



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Refugee Resettlement | 330 C Street, S.W., Washington, DC 20201  
[www.acf.hhs.gov/programs/orr](http://www.acf.hhs.gov/programs/orr)

## State Fiscal Year 2021 Arrival and Service Data Collection Process

Dear Colleague Letter 22-09

November 1, 2021

Dear Colleague:

This Dear Colleague Letter (DCL) provides an overview of the fiscal year (FY) 2021 State Arrival and Service Data Collection Process, using the ORR-5 data collection form. Detailed instructions will be sent to states<sup>1</sup> at a later date.

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), Refugee Medical Screening (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.

### Purpose

The FY 2021 ORR-5 data collection process has two primary purposes:

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

ORR will use the FY 2021 ORR-5 to collect and analyze service data for all ORR populations served by any or all of the following refugee programs in FY 2021<sup>2</sup>: Refugee Medical Screening (RMS), Refugee Support Services (RSS), Refugee Cash Assistance (RCA), and Refugee Medical Assistance (RMA).

#### 2) FY 2022 Refugee Support Services (RSS) Allocation

For RSS allocation purposes, ORR will use a two-year lookback of eligible populations, combining previously submitted FY 2020 arrived/served and matched data and the FY 2021 arrived/served and matched data, when determining the FY 2022 RSS allocation.

### Submission of Records by Population

To satisfy these purposes, states should submit records for all populations who arrived and were served in a state during FY 2021.

- **For initial arrival Refugees, Special Immigrant Visa holders (SIVs), and Victims of Human Trafficking (VOT)**, ORR will use FY 2020 and FY 2021 arrival data from federal sources for the FY 2022 RSS allocation. Arrival and service records that states submit

<sup>1</sup> The term "states" throughout this DCL refers to states and replacement designees (RDs) that receive funding from ORR.

<sup>2</sup> October 1, 2020 – September 31, 2021.

for these populations in the ORR-5 form will not be used for FY 2022 allocation. **However, states must still submit service records for these populations, as required for service data analysis.**

- **For Cuban/Haitian Entrants and Asylees**, ORR will use FY 2021 service data submitted by states that is matched against data from federal sources, as well as FY 2020 service data previously submitted and matched, in determining the FY 2022 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 2021** for the record to be used for RSS allocation. For allocation purposes, ORR will use a two-year lookback of eligible populations combining previously submitted FY 2020 arrived and served data for secondary migrants and the FY 2021 arrived and served data for secondary migrants when determining the FY 2022 RSS allocation.

**As you prepare to submit your FY 2021 ORR-5 data, please note the following:**

- Service enrollment dates for the FY 2021 ORR-5 data collection process are mandatory for all populations. Report every service (RCA, RMA, RMS, RSS) that an individual received in FY 2021 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 RSS eligibility period under ORR Policy Letters [20-03](#), [20-04](#), [21-01](#), and [21-05](#) during FY 2021 be reported in this data collection.

**Data Collection Requirements Highlights**

Please see Appendix 1 for the full chart of the data collection fields.

- As with the previous data match process, states will upload data 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 validation 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 file and reupload the file. States will be able to view, review, or edit their records within the RADS Records Management System once their submission is processed. This process is designed to ensure that final submissions by the states are complete and accurate for the State Match. Upon the completion of the State Match process, ORR will publish Tableau reports enabling states to review which records were accepted for RSS allocation purposes, which records were rejected, and the reason for 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 2021 data collection process, ORR will not reject individuals based on an inconsistency in their 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 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/or RMA services during FY 2021.
- If clients have multiple initial service enrollment and exit dates for the same service in FY 2021, please provide the earliest initial enrollment date and latest exit date. If the last date that they received a service is after September 30, 2021, 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, 2021, 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 2021.***

### ***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 2021.

### ***Timeframe and Next Steps***

In preparation for the FY 2021 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 any changes, updates must be sent to the ORR point of contact no later than COB Friday November 12, 2021.

## **RADS Timeline and Access**

**RADS will remain open for file uploads until Friday, January 14, 2022.** All submissions must be successfully uploaded by close of business on January 14. RADS is currently open for uploads and re-uploads 24 hours per day, 7 days a week, and will remain open until Friday, January 14, 2022. Timely submission of the ORR-5 data will help ensure the timely allocation of the FY 2022 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.

## **Contact Information**

If you have questions about the FY 2021 State Arrival and Service Data Collection Process, please email Heather Rodney, Division of Refugee Assistance, at [Heather.Rodney@acf.hhs.gov](mailto:Heather.Rodney@acf.hhs.gov) or Goran Debelnogich, Division of Refugee Assistance, at [Goran.Debelnogich@acf.hhs.gov](mailto:Goran.Debelnogich@acf.hhs.gov). Additional contact information is provided below.

### **Contact Information:**

<b>Procedure</b>	<b>Contact Name</b>	<b>Email address</b>	<b>Phone number</b>
DCL inquiries	Heather Rodney	<a href="mailto:Heather.Rodney@acf.hhs.gov">Heather.Rodney@acf.hhs.gov</a>	(202) 475-2468
DCL inquiries (back up)	Goran Debelnogich	<a href="mailto:Goran.Debelnogich@acf.hhs.gov">Goran.Debelnogich@acf.hhs.gov</a>	(330) 907-3480
RADS technical issues	Chris Cox	<a href="mailto:Christopher.Cox@gdit.com">Christopher.Cox@gdit.com</a>	(703) 995-1992
RADS technical issues (back up)	Ken Rohrer	<a href="mailto:Kenneth.Rohrer@gdit.com">Kenneth.Rohrer@gdit.com</a>	(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,

Cindy Huang  
Director  
Office of Refugee Resettlement

## Appendix 1:

FY 2021 Data Match Form		
Field	Data	Notes
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
10	Date eligible for ORR benefits	mm/dd/yyyy
11	Medical Screening Initial Enrollment	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