02/28/24 ×

Note

Close case

Sex

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Post-Release Services PRS Referrals Cases ▼

Search by A# or R# 

[Return to cases](#)



Elena Domingo (AKA Lena)

DOB: 12/17/2009 (Age 14) Gender: Female Language: Spanish

Assign case manager

Change level

Extend close date

Transfer case

Close case

Details Relationships Flags

☐ Service period reached end date

☐ Child turned 18

☐ Child no longer requires services (PRS assessment)

☐ Legal status achieved

☐ Sponsor declined services (category 1)

☐ Sponsor and child declined services (category 2A, 2B, or 3)

☐ Child ran away

☐ Other

March



Tracy Kimmell
PRS Case Manager

Case transfer
Only visible to you

February



PRS Report

Performed by: Tracy Kimmel (KidsCorner)

Performed on: 02/21/24

Referral Details

Status: Active (PRS)

A#: 005952456

Referral ID: R00068576

Level: L2

Reason for referral: Non-Relative Sponsor Multiple Sponsorship (TVPRA)

Length in PRS: 41 days

Est. closure date: 03/31/24

Sponsor

Sponsor Name: Theresa Sherman

Phone: (203) 887-4576

If "Other" is selected, an open text field appears for users to enter additional detail.

Optional "Note" text box appears for each document attached.

