Monthly Data Report Instructions

Rev. October, 2007

Unaccompanied Refugee Minors (URM) Program

New York State
Office of Temporary and Disability Assistance
Bureau of Refugee & Immigrant Assistance (BRIA)

Thomas A. Hart
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Participating Local Social Services Districts:

Monroe County
Onondaga County

Participating Service Providers:

Catholic Family Center of Rochester
Toomey Residential and Community Services

Unaccompanied Refugee Minors (URM) Program
Monthly Data Report (Form 3265)
Instructions

INTRODUCTION

The term "Unaccompanied Refugee Minors (URM) Program" used in the Monthly Data Report (Form 3265)[1] is consistent with the terminology used by the federal Office of Refugee Resettlement (ORR) and by the participating national resettlement agencies, the United States Conference of Catholic Bishops (USCCB), and the Lutheran Immigrant and Refugee Services (LIRS).

The report allows URM funded foster care providers to present to the Bureau of Refugee and Immigrant Assistance (BRIA) selected information about the operation of the URM Program. The report's Excel workbook format facilitates data entry and allows form and content changes to be made as needed throughout the course of program operations. The report is used to collect a number of information items on each minor, such as immigration status, educational level, and the type of placement of the child (e.g., foster home, supervised independent living environment, group home, etc). This report is due to the BRIA URM Coordinator each month, by the 15th day of the month following the month being reported.

The report is completed by typing in the full names of the minors, entering specified dates, and entering the appropriate codes from a menu of codes. Dates represent when certain events occur and the acronyms or codes used are shorthand for other information. For example, codes are used to capture information such as country of origin, placement type, reason for URM eligibility, educational level, and status of minors under care and at the time of discharge.

Enter all dates in the form MM/DD/YYYY, where MM = the month's number, DD = the day's number, and YYYY= the year's number. For example, if you want to enter the date of December 31, 2006, enter 12/31/2006. After the date is entered it will actually be seen in a form that is set by the cell's date format. In the above example, it would appear as MM/DD/YY, with few exceptions. This format was chosen to conserve horizontal space for viewing and printing the worksheets. In the header portions of the worksheets dates are entered in the same manner but they will be displayed differently, depending on the purpose.

Please follow these guidelines to complete the report form. When you enter the dates and codes correctly, the workbook formulas will recognize the entries and automatically summarize the information for the Summary part of the report.

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[1] The form included at the end of this narrative is a template intended for illustration purposes so the instructions will have a reference point for the reader. The actual excel spreadsheet that contains the formulae and the cells that can be filled with data is supplied by BRIA as needed upon request.

URM Monthly Data Report (Form 3265) Instructions

**Codes for Completion of the Unaccompanied Refugee Minors (URM) Program
Monthly Data Report (Form 3265)**

URM Eligibility (UnderCare Sheet)	Alpha Code
Asylees	A
Cuban/Haitian Entrants	EN
Refugees	R
Victims of Trafficking (VOTs)	VT
Other	OT

Placement Type (UnderCare Sheet)	Alpha Code
Foster Home	FH
Kinship Foster Home	KH
Group Home	GH
Supervised Independent Living	SILP
Transitional Independent Living	TILP
Institution	IN

Intake (UnderCare Sheet)	Date Entry
From a Refugee Camp	(Initial Placement Date)
From Another State	(Initial Placement Date)
Reclassified in NYS or for transfer to NYS	(Initial Placement Date)
From Another New York County	(Initial Placement Date)

Country of Origin (UnderCare Sheet)	Alpha Code
Afghanistan	AF
Burma	BM
Cambodia	CB
China	CH
Cuba	CU
Ethiopia	ET
Guatemala	GT
Haiti	HA
Honduras	HO
Iran	IR
Laos	LA
Liberia	LI
Rwanda	RW
Sierra Leone	SL

URM Monthly Data Report (Form 3265) Instructions

Country of Origin (UnderCare Sheet)	Alpha Code
Sudan	SU
Somalia	SO
Vietnam	VM
Other	OT

The Country of Origin codes listed above are now standardized to correspond to the codes used in the BRIA Information Network (BIN) reporting system. The complete list of Countries and their codes are separately available from BRIA's URM Coordinator.

