**USCCB HS/PRS Program Management Checklist**

The following list of items need to be present and/or demonstrated in accordance with ORR/DUCO and USCCB guidelines as noted in the MOU and/or POM. Strong program management procedures are expected of subrecipients for sites to maintain a sufficient level of self-sufficiency within the HS/PRS Program.

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| **General Expectations** |
| Understanding of Catholic Social Teaching |
| Compliance with Memorandum of Understanding (MOU) Requirements  |
| Compliance with Cooperative Agreement and any Cooperative Agreement Addendums |
| **Safety and Confidentiality**  |
| Confidentiality Policy and Protocols |
| Mandatory Reporting Policy and Protocols |
| Code of Conduct Policy and Protocols |
| Safety Working in the Field Guidelines |
| Significate Event Response Plan |
| Grievance Policy  |
| **Case Capacity and Tracking** |
| Referral and acceptance process |
| Verification of referrals in MRIS within 24 hours (or next business day) of assignment  |
| Assigned caseload capacity for staff, in accordance with USCCB case ratio expectations  |
| Coverage Plan |
| Mechanism for report due date tracking independent of MRIS |
| Case capacity maintenance (at least 85% of anytime capacity once fully staffed)  |
| Mechanism for tracking progress toward annual case acceptance goals  |
| **ORR and USCCB Requirements** |
| Regular supervision for all staff  |
| Program meetings held on a regular basis |
| Monthly Program Calls with CSS |
| Quarterly Network Call participation |
| Monthly Reports submitted to USCCB  |
| **Essential Resources**Program staff should all have access to and demonstrate a strong understanding of how to utilize the following resources:  |
| ORR Unaccompanied Children Program Policy Guide  |
| UC Manual of Procedures  |
| ORR App Launcher  |
| UC Portal  |
| ORR Learning Center  |
| MRIS  |
| MRSConnect  |
| USCCB HS/PRS Program Operations Manual  |