



USCCB FR Subrecipient Quarterly Network Call

10/11/2023

Agenda

1. Roll Call and Record Meeting
2. Policy Updates
3. ORR Updates
4. USCCB MRS Program Updates



Roll Call

- At Promise Youth Solutions
- BCS – FL
- BCS – Maryland
- CC – Arlington, VA
- CC – Atlanta, GA
- CC – Baltimore, MD
- CC – Boston, MA
- CC – Cincinnati, Ohio
- CC – Houston, TX
- CC – Los Angeles, CA
- CC – Nashville, TN
- CC – Newark, NJ
- CC – New York, NY
- CC – San Antonio, TX
- CC – San Diego, CA
- CC – Trenton, NJ
- ICA – CA



Policy



Policy Updates

- Foundational Rule Release
- Unaccompanied Children Numbers
- USCCB Unaccompanied Children Recs
- Appropriations/Possible Government Shutdown



ORR Updates



PRS Sprint Follow-up and Next Steps

PRS Sprint Timeframe: 8/21/2023 – 9/30/2023

Waitlist at Start of PRS Sprint: 13,011

PRS referrals created in portal: 10,745

PRS referrals accepted in portal: 16,217

PRS referrals closed on portal: 12,068

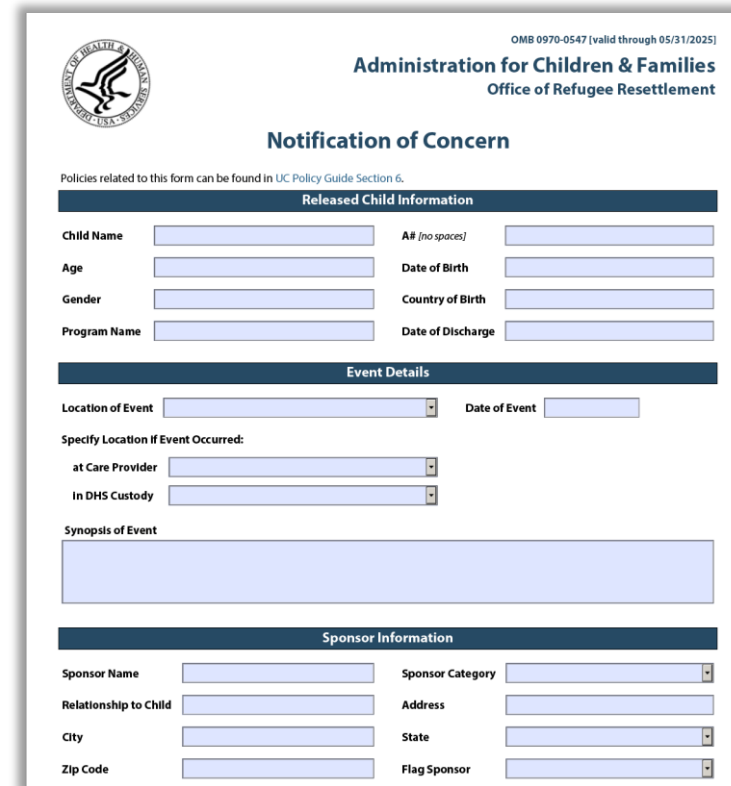
Remainder of FY23

FY23 Goals: 2220 New Cases			
	Recommended	Accepted	Percentage
HS	300	262	87%
PRS	1920	1410	73%
Total	2220	1672	75%



New NOC Form

- The new A-7 form must be used for all Notifications of Concern moving forward.
 - Same protections and restrictions as HS form
 - Password-protecting: convert to a regular PDF using “Print to PDF.”
 - Must be opened in Adobe Acrobat Pro, or a similar program.
 - The form will not open in an internet browser.
- If you have any trouble opening or working with the form, please contact your CSS for assistance.



The image shows a sample of the 'Notification of Concern' form. At the top left is the Department of Health & Human Services seal. To the right, it says 'OMB 0970-0547 (valid through 05/31/2025)', 'Administration for Children & Families', and 'Office of Refugee Resettlement'. The title 'Notification of Concern' is centered. Below the title, a note states: 'Policies related to this form can be found in UC Policy Guide Section 6.' The form is divided into three main sections: 'Released Child Information', 'Event Details', and 'Sponsor Information'. Each section contains various input fields for text, dates, and dropdown menus.

Released Child Information			
Child Name		Alt [no spaces]	
Age		Date of Birth	
Gender		Country of Birth	
Program Name		Date of Discharge	

Event Details	
Location of Event	
Date of Event	
Specify Location If Event Occurred:	
at Care Provider	
In DHS Custody	
Synopsis of Event	

Sponsor Information			
Sponsor Name		Sponsor Category	
Relationship to Child		Address	
City		State	
Zip Code		Flag Sponsor	

New NOC Form, continued

Reporter Name should be the name of the primary grantee (USCCB)

Reporting Party			
Date Reporting Party Informed of Event		Reporter Name	USCCB
Date of Report Submission		Type	

Placement Disruption WITHOUT Safety Concerns: Fill out all sections through “Reporting Party”, then leave “Incident Information” blank.

