Refugee Data Submission System for Formula Funds Allocations and Service Analysis (ORR-5) Collection Process for FY 2023

November 14, 2023

Dear Colleague Letter 24-03

Dear Colleague:

This Dear Colleague Letter (DCL) provides an overview of the use and utilization of the Refugee Arrivals Data System (RADS) for the collection of fiscal year (FY) 2023 data using the *Refugee Data Submission System for Formula Funds Allocations and Service Analysis* (ORR-5) form. The ORR-5 form is available on the ORR Report Forms website. Detailed instructions will be sent to States[1] separately.

ORR continues to enhance its focus on data and program outcomes. Each year, the ORR-5 data submitted by states is invaluable, providing context for the populations enrolled in Refugee Cash Assistance (RCA), Refugee Medical Assistance (RMA), Medical Screening (MS), 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 recent years, and we hope that this data assists you with your oversight of the program.

Purpose

The FY 2023 ORR-5 data collection process has two primary purposes:

1) **Refugee Programs Service Data Collection and Analysis**

    ORR will use the FY 2023 ORR-5 to collect and analyze service data for all ORR populations served by any or all of the following refugee programs in FY 2023[2]: RCA, RMA, MS, and RSS.

2) **FY 2024 Refugee Support Services (RSS) Allocation**

    For RSS allocation purposes, ORR will use a two-year lookback of eligible populations, combining previously submitted arrived/served and matched data and the FY 2023 arrived/served and matched data once available, when determining the FY 2024 RSS allocation.

ORR-5 Data Fields

ORR-5 data fields are divided into three sections. Section I includes demographic and service data. Section II includes questions regarding RSS Family Self-Sufficiency Plan (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 FY 2023 ORR-5 data collection includes Sections I & II for individuals served during FY 2023 and Section III for individuals with an FSSP who enrolled during FY 2022 based on the previous year Section II submission.

For a full description of the data fields and matching process, see ORR [DCL 23-14](DCL 23-14), *Revisions to the Refugee Arrivals Data System (RADS) for Formula Funds Allocations (ORR-5)*.

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[1] The term "States" throughout this DCL refers to States and Replacement Designees (RDs) that receive funding from ORR.
[2] October 1, 2022 – September 31, 2023.

As you prepare to submit your FY 2023 ORR-5 data, please note the following:

Service enrollment dates for the FY 2023 ORR-5 data collection process are mandatory for all populations. Report every service (RCA, RMA, MS, and RSS) that an individual received in FY 2023 on the ORR-5 form. Failure to report services will render a state non-compliant with OMB reporting requirements (OMB Form No: 0970-0034).

Notification

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

Secondary Migration

States must report known secondary migration data on Refugees, Asylees, Cuban/Haitian Entrants, Special Immigrant Visa holders, Afghan Humanitarian Parolees, Ukrainian Humanitarian Parolees, and Victims of Trafficking who arrived to and were served by a state during FY 2023. To ensure accurate reporting, States must report both "In" migration and "Out" migration (Field 15) and the date of migration (Field 16), if known. ORR will assume that an individual did not migrate into or out of the state (no change) if Field 15 is blank.

Timeframe and Next Steps

In preparation for the FY 2023 State Arrival and Service Data Collection Process, we have collected contact information for the primary and alternate users of the ORR data collection website for each state. If there are any changes, updates must be sent to the ORR point of contact no later than Friday, November 10, 2023.

RADS Timeline and Access

RADS is currently open for uploads and re-uploads 24 hours per day, 7 days a week, and will remain open until Tuesday, January 16, 2024. All submissions must be successfully uploaded by close of business on **January 16, 2024**. Timely submission of the ORR-5 data will help ensure the timely allocation of the FY 2024 RSS award. Once uploads are processed, user data is placed in RADS Records Management System, where users can view and edit their data, add, or delete cases or services dates, and overwrite previously loaded data.

Training and Contact Information

A series of training and Q&A sessions are being held to review the ORR-5 submission process. Training and Q&A resources can be found in the RADS Library (https://rads.acf.hhs.gov/radsAdmin/trainingRes).

If you have technical questions about RADS or your RADS account or password, please contact RADSAdmin@gdit.com.

Please direct other ORR-5 questions to your ORR Regional Representative, Regional Analyst, or your Health Liaison, or draprograms@acf.hhs.gov.

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

Sincerely,

Ken Tota
Director, Refugee Program
Office of Refugee Resettlement