

**UNACCOMPANIED REFUGEE MINORS PROGRAM
MONITORING INSTRUMENT
REVIEW OF CLIENT RECORDS**

I. Name of Agency _____

II. Review Information

A. RPB Reviewer: _____

B. Date of Review (mm/dd/yy): _____

C. Month/Year of Records (Start/End Dates): _____

III. Case Record Information

A. Alien Registration Number: _____

B. Case Status: Open Closed

C. Gender: M F

D. If any of the above information is missing, please explain why:

IV. URM Eligibility Determination (45 CFR 400.110-120, ORR State Letter 14-01)

A. Name: _____

B. Status:

1. Refugee

Date on I-94 (mm/dd/yy): _____

2. Asylee

Date on ORR designation letter (mm/dd/yy): _____

3. Cuban/Haitian Entrant

Date on USCIS documentation (mm/dd/yy): _____

4. Trafficking Victim

Date on ORR designation letter (mm/dd/yy): _____

5. Special Immigrant Juvenile Status (SIJS)

Date on ORR designation letter (mm/dd/yy): _____

6. Non-Citizen Victim of Domestic Violence or Other Serious Crimes Who Has Been Granted A U-Visa by USCIS

Date on ORR designation letter (mm/dd/yy): _____

C. Age:

1. Birth Date (mm/dd/yy): _____

2. Date of Placement into URM Program (mm/dd/yy): _____

3. Age at Entry into the URM Program (mm/dd/yy): _____

4. Current Age (mm/dd/yy): _____

V. Documentation Requirements (Contract Exhibit A, A.11, A.13, A.14.b, A.16, A.20.a)

A. ORR-3 Unaccompanied Refugee Minor Placement Report (Contract Exhibit A, A. 20.a):

Yes No

Date of first ORR-3 Report (mm/dd/yy) (Due 30 days after initial placement):

If no, why not?

B. ORR-4 Unaccompanied Refugee Minor Outcomes Report (Due each year on or around the anniversary of the minor's initial placement) (Contract Exhibit A, A. 20.a):

Initial Placement Date: _____

Year 1: Yes No

Date due : _____ Date filed: _____

Year 2: Yes No

Date due : _____ Date filed: _____

Year 3: Yes No

Date due : _____ Date filed: _____

Year 4: Yes No

Date due : _____ Date filed: _____

If no, why not?

C. Documentation shows that Legal Guardianship was initiated within 30 days of placement completed before youth's 18th birthday (*Contract Exhibit A, A.16*):

Yes No

If no, why not?

D. Medical records (i.e., notes or actual medical documents in case records) are kept confidential and in good order (*Contract Exhibit A, A.11.e*):

Yes No

If no, why not?

E. Medical records (i.e. notes or actual medical documents in case records) show that participant received (*Contract Exhibit A, A.11.a,b,f*):

1. Health screenings when appropriate:

Yes No

If no, why not? _____

2. Vaccinations:

Yes No

Date of completion (mm/dd/yy): _____

If no, why not? _____

3. Medical referrals and follow-ups:

Yes No

If no, why not? _____

4. Dental check-ups annually:

Year 1: Yes No Date: _____

Year 2: Yes No Date: _____

If no, why not? _____

5. Annual physicals:

Year 1: Yes No Date: _____

Year 2: Yes No Date: _____

If no, why not? _____

6. For services not covered by Medi-Cal, did the file contain a Treatment Authorization Request denial?

Yes No

If no, why not and how was service justified?

F. Document that child was referred to ESL instruction within first 30 days from date of placement and for at least one semester (*Contract Exhibit A, A.11.g*):

Yes No

If no, why not?

G. Document that child was referred to and enrolled in school within first 30 days after vaccination (*Contract Exhibit A, A.11.f*):

Yes No

If no, why not?

H. Case Management Narrative (*Contract Exhibit A, A.11.h, A.14.b*):

1. Document showing contact (email, telephone, or face-to-face) at least once per semester with minor's teacher:

Yes No

If yes, how (i.e., email or phone)? _____

If no, why not? _____

2. Face-to-face home visitations with youth each month documented in case files:

Yes No

If no, why not? _____

3. Tutoring, if needed, as identified in case plan:

Yes No

If no, why not? _____

Documentation in case notes or other source of verification: _____

4. Were acculturation and cultural preservation activities for minor and foster families included in the case plan and/or client file (*Contract Exhibit A, A.11.i*)?

Yes No

If no, why not? _____

Note what acculturation and cultural preservation activities were provided to youth and foster families:

I. Documentation that URM participant received an explanation of his/her personal rights in the URM program every six months in their own language (*Contract Exhibit A, A.11.k*):

Yes No

If no, why not?

Documentation in case notes or other source of verification:

J. Documentation that URM participant received information about the grievance procedures in his/her own language (*Contract Exhibit A, A.11.l*):

Yes No

If no, why not?

Documentation in case notes or other source of verification:

K. Documentation that URM was provided with placement evaluation hearing (equivalent to Administrative Hearings) every six months to provide the youth voice or provide input on current and future placement (*Contract Exhibit A, A.13*):

Yes No

If no, why not?

