

Minor's Name:	A#
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USCCB HS/PRS: Post Release Services Checklist

The following checklist should be used to assist the case manager with learning the post release services process and requirements; contact your assigned Children's Services Specialist should you have any questions about the process.

Date of Referral:	Assigned CSS:
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Prior to Initiating Services	Completed
Receive referral memos from USCCB (<i>one is addressed to the shelter to notify them of USCCB's acceptance, the other is addressed to the sub-recipient informing them the case has been assigned to the program in MRIS</i>)	
Accept/Verify the post release referral in MRIS within 24 hours or one business day (if it was not a prior home study with your agency)	
Contact sponsor within <u>2 business days of referral acceptance memo</u> to introduce post release services and check in to see if the minor is pending release. Do not wait to receive the discharge/release notification to initiate services, especially for cases that will be aging out soon.	
Create a case file by obtaining the following documentation from the UC Portal: <ul style="list-style-type: none"> <input type="checkbox"/> Release Request <input type="checkbox"/> UAC assessment <input type="checkbox"/> UAC Case Review <input type="checkbox"/> Sponsor Information <input type="checkbox"/> Family Reunification Packet <input type="checkbox"/> Sponsor Background Checks <input type="checkbox"/> Discharge Notification <input type="checkbox"/> Verification of Release (VOR) <input type="checkbox"/> Notice to Appear (NTA) <input type="checkbox"/> COA/COV forms (if completed by the shelter) <input type="checkbox"/> Child-Level Events (CLEs) <input type="checkbox"/> Other necessary documents 	
Review the case documentation and identify the reason for the referral. If necessary, consult with supervisor and/or assigned CSS.	
Gather psycho-education materials and referrals for services the minor and sponsor will benefit from, as well as the following information for the initial home visit with the sponsor and minor: <ul style="list-style-type: none"> <input type="checkbox"/> State child abuse and neglect laws <input type="checkbox"/> Instructions for obtaining guardianship (if the sponsor is not a parent and the minor is under 17-years-old) <input type="checkbox"/> State school attendance requirements <input type="checkbox"/> A list of pro-bono attorneys <input type="checkbox"/> A list of community resources to address "Reasons for Referral" outlined in case information 	
Receive Release Notice from USCCB (<i>if you are informed of the minor's release prior to your CSS, please let them know</i>); schedule initial home visit within 14 days of minor's release.	

Post Release Services – Level 1	Completed
Initial Virtual Visit (7 business days)	
Brief re-introduction	
Ask to see the sponsor’s photo ID or a recent bill for verification purposes (sponsor may show the ID or bill virtually through a video call for Level 1).	
Review the minor’s release packet with the sponsor for the following documents: <ul style="list-style-type: none"> <input type="checkbox"/> Verification of Release (VOR) <input type="checkbox"/> Notice to Appear (NTA) <input type="checkbox"/> COA/COV Forms <input type="checkbox"/> Immunization/Medical Records <input type="checkbox"/> School Records <input type="checkbox"/> Psychiatric Information (if applicable) <input type="checkbox"/> Safety Plans (if applicable) <input type="checkbox"/> Other relevant documents 	
Review agency consent forms and request sponsor’s signature <i>(when conducting a virtual visit, the sponsor may provide an electronic signature, or physical forms may be mailed)</i>	
Conduct the virtual home visit interview using the Post Release Home Visit Questionnaire: <ul style="list-style-type: none"> <input type="checkbox"/> Separate interviews with the minor and the sponsor <input type="checkbox"/> Assess whether the case requires escalation to Level 2 or Level 3 services. If so, contact your assigned CSS. 	
During the initial visit the following should be completed: <ul style="list-style-type: none"> <input type="checkbox"/> Confirm COA and COV forms have been submitted. <ul style="list-style-type: none"> o Change of Address forms by states <input type="checkbox"/> Check the date and location of the next immigration hearing by calling EOIR Hotline (1-800-898-7180) or accessing case information through the EOIR online system. <ul style="list-style-type: none"> o EOIR Immigration Court listings <input type="checkbox"/> Assist with securing legal representation and discusses the importance of immigration hearings. <ul style="list-style-type: none"> o EOIR’s list of Free Legal Service Providers o List of LOPC Providers (English) o List of LOPC Providers (Spanish) <input type="checkbox"/> Assist with school enrollment and necessary immunizations. <input type="checkbox"/> Refer to medical and mental health/counseling services as needed. <input type="checkbox"/> Explain the benefits of legal guardianship and educate on local guardianship laws (if applicable) <input type="checkbox"/> Conduct community orientation (if applicable) <input type="checkbox"/> Refer to other services as needed. 	
Additional Virtual Visits (14 business days and 30 business days)	
Conduct the virtual home visit interview using the Post Release Home Visit Questionnaire: <ul style="list-style-type: none"> <input type="checkbox"/> Follow up on any referrals made during previous visits. <input type="checkbox"/> Assess whether the case requires escalation to Level 2 or Level 3 services. If so, contact your assigned CSS. 	
Case Closure	
Following the 30-day virtual check-in, complete the case closure report and submit to USCCB through the MRIS database	

