



## **ORR-6 Performance Report**

### **Supplemental Guidance for Completing Schedules A, B, C, and D**

November 5, 2014

*Bridges for Refugees and Asylees is an Office of Refugee Resettlement technical assistance initiative supported by ICF International*

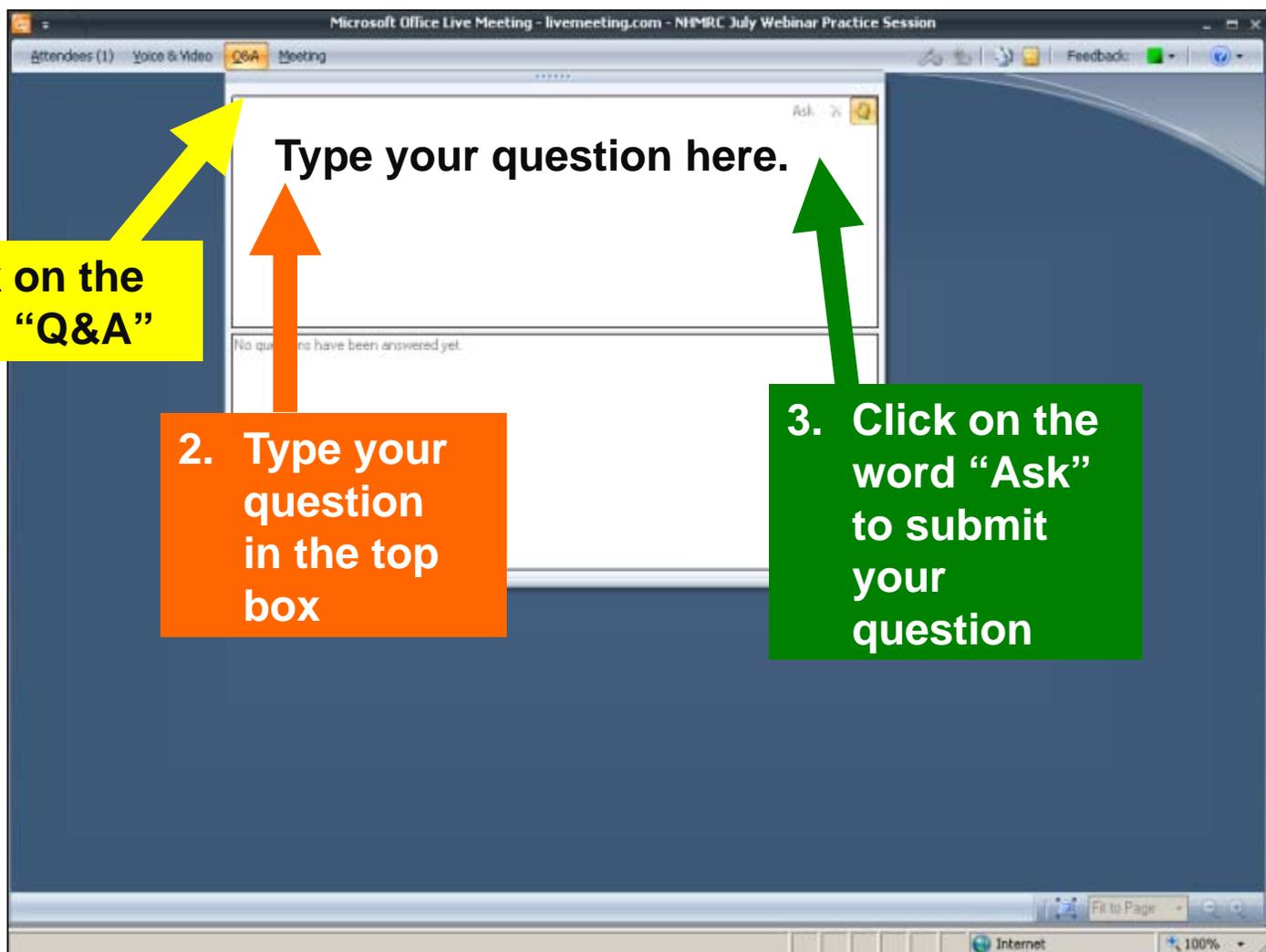
# Introduction to ORR-6

- The ORR-6 Performance Report is used to collect data on assistance and services provided to refugees and eligible populations.
- Captures participation and performance statistics on RCA, RMA, SS, TAP, and the targeted assistance discretionary grant.
- Used by ORR in formulating program initiatives, priorities, standards, budget requests, and assistance policies.
- Required of all state-administered and Wilson-Fish programs (45 CFR 400.28).
- Completed three times each fiscal year.
  - The first reporting period covers October through January (due 3/1)
  - The second covers February through May (due 6/30)
  - The third covers June through September (due 10/31)

# Objectives of Supplemental Guidance

- This presentation reviews the ORR-6 as a means of providing supplemental guidance to grantees in completing the report.
- Provides step-by-step explanations for each field in the ORR-6.
- Text boxes highlight key points and important details.
- Organized by the four schedules included in ORR-6.
  - Schedule A: Program Narrative
  - Schedule B: Cash and Medical Assistance and Medical Screening
  - Schedule C: Services Report
    - Employment Services 45 CFR 400.154 (a)
    - Employability Services, 45 CFR 400.154 (b) – (k)
  - Schedule D: Unaccompanied Refugee Minors Program
    - Excel-based report and Word-based narrative

# Asking Questions



# **ORR-6 Performance Report**

## **Schedule A: Program Narrative**

# Schedule A: Program Narrative

- A Word-based form that asks grantees to provide concise answers to 10 sets of questions.
  - Provides narrative detail supporting Schedules B and C.
  - Must use Word-based form provided by ORR, but additional information can be included in an addendum, if needed.
- Consider completing Schedule A after Schedules B and C are completed.
  - Some data on Schedule A relates to data reported on Schedules B and C.