Explain in Synopsis of Incident that this NOC is being submitted for the purpose of informing ORR of the placement change, and there are no safety concerns.



NOC Submission

- All NOCs MUST be submitted within 24 hours of learning about the incident
- All NOCs MUST be uploaded to the UC Portal by the PRS Provider as well as emailed to DCS_HSPRS@acf.hhs.gov
- If a sponsor/address flag is requested, the PRS Provider must enter the flag in the UC Portal
 - If a flag already exists, explain in the email that we are requesting for additional information to be added
- Please use the email template provided by ORR
- How to Name NOC documents:
 - Initial NOC: **NOC_Criminal Behavior_ABC_1234**
 - Addendum: **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



Mandated Reporter Guidance

Reporting abuse in COO:

- If a child discloses abuse to you for the first time during a HS, report to CPS in your jurisdiction and inform the shelter so they can complete an SIR
- Shelter staff should be completing CPS reports for any disclosure of abuse. Let your CSS know if CLE indicates to report was made, and we can follow up with the shelter

Clarification on School Enrollment:

- Follow your state mandatory reporting laws for children under the age of compulsory school attendance
- If the state does not require this to be reported, document this in the PRS Report with a reference to the state law



Level 1 Service Delivery for Age Outs

- Project Officer has granted approval through 12/31/2023 for us to serve cases at Level 1 that will **age out** within 30 calendar days of referral acceptance
- CSS will indicate if the case is Level 1 in the Release Notification
- Level 1 Service Delivery Requirements:
 - 3 virtual check-ins at 7 days, 14 days, 30 days
 - If the child ages out in less than 30 calendar days, please complete at least 2 virtual check-ins
 - Case closure report
- This applies to **PRS Only** cases
- We will continue to refer **TVPRA** cases at Level 2, meaning a home visit should be conducted
 - In case of very short turnaround, approval for virtual visit may be granted



PRS Event Form

- Working on integrating ORR's PRS Event Form into MRIS
- Event form will be utilized for 14-day, 60-day, semi-annual and case closure reports
- Case closure report will incorporate all previous reports
- Home visit questionnaire will be updated to reflect the PRS Event Form



OMB 0970-0553 [valid through 04/30/2025]
Administration for Children & Families
Office of Refugee Resettlement

Post-Release Services Report

UC Basic Information

UC Name

Alt [no spaces]

Also Known As

Date of Birth

Age

Country of Birth

Discharge Date

Gender

Program

Phone Number

Sponsor Identifying Information

Sponsor

Address

Sponsor Category

City

Date of Birth

State

Gender

Zip Code

Country of Birth

Case Information

Assigned Provider Agency

Assigned Provider

Assigned Subcontractor Agency

Assigned Case Worker

Assigned Supervisor

Reason for Referral

Report Type

Referral Type

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to allow post-release service caseworkers to document information about the UC's placement with their sponsor, safety status, and service areas addressed. Public reporting burden for this collection of information is estimated to average 0.33 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Homeland Security Act, 6 U.S.C. § 279 and Trafficking Victims Protection Reauthorization Act, 8 U.S.C. 1232). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information please contact UCPolicy@ac.fhhs.gov.

