



**IMMIGRATION & REFUGEE INFORMATION  
SYSTEM**



**IRIS**  
**Affiliate Agency Staff**  
**Users' Guide**  
**Part 2: Pre-Arrival**

**IRIS Version 5.5.3**

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## Pre-Arrival

The **Pre-Arrival** tabs contain information that you need to use in preparing for your case to arrive. We will look at these functions in the following sections.

## New Cases

When a case is placed or transferred to your agency, an online notification is displayed. Click on the **NEW Cases** notification link to see the list of your new cases.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout

**Pre Case Processing** **Notifications** Last Updated: 3/18/2013 12:25:35 PM

[Advanced Search](#)  
[Add AOR](#)  
[Add Interest File](#)

**Case Management**  
[Advanced Search](#)  
[Add Non-Refugee Case](#)  
[Case Return](#)  
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**R&P Reporting**  
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**Administration**

**Pre Case Processing**  
[AORs Approved To Send \(5\)](#)  
NEW AOR Notes

**R&P Pre-Arrival**  
[ALL Cases To Be Assured \(8\)](#)  
Assurance Date Approaching  
[Assurance Date Passed \(8\)](#)  
[NEW Cases \(1\)](#)

**R&P Period Reports**  
[R&P Period Reports Due \(34\)](#)  
R&P Period Reports Corrections Needed

**R&P Minor Reports**  
Post Suitability Due  
Post Suitability Corrections Needed  
[90 Day Reports Due \(1\)](#)  
90 Day Reports Corrections Needed

**Matchina Grant**

The list of new cases is displayed. Click on the **link** for a particular case number to access that case.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout

There is 1 Case Placed

Case Number	PA Name	Affiliate
<a href="#">DJ-106438</a>	CARTER, ENRIQUE	WALIRS01

## Reviewing BioData

### Case Background

The Case and Member BioData is located in the **Pre-Arrival** section under **RPC BioData**. **Case BioData** is normally displayed as soon as you open an unarrived case. Once the case has arrived, the Post Arrival section is displayed by default. Note that the **Case BioData** information is not editable. The data is imported from RPC and can only be changed by the Resettlement Agency (RA – aka VOLAG) when RPC sends updates. A sample **RPC BioData / Case** screen is shown below:

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Test Affiliate **\*\*\*TEST\*\*\*** My Account | About | Logout

Case ID:	BY-940178	Case Size:	1	Allocation Date:	11/27/2017
Case Type:	Refugee	Processing Status:	Not Assured	Assurance Date:	
Case Pool:	Geo	Active Status:	Active	Projected Arrival From:	10/25/2017
Affiliate:	TUS - AZ-Tucson			To:	1/23/2018
PA Name:	COLEMAN, PAMELA			MG Enroll Date:	
				Enrolled Programs:	R&P

Transferred in on 11/27/2017 from: USCCB

Pre Arrival	Post Arrival	RA Notes	Minor Reports	Other Programs
RPC BioData	Placement	Assurance	Pre-Case Documents	Travel
Case	Member	Cross Reference		

#### Background Case Information

Case Number: BY - 940178 -  
Case Type: Refugee  
Case Pool: Geo  
UNHCR Case Number: LIN-15-181-50418  
Case GUID: 13A523EE-940A-4F81-AD0C-02BA08E87D40  
Allocation Date: 11/27/2017

Case Priority: VISAS 93  
Assurance Status: Qualified for departure  
Case Status: Case is Ready for Departure  
Medical Status: No Activity  
Program:  
Urgency Code: Normal Urgency

Fled Date:  
Country Fled: Dem. Rep. Congo  
Current Country Location: Burundi  
Case Availability Status: Active  
Case Availability Status Reason: Active Case  
Cultural Orientation Status: No Activity  
Cultural Orientation Hours:  
Case Registration Date: 5/26/2015  
Pre-Case Type: Visas 93  
Referral Origin: VISA93  
Subtype: CA  
USCIS Interview Status: Granted Refugee Status  
USCIS Approve Date:  
Location: Bujumbura  
Processing OPE: Central OPE at RPC

Comments:

Case Active Status: Active  
Projected Arrival Date Range: 10/25/2017 - 1/23/2018  
Must Travel By:  
Travel Status:  
Arrival Date:

Transferred In?: Yes  
From RA: USCCB  
Transfer In Date: 11/27/2017  
Transfer Reason: EMM filed I-730

Transferred Out?: No  
To RA:  
Transfer Out Date:

Create Date: 11/27/2017  
Updated By: NORMAN LANE  
Last Update Date: 11/27/2017

#### Custom Fields

# IRIS Users' Guide


Click on the **Member** tab to view individual members of the case.

The BioData may be printed from this screen, but since some of the information in it is confidential, only those staff with medical permission may print it. If you do not have permission to see medical data, the [Print Biodata Report](#) button shown below will not be visible on your screen. See page 10 for detailed information on printing the BioData report.


The Alien number is a **link**. Clicking on it will give you on-screen access to BioData specific to that individual.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -  [Go](#)

---

**Welcome Test Affiliate**  
\*\*\*TEST\*\*\*

[My Account](#) | [About](#) | [Logout](#)



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<b>Case ID:</b>	BY-940178	<b>Case Size:</b>	1	<b>Allocation Date:</b>	11/27/2017
<b>Case Type:</b>	Refugee	<b>Processing Status:</b>	Not Assured	<b>Assurance Date:</b>	
<b>Case Pool:</b>	Geo	<b>Active Status:</b>	Active	<b>Projected Arrival From:</b>	10/25/2017
<b>Affiliate:</b>	TUS - AZ-Tucson			<b>To:</b>	1/23/2018
<b>PA Name:</b>	COLEMAN, PAMELA			<b>MG Enroll Date:</b>	
				<b>Enrolled Programs:</b>	R&P

**Transferred in on 11/27/2017 from: USCCB**

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Pre Arrival	Post Arrival	RA Notes	Minor Reports	Other Programs
RPC BioData	Placement	Assurance	Pre-Case Documents	Travel
				Pre-Arrival Case Notes
Case		Member		Cross Reference

### Case Members

Alien ID	Seq.	Name	Relation to PA	Gender	Birth Date	Minor
<a href="#">392021473</a>	1	COLEMAN, PAMELA	Principal Applicant	F	8/20/2006	M5

[Print Biodata Report](#)

## Case Members

Once you have clicked on an individual case member, the following Member screen is displayed. This screen contains a Member Header section at the top and five tabs: **Background**, **Health**, **Language**, **Education** and **Employment**. Note that there could also be a sixth tab if the member is a minor whose Minor Code requires that a Minor Suitability Determination Report be created. Notice that the Case ID in the Member Header is also a link; clicking on it will take you back to the case screens.

IMMIGRATION & REFUGEE INFORMATION SYSTEM
Case Quick Search
 -  -

Welcome Darlene Affiliate  
LIRS

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Case ID:	<a href="#">DJ-106438</a>	Case Type:	Refugee	Gender:	M
Alien Number:	203995787	Middle Name:			
First Name:	ENRIQUE	Surname 2:			
Surname:	CARTER				
Maiden Name:		Relationship to PA:	Principal Applicant	Minor Code:	
Date of Birth:	7/10/1962	Date of Death:		Notice Received:	
Deceased:	No				

Background
Health
Language
Education
Employment

### Member Background

Alien Number:	203995787	WRAPS Sequence Number:	1
		UNHCR Sequence Number:	1
Individual GUID:	D64295BD-B8EE-11D6-B1C7-00D0592FA55E	Relationship to PA:	Principal Applicant
First Name:	ENRIQUE	Middle Name:	
Surname:	CARTER	Second Surname:	
Maiden Name:		Minor Code:	
Gender:	Male		
Date of Birth:	7/10/1962	Date of Birth Estimated:	N
Birth City:	DIREDAWA	Birth State:	Harerge
Birth Country:	Ethiopia		
Main Email Address:			
Is Deceased?	No	Date of Death:	
Notice Received:			
Marital Status:	Married	Number of Marriages:	1
Nationality:	Ethiopia	World Region:	Need field for this.
Ethnicity:	Oromo	Citizenship:	Ethiopia
Passport Country:		Passport Number:	
Current Location:	Djibouti	National ID:	
Last City of Residence:	Djibouti	Current Country:	Djibouti
Status:	Case Member		
Religion:	Moslem		
INS Interview Status:	INS Interview Requested	Cultural Orientation Status:	No Activity
Minor Questionnaire:		Remark:	<p>Bio Notes: PA SPEAKS SOMALI. Years Educated: 11 Occupation Years: 11 Medical Notes: PA: Class B2. Tuberculosis NOT active NOT infectious. Chest x-ray report abnormal fibrotic scars on both upper lobes with thickening of pleural margin. Can suggest inactive TB and need smears if symptomatic. Sputum smear x 3 negative. Bio Notes: PA SPEAKS SOMALI.</p>

### Custom Fields

## Member Background

The information on this screen is, like all BioData, for viewing only. It contains information on the selected individual that was imported from the WRAPS system.

## Health Information

The **Health** tab is only available to staff with medical permission.

Background **Health** Language Education Employment

### Health Information

**Class A Medical Condition:** ☒ No ☐ Yes

**Medical Status:** Scheduled for Medical Appointment ▼

Source Name	Date Added	General Health	Treatment	Treatment Urgency
<a href="#">OF-157</a>	3/30/2002	Tuberculosis	Post Arrival Treatment is not known at this time	None

## Language History

Background Health **Language** Education Employment

### Language History

Language	Proficiency Levels			Native Language?
	Reading	Speaking	Writing	
<a href="#">Amharic</a>	Unknown	Good	Unknown	Yes
Created by Data Migration. The original code that cannot be translated: AM				
<a href="#">English</a>	Good	Good	Good	No
Created by Data Migration. The original code that cannot be translated: AM				
<a href="#">Oromo, West Central</a>	Unknown	Unknown	Unknown	No

## Education History

Background Health Language **Education** Employment

### Education History

Overall Education Level: Secondary ▼

School Name	Field of Study	School Address	Country	Level	Start Date	End Date	Degree
<a href="#">Kezireia Junior</a>		97 South Walk	Cyprus	Primary	1/1/1967	11/30/1973	Diploma/Certificate
<a href="#">Diredawa High School</a>		87 Lakeview Trail	Bahamas	Secondary	1/1/1974	11/30/1977	Diploma/Certificate

## Employment History

Background Health Language Education **Employment**

### Previous Employment and Skills

Occupation	Country	Start Date	End Date	Employer	Employment Type
<a href="#">Driver: Truck Driver Heavy</a>	Svalbard				Record of a Skill



## Cross References

The **Cross Reference** tab contains BioData that shows how this case may be related to other cases in the system. You may view more information about a specific cross reference by clicking on the link under Type. If the cross-referenced case is also in IRIS, then the **Case Number** would appear as a link – use the link to navigate to that cross-referenced case.

