IMMIGRATION & REFUGEE INFORMATION SYSTEM

IRIS
Cultural Orientation
Users' Guide

Table of Contents

GETTING STARTED AND USER PERMISSIONS 4

LOCATING THE CULTURAL ORIENTATION TAB 4
PERMISSIONS FOR ACCESSING THE CULTURAL ORIENTATION TAB 4

CULTURAL ORIENTATION (CO) TAB 5

INDIVIDUAL CO COMPLIANCE/ASSESSMENT FORM 6
INDIVIDUAL CO ASSESSMENT FORM 7

NOTIFICATIONS 8

CULTURAL ORIENTATION CUSTOM REPORTS 9

SETTINGS 11

Figure 1. Assigning Cultural Orientation IRIS Groups for an Affiliate 4
Figure 2. Cultural Orientation main tab 5
Figure 3. Cultural Orientation Individual Compliance Form 6
Figure 4. Cultural Orientation Individual Assessment Form 7
Figure 5. Location of Cultural Orientation dashboard notifications 8
Figure 6. Locating IRIS Cultural Orientation custom reports 9
Figure 7. Sample Cultural Orientation Individual Detail Report 10
Figure 8. Sample Cultural Orientation Percent Correct by Affiliate Report 10

Getting Started and User Permissions

Locating the Cultural Orientation Tab

The Cultural Orientation (CO) module consists of a main “Cultural Orientation” tab located under the Post Arrival section of an IRIS case.

Permissions for Accessing the Cultural Orientation Tab

By default, the CO tabs are only available to users in the appropriate user group. An RA may redefine user groups but the following is the default setting.

- Resettlement Agency IRIS users must assign user accounts to the IRIS group named “VOLAGCulturalOrientation”
- Affiliate user account must be assigned the group “AffiliateCulturalOrientation”

