



**IMMIGRATION & REFUGEE INFORMATION SYSTEM**



# **IRIS**

## **Affiliate Agency Staff Users' Guide**

### **Matching Grant and Other Programs**

**IRIS Version 3.1.3**

**Updated: 9/13/2010**

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# MG Functions and Reporting in IRIS

For affiliate sites that have the