Pre Arrival	Post Arrival	RA Notes	Minor Reports	Other Programs	
RPC BioData	Placement	Assurance	Pre-Case Documents	Travel	Pre-Arrival Case Notes
Case		Member		Cross Reference	

## Cross References

Type	Case Number	Affiliate	Case Size	Cross Ref PA Name	Relationship To This Case PA	DOA	Date	Reason
<a href="#">RMVD</a>	<a href="#">KE-549687</a>	AZ-Phoenix	5	ADEN, Habibbo Lesow	Aunt		6/28/2012	AU/NE
<a href="#">RMVD</a>	<a href="#">KE-549455</a>	AZ-Phoenix	1	ADEN, Kali Lesow	Aunt		2/15/2013	AU/NE R Only (Xref loop closed at 2)
<a href="#">RMVD</a>	<a href="#">KE-549453</a>	AZ-Phoenix	4	MOHAMED, Gedia Bare	Grand Mother		6/28/2012	GM/GS CIS/R (Not Qualified as Kenyan ID Holder/Link to Kenyan ID Holder )
<a href="#">RMVD</a>	<a href="#">KE-549454</a>	AZ-Phoenix	1	ADEN, Hussein Lesow	Uncle		6/28/2012	UN/NE R (Not Qualified as Kenyan ID Holder/Link to Kenyan ID Holder)

## Printing BioData

In IRIS, if you have medical permission, you are able to view BioData on the screen, or you can print the traditional BioData Report from the Member screen using the **Print Biodata Report** button.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -  **Go**

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**Welcome Darlene Affiliate**

LIRS

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<b>Case ID:</b>	DJ-106438	<b>Case Size:</b>	4	<b>Allocation Date:</b>	7/14/1999
<b>Case Type:</b>	Refugee	<b>Processing Status:</b>	Not Assured	<b>Assurance Date:</b>	
<b>Case Pool:</b>	Free	<b>Active Status:</b>	Active	<b>Projected Arrival From:</b>	
<b>Affiliate:</b>	01 - OR/WA-Seattle			<b>To:</b>	
<b>PA Name:</b>	CARTER, ENRIQUE			<b>Enrolled Programs:</b>	R&P

Pre Arrival
Post Arrival
VOLAG Notes
Other Programs

RPC BioData
Placement
Assurance
Pre-Case Documents
Travel
Pre-Arrival Case Notes

Case
Member
Cross Reference

## Case Members

Alien ID	Seq.	Name	Relation to PA	Gender	Birth Date	Minor
<a href="#">203995787</a>	1	CARTER, ENRIQUE	Principal Applicant	M	7/10/1962	
<a href="#">602140502</a>	3	DIXON, ADRIAN	Son	M	4/28/2001	M1
<a href="#">[Blank]</a>	4	SCOTT, VIRGINIA	Wife	F	1/1/1981	
<a href="#">[Blank]</a>	5	CARLSON, JULIA	Daughter	F	4/5/2009	M1

**Print Biodata Report**

The BioData will be displayed in a separate window. You can review the BioData information on the screen, **save** it to a PDF file, or **print** it.

## Lutheran Immigration And Refugee Service BIODATA FORM

<b>Case Number:</b>	DJ-106438
<b>Principal Applicant:</b>	CARTER, ENRIQUE
<b>Case Size:</b>	4
<b>Anchor Relative:</b>	
<b>Pre-Case Document:</b>	
<b>Case Type:</b>	Free
<b>Urgency Level:</b>	Normal Urgency
<b>Affiliate:</b>	OR/WA-Seattle
<b>Allocation Date:</b>	07/14/1999



## Pre-Case Documents

Click on the **Pre-Case Documents** tab to view any **AORs**, **Interests** or **overseas** documents that are associated with this case.

In the example below, the WRAPS BioData file contained information about an AOR associated with the case; this is shown under **WRAPS AOR**. If the AOR was matched to one that was already in IRIS, you would also see a link for it under the AORs section, with a link that would take you directly to the full AOR. The **WRAPS Interest File** and **Interest Files** sections work similarly. In this example, WRAPS did not send an interest, but IRIS interest was matched.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome PEARL JACKSON My Account | About | Logout

<b>Case ID:</b>	JO-102981	<b>Case Size:</b>	4	<b>Allocation Date:</b>	9/17/2008
<b>Case Type:</b>	Refugee	<b>Processing Status:</b>	Arrived	<b>Assurance Date:</b>	10/13/2008
<b>Case Pool:</b>	Predestined	<b>Active Status:</b>	Active	<b>Arrival Date:</b>	12/1/2008
<b>Affiliate:</b>	05 - Colorado-Denver			<b>MG Enroll Date:</b>	
<b>PA Name:</b>	SHELTON, RUTH			<b>Enrolled Programs:</b>	R&P

### Wraps AOR

Pre-Case ID	PCD Anchor Alien Number	PCD Anchor Name	Date Filed
<a href="#">CAJ000-PRMREF-IZI-05Dec2007-MOHAMMED</a>		MYERS, ERIKA	12/3/2007

### AORs

Pre-Case ID	PCD Anchor Alien Number	PCD Anchor Name	Date Filed
-------------	-------------------------	-----------------	------------

### Wraps Interest File

Pre-Case ID	PCD Anchor Name
-------------	-----------------

### Interest Files

	Pre-Case ID	PCD Refugee Name
<a href="#">View Interest</a>	<a href="#">LIRS-19Aug2008-MOHAMMED4</a>	DARRELL LARSON

If you suspect or know that a case originated from an AOR or interest filed by you, use the **Add PCD** button to link the pre-case document to this case.

You may now view the imported data:

case\_pcd\_addedit -- Web Page Dialog

PCD Type: ☒ AOR ☐ Interest

PCD Case ID: CA1000-PRMREF-IZI-05Dec2007-MOH

PCD Anchor

Alien No: US Arrival Date:

First Name: ERIKA

Middle Name:

Surname: MYERS

Second Surname:

Date PCD Filed: 12/3/2007

PA's Relationship to PCD Anchor: Sister

Immigration Status:

Phone 1:

Phone 2:

Address: 78 Laurel Bay

City:

State: IA Postal Code: 59351

Cancel

## Linking an AOR or Interest to a Case Manually

In many cases, you can use the Advanced Search link under the **Pre-Case Processing** section on the Dashboard to locate the AOR or Interest and then link to it on this screen.

1. Search for Principal Beneficiary or Principal Beneficiary family members using their name or available anchor information.
2. Locate and note the Pre-Case ID – either AOR or Interest.
3. Return to case and click **Add PCD** button
4. Enter Pre-Case ID and hit **Search** button.
5. Hit **Add** button
6. Now both WRAPS AOR and AOR sections are populated.

## Assuring a Case

You are required to assure – or reassure – a case, in any of the following circumstances:

- A case has been placed with or transferred to your agency by the RA
- A case has been assured for one year and a new assurance is requested
- The composition of a case changes
- The anchor's address changes, a new co-sponsor for the case is identified, or one or more of the following fields for an existing co-sponsor is changed: City, State or > 50 miles checkbox is checked
- For whatever other reason, RPC requests reassurance of a case

The Assurance Status is found on the **Assurance Details** tab. Whenever a case needs to be assured, the Assurance Status is set to "Requested." In the example below, the RA just placed the case with your agency:

- **Assurance Status** set to "**Requested**"
- **Processing Status** changes from "Allocated" to "**Not Assured**"

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout

Case ID:	DJ-106438	Case Size:	4	Allocation Date:	7/14/1999
Case Type:	Refugee	Processing Status:	Not Assured	Assurance Date:	
Case Pool:	Free	Active Status:	Active	Projected Arrival From:	
Affiliate:	01 - OR/WA-Seattle			To:	
PA Name:	CARTER, ENRIQUE			Enrolled Programs:	R&P

Pre Arrival Post Arrival VOLAG Notes Other Programs

RPC BioData Placement Assurance Pre-Case Documents Travel Pre-Arrival Case Notes

Assurance Details Anchors Co-Sponsors Return Case Assurance Forms

## Assurance

Target Assurance Date: 1/24/2013

Assured Date:  
Assurance Status: Requested

## Case Members

## Assuring a case in IRIS is a two step process:

1. Affiliate completes the information on the Assurance screen (see details on pages 18-19) and submits to RA. When this occurs, the case changes status:
  - **Assurance Status** changes from “Requested” to “**Ready to Assure**”
  - Processing Status is still “**Not Assured**” – it does not change until the RA reviews and submits the assurance to RPC

In the screenshot below, the affiliate user has just completed the assurance screens and submitted it to the RA:

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout

Case ID:	IZ-124939	Case Size:	1	Allocation Date:	1/3/2013
Case Type:	Refugee	Processing Status:	Not Assured	Assurance Date:	
Case Pool:	Geo	Active Status:	Active	Projected Arrival From:	5/23/2013
Affiliate:	01 - OR/WA-Seattle			To:	8/21/2013
PA Name:	BECK, KYLE			Enrolled Programs:	R&P

Pre Arrival Post Arrival VOLAG Notes Other Programs

RPC BioData Placement Assurance Pre-Case Documents Travel Pre-Arrival Case Notes

Assurance Details Anchors Co-Sponsors Return Case Assurance Forms

## Assurance

Target Assurance Date: 1/31/2013

Assured Date:  
Assurance Status: Ready To Assure

2. The RA reviews the assurance and submits it to RPC. When this occurs, the case changes status:
  - **Assurance Status** changes from “Ready to Assure” to “**Assured**”
  - **Processing Status** changes from “Not Assured” to “**Assured**”

# IRIS Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout

Case ID:	IZ-124939	Case Size:	1	Allocation Date:	1/3/2013
Case Type:	Refugee	Processing Status:	Assured	Assurance Date:	3/18/2013
Case Pool:	Geo	Active Status:	Active	Projected Arrival From:	5/23/2013
Affiliate:	01 - OR/WA-Seattle			To:	8/21/2013
PA Name:	BECK, KYLE			Enrolled Programs:	R&P

Pre Arrival Post Arrival VOLAG Notes Other Programs

RPC BioData Placement Assurance Pre-Case Documents Travel Pre-Arrival Case Notes

Assurance Details Anchors Co-Sponsors Return Case Assurance Forms

## Assurance

Target Assurance Date: 1/31/2013

Assured Date: 3/18/2013  
Assurance Status: Assured

**Note:** Assurances are not transmitted to RPC individually. Rather, they are collected and sent in a **batch**, anywhere from daily to weekly, depending on volume and timing.

Various Notifications will alert you to the need for case assurance. In the screenshot below, you would click the **ALL Cases To Be Assured** notification link to see the list of one or more cases to be assured.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout

Last Updated: 3/18/2013 3:27:49 PM

<b>Pre Case Processing</b> <a href="#">Advanced Search</a> <a href="#">Add AOR</a> <a href="#">Add Interest File</a>	<b>Notifications</b>	
<b>Case Management</b> <a href="#">Advanced Search</a> <a href="#">Add Non-Refugee Case</a> <a href="#">Case Return</a> <a href="#">Reconcile Arrivals</a>	<b>Pre Case Processing</b> <a href="#">AORs Approved To Send (5)</a> NEW AOR Notes	<b>R&amp;P Period Reports</b> <a href="#">R&amp;P Period Reports Due (34)</a> R&P Period Reports Corrections Needed
<b>R&amp;P Reporting</b> <a href="#">R&amp;P Period Report Console</a> <a href="#">Minor Report Console</a>	<b>R&amp;P Pre-Arrival</b> <a href="#">ALL Cases To Be Assured (8)</a> ← Assurance Date Approaching <a href="#">Assurance Date Passed (8)</a> <a href="#">NEW Cases (1)</a> NEW Cross References Anchor Placement Exception Denied	<b>R&amp;P Minor Reports</b> Post Suitability Due Post Suitability Corrections Needed <a href="#">90 Day Reports Due (1)</a> 90 Day Reports Corrections Needed
<b>Administration</b>		<b>Matching Grant</b>

When you click on the **ALL Cases To Be Assured** notification link, the list of one or more cases that require assurance is displayed. The notification list shows whether the assurance is New, Amended, or Waived. Click on the Case Number of the case you wish to assure.



# IRIS Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search  -  -



Welcome Darlene Affiliate  
LIRS

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**There are 8 cases to Assure**

<a href="#">Assurance Target Date</a>	<a href="#">Case Number</a>	<a href="#">PA Name</a>	<a href="#">Affiliate</a>	<a href="#">Assurance Type</a>
1/24/2013	<a href="#">DJ-106438</a>	CARTER, ENRIQUE	WALIRS01	New
1/31/2013	<a href="#">IZ-120536</a>	OWENS, DORA	WALIRS01	New
1/31/2013	<a href="#">IZ-124939</a>	BECK, KYLE	WALIRS01	New
2/6/2013	<a href="#">IZ-119962</a>	ROBERTSON, CLARENCE	WALIRS01	New
2/6/2013	<a href="#">KE-554056</a>	RUSSELL, CHRISTINA	WALIRS01	New
2/6/2013	<a href="#">IZ-132662</a>	PEARSON, DIANE	WALIRS01	New
2/6/2013	<a href="#">IZ-119250</a>	MEDINA, DAN	WALIRS01	New
2/6/2013	<a href="#">KE-556142</a>	WARREN, JOHNNY	WALIRS01	New

The Assurance Details screen for that case will be displayed. The screen should look similar to the screenshots on the next two pages.

## Assurance Details

This is the main assurance screen. From here you will finalize and submit this case's assurance to the RA.

**The Target Assurance Date** is the assurance due date, set by IRIS based on the BioData Urgency Code for this case. Generally, it is 4 weeks from the allocation date.

**Assured Date** will be blank if this is a new assurance, but may be populated if you are reassuring the case.

**Assurance Status** will be one of the following:

*Requested* – when assurance for a new case is being requested.

*Ready to Assure* – the affiliate office has completed the assurance and submitted it to the RA.

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search  -  -

**IRIS** Welcome TEST AFFILIATE \*\*\*TEST\*\*\* My Account | About | Logout

Case ID: AF-964884	Case Size: 7	Allocation Date: 11/7/2018
Case Type: Refugee	Processing Status: Not Assured	Assurance Date:
Case Pool: SIV U.S. Ties	Active Status: Active	Projected Arrival From: 11/7/2018
Affiliate: 531 - TX-Fort Worth		To: 2/5/2019
PA Name: FOX, BERNARD		MG Enroll Date:
		Enrolled Programs: R&P

Pre Arrival | Post Arrival | RA Notes | Other Programs

RPC BioData | Placement | Assurance | Pre-Case Documents | Travel | Pre-Arrival Case Notes

Assurance Details | US Ties | Co-Sponsors | Return Case | Assurance Forms

### Assurance

Target Assurance Date: 11/14/2018

Assured Date:  
Assurance Status: Requested

#### Case Members

Name	Relationship to PA	Birth Date	Class A Addendum Required	Minor Code	Suitability Determination Required	Suitability Determination Received
<a href="#">FOX, BERNARD</a>	Principal Applicant	7/23/1978	No		N/A	N/A
<a href="#">FERGUSON, SYLVIA</a>	Wife	5/1/1988	No		N/A	N/A
<a href="#">NICHOLS, MILDRED</a>	Daughter	5/14/2006	No	M1	N/A	N/A
<a href="#">SUTTON, ALICIA</a>	Daughter	4/21/2007	No	M1	N/A	N/A
<a href="#">LITTLE, MICHELLE</a>	Daughter	4/11/2011	No	M1	N/A	N/A
<a href="#">THOMAS, JENNIE</a>	Daughter	6/3/2014	No	M1	N/A	N/A
<a href="#">SCOTT, RHONDA</a>	Daughter	7/11/2016	No	M1	N/A	N/A

#### Co-Sponsors

Status	Name	Co-Sponsor > 50 Miles From Affiliate or Across State Line	Primary
--------	------	---	---------

☐ Assure this as an Agency Sponsored Case

*Assured* – the RA has signed off and submitted it to RPC via WRAPS.

*Waived* – an Assurance Waiver has been submitted.

*Inactivated* – two successive waivers have passed with no assurance submitted.

**Update Info** – When the affiliate updates information on an assured case. It will show what was updated on the history grid

**Case Members** lists the members of the case and shows if additional information – Class A Addendum or Minor Suitability Determination is needed to assure the case.

**Co-Sponsors** shows one or more sponsoring organizations or individuals. This information is populated by clicking the cosponsor's name or the **Co-Sponsors** tab.

To assure a free case with no anchor or local sponsor, click the **"Assure this as an Agency Sponsored Case"** checkbox. This will allow the assurance to be submitted without entering a validated anchor or co-sponsor.

## Present Location

is pre-filled from the case information but can be updated.

## Placement Office

is pre-filled with your agency name and cannot be changed.

## Placement City

is the city where the case will be placed. For agency sponsored cases, IRIS will pre-fill this with agency city.

## Placement State

is the state where the case will be placed. For agency sponsored cases, IRIS will pre-fill this with agency state.

## Placement Code

is assigned by the RA before they submit assurance to RPC.

## Final Destination

is the airport where the case members will be picked up when they arrive.

## Special Instructions

is added by RA before they submit to RPC.

Present Location: \*  
Placement Office:  
Placement City: \*  
Placement State: \*  
Placement Code:

Afghanistan

Refugee Services of Texas, Inc. - Fort Worth

Fort Worth

TX

-

Final Destination: \*

DFW - Dallas/Fort Worth Int'l

Special Instructions:

Other Bio Information:

☐ I confirm all of the information is correct and this case is ready to be assured by Resettlement Agency.

Fields marked by an asterisk (\*) are required.

## Assurance History

Date	Status	Reason	ChangedBy
11/8/2018	Requested		

**Other Bio Information** can be added either by affiliate agency or RA.

When you have completed this page and are ready to submit the assurance, check the checkbox stating “**I confirm all of the information is correct and this case is ready to be assured by VOLAG**” and then click the  button. The case is not fully assured until the RA has review and submitted it to RPC.

**Note that the Confirm checkbox and the Assure button will only be activated if an anchor is confirmed or if the case is being assured as an Agency Sponsored case. Learn how to confirm an anchor in the next section.**

You can save the form without submitting it by clicking on the **Save** button.

A record of this case’s assurance(s) can be viewed in the section titled **Assurance History** at the bottom of the screen.

# IRIS Users' Guide

Once you submit an assurance, the case is removed from your **ALL Cases To Be Assured** notification.

## Anchors

Navigate to the **Anchors** tab to identify or add an Anchor for this case. Note that you get to the Anchors tab by clicking on the Assurance tab. When you click the **Anchors** tab, you may see a list of Possible Anchors. This information, if it exists, was imported along with the case BioData.

You will also see a section for Validated Anchors, which will be empty, initially. To assure an anchor, you will either be **adding** an anchor using the **Add Anchor** button, or you will be taking one of the Possible anchors and moving them to the Validated section.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout

Case ID:	IZ-120536	Case Size:	1	Allocation Date:	1/3/2013
Case Type:	Refugee	Processing Status:	Not Assured	Assurance Date:	
Case Pool:	Geo	Active Status:	Active	Projected Arrival From:	6/7/2013
Affiliate:	01 - OR/WA-Seattle			To:	9/5/2013
PA Name:	OWENS, DORA			Enrolled Programs:	R&P

Pre Arrival Post Arrival VOLAG Notes Other Programs

RPC BioData Placement Assurance Pre-Case Documents Travel Pre-Arrival Case Notes

Assurance Details **Anchors** Co-Sponsors Return Case Assurance Forms

### Validated Anchors

Status	Anchor Name	City	State	Phone
--------	-------------	------	-------	-------

### Possible Anchors

Pref	Anchor Name	City	State	Phone	Plc Exc Req	PA Willing to Resettle
1	<a href="#">RUSSELL, MANUEL</a>	Omaha	NE	287-126-9686	No	Yes
2	<a href="#">FULLER, ELMER</a>	Bridgeport	IN	482-755-0638	No	Yes
	<a href="#">WILLIAMS, FRANCISCO</a>				No	No

**Add Anchor**

You can either click on the **link** for a particular possible anchor to see additional information populated from BioData, or you can use the **Add Anchor** button to get a blank Anchor Form so that you can add a new anchor to the system for this case.

A pre-populated form for the existing anchor is shown on the following page.

# IRIS Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -

**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout

Case ID:	IZ-120536	Case Size:	1	Allocation Date:	1/3/2013
Case Type:	Refugee	Processing Status:	Not Assured	Assurance Date:	
Case Pool:	Geo	Active Status:	Active	Projected Arrival From:	6/7/2013
Affiliate:	01 - OR/WA-Seattle			To:	9/5/2013
PA Name:	OWENS, DORA			Enrolled Programs:	R&P

Pre Arrival Post Arrival VOLAG Notes Other Programs

RPC BioData Placement Assurance Pre-Case Documents Travel Pre-Arrival Case Notes

Assurance Details Anchors Co-Sponsors Return Case Assurance Forms

## Anchor Information

[Anchor Forms](#)

First Name: \*  US Resident? \* ☒ Yes ☐ No

Middle Name:  Gender: \* ☒ Male ☐ Female

Surname: \*

Second Surname:

Marital Status:

Maiden Name:

Nationality:

Birth Date:  Estimated? ☐ Yes ☒ No

Birth City:  Country:

Deceased Date:

Case Number:

U.S. Arrival Date:

US Address: \*

City: \*

State: \*  Zip: \*

Country: \*

Phone 1: \*

Phone 2:

Phone 3:

Cell Phone:

Email:

Comments:

☐ Anchor Requires a Placement Exception.

