



ADMINISTRATION FOR
CHILDREN & FAMILIES

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Revisions to the Refugee Data Submission System for Formula Funds Allocations (ORR-5)

Dear Colleague Letter 21-13

July 20, 2021

Dear Colleague:

This Dear Colleague Letter (DCL) describes changes to the Refugee Data Submission System for Formula Funds Allocations (ORR-5), effective October 1, 2021.

The ORR-5 data provides invaluable information regarding populations enrolled in Refugee Cash Assistance (RCA), Refugee Medical Assistance (RMA), Refugee Medical Services (RMS), and Refugee Support Services (RSS). This data makes a critical contribution to ORR's ability to assess cash and medical assistance utilization and the continuum of services provided.

To further the ability to better understand client goals, services utilized, and the outcomes achieved by the populations ORR serves in a much more consistent manner across state programs, ORR has developed a *revised* OMB-approved ORR-5 and instructions. While states and Replacement Designees (hereinafter referred to as "states") are to use the *current* ORR-5 and instructions to submit FY 2021 data in FY 2022, they will use the *revised* ORR-5 to submit FY 2022 data in FY 2023. This will enable ORR, as well as states, to perform additional analysis on an expanded data set and to monitor implementation of the requirements delineated in [ORR Policy Letter 21-06](#) regarding RSS Family Self-Sufficiency Plans (FSSPs).

States must ensure that clients understand that information collected, such as their name, alien number, date of birth, nationality, migration status, services, English language ability, education level, and FSSP goals will be submitted to ORR.

Updates to the Revised ORR-5

1.1 Revised ORR-5 data fields

ORR has expanded the ORR-5 to include additional data fields and has divided it into three sections. Section I includes demographic and service data. Section II includes questions regarding RSS FSSP primary goals and referrals, and Section III includes RSS FSSP follow-up questions to be administered 12 months after an individual has been enrolled into RSS.

The following table lists all of the data fields by section and indicates which fields are included in both versions of the ORR-5 and which are new to the revised ORR-5.

Data Fields¹	Data Element Status²
Section 1	
1. Alien Number	Both
2. Principal Applicant (PA) Alien Number	New in revised ORR-5
3. Relationship to PA	New in revised ORR-5
4. First Name ³	Both
5. Middle Name	Both
6. Last Name	Both
7. DOB	Both
8. Status	Both
9. Gender	Both
10. Nationality	Both
11. ZIP Code	New in revised ORR-5
12. City	New in revised ORR-5
13. County	Both
14. Eligibility Date	Both
15. Migration Status	Both
16. Date of Migration	Both
17. Refugee Cash Assistance (RCA) Enrollment Date	Both
18. RCA Exit Date	Both
19. Refugee Medical Assistance (RMA) Enrollment Date	Both
20. RMA Exit Date	Both
21. Refugee Medical Screening (RMS) Enrollment Date	Both
22. RMS Exit Date	Both
23. Refugee Support Services (RSS) Enrollment Date	Both
24. RSS Exit Date	Both
Section 2	
25. RSS FSSP English Ability	New in revised ORR-5
26. RSS FSSP Education Level	New in revised ORR-5
27. RSS FSSP Initial Primary Goal (G1)	New in revised ORR-5
28. RSS FSSP Initial Referral Relevant to G1	New in revised ORR-5

¹ Some of the data fields that are collected in both the current and revised ORR-5 have been reordered in the revised ORR-5.

² "Both" indicates that the data field is included in both the current and revised ORR-5.

³ The current ORR-5 includes one field to report First, Middle, and Last Name. The revised ORR-5 separates that data into three unique fields.

Section 3	
29. Refugee Arrivals Data System (RADS) Case ID	New in revised ORR-5
30. RADS Individual ID	New in revised ORR-5
31. Alien Number	Both
32. RSS FSSP Initial Primary Goal Met?	New in revised ORR-5
33. RSS FSSP Employment Status	New in revised ORR-5
34a. RSS FSSP Total Number of Months Employed Full-Time	New in revised ORR-5
34b. RSS FSSP Total Number of Months Employed Part-Time	New in revised ORR-5
34c. RSS FSSP First Employment Date	New in revised ORR-5
34d. RSS FSSP Best Hourly Wage	New in revised ORR-5
35. RSS FSSP How Was 12-Month Follow-Up Information Collected?	New in revised ORR-5

Below is a brief description of the additional fields being collected on the revised ORR-5. Detailed descriptions are included in the reporting instructions for the revised ORR-5 and must be adhered to when submitting the revised ORR-5.

