

Dear Providers,

With the various changes, updates, and feedback, we wanted to follow up to provide some clarification on NOCs.

1. The new A-7 Notification of Concern form must be used for all Notifications of Concern. The form has been uploaded to UC Portal and is also attached to this email.
 - NOCs must be submitted to ORR as soon as possible or no later than 24 hours of first suspicion or knowledge of the event(s) and documented in the released child's PRS case file.
2. NOC should be uploaded in the UC Portal *and* continue to be sent via email to DCS_HSPRS@acf.hhs.gov
 - Please copy your PO for any urgent concerns.
3. All providers can go into the UC Portal and flag a sponsor. However, if a flag already exists for the sponsor, providers will be unable to add the flag. *Please note that in the email accompanying the NOC so we can flag for you.*
 - Flags should be entered into UC Portal with a description of the reason for the flag in the accompanying narrative field, as well as any relevant dates, and the A# for the UC who is the subject of the report. (EXAMPLE: Sponsor of UC, A#, is flagged due to XX)
 - The UC Portal does not allow flagging of adult household members or caregivers. In those cases, flag the sponsor and provide additional information in the text box, including the name of the household member and/or adult caregiver and the specific reason for the flag.
4. While we wait for ORR technological development, please continue to use the Email Template from the PO team. Please ensure all case managers are using the template (reference picture included below to share with your staff).

In the email, please ensure all questions are filled out and not left blank regarding new address for sponsor, flag sponsor, flag address, and whether the flag was entered in UC Portal.

How to name NOC document:

- Initial NOC: **NOC_Criminal Behavior_ABC_1234**
- Addendums: **ADDENDUM_9.22.2023_NOC_Criminal Behavior_ABC_1234**

Email Template: Notification of Concern

Send to DCS_HSPRS@acf.hhs.gov

Subject Line: NOC_(type of NOC)_ABC(UC initials)_1234(last 4 digits to A#)

Body of email: Should include the type of NOC, minor's initials, and last 4 digits of A#

NOC Synopsis: Brief description, no longer than 2-3 sentences on the reason for the NOC

New Address for Sponsor

☐ Yes ☐ No

Flag Sponsor

☐ Yes ☐ No

Flag Address

☐ Yes ☐ No

Flag entered in UC Portal

☐ Yes ☐ No

Attachment: Document name should mirror the subject line

Signature: Subgrantees should indicate their primary grantee

5. Reference NOC in UC Policy Section 6 and UCMAP Section 6: *Resources and Services Available After Release from ORR Care*.

- **MANDATED REPORTING REQUIREMENTS**

ORR representatives including PRS providers, care providers and ORRNCC staff are considered mandated reporters when interacting with released children and sponsors. The following reporting requirements apply when interacting with released children and sponsors, whether through the delivery of PRS, conducting Safety and Well-Being (SWB) calls, and any time individuals place calls to the ORRNCC. Representatives of ORR must follow all applicable local, state, and/or federal mandated reporting laws and all applicable state-licensing laws when implementing the following notification.

- ❖ Clarification on school enrollment: minors beyond compulsory age-representatives of ORR must follow all applicable local, state, and/or federal mandated reporting laws and all applicable state-licensing laws

when implementing notification procedures. If the state does not require that this be reported, then a report would not be necessary. However, the information should be documented in the PRS Report (please include state law citation) and will not require an NOC.

○ **Per policy, PRS providers must submit a NOC when documenting certain reason(s) for concern:**

- Emergencies (death of a released child, destruction of property following a natural disaster, illness or injury requiring immediate hospitalization, etc.);
- Human trafficking concerns;
- Abuse (including sexual abuse), abandonment, neglect, and maltreatment;
- Kidnapping, disappearances, or a runaway;
- Alleged criminal activity;
- Child protection services involvement;
- Potential fraud, such as document fraud or fees charged for services that are to be provided free of charge;
- Released child behavioral incident that raises safety concerns;
- Media attention;
- Sponsor declined services;
- Contact by or involvement with organized crime;
- PRS provider unable to make contact with released child within 30 days of release or referral acceptance; and/or,
- PRS provider is providing services on an ongoing case and loses contact with the child and there are safety concerns.
 - ❖ An NOC must be completed when a PRS provider is unable to establish initial contact with the Sponsor/Released child and/or when a PRS provider loses contact and there are safety concerns. If there are no safety concerns, the PRS provider does not need to submit a NOC and follow the procedure to close the case.
 - ❖ In cases where there are placement disruptions or loss of contact and there is *not* a safety concern, but the NOC is serving primarily to record that information, complete the NOC leaving the incident information section blank and include a summary of the incident in the text field “Summary of Incident” on page 4.

6. An NOC is utilized for incident reporting concerning released children, and SIR is utilized for children in ORR custody. During the course of a home study, when/if a HS

worker observes an incident concerning the UC prior to their release and/or the sponsors viability, the HS worker should report the information to the care provider and request that they submit an SIR.

7. Please input the prime grantee name in the “Reporter Name” box of the NOC form (reference the image below).

Reporting Party			
Date Reporting Party Informed of Event		Reporter Name	
Date of Report Submission		Type	
Incident Information			