Educational & Other Status (UnderCare Sheet)	Alpha Code
Elementary School	ES
Middle School	MS
High School Student	
With College Goal	HC
With Vocational Goal	HV
High School Graduate	HG
College Student	CS
Post High School Vocational Education Student	VS
Self Sufficiency (SILP or TILP w/o School)	SS
Absent without Leave	AW
Employed Full Time	FT
All Other	OT

URM Placement Change Frequency (UnderCare Sheet)	Numeric Code
Minor in Original Placement	1
Minor in Second Placement	2
Minor in Third Placement	3
Minor in Fourth Placement	4
Minor in Fifth Placement	5
Minor in Sixth (or greater) Placement	6

Status at Discharge (Discharged Sheet)	Alpha Code
Attending College	AC
Adopted	AD
AWOL Status	AW
Cash Assistance	CA
Deceased	DD
Family Reunification	FR
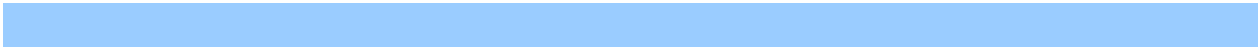
Status at Discharge (Discharged Sheet)	Alpha Code
Incarcerated	IN
Secured Employment	SE
Self Sufficient (Prior Independent Living)	SS
Attending Vocational School	VA
After Care	CA
Other	OT

The Unaccompanied Refugee Minors (URM) Program Monthly Data Report (Form 3265) consists of three separate parts in an Excel workbook. Each part is contained in a worksheet representing different reported aspects of the URM population served, as follows:

1. The "Summary" Worksheet
2. The "UnderCare" Worksheet, and
3. The "Discharged" Worksheet.

Instructions for the completion of each worksheet are provided below.

URM Monthly Data Report (Form 3265) Instructions

SUMMARY Worksheet

The Summary Worksheet requires entries *only* in the header section, to identify the agency, the month covered by the report, the supervisor who approves the report, and the date of approval. All other sections in the worksheet are completed automatically. The formulas embedded in the cells of the Summary Worksheet summarize selected data that is transferred from the other two worksheets in the report workbook.

Please enter accurate and complete data in **the other worksheets. This enables the correct aggregation of data items into this Summary Sheet. The Sections are:**

1. **The Header Section**

   This is the only section of the Summary Worksheet that requires direct entry of information every month. Please enter:

   ➢ The reporting agency (enter the full name)

   ➢ The URM Supervisor (enter the full name of the supervisor who has approved the report)

   ➢ The month covered by the report (enter the month and the year in the prescribed numerical form).

   > Example: The report month end of October, 2006 is entered as **"10/31/2006".** After the entry is made, the cell format will reformat the date so you will view it like: "**Oct-2006**" (Note actually, any date you enter into **this cell** which corresponds to the month of October, 2006 will be equally reformatted.)

   ➢ The date when the supervisor approves the report (enter the *exact date***:** month, day, and year in the format MM/DD/YYYY).

   > Example: The date of October 10, 2006 is entered as the full date in the format "**10/10/2006"**. In this case, the cell format will reformat the date so you will view it like: "**October 10, 2006"**.

The other sections of this worksheet are (Don't enter data in this worksheet for Sections 2 to 9 below:

2. **Intake Section**
3. **URM Eligibility Section**
4. **Under-Care Placement Type Section**
5. **URM Placement Change Section**
6. **Educational & Other Status Section**
7. **Country of Origin Section**
8. **Status Code at Discharge Section**
9. **Cases Transferred Out Section**

Under Care Population Worksheet

This worksheet is for entry and maintenance of the specified information for all minors that are under care through the last day of the month reported, by using the dates and prescribed codes provided in the listings above.

You may also **access these codes** though the hyper-linked words or phrases provided below by simultaneously pressing both the <Ctrl + Left Mouse Button> on the linked word(s).

The UnderCare Population Worksheet uses the Window **"Freeze Pane"** feature to allow the name of the minor and the header of the worksheet to be visible while scrolling the sheet to enter or to view information. See the Excel "Help" for instructions on the freeze pane feature.

The data and information reported in this worksheet are as follows:

1. **The Under Care Population (UnderCare) Worksheet Header**

   Enter the following information *each* month:

   ➢ The reporting agency (enter the full name)

   ➢ The month and year reported enter a complete date: MM/DD/YYYY.

   Example: when you enter "**10/31/2006**", the cell format will translate the date to show only the month and the year in the form: "**Oct-2006**".