# Schedule A: Program Narrative

## SCHEDULE A: PROGRAM NARRATIVE

List all major activities and associated accomplishments and challenges in the columns provided.

<b>1. Report on major activities undertaken during the reporting period, specifically activities intended to accomplish the annual outcome goals and objectives that the State has proposed as well as any interim objectives achieved within the reporting period.</b>		
Activity	Accomplishment	Challenge
<b>2. New program initiatives:</b>		
<b>3. Discuss any significant changes in refugee employment or other service outcomes, in regards to the numbers of refugees accessing RCA/RMA.</b>		

Discuss any new program initiatives, plans for program improvement and service enhancement.

Discuss any data elements reported on Schedules B and C which warrant an explanation, such as noticeable increases or decreases from previous periods.

# Schedule A: Program Narrative

Entering the number of new refugee arrivals, secondary migrants, **former matching grants clients, and RCA re-applicants.\***

**4. Please provide numerical breakdown of new RCA enrollees during this reporting period:**

New arrivals	Secondary migrants	Former Matching Grant clients	RCA re-applicants	Total

**5. Provide the reason and number of exemptions from registration for employment services by RCA recipients during this period.**

Reason of exemption:	Total number

List the reasons for any exemptions from registration for employment services by RCA recipients and the number of recipients receiving the exemption.

**\*Former matching grants clients and RCA re-applicants:** Former matching grants clients are those who exited the program and then enrolled in RCA. RCA re-applicants are typically refugees who may have been self-sufficient, but lost their job and re-applied for RCA.

The total RCA enrollees should be same number as new persons provided in Schedule B Section 1.

# Schedule A: Program Narrative

Enter the number of male and female refugees receiving medical screenings in the timeframes listed.

6. Discuss any results in medical screening and health assessments (e.g. timeliness, best practices and innovative methods and procedures). Respondents should include (in both the narrative and on supplemental charts) additional information about initial health assessments, medical screenings, treatments, follow up and other information that profiles the health and medical conditions, including behavioral health of the refugee population as well as any plans to address medical and health-related concerns.

	M	F
Number of refugees screened in 30 days from arrival		
Number of refugees screened 31-90 days from arrival		
Number of refugees not screened in 90 days		

Describe main reasons for refugees not being screened: (e.g. out-migrated, patient refused, etc.)

medical screening.

# Schedule A: Program Narrative

Enter the number of male and female adults referred to the medical services listed.

Enter the number of male and female **children** referred to primary care.\*

List the top five health issues that led to referrals.

<b>Number of adult refugees referred to:</b>		
Primary care		
Mental Health Services		
Dental Care		
Vision Care		
Disability Services		
High Public Concern Services (i.e. infectious diseases, HIV, suicide, etc)		
<b>Number of children (under 18) referred to primary care: (non-URM)</b>		
<b>List top five (5) health issues for all referrals (children and adults):</b>		

\***Children referred to primary care:** *Do not* include unaccompanied refugee minors (URM) when reporting the number of male and female children referred to primary care.

# Schedule A: Program Narrative

List medical events covered by RMA that cost more than \$10,000. List the type of event, cost, whether care is continuing or completed, and the recipients ethnicity or country of origin.

**Report any high cost of medical events covered by RMA (over \$10,000)**

Type of event	Cost	Care to continue or event completed	Recipient's ethnicity and/or country of origin

**Based on refugee health issues and costs, describe the programs and policies that the State will maintain, modify, or change to address specific health issues and improve health services to refugees (e.g. training, new procedures and protocols, etc.)**

Describe any programs and policies that the State will maintain, modify, or change to address specific health issues and improve health services to refugees.

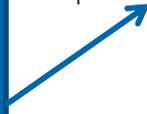
# Schedule A: Program Narrative

Discuss any planning and preparation activities for emergency operations and continuity of operations in the event of a pandemic influenza or other disaster, including date of the last update of the plan and any activities completed during the reporting period.



<b>7. Discuss any planning and preparation activities for emergency operations and continuity of operations in the event of a pandemic influenza or other disaster.</b>	
<b>Date of your most recent plan or update of the plan?</b>	
<b>List activities in this reporting period:</b>	
<b>8. Indicate what outcome measures the State uses to measure performance among vendors, such as performance targets, performance improvement measures, etc.</b>	

Indicate what outcome measures the State uses to measure performance among vendors, such as performance targets, performance improvement measures, or others.