☐ Placement Exception Form Uploaded.

## Case Resettlement Preferences

Case Member Alien Number	Relationship To Case Member	Preference	PA Willingness To Resettle
022672273	Brother	1	Yes

Validation

Final Destination:

Validated By:  Validated On:

☐ I confirm/identify this anchor.

Fields marked by an asterisk (\*) are required.

## Anchor Information

If you clicked an existing Anchor link, you will see an **Anchor Information** screen that is already completed (as shown at left). You can update the information that is here by filling in missing or changing incorrect fields. In many cases, the information provided by RPC is outdated by the time you get it.

If you clicked the **Add Anchor** button, you will get the same screen, but it will be blank. Complete the required information to continue.

If you check the **“Anchor Requires a Placement Exception”** box, this will trigger a placement exception request.

If this is the anchor you are assuring for the case, then check the box **“I confirm that the anchor was validated”** and click the **Save** button.

**Checking this box will place the anchor in the Validated Anchors section.**

## Anchor Forms

On the Anchor Information screen, you can click on the **Anchor Forms** link to access anchor template documents, and to upload your completed documents about this anchor into the IRIS system.

To open a blank copy of a form, click on the **Template** dropdown and select the template form you wish to download. A **Download** link will appear. Click on that link, complete the form, and save the form on your system.


IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout

Case ID:	IZ-120536	Case Size:	1	Allocation Date:	1/3/2013
Case Type:	Refugee	Processing Status:	Not Assured	Assurance Date:	
Case Pool:	Geo	Active Status:	Active	Projected Arrival From:	6/7/2013
Affiliate:	01 - OR/WA-Seattle			To:	9/5/2013
PA Name:	OWENS, DORA			Enrolled Programs:	R&P

Pre Arrival Post Arrival VOLAG Notes Other Programs

## Anchor Forms


<a href="#">Attachment Type</a>	<a href="#">Attached Date</a>	Attached By	Status	Description / Comments	Remove
Remove Selected					
Add Attachment <input type="text" value="Select Attachment"/>		Templates <input type="text" value="Anchor/Friend Assessment Form"/>		<a href="#">Download</a> 	

Now that you have completed the form, you are ready to attach it to the case. To do so, click the **Add Attachment** dropdown. Once you have selected the type of document you will be attaching, a **Description/Comment field** and an **Upload File** field will appear. Add a comment if you desire and click **Browse** to locate the file you saved on your system. Upon selection, the name of the file will display in the Upload File field. Click **Save File** to complete the process of uploading the form to the case. If you do not do this, the file will not be uploaded.

# IRIS Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search  -  -

<b>IRIS</b> LIRS	<b>Welcome Darlene Affiliate</b>			<a href="#">My Account</a>   <a href="#">About</a>   <a href="#">Logout</a>	
Case ID:	IZ-120536	Case Size:	1	Allocation Date:	1/3/2013
Case Type:	Refugee	Processing Status:	Not Assured	Assurance Date:	
Case Pool:	Geo	Active Status:	Active	Projected Arrival From:	6/7/2013
Affiliate:	01 - OR/WA-Seattle			To:	9/5/2013
PA Name:	OWENS, DORA			Enrolled Programs:	R&P

[Pre Arrival](#)

[Post Arrival](#)

[VOLAG Notes](#)

[Other Programs](#)

## Anchor Forms

<a href="#">Attachment Type</a>	<a href="#">Attached Date</a>	Attached By	Status	Description / Comments	Remove
---------------------------------	-------------------------------	-------------	--------	------------------------	--------

[Remove Selected](#)

**Add Attachment**  **Templates**  [Download](#)

**Description/Comment:**

(limit 37/120 characters)

**Upload File: \***

[Browse...](#)

[Save File](#)

[Cancel](#)

## Validating an Anchor and Completing an Assurance

On the Anchor Information screen for the anchor you wish to validate, enter a final destination airport, check the confirmation checkbox, and click the [Save](#) button.

# IRIS Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Darlene Affiliate My Account | About | Logout

Case ID:	IZ-120536	Case Size:	1	Allocation Date:	1/3/2013
Case Type:	Refugee	Processing Status:	Not Assured	Assurance Date:	
Case Pool:	Geo	Active Status:	Active	Projected Arrival From:	6/7/2013
Affiliate:	01 - OR/WA-Seattle			To:	9/5/2013
PA Name:	OWENS, DORA			Enrolled Programs:	R&P

## Anchor Information

[Anchor Forms](#)

First Name: \*  US Resident? \* ☒ Yes ☐ No  
 Middle Name:  Gender: \* ☒ Male ☐ Female  
 Surname: \*   
 Second Surname:   
 Marital Status:    
 Maiden Name:   
 Nationality:    
 Birth Date:   Estimated? ☐ Yes ☒ No  
 Birth City:  Country:    
 Deceased Date:    
 Case Number:   
 U.S. Arrival Date:    
 US Address: \*   
 City: \*   
 State: \*   Zip: \*   
 Country: \*    
 Phone 1: \*   
 Phone 2:   
 Phone 3:   
 Cell Phone:   
 Email:   
 Comments:   
☐ Anchor Requires a Placement Exception.  
☐ Placement Exception Form Uploaded.

## Case Resettlement Preferences

Case Member Alien Number	Relationship To Case Member	Preference	PA Willingness To Resettle
022672273	Brother	1	Yes

Validation  
 Final Destination:    
 Validated By:  Validated On:   
☒ I confirm/identify this anchor.


Fields marked by an asterisk (\*) are required.



# IRIS Users' Guide

IRIS will return you to the **Anchors** tab, where you will see the **newly confirmed** anchor, which is now in the **Validated Anchors** section.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout 


Case ID:	IZ-120536	Case Size:	1	Allocation Date:	1/3/2013
Case Type:	Refugee	Processing Status:	Not Assured	Assurance Date:	
Case Pool:	Geo	Active Status:	Active	Projected Arrival From:	6/7/2013
Affiliate:	01 - OR/WA-Seattle			To:	9/5/2013
PA Name:	OWENS, DORA			Enrolled Programs:	R&P

Pre Arrival Post Arrival VOLAG Notes Other Programs

RPC BioData Placement Assurance Pre-Case Documents Travel Pre-Arrival Case Notes

Assurance Details Anchors Co-Sponsors Return Case Assurance Forms

## Validated Anchors



Status	Anchor Name	City	State	Phone
Identified	<a href="#">RUSSELL, MANUEL</a>	Omaha	NE	287-126-9686

## Possible Anchors

Pref	Anchor Name	City	State	Phone	Plc Exc Req	PA Willing to Resettle
2	<a href="#">FULLER, ELMER</a>	Bridgeport	IN	482-755-0638	No	Yes
	<a href="#">WILLIAMS, FRANCISCO</a>				No	No

You can now navigate back to the Assurance tab and complete the assurance, as described below. **Note:** The assurance is not submitted to the RA until you complete the assurance and the Assurance Status changes to **“Ready to Assure”**.

## Completing an Assurance

Click the **Assurance** tab to assure a case. Scroll down to the bottom section of the screen, after Co-Sponsors. Complete the required fields – **Present Location** and **Final Destination**. You may also add **Other Bio Information** if desired. Then check the checkbox to confirm that the case is ready to be assured, and click the **Assure** box. After clicking the **Assure** box, you will notice that the **Assurance Status** has changed from “Requested” to **“Ready to Assure”** and that a corresponding entry has been made in the **Assurance History** grid.

# IRIS Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout

Case ID: IZ-120536	Case Size: 1	Allocation Date: 1/3/2013
Case Type: Refugee	Processing Status: Not Assured	Assurance Date:
Case Pool: Geo	Active Status: Active	Projected Arrival From: 6/7/2013
Affiliate: 01 - OR/WA-Seattle		To: 9/5/2013
PA Name: OWENS, DORA	Enrolled Programs: R&P	

Pre Arrival Post Arrival VOLAG Notes Other Programs

RPC BioData Placement Assurance Pre-Case Documents Travel Pre-Arrival Case Notes

Assurance Details Anchors Co-Sponsors Return Case Assurance Forms

## Assurance

Target Assurance Date: 1/31/2013

Assured Date:   
Assurance Status: Ready To Assure

## Case Members

Name	Relationship to PA	Class A Addendum Required	Minor Code	Suitability Determination Required	Suitability Determination Received
<a href="#">OWENS, DORA</a>	Principal Applicant	No		N/A	N/A

## Co-Sponsors

Status	Name	Placement Exception Required	Placement Exception Received	V93 Validation	Primary
--------	------	------------------------------	------------------------------	----------------	---------

Present Location: \*   
Placement Office: Lutheran Community Services Northwest - Seattle, WA  
Placement City: \*  
Placement State: \*  
Placement Code: 0-0

Final Destination: \*   
Special Instructions: Normal Urgency

Other Bio Information:

☒ confirm all of the information is correct and this case is ready to be assured by VOLAG.

Fields marked by an asterisk (\*) are required.

## Assurance History

Date	Status	Reason	ChangedBy
3/18/2013	Ready To Assure		Darlene Affiliate
3/18/2013	Updated Info	Anchor has been confirmed.	Darlene Affiliate
1/3/2013	Requested		

## Replacing or Editing Anchors

If information on a validated anchor changes, you can update the information and reassure the case at any time. Navigate to the **Anchors** tab, click on the link of the **validated anchor's** name, update the appropriate fields and click the **Save** button.

The sample screen below shows how the status of a **"Confirmed"** Anchor changes to **"Updated"** after you make a change:

Pre Arrival	Post Arrival	VOLAG Notes	Other Programs
RPC BioData	Placement	Assurance	Pre-Case Documents
Assurance Details	Anchors	Co-Sponsors	Return Case
			Assurance Forms

### Validated Anchors

Status	Anchor Name	City	State	Phone
Updated	<a href="#">RUSSELL, MANUEL</a>	Omaha	NE	287-126-9686

### Possible Anchors

					PA Willing to
--	--	--	--	--	---------------

If the person who anchors the case actually changes, either **during** the assurance process or **afterward**, you can remove and replace the validated anchor. Start by clicking on the **validated anchor's name**. At the bottom of the Anchor Information screen, a new checkbox is displayed: **"I confirm this validation must be removed."** Check this box, enter a reason in the **Removal Reason** text box and then click the **Save** button.

### Case Resettlement Preferences

Case Member Alien Number	Relationship To Case Member	Preference	PA Willingness To Resettle
022672273	Brother	1	Yes

### Validation

Final Destination:

Validated By: Darlene Affiliate

Validated On: 3/19/2013

☒ I confirm this validation must be removed.

Removal Reason: \*

Client prefers to settle with another relative in the area.