Documentation in case notes or other source of verification and review of hearing report: _____

VI. Foster Child Training (Contract Exhibit A, A.9-10)

A. If the URM youth arrived from overseas, youth received orientation and counseling to help adjust to American culture within the first 30 calendar days of placement (*Contract Exhibit A, A.9*):

Yes No

If no, why not?

Documentation in case notes or other source of verification:

B. Minor received monthly training/therapy sessions on topics such as, but not limited to, grief and loss, independent living skills (if appropriate), and acculturation strategies (i.e. review case file documentation or sign-in sheets) (*Contract Exhibit A, A.10*):

Yes No

If no, why not?

VII. Independent Living Program (Contract Exhibit A, A.11.j, A.17-19, All County Information Notice No. I-40-15)

A. At the age of 16, the URM minor is given the opportunity to participate in the URM Independent Living Program (ILP) and be assessed for appropriate ILP services through the development of a Transitional Independent Living Plan (TILP) or equivalent. The minor has the option to refuse ILP services, but the provider must offer this opportunity to the minor every six months. (*Contract Exhibit A, A.17*)

Minor was provided opportunity to participate in ILP: Yes No

Documentation in case notes or other source of verification:

If no, why not?

B. Documentation that URM participant received information about the grievance procedures in his/her own language (*Contract Exhibit A, A.11.i*):

Yes No

If no, why not?

Documentation in case notes or other source of verification:

C. For minors 16 and over, a Transitional Independent Living Plan or equivalent was developed, included in the case plan, and reviewed with youth every 6 months (*Contract, Exhibit A, A.19.b*):

Yes No

Documentation in case notes or other source of verification:

If no, why not?

D. At age 18, the URM youth may emancipate from foster care and participate in the Supported Housing Program. Was this option made available to the youth?
(*Contract Exhibit A, A.17*)

Yes No

Documentation in case notes or other source of verification:

If no, why not?

E. Youth chose to participate in the Supported Housing Program:

Yes No

Documentation in case notes or other source of verification:

If no, why not?

F. Youth accessed no more than 24 cumulative months of the Supported Housing Program (*Contract Exhibit A, A.17*):

Yes No

Documentation in case notes or other source of verification:

- G. If a youth has accessed more than 24 cumulative months of the Supported Housing Program, does he/she meet the requirements for the URM Supported Housing equivalent of the Transitional Housing Program Plus (THP-Plus) extension?

Yes No

This extension was enacted by Senate Bill (SB) 1252 and the amended Welfare and Institutions Code Section 11403.2 to allow each county, at its option, to extend THP-Plus services to former foster youth **up to, but not including, age 25 and for 36 cumulative months**. All County Information Notice No. I-40-15, dated May 27, 2015 provides information to California counties on the provision.

To be eligible for the Supported Housing extension a URM must:

1. Be completing secondary education, or an equivalent program, or be enrolled in an institution that provides postsecondary education. The definition of "secondary education" includes vocational education from an accredited vocational institution. A youth must be enrolled at least half-time in order to satisfy this requirement. See Attachment A of All County Letter No. 11-61, dated November 4, 2011, for more information on education requirements.
2. Meet the eligibility and participation requirements for Supported Housing (i.e. exited foster care on or after his/her 18th birthday and has entered into and is actively pursuing the goals on the Transitional Independent Living Plan).

How does the youth meet the education requirements?

Documentation in case notes or other source of verification:

- H. Youth was provided with information regarding URM equivalent Chafee Education and Training Vouchers, Emancipated Youth Stipends, and other core benefits regarding housing, education, employment and other supportive services (*Contract Exhibit A, A.18 and A.19.c*):

Yes No

Documentation in case notes or other source of verification:

If no, why not?

I. Did eligible youth participate in URM equivalent Chafee Education and Training Vouchers (up to \$5,000 per year)?:

Yes No

Documentation in case notes or other source of verification:

If yes, how much was awarded per year?

Year 1 Date: _____ \$ _____

Year 2 Date: _____ \$ _____

Year 3 Date: _____ \$ _____

Year 4 Date: _____ \$ _____

If no, why not?

J. Eligible youth participated in URM equivalent Emancipated Youth Stipends Program if needed:

Yes No

If yes, how much was awarded per incident?

Incident 1 Date: _____ \$ _____

Incident 2 Date: _____ \$ _____

Incident 3 Date: _____ \$ _____

- K. Upon exit from program, young adult has knowledge of important documents, (i.e., birth certificate, Social Security Card, school records, etc.) (*Contract Exhibit A, A.11.j*):

Yes No

Documentation in case notes or other source of verification:

If no, why not?

VIII. Extended Foster Care (All County Letter No. 11-69)

- A. Does youth meet the age requirement for extended foster care?

Documentation in case notes or other source of verification:

If no, why not?

- B. Does the youth meet one or more of the eligibility criteria? (Completing high school or an equivalency program; enrolling in post-secondary or vocational school; participating in a program or activity that promotes or removes barriers to employment; employed at least 80 hours per month; or is incapable of enrollment in school or employment due to a documented medical condition.)

Documentation in case notes or other source of verification:

If no, why not?

- C. Does youth have a Mutual Agreement to participate in Extended Foster Care?

Yes No