# Schedule A: Program Narrative

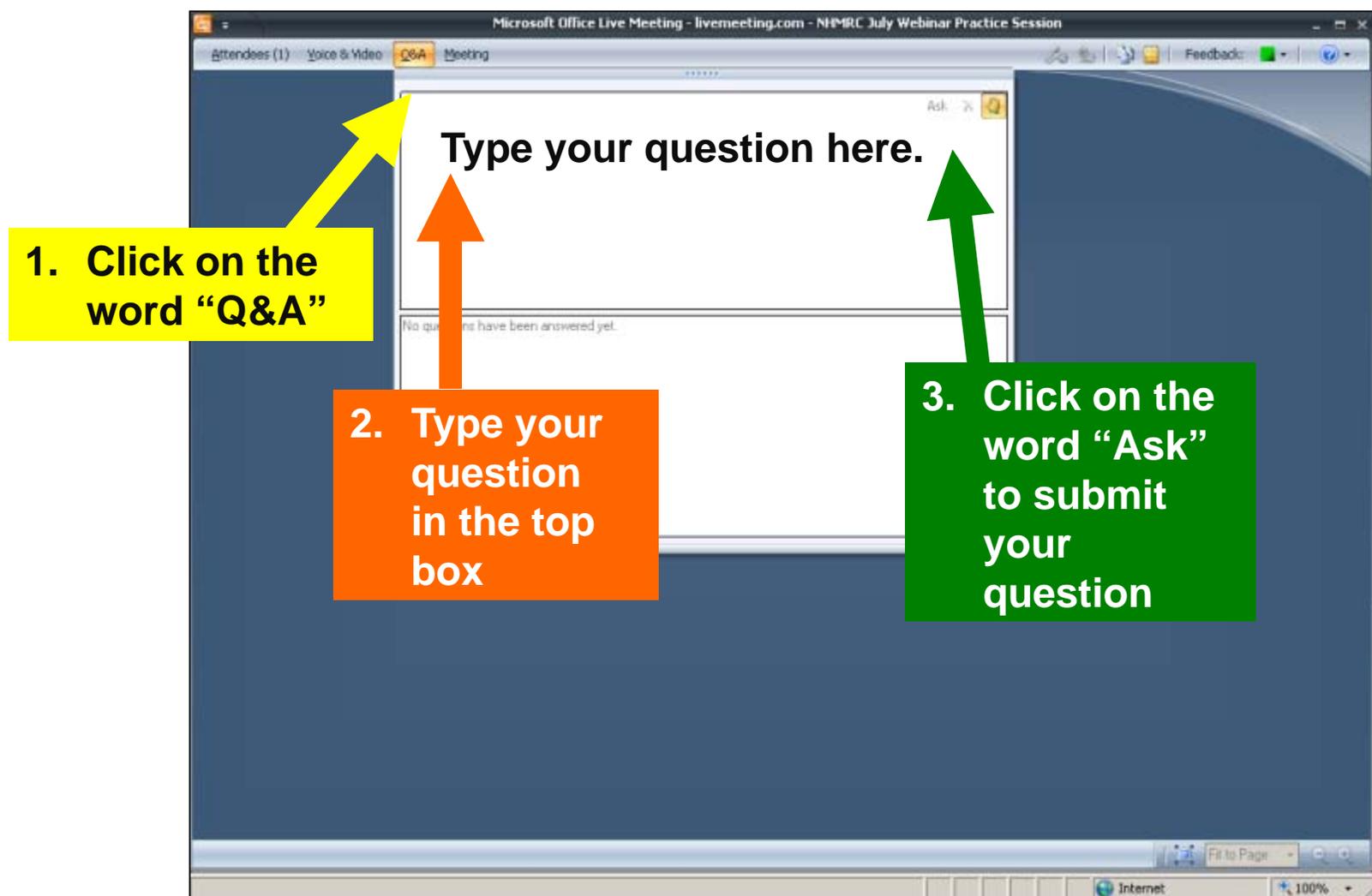
List monitoring activities undertaken during the reporting period, including agency names, programs, locations, dates, and purposes. Indicate whether **monitoring reports\*** are attached.

<b>9. List monitoring activities (RSS, TAG, RMA, RMS) undertaken during the reporting period in the following chart and attach the required reports.</b>					
Agency Name	Program	Location	Date	Purpose	Report Attached (Yes/No)
<b>10. Discuss results of corrective action plans implemented during previous reporting period:</b>					

Discuss results of corrective action plans implemented during previous periods

**\*Monitoring reports:** Attach summaries or copies of monitoring reports and any corrective action plans required by the State. If applicable, attach an explanation of why monitoring reports are not attached to the ORR-6.

# Schedule A: Questions



# **ORR-6 Performance Report**

## **Schedule B: Cash and Medical Assistance and Medical Screening**

## Schedule B: Cash and Medical Assistance and Medical Screening

- An Excel-based form that asks grantees to provide data reporting on recipients of:
  - Refugee Cash Assistance (RCA),
  - Refugee Medical Assistance (RMA), and
  - Medical screenings.
- Excel-based form provided by ORR must be used.

# Schedule B: Cash and Medical Assistance and Medical Screening

*Schedule B : Cash and Medical Assistance and Medical Screening* Form ORR-6  
Expires 10/21/2015

Reporting Period:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fiscal Year:	<input type="text"/>
State:	<input type="text"/>			Date:	<input type="text"/>

Enter the reporting period\*

Enter the last two digits of the fiscal year

Enter the date the report was completed

Enter the reporting your state (or grantee)

**\*Reporting period:** ORR-6 is completed 3 times annually. The first reporting period of each fiscal year covers October through January. The second covers February through May. The third covers June through September.