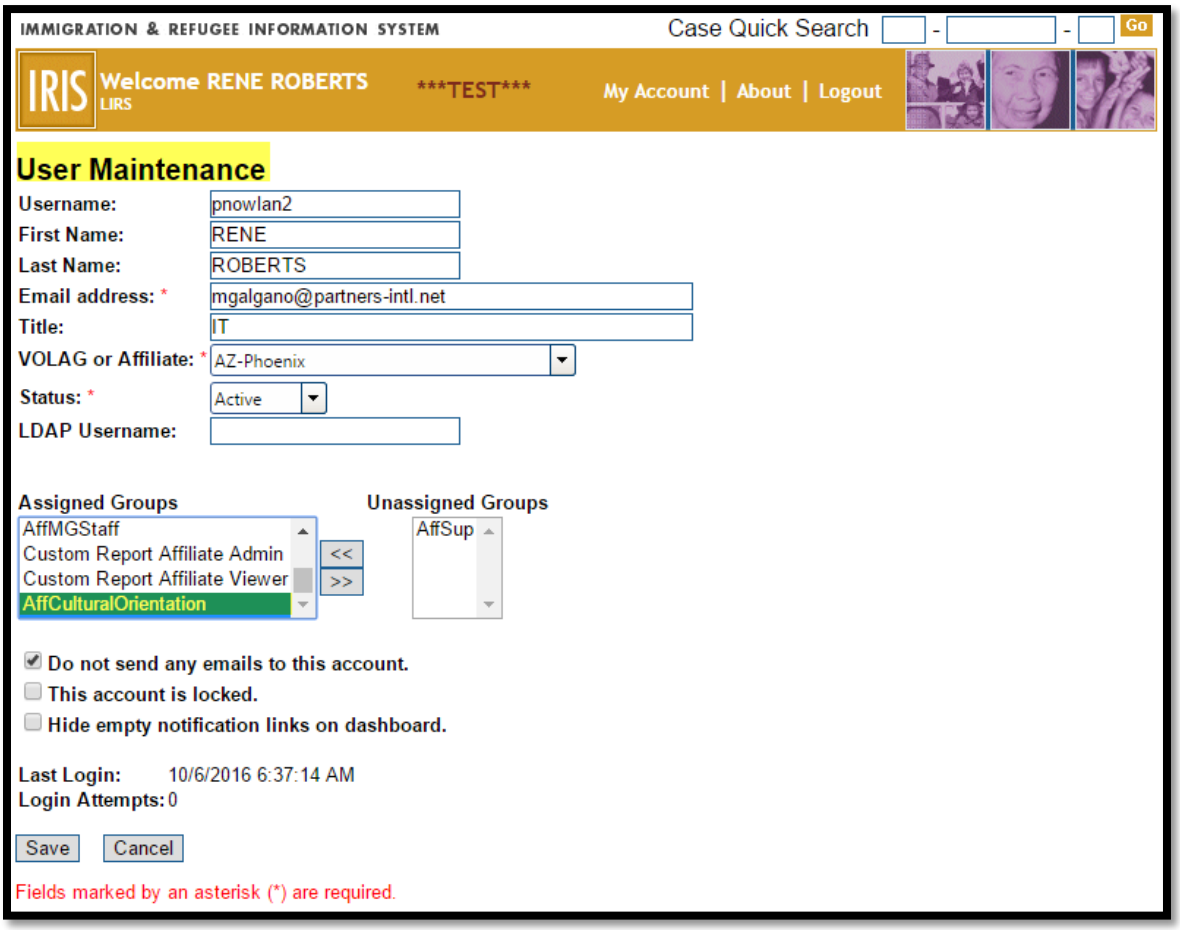

Figure 1. Assigning Cultural Orientation IRIS Groups for an Affiliate

The same process is used for an RA user except the group name is VOLAGCulturalOrientation.

Cultural Orientation (CO) Tab

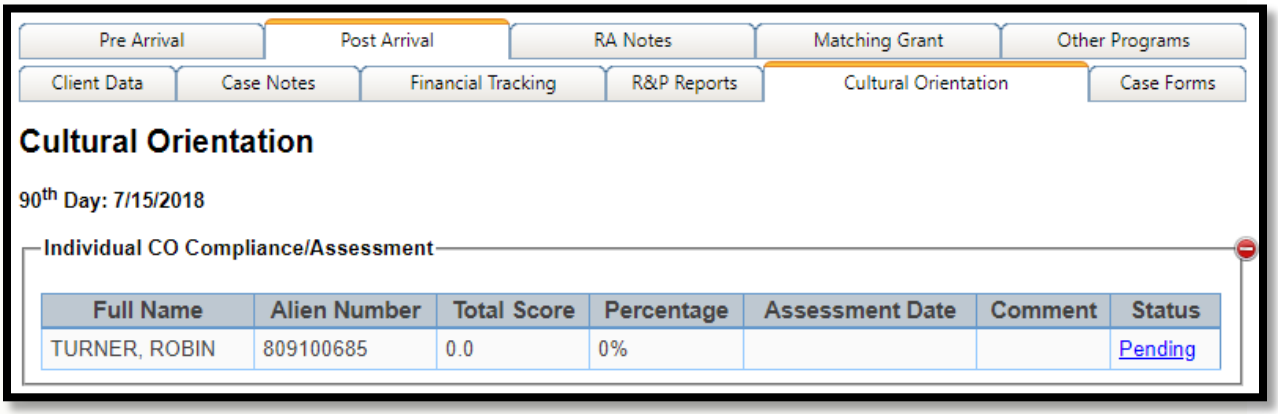

Figure 2. Cultural Orientation main tab

The Individual form is accessed by clicking the Status in the "Individual CO Compliance/Assessment" table.

The table lists only adult individuals of a case. Minors are not applicable and, therefore, not listed.

If a case has no adult individuals, then the Cultural Orientation Assessment tab is not present.

The Individual forms have several workflow status described in the table below.

Status	Description
Pending	This is the initial state before any information has been saved.
Saved	Saved as a draft. Occurs after the "Save" button is clicked.
Submitted	Occurs after the "Save & Submit" button is clicked. Changes are saved and the form is submitted indicating it is complete.
Unlocked	Indicates the RA has unlocked the form so an affiliate user may enter data. Forms are locked a certain number of days after the case's 90th day from arrival. Occurs after an RA clicks "Unlock".