Post Release Services – Level 2	Completed
14-day (initial) Home Visit	
Brief re-introduction	
Ask to see the sponsor’s photo ID, and a recent bill, for verification purposes	
Review agency consent forms and request sponsor’s signature	
Review the minor’s release packet with the sponsor for the following documents: <ul style="list-style-type: none"> <input type="checkbox"/> Verification of Release (VOR) <input type="checkbox"/> Notice to Appear (NTA) <input type="checkbox"/> COA/COV Forms <input type="checkbox"/> Immunization/Medical Records <input type="checkbox"/> School Records <input type="checkbox"/> Psychiatric Information (if applicable) <input type="checkbox"/> Safety Plans (if applicable) <input type="checkbox"/> Other relevant documents 	
Conduct the home visit interview using the Post Release Home Visit Questionnaire <ul style="list-style-type: none"> <input type="checkbox"/> Separate interviews with the minor and the sponsor. 	
During the 14-day visit the following should be completed: <ul style="list-style-type: none"> <input type="checkbox"/> Complete a walk-through of the home, checking every room for any safety concerns <input type="checkbox"/> Confirm COA and COV forms have been submitted. <ul style="list-style-type: none"> o Change of Address forms by states <input type="checkbox"/> Check the date and location of the next immigration hearing by calling EOIR Hotline (1-800-898-7180) or accessing case information through the EOIR online system. <ul style="list-style-type: none"> o EOIR Immigration Court listings <input type="checkbox"/> Assist with securing legal representation and discusses the importance of immigration hearings. <ul style="list-style-type: none"> o EOIR’s list of Free Legal Service Providers o List of LOPC Providers (English) o List of LOPC Providers (Spanish) <input type="checkbox"/> Assist with school enrollment and necessary immunizations. <input type="checkbox"/> Refer to medical and mental health/counseling services as needed. <input type="checkbox"/> Explain the benefits of legal guardianship and educate on local guardianship laws (if applicable) <input type="checkbox"/> Conduct community orientation (if applicable) <input type="checkbox"/> Refer to other services as needed. 	
After the 14-day Visit	
Complete the PRS Level Assessment tool, based on information obtained during the visit <ul style="list-style-type: none"> <input type="checkbox"/> Utilizing the PRS Level Assessment Tool, assess whether the case requires escalation to Level 3 or may be de-escalated to Level 1. <input type="checkbox"/> If it is determined that the PRS level should change, send the completed assessment to your assigned CSS for review. <input type="checkbox"/> Save the completed assessment in the case file. 	
Complete and submit the 14-day report to USCCB through the MRIS database	
Conduct bi-weekly calls for the first 60 days, and then monthly calls for the remainder of the service period. Calls should consist of: <ul style="list-style-type: none"> <input type="checkbox"/> Check in with the minor and sponsor (i.e., safety, school, counseling, medical, etc.) <input type="checkbox"/> Progress made on any referrals/recommendations provided. <input type="checkbox"/> Updates on immigration hearings and securing an attorney. 	