# Schedule B: Cash and Medical Assistance and Medical Screening

I. Refugee Cash Assistance	Cases	Persons
A. Previous RCA recipients still active in this reporting period		
B. New RCA recipients during this reporting period		
C. Total number of RCA recipients during this reporting period	0	0

A. Enter the number of **cases** and **persons**\* who were reported as receiving RCA for the previous reporting period that are still receiving RCA

B. Enter the number of cases and persons added to RCA during this reporting period

C. The total number of cases and persons receiving RCA any time during the reporting period will be automatically added in Excel

**\*Cases and persons:** Persons are individual refugees receiving assistance. Cases can include multiple persons if assistance is provided to a refugee case assistance unit with more than one individual refugee recipient. When reporting cases and persons, ensure the figures you are providing are unduplicated.

# Schedule B: Cash and Medical Assistance and Medical Screening

II. Refugee Medical Assistance	Persons
A. Previous RMA recipients still active in this reporting period	
B. New RMA recipients during this reporting period	
C. Total number of RMA recipients during this reporting period	0

A. Enter the number of persons who were reported as RMA recipients in the previous reporting period that are still receiving RMA

B. Enter the number of persons added to RMA during this reporting period

C. The total number of cases and persons receiving RMA any time during the reporting period will be automatically added in Excel

# Schedule B: Cash and Medical Assistance and Medical Screening

A. Enter the total number of recipients of **medical screenings** during the reporting period regardless of funding source

III. Refugee Medical Screening	Persons
A. Total number of recipients of medical screenings during reporting period	
B. Number of recipients of medical screenings during reporting period funded by RMA	

B. Enter the number of recipients of medical screening during the reporting period **funded by RMA**†

**\*Medical screenings:** Medical screening is defined as an evaluation for specific diseases or disorders included in the State's screening protocol applied by state, county or local medical services. Although Schedule B is intended to capture data pertaining to Refugee Cash and Medical Assistance, ORR is also interested in the total number of refugees receiving medical screening in the reporting period. Therefore, states and Wilson-Fish agencies are requested to report on the total number of medical screenings as well as the number of medical screenings funded by RMA.

**†Funded by RMA:** . A screening should be reported in Row B if any part of the screening is funded by RMA. The number of medical screenings funded by RMA is a sub-set of the total number of medical screenings reported in Row A.

# Schedule B: Questions

The screenshot shows the Microsoft Office Live Meeting interface. At the top, there are tabs for 'Attendees (1)', 'Voice & Video', 'Q&A', and 'Meeting'. The 'Q&A' tab is active. Below the tabs is a large text input box with the placeholder text 'Type your question here.' To the right of this box is an 'Ask' button. Below the input box is a smaller text area that says 'No questions have been answered yet.' Three numbered instructions are overlaid on the screenshot: 1. A yellow box with a yellow arrow pointing to the 'Q&A' tab. 2. An orange box with an orange arrow pointing to the text input box. 3. A green box with a green arrow pointing to the 'Ask' button.

1. Click on the word "Q&A"
2. Type your question in the top box
3. Click on the word "Ask" to submit your question

# **ORR-6 Performance Report**

## **Schedule C: Services Report**

## Schedule C: Services Report

- An Excel-based form used to report outcomes from employment and employability services funded by ORR to eligible populations
  - Employment services under 45 CFR 400.154 (a), including:
    - Development of a family self-sufficiency plan and an individual employability plan;
    - World-of-work and job orientation;
    - Job clubs, job workshops, job development; and
    - Referral to job opportunities, job search, and job placement.
  - Employability services under 45 CFR 400.154 (b) – (k), including:
    - English language training;
    - On the job training;
    - Skills training;
    - Case management; and
    - Other employability services.

## Schedule C: Services Report

- Grantees should complete a separate Schedule C for each ORR grant that has an employment services component:
  - Refugee Social Services,
  - Targeted Assistance Formula, and
  - Targeted Assistance Discretionary.
- Excel-based form provided by ORR must be used.

# Schedule C: Services Report: Employment Services 45 CFR 400.154 (a)

Form ORR-6  
Expires 10/31/2015

**Schedule C: Services Report: Employment Services 45 CFR 400.154 (a)**

Reporting Period:			Fiscal Year:	
State:			Date:	
Grant #:		Grant Name:		

Enter the your state (or grantee) name

Enter the number associated with the state's (or grantee's) grant

Enter the grant name† funding the services provided

Enter the reporting period\*

Enter the last two digits of the fiscal year

Enter the date the form was completed

**\*Reporting period:** ORR-6 is completed 3 times annually. The first reporting period of each fiscal year covers October through January. The second covers February through May. The third covers June through September.

**†Grant name:** Enter the grant number and grant name corresponding to the caseload data provided. A separate Schedule C must be completed for each applicable grant (i.e. Refugee Social Services, Targeted Assistance Formula, or Targeted Assistance Discretionary).

# Schedule C: Services Report: Employment Services 45 CFR 400.154 (a)

Enter the total number of refugees between 18 and 65 who are not exempt under 45 CFR 400.76 and who reached their 8<sup>th</sup> month time limit during the reporting period.

**A. RCA Employment Data:**

Number of refugees **between 18 and 65 who are not exempt under §400.76** and who reached the eight month time limit for RCA this trimester

1. Total Number	2. Grant Terminations due to income from employment prior to the eight month limit

Enter the total number of RCA **terminations due to income\*** from employment for those who reached their 240th day in the reporting period, whether termination occurred in the reporting trimester or at any point earlier.