The form is due within 90 days of the case's arrival. After the 90th day, the form becomes "locked" and no further edits may be made. An RA may "unlock" the case, if an update is necessary.

Individual CO Compliance/Assessment Form

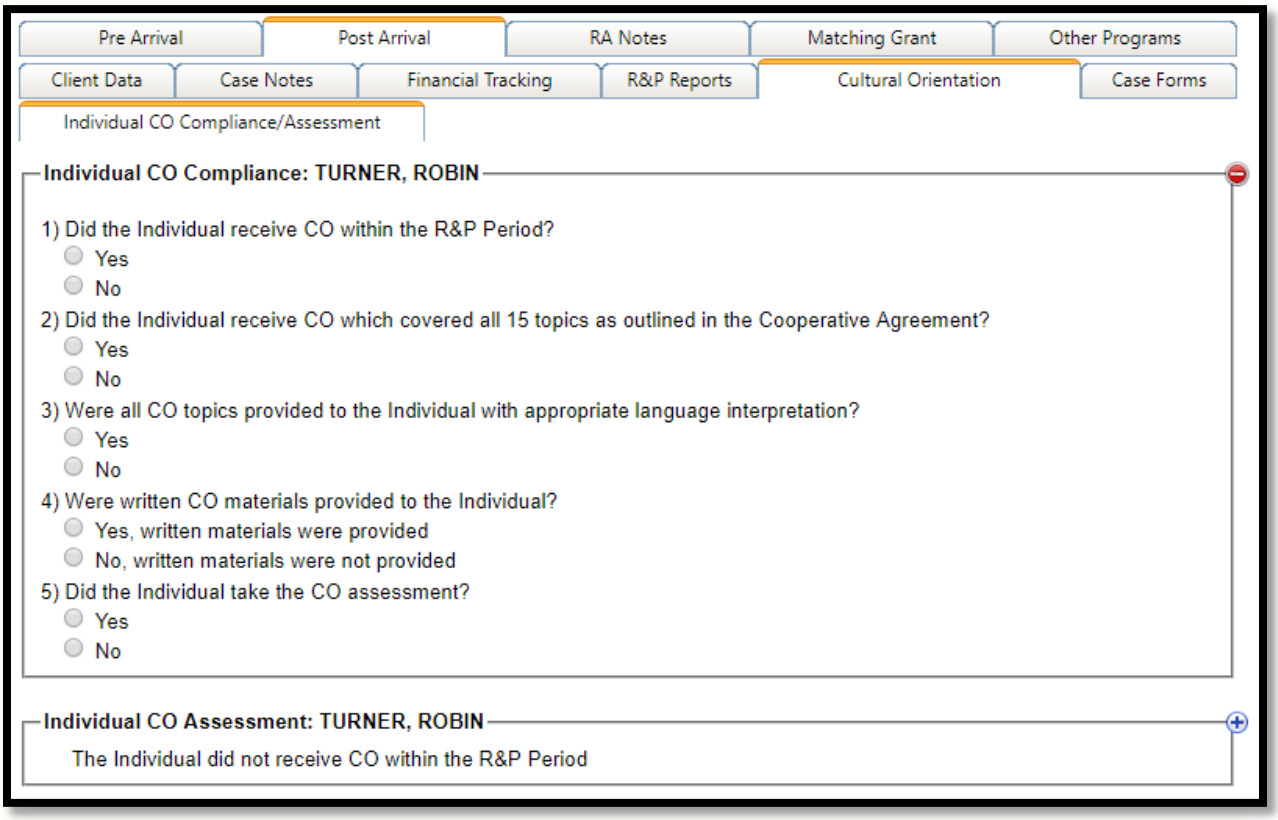

Figure 3. Cultural Orientation Individual Compliance Form

The Individual CO Compliance form drives the assessment form. By default, Assessment form will not display questions until Q1 on the compliance is set to 'Yes'.

