

## REPORTING SCHEDULE CHANGES

The federal Office of Refugee Resettlement (ORR) revised its ORR-6 Performance Report, which is used to collect data from the states on refugee employment outcomes, from quarterly (every three months) to trimester (every four months) reporting. This and other changes, resulting from the revision of the ORR-6, are discussed in more detail below. Additionally, the Refugee Programs Bureau (RPB) is preparing an All County Letter that will provide information and instructions on the changes which will likely be issued in March 2008.

The following sections summarize the changes to the RS 51 and RS 50.

### RS 51 – THIS REPORT IS COMPLETED BY ALL 58 COUNTIES

#### RS 51 Timeframe Changes

The following is the new reporting schedule for the RS 51:

Trimester 1	October 1, 2007 – January 31, 2008	Report Due to RPB: February 17, 2008
Trimester 2	February 1 – May 31, 2008	Report Due to RPB: June 17, 2008
Trimester 3	June 1 – September 30, 2008	Report Due to RPB: October 17, 2008

The county report due dates to RPB have decreased from 20 days to 17 days after the end of the reporting period. The timeframe decreased because the statewide report is now due to ORR within 30 days rather than 45 days after the end of the reporting period.

#### RS 51 Change from “Quarter” to “reporting period” or “trimester”

All references to “quarter” are changed to “reporting period” or “trimester.”

#### RS 51 Part A Changes

- Part A (1) has changed to “**New RCA enrollees** at the end of previous reporting period,” from “**Recipients** at end of the previous reporting period.” This is the only change to Part A.
- The instructions for completing Part A (1) are: Enter both the number of persons and the number of cases who were new enrollees as reported in Part A (3) of the previous reporting period.

### RS 51 Part B Changes

- The title to Part B has changed from “**Unaccompanied Minors Program**” to “**Unaccompanied Refugee Minors Program**” (URM). The term “**Refugee**” was added to the title in order to make it consistent with the name of the actual program.
- A short explanation was also added under the title for Part B in order to clarify that only URM contractors complete Part B. Counties do not need to complete Part B.

**RS 50 – THIS REPORT IS COMPLETED ONLY BY COUNTIES THAT RECEIVE REFUGEE SOCIAL SERVICES AND/OR TARGETED ASSISTANCE FUNDING. FOR FEDERAL FISCAL YEAR 2007-08, THESE COUNTIES INCLUDE: ALAMEDA, BUTTE, FRESNO, LOS ANGELES, MERCED, ORANGE, SACRAMENTO, SAN DIEGO, SAN FRANCISCO, SAN JOAQUIN, SANTA CLARA, AND YOLO COUNTIES**

### RS 50 Timeframe Changes

The following is the new reporting schedule for the RS 50:

Trimester 1	October 1, 2007 – January 31, 2008	Report Due to RPB: February 17, 2008
Trimester 2	February 1 – May 31, 2008	Report Due to RPB: June 17, 2008
Trimester 3	June 1 – September 30, 2008	Report Due to RPB: October 17, 2008

The county report due dates to RPB have decreased from 20 days to 17 days after the end of the reporting period. The timeframe decreased because the statewide report is now due to ORR within 30 days rather than 45 days after the end of the reporting period.

### RS 50 Change from “Quarter” to “reporting period” or “trimester”

All references to “quarter” are changed to “reporting period” or “trimester.”

### RS 50 Part A Changes

- Section 1. “**Enrolled caseload for Employability Services**” and the “**Unduplicated Count**” column have been eliminated.
- The column “**Supportive Services**” has been changed to “**Other Employability Services**.”
- Section 3 “**Completions**,” parts a., b., and c. have been eliminated. The total number of “**Completions**” will now only be reported under the columns for “**On-the-Job Training**” and “**Skills Training**.”

### RS 50 Part B Changes

- The column “**Number of Cases with Grant Reductions**” has been eliminated.
- Section 3. “**Number of persons with health benefits available**” has been eliminated under the column “**Part-Time Employment (Unsubsidized)**.” “**Number of persons with health benefits available**” will only be retained under the “**Full-Time Employment (Unsubsidized)**” column.

### RS 50 Part C Changes

- Since the reporting of conciliation activities is no longer required, the section relating to conciliation activities has been deleted.
- The information on Contact Person, Phone, and Date has been relocated to the top section of the RS 50.
- Part C. is now titled “**Performance Narrative**” and is to be used by counties to share with RPB and ORR reasons for any noticeable increases or decreases in performance measures reported on the RS 50. Any other comments relevant to the RS 50 report may also be entered here.

### RS 50 Mail Station Change

The RPB’s Mail Station (MS) has been changed to MS 6-646 and the correct address and postal code have been added. A fax number for the bureau has also been added.

### RS 50 Part A Definitions

The following is a list of definitions for performance measures under Part A, as defined by ORR.

#### **Employment Services** (see 45 CFR 400.154 (a)):

Enter the total employment services caseload at the time of this report. The caseload consists of only active employment services participants as defined in 45 CFR 400.154 (a) ONLY. An active participant is defined as a person with whom the provider has direct, regular contact for the purpose of providing employment services as defined in 45 CFR 400.154 (a). For example, according to 45 CFR 400.75 (a) 1., an RCA client, unless exempt from employment services as detailed in the State Plan, is required to enroll in employment services [as defined in 45 CFR 400.154 (a)], and, therefore, should be included in the total caseload.

#### **English Language Training (ELT)** (see 45 CFR 400.154 (d)):

English language training for non-native English speakers is a course of instruction in English with an emphasis on acquisition of survival and employment-related reading, writing, listening, and speaking skills.

**On-the-Job Training (OJT)** (see 45 CFR 400.154 (c)):

On-the-Job Training is placement of an employable adult refugee in subsidized employment funded by ORR for a period of time after which the employer has agreed to hire the OJT trainee in permanent unsubsidized employment.

**Skills Training** (see 45 CFR 400.154 (e), (f)):

Skills training is training of a short-term duration designed to teach refugees specific job-related skills that prepare them for a specific job or type of employment, such as nurse's aide, electronic assembly, or power sewing. The term "Skills Training," as it is used here, includes both Vocational Training (45 CFR 400.154 (e)) and Skills Recertification (45 CFR 400.154 (f)).

**Case Management** (see 45 CFR 400.154 (j)):

Case management is defined as the determination of specific service(s) to which to refer a refugee in accordance with an employability plan, referral to such service(s), and tracking of the refugee's participation in such services.

**Other Employability Services:**

Other employability services include activities outlined in 45 CFR 400.154 (b), (g), (h), (i), and (k) – namely, employability assessment, child care, transportation, interpretation/translation, and assistance obtaining an Employment Authorization Documents (EAD).

**Active Participants this reporting period:**

Active participant means a person with whom the provider has direct, regular contact for the purpose of providing the service contracted during the reporting period. Count and report each active participant once per period. "Months in the U.S." are calculated as the time elapsed from the date of entry in the U.S. (or eligibility conferred by grant of asylum or certification for victims of trafficking) to the date of service provision.

**Completions:**

Enter the unduplicated number of individuals who completed a structured course of instruction (i.e. Vocational Training and/or Skills Recertification [referred to above as Skills Training]) or the unsubsidized portion of OJT employment during the reporting period.