**\*Terminations due to income:** A grant termination is defined as the closing of a cash assistance case due to earned income from employment in an amount that exceeds the State's eligibility standard based on family size. Do not include any other termination, such as sanction, out-migration, time expiration, etc. If a refugee has obtained a job in the last month before the 240th day, but has already received RCA payment for that month, the refugee would not be counted for this report area.

Please note that grant terminations due to income reported in column 2 cannot be greater than the total number reported in column 1.

# Schedule C: Services Report: Employment Services 45 CFR 400.154 (a)

Enter the number of **employment services participants** \* during the reporting period by **source of cash assistance**# and time in the U.S.

Enter the number of employment service participants placed during the reporting period in **full-time** and **part-time**† positions.

Enter the number of **grant terminations**^ achieved through entered employments.

B. Entered Employment and Cash Assistance Status		1. Total Number	Time in U.S.	2. FT	3. PT	4. Grant Terminations
Participants by type						
a. RCA	1.		0 - 4 months			
	2.		5 - 8 months			
b. TANF	1.		0 - 12 months			
	2.		> 12 months			
c. Other CA	1.		0 - 12 months			
	2.		> 12 months			
d. No CA	1.		0 - 12 months			
	2.		> 12 months			
e. Total Caseload for Employment Services		0	<b>TOTAL</b>	0	0	0

In Row E, Excel will automatically add the sum of the figures reported above.

\*\*†^ See the next three slides for additional guidance on this table.

## Schedule C: Services Report: Employment Services 45 CFR 400.154 (a)

- \* **Entered employment** means the entry of an employment services participant (defined below) into unsubsidized employment for at least one day.
  - Include active participants who were placed directly by a service provider through a documented referral, those who obtained employment on their own, and those who entered unsubsidized employment as a result of On-the-Job Training (OJT).
    - OJT participants may not be counted in “entered employment” until the period of subsidized employment is completed and the employer has agreed to retain the individual in an unsubsidized permanent position.
    - Unsubsidized job placements that occur while an active participant is enrolled in English Language Training (ELT) or when an active participant completes Vocational Training (VT) are counted as entered employments in the reporting period in which they occur.
  
- \* **Employment services participants** includes persons with whom the grantee has had direct, regular contact for the services listed at 45 CFR 400.154(a).

# Schedule C: Services Report: Employment Services 45 CFR 400.154 (a)

# **Source of cash assistances** includes RCA, TANF, other cash assistance, or no cash assistance.

- Other cash assistance refers to assistance programs existing in a state or local jurisdiction which are:
  - Funded entirely by the state or local funds;
  - Generally available to needy persons residing in the state or locality who meet specified income and resource requirements; and
  - A one-time emergency, or ongoing assistance intended to meet basic needs of recipients, such as food, clothing, shelter, medical care, or other essentials of living.
- No cash assistance includes refugees who enter employment before receipt of cash assistance. For example:
  - Refugees in their first month after arrival,
  - Working clients who receive a job upgrade,
  - Clients who follow their spouses into the workforce after benefits are terminated, and
  - Clients who do not find work until after termination of assistance.

## Schedule C: Services Report: Employment Services 45 CFR 400.154 (a)

- † **Full-time and part-time positions** are differentiated by 35 hours per week of work.
  - Full-time is greater than or equal to 35 hours per week
  - Part-time is less than 35 hours per week
  
- ^ A **grant termination** is the closing of a cash assistance case due to earned income from employment in an amount that exceeds the state's eligibility standard for the case based on family size, rendering the case over-income for cash assistance.
  - If the net earned income exceeds the eligibility standard, the case should be considered a grant termination.
  - Grant terminations cannot be greater than the total number of full-time and part-time positions added together (i.e. grant terminations  $\leq$  FT + PT positions).

# Schedule C: Services Report: Employment Services 45 CFR 400.154 (a)

Enter the **average hourly wage\*** at the time employment begins for all full-time (first column) and part-time (second column) individuals entering employment in the reporting period.

C. Average Hourly Wage Employment Entry			
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**\*Average hourly wage:** To calculate this, add the hourly wage for all individuals placed in full-time, unsubsidized employment as reported in the Total for Item B.2. and divide the sum by the total number of individuals who entered full-time employment as reported in Item B.2. Use the same methodology to calculate average hourly part-time wages using the data reported in the Total for Item B.3 (part-time).

If a refugee is placed in multiple jobs during the reporting period, you may use the highest wage earned. Hourly wages may be converted from monthly wages or from piece rates or a combination of both. If piece rates are used, determine the expected number of items to be produced in an hour and multiply it by the piece rate quoted by the employer at the time of placement.

# Schedule C: Services Report: Employment Services 45 CFR 400.154 (a)

Enter the number of refugees entering full-time employment where **health benefits are offered**.\*

D. Health Benefits Available

**\*Health benefits are offered:** This item captures data on the availability of health benefits for those individuals who entered full-time employment. This is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option, either at placement or within 6 months of placement. Benefits should be considered available if self-only coverage is available to the employee even if coverage is not extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium.

If a refugee is placed in multiple jobs during the reporting period, you may count any employment opportunity that offered health benefits.