If Q1 on the compliance is set to 'No' then all of the questions on the compliance will be grayed out.

If Q5 on the compliance is set to 'No' then Individual Assessment won't be required.

To complete the case form, answer the questions and then click Save & Submit. Optionally, enter a comment.

Individual CO Assessment Form

The CO individual form is driven from the Assessment form and requires an answer to all the multi-part questions.

If Q1 or Q5 on the CO Compliance is set to 'No' then Assessment is not required. A reason/comment will be captured.

If the 11 multi-part questions are answered, then a comment is optional.

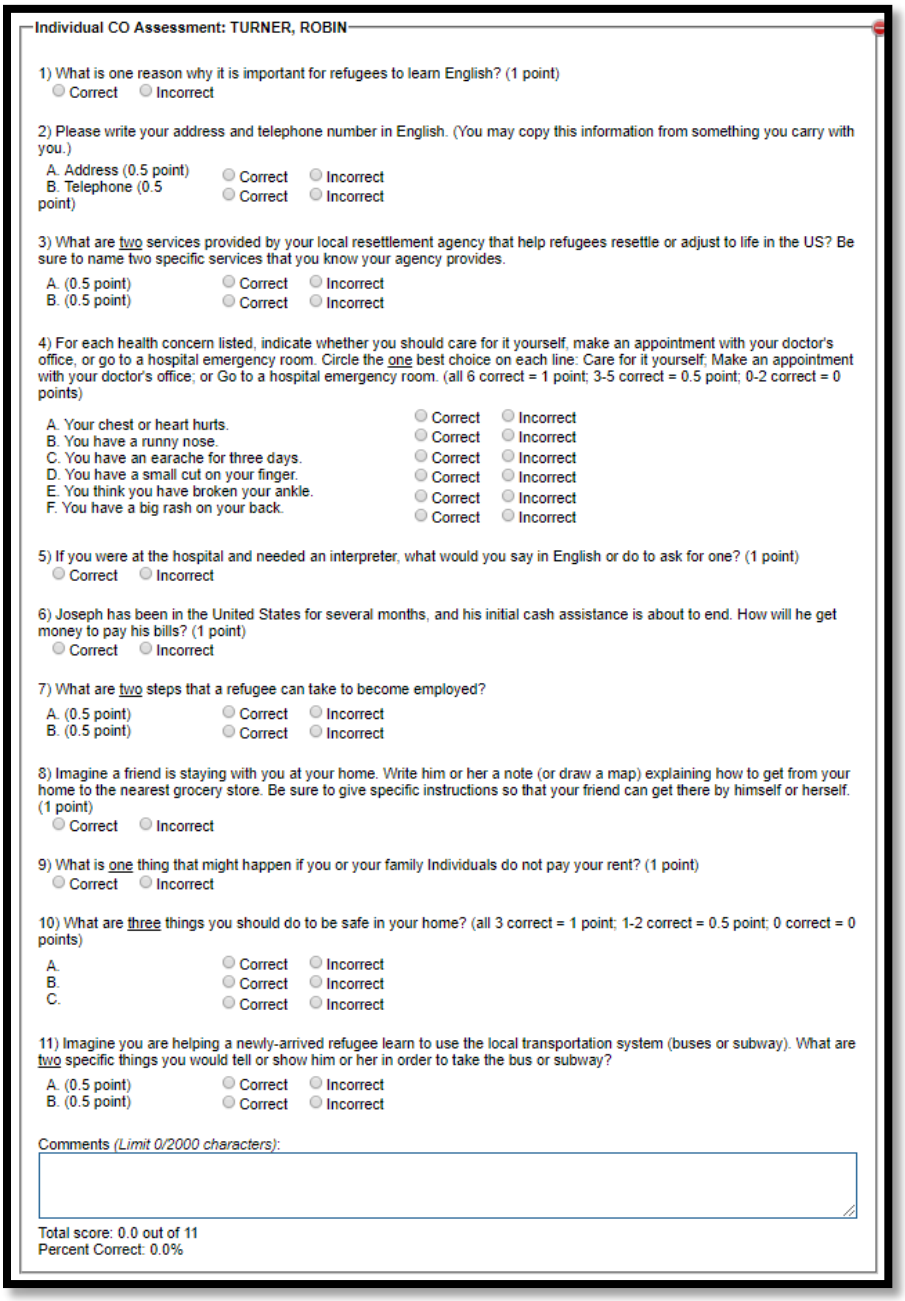

Figure 4. Cultural Orientation Individual Assessment Form

Notifications

There are two types of notifications for each form. One type indicates if a form is coming due and the other type indicates if the form has been submitted.

Notification	Description
Individual CO Compliance/Assessment Due/Overdue	The Individual form is approaching the 90th day or the 90th day has passed.
Individual CO Compliance/Assessment Due/Overdue Submitted	The Individual form has been submitted.