- Principal Applicant (PA) Alien Number: 6–9 digit Alien Number of the PA of the case. In cases without a designated PA, the oldest individual receiving services in the family should be selected as the PA. The term “PA” within the context of the ORR-5 is for ORR service purposes only. It does not infer immigration classification.
- Relationship to PA: The individual’s relationship to the PA of the case.
- ZIP Code: The ZIP code where the individual resides.
- City: City where the individual resides.
- RSS FSSP English Ability: The self-reported English ability at the time of the initial assessment for individuals 16 years of age and older.
- RSS FSSP Education Level: The self-reported highest education level completed at the time of the initial assessment for individuals 16 years of age and older.
- RSS FSSP Initial Primary Goal (G1): The RSS FSSP Initial G1 identified at the time of the initial assessment for each RSS FSSP eligible member of the family. The Initial G1 is defined as the goal that will address the most critical obstacle an individual needs to overcome by the end of 12 months in order to work towards longer-term self-sufficiency and integration.
- RSS FSSP Initial Referral Relevant to G1: The primary referral for service that was made related to the RSS FSSP Initial G1 entered for the individual.
- Refugee Arrivals Data System (RADS) Case ID: The RADS Case ID is generated by RADS and will be provided to states.
- RADS Individual ID: The RADS Individual ID is generated by RADS and will be provided to states.
- RSS FSSP Primary Goal Met: Indicate whether each individual has met their initial primary goal (G1) by the end of 12 months.
- RSS FSSP Employment Status: Enter “Employed” if the individual (16 years of age and older) has ever secured full-time or part-time employment during the first 12 months since the RSS enrollment date with the provider.
- RSS FSSP Total Number of Months Employed Full-Time: The total number of months that the individual (16 years of age and older) was employed full-time during the first 12 months since the RSS enrollment date with the provider, if applicable.

- RSS FSSP Total Number of Months Employed Part-Time: The total number of months that the individual (16 years of age and older) was employed part-time during the first 12 months since the RSS enrollment date with the provider, if applicable.
- RSS FSSP First Employment Date: The first date in mm/dd/yyyy format that the individual (16 years of age and older) secured employment during the first 12 months since the RSS enrollment date with the provider, if applicable.
- RSS FSSP Best Hourly Wage: The highest hourly wage that the individual (16 years of age and older) received during the first 12 months since the RSS enrollment date with the provider, if applicable.
- RSS FSSP How Was 12-Month Follow-Up Information Collected: The method for how the 12-month follow-up information was collected for the individual.

1.2 Timeline for Submitting the Revised ORR-5

The following table shows the schedule for submitting information on the revised ORR-5, by section, starting with the FY 2022 data.

ORR-5 Submissions	FY 2022 Served Population	FY 2023 Served Population	FY 2024 Served Population
FY 2023 Submission (Dec 2022 to Jan 2023)	Sections I & II	N/A	N/A
FY 2024 Submission (Dec 2023 to Jan 2024)	Section III	Sections I & II	N/A
FY 2025 Submission (Dec 2024 to Jan 2025)	N/A	Section III	Sections I & II

Sample Submission Instructions (using the dates provided in the chart above):

- FY 2023 Submission: Section I for individuals served during FY 2022; Section II for individuals with an FSSP who enrolled during FY 2022; no Section III submission.
- FY 2024 Submission: Sections I & II for individuals served during FY 2023; Section III for individuals with an FSSP who enrolled during FY 2022 based on the previous year Section II submission.
- FY 2025 Submission: Sections I & II for individuals served during FY 2024; Section III for individuals with an FSSP who enrolled during FY 2023 based on the previous year Section II submission.

Upcoming Training and Contact Information

A series of training and Q&A sessions will be held at a later date, to review the changes to the ORR-5 and the submission process.

If you have questions about the revised [ORR-5 data collection form or instructions](#), please email draprograms@acf.hhs.gov.

Sincerely,

Cindy Huang
Director
Office of Refugee Resettlement