# Schedule C: Services Report: Employment Services 45 CFR 400.154 (a)

Enter the number of individuals by category of employment (full- or part-time) and cash assistance status (RCA, TANF, Other CA, or No CA), as verified at the time of the original placement, who were **employed on the 90th day\*** after entering employment.

## E. Employed 90 Days Later

a) RCA at entered employment		
b) TANF at entered employment		
c) Other CA at entered employment		
d) No CA at entered employment		
<b>Total</b>	<b>0</b>	<b>0</b>

Excel will automatically sum of the figures reported above.

**\*Employed on the 90<sup>th</sup> day:** This item is a measure of continued participation in the labor market, not retention of a specific job. "Employed 90 Days Later" means that an individual is working for wages on the 90th day after having entered employment at any unsubsidized job. Where there have been multiple placements with the same individual within the same reporting period, the date of the first employment entry is the start date for calculating the 90-day follow-up.

# Schedule C: Services Report: Employability Services 45 CFR 400.154 (b) – (k)

*Schedule C: Services Report: Employability Services, 45 CFR 400.154 (b) – (k)* Form ORR-6

Reporting Period:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fiscal Year:	<input type="text"/>
State:	<input type="text"/>			Date:	<input type="text"/>
Grant #:	<input type="text"/>	Grant Name:		<input type="text"/>	

Enter the your state (or grantee) name

Enter the number associated with the state's (or grantee's) grant

Enter the grant name† funding the services provided

Enter the reporting period\*

Enter the last two digits of the fiscal year

Enter the date the form was completed

**\*Reporting period:** ORR-6 is completed 3 times annually. The first reporting period of each fiscal year covers October through January. The second covers February through May. The third covers June through September.

**†Grant name:** Enter the grant number and grant name corresponding to the caseload data provided. A separate Schedule C must be completed for each applicable grant (i.e. Refugee Social Services, Targeted Assistance Formula, or Targeted Assistance Discretionary).

# Schedule C: Services Report: Employability Services 45 CFR 400.154 (b) – (k)

Enter the total unduplicated **active participants\*** in **English language training †** for this reporting period.

A. Active participants this period	Total	AGE		SERVICES		
1. English Language Training	0	18-50	51 and over	Beginner	Intermediate	Other
0 - 12 mos in U.S.						
> 12 mos in U.S.						

Enter total number of participants, and breakdown by number of participants by age group, type of service, and time elapsed from date of entry in the US.

**\*Active participants:** Active participants are persons with whom the provider has direct, regular contact for the purpose of providing the service contracted during the reporting period. Count and report each active participant once per period for **this and each of the employability services that follows**.

**†English language training:** English language training for non-native English speakers is a course of instruction in English with an emphasis on acquisition of survival and employment-related reading, writing, listening, and speaking skills.

# Schedule C: Services Report: Employability Services 45 CFR 400.154 (b) – (k)

Enter the total unduplicated active participants in **on the job training\*** for this reporting period.

2. On the Job Training	0	18-50	51 and over	0-30 days training	> 1 month training	> 3 months training
0 - 12 mos in U.S.						
> 12 mos in U.S.						
B. Completions (unduplicated)						

Enter total number of participants, and breakdown by number of participants by age group, length of training they participate in, and time elapsed from date of entry in the US.

Enter the unduplicated number of individuals who completed a structured course of instruction or the unsubsidized portion of OJT employment during the reporting period.

**\*On the job training:** On-the-Job Training (OJT) is placement of an employable adult refugee in subsidized employment funded by ORR for a period of time after which the employer has agreed to hire the OJT trainee in permanent unsubsidized employment.

# Schedule C: Services Report: Employability Services 45 CFR 400.154 (b) – (k)

Enter the total unduplicated active participants in **skills training\*** for this reporting period.

3. Skills Training	0	18-50	51 and over	0-30 days training	> 1 month training	> 3 months training
0 - 12 mos in U.S.						
> 12 mos in U.S.						
B. Completions (unduplicated)						

Enter total number of participants, and breakdown by number of participants by age group, length of training they participate in, and time elapsed from date of entry in the US.

Enter the unduplicated number of individuals who completed a structured course of instruction during the reporting period.

**\*Skills training:** Skills training is training of a short-term duration designed to teach refugees specific job-related skills that prepare them for a specific job or type of employment, such as nurse’s aide, electronic assembly, or power sewing.

# Schedule C: Services Report: Employability Services 45 CFR 400.154 (b) – (k)

Enter the total unduplicated active participants in **case management\*** for this reporting period.

4. Case Management	0	18-50	51 and over	New case	Follow-up	Referred
0 - 12 mos in U.S.						
> 12 mos in U.S.						

Enter total number of participants by length of time in the U.S. and provide a breakdown by age group and whether case management is new, follow-up, or a referral.

**\*Case management:** Case management is defined as the determination of specific service(s) to which to refer a refugee in accordance with an employability plan, referral to such service(s), and tracking of the refugee's participation in such services. Note that new cases can also be follow-ups and referrals.

# Schedule C: Services Report: Employability Services 45 CFR 400.154 (b) – (k)

Enter the total unduplicated active participants in **other employability services\*** for this reporting period.

5. <i>Other</i> Employability Services	0	Employability assessment	Child Care	Transportation	Interpreting & translation	EAD assistance
0 - 12 mos in U.S.						
> 12 mos in U.S.						

Enter total number of participants, and breakdown by type of service and time elapsed from date of entry in the US.