2. **Minor's Full Name**

   Please enter the name "**Last Name** first, **First Name** second, and **Middle Name** last". Each is in different and contiguous cells so that the reader will be clear on the correct order of the URM name.

   Please do not use the term "Also Known As" (AKA) in this report. AKAs or other nicknames may be used in the written case record for the minor.

3. **Country of Origin (Column 4)**

   BRIA URM Country
   Code Reference.pdf

   The embedded Adobe Acrobat file and available by request, contains about 269 country codes for you use and reference. As you can see in the actual report, the appropriate code is entered into column 4 next to the child name and other child specific information row. The codes (that link takes you to the page 3 listing in this document that shows the country codes in use when these instructions were written) are separately available from BRIA, in the event that this document you are reading has been itself converted to a pdf file which does not allow opening the embedded file. If this is a "Word" document, then you will be able to open the embedded "pdf" file shown in the beginning of this section. In your reports, please use the appropriate code and *not* the name of the country.

URM Monthly Data Report (Form 3265) Instructions

If you do not have the Adobe Reader, you may open obtain it from here: http://www.adobe.com/products/acrobat/readstep2.html.

4. **Date of Birth (Column 5)**

The column for date of birth requires the entry in the format MM/DD/YYYY. This is the same entry convention used throughout the report.

Example: For March 22, 1998, enter **"03/22/1998".** The cell format will translate the date as**: 03/22/98**. Each child must have an entry on this column.

5. **Date of Intake (Including Reclassifications) - (Columns 6, 7, and 8)**

Select the appropriate column to enter the date of intake, based on the place from which the minor came. The three possible origins are:

a. Refugee Camp (eligibility is determined overseas)

b. Another State, or place of legal jurisdiction within the United States, such as a detention facility, or from the Unaccompanied Minor Program , where a NYS County does not have legal custody of the minor (eligibility is determined as the result of a reclassification process, or by a VT eligibility letter process), and

c. A county within New York State, including the county where the program is operating (typically as a result of a reclassification or a VOT eligibility letter).

These columns require the entry of the date in the format MM/DD/YYYY.

Example: For March 22, 1998, enter **"03/22/1998"**. The cell format will translate the date as: **03/22/00**.

Each child must have an entry in this column. This entry does not change, as it shows the initial placement of the minor into the NYS URM program.

This date will also need to be entered into the **"Discharged Population"** worksheet when the child is discharged from the program.

6. **Date of the Last Custody Award (Column 9)**

Enter the date when a court last issued or re-issued the most current custody order. This date represents the culmination of the latest court review process to establish or re-establish the legal custody of the child, which is a requirement for foster care as determined by the Office of Children and Family Services (OCFS). Compliance with the legal custody provision is further required by ORR in this program.

Enter the date in the format MM/DD/YYYY. Again, the same data entry format is used.

Example: For March 22, 2000, enter **"03/22/2000**". The cell format will translate the date as **"03/22/00".**

Each child must have an entry on this column.

7. **URM Eligibility Code (Column 10)**

Next to the name of each minor, enter the corresponding <u>URM eligibility code</u>. The codes, listed at the bottom of the Excel form itself and in the introduction of this document. These codes are listed here because it is a new component to the report and it helps to re-visit them:

A = **Asylee**

R = **Refugee**

EN = **Cuban/Haitian Entrant**

VT = **Victim of Trafficking**.

OT = **Other**

> **(Use "Other" only when the federal Office of Refugee Resettlement creates a new basis for URM eligibility, and then, only on an interim basis, until a proper code is determined by the BRIA URM Program.**

8. **Placement History (Columns 11, 12, and 13)**

Column 11 is for entry of the **placement type** code that corresponds to the <u>types of placement</u> listed at the bottom of the worksheet itself.

Column 12 is for entry of the date when this placement occurred.

Column 13 is for entry of the number of times the minor has changed placements. The number 1 means the minor remains in the initial placement and the number 6 means the minor is now on the 6th placement or greater.

9. **Educational & Other Status (Column 14)**

This column is for the entry of code representing the <u>current educational or other status</u> of the child under care. The codes are listed at the bottom of the worksheet as well as in the introduction of this document.

