State Arrival and Service Data Collection Process for Fiscal Year 2020

Dear Colleague Letter 21-02   November 3, 2020

Dear Colleague:

This DCL provides an overview of the fiscal year (FY) 2020 State Arrival and Service Data Collection Process, using the ORR-5 data collection form. Detailed instructions will be sent to states and replacement designee agencies (RDs) (hereinafter referred to as 'states') at a later date.

ORR continues to enhance its focus on data and program outcomes. In the past year, the FY 2019 ORR-5 data proved invaluable, providing context for the populations enrolled in Refugee Cash Assistance (RCA), Refugee Medical Assistance (RMA), Refugee Medical Services (RMS), and Refugee Support Services (RSS). This data has substantially improved ORR's ability to assess cash and medical assistance utilization and the continuum of services post-arrival. We appreciate the efforts states have made to improve the ORR-5 data collection in the past year, and we hope that this data assists you with your oversight of the program.

The FY 2020 ORR-5 data collection process has two primary purposes:

1) **Refugee Programs Service Data Collection and Analysis**
   - ORR will use the FY 2020 ORR-5 to collect and analyze service data for all ORR populations served by any or all of the following refugee programs in FY 2020: Refugee Medical Screening (RMS), Refugee Support Services (RSS), Refugee Cash Assistance (RCA), and Refugee Medical Assistance (RMA).

2) **FY 2021 Refugee Support Services (RSS) Allocation**
   - States should submit records for all populations who arrived and were served in a state during FY 2020. For allocation purposes, ORR will use a two-year look-back of eligible populations combining previously submitted FY 2019 arrived and served data and the FY 2020 arrived and served data when determining the FY 2021 RSS allocation.

   - **For initial arrival Refugees, Special Immigrant Visa holders (SIVs), and Victims of Human Trafficking (VOT)**, ORR will use FY 2019 and FY 2020 arrival data from federal sources for the FY 2021 RSS allocation. Arrival and service records submitted for these populations in the ORR-5 form will not be used for FY 2021 allocation. **However, service records for these populations are still required for service data analysis.**

- **For Cuban/Haitian Entrants and Asylees,** ORR will utilize FY 2020 service data submitted by states that is matched against data from federal sources, as well as FY 2019 service data previously submitted and matched in determining the FY 2021 RSS allocation. For Cuban/Haitian Entrants and Asylees, only the state-submitted date of eligibility will be used for RSS allocation purposes.

- **For secondary migrants**, states must submit arrival and service records for **all ORR-eligible populations served in FY 2020** in order for the record to be used for RSS allocation. ORR will combine FY 2020 arrived and served data submitted by the states as well as previously submitted FY 2019 for the FY 2021 RSS allocation.

As you prepare to submit your FY 2020 ORR-5 data, please note the following:

- Service enrollment dates for the FY 2020 ORR-5 data collection process are mandatory for all populations. Every service (RCA, RMA, RMS, RSS) that an individual received in FY 2020 must be reported on the ORR-5 form. **Failure to report services will render a state non-compliant with OMB reporting requirements (OMB Form No: 0970-0034).**

- For service data analysis, in response to ORR's COVID-19 policy, ORR expects that all clients who were re-enrolled in RCA and RMA or those who were served beyond the 60-month period under ORR Policy Letter 20-03 and Policy Letter 20-04 during FY 2020 be reported in this data collection.

- **The "City" field has been removed from the ORR-5 form for the FY 2020 collection. ORR intends to collect this information in the future; however, it will not be required in this collection.**

Collection Requirements Summary
Below are highlights of data collection requirements. Please see Appendix 1 for the full chart of the data collection fields.

- As with the previous data match process, states will upload **one** file into the Refugee Arrivals Data Systems (RADS) application.

- The ORR data collection website (RADS) allows states to upload data files securely.

- The ORR data collection website (RADS) also permits ORR to provide verification of receipt of the data to states; performs front-end editing to reject improperly formatted or otherwise invalid data immediately after receipt; and provides reasons for rejections. If data is rejected, states must make corrections to the data and upload the revised file. This process is designed to ensure that final submissions by the states are complete and accurate for data matching in RADS. ORR will send states ORR-5 rejection letters detailing which final ORR-5 records were not used for RSS allocation purposes and the reason for each record's rejection.

Arrival Data Fields

- Arrival data fields 1-10 must be fully completed for each record in order for the file to be uploaded into RADS. If one of these fields is not completed, the file will be rejected during the submission process and returned to the state to be corrected and re-uploaded into RADS.

- Service data regarding U.S. citizen children for all ORR populations should be included in the data submission if the child is under the age of 18 at the time of enrollment and both parents (or one parent in a one-parent household) are ORR-eligible and the child received benefits listed on the ORR-5 form. However, if one parent is not ORR-eligible, then the U.S. citizen child is not eligible for the services listed on the ORR-5 form, and a record for the child should not be submitted.