**\*Other employability services** : Other employability services include activities outlined in 45 CFR 400.154 (b), (g), (h), (i), and (k) – namely, employability assessment, child care, transportation, interpretation/translation, and assistance obtaining an Employment Authorization Documents (EAD).

# Schedule C: Questions

The screenshot shows the Microsoft Office Live Meeting interface. At the top, there are tabs for 'Attendees (1)', 'Voice & Video', 'Q&A', and 'Meeting'. The 'Q&A' tab is selected. Below the tabs is a large text input box with the placeholder text 'Type your question here.' To the right of this box is an 'Ask' button. Below the input box, there is a smaller text area that says 'No questions have been answered yet.' Three numbered instructions are overlaid on the screenshot: 1. A yellow box with the text '1. Click on the word "Q&A"' and a yellow arrow pointing to the 'Q&A' tab. 2. An orange box with the text '2. Type your question in the top box' and an orange arrow pointing to the 'Type your question here.' text. 3. A green box with the text '3. Click on the word "Ask" to submit your question' and a green arrow pointing to the 'Ask' button.

1. Click on the word "Q&A"

2. Type your question in the top box

3. Click on the word "Ask" to submit your question

# **ORR-6 Performance Report**

## **Schedule D: Unaccompanied Refugee Minors (URM) Program**

## Schedule D: URM Program

- A two-part form that includes both an Excel-based data form and a Word-based narrative form.
  - Excel-based form provided by ORR must be used.
- Should only be completed by States that operate a URM program approved in their State Plan pursuant to 45 CFR 400.5(e).
- “Minors” or “youth” in this schedule means children under the age of 18 and youth over the age of 18 who are receiving or have received placement or services (including independent living and education or training benefits and services) funded by the ORR Cash and Medical Assistance grant.
- Do not include in Schedule D: 1) children in federal custody or 2) non-URM refugee foster children for whom the State receives IV-E reimbursement.
- Copy the URM Analyst assigned to the State when submitting Schedule D to ORR.

# Schedule D: URM Program

Form ORR-6  
Expires 10/31/2015

**Schedule D: Unaccompanied Refugee Minors Program**

<b>Reporting Period:</b>					<b>Fiscal Year:</b>	
<b>State:</b>					<b>Date:</b>	
<b>Location:</b>						

*Submit a separate Section I and II for each URM program location*

Enter the reporting period\*

Enter the last two digits of the fiscal year

Enter the name of the state (or grantee)

Enter the date the form was completed

Enter the URM program location.†

**\*Reporting period:** ORR-6 is completed 3 times annually. The first reporting period of each fiscal year covers October through January. The second covers February through May. The third covers June through September.

**†Program location:** Submit a separate Sections I and II of Schedule D for each URM location or sub-office.

# Schedule D: URM Program

## I. Current Population

1. Youth in URM funded placement and/or services at end of previous reporting period	
2. Entered URM program	
3. Left URM program	
4. Youth in URM funded placement and/or services at end of this reporting period	0

Enter the number of youth whose placement and/or services was funded by ORR at the end of the previous reporting period.

Enter the number of youth who were **placed in the URM program\*** during the reporting period

Enter the number of youth who **left care†** during the reporting period.

Excel will add the number above to provide the total number of youth in a placement and/or **receiving services at the end^** of the reporting period.

**\*Placed in the URM program:** Also include youth who were previously enrolled, terminated and then re-entered URM-funded placement and/or services (including independent living and education or training benefits and services) during the reporting period; such youth must be eligible to return to the program according to the State’s Title IV-B plan. If including re-entered youth, provide a narrative explanation in line one of Section III (Narrative) of Schedule D.

**†Left care:** Do not include youth who left the URM program during the reporting period but whose case remains open because the state, county or agency must retain legal responsibility according to state child welfare laws, regulations or Title IV-B plan (i.e. a child under the age of 18 who ran away).

**^Receiving services at the end:** The number of youth receiving services at the end of the reporting period should be equal to the number of youth receiving services at the beginning of the reporting period plus those who enrolled in the program minus those who left (i.e. row 1 + row 2 – row 3 = row 4).

# Schedule D: URM Program

Complete the table below by entering the number of **youth currently in a URM program\***, **available placements#**, **placements in development†**, and **new placement capacity^** by the following categories: foster homes, therapeutic foster homes, group homes, semi-independent living, independent living, residential treatment centers, and other.

**II. Placement Capacity Chart**

	Foster Homes	Therapeutic Foster Homes	Group Homes	Semi Independent Living	Independent Living	Residential Treatment Centers	Other	Total
1. Youth currently in URM program								0
2. Available placements								0
3. Placements in development								0
4. New placement capacity								0

##†^ See the next three slides for additional guidance on this table.

# Schedule D: URM Program

## \* Youth currently in a URM program

- Enter the number of youth currently in URM funded placement and/or services (including independent living and education or training benefits and services) broken down into the listed categories.
- For independent living, include only those youth who manage their own living arrangements and are no longer receiving placement via the URM program, but continue to receive an ORR-funded independent living service or benefit, including education or training vouchers.
- If a youth has been in more than one location during the reporting period, only list the placement that the youth is currently in. Do not report more than one placement for one youth.
- The number in the “total” column should be the same as in the last cell of the table in Section I, “Current Population.”

# Schedule D: URM Program

## # Available placements

- Enter the number of open and available placements in the listed categories as of the end of the reporting period.
- Do not include placements which are currently in use by youth represented in line one of the Placement Capacity Chart. Include only those placements which are open and available to serve URM youth.
- If the URM provider agency has a pool of foster homes which are used for URM youth as well as other children, do not include the full pool of possible placements when reporting “available placements.” Provide a best estimate for the number of placements which could realistically be used to serve URM youth.

# Schedule D: URM Program

## # Available placements (continued)

- Include the number of open and available placements that could be used for URM youth (i.e., placements that are not reserved or needed for other children), even if it exceeds the number that the URM provider agency expects to receive.
- List all placements that are open and available for the placement of URM youth, even if there are administrative or other constraints to using some of them.
  - In Section III (Narrative) of Schedule D, provide an explanation of how such constraints affect the number of URM youth that can be served and any efforts to remove constraints and facilitate placement of URM youth.

# Schedule D: URM Program

## † Placements in development

- Provide the number of placements which are in development as of the end of the reporting period, and which could possibly become available to serve URM youth in the next couple of trimesters.
  - Include an estimated number of placements from the pool of families who are actively involved in the training and licensing process, and who may eventually serve URM youth.
  - Do not count individuals who have called to inquire about becoming foster parents, but who have not yet started the training and licensing process.
- If a URM provider agency is developing or making arrangements (via sub-contract, for example) with a group home, include the number of potential placements once planning is sufficiently advanced so that children may be placed in the group home within the next couple of trimesters.
  - If discussions have just begun with a potential provider, include an update in line two of Section III (Narrative) of Schedule D but do not provide an estimated number of placements in this table

# Schedule D: URM Program

## ^ New placement capacity

- Enter the number of new placements that were added for URMs during the reporting period
  - Include the number of placements available in newly licensed foster or groups homes, as well as placements made available through new service providers during the reporting period, such as through memoranda of understanding or other mechanisms.
- Placements listed in line four for “new placement capacity” may be counted in line one for “youth currently in URM program” or line two for “available placements,” but should not be counted on line three as a “placements in development” (i.e., they are no longer in development).

# Schedule D: URM Program

Schedule D: Unaccompanied Refugee Minors Program

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The narrative section (Section III) of Schedule D includes 6 detailed, self-explanatory questions having to do with the data reported in Sections I and II.



## III. Narrative

**1. Discuss data elements reported in Section I of Schedule D (Current Population) that warrant an explanation. Provide detail by program location. Include noticeable increases or decreases from previous periods. State the number of youth who, at the end of the reporting period, were no longer receiving placement services but only independent living benefits and/or services funded by ORR, such as education and training benefits. Indicate if the following occurred during this period: 1) a youth left a URM program but the case remains open because state, county or agency must retain legal responsibility, or 2) a youth re-entered care after a prior termination. Additionally, regarding youth who left care, have they left care for reasons other than permanency or emancipation? If so, discuss emerging trends (i.e. lack of employment opportunities, no vocational programs, etc.).**

**2. Discuss data elements reported in Section II of Schedule D (Placement Capacity Chart) that warrant an explanation, including any numbers placed in the "other" column. Provide detail by program location. Discuss recent progress or obstacles in developing placement capacity (i.e. diversifying placement types, recruiting foster families, networking or developing memoranda of understanding with new service providers, etc.). Describe recent efforts to add therapeutic or specialized group home placements, and to recruit foster homes reflective of the ethnicities, religions, cultures and languages of the youth being referred to the URM program. Describe languages and cultures represented among existing foster families. Describe administrative and other constraints to using open and available placements (i.e. a cap in the agency's contract or child-placing license, budget limitations, insufficient staff to meet required staff to child ratios, foster family schedules or preferences, etc). Explain how such constraints affect the number of URM youth that can be served in the near future, and describe any efforts to remove constraints and facilitate placement of URM youth.**

# Schedule D: Questions

The screenshot shows the Microsoft Office Live Meeting interface. At the top, there are tabs for 'Attendees (1)', 'Voice & Video', 'Q&A', and 'Meeting'. The 'Q&A' tab is active. Below the tabs, there is a text input field with the placeholder text 'Type your question here.' and an 'Ask' button to its right. Below the input field, there is a message that says 'No questions have been answered yet.' Three numbered instructions are overlaid on the screenshot: 1. A yellow box with the text '1. Click on the word "Q&A"' and a yellow arrow pointing to the 'Q&A' tab. 2. An orange box with the text '2. Type your question in the top box' and an orange arrow pointing to the text input field. 3. A green box with the text '3. Click on the word "Ask" to submit your question' and a green arrow pointing to the 'Ask' button.

1. Click on the word "Q&A"

2. Type your question in the top box

3. Click on the word "Ask" to submit your question

# Additional Training Needs

The screenshot shows the Q&A section of a Microsoft Office Live Meeting. The window title is "Microsoft Office Live Meeting - livemeeting.com - NHMRC July Webinar Practice Session". The interface includes a "Q&A" tab, a "Meeting" tab, and a "Feedback" button. A text input field contains the placeholder text "Type your question here." and an "Ask" button. Below the input field, it says "No questions have been answered yet." Three numbered instructions are overlaid on the screenshot:

1. Click on the word "Q&A"
2. Type your question in the top box
3. Click on the word "Ask" to submit your question