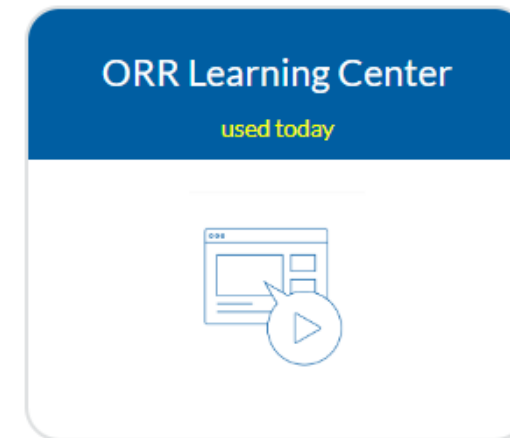
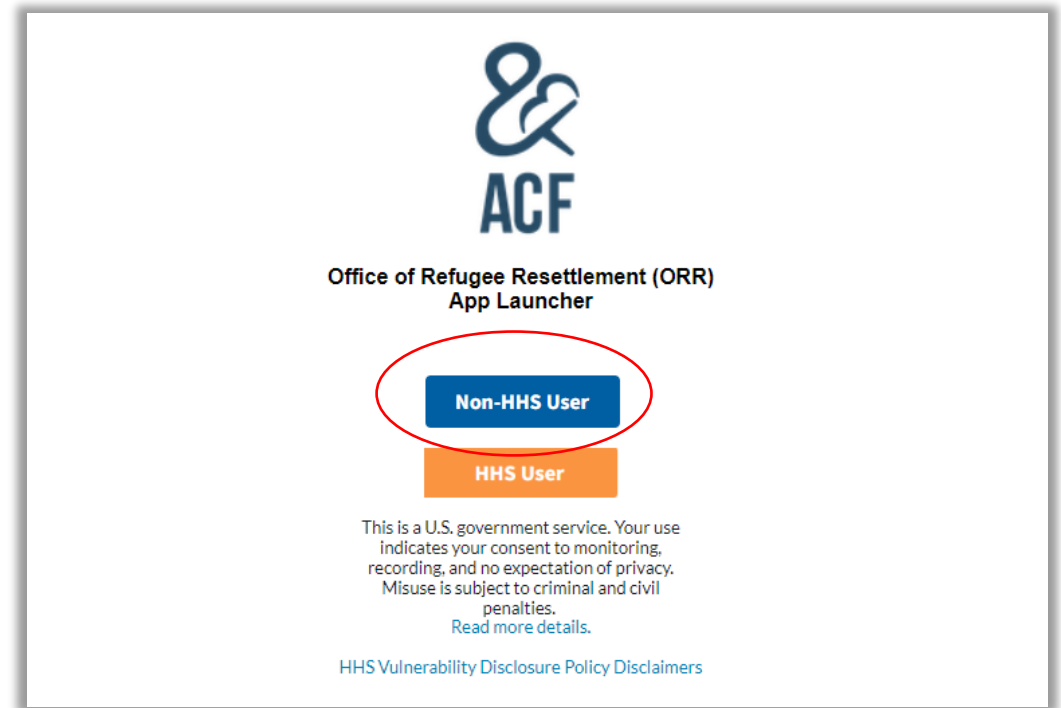
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App Launcher

- All staff should now be using App Launcher to log into the UC Portal
 - Must sign in as a “Non-HHS User”
- Old sign-in will be deactivated on Nov. 14th – you will only be able to access UC Portal through App Launcher after this date!
- ORR Learning Center
 - All current users should have been added
 - Complete the trainings as you are able, and log the time in your FY23 Training Tracker



USCCB/MRS Program Updates



USCCB MRS Staff Updates

- Yesenia Abrigo Welcome!



NEW Onboarding Materials for New Staff

New Pre-Service Training Tracker ([link](#))

REMINDER: All 40 hours must be completed prior to any interaction with children

**** Second sheet for policy citations
and supervisor sign-off**

[illegible]

Training Topic	Policy Reference	How has knowledge on topic been assessed?	Supervisor Sign-off on Completion of Training Topic
ORR Guidance, Procedures, and Policy	Cooperative Agreement 2021; FOA 2023		
The Flores Settlement Agreement	Cooperative Agreement 2021		
Trafficking Victims Protection Reauthorization Act of 2008			
ORR Prevention of Sexual Abuse Related Regulations and Policies, including the ORR Policy Guide Section 4.3.6	ORR Policy Guide Section 4.3.6; Cooperative Agreement 2021		



NEW Onboarding Materials, continued

Updated New Hire Checklist ([link](#))

Please send completed checklist to your CSS within one month of the new staff's start date

**Family Reunification New Hire Checklist**

The following is a list of items to be completed in the course of onboarding a new hire. Please fill it out and return it to your assigned Children's Services Specialist. Please contact your assigned Children's Services Specialist should you have any questions about the items below.

General Information	
Staff Name:	
Staff Date of Birth:	
Position Title:	
Date of Hire:	
Professional Licensure (if applicable):	
ORR Approval Obtained for Key Position, if applicable (Program Director, Asst. Program Director, Lead Case Manager, Clinician)	☐ Yes ☐ No
Documents that need to be included in Staff Personnel file	
Resume	
Employment Application	
Professional References	
Educational Records / Diploma	
Professional Licensure (if applicable)	
I-9 Employment Eligibility Documents (I-9 form and copies of required I.D. documents)	
Background Investigation Documentation	
Has the CPS Background Investigation (child abuse and neglect record check, for all jurisdictions lived in for the past 5 years) been completed?	☐ Yes ☐ No
ORR CA/N Waiver Submitted (if applicable)	☐ Yes ☐ No ☐ N/A
Efforts to ask applicants about any previous and/or current misconduct, to include alleged sexual abuse, sexual harassment, or inappropriate sexual behavior; employee's response, efforts to contact past employers (only during pending investigation) and results	☐ Yes ☐ No
Has the FBI fingerprint check of national and state criminal history repositories (for all jurisdictions lived in for the past 5 years) been completed?	☐ Yes ☐ No
Driver's Record / Clearance (if expected to transport UC and/or sponsors)	☐ Yes ☐ No ☐ N/A
Ongoing and Annual Documentation	
Has the Mandated Reporter Statement been signed (annual)?	☐ Yes ☐ No
Has the Confidentiality Policy Acknowledgement been signed? (Signed assurance of nondisclosure, annual)	☐ Yes ☐ No
Has the Code of Conduct Policy Acknowledgement been signed? (annual) To include questions about any previous and/or current misconduct since last statement.	☐ Yes ☐ No