DISCHARGED POPULATION Worksheet

The **Discharged Population Worksheet** will have entries for minors that have been previously discharged and for minors who have been discharged during the month reported. Any duplication of entries that occur because the minor was under care for part of the month and then discharged should be reconciled in the following month's report.

The data and information required in the **"Discharged"** population worksheet consists of the following:

1. **Minor's Full Name**

   Enter the name in the same manner described above for the **"UnderCare"** population.

2. **Initial Placement Date**

   Enter the same date entered in the intake column of the **"UnderCare"** worksheet. Enter this date in the form MM/DD/YYYY. (Since this is not an intake, do *not* again enter the code for the origin of the placement).

   Comparing this date with the discharge date allows for a quick assessment of the number of years the child was under URM foster care

3. **Discharge Date**

   This is the effective date of discharge, after which the minor will not be considered a participant in the URM Program in your county.

4. **Discharge Code**

   Enter a code from the list at the bottom of the **"Discharged Population"** Worksheet. These codes are also referenced here. Please enter the two-letter code that corresponds to the reason for the discharge.

5. **Transfer To Other State (if applicable)**

   If the discharge was due to a transfer of the minor to another state, enter here the two-letter designation of the state where the minor was went.

6. **Transfer To Other County (if applicable)**

   If the discharge was to another county in New York State, enter here the first four letters of the name of the County. For example, if the transfer was to Hamilton County, enter "Hami"; if the transfer was to the Bronx, in New York City, enter "Bron", if the transfer was to Schenectady County, enter "Sche"; etc.

   If you have any questions, contact BRIA, and ask for the URM Program Coordinator.

Unaccompanied Refugee Minors (URM) Program
NYS OTDA - Bureau of Refugee and Immigrant Assistance (BRIA)
URM Program Monthly Summary Data Report
Summary Sheet

AGENCY NAME: _____   SUPERVISOR: _____

Report Month & Year: _____   DATE Approved: _____

Summary Report Data Source	DO NOT WRITE INTO ANY CELL BELOW. THE CELLS IN THIS SHEET, ARE DESIGNED TO CALCULATE AUTOMATICALLY.	Value	Summary Report Data Source	DO NOT WRITE INTO ANY CELL BELOW. THE CELLS IN THIS SHEET, ARE DESIGNED TO CALCULATE AUTOMATICALLY.	Value
UnderCare Sheet	*Intake (Active URMs)*	*Number*	**UnderCare Sheet**	*Country of Origin Summary*	*Number*
Column 6	From a Refugee Camp	0	Column 4	Afghanistan	0
Column 7	From Another State	0	Column 4	Burma	0
Column 8	Reclassified in or for NY	0	Column 4	Cambodia	0
	URM Count	0	Column 4	China	0
			Column 4	Cuba	0
UnderCare Sheet	*URM Eligibility*	*Number*	Column 4	Ethiopia	0
Column 10	Asylees	0	Column 4	Guatemala	0
Column 10	Cuban/Haitian Entrants	0	Column 4	Haiti	0
Column 10	Refugees	0	Column 4	Honduras	0
Column 10	VOTs	0	Column 4	Iran	0
Column 10	Other	0	Column 4	Laos	0
	URM Count	0	Column 4	Liberia	0
			Column 4	Rwanda	0
UnderCare Sheet	*Under-Care Placement Type*	*Number*	Column 4	Sierra Leone	0
Column 11	Foster Home	0	Column 4	Sudan	0
Column 11	Kinship Foster Home	0	Column 4	Somalia	0
Column 11	Group Home	0	Column 4	Vietnam	0
Column 11	SILP or TILP	0	Column 4	Other	0
Column 11	Institution	0		URM Count	0
	URM Count	0			
			Discharged Sheet	*Status Code at Discharge*	*Number*
UnderCare Sheet	*URM Placement Change Frequency*	*Number*	Column 6	Attending College	0
Column 13	Minor in Original Placement (Code 1)	0	Column 6	Adopted	0
Column 13	Minor in Second Placement (Code 2)	0	Column 6	AWOL Status	0
Column 13	Minor in Third Placement (Code 3)	0	Column 6	Cash Assistance Arranged	0
Column 13	Minor in Fourth Placement Code 4)	0	Column 6	Deceased	0
Column 13	Minor in Fifth Placement (Code 5)	0	Column 6	Family Reunification	0
Column 13	Minor in Sixth Placement (Code 6)	0	Column 6	Incarcerated	0
	URM Count	0	Column 6	Other	0
			Column 6	Secured Employment	0
UnderCare Sheet	*Educational & Other Status*	*Number*	Column 6	Self Sufficient (Prior Indep. Living)	0
Column 14	Elementary School	0	Column 6	Attending Vocational School	0
Column 14	Middle School	0	Column 6	After Care	0
Column 14	High School Students	0		Discharges	0
Column 14	With College Goal	0			
Column 14	With Vocational Goal	0	**Discharged Sheet**	*Cases Transferred Out*	*Number*
Column 14	High School Graduate	0	Column 7	To Another NY County	0
Column 14	College Students	0	Column 8	To Another State	0
Column 14	Post High Voc. Ed. Students	0		Cases Transferred Out	0
Column 14	Self Sufficiency (SILP or TILP w/o School)	0			
Column 14	Absent without leave	0			
Column 14	Employed Full Time	0			
Column 14	All Other	0			
	URM Count	0			