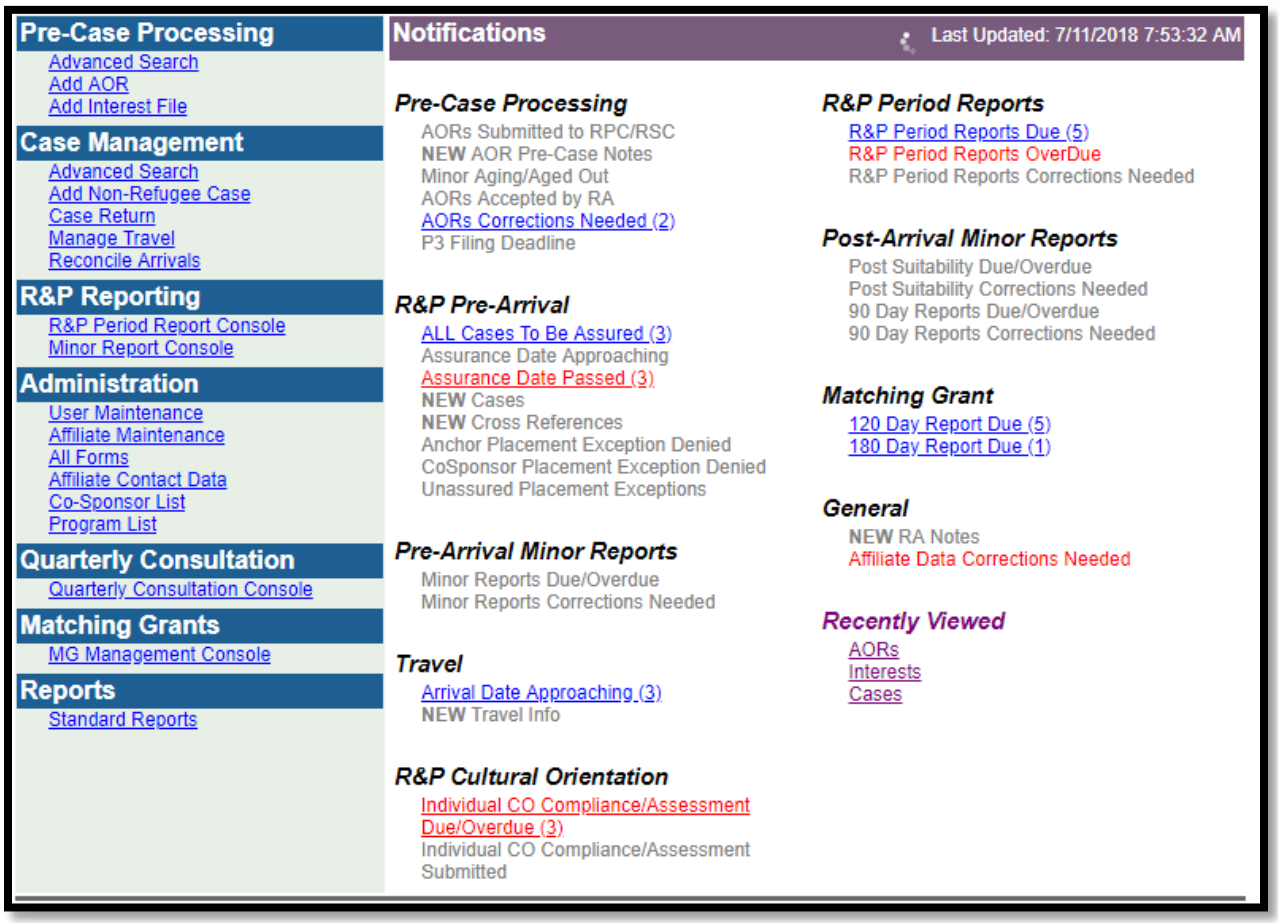

Figure 5. Location of Cultural Orientation dashboard notifications

Cultural Orientation Custom Reports

The data in each form is available in IRIS Custom Reports. Refer to the Custom Report documentation at www.irisweb.org to learn more about custom reports and the data available. Sample Cultural Orientation Custom Reports are available in the custom report "base" category.