**Save**

Clear


Cancel

# IRIS Users' Guide

The Validated Anchor section still has the anchor listed, but with a status of “Withdrawn” rather than “Confirmed”.

Pre Arrival	Post Arrival	VOLAG Notes	Other Programs		
RPC BioData	Placement	Assurance	Pre-Case Documents	Travel	Pre-Arrival Case Notes
Assurance Details	Anchors	Co-Sponsors	Return Case	Assurance Forms	

## Validated Anchors



Status	Anchor Name	City	State	Phone
Withdrawn	<a href="#">RUSSELL, MANUEL</a>	Omaha	NE	287-126-9686

## Possible Anchors

Pref	Anchor Name	City	State	Phone	Plc Exc Req	PA Willing to Resettle
2	<a href="#">FULLER, ELMER</a>	Bridgeport	IN	482-755-0638	No	Yes
	<a href="#">WILLIAMS, FRANCISCO</a>				No	No

Add Anchor
------------

**Note:** Once you have withdrawn a validated anchor, that person cannot be confirmed again. Either select a different Possible Anchor, or add a new anchor using the 

Add Anchor
------------

 button.

## Anchor Placement Exception

If the anchor is located more than 100 miles from the Affiliate office or over a state line (regardless of distance), check the “**Anchor Requires a Placement Exception**” box and click the **Save** button. Note that you will not be able to validate the anchor until the placement exception is approved by the RA.



- ☒ Anchor Requires a Placement Exception.
- ☐ Placement Exception Form Uploaded.

### Case Resettlement Preferences

Case Member Alien Number	Relationship To Case Member	Preference	PA Willingness To Resettle
049150283	Friend	1	Yes

#### Validation

Final Destination:

Validated By:


Validated On:

☐ I confirm/identify this anchor.

## IRIS Users' Guide

You will find the Placement Exception Form template under the **Assurance Forms** tab. (Note: All forms in IRIS may also be located from the dashboard under **Administration/All Forms**). Complete and save the form in IRIS. The process is the same as that for anchor forms discussed on page 22.

Once you have saved the form in IRIS, check the “**Placement Exception Form Uploaded**” box on the Anchor Information screen and click the **Save** button.



☒ Anchor Requires a Placement Exception.  
☒ Placement Exception Form Uploaded.

### Case Resettlement Preferences

Case Member Alien Number	Relationship To Case Member	Preference	PA Willingness To Resettle
049150283	Friend	1	Yes

#### Validation

Final Destination:

Validated By:

Validated On:

☐ I confirm/identify this anchor.

This anchor is not currently eligible to be validated. Please check that any needed placement exceptions are approved.

IRIS will send the RA an e-mail to alert them your form is ready for review. If they approve it, they will then submit it to RPC. Upon receipt of approval from RPC, the RA will complete the Placement Exception fields on the Anchor Information screen, indicating when they received approval from RPC. The below fields are only open to the RA, but are shown here for your information. You will receive an e-mail once the RA has completed these steps.

☒ Anchor Requires a Placement Exception.  
☒ Placement Exception Form Uploaded.

#### Placement Exception

VOLAG Rcvd:  

RPC

Response: ☒ Accepted ☐ Denied

Date: \*  

Once the placement exception has been approved, your Anchor Information screen will look like this:

- ☒ Anchor Requires a Placement Exception.
- ☒ Placement Exception Form Uploaded.

## Placement Exception

VOLAG Rcvd: 3/14/2013

RPC

Response: Accepted

Date: 3/19/2013



## Case Resettlement Preferences

Case Member Alien Number	Relationship To Case Member	Preference	PA Willingness To Resettle
049150283	Friend	1	Yes

## Validation

Final Destination:

Validated By:

Validated On:

☐ I confirm/identify this anchor.

You may now complete the anchor validation process, as described on page 23.

## Co-Sponsors

Some Resettlement Agencies use Co-Sponsors and some do not. Check with your RA if you are uncertain about this.

## Adding a New Co-Sponsor

Click the **Co-Sponsor List** link under the Administration section of the Dashboard.

The screenshot shows the IRIS system dashboard. At the top, there's a header with 'IMMIGRATION & REFUGEE INFORMATION SYSTEM' and a 'Case Quick Search' bar. Below the header, a blue banner says 'Welcome Affiliate Boblooch' with links for 'My Account', 'About', and 'Logout'. The main content area is divided into several sections. On the left, a sidebar lists various functions: Pre Case Processing, Case Management, R&P Reporting, Administration, MG Reports, and Reports. A red arrow points to the 'Co-Sponsor List' link under the 'Administration' section. The right side of the dashboard displays notifications and reports, including 'Pre Case Processing', 'R&P Reporting', 'Post-Arrival Minor Reports', 'Matching Grant', 'General', and 'Recently Viewed'.

Click the **Add Co-Sponsor** button.

## Co-Sponsors

Organization	Contact Name	Phone	City	State
<a href="#">Christ Episcopal Church</a>	Terry Franzen	770-447-1166	Norcross	GA
<a href="#">St. Luke's Episcopal Church</a>	Panke Miller	404-636-7172	Atlanta	GA
<a href="#">JUBILEE PARTNERS</a>	Jennifer Drago-Smith	706-783-5131	Comer	GA



A dialog box will appear. Complete the information and click the **Save** button.

Co-Sponsor -- Webpage Dialog

Organization Name: \*

Denomination: \*

Contact First Name: \*

Contact Middle Name:

Contact Last Name: \*

Address: \*

City: \*

State: \*

Zip: \*

Phone Number: \*

Fax Number:

☐ Co-Sponsor is located more than 50 miles from Affiliate office.

**Save**

Fields marked by an asterisk (\*) are required.

## Adding a Co-Sponsor to a Case

On the **Co-Sponsors** tab you can enter one or more organizations or individuals who will volunteer or otherwise assist with the case.

Initially, there will be no co-sponsors in the Co-Sponsor list. To add one, click the **Add Co-Sponsor** button.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome TEST AFFILIATE LIRS \*\*\*TEST\*\*\* My Account | About | Logout

<b>Case ID:</b>	AF-964884	<b>Case Size:</b>	7	<b>Allocation Date:</b>	11/7/2018
<b>Case Type:</b>	Refugee	<b>Processing Status:</b>	Not Assured	<b>Assurance Date:</b>	
<b>Case Pool:</b>	SIV U.S. Ties	<b>Active Status:</b>	Active	<b>Projected Arrival From:</b>	11/7/2018
<b>Affiliate:</b>	531 - TX-Fort Worth			<b>To:</b>	2/5/2019
<b>PA Name:</b>	FOX, BERNARD			<b>MG Enroll Date:</b>	
				<b>Enrolled Programs:</b>	R&P

Pre Arrival Post Arrival RA Notes Other Programs

RPC BioData Placement Assurance Pre-Case Documents Travel Pre-Arrival Case Notes

Assurance Details US Ties **Co-Sponsors** Return Case Assurance Forms

## Co-Sponsors

Organization	Contact Name	Phone	City	State	Email	Primary CoSponsor	Forms
--------------	--------------	-------	------	-------	-------	-------------------	-------

**Add Co-Sponsor**

When you click the

**Add Co-Sponsor**

button, a dialog box will appear, allowing you to select a Co-Sponsor from a dropdown.

Notice that Organization is the only field available at the top of the screen. Open the dropdown and select the appropriate organization or person. If what you are looking for does not appear in the dropdown, contact an affiliate supervisor to have it added to the Co-Sponsor List.

Once you have selected the co-sponsor, all of the co-sponsor information is filled in.

A case may have more than one co-sponsor identified, but only one can be used to assure a case. The one with "Primary Co-Sponsor" will be the one used to assure the case.

If the co-sponsor is located more than 50 miles away, you will be required to confirm that the refugees will live within 50 miles of your office by checking the checkbox before you can save the co-sponsor.

Click the **Save** button to save this co-sponsor for this case.

<b>Organizations: *</b>	<input type="text" value="Test Co-Sponsor"/>
<b>Organization Name:</b>	Test Co-Sponsor
<b>Denomination:</b>	Non Lutheran Church
<b>Contact First Name:</b>	Test
<b>Contact Middle Name:</b>	Test
<b>Contact Last Name:</b>	Boblooch
<b>Address:</b>	700 Light Road
<b>City:</b>	Baltimore
<b>State:</b>	MD
<b>Zip:</b>	21231
<b>Phone Number:</b>	4102302700
<b>Fax Number:</b>	
<b>Cell Number:</b>	
<b>Email:</b>	
<input checked="" type="checkbox"/> Co-Sponsor is located more than 50 miles from affiliate office or across a state line. <input type="checkbox"/> I confirm that the refugees will live within 50 miles of the affiliate office in the same state. *	
<b>Case Comments:</b>	<div></div>
<input checked="" type="checkbox"/> Primary Co-Sponsor.	
<input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

Fields marked by an asterisk (\*) are required.

# IRIS Users' Guide

Use the **Co-Sponsor Forms** link to access templates and upload completed forms for this Co-Sponsor.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome TEST AFFILIATE \*\*\*TEST\*\*\* My Account | About | Logout

Case ID:	BY-122200	Case Size:	1	Allocation Date:	10/17/2018
Case Type:	Refugee	Processing Status:	Arrived	Assurance Date:	12/17/2018
Case Pool:	Free	Active Status:	Active	Arrival Date:	11/28/2018
Affiliate:	531 - TX-Fort Worth			90 <sup>th</sup> Day:	2/25/2019
PA Name:	GUTIERREZ, SETH			MG Enroll Date:	
				Enrolled Programs:	R&P

Pre Arrival	Post Arrival	RA Notes	Matching Grant	Other Programs
RPC BioData	Placement	Assurance	Pre-Case Documents	Travel
Assurance Details	US Ties	Co-Sponsors	Return Case	Assurance Forms

## Co-Sponsors

Organization	Contact Name	Phone	City	State	Email	Primary CoSponsor	Forms
<a href="#">Test Co-Sponsor</a>	Test Boblooch	4102302700	Baltimore	MD		Yes	<a href="#">Co-Sponsor Forms</a>

## Return Case

**Return Case** is a supervisory function that allows the affiliate, in coordination with the RA, to send the case back to the RA. This removes the case from the affiliate's roster, and allows the RA to then place it with a different affiliate, or to transfer it to a different RA.

Enter a note in the **Note field** documenting why the case is being returned. Once the **Enter** button is clicked, the case is returned and IRIS notifies the RA that they are getting the case back.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

---

Welcome Darlene Affiliate

LIRS

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---

Case ID:	IZ-120536	Case Size:	1	Allocation Date:	1/3/2013
Case Type:	Refugee	Processing Status:	Assured	Assurance Date:	3/19/2013
Case Pool:	Geo	Active Status:	Active	Projected Arrival From:	6/7/2013
Affiliate:	01 - OR/WA-Seattle			To:	9/5/2013
PA Name:	OWENS, DORA			Enrolled Programs:	R&P

Pre Arrival
Post Arrival
VOLAG Notes
Other Programs

RPC BioData
Placement
Assurance
Pre-Case Documents
Travel
Pre-Arrival Case Notes

Assurance Details
Anchors
Co-Sponsors
Return Case
Assurance Forms

## Case Return

Case Number: \*  -  -

Note: \*

This case is being returned because Refugee wants to settle with a cousin in another state.