<input type="checkbox"/> Provide any new referrals/recommendations as needed	
Complete the monthly PRS Report Form and upload it directly to the UC Portal for each month where an MRIS report was not submitted	
90-day In-Person Visit	
Conduct an in-person visit on or around 90 days. This visit should consist of:	
<input type="checkbox"/> Check in with the minor and sponsor (i.e., safety, school, counseling, medical, etc.) <input type="checkbox"/> Progress made on any referrals/recommendations provided. <input type="checkbox"/> Updates on immigration hearings and securing an attorney. <input type="checkbox"/> Provide any new referrals/recommendations as needed	
Document the 90-day visit in the case notes and monthly PRS Report Form (no 90-day report needs to be submitted via MRIS)	
Semi-Annual Visits (TVPRA only)	
Conduct semi-annual visits to the home using the Post Release Home Visit Questionnaire. Visits should consist of:	
<input type="checkbox"/> Separate interviews with the minor and the sponsor <input type="checkbox"/> Walkthrough of the home <input type="checkbox"/> Check in with the minor and sponsor (i.e., safety, school, counseling, medical, etc.) <input type="checkbox"/> Progress made on any referrals/recommendations provided. <input type="checkbox"/> Updates on immigration hearings and securing an attorney. <input type="checkbox"/> Provide any new referrals/recommendations as needed	
If the case has been open for over one year, assess whether the minor and sponsor are ready for case closure. If so, contact your assigned CSS.	
Complete and submit all semi-annual reports to USCCB through MRIS database	
Case Closure	
All cases will close if one of the following occurs:	
<input type="checkbox"/> Minor turns 18 <input type="checkbox"/> Immigration proceedings are completed <input type="checkbox"/> Contact is lost with minor and/or sponsor for more than 30 days <input type="checkbox"/> Completion of 180 days of service (non-TVPRA PRS Level 2)	
Conduct a case closure visit to the home using the Post Release Home Visit Questionnaire. The closure visit should consist of:	
<input type="checkbox"/> Separate interviews with the minor and the sponsor <input type="checkbox"/> Walkthrough of the home <input type="checkbox"/> Review goals, progress, and any unmet service areas <input type="checkbox"/> Anticipate any future needs and providing appropriate referrals	
Contact your assigned CSS if there are any concerns noted during the case closure visit to request an extension of post release services.	
Complete and submit case closure report to USCCB through MRIS database	
Post Release Services – Level 3	Completed
Intensive Case Management	
PRS Clinician makes initial contact with the minor and/or sponsor within 2 business days of the referral acceptance or elevation of the case to Level 3 to inquire about the welfare of the minor and schedule a time for the first in-home visit.	
PRS Clinician conducts initial in-home assessment within 7 business days of referral acceptance or elevation of the case to Level 3.	

<p>PRS Clinician conducts weekly in-home visits for the first 45-60 calendar days, depending on the needs of the family. These visits should consist of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Crisis intervention <input type="checkbox"/> Safety planning <input type="checkbox"/> Focus on family preservation <input type="checkbox"/> Trauma-informed therapeutic support, as needed <p>Weekly in-home visits may be reduced to monthly in-person or virtual check-ins, depending on the needs of the family.</p>	
Interventions and outcomes are documented in the case notes	
Inform your assigned CSS if/when the case is ready to be de-escalated to Level 2	
Notification of Concern (NOC)	Completed
Contact your assigned CSS on any situations that may require an NOC during the Post Release Services period and submit the NOC to ORR within 24 hours of being notified of the incident. See ORR UC Policy Guide section 6.8.6 for situations that would require an NOC.	
Post Release Report Submission	Completed
Case/Supervisor Staffing (if needed)	
Reports submitted through MRIS to Supervisor utilizing the PRS Report Write-up Guide	
<p>Quality of report reviewed prior to submission to USCCB ensuring:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The final report contains no grammatical or spelling errors. <input type="checkbox"/> The report provides a thorough assessment of services provided to the minor and sponsor, and the outcomes of services provided. <input type="checkbox"/> 14-day and semi-annual reports should summarize services provided during that reporting time frame <input type="checkbox"/> Case closure reports should summarize all services provided during the entire post release service period (even if another agency completed previous services, agency lost contact with family, etc.) 	
Post Release Reports are approved by Supervisor and submitted to USCCB via MRIS within time frames indicated on the Release Notice	
Monthly reports are reviewed by Supervisor and uploaded <u>directly to the UC Portal</u> (UAC Documents section) for each month where an MRIS report was not submitted	

Case Manager Signature:

Date:

Supervisor Signature:

Date: