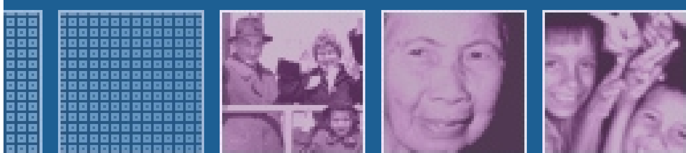
IMMIGRATION & REFUGEE INFORMATION SYSTEM



IRIS

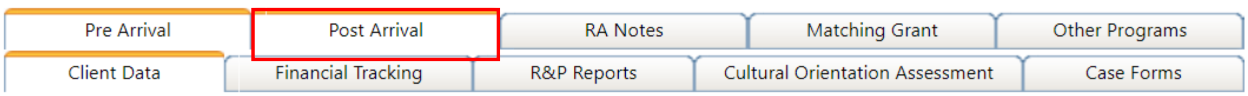
Affiliate Agency Staff Users' Guide

Part 2: Post-Arrival

Table of Contents

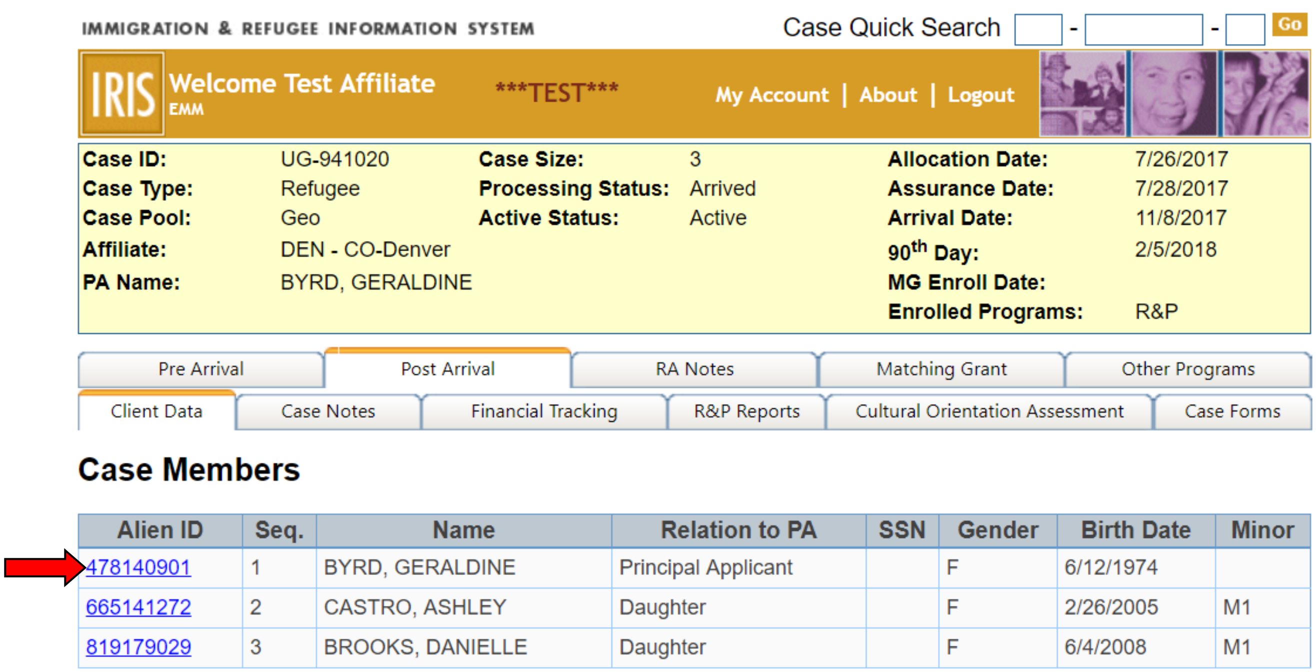
Post Arrival

In the **Post-Arrival** section of the case, you have the ability to document work with the case after their arrival. This section is also where you will submit your R&P 90-Day and 180-Day Reports.



Client Data

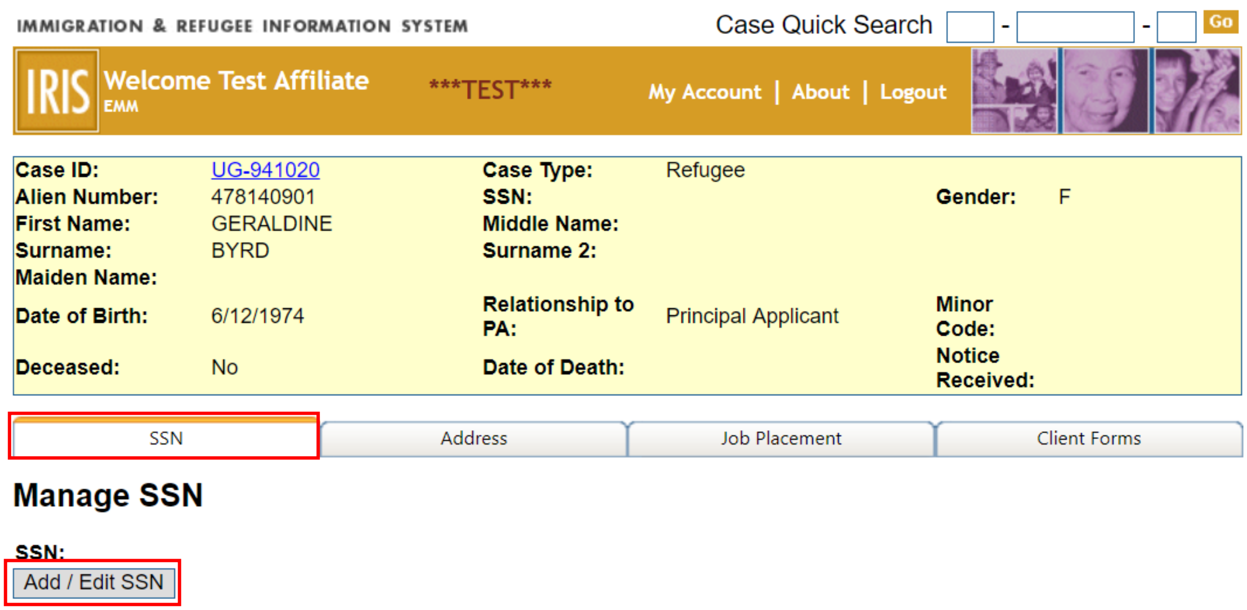
This section looks similar to Member BioData in the **Pre-Arrival** section. However, here you are able to **add** and **edit** information about case members during and after their time in post-arrival programs.



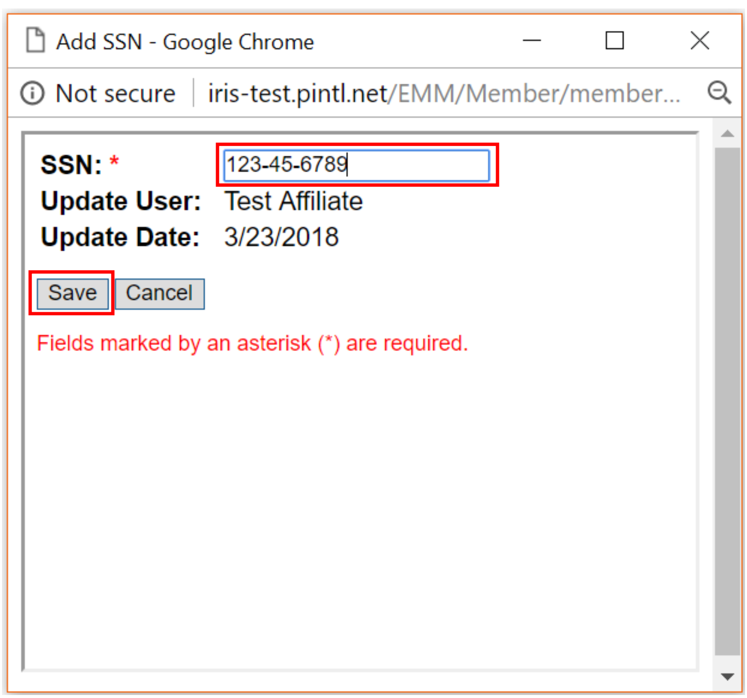
Click on the **Alien Number** of the case member you want to view or edit. This will open up a Member screen that contains its own Header and member tabs.

SSN

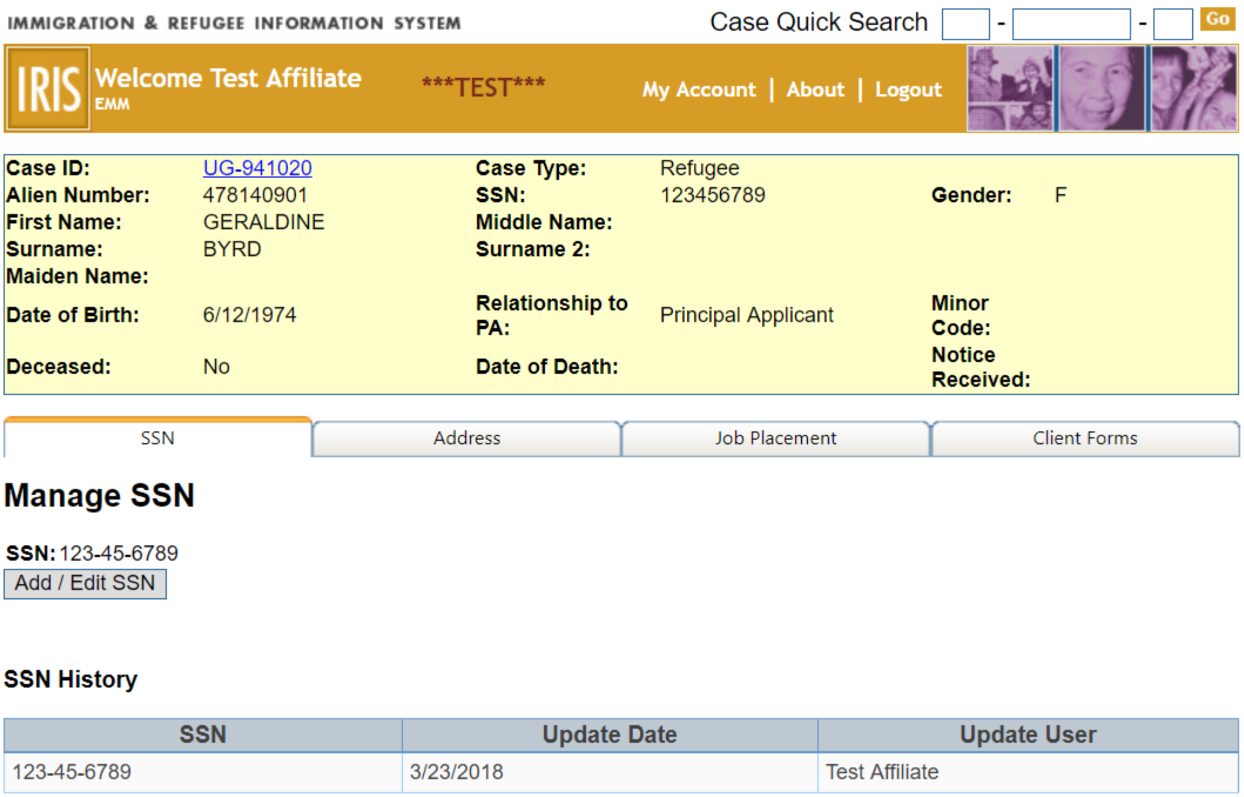
Here you may add the member's **social security number**. The **SSN** History is maintained so that previously used numbers, including typos are listed for reference, and for sending to an external Travel Loan system.



Click the Add / Edit SSN button to add a new **Social Security Number.** Complete the SSN field – you do not need to enter the dashes – and then click the Save button.

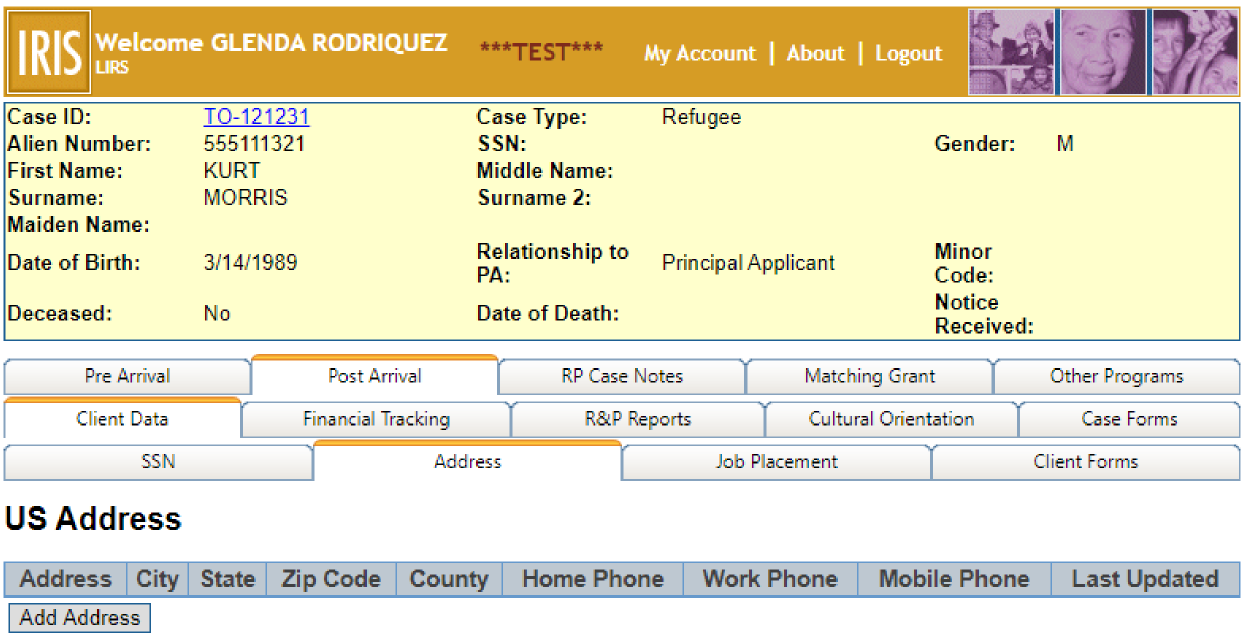


The newly entered SSN is displayed, along with the SSN History notation.



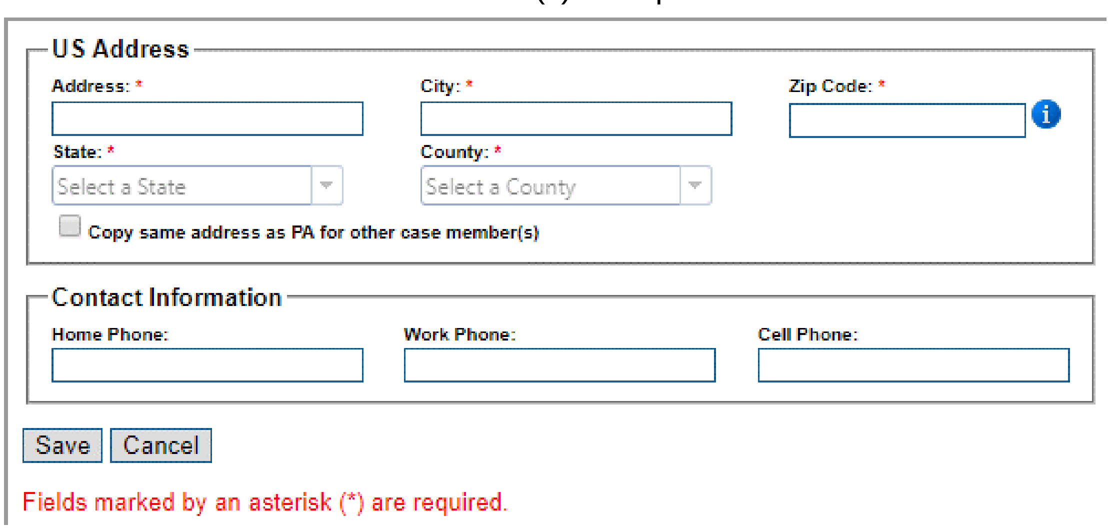
Address

From the **Address** tab, you can add the case member's address, and keep it current as it changes over time. Starting with the Principal Applicant (PA), click the "**Add Address**" button to add a new address.



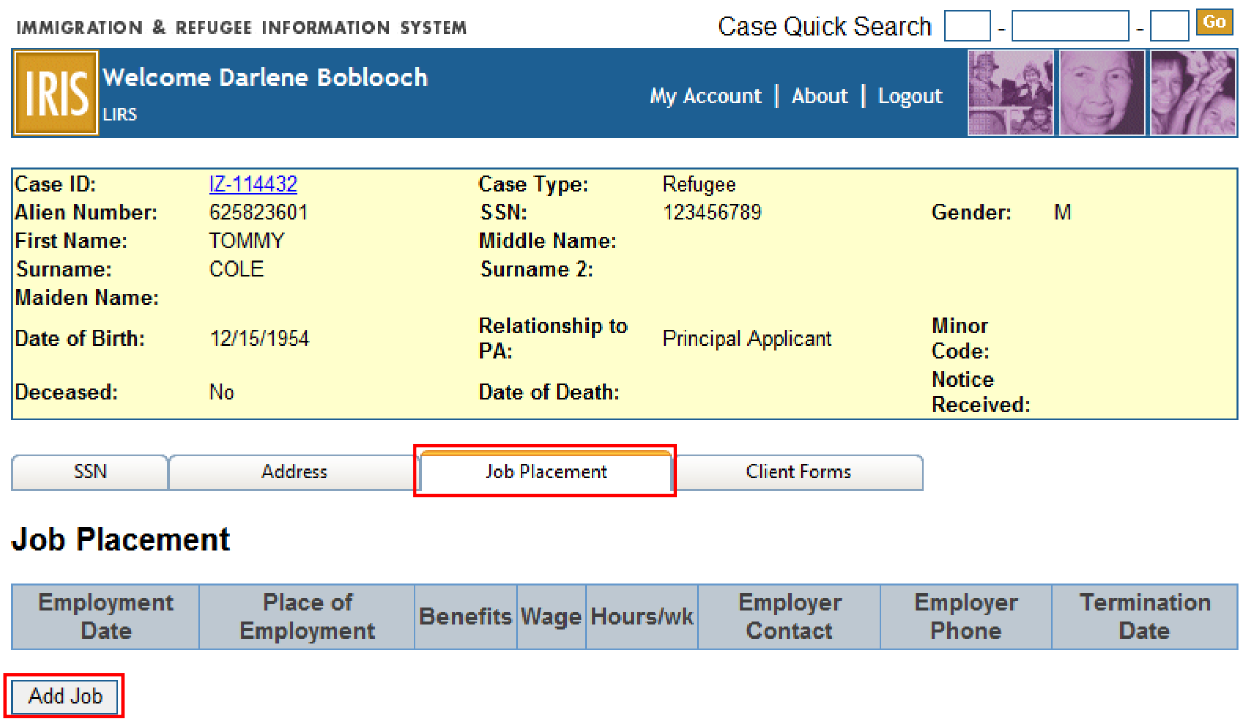
The Address dialog window opens. Complete the fields and click the "**Save**" button to save the new address.

Note, entering the zip code will automatically look up the State and County. If the State and County are incorrect, you may update the choice. Use the check box "Copy same address as PA for other case member(s)" to repeat this address for all members.



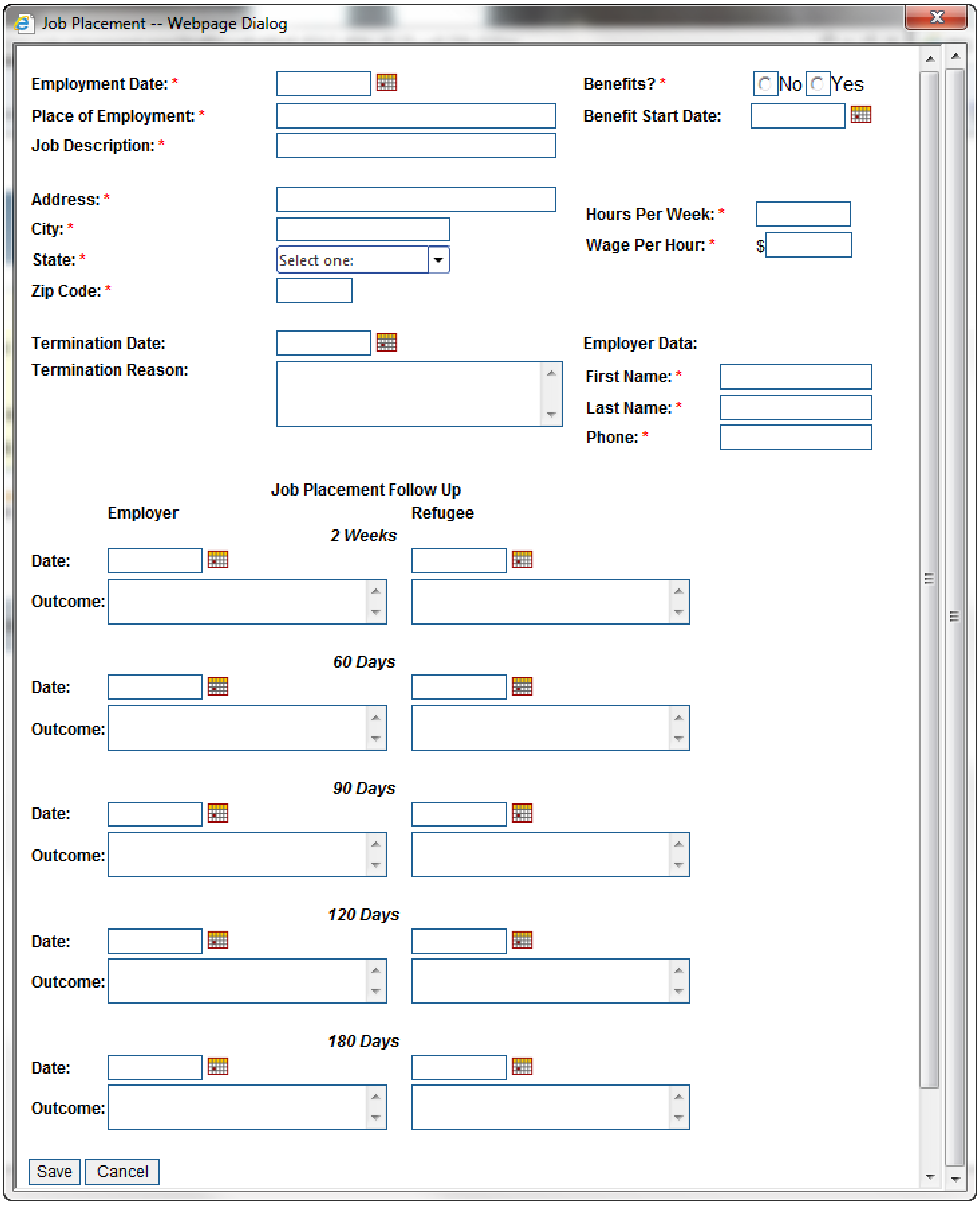
Job Placement

The **Job Placement** tab allows you to track a case member's job history over time. To add a new job, click the Add Job button.



A dialog box will appear in which you may **add** and **save** the job information. The top portion is required.

The bottom portion is for individuals in the **Matching Grant Program**. The follow up information you enter here will transfer directly from this form to the **MG 120** and **180 day reports.**



Job Placement -- Webpage Dialog

Employment Date: *

Place of Employment: *

Job Description: *

Benefits? * No Yes

Benefit Start Date:

Address: *

City: *

State: * Select one:

Zip Code: *

Hours Per Week: *

Wage Per Hour: * $

Termination Date:

Termination Reason:

Employer Data:

First Name: *

Last Name: *

Phone: *

Job Placement Follow Up

Employer Refugee

2 Weeks

Date:

Outcome:

60 Days

Date:

Outcome:

90 Days

Date:

Outcome:

120 Days

Date:

Outcome:

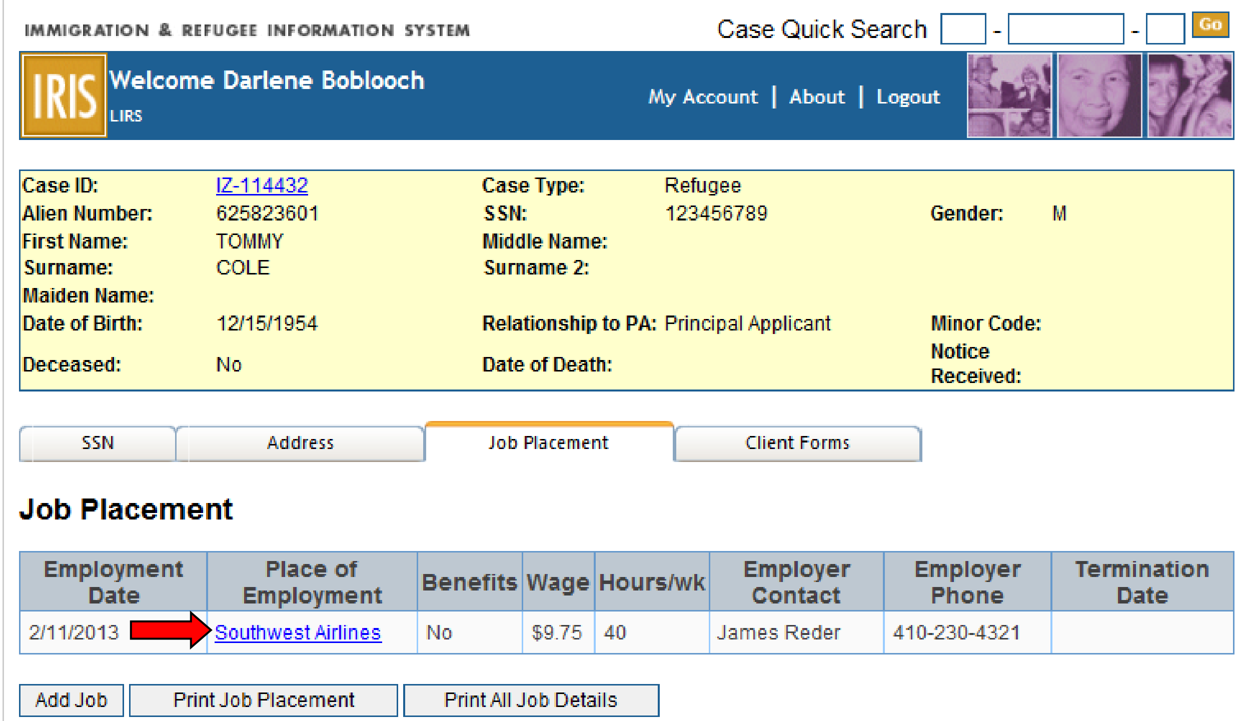
180 Days

Date:

Outcome:

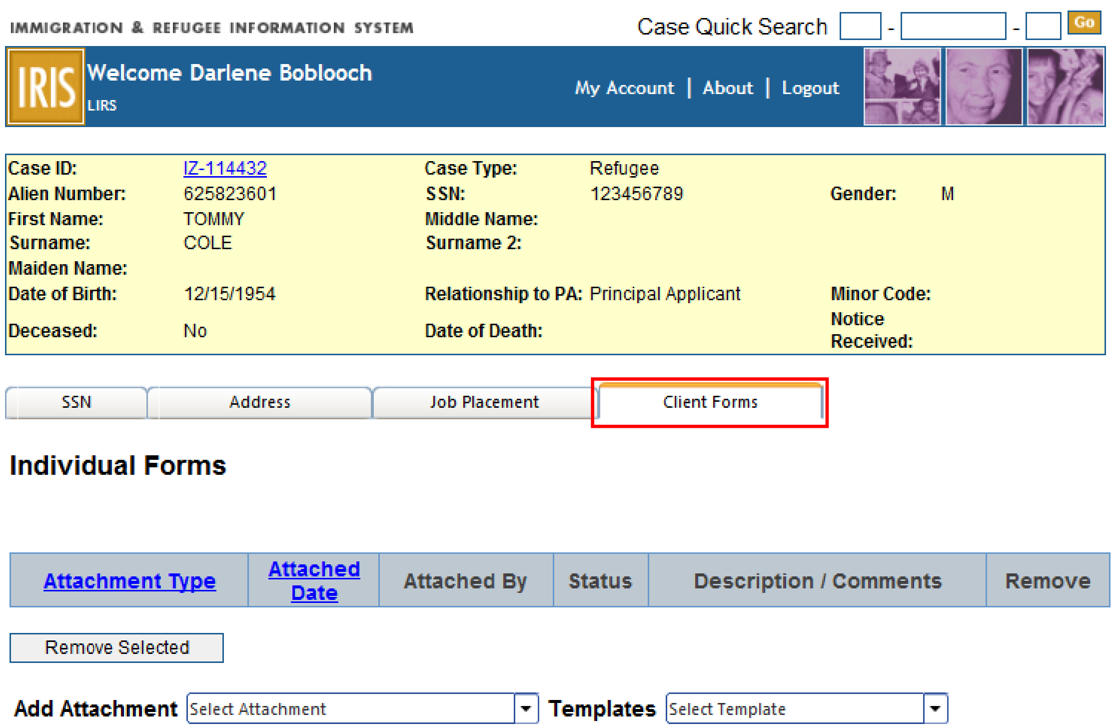
Save Cancel

To edit a Job Placement entry, click on the **Place of Employment** link.



Client Forms

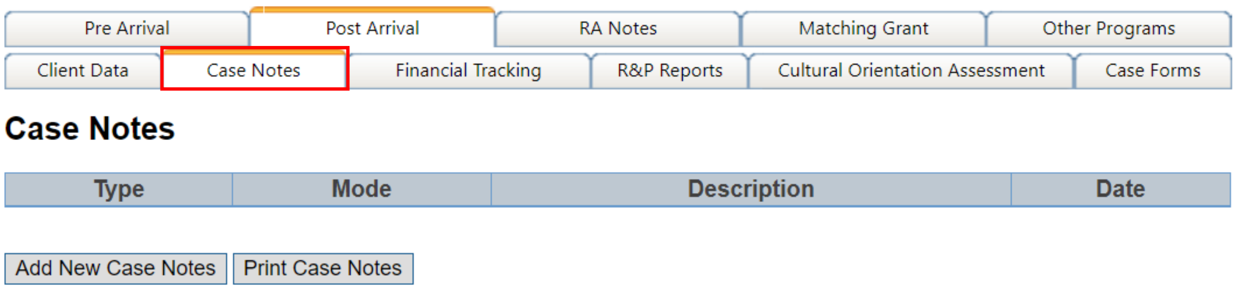
When you click on the **Client Forms** tab, you will have access to any form templates that are designed to be completed for Individuals rather than Cases. From this screen you can also view completed forms that have been attached to this case, and you can attach your own completed forms. The section on **Anchor Forms** on **page 22** of the **IRIS Affiliate Agency Staff Users' Guide – Part 2: Pre-Arrival** explains the process for doing this.



Note: The forms listed in the Client Forms dropdowns do not reflect all that are available in IRIS. A complete list all the forms available in IRIS is accessible from the dashboard under **Administration/All Forms.**

Case Notes

The **Case Notes** tab allows you to document the services and activities that take place during your work with the case members.

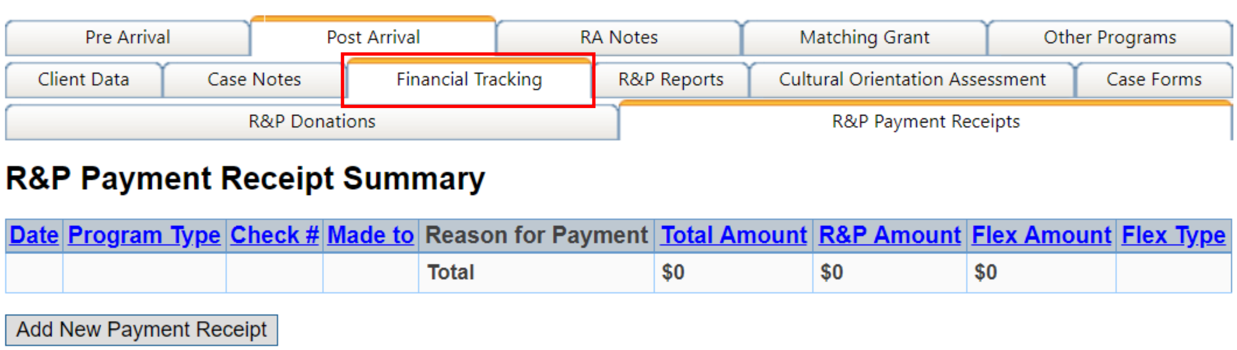


Adding and Printing Case Notes

The process is the same as for adding and printing pre-arrival case notes. See pages 49-52 of the **IRIS Affiliate Agency Staff Users' Guide – Part 2: Pre-Arrival**.

Financial Tracking

The **Financial Tracking** tab allows you to accumulate funds and record payments for the Reception and Placement. You may work with both cash and in-kind funds here. The two sub-tabs under **Financial Tracking** reflect these functions**:** **R&P Donations**, **R&P Payment Receipts**.

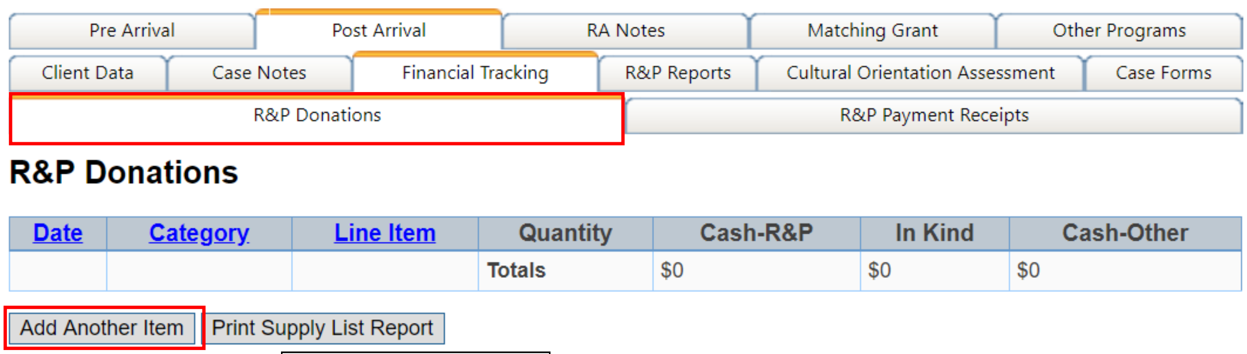


R&P Donations

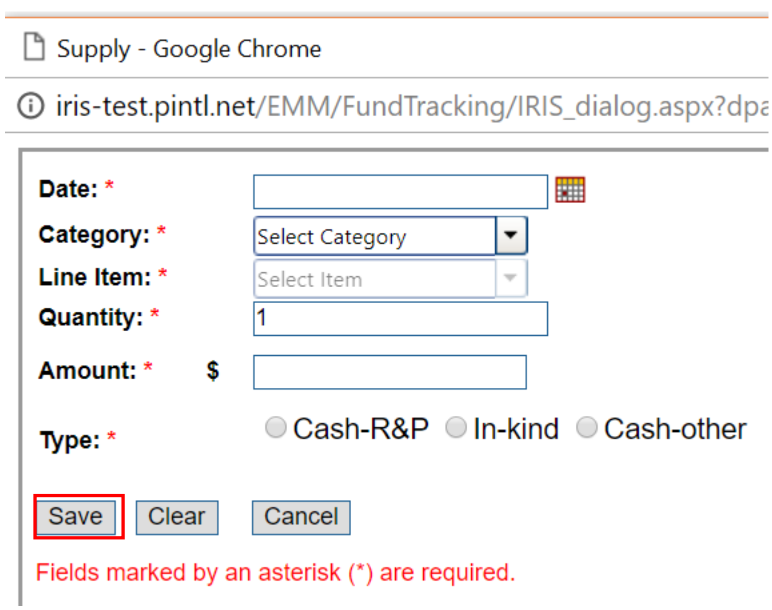
The **R&P Donations** tab lets you track the monetary and non-monetary resources for the resettlement of this case.

Please note: Although this screen is labeled R&P Donations, it includes items that were bought with cash from the R&P program or other sources. Fully completing this section will allow you to generate the Supply List in IRIS.

Here you can view any items that have already been added, and you can **add new items.**



When you click the Add Another Item button, a dialog window is displayed. This form allows you to enter the **date, category**, **line item**, **quantity**, **amount** and **type**. Click the **Save** button to complete adding this item.



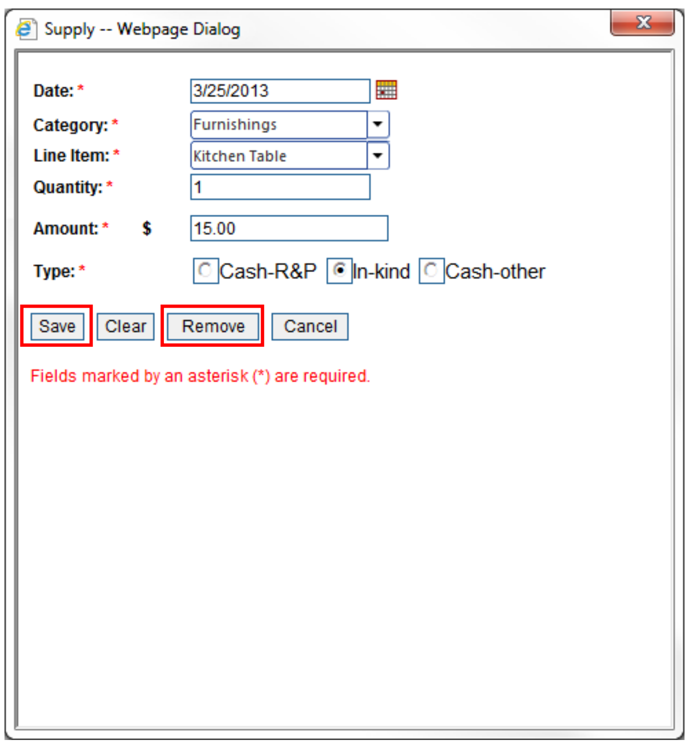
Once you have saved the item, it appears in the R&P Donations list:

R&P Donations

Date	Category	Line Item	Quantity	Cash-R&P	In Kind	Cash-Other
3/22/2013	Kitchen Items	Dishes (1 place setting)	2		$5.00	
3/22/2013	Other	rent	1	$750.00		
3/25/2013	Furnishings	Kitchen Table	1		$15.00	
3/26/2013	Food	Available Upon Arrival	1	$20.00		
			Totals	$770.00	$20.00	$0

Add Another Item   Print Supply List Report

To **edit** or **remove** an item, click on the line item link. The dialog window is displayed, where you can modify the data and then click the Save button or click the Remove button to delete the entry:



Print Supply List

To print the **Operational Guidance Supply List**, click the Print Supply List Report button. A preview screen will display, from which you can **save** it to a PDF file or **print** it.

OPERATIONAL GUIDANCE SUPPLY LIST - LIRS

Affiliate: Refugee Services Of Texas, Inc. - Houston (TXLIRS06) Site: 2626 South Loop Suite 242 Houston, TX 77054

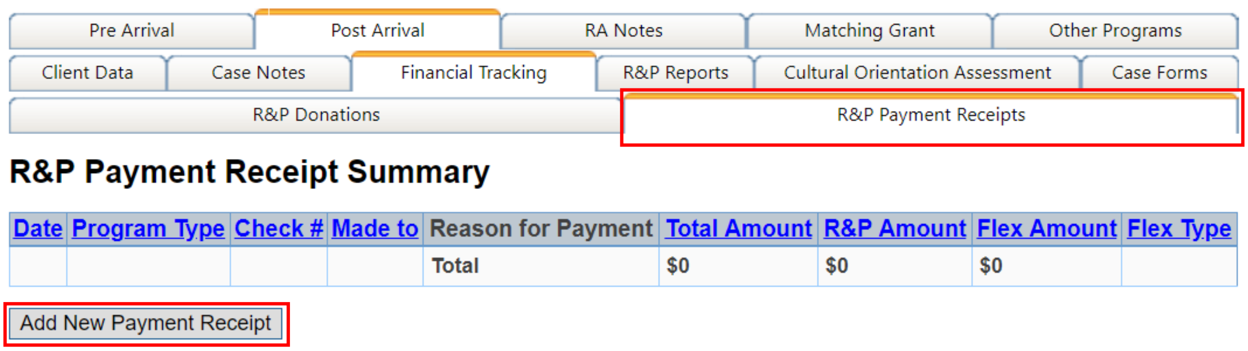
PA's Name: NGUYEN, LESLIE	Case ID: IZ-108627			
Address:	Number of Persons in Household: 4			
	Quantity	**Cash from R&P Direct Assistance**	**In Kind**	**Cash from Other Sources**
1. Furnishings				
Mattress - Twin/Double				
Box Spring				
Bed Frame				
Set of Drawers, shelves or other unit of appropriate for storage of clothing				
Kitchen table	1		$15.00	
Kitchen chair (one per person)				
Couch or equivalent seating (in addition to kitchen chairs)				
Lamp (one per room unless installed lighting is present)				
Total:			$15.00	
2. Kitchen Items				
One place setting of tableware (fork, knife, spoon) per person				
One place setting of dishes (plate, bowl, and cup) per person				
Pots and pans; atleast one sauce pan, frying pan and baking dish				
Baking/Serving Bowls				
One set of kitchen utensils (such as spatula, wooden spoon, knife, serving utensils, etc)				
Can Opener				
Baby items as needed				
Total:				
3. Linens and Other Household Items				
One towel per person				
One set of sheets and blankets for each bed				
One pillow and pillowcase for each person				
Alarm clock				
Paper, pens and/or pencils				
Light bulbs				
Total:				
4. Cleaning Supplies				
Dish soap				
Bathroom/kitchen cleanser				

*Appropriate for age and gender composition of family. Only married couples and small children of the same sex may be expected to share beds.

Revised March 2005

Payment Receipts

The **Payment Receipts** sub-tab is where you enter expenses paid out to, or on behalf of, the case clients. Items must be entered here to be included in the R&P Period Report summary of expenses. To add a new payment, click the Add New Payment Receipt button.



A dialog window will be displayed. This form will allow you to enter the **Date** of the payment**,** the **R&P Amount** and/or **Flex Amount** of the payment, and the Reason **For** Payment.

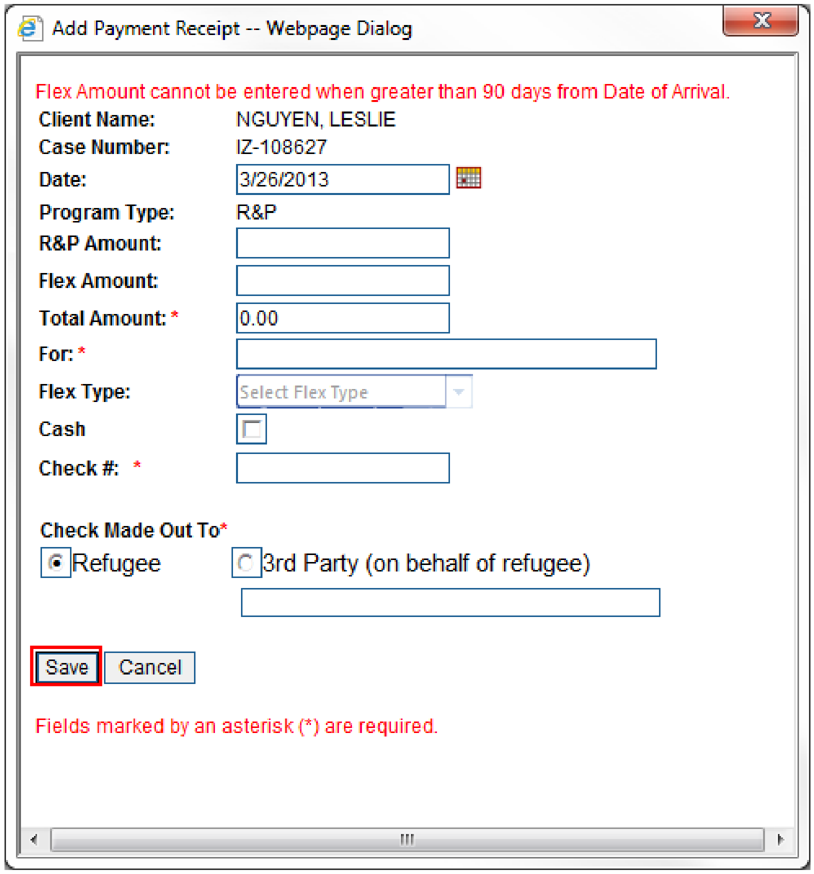
When you enter a Flex Amount, the **Flex Type** dropdown will become active and you will be required to select a Flex Type prior to saving the record. Note that if the date entered is greater than 90 days from the Date of Arrival, a Flex Amount cannot be entered.

If the payment was made by check, enter the **Check #** or check the **Cash** checkbox. Then, indicate if the payment was made to the **Refugee** or to a **3rd Party** on behalf of the refugee.

The R&P Period Report Summary of Expenses has two amounts.

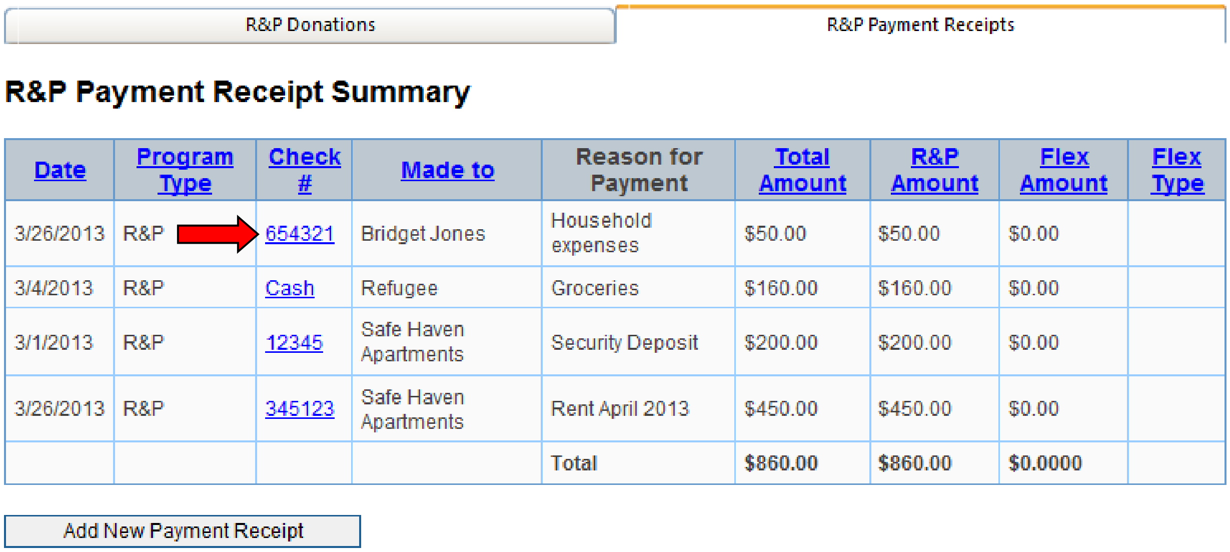
a) "Amount of R&P cash provided to family". If the payment is made to the **Refugee**, then it is totaled for item A.
b) "Amount of R&P funds spend on behalf of family. If payment is made to **3rd Party**, then it is totaled for item B.

Click the Save button to complete entry of this payment receipt.


Add Payment Receipt -- Webpage Dialog
Flex Amount cannot be entered when greater than 90 days from Date of Arrival.
Client Name: NGUYEN, LESLIE
Case Number: IZ-108627
Date: 3/26/2013
Program Type: R&P
R&P Amount:
Flex Amount:
Total Amount: * 0.00
For: *
Flex Type: Select Flex Type
Cash
Check #: *
Check Made Out To*
Refugee
3rd Party (on behalf of refugee)
Save
Cancel
Fields marked by an asterisk (*) are required.

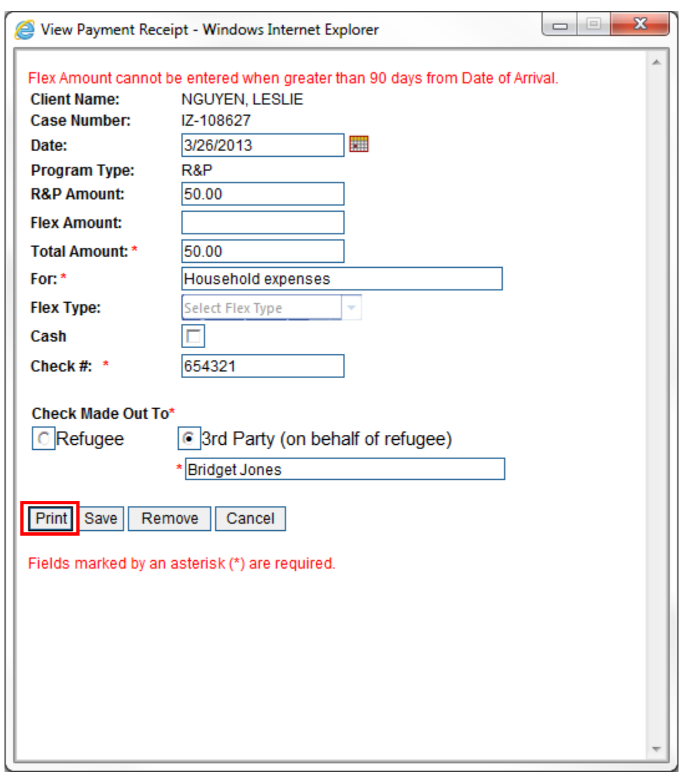
Printing Receipts

Once a payment has been saved, you can print the receipt for it. Click the **Check #** link to open up the edit screen.



Date	Program Type	Check #	Made to	Reason for Payment	Total Amount	R&P Amount	Flex Amount	Flex Type
3/26/2013	R&P	654321	Bridget Jones	Household expenses	$50.00	$50.00	$0.00	
3/4/2013	R&P	Cash	Refugee	Groceries	$160.00	$160.00	$0.00	
3/1/2013	R&P	12345	Safe Haven Apartments	Security Deposit	$200.00	$200.00	$0.00	
3/26/2013	R&P	345123	Safe Haven Apartments	Rent April 2013	$450.00	$450.00	$0.00	
				Total	**$860.00**	**$860.00**	**$0.0000**	

Use the Print button to bring up the receipt on the screen.



Notice: The receipt appears differently, based on whether the payment was made to the refugee or to a third party:

Payment Receipt - LIRS

Client Name: NGUYEN, LESLIE

Case Number: IZ-108627

Program Type: R&P

I acknowledge that a payment was made on my behalf to "Bridget Jones" through Check # 654321 for Household expenses in the amount of $50.00.

Client Signature / Date of Signature

Case Manager Signature / Date of Signature

Interpreter Signature / Date of Signature

Payment Receipt - LIRS

Client Name: NGUYEN, LESLIE

Case Number: IZ-108627

Program Type: R&P

I acknowledge that I have received cash for Groceries in the amount of $160.00.

Client Signature / Date of Signature

Case Manager Signature / Date of Signature

Interpreter Signature / Date of Signature

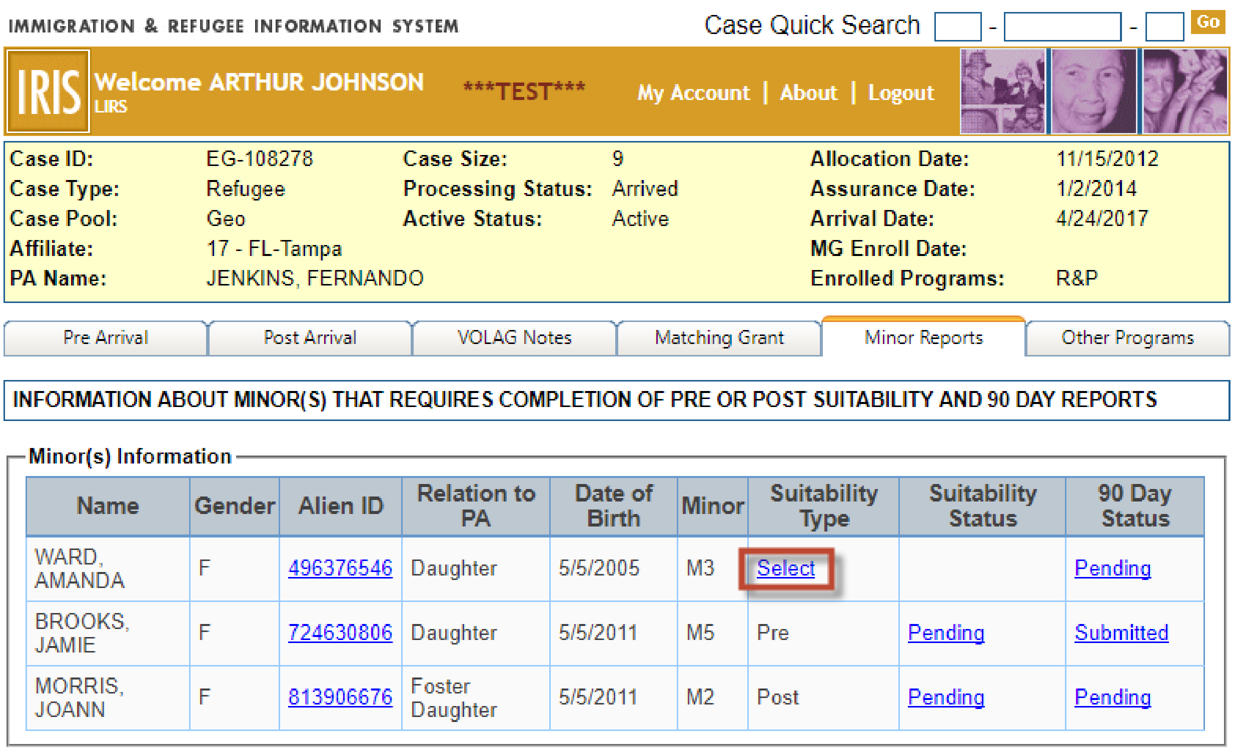
Minor Suitability Assessment

Post-Arrival Suitability

To complete a Post-Arrival Minor Suitability Determination Report, navigate to the **Minor Reports** tab and click on the minor's **Suitability Status**. A post-arrival suitability determination is required within **7 days** of arrival in the U.S. Suitability Type will display the type of suitability determination required for the minor.

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

For M3 cases, the Affiliate can select pre or post-arrival suitability determination from the Minor Reports tab and then clicking on the **'Select'** hyperlink.



Name	Gender	Alien ID	Relation to PA	Date of Birth	Minor	Suitability Type	Suitability Status	90 Day Status
WARD, AMANDA	F	496376546	Daughter	5/5/2005	M3	Select		Pending
BROOKS, JAMIE	F	724630806	Daughter	5/5/2011	M5	Pre	Pending	Submitted
MORRIS, JOANN	F	813906676	Foster Daughter	5/5/2011	M2	Post	Pending	Pending

Scenario #1:

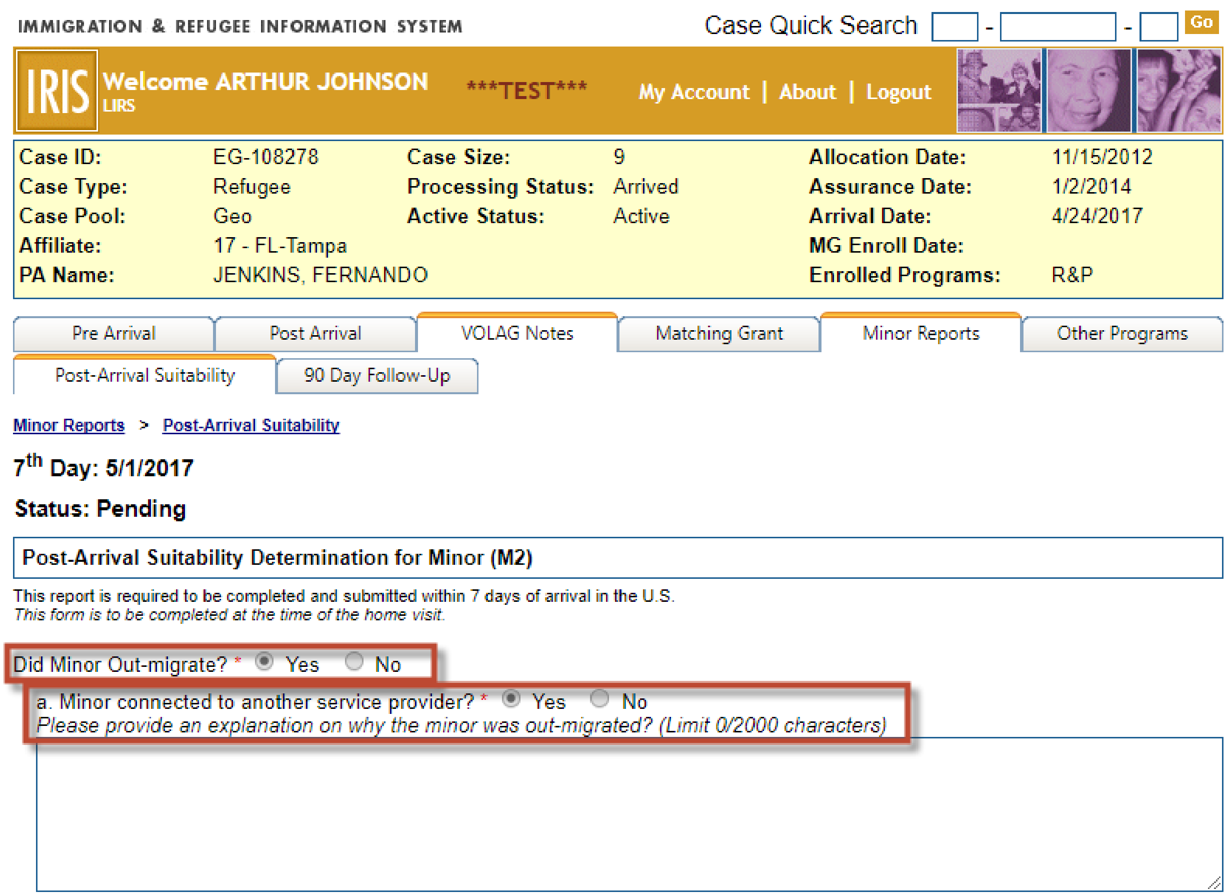
When Out-migrate = 'Y' then the only required fields are:

- Minor connected to another service provider
- Comment box on why the minor was out-migrated

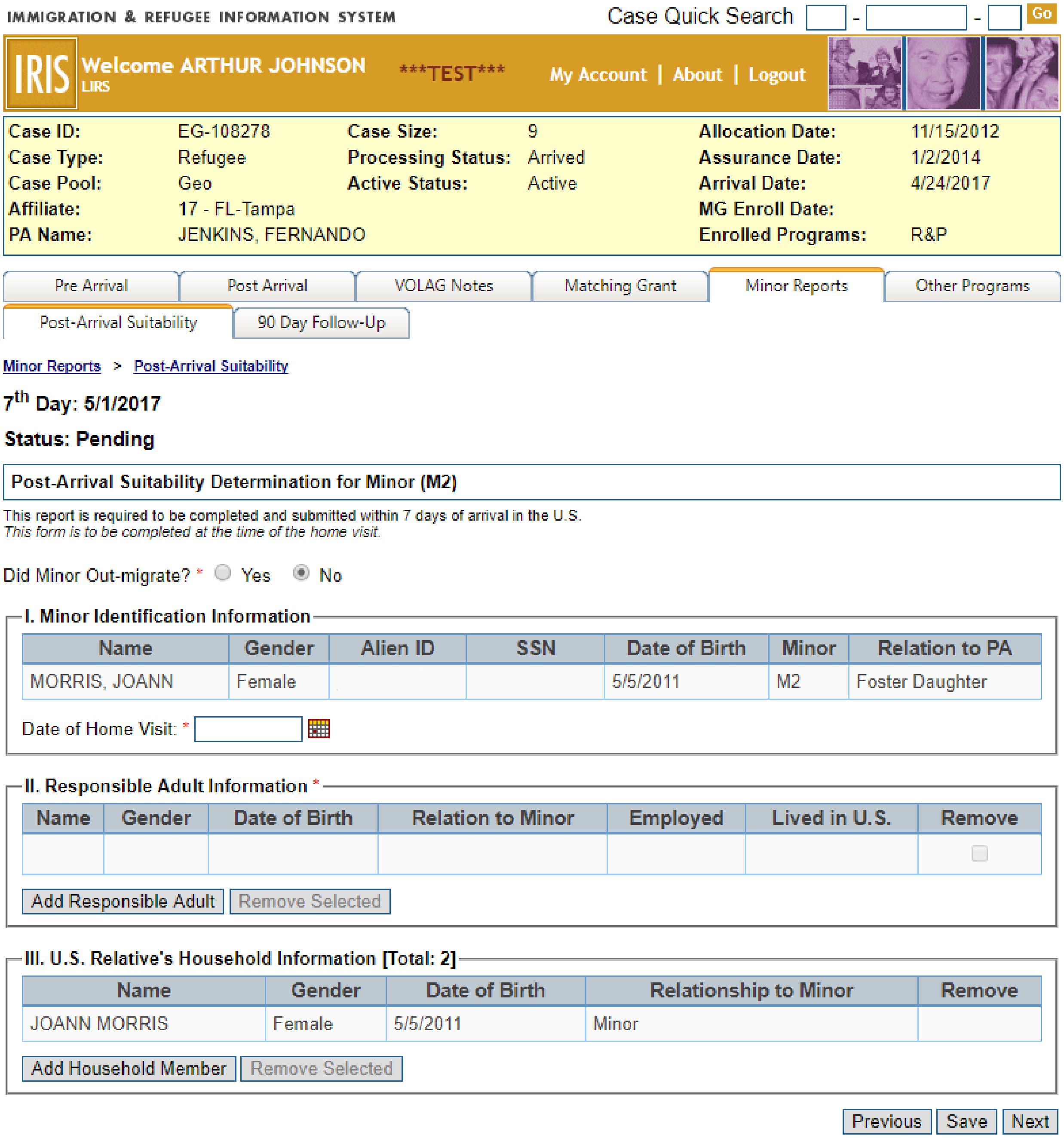
All the sections i.e. I, II, III, and IV in this scenario will be optional and the Affiliate will be able to submit the form w/o any validations. For Section V, option 'Out-migrated' will be automatically pre-selected indicating that the case was out-migrated.

Scenario #2:

When Out-migrate = 'N' then all the sections and questions will be required to be filled out before submitting the form to the RA.



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



IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search - - Go

IRIS Welcome ARTHUR JOHNSON LIRS ***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:	Geo	**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

Post-Arrival Suitability | 90 Day Follow-Up

Minor Reports > Post-Arrival Suitability

7th Day: 5/1/2017

Status: Pending

Post-Arrival Suitability Determination for Minor (M2)

This report is required to be completed and submitted within 7 days of arrival in the U.S.
This form is to be completed at the time of the home visit.

Did Minor Out-migrate? * Yes No

I. Minor Identification Information

Name	Gender	Alien ID	SSN	Date of Birth	Minor	Relation to PA
MORRIS, JOANN	Female			5/5/2011	M2	Foster Daughter

Date of Home Visit: *

II. Responsible Adult Information *

Name	Gender	Date of Birth	Relation to Minor	Employed	Lived in U.S.	Remove

Add Responsible Adult | Remove Selected

III. U.S. Relative's Household Information [Total: 2]

Name	Gender	Date of Birth	Relationship to Minor	Remove
JOANN MORRIS	Female	5/5/2011	Minor	

Add Household Member | Remove Selected

Previous | Save | Next

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.

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search [ ] - [ ] - [ ] Go

IRIS Welcome ARTHUR JOHNSON LIRS ***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:	Geo	**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

Post-Arrival Suitability | 90 Day Follow-Up

Evaluation

Minor Reports > Post-Arrival Suitability > Evaluation

7th Day: 5/1/2017

Status: Pending

Post-Arrival Suitability Determination for Minor (M2)

This report is required to be completed and submitted within 7 days of arrival in the U.S.
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
MORRIS, JOANN	Female	813906676	660441056	5/5/2011	M2	Foster Daughter

IV: Evaluation of Living situation

When you select "No" to 2, 4, 9, 11, 12, 13, 14, 16, 17, 18 and/or 19, a text box will display for your required explanation(s) and recommendation(s).

1. How long have the adult and minor known each other? * [ ] Years [ ] Months

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

○ Yes ○ No

3. 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. how long known the minor/length of the relationship; did minor previously live in the same household; has the Responsible Adult ever served as the minor's guardian/caretaker, and in what circumstances?) *

(Limit 0/2000 characters)

4. Is the responsible adult living with the minor? *

○ Yes ○ No

5. What are the expectations of the minor, the minor's parents (if appropriate), or others about the minor's life in the U.S. with the Responsible Adult? *
(Limit 0/2000 characters)

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

7. Is the minor of school age? *
○ Yes ○ No (Under School Age) ○ Not Applicable (Over School Age)

8. Has the responsible adult been informed of the minor's medical/mental history? *
○ Yes ○ No ○ N/A (No medical/mental health history available)

9. 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)

10. How does the responsible adult plan to handle the additional financial responsibilities associated with caring for the minor? *
(Limit 0/2000 characters)

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

12. Does the responsible adult intend to obtain legal guardianship? *
○ Yes ○ No ○ N/A (M5 cases)

13. Does the responsible adult understand that they are legally responsible for payment of the IOM Travel Loan? *
○ Yes ○ No

14. Does the responsible adult understand the state laws pertaining to child abuse/neglect? *
○ Yes ○ No

15. 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

16. Does the responsible adult ***understand*** the ongoing care and supervision needs of the child? *
○ Yes ○ No

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

Yes No

18. 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

For the next set of questions, ask questions of the responsible adult and minor individually. To the extent feasible and appropriate, attempt to create a space where the minor can answer questions freely, without concern of being overheard or corrected by other household members.

19. Does the minor need supervision when he or she is not attending school/daycare? *

Yes No Other N/A

20. Does the minor share a bedroom? *

Yes No

21. Does the minor share a bed? *

Yes No

22. As the caseworker, please describe the following:

a. How has the minor adjusted to the living situation? How have household members adjusted to the minor's presence? What problems have arisen, if any? What concerns do the minor and/or Responsible Adult have about the living situation? *
Please provide an explanation and recommendation(s). (Limit 0/2000 characters)

b. Who has/have been the minor's significant contacts and confidants? Describe such individuals by relationship only, not by name. *
Please provide an explanation and recommendation(s). (Limit 0/2000 characters)

c. The minor displays cuts, scrapes, bruises, or other injuries (such wounds might appear recurrently, or be located in unusual places on the body, such as the shoulders, upper arm, wrist, or neck) *

Yes No

Caseworker Assessment * *(Limit 0/6000 characters)*
Describe your overall impressions of the minor's adjustment indicating whether information on Minor's adjustment was obtained through separate interviews of the Minor and Responsible Adult. Be specific, and use concrete examples to support your assessment. Describe other notable observations not previously addressed.

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.
- Out-migrated

Print Save Submit

Fields marked by an asterisk (*) are required.

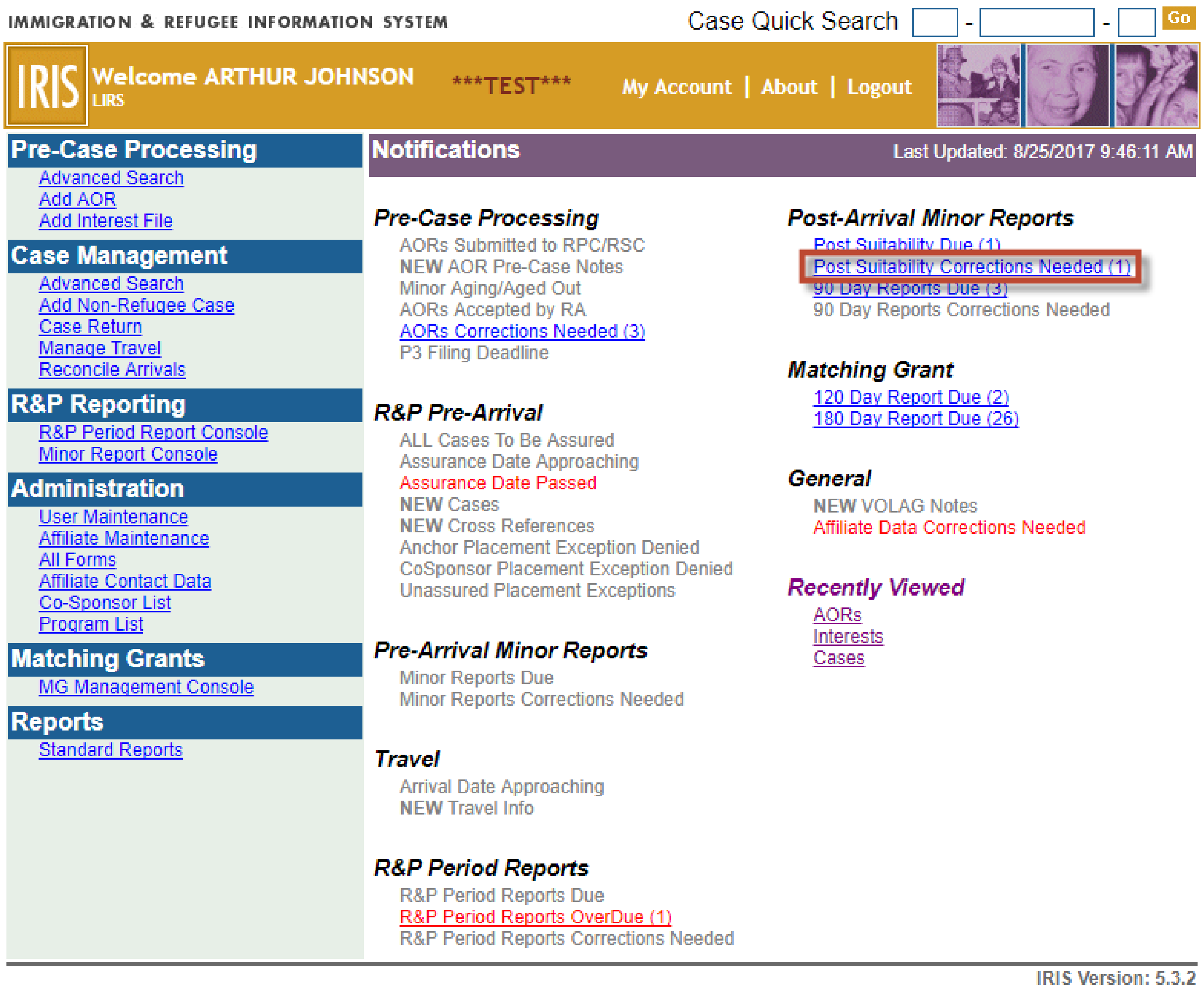
Once you have submitted the Post-Arrival Minor Suitability Determination Report to the RA, the bottom of the report will change to look like the following. You will notice that the Save and Submit buttons have been removed and an entry has been added to the Suitability Determination Report History grid.

Suitability Determination Report History

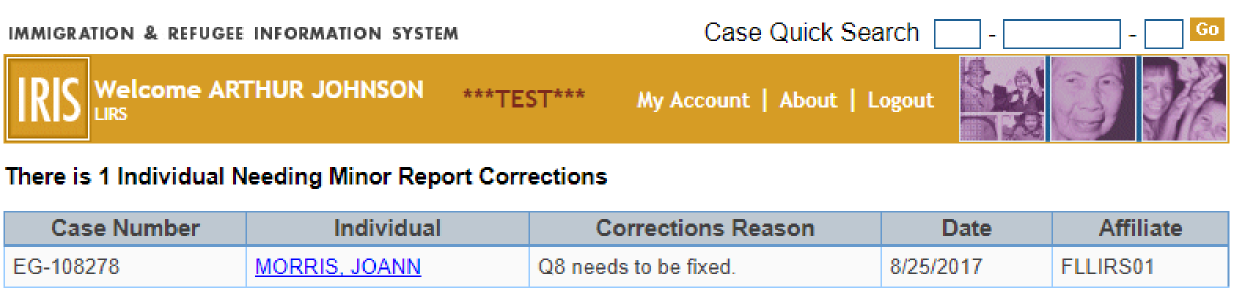
Status	Incomplete Reason	Changed By	Date
Submitted		Aqib Khan	8/23/2017

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

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



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.

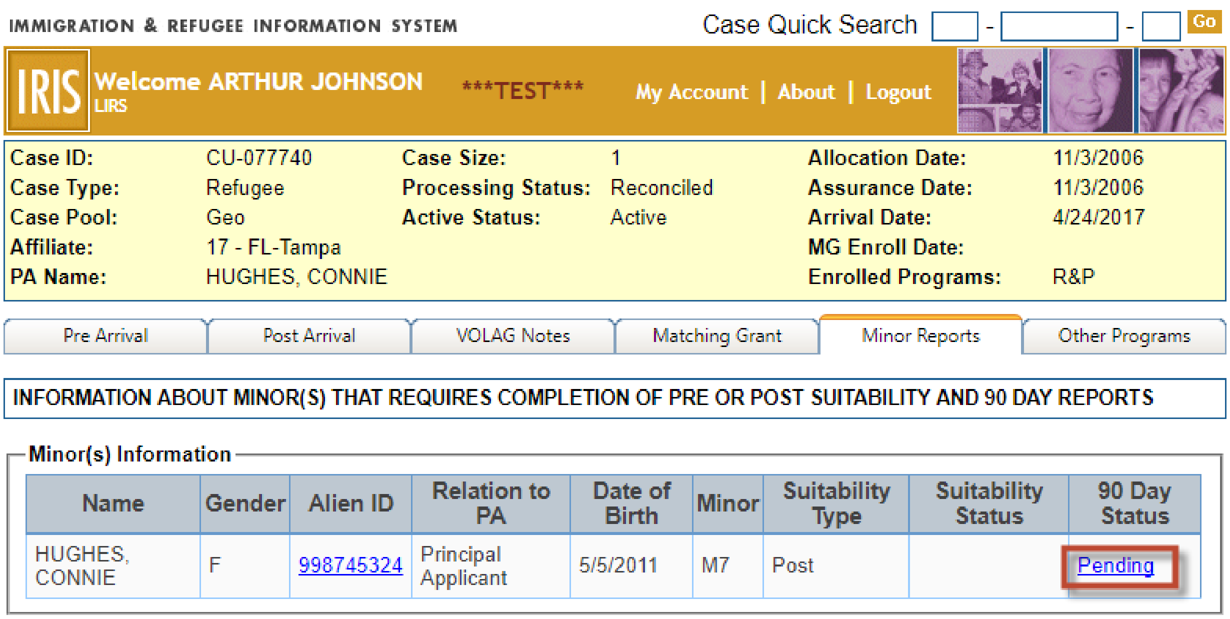


90 Day Follow-Up Evaluation Report

To complete a 90 day follow-up evaluation report, navigate to the **Minor Reports** tab and click on the minor's **90 Day Status**. A 90 day follow-up is required **within 14 days** after the 90th day from arrival in the U.S**.**

Note: New 90 day follow-up evaluation forms are displayed in IRIS for cases with an arrival date of 10/01/2017. The effective arrival date can be changed from IRIS Variables.

