Updates to RADS Functionality

Dear Colleague Letter 21-14   July 20, 2021

Dear Colleague:

This Dear Colleague Letter (DCL) describes upcoming changes to the Refugee Arrivals Data System (RADS), which will support the revisions to the Refugee Data Submission System for Formula Fund Allocations (ORR-5) as outlined in DCL 21-13.

Starting in FY 2022 (October 1, 2021), states and Replacement Designees (hereinafter "states") are required to capture and track additional data fields that will be reported in FY 2023 on the revised ORR-5. States that have the ability to manage the new data collection and reporting structure through their own internal data systems may continue to report the entire ORR-5 data set at the end of the reporting fiscal year, or more frequently as outlined below. To support states facing challenges on data collection and reporting, ORR is updating RADS to give states flexibility on how they track and report data. Starting on October 1, 2021, the following new RADS features will be available to states:

Upload Functionality
- RADS will accept data uploads any time during the year. States will be able to upload data to RADS according to their own internal data management preferences and processes. Uploads can happen as frequently as weekly, monthly, annually, etc.
- Once the data is loaded into RADS, states will have the capability to edit the data and make corrections online in RADS throughout the year.
- States will have the ability to search for Alien Numbers or view a "work queue," or a screen that shows a list of uploaded records.
- States will be able to download their cases from RADS to obtain a list of case IDs and Individual IDs for their records to maximize personal identification information (PII) protection when communicating record issues. States will also be able to download a complete list of Case and Individual IDs for the cases requiring the 12-month FSSP follow up. This will assist states in reporting Section III of the revised ORR-5 in the following fiscal year.

Records Management Functionality
- RADS will be available to states as a record management system for those who would prefer to enter data manually. However, RADS will also retain the functionality for uploading data, for states who would prefer to continue to submit ORR-5 data in this manner.

- States are not required to use RADS as a record management system; however, all states are required to either upload their data through RADS at least once per year, per ORR's submission deadline, or enter it into the records management system in order to participate in the annual ORR match process and receive their full allocation of RSS funds.

ORR's Match Process
- The federal data used in ORR's matching process is received on a monthly, quarterly, or annual basis, depending on the data source. If a state's record is not found on a federal data source before the end of fiscal year, this record will be retained in RADS, so it can be verified once a complete set of data is collected from our federal partners.

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 RADS functionality.

If you have questions about the changes in RADS functionality, please email Iulia.Kramar@acf.hhs.gov. If you need to request that additional staff have access to RADS, please contact Josette O'Neil at Josette.Oneil@acf.hhs.gov or Lyssa Reynolds at Lyssa.Reynolds@gdit.com.

Sincerely,

Cindy Huang
Director
Office of Refugee Resettlement