Unaccompanied Refugee Minors (URM) Program
NYS OTDA - Bureau of Refugee and Immigrant Assistance (BRIA)
URM Program Monthly UnderCare Data Report
Under Care Sheet (Case Roster)

REPORTING AGENCY: _____   **Month & Year (Date) Reported:** _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Minor's Full Name			Country Of Origin	Birth	Date of Intake (Incl. Reclassification)			Last Custody Award	URM Eligibi-lity	Placement History			Educational & Other Status
(Last Name)	(First Name)	(Middle Name)			Refugee Camp	Other State	Reclass. ified			Current Type	Current Placement	Change Freq. 1-6	
			Code	Date	Date	Date	Date	Date	Code	Code	Date	# Code	Code
SUB-TOTAL	0		0	0	0	0	0	0	0	0	0	0	0

Column 4 - Country of Origin Code

AF	Afghanistan
BU	Burma
CB	Cambodia
CH	China
CU	Cuba
ET	Ethiopia
GT	Guatemala
HA	Haiti
HO	Honduras
IR	Iran
LA	Laos
LI	Liberia
RW	Rwanda
SU	Sudan
SO	Somalia
SL	Sierra Leone
VM	Vietnam
OT	Other

Column 10 - URM Eligibility Code

A	Assylee
EN	Cuban/Haitian Entrant
R	Refugee
VT	Victim of T
OT	Other

Column 11 - Curr. Placement Type

FH	Foster Home
GH	Group Home
IN	Institution
KH	Kinship Home
PF	Public Facility
SILP	Sup. Indep. Living
TILP	Trans. Indep Living

Column 13 - Change Frequency Code #

1	Minor in Original Placement (Code 1)
2	Minor in Second Placement (Code 2)
3	Minor in Third Placement (Code 3)
4	Minor in Fourth Placement Code 4)
5	Minor in Fifth Placement (Code 5)
6	Minor in Sixth Placement (Code 6)

Column 14 - Educational & Other Status:

AW	Absent without leave
CS	College Students
ES	Elementary School
FT	Full Time Employment
HC	High School Studeint With College Goal
HG	High School Graduate
HV	High School Student With Vocational Goa
MS	Middle School
SS	Self Sufficiency (SILP or TILP w/o School)
VS	Post High Voc. Ed. Students
OT	All Other

Unaccompanied Refugee Minors (URM) Program
NYS OTDA - Bureau of Refugee and Immigrant Assistance (BRIA)
URM Monthly Discharged Data Report (Accumulative)
Discharged Sheet

AGENCY: _____   **Report Month (Date):** _____

1	2	3	4	5	6	7	8
Child's Name			**Initial NY Placement**	**Discharged From the URM Program**		**Transferred Date To Another**	
(Last)	**(First)**	**(Middle)**	**Date**	**Date**	**Code**	**NY County**	**State**
Totals			**0**	**0**	**0**	**0**	**0**

Column 6 - Status Code at Discharge

AC	Attending College	**IN**	Incarcerated
AD	Adopted	**OT**	Other
AW	AWOL Status	**SE**	Secured Employment
CA	Cash Assistance Arranged	**SS**	Self Sufficient (Indep. Living)
DD	Deceased	**VA**	Vocational Shcool Attending
FR	Family Reunification	**CA**	Aftercare