For M7 cases, the Affiliate will only require 90 day follow-up evaluation. There is no pre/post suitability determination required. Suitability status column have no value.
To display 90 day follow-up report, click on **Pending** hyperlink.



Scenario #1:

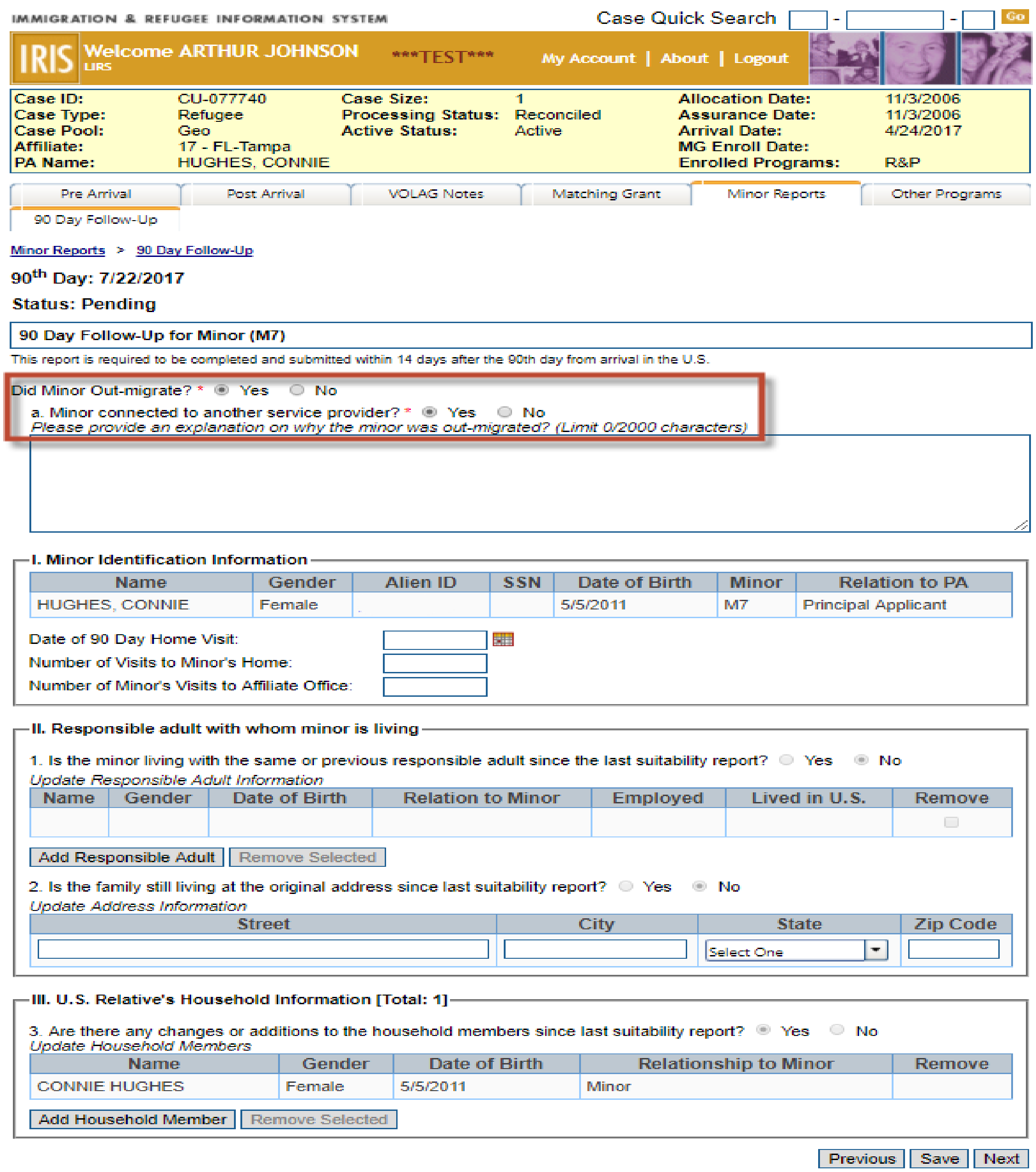
When Out-migrate = 'Y' then the only required fields are:

- Minor connected to another service provider
- Comment box on why the minor was out-migrated

All the sections i.e. I, II, III, and IV in this scenario will be optional and the Affiliate will be able to submit the form w/o any validations. For Section V, option 'Out-migrated' will be automatically pre-selected indicating that the case was out-migrated.

Scenario #2:

When Out-migrate = 'N' then all the sections and questions will be required to be filled out before submitting the form to the RA. An example of the online form is shown below.



IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - - Go

IRIS Welcome ARTHUR JOHNSON LIRS ***TEST*** My Account | About | Logout

Case ID:	CU-077740	Case Size:	1	Allocation Date:	11/3/2006
Case Type:	Refugee	Processing Status:	Reconciled	Assurance Date:	11/3/2006
Case Pool:	Geo	Active Status:	Active	Arrival Date:	4/24/2017
Affiliate:	17 - FL-Tampa			MG Enroll Date:	
PA Name:	HUGHES, CONNIE			Enrolled Programs:	R&P

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

90 Day Follow-Up

Minor Reports > 90 Day Follow-Up

90th Day: 7/22/2017

Status: Pending

90 Day Follow-Up for Minor (M7)

This report is required to be completed and submitted within 14 days after the 90th day from arrival in the U.S.

Did Minor Out-migrate? * Yes No

a. Minor connected to another service provider? * Yes No

Please provide an explanation on why the minor was out-migrated? (Limit 0/2000 characters)

I. Minor Identification Information

Name	Gender	Alien ID	SSN	Date of Birth	Minor	Relation to PA
HUGHES, CONNIE	Female			5/5/2011	M7	Principal Applicant

Date of 90 Day Home Visit:

Number of Visits to Minor's Home:

Number of Minor's Visits to Affiliate Office:

II. Responsible adult with whom minor is living

1. Is the minor living with the same or previous responsible adult since the last suitability report? Yes No

Update Responsible Adult Information

Name	Gender	Date of Birth	Relation to Minor	Employed	Lived in U.S.	Remove

Add Responsible Adult | Remove Selected

2. Is the family still living at the original address since last suitability report? Yes No

Update Address Information

Street	City	State	Zip Code
		Select One	

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

3. Are there any changes or additions to the household members since last suitability report? Yes No

Update Household Members

Name	Gender	Date of Birth	Relationship to Minor	Remove
CONNIE HUGHES	Female	5/5/2011	Minor	

Add Household Member | Remove Selected

Previous | Save | Next

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search [ ] - [ ] - [ ] Go

IRIS Welcome ARTHUR JOHNSON LIRS ***TEST*** My Account | About | Logout

Case ID:	CU-077740	**Case Size:**	1	**Allocation Date:**	11/3/2006
Case Type:	Refugee	**Processing Status:**	Reconciled	**Assurance Date:**	11/3/2006
Case Pool:	Geo	**Active Status:**	Active	**Arrival Date:**	4/24/2017
Affiliate:	17 - FL-Tampa			**MG Enroll Date:**	
PA Name:	HUGHES, CONNIE			**Enrolled Programs:**	R&P

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

90 Day Follow-Up

Evaluation

Minor Reports > 90 Day Follow-Up > Evaluation

90th Day: 7/22/2017

Status: Pending

90 Day Follow-Up for Minor (M7)

This report is required to be completed and submitted within 14 days after the 90th day from arrival in the U.S.

Name	Gender	Alien ID	SSN	Date of Birth	Minor	Relation to PA
HUGHES, CONNIE	Female	998745324		5/5/2011	M7	Principal Applicant

IV: Evaluation of Living situation

When you select "No" to 1, 6, 7, 9, 10, 11, 13, 14 and/or 15, a text box will display for your required explanation(s) and recommendation(s). Some questions may require additional information and/or recommendations.

1. Does the responsible adult know where to get assistance with the minor's medical/mental health needs? *

○ Yes ○ No

2. Date of general health exam (within 30 days, provide explanation if delayed): *

[ ] ☐ Exam not scheduled

3. Date of dental exam: *

[ ] ☐ Exam not scheduled

4. General health condition as assessed by a physician: * Excellent

5. Is the minor of school age? *

○ Yes ○ No (Under School Age) ○ Not Applicable (Over School Age)

6. Is the minor attending ESL classes? *

○ Yes ○ No

7. Does the minor appear to have age and weather appropriate clothing? *

○ Yes ○ No

17. As the caseworker, please describe the following:

a. How has the minor adjusted to the living situation? How have household members adjusted to the minor's presence? What problems have arisen, if any? What concerns do the minor and/or Responsible Adult have about the living situation? *
Please provide an explanation and recommendation(s). (Limit 0/2000 characters)

b. How is the minor doing in school, and what does the minor typically do during his/her free time? *
Please provide an explanation and recommendation(s). (Limit 0/2000 characters)

c. The minor displays cuts, scrapes, bruises, or other injuries (such wounds might appear recurrently, or be located in unusual places on the body, such as the shoulders, upper arm, wrist, or neck) *
Yes No

Caseworker Assessment * *(Limit 0/6000 characters)*
Describe your overall impressions of the minor's adjustment indicating whether information on Minor's adjustment was obtained through separate interviews of the Minor and Responsible Adult. Be specific, and use concrete examples to support your assessment. Describe other notable observations not previously addressed.

Section V: Recommendation

On the basis of the information documented in this 90-day follow-up evaluation, I recommend:*
- Continued placement be approved.
- Continued placement be denied. Please contact Resettlement Agency HQ immediately.
- N/A. Case has out-migrated

Print Save Submit

Fields marked by an asterisk (*) are required.

Once you have submitted the Post-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.

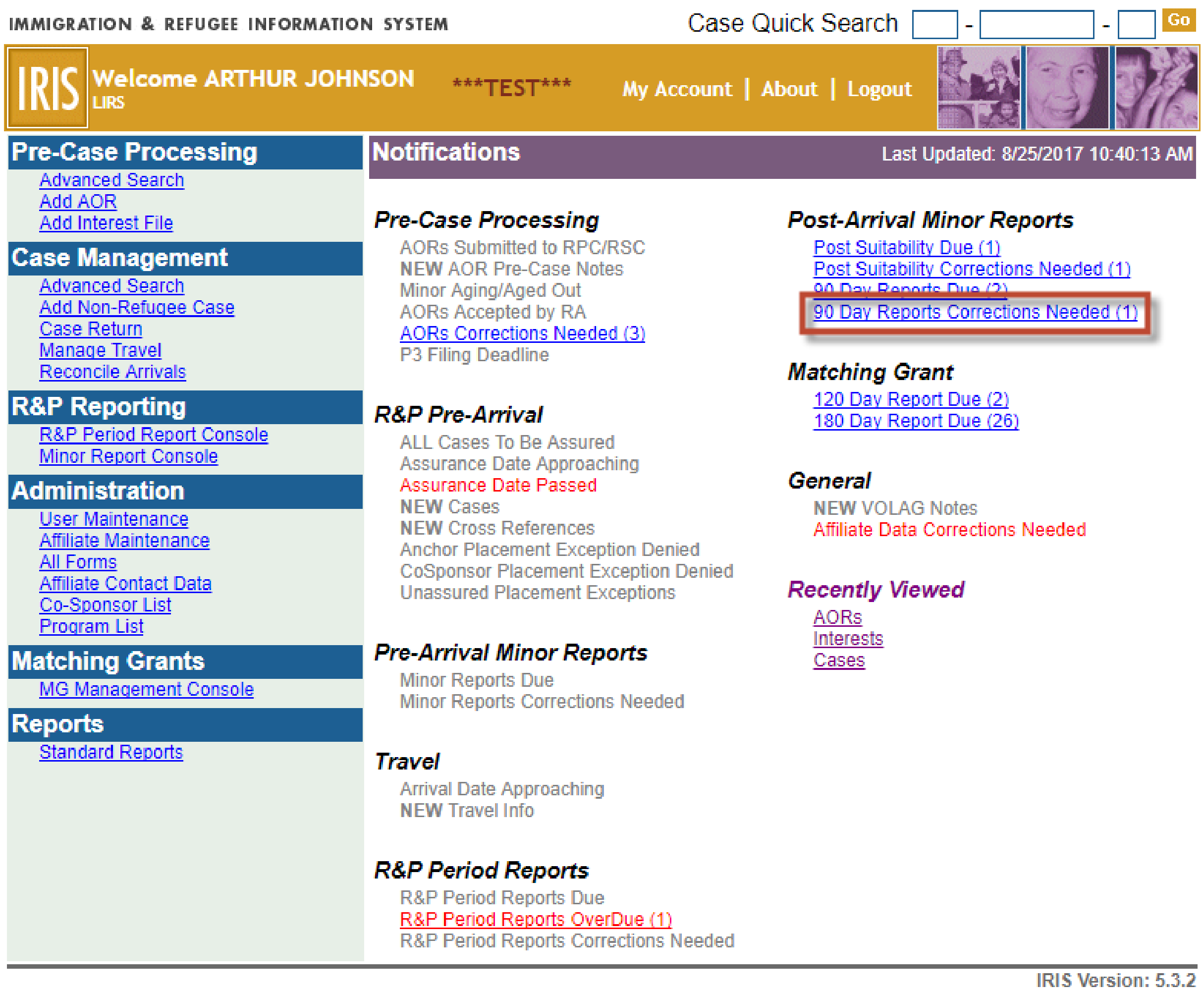
Suitability Determination Report History

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

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


IMMIGRATION & REFUGEE INFORMATION SYSTEM
Case Quick Search
Go
IRIS
Welcome BONNIE HUNT
LIRS
TEST
My Account | About | Logout
Pre-Case Processing
Advanced Search
Receive Approved Lautenberg AORs
Submit AORs
Case Management
Advanced Search
Place Cases
Transfer a Case
Case Transfer Out Search
Manage Travel
Reconcile Arrivals
Travel Loan
Export Loan System Files
R&P Reporting
R&P Period Report Console
Minor Report Console
Administration
User Maintenance
Group Maintenance
Affiliate Maintenance
E-Mail Announcements
Form Template Maintenance
All Forms
Per Capita Maintenance
MG Program Maintenance
Custom Fields Maintenance
End User License Maintenance
Affiliate Contact Data
Co-Sponsor List
Program List
Matching Grants
MG Management Console
Unlock MG Reports
MG Locking Grace Period
MG File Export
WRAPS
Load WRAPS Files
Export WRAPS Files
Configure WRAPS
Reports
Standard Reports
Custom Reports
Ad-hoc Reports (legacy)
Notifications
Last Updated: 8/25/2017 10:36:33 AM
Pre-Case Processing
AORs Sent by Affiliate (114)
AORs Submitted to RPC/RSC
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 URMs About To Age Out
Pre-Arrival Minor Reports
Minor Reports Due
Minor Reports Submitted (1)
Minor Reports Corrections Needed
Travel
Arrival Date Approaching (2)
NEW Travel Info
No Final Booking
View Unmatched Travel
View eABN Imports
R&P Cultural Orientation
Case CO Assessment Due/OverDue (746)
Case CO Assessment Submitted (18)
Member CO Assessment Due/OverDue (1028)
Member CO Assessment Submitted (38)
R&P Period Reports
R&P Period Reports Due (206)
R&P Period Reports Submitted (42)
R&P Period Reports OverDue (119)
R&P Period Reports Corrections Needed (1)
Post-Arrival Minor Reports
Post Suitability Due (1)
Post Suitability Submitted
Post Suitability Corrections Needed (1)
90 Day Reports Due (4)
90 Day Reports Submitted (1)
90 Day Reports Corrections Needed (1)
Matching Grant
120 Day Report Due (59)
120 Day Report Status Change
180 Day Report Due (115)
180 Day Report Status Change
General
NEW VOLAG Notes
WRAPS Assurance File Verification
RP Period File Verification (281)
Affiliate Data Submitted (33)
Email Archive Report History (6)
Unknown WRAPS Codes
Recently Viewed
AORs
Interests
Cases
IRIS Version: 5.3.2

If the RA rejects the report due to corrections needed, you will receive notification of it on your Dashboard. Click on the **90 Day Reports Corrections Needed** link to see the reason why corrections are needed.



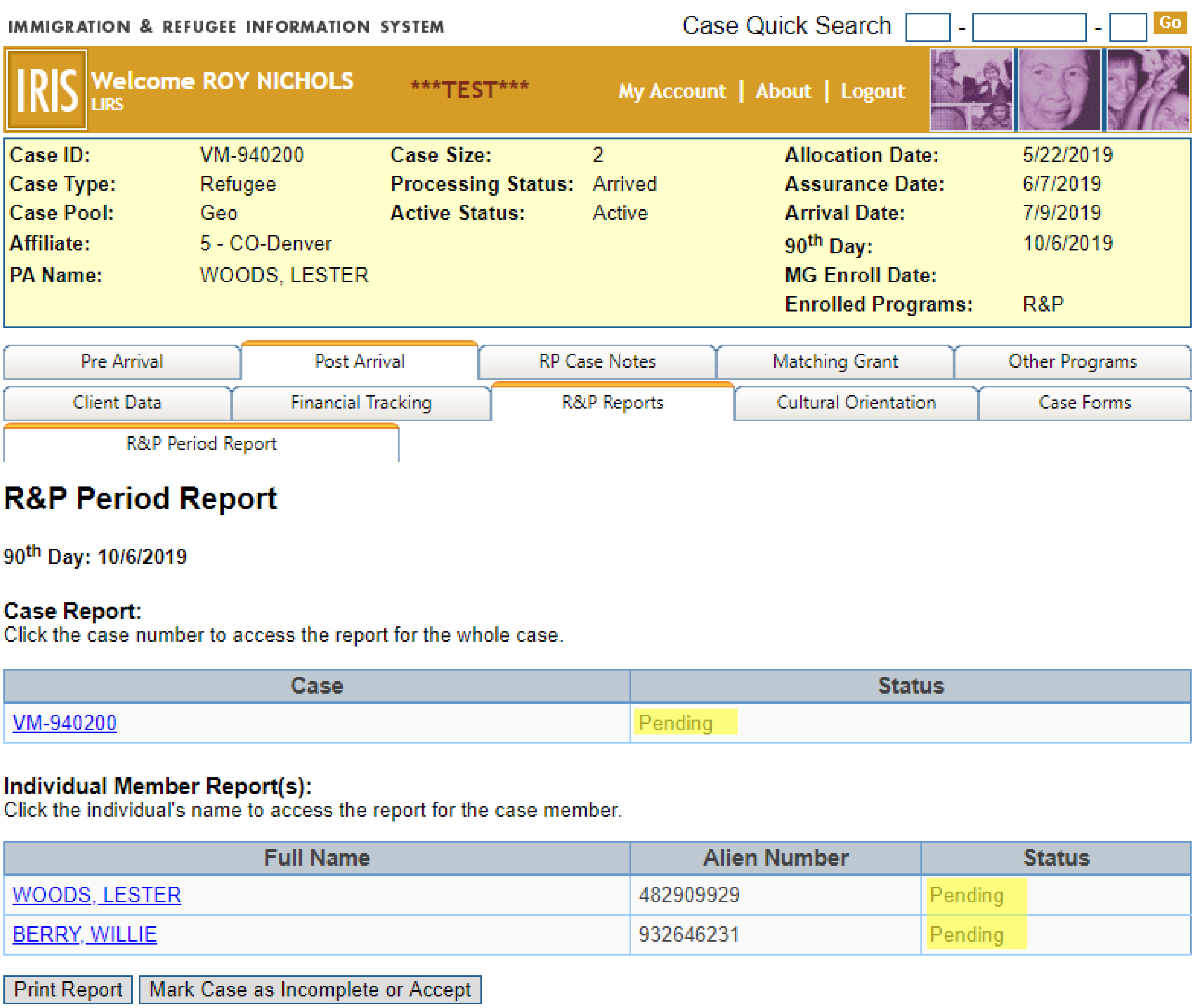
The link provided takes you directly into the report for ease in making the corrections. Once you have made the corrections, once again hit the Submit button to resubmit it to the RA.

R&P Period Reports

The **R&P Period Reports** are contained within IRIS. When the RA receives notification of the cases requiring these reports, an e-mail notification will be sent to each Affiliate office listing their own cases.

An R&P Period Report consists of the **Case** Page and the **Members** Pages. IRIS shows you the status of the report on the right side of the screen, which include **Pending, Submitted, Corrections Needed, Accepted** and **Sent to RPC.**

The report shown below has not been worked on yet.



Case Page

To work on the Case report, click the **Report Case Number** link. The **R&P Period Report** screen for the case is displayed. All fields on the form are required. In addition, based upon your answers to some questions, other fields may appear that need to be completed. When finished, check the box for **Verified by Case worker to be complete** and click Save.

The Members portion of the report should be completed first because what you put in each member's report could impact the Case report. For example, if you try to enter employment as a source of support on the Case Details screen, but have not yet completed the member parts, you will receive an error saying, "no case member is employed".

Member Pages

From the **Main R&P Period Report** screen, click the link for one of the case members to access the Member report for that individual. All data fields on this form are required**.** When finished, check the box for **Verified by Case worker to be complete** and click Save.

Note: For question 3 option '65 and over', and 'Under 18' will be automatically pre-selected based off DOB against Date of Arrival and not the 90th day.

If question 2 'Out-migration' = 'Y' then Q3 – Q6 will be grayed out and disabled.

As you complete the various parts of the report, notice that the statuses on the right side of the screen change**.**

R&P Period Report

90th Day: 9/11/2019

Case Report:
Click the case number to access the report for the whole case.

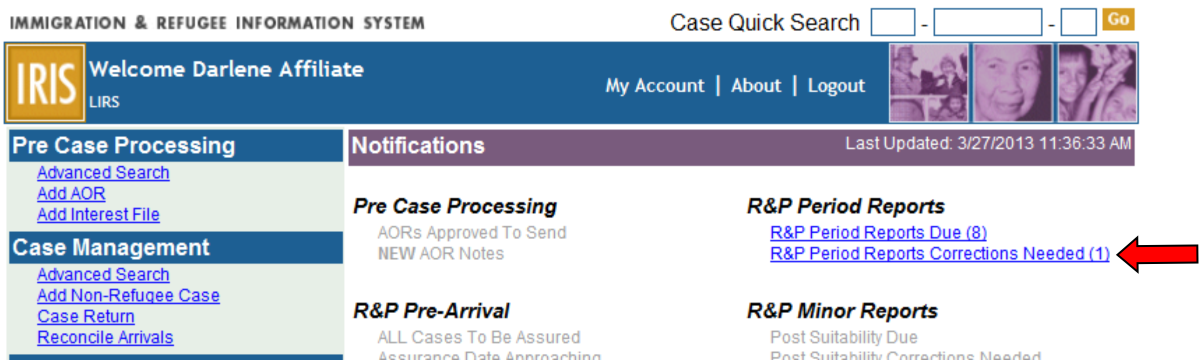
Case	Status
AF-966208	Submitted

Individual Member Report(s):
Click the individual's name to access the report for the case member.

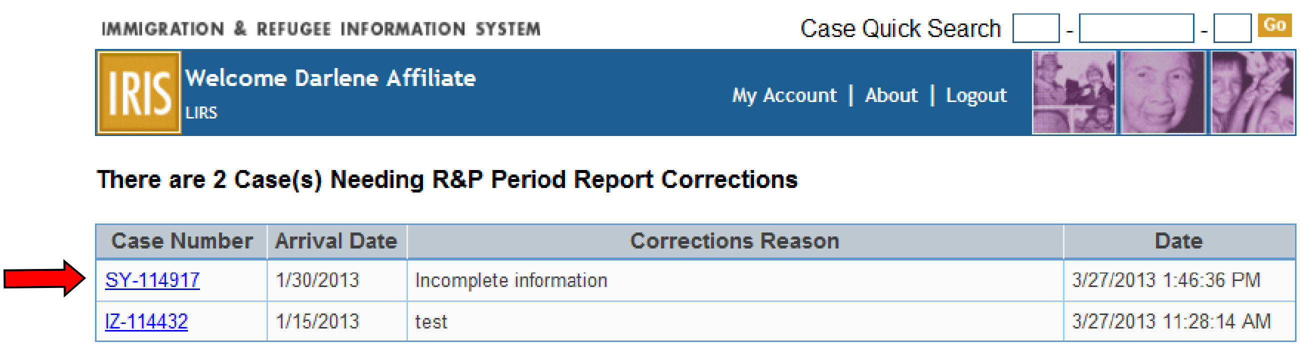
Full Name	Alien Number	Status
SANDERS, FREDDIE	922996492	Submitted
WOOD, JUDITH	967582442	Submitted

Print Report Comments

When all statuses for the report show as **Submitted**, the RA will receive a notification. If the RA finds that changes are needed, the status of the affected section of the report will be changed to Corrections Needed and you will receive a notification on the Dashboard alerting you to this.

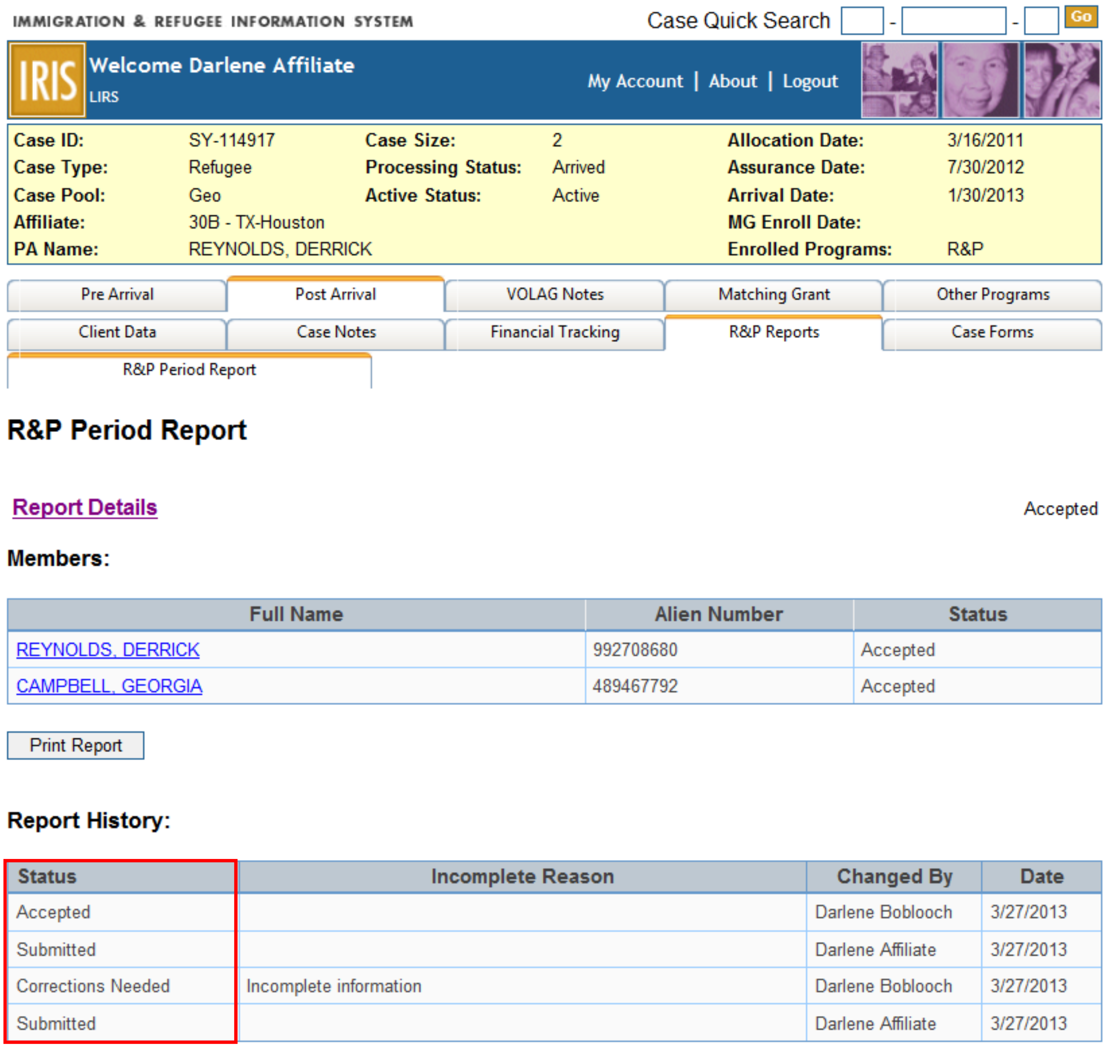


When you click on the notification, you will be taken to a summary screen that shows a list of all R&P Period Reports that have been returned for correction. Click on the Case Number link to go to each case's R&P Period Report where you can then make the corrections.



Case Number	Arrival Date	Corrections Reason	Date
SY-114917	1/30/2013	Incomplete information	3/27/2013 1:46:36 PM
IZ-114432	1/15/2013	test	3/27/2013 11:28:14 AM

Notice that once an R&P Period Report has been submitted to an RA, IRIS includes a Report History grid at the bottom of the R&P Period Report screen.



IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search - - Go

IRIS Welcome Darlene Affiliate

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Case ID:	SY-114917	**Case Size:**	2	**Allocation Date:**	3/16/2011
Case Type:	Refugee	**Processing Status:**	Arrived	**Assurance Date:**	7/30/2012
Case Pool:	Geo	**Active Status:**	Active	**Arrival Date:**	1/30/2013
Affiliate:	30B - TX-Houston			**MG Enroll Date:**	
PA Name:	REYNOLDS, DERRICK			**Enrolled Programs:**	R&P

Pre Arrival | Post Arrival | VOLAG Notes | Matching Grant | Other Programs

Client Data | Case Notes | Financial Tracking | R&P Reports | Case Forms

R&P Period Report

R&P Period Report

Report Details — Accepted

Members:

Full Name	Alien Number	Status
REYNOLDS, DERRICK	992708680	Accepted
CAMPBELL, GEORGIA	489467792	Accepted

Print Report

Report History:

Status	Incomplete Reason	Changed By	Date
Accepted		Darlene Boblooch	3/27/2013
Submitted		Darlene Affiliate	3/27/2013
Corrections Needed	Incomplete information	Darlene Boblooch	3/27/2013
Submitted		Darlene Affiliate	3/27/2013

Printing R&P Period Reports

R&P Period Reports are submitted to RPC electronically, so there is no need to send a hard copy of the report to the RA. However, you may want to print it for your paper files.

Click the Print Report button.

As with other IRIS reports, you can **review** the report on the screen, **save** it to a PDF file, or **print** it.

Worldwide Refugee Admission Processing System
Refugee Processing Center
R&P Period Report Due Request for

Refugee Services Of Texas, Inc. - Houston **TXLIRS06**

R&P Period Report:

Case Number	Case Size
SY—114917 —	2

Please answer the following questions for this case:

1. Has the entire case out-migrated? Yes [ ] No [X]

   Out-migration Date

   [ ] Use last address entered

   700 Light Street

   Baltimore MD 21230

   Baltimore

   [ ] Moved out of country

   [ ] Address Unknown

   [ ] Deceased

2. Have all required basic need and core services been provided? Yes [ ] No [X]

   If No, which of these have NOT been completely provided?

Reception:

- [ ] Airport Pick-up
- [ ] Housing
- [ ] Furnishings
- [ ] Food
- [ ] Clothing
- [ ] Pocket Money
- [ ] Intake

Assistance Enrolling in:

- [X] Social Security Card
- [ ] Cash Assistance
- [ ] Medical
- [ ] Food Stamps
- [ ] School (minors)
- [ ] ESL (adults) Classes
- [ ] Employment Services
- [ ] Other services, as appropriate

Orientation:

- [ ] Safety
- [ ] Community
- [ ] Health
- [ ] Employment

Other Services:

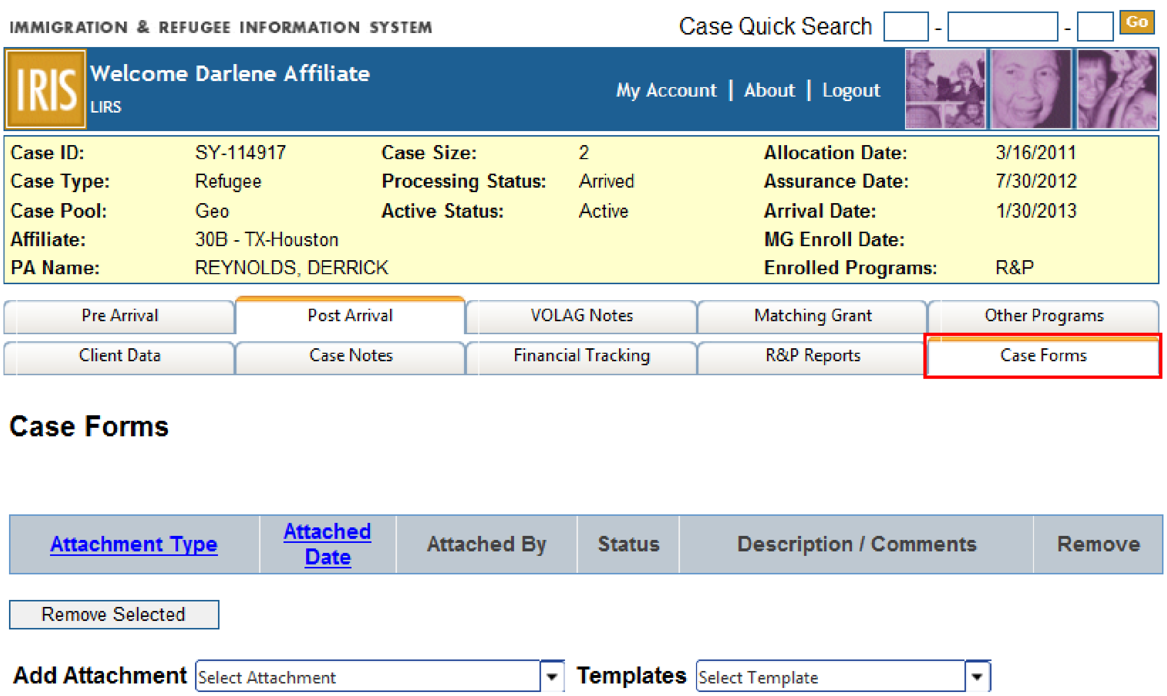
- [ ] Transportation
- [ ] Home Visits
- [ ] Resettlement Plan
- [ ] Health Screening
- [ ] Minor Follow-Up

1 / 6

1

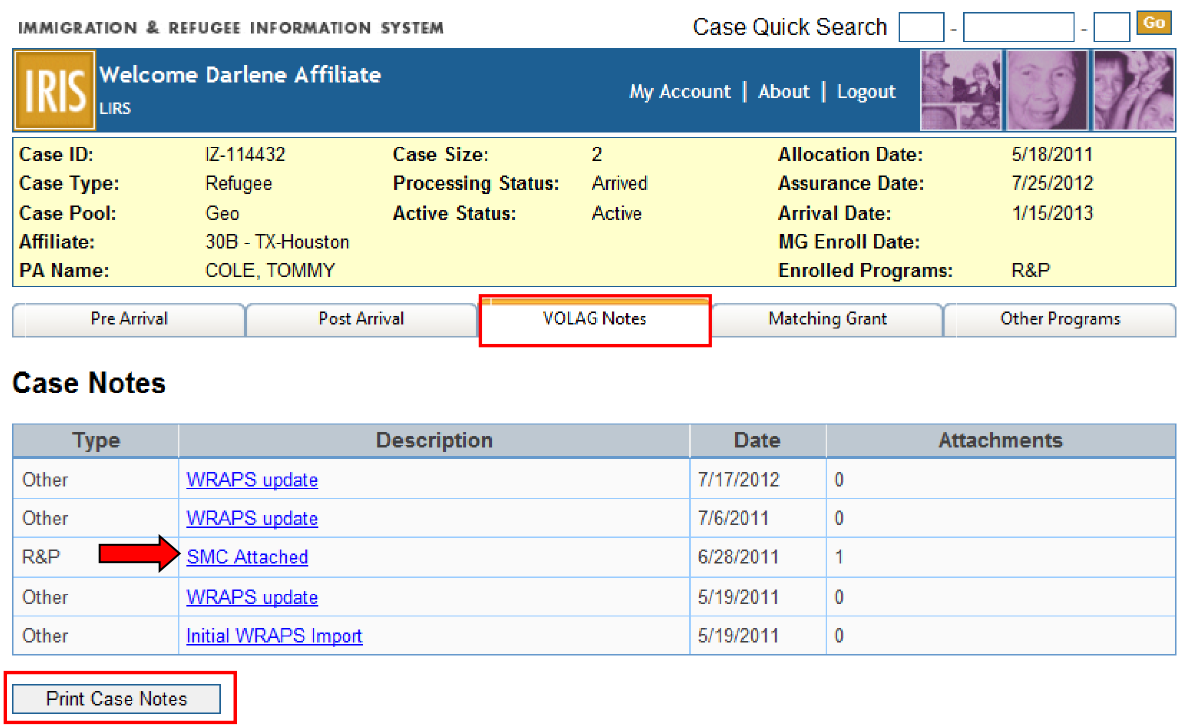
Case Forms

Case Forms are those forms that relate to the case as a whole, and not to a specific individual within the case. When you click on the **Case Forms** tab, you will have access to any form templates that are designed to be completed for Cases rather than Individuals. From this screen you can also view completed forms that have been attached to this case, and you can attach your own completed forms. The section on **Anchor Forms** on **page 22** of the **IRIS Affiliate Agency Staff Users' Guide – Part 2: Pre-Arrival** explains the process for doing this.



VOLAG Notes

VOLAG Notes is a type of Case Note that is used by the RA to communicate to the affiliates about the case. This could include information about case members from overseas, about travel, medical information, or anything else that is learned that would be helpful to the affiliate office in preparing for and working with the case members. The RA may also attach a pertinent document, such as a Significant Medical Conditions form.

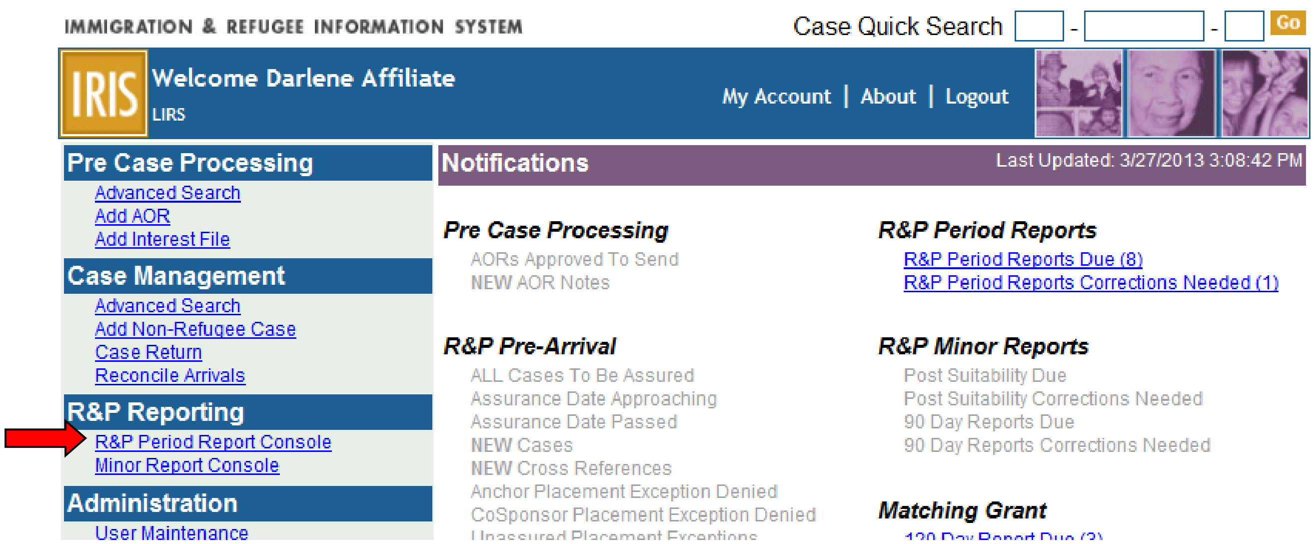


Just as with other types of Case Notes, the RA has the ability to mark a note as "**containing restricted medical data."** In this case, **only affiliate** users with **medical permissions** will be able to see that particular note.

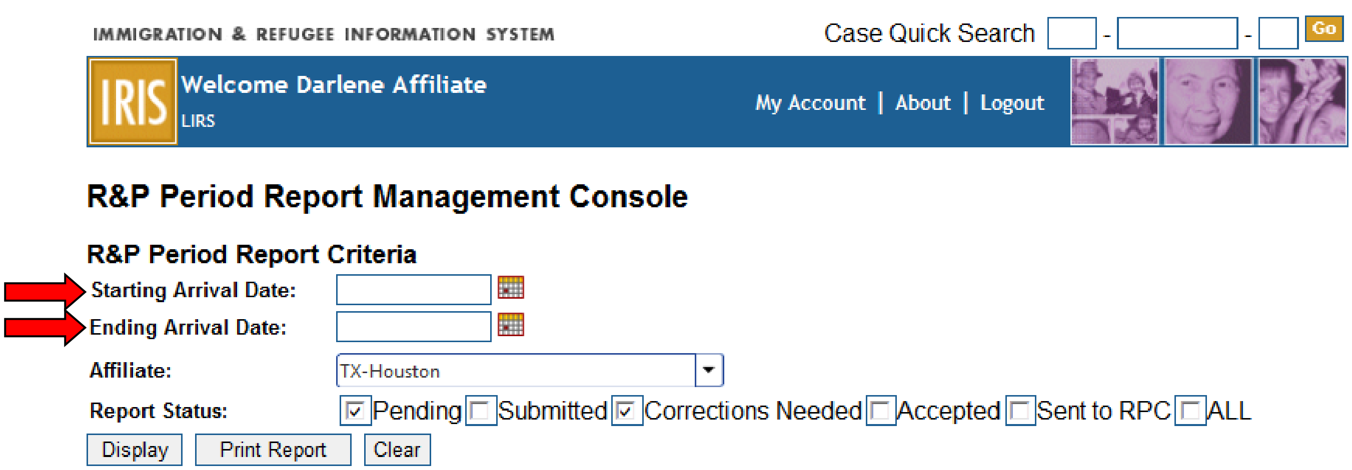
To view the full text of a particular VOLAG Note, click the **Description link**. To **print** all VOLAG Notes, use the Print Case Notes button, which gives the same viewing/printing options as other **Case Notes** sections in IRIS.

R&P Period Report Management Console

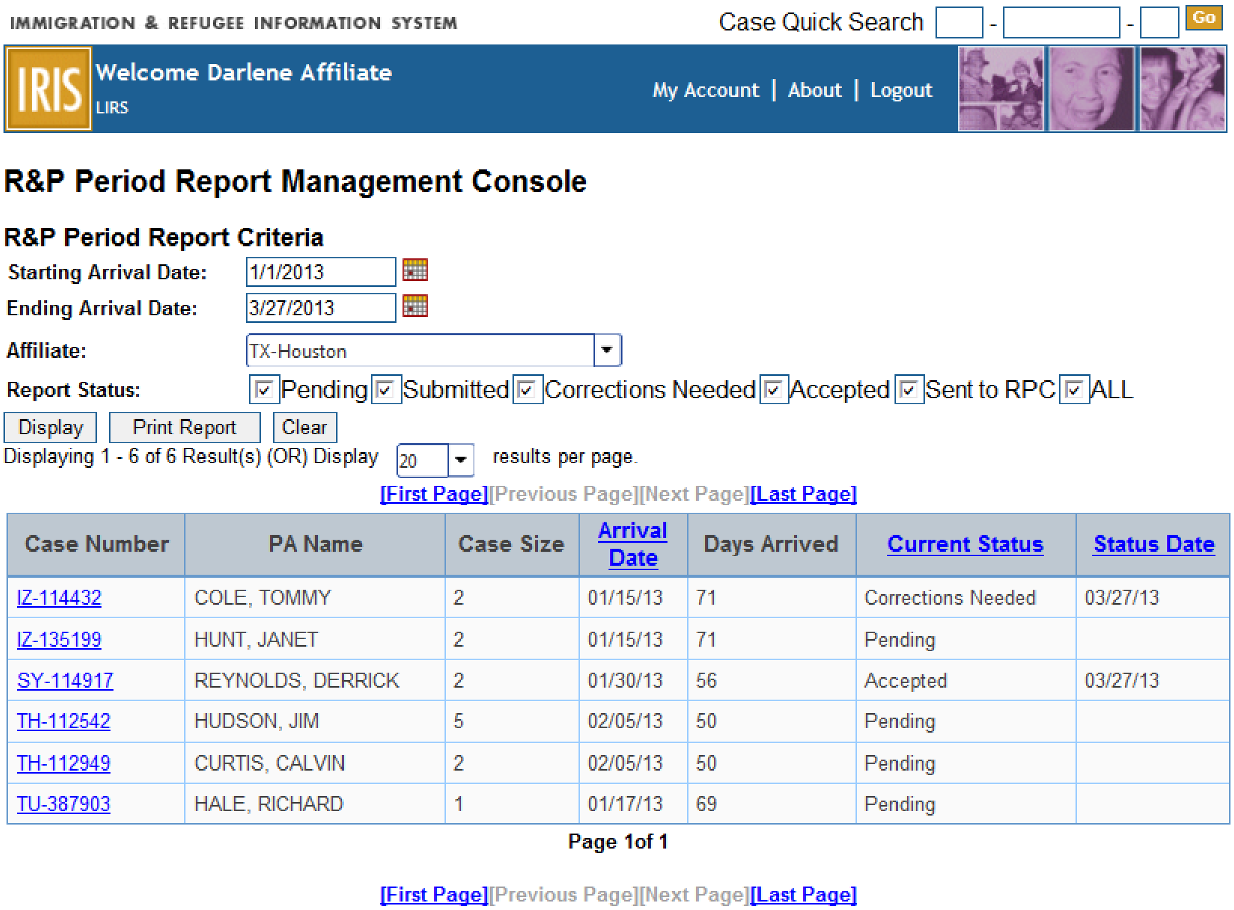
The R&P Period Report Console is a helpful search tool.



The R&P Period Report Console allows you to search on R&P Period Report data for your agency. For example, you can search for reports based on Arrival date range.



Below are sample results after searching for all reports where Arrival Date is between 1/1/2013 and 3/27/2013 which contain any of the valid report statuses:


IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search - - Go

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R&P Period Report Management Console

R&P Period Report Criteria

Starting Arrival Date: 1/1/2013

Ending Arrival Date: 3/27/2013

Affiliate: TX-Houston

Report Status: Pending Submitted Corrections Needed Accepted Sent to RPC ALL

Display | Print Report | Clear

Displaying 1 - 6 of 6 Result(s) (OR) Display 20 results per page.

[First Page][Previous Page][Next Page][Last Page]

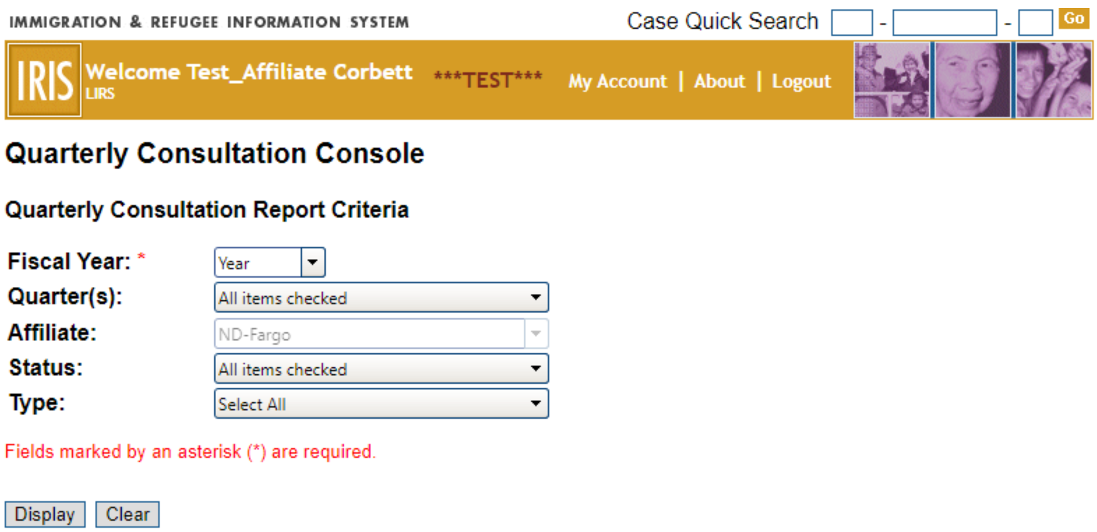
Case Number	PA Name	Case Size	Arrival Date	Days Arrived	Current Status	Status Date
IZ-114432	COLE, TOMMY	2	01/15/13	71	Corrections Needed	03/27/13
IZ-135199	HUNT, JANET	2	01/15/13	71	Pending	
SY-114917	REYNOLDS, DERRICK	2	01/30/13	56	Accepted	03/27/13
TH-112542	HUDSON, JIM	5	02/05/13	50	Pending	
TH-112949	CURTIS, CALVIN	2	02/05/13	50	Pending	
TU-387903	HALE, RICHARD	1	01/17/13	69	Pending	

Page 1of 1

[First Page][Previous Page][Next Page][Last Page]

Quarterly Consultation Console

The Affiliate Quarterly Report Console can be accessed from the left pane of the IRIS dashboard page once the role 'AffQuarterlyConsultation' is assigned.



The console allows you to search and access the Quarterly Consultation (QC) reports for your agency.

Criteria for the Quarterly Consultation Report

Field	Required/Not Required	Notes
Fiscal Year	Required	
Quarter(s)	Optional, but pre-selected	
Affiliate	Optional, but pre-selected	
Status	Optional, but pre-selected	
Type	Optional	Specify if you want to search for a QC report for Reception & Placement (R&P) or Matching Grant (MG)

Click on **Display** button to return results for QC reports.

[First Page][Previous Page][Next Page][Last Page]

Affiliate	Fiscal Year	Quarter	Type	Status	Due Date	Status Date	Compliant
ND-Fargo	2020	Qtr 1st	RP	Accepted	01/09/20	1/10/2020 3:50:16 PM	Yes
ND-Fargo	2020	Qtr 2nd	RP	Pending	04/09/20		No
ND-Fargo	2020	Qtr 1st	MG	Pending	05/05/20	5/5/2020 5:10:57 PM	N/A
ND-Fargo	2020	Qtr 2nd	MG	Pending	05/05/20	5/5/2020 5:10:57 PM	N/A
ND-Fargo	2020	Qtr 3d	MG	Pending	05/05/20	5/5/2020 5:10:57 PM	N/A
ND-Fargo	2020	Qtr 3d	RP	Pending	07/09/20		No

Page 1of 1

[First Page][Previous Page][Next Page][Last Page]

Clicking on the value under *status* will take you to the QC Core page. 'Due Date' can be set from IRIS Variables (Configurable). Currently, it is set to Quarter + 9 days.

Note: All the column headers are sortable.

R&P Quarterly Consultation Core Form

Below is the R&P Quarterly Consultation Core form with all the sections displayed. All the required fields are indicated with an (*) after the Section's label.

Quarterly Report Console | R&P QC Report | MG QC Report

Report | Quarterly Required Training | Status

R&P Quarterly Consultation Report

Basic Information

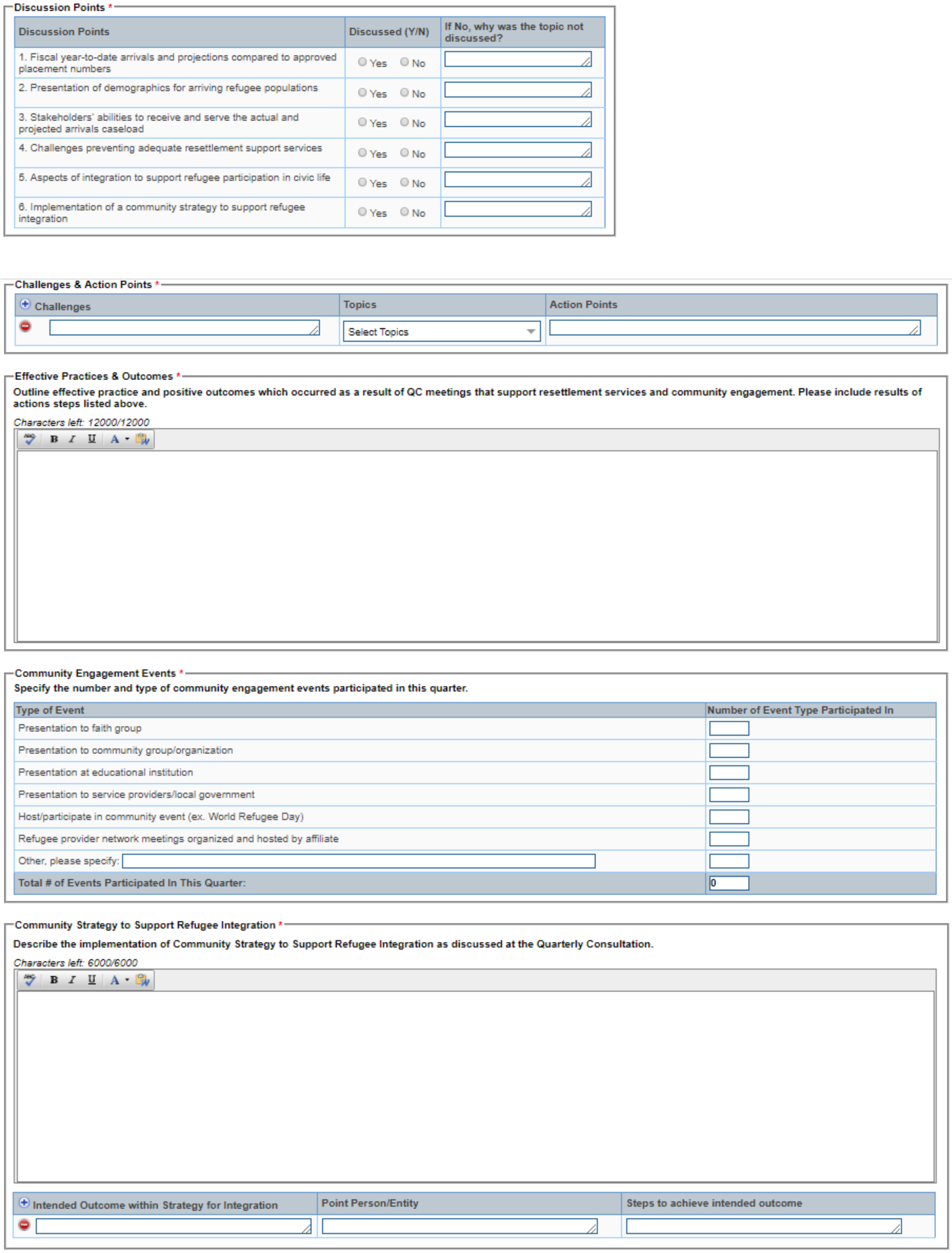
Status:	Pending
Compliant:	No
Affiliate:	ND-Fargo
Fiscal Year:	2020
Quarter:	Qtr 2nd
Meeting Name/Convening Entity:	
Consultation Date: *	

Required Participants Attendance *

Institution	Title	Organization	Participated (Y/N)	If No, please describe outreach efforts to contact required stakeholders that did not attend (Number of attempts, dates, and modes of engagement)	Did you meet with this stakeholder or provide follow up on the topics discussed during the QC at another point in time during this quarter? (Y/N)	If yes, please confirm the date(s) and mode of the meeting
Local Governance			Yes No		Yes No	
Local/County Public Health			Yes No		Yes No	
Public Education			Yes No		Yes No	
Public Safety			Yes No		Yes No	
State Refugee Coordinator			Yes No		Yes No	
State Refugee Health Coordinator			Yes No		Yes No	
Welfare/Social Services			Yes No		Yes No	

Other Participants (Optional)

Institution	Title	Participated (Y/N)



Discussion Points *

Discussion Points	Discussed (Y/N)	If No, why was the topic not discussed?
1. Fiscal year-to-date arrivals and projections compared to approved placement numbers	Yes No	
2. Presentation of demographics for arriving refugee populations	Yes No	
3. Stakeholders' abilities to receive and serve the actual and projected arrivals caseload	Yes No	
4. Challenges preventing adequate resettlement support services	Yes No	
5. Aspects of integration to support refugee participation in civic life	Yes No	
6. Implementation of a community strategy to support refugee integration	Yes No	

Challenges & Action Points *

Challenges	Topics	Action Points
	Select Topics	

Effective Practices & Outcomes *

Outline effective practice and positive outcomes which occurred as a result of QC meetings that support resettlement services and community engagement. Please include results of actions steps listed above.