USCCB/MRS Safe Passages Family Reunification Program

June 2023



New PRS Level Assessment Tool

- Still in development – goal to have finalized by Oct. 20th (need ORR approval before implementation)
- To be used after the initial visit for every case
- Case Manager will determine the child's level of need in every service domain – “Low”, “Average”, or “High”
- PRS Service Level will automatically populate
- Some “High Risk Factors” will automatically escalate the case to a Level 3 - **We would like programs’ input on this!**
- Space for notes on resources that are readily available
- Opportunity for Case Manager to override the score if needed
- Case Manager and Supervisor sign-off will be required
- PDF of scorecard will be sent to CSS for review if the case will change to Level 1 or Level 3
- We will pilot this tool for the rest of the year, and gather feedback to implement for next year

Child Name:	
A#:	
Risk Level Score	4.8
PRS Service Level	Level 2
Level 1: 0.0 - 2.8 Level 2: 2.9 - 5.7 Level 3: 5.7 and up	
Don't agree with calculated score? (Provide feedback here)	

Domain	Need Identified (Y/N)	Notes
High Risk Factors	No	(Type here)
Domain	Weight	Need Level
Placement Stability	3	Average
Resources available to address the need/Additional Notes		
(Type here)		
Child Risk Factor Child is living with a non-ORR vetted caretaker (not the sponsor or ACG) Child has concerns about living in the sponsor/caretaker's home Child expresses interest in living with someone else Child has exhibited runaway behavior while under the care of the sponsor/caretaker Child wishes to return to home country Child's basic needs (food, clothing, hygiene) are not being met Other (please specify):		
Sponsor/Caretaker Risk Factor Sponsor/caretaker has previously been involved with CPS Sponsor/caretaker or other HHMs have concerns about the child living in their home Sponsor/caretaker expresses interest in child living with someone else Sponsor/caretaker is experiencing housing instability Sponsor/caretaker is experiencing financial instability Sponsor/caretaker is unemployed Sponsor/caretaker lacks a support system Sponsor/caretaker has current or past criminal involvement Sponsor/caretaker anticipates significant life changes that may impact their ability to care for the child Other (please specify):		



Budget Revision Request Form

USCCB Children's Services Budget Revision Request					
A. General Information					
A. 1 Date of Request:					
A. 2 Sub Grantee:					
A. 3 Total Approved Budget:		\$ -	Fiscal Year (FY)		2023
A. 4 Budget/Project Quarter					
A. 5 Program					
A. 6 Award Number					
A. 7 Prepared by:		Name	Title	Email	
A. 8 Sub-Grantee Approval					
B. Budget Revision Request Detail					
B. 1 Budget Category:					
B. 2 Current Approved Category Amount:		\$ -			
B. 3 Revision Request Amount:		\$ -			
B. 4 Total Budget Increase:					
B. 5 Budget Increase Justification:					

. 6 Budget Neutral Revision Justification:																															
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<i>For USCCB Use Only:</i>																															

Complete and submit to Michelle Peterson (mpeterson@usccb.org) and CC Simy (scuervo@usccb.org) and your assigned CSS.



General Reminders

- Weekly Case Capacity notification
- MRS Connect Resource Library
- Case Closure Procedures – No Initial Contact
- Client Consent Form Guidance (for Level 1)
- CSS Oversight and Responsiveness
 - Flagging emails – should be used when EMERGENCY assistance is needed, do not use to get a response quickly for non-urgent issues
 - Admin Days – first Fridays (November 10th, December 1st)
 - Staff cases internally with supervisor for guidance, then notify CSS of situation



FY24-26 Updates

- Budget
- Buddy Program
- POM and other revised monitoring tools



USCCB Upcoming Events

- Community of Practice Call: Friday, October 20, 2023 – **Host/facilitator and list of topics needed!**
- Children's Services Convening: November 1-3, 2023
 - Referral plan
- USCCB Upcoming Closures:
 - November 23rd-24th
 - December 8th
 - December 25th





Questions?



THANK YOU!



A gift of the United States government