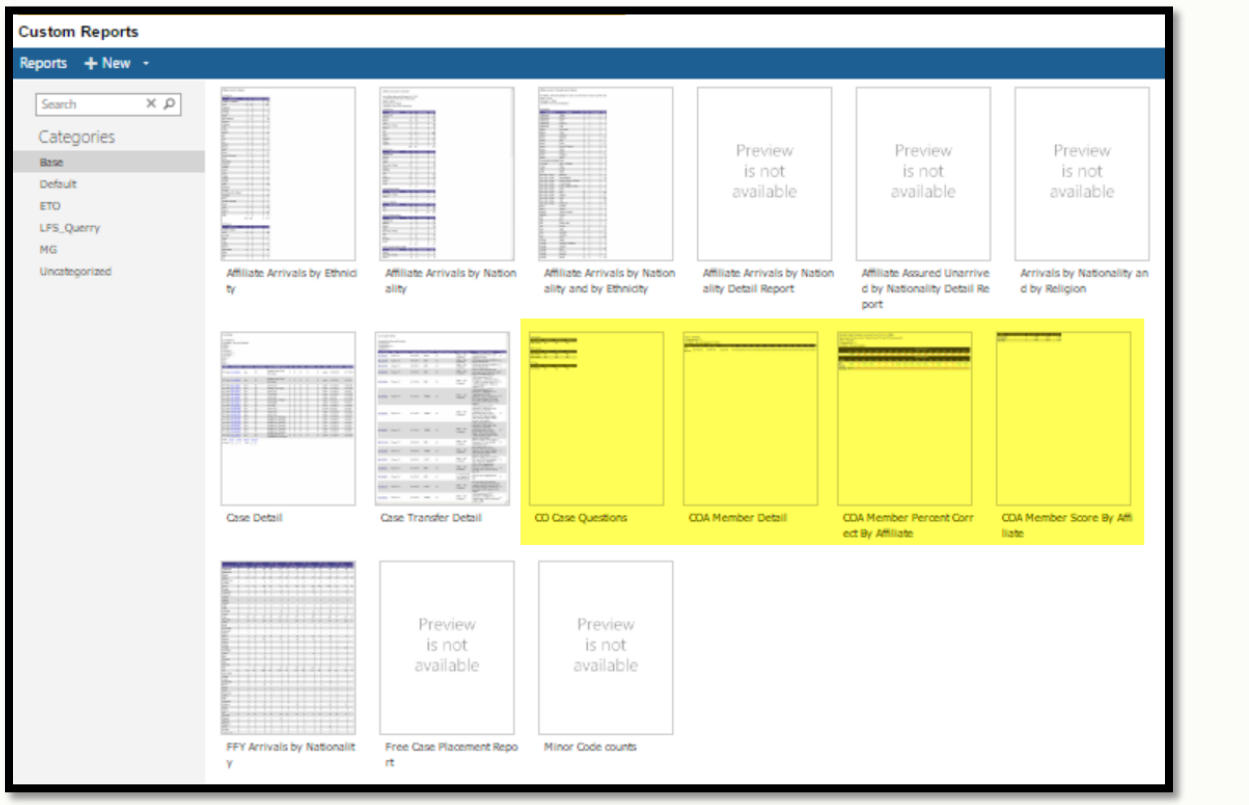

Figure 6. Locating IRIS Cultural Orientation custom reports

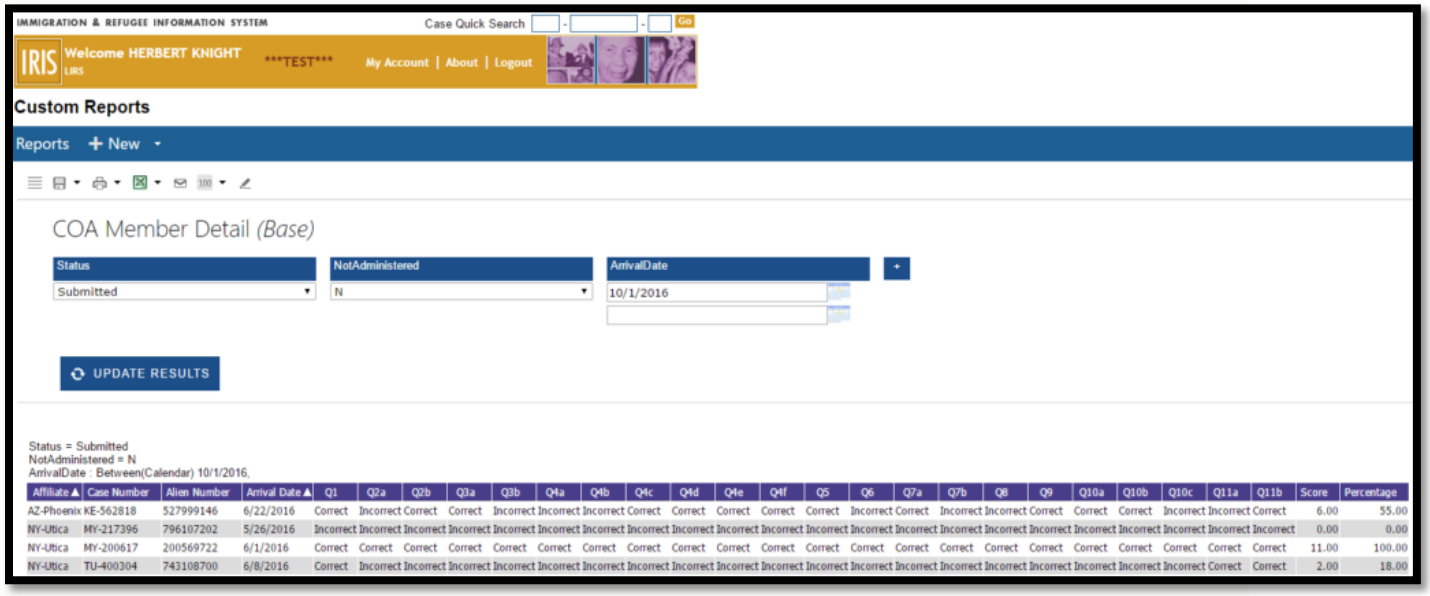

Figure 7. Sample Cultural Orientation Individual Detail Report

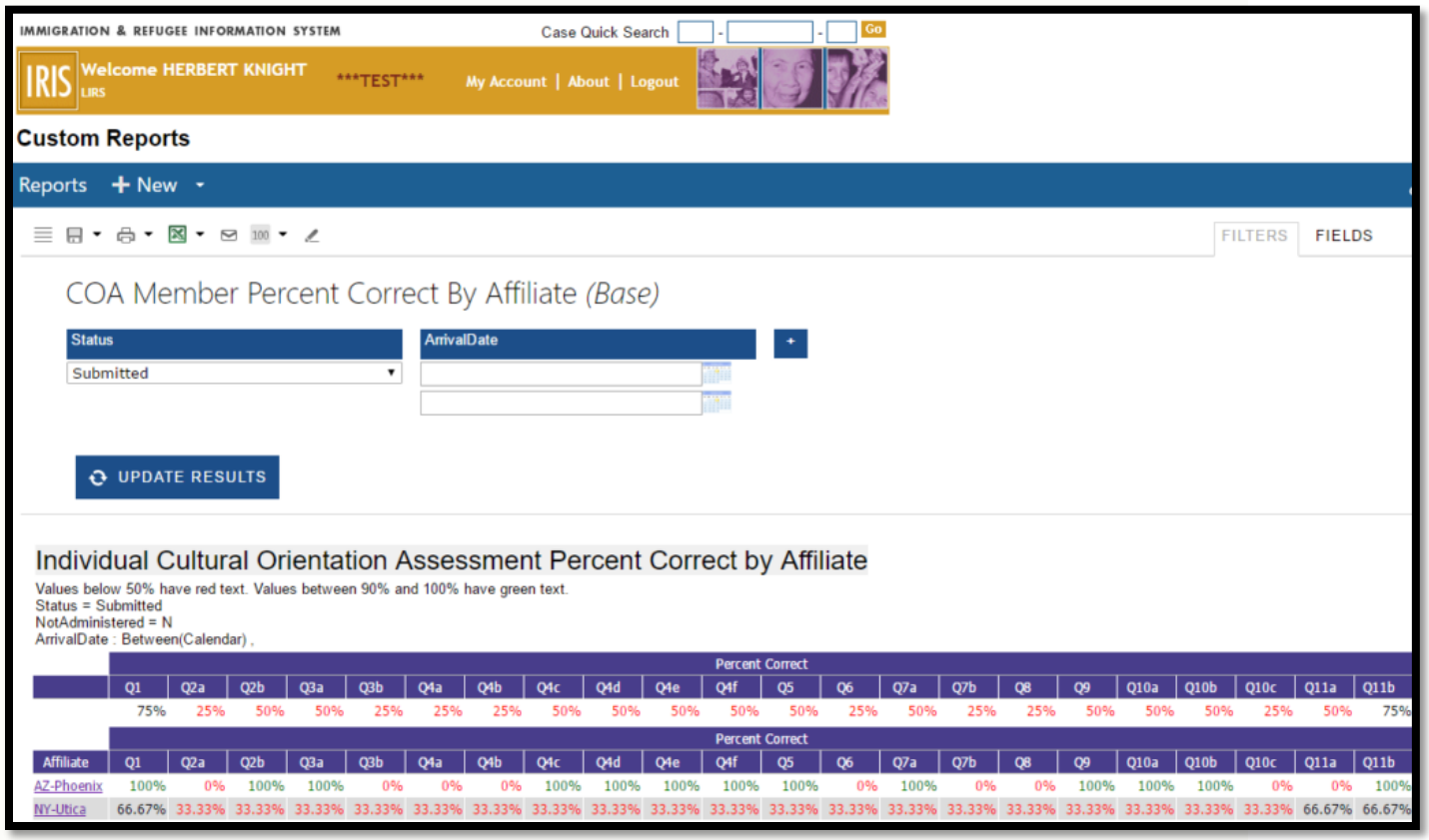

Figure 8. Sample Cultural Orientation Percent Correct by Affiliate Report

Settings

A Resettlement Agency may choose to modify some settings by contacting IRIS Support. The table below indicates the settings and their default values.

Name	Description
CO Assessment Submitted Value	Cultural Orientation (CO) Assessment data will remain on the "submitted" notification a default of 30 days
CO Assessment DueOverdue	Cases that have not been submitted within a default of 5 days of the 90th day from the case's arrival date will be highlighted in the Due/OverDue notification.
CO Assessment Date	Date when the CO forms will be present. Default is 10/01/2018.
CO Assessment Lock Period	Number of days after the case arrival date for which the CO form will be locked from editing. Default value is 15 days.