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Community Engagement Events *

Specify the number and type of community engagement events participated in this quarter.

Type of Event	Number of Event Type Participated In
Presentation to faith group	
Presentation to community group/organization	
Presentation at educational institution	
Presentation to service providers/local government	
Host/participate in community event (ex. World Refugee Day)	
Refugee provider network meetings organized and hosted by affiliate	
Other, please specify:	
Total # of Events Participated In This Quarter:	0

Community Strategy to Support Refugee Integration *

Describe the implementation of Community Strategy to Support Refugee Integration as discussed at the Quarterly Consultation.

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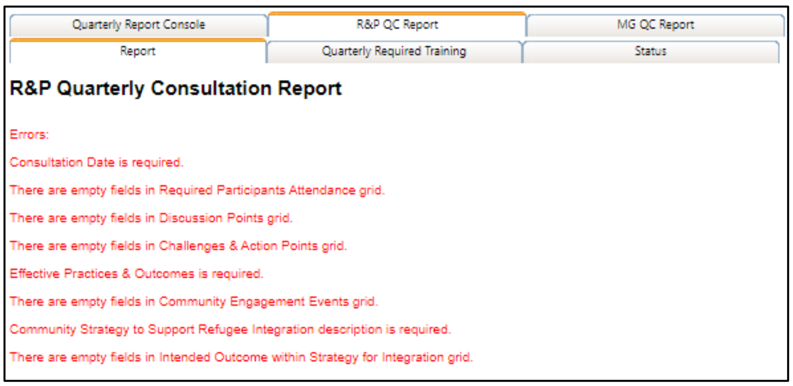
Intended Outcome within Strategy for Integration	Point Person/Entity	Steps to achieve intended outcome

Under Basic Information, Compliant field will be set to 'Yes' if all the required participants participated and all discussion points are discussed = 'Y'

- In a scenario, if multiple rows are added for institution for instance, Local Governance then at least one participant needs to participate = Y for the compliant value to be true and equal to 'Yes'

The **Save** button will save all the changes applied to this page. The page also saves automatically with all the changes in case the affiliate navigates to another tab on this form.

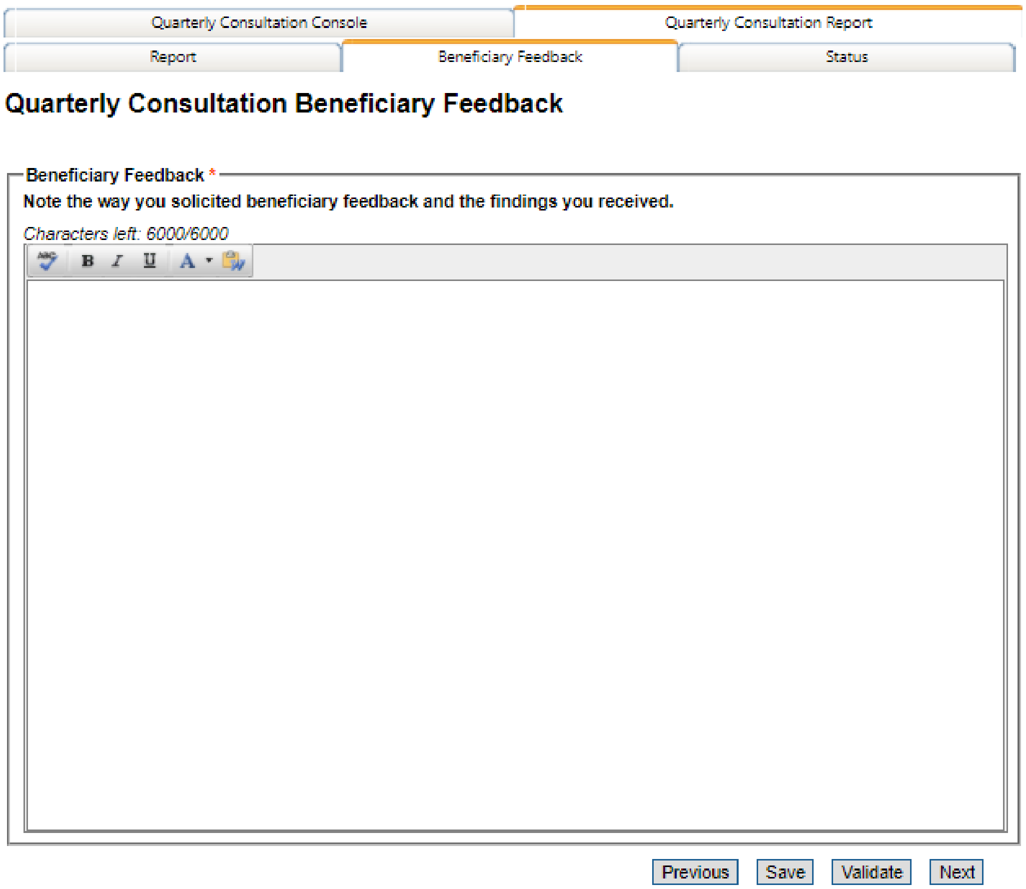
Clicking the **Validate** button will check that all required fields have been filled out and will display list of errors in case it's not filled out. The fields needing attention will also be highlighted in RED.



If all required fields are all filled out then a pop-up dialog box message will be displayed, stating 'Successfully validated, no errors found'.

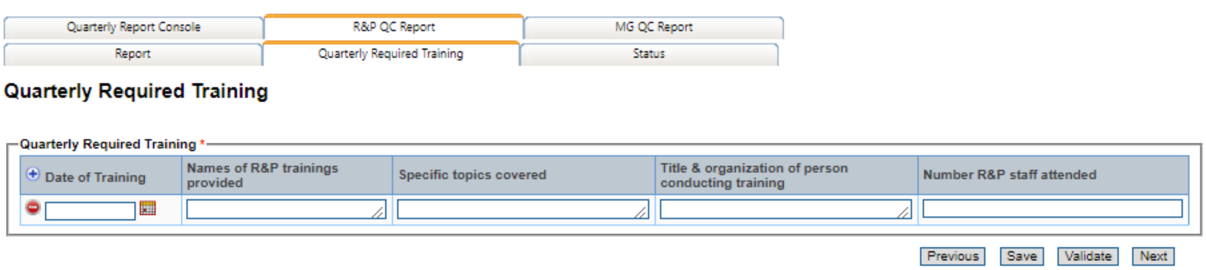
The **Next** button will save as well as navigate to the next screen.
Please Note: The next screen in the R&P QC report will be either *Beneficiary Feedback* or *Quarterly Required Training* based on your agency's specified IRIS variables.

R&P Quarterly Consultation Beneficiary Feedback (Supplemental) [CWS only]



The affiliate has a choice to select either both or select one of the supplemental forms. In the above example, supplemental form 'Beneficiary Feedback' is enabled from iris variables.

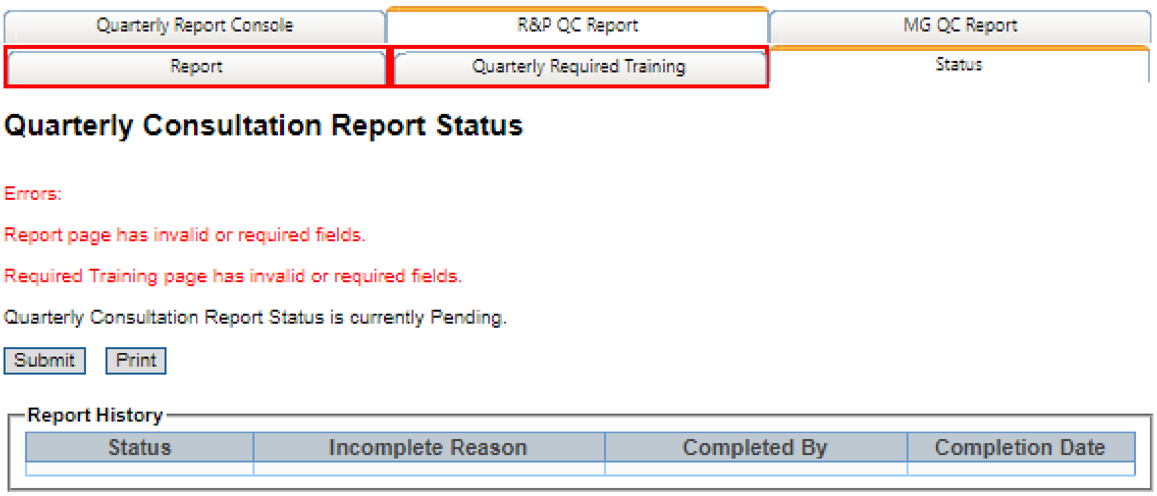
R&P Quarterly Consultation Required Training (LIRS only)



Note: LIRS is uses the *Required Training* supplemental form while all other agencies have the *Beneficiary Feedback* form enabled.

R&P Quarterly Consultation Status

The Affiliate can submit QC core and supplemental form from the status page once all the errors have been resolved. The 'Submit' button will display and highlight the tabs in RED in case the errors still exists.



Report History will track and log all the changes occurred to the QC report. The changes include tracking *Submitted, Corrections needed, Accepted* statuses.

Once the form is successfully submitted, the QC form will be in read-only mode. The RA can either accept or send it back for corrections where the form will be edit mode.

Matching Grant Quarterly Consultation Core Form

Below is the MG Quarterly Consultation Core form with all the sections displayed. All the required fields are indicated with an (*) after the Section's label.

Quarterly Report Console | R&P QC Report | MG QC Report

Report | Status

Matching Grant Quarterly Consultation Report

This report fulfills the Matching Grant Guidelines directive to document quarterly SRC consultations that focus on agency-specific MG resource mapping and discuss agency-specific MG trends, issues, and possible adjustments.

MG sites are still expected to attend and participate in PRM-required quarterly consultations that address local area trends and needs.

Multiple meetings can occur over the span of one quarter, as long as all required topics are ultimately addressed.

Basic Information

Status:	Pending
Affiliate:	AR-Fayetteville
Fiscal Year:	2019
Quarter:	Qtr 4th

Save Draft | Save | Next

Part 1: SRC consultation

1. Did your office have MG consultations with SRC? *
   - Yes
   - No

If yes, please list dates of MG consultation with SRC. If multiple meetings occurred within quarter, list all dates of interaction. *

Meeting Date	Mode of Consultation

2. Please indicate which of the following required topics were discussed. *

A. Challenges that prevent adequate integration (employment, budget concerns, capacity, service delays, and other programmatic issues). Note details in the text box for question 3.
- Discussed
- Not discussed

B. MG enrollments breakdowns for current year by nationality and immigration status.
- Discussed
- Not discussed

C. Other stakeholder relations (Medicaid/SNAP, health departments, mental health providers, vocational training providers, etc.).
- Discussed
- Not discussed

D. MG best practices. Note details in the text box for question 4.
- Discussed
- Not discussed

E. Employer relations and common jobs.
- Discussed
- Not discussed

F. SRC support for employment programs.
- Discussed
- Not discussed

G. Exploration of MG 120-day and 180-day self-sufficiency outcomes to date.
- Discussed
- Not discussed

H. MG capacity that supports an increase or decrease in either MG slot capacity or adjustments to FY MG budgets.
- Discussed
- Not discussed

Please indicate reason all required topics were not discussed. Detail efforts to discuss topic(s) at a later date.

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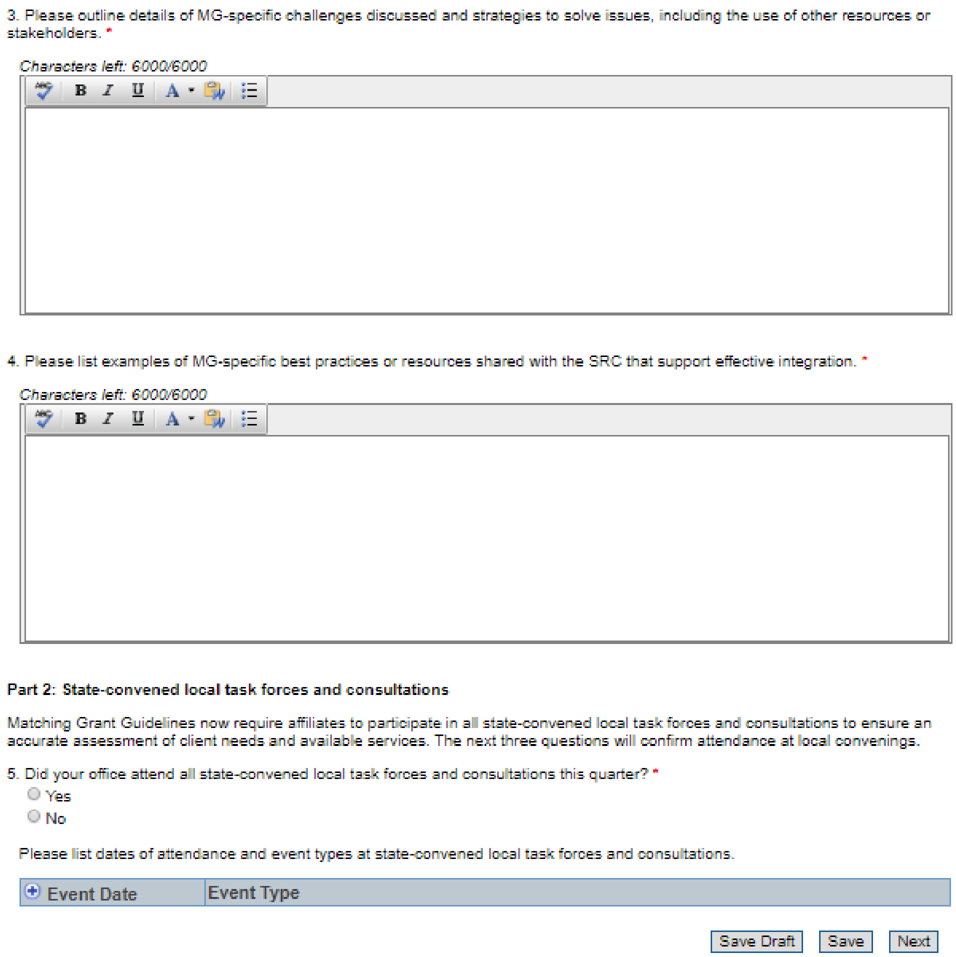

3. Please outline details of MG-specific challenges discussed and strategies to solve issues, including the use of other resources or stakeholders. *

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4. Please list examples of MG-specific best practices or resources shared with the SRC that support effective integration. *

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Part 2: State-convened local task forces and consultations

Matching Grant Guidelines now require affiliates to participate in all state-convened local task forces and consultations to ensure an accurate assessment of client needs and available services. The next three questions will confirm attendance at local convenings.

5. Did your office attend all state-convened local task forces and consultations this quarter? *

Yes

No

Please list dates of attendance and event types at state-convened local task forces and consultations.

Event Date	Event Type

Save Draft Save Next

The *Basic Information* section will display the status, specific affiliate, fiscal year and quarter that corresponds with the report.

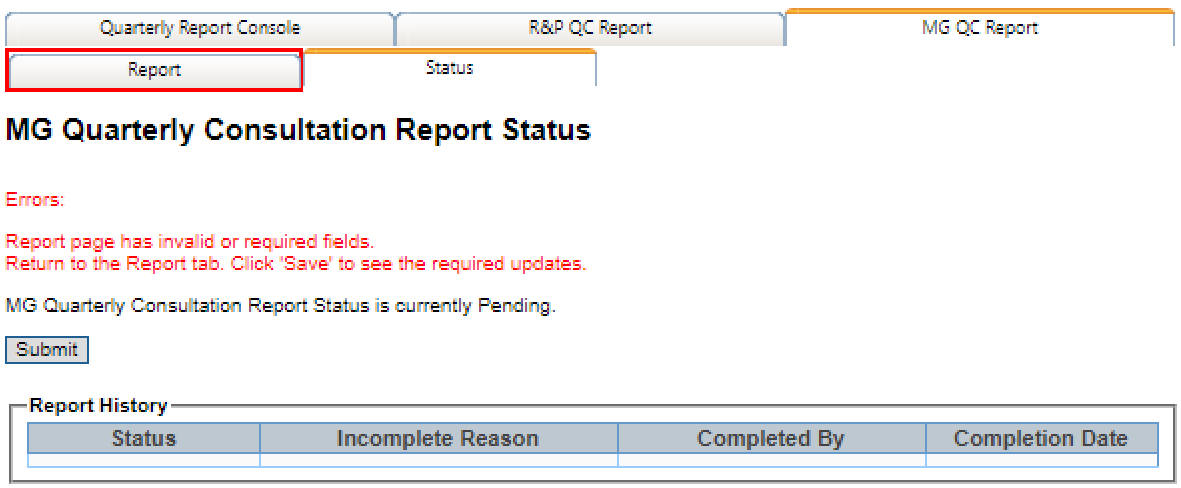
The **Save Draft** button will save all the changes applied to this form in case the affiliate navigates to another tab on this form or needs to return to the form later.

The **Save** button will also save the changes made to this form and check that the required fields have been completed. It will display list of errors in case it's not filled out. The fields will also be highlighted in RED for visual aid.

Once the form is filled out in its, entirety, click **Next** to submit.

MG Quarterly Consultation Status

The Affiliate can submit QC core form from the status page once all the errors have been resolved. The 'Submit' button will display and highlight the tabs in RED in case the errors still exists.



Report History will track and log all the changes occurred to the QC report. The changes include tracking *Submitted, Corrections needed, Accepted* statuses.

Once the form is successfully submitted, the MG QC form will be in read-only mode. The RA can either accept or send it back for corrections where the form will be edit mode.