Fields marked by an asterisk (\*) are required.

## Assurance Forms

You can use this section to attach any documentation about the assurance as a whole.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

---

Welcome Darlene Affiliate

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---

Case ID:	IZ-120536	Case Size:	1	Allocation Date:	1/3/2013
Case Type:	Refugee	Processing Status:	Assured	Assurance Date:	3/19/2013
Case Pool:	Geo	Active Status:	Active	Projected Arrival From:	6/7/2013
Affiliate:	01 - OR/WA-Seattle			To:	9/5/2013
PA Name:	OWENS, DORA			Enrolled Programs:	R&P

Pre Arrival
Post Arrival
VOLAG Notes
Other Programs

RPC BioData
Placement
Assurance
Pre-Case Documents
Travel
Pre-Arrival Case Notes

Assurance Details
Anchors
Co-Sponsors
Return Case
Assurance Forms

## Assurance Forms

<a href="#">Attachment Type</a>	<a href="#">Attached Date</a>	Attached By	Status	Description / Comments	Remove

**Add Attachment**

Select Attachment
▼

**Templates**

Select Template
▼

Please see page 22 for instructions on how to use templates and upload completed forms into IRIS.

### Minor Suitability Determination

If there is a minor in the case that requires a **Minor Suitability Determination** (M5, M6), the **Assurance Details** tab will show a “**Yes**” in the suitability Determination Reg. column next to the appropriate members. The screen shot below depicts an example.

# IRIS Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search  -


**Welcome ARTHUR JOHNSON**
\*\*\*TEST\*\*\*
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Case ID:	EG-108278	Case Size:	9	Allocation Date:	11/15/2012
Case Type:	Refugee	Processing Status:	Arrived	Assurance Date:	1/2/2014
Case Pool:	Geo	Active Status:	Active	Arrival Date:	4/24/2012
Affiliate:	17 - FL-Tampa			MG Enroll Date:	
PA Name:	JENKINS, FERNANDO			Enrolled Programs:	R&P

Pre Arrival	Post Arrival	VOLAG Notes	Matching Grant	Minor Reports	Other
RPC BioData	Placement	Assurance	Pre-Case Documents	Travel	Pre-Arrival Cas
Assurance Details	Anchors	Co-Sponsors	Return Case	Assurance F	

## Assurance

Target Assurance Date: 11/29/2012

Assured Date: 1/2/2014

Assurance Status: Assured

[Print](#)

## Case Members

Name	Relationship to PA	Birth Date	Class A Addendum Required	Minor Code	Suitability Determination Required	Sui Deter Re
<a href="#">JENKINS, FERNANDO</a>	Principal Applicant	10/26/1965	No		N/A	
<a href="#">SULLIVAN, ERIKA</a>	Wife	1/29/1969	No		N/A	
<a href="#">WARD, AMANDA</a>	Daughter	8/31/1993	No		N/A	
<a href="#">REYNOLDS, RENE</a>	Son	2/28/1995	No		N/A	
<a href="#">JONES, JASON</a>	Son	7/4/1997	No	M1	N/A	
<a href="#">BROOKS, JAMIE</a>	Daughter	5/5/2011	No	M5	Yes	
<a href="#">LAWSON, ROBERTO</a>	Son	3/8/2004	No	M1	N/A	
<a href="#">MORRIS, JOANN</a>	Foster Daughter	5/5/2011	No	M2	N/A	
<a href="#">RICHARDS, KELLY</a>	Son	10/23/2013	No	M1	N/A	





# IRIS Users' Guide

To complete a Pre-Arrival Minor Suitability Determination Report, navigate to the **Minor Reports** tab and click on the minor's **Suitability Status**. Suitability Type will display the type of suitability determination required for the minor.

**Note:** New Pre-Arrival Minor Suitability Determination forms are displayed in IRIS with an effective date of 10/01/2017. The effective date can be changed from IRIS Variables.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Aqib Khan **\*\*\*TEST\*\*\*** My Account | About | Logout

Case ID:	EG-108278	Case Size:	9	Allocation Date:	11/15/2012
Case Type:	Refugee	Processing Status:	Arrived	Assurance Date:	1/2/2014
Case Pool:	Free	Active Status:	Active	Arrival Date:	4/24/2017
Affiliate:	17 - FL-Tampa			MG Enroll Date:	
PA Name:	HASABELNABI, Bushara Moustafa Ibrahim			Enrolled Programs:	R&P

Pre Arrival Post Arrival VOLAG Notes Matching Grant **Minor Reports** Other Programs

INFORMATION ABOUT MINOR(S) THAT REQUIRES COMPLETION OF PRE OR POST SUITABILITY AND 90 DAY REPORTS

Minor(s) Information

Name	Gender	Alien ID	Relation to PA	Date of Birth	Minor	Suitability Type	Suitability Status	90 Day Status
BROOKS, JAMIE	F	<a href="#">212624670</a>	Daughter	5/5/2011	M5	Pre	<a href="#">Pending</a>	<a href="#">Pending</a>
MORRIS, JOANN	F	<a href="#">212624672</a>	Foster Daughter	5/5/2011	M2	Post	<a href="#">Pending</a>	<a href="#">Pending</a>

Click on the **Pending** hyperlink and fill in the fields on the form. An example of the online form is shown below.

# IRIS Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search  -  -

<b>IRIS</b> LIRS	Welcome Aqib Khan	***TEST***	My Account   About   Logout		
Case ID:	EG-108278	Case Size:	9	Allocation Date:	11/15/2012
Case Type:	Refugee	Processing Status:	Arrived	Assurance Date:	1/2/2014
Case Pool:	Free	Active Status:	Active	Arrival Date:	4/24/2017
Affiliate:	17 - FL-Tampa			MG Enroll Date:	
PA Name:	JENKINS, FERNANDO			Enrolled Programs:	R&P

Pre Arrival	Post Arrival	VOLAG Notes	Matching Grant	Minor Reports	Other Programs
Pre-Arrival Suitability	90 Day Follow-Up				

[Minor Reports](#) > [Pre-Arrival Suitability](#)


**Status: Pending**

## Pre-Arrival Suitability Determination for Minor (M5)

Reports are required to be completed prior to assuring the case.  
This form is to be completed at the time of the home visit.

### I. Minor Identification Information

Name	Gender	Alien ID	SSN	Date of Birth	Minor	Relation to PA
BROOKS, JAMIE	Female			5/5/2011	M5	Daughter

Date of Home Visit: \*  

### II. Responsible Adult Information \*

Name	Gender	Date of Birth	Relation to Minor	Employed	Lived in U.S.	Remove
						<input type="checkbox"/>

### III. U.S. Relative's Household Information [Total: 1]

Name	Gender	Date of Birth	Relationship to Minor	Remove
JAMIE BROOKS	Female	5/5/2011	Minor	

If you cannot complete the entire form in one session, you can save without submitting to the RA by clicking the **Save** button. **Previous** button will take you back to Minor Suitability grid and **Next** button will take you to Section IV of the form. When ready to submit it to the RA, click the **Submit** button.

# IRIS Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search  -  -

 **Welcome Aqib Khan**  
LIRS

\*\*\*TEST\*\*\*

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Case ID:	EG-108278	Case Size:	9	Allocation Date:	11/15/2012
Case Type:	Refugee	Processing Status:	Arrived	Assurance Date:	1/2/2014
Case Pool:	Free	Active Status:	Active	Arrival Date:	4/24/2017
Affiliate:	17 - FL-Tampa			MG Enroll Date:	
PA Name:	JENKINS, FERNANDO			Enrolled Programs:	R&P

[Pre Arrival](#) | [Post Arrival](#) | [VOLAG Notes](#) | [Matching Grant](#) | [Minor Reports](#) | [Other Programs](#)

[Pre-Arrival Suitability](#) | [90 Day Follow-Up](#)

[Evaluation](#)

[Minor Reports](#) > [Pre-Arrival Suitability](#) > [Evaluation](#)

## Status: Pending

### Pre-Arrival Suitability Determination for Minor (M5)

Reports are required to be completed prior to assuring the case.  
*This form is to be completed at the time of the home visit.*

Name	Gender	Alien ID	SSN	Date of Birth	Minor	Relation to PA
BROOKS, JAMIE	Female			5/5/2011	M5	Daughter

#### IV: Evaluation of Living situation

When you select "No" to question(s) 1, 3, 5, 11, 15, 16, 17, 18, 20, 21, 22 and/or 23, a text box will display for your required explanation(s) and recommendation(s).

1. Do the adult and minor know each other? \*

☐ Yes ☐ No

2. When and where did the Responsible Adult last see the minor? \*

(Limit 0/2000 characters)

3. Was the responsible adult a caretaker to the minor outside the U.S.? \*

☐ Yes ☐ No

4. Describe the nature and extent of any previous relationship between the child and the family unit prior to the minor's arrival in the United States. (i.e. did minor previously live in the same household?) \*

(Limit 0/2000 characters)

5. Will the responsible adult be living with the minor? \*

☐ Yes ☐ No



## IRIS Users' Guide

6. What are the Responsible Adult's expectations about the potential reunification of the minor with her/him? \*  
(Limit 0/2000 characters)

7. Does the minor have other family members in the U.S. that are not listed in the same household? \*  
☐ Yes ☐ No

8. Will the minor share a bedroom? \*  
☐ Yes ☐ No

9. Will the minor share a bed? \*  
☐ Yes ☐ No

10. Is the minor of school age? \*  
☐ Yes ☐ No (Under School Age) ☐ Not Applicable (Over School Age)

11. Will the minor need supervision when he or she is not attending school/daycare? \*  
☐ Yes ☐ No ☐ N/A

12. Has the responsible adult been informed of the minor's Medical/mental history? \*  
☐ Yes ☐ No ☐ N/A (No medical or mental health noted)

13. Does the home appear to be safe for the minor (age appropriate safety measures)? \*  
☐ Yes ☐ No

*Please provide a description of the home, neighborhood, and community conditions (e.g. housing quality, community safety, relationship with neighbors, etc.) as observed by the caseworker and described by the Responsible Adult. \**  
(Limit 0/2000 characters)

14. How does the responsible adult plan to handle the additional financial responsibilities associated with caring for the minor? \*

*If not, what follow-up actions are being taken to ensure the financial stability of the minor? \* (Limit 0/2000 characters)*

15. Is the responsible adult informed of the legal guardianship requirements from the Statement of Responsibility? \*  
☐ Yes ☐ No ☒ N/A (M5 cases)

16. Does the responsible adult intend to obtain legal guardianship? \*  
☐ Yes ☐ No ☒ N/A (M5 cases)

17. Does the responsible adult understand that they will be legally responsible for payment of the IOM Travel Loan? \*  
☐ Yes ☐ No

18. Does the responsible adult understand the state laws pertaining to child abuse/neglect? \*  
☐ Yes ☐ No

19. Has anyone in the household age 16 and over ever been found responsible for a substantiated case of abuse/neglect to a minor? \*

☐ Yes ☐ No

20. Does the responsible adult understand the ongoing care and supervision needs of the child? \*

☐ Yes ☐ No

21. Is the responsible adult willing to provide ongoing care and supervision of the child? \*

☐ Yes ☐ No

22. Is the responsible adult able to provide ongoing care and supervision of the child (i.e. they are physically, mentally, emotionally, and financially able to meet the child's care and supervision needs.)? \*

☐ Yes ☐ No

23. Based on your answers above, is the family unit willing and able to provide ongoing care and supervision of the minor? \*

☐ Yes ☐ No

**Caseworker Assessment \*** (Limit 0/6000 characters)

*Describe your overall impressions of the minor's placement. Be specific, and use concrete examples to support your assessment.*

## Section V: Recommendation

On the basis of the information documented in this suitability determination, I recommend:\*

- ☐ The placement is approved. Please identify airport of final destination.  
☐ The placement is denied. Please contact Resettlement Agency HQ immediately.

Fields marked by an asterisk (\*) are required.

## IRIS Users' Guide

Once you have submitted the Pre-Arrival Minor Suitability Determination Report to the RA, the bottom of the report will change to look like the following. You will notice that the **Save** and **Submit** buttons have been removed and an entry has been added to the Suitability Determination Report History grid.

**Suitability Determination Report History**

Status	Incomplete Reason	Changed By	Date
Submitted		Aqib Khan	8/23/2017

The RA will receive a notification that the report has been submitted.



# IRIS Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search  -  -



Welcome Aqib Khan  
LIRS

\*\*\*TEST\*\*\*

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## Pre-Case Processing

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## Case Management

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## Travel Loan

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## R&P Reporting

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## Matching Grants

[MG Management Console](#)  
[Unlock MG Reports](#)  
[MG Locking Grace Period](#)  
[MG File Export](#)

## WRAPS

[Load WRAPS Files](#)  
[Export WRAPS Files](#)  
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## Reports

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[Ad-hoc Reports \(legacy\)](#)

## Notifications

Last Updated: 8/23/2017 9:4

### Pre-Case Processing

[AORs Sent by Affiliate \(114\)](#)  
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[NEW AOR Pre-Case Notes](#)  
[Minor Aging/Aged Out \(14\)](#)  
[P3 Filing Deadline \(2\)](#)

### Case Composition Alerts

[Split Cases & Members Added \(126\)](#)

### R&P Pre-Arrival

[ALL Cases To Be Assured \(26\)](#)  
[Assurance Date Approaching](#)  
[Assurance Date Passed \(26\)](#)  
[Assurance Inactivated \(10\)](#)  
[Assurance Ready \(3\)](#)  
[Cases Returned by Affiliate \(1\)](#)  
[NEW Cases](#)  
[Unassured Placement Exceptions \(1\)](#)  
[Minors Who Aged Out Prior To Arrival \(28\)](#)  
[Unarrived URM's About To Age Out](#)

### Pre-Arrival Minor Reports

[Minor Reports Due](#)  
[Minor Reports Submitted \(2\)](#)  
[Minor Reports Corrections Needed](#)

### Travel

[Arrival Date Approaching \(7\)](#)  
[NEW Travel Info](#)  
[No Final Booking](#)  
[View Unmatched Travel](#)  
[View eABN Imports](#)

### R&P Cultural Orientation

[Case CO Assessment Due/OverDue \(744\)](#)  
[Case CO Assessment Submitted \(36\)](#)  
[Member CO Assessment Due/OverDue \(1023\)](#)  
[Member CO Assessment Submitted \(63\)](#)

### R&P Period Reports

[R&P Period Reports Due \(205\)](#)  
[R&P Period Reports Submitted \(42\)](#)  
[R&P Period Reports OverDue \(119\)](#)  
[R&P Period Reports Corrections Needed](#)

### Post-Arrival Minor Reports

[Post Suitability Due \(1\)](#)  
[Post Suitability Submitted](#)  
[Post Suitability Corrections Needed](#)  
[90 Day Reports Due \(5\)](#)  
[90 Day Reports Submitted](#)  
[90 Day Reports Corrections Needed \(1\)](#)

### Matching Grant

[120 Day Report Due \(55\)](#)  
[120 Day Report Status Change](#)  
[180 Day Report Due \(109\)](#)  
[180 Day Report Status Change](#)

### General

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[WRAPS Assurance File Verification](#)  
[RP Period File Verification \(281\)](#)  
[Affiliate Data Submitted \(33\)](#)  
[Email Archive Report History \(1\)](#)  
[Unknown WRAPS Codes](#)

### Recently Viewed

[AORs](#)  
[Interests](#)  
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# IRIS Users' Guide

If the RA rejects the report due to corrections needed, you will receive notification of it on your Dashboard. Click on the **Minor Reports Corrections Needed** link to see the reason why corrections are needed.

IMMIGRATION & REFUGEE INFORMATION SYSTEM


Case Quick Search  -  -

**IRIS**

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LIRS

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**Pre-Case Processing**  
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**Pre-Case Processing**  
AORs Submitted to RPC/RSC  
NEW AOR Pre-Case Notes  
Minor Aging/Aged Out  
AORs Accepted by RA  
[AORs Corrections Needed \(3\)](#)  
P3 Filing Deadline

**Post-Arrival Minor Reports**  
[Post Suitability Due \(1\)](#)  
Post Suitability Corrections Needed  
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90 Day Reports Corrections Needed

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[120 Day Report Due \(2\)](#)  
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**R&P Pre-Arrival**  
ALL Cases To Be Assured  
Assurance Date Approaching  
[Assurance Date Passed](#)  
NEW Cases  
NEW Cross References  
Anchor Placement Exception Denied  
CoSponsor Placement Exception Denied  
Unassured Placement Exceptions

**Pre-Arrival Minor Reports**  
Minor Reports Due  
[Minor Reports Corrections Needed \(1\)](#)

**Travel**  
Arrival Date Approaching  
NEW Travel Info

**R&P Period Reports**  
R&P Period Reports Due  
[R&P Period Reports OverDue \(1\)](#)  
R&P Period Reports Corrections Needed

IRIS Version: 5.3.2

# IRIS Users' Guide

The link provided takes you directly into the report for ease in making the corrections. Once you have made the corrections, once again hit the **Submit** button to resubmit it to the RA.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -  **Go**

**IRIS** Welcome Aqib Khan **\*\*\*\*TEST\*\*\*\*** My Account | About | Logout

There is 1 Individual Needing Minor Pre-arrival Report Corrections

Case Number	Individual	Corrections Reason	Date	Affiliate
EG-108278	<a href="#">BROOKS, JAMIE</a>	Please change answer for Q8 where minor shares a bedroom.	8/23/2017	FLLIRS01

Once the RA accepts the report, the report's status is

changed to **Accepted**. Scroll to the bottom of each report to see the report history.

## Suitability Determination Report History

Status	Incomplete Reason	Changed By	Date
Accepted		Aqib Khan	8/23/2017
Submitted		Aqib Khan	8/23/2017
Corrections Needed	Please change answer for Q8 where minor shares a bedroom.	Aqib Khan	8/23/2017
Submitted		Aqib Khan	8/23/2017

## Travel/Arrival Tracking

Typically, when a case is first placed with you, no travel information is known. If you open one of your cases and click on the **Travel** tab, you will see this indicated:

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout

Case ID:	TH-151144	Case Size:	9	Allocation Date:	1/16/2013
Case Type:	Refugee	Processing Status:	Not Assured	Assurance Date:	
Case Pool:	Geo	Active Status:	Active	Projected Arrival From:	3/25/2013
Affiliate:	21 - PA-Philadelphia			To:	6/23/2013
PA Name:	MURRAY, CODY			Enrolled Programs:	R&P

Pre Arrival Post Arrival VOLAG Notes Other Programs

RPC BioData Placement Assurance Pre-Case Documents **Travel** Pre-Arrival Case Notes

### NO TRAVEL SCHEDULED

Once travel is added, modified or cancelled, the system gives you a notification on the Dashboard. As soon as travel information is added for a case, the Case Processing Status in the header changes to **“Scheduled To Travel.”**

In the screenshot below, Advance Booking Notice (ABN) has just been entered into IRIS. Immediately, a new notification link appears in the **Travel** section of the Notifications pane labeled **NEW Travel Info.**

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout

Last Updated: 3/22/2013 4:25:28 PM

<b>Pre Case Processing</b> <a href="#">Advanced Search</a> <a href="#">Add AOR</a> <a href="#">Add Interest File</a>	<b>Notifications</b> <b>Pre Case Processing</b> AORs Approved To Send NEW AOR Notes <b>R&amp;P Pre-Arrival</b> ALL Cases To Be Assured Assurance Date Approaching Assurance Date Passed NEW Cases NEW Cross References Anchor Placement Exception Denied CoSponsor Placement Exception Denied Unassured Placement Exceptions <b>Pre-Arrival Minor Reports</b> Minor Reports Due Minor Reports Corrections Needed <b>Travel</b> <a href="#">Arrival Date Approaching (2)</a> <a href="#">NEW Travel Info (2)</a>	<b>R&amp;P Period Reports</b> <a href="#">R&amp;P Period Reports Due (8)</a> R&P Period Reports Corrections Needed <b>R&amp;P Minor Reports</b> Post Suitability Due Post Suitability Corrections Needed 90 Day Reports Due 90 Day Reports Corrections Needed <b>Matching Grant</b> <a href="#">120 Day Report Due (3)</a> <a href="#">180 Day Report Due (8)</a> <b>General</b> NEW VOLAG Notes Affiliate Data Corrections Needed <b>Recently Viewed</b> <a href="#">AORs</a> <a href="#">Interests</a> <a href="#">Cases</a>
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**Case Management**  
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[Add Non-Refugee Case](#)  
[Case Return](#)  
[Reconcile Arrivals](#)

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**Matching Grants**  
[MG1 Enrollment Report](#)  
[MG Management Console](#)  
[MG Progress Report Summary](#)

**Reports**  
[Print Reports](#)

# IRIS Users' Guide

Clicking on the **NEW Travel Info** link displays all of your cases where travel data has been **added** or **changed** - in this example, just two cases:

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -


**IRIS** Welcome Darlene Affiliate LIRS My Account | About | Logout 

There are 2 records with Travel Data Updated

<a href="#">Updated</a>	<a href="#">Case Number</a>	<a href="#">Status</a>	<a href="#">Remarks</a>	<a href="#">Affiliate</a>
3/20/2013 2:27 PM	<a href="#">SY-113013</a>	Travel Added (eABN)	ProFlight: RUD8521	TXLIRS06
3/20/2013 2:27 PM	<a href="#">SY-112952</a>	Travel Added (eABN)	ProFlight: RUD8521	TXLIRS06

Click on a Case Number link to see the **Travel Information** screen for that case. Note the **Travel History** section at the bottom of the screen, which shows when information was **added**, **changed** or **deleted**.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

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Case ID:	SY-113013	Case Size:	1	Allocation Date:	4/27/2011
Case Type:	Refugee	Processing Status:	Scheduled to Travel	Assurance Date:	7/2/2012
Case Pool:	Geo	Active Status:	Active	Arrival Date:	4/4/2013
Affiliate:	30B - TX-Houston			MG Enroll Date:	
PA Name:	GARCIA, DUSTIN			Enrolled Programs:	R&P

[Pre Arrival](#) [Post Arrival](#) [VOLAG Notes](#) [Matching Grant](#) [Other Programs](#)

[RPC BioData](#) [Placement](#) [Assurance](#) [Pre-Case Documents](#) [Travel](#) [Pre-Arrival Case Notes](#)

## Travel Information

Final Destination: Houston Hobby Arrival Date: 4/4/2013  
Port of Entry: JFK: John F Kennedy Int'l

## Members

Ser#	Name	DOB	Gender	PA/Rel?	Dep?	None-Departure Reason
5	GARCIA, DUSTIN	5/22/1988	M	PA		
Travel Req: Med Escort:						

[Print](#)

## Flights

Proflight No.	Flight No.	PNR No.	Departure Date	Departure Airport	Departure Time	Arrival Date	Arrival Airport	Arrival Time
RUD8521	DL141		4/4/2013	BRU: National	11:05 AM	4/4/2013	JFK: John F Kennedy Int'l	1:34 PM

## Travel History

Date / Time	Status	Remarks	Changed By
3/20/2013 2:27 PM	Travel Added (eABN)	ProFlight: RUD8521	Darlene Boblooch

# IRIS Users' Guide

Typically, the International flight (Advanced Booking Notice) is received and entered days or weeks before the Domestic Booking is received. As soon as the RA makes any **additions, deletions or changes** to a case's travel information, the affiliate agency handling the associated case is notified on the dashboard with the **NEW Travel Information** Notification.

Two weeks before a flight is scheduled to travel, a new notification will appear on the IRIS Dashboard: **Arrival Date Approaching**.

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**Pre Case Processing**  
[Advanced Search](#)  
[Add AOR](#)  
[Add Interest File](#)

**Case Management**  
[Advanced Search](#)  
[Add Non-Refugee Case](#)  
[Case Return](#)  
[Reconcile Arrivals](#)

**R&P Reporting**  
[R&P Period Report Console](#)  
[Minor Report Console](#)

**Administration**  
[User Maintenance](#)  
[Affiliate Maintenance](#)  
[All Forms](#)  
[Affiliate Contact Data](#)  
[Co-Sponsor List](#)  
[Program List](#)

**Matching Grants**  
[MG1 Enrollment Report](#)  
[MG Management Console](#)  
[MG Progress Report Summary](#)

**Reports**  
[Print Reports](#)

**Notifications** Last Updated: 3/22/2013 4:44:56 PM

**Pre Case Processing**  
AORs Approved To Send  
NEW AOR Notes

**R&P Pre-Arrival**  
ALL Cases To Be Assured  
Assurance Date Approaching  
Assurance Date Passed  
NEW Cases  
NEW Cross References  
Anchor Placement Exception Denied  
**NEW Travel Info** Placement Exception Denied  
Unassured Placement Exceptions

**R&P Period Reports**  
[R&P Period Reports Due \(8\)](#)  
R&P Period Reports Corrections Needed


**R&P Minor Reports**  
Post Suitability Due  
Post Suitability Corrections Needed  
90 Day Reports Due  
90 Day Reports Corrections Needed

**Matching Grant**  
[120 Day Report Due \(3\)](#)  
[180 Day Report Due \(8\)](#)

**General**  
NEW VOLAG Notes  
Affiliate Data Corrections Needed

**Recently Viewed**  
[AORs](#)  
[Interests](#)  
[Cases](#)

**Pre-Arrival Minor Reports**  
Minor Reports Due  
Minor Reports Corrections Needed

**Travel**  
[Arrival Date Approaching \(2\)](#)   
[NEW Travel Info \(2\)](#)

Clicking on the **Travel Day Approaching** notification link will display any cases that are traveling in the next fourteen days:

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**There are 2 Cases Traveling in the Next 14 Days**

Case Number	Arrival Date Time	Ground Transport?	PA Name	Nationality	Affiliate
<a href="#">SY-112952</a>	04/04/2013 01:34 PM	No	SPENCER, BRADLEY	Iraq	TXLIRS06
<a href="#">SY-113013</a>	04/04/2013 01:34 PM	No	GARCIA, DUSTIN	Iraq	TXLIRS06

On the day following the travel date, the case will no longer appear in the **Arrival Date Approaching** notification.



## Pre-Arrival Case Notes

The **Pre-Arrival Case Notes** tab lets you document your preparation for receiving the refugee family. View or add Pre-Arrival Case Notes by clicking on the **Case Notes** tab.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

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Case ID:	SY-113013	Case Size:	1	Allocation Date:	4/27/2011
Case Type:	Refugee	Processing Status:	Scheduled to Travel	Assurance Date:	7/2/2012
Case Pool:	Geo	Active Status:	Active	Arrival Date:	4/4/2013
Affiliate:	30B - TX-Houston	MG Enroll Date:			
PA Name:	GARCIA, DUSTIN	Enrolled Programs:	R&P		

Pre Arrival	Post Arrival	VOLAG Notes	Matching Grant	Other Programs
RPC BioData	Placement	Assurance	Pre-Case Documents	Travel
Pre-Arrival Case Notes				

### Case Notes

Type	Mode	Description	Date
Other	Other	<a href="#">Initial WRAPS Import</a>	4/28/2011
Other	Other	<a href="#">WRAPS update</a>	4/28/2011
Other	Other	<a href="#">WRAPS update</a>	5/4/2012
Other	Other	<a href="#">WRAPS update</a>	6/29/2012

Add New Case Notes

Print Case Notes

## Adding Case Notes

Click the **Add New Case Notes** button. The Case Note detail screen will be displayed. Complete the fields on this screen and click the **Save** button to save the note in the system.

**Case Notes Type** – pre-populated with R&P.

**Mode** – for specifying the mode of contact with the case (home visit, phone, office visit, etc.)

**Contains Restricted Medical Information** – for hiding the note from those users who do not have medical data permission.

**Short Description** – this is the title of the case note, which will be displayed on the Case Notes screen.

**Note** – the full text of the case note.

**Caseworker** – for indicating who performed the action described by the note – this can be different than the person entering the note.

**Note Date** – for entering the date on which the **note activity** took place.

The **Save** button will complete the case note. Saving is only successful if all required fields are filled in.

The **Save Draft** button allows you to save the case note with whatever data you have currently entered. Later, you can return and complete the case note. Draft case notes will not print.

Use the **Cancel** button to discard case note changes without saving.

Notes that have been saved appear in list form in the **Case Notes** tab. The notes will order themselves from oldest to newest, regardless of the order in which they are entered.



# IRIS Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search  -  -

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Case ID:	SY-113013	Case Size:	1	Allocation Date:	4/27/2011
Case Type:	Refugee	Processing Status:	Scheduled to Travel	Assurance Date:	7/2/2012
Case Pool:	Geo	Active Status:	Active	Arrival Date:	4/4/2013
Affiliate:	30B - TX-Houston	MG Enroll Date:			
PA Name:	GARCIA, DUSTIN	Enrolled Programs:	R&P		

Pre Arrival	Post Arrival	VOLAG Notes	Matching Grant	Other Programs
RPC BioData	Placement	Assurance	Pre-Case Documents	Travel
				Pre-Arrival Case Notes

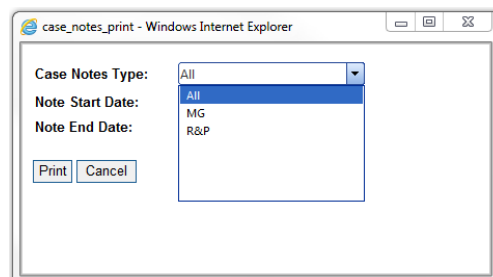
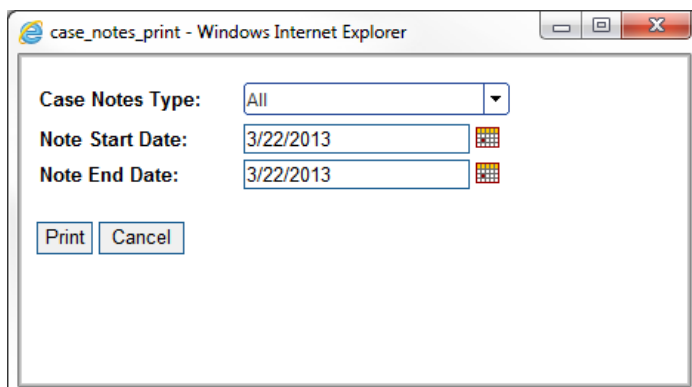
## Case Notes

Type	Mode	Description	Date
Other	Other	<a href="#">Initial WRAPS Import</a>	4/28/2011
Other	Other	<a href="#">WRAPS update</a>	4/28/2011
Other	Other	<a href="#">WRAPS update</a>	5/4/2012
Other	Other	<a href="#">WRAPS update</a>	6/29/2012

The Description – which comes from what you entered in Short Description on the **Case Note details** screen – is a link. When the link is clicked, the full Case Note detail screen reopens for viewing and/or editing.

## Printing Case Notes

Clicking on the  button will open a dialog box in which you may choose which **type of case notes** to print. This will allow you to keep your R&P and MG case notes separate in the case file. You may also choose the date range you would like to print. By default, the dates of the earliest and latest notes are entered.



# IRIS Users' Guide

A preview screen similar to the one below will be displayed. You can **save** as a PDF (Adobe Acrobat Reader), **print** or **close** the case notes.

**Case Notes - LIRS**

Case Number: SY-113013





PA Name: GARCIA, DUSTIN

Case Size: 1




Date	Case Note Type	Case Mode	Summary	Note	Case Worker
03/22/2013	R&P	Home Visit	This is a sample Case Note	test	Darlene Affiliate
03/22/2013	R&P	Home Visit	Sample Case Note	test	Darlene Affiliate

\* - note contains restricted medical information

Friday, March 22, 2013



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