- Consistent with the FY 2019 data collection process, ORR will not reject individual records based on an inconsistency in the submitted immigration status. For example, an individual submitted by a state as a Cuban/Haitian Entrant will not be rejected if the same individual is reported as an Asylee by a federal source. This individual will be moved into the Asylee category, and the state or state replacement agency will receive a credit for such individual as an Asylee instead of Cuban/Haitian Entrant.

Service Data Fields

All fields must be filled out as appropriate to the individual's service utilization:

- States must submit initial service enrollment dates and exit dates, as applicable, for all eligible ORR populations, including Refugees, Asylees, Cuban/Haitian Entrants, SIVs, VOTs and U.S. citizen children under the age of 18 at the time of enrollment, who received RMS, RSS, RCA, and RMA services during FY 2020 (October 1, 2019 to September 30, 2020).

- If clients have multiple initial service enrollment and exit dates for the same service in FY 2020, please provide the earliest initial enrollment date and latest exit date. If the last date that they received a service is after September 30, 2020, then leave the exit date field blank (and only include an enrollment date). The end date should either be the last day the individual received the service before September 30, 2020, or blank if they were still receiving the service as of the end of the reporting period. ***Service enrollment dates must be provided for every service received. Service exit dates must be provided if an individual exited service during FY 2020.***

Secondary Migration Field Data

- States must report secondary migration information containing data on Refugees, Asylees, Cuban/Haitian Entrants, SIVs, and VOTs who arrived to and were served by a state during FY 2020 (October 1, 2019 through September 30, 2020).

Timeframe and Next Steps

In preparation for the FY 2020 State Arrival and Service Data Collection Process, an email will be sent to the states requesting the primary and alternate users of the ORR data collection website. This data must be received by the ORR point of contact no later than COB Friday November 13, 2020.

General Dynamics Information Technology (GDIT), ORR's contractor for RADS, will provide **instructions on the use of the web-based data collection system by Monday, November 23, 2020 to both primary and secondary users.**

RADS will be open for file uploads from Wednesday, December 2, 2020 to Friday, January 15, 2021. All submissions must be successfully uploaded by close of business on January 15, 2021. The website will be open 24 hours per day, 7 days a week during this period. Timely submission of the ORR-5 data will help ensure the timely allocation of the FY 2021 RSS award.

Contact Information
If you have questions about the FY 2020 State Arrival and Service Data Collection Process, please email Amanda Petteruti, Data Analyst, Division of Refugee Assistance, at Amanda.Petteruti@acf.hhs.gov or Goran Debelnogich, Senior Principal Analyst, at Goran.Debelnogich@acf.hhs.gov. Additional contact information is provided below.

Contact Information:

Procedure	Contact Name	Email address	Phone number
DCL inquiries	Amanda Petteruti	Amanda.Petteruti@acf.hhs.gov	(202) 475-2468
DCL inquiries (back up)	Goran Debelnogich	Goran.Debelnogich@acf.hhs.gov	(330) 907-3480
RADS Technical issues	Chris Cox	Christopher.Cox@gdit.com	(703) 995-1992
RADS Technical issues	Ken Rohrer	Kenneth.Rohrer@gdit.com	(703) 995-1949

Thank you for your support of this important step to improve our ability to serve refugees and other ORR-eligible populations.

Sincerely,

Nicole Cubbage
Acting Director
Office of Refugee Resettlement

Appendix 1:

Field	Data	Notes
colspan	**FY 2020 Data Match Form**	
1	Alien Number	8 or 9 digits
2	Status	Refugee, SIV, VOT, Asylee, C/H Entrant, U.S. born Refugee, U.S. born SIV, U.S. born Asylee, U.S. born Entrant, U.S. born VOT, Refugee baby with no Alien number, SIV baby with no Alien number, Asylee baby with no Alien number, Entrant baby with no Alien number, VOT baby with no Alien number
3	Name	Last, First, Middle
4	Date of Birth	mm/dd/yyyy
5	Gender	M, F, or U for Unknown
6	State	State Code
7	County	County Name
8	Nationality	Country of Birth
9	Organization providing the support	State Name or Replacement Designee Name
10	Date eligible for ORR benefits	mm/dd/yyyy
11	Medical Screening Initial Enrollment Date	mm/dd/yyyy or Null if not enrolled
12	Medical Screening Exit Date	mm/dd/yyyy or Null if not enrolled or still active
13	Social Services Program Initial Enrollment Date	mm/dd/yyyy or Null if not enrolled
14	Social Services Program Exit Date	mm/dd/yyyy or Null if not enrolled or still active
15	RCA Initial Enrollment Date	mm/dd/yyyy or Null if not enrolled
16	RCA Exit Date	mm/dd/yyyy or Null if not enrolled or still active
17	RMA Initial Enrollment Date	mm/dd/yyyy or Null if not enrolled
18	RMA Exit Date	mm/dd/yyyy or Null if not enrolled or still active
19	Migration Status	In, Out, or No Change
20	Date of Migration	In/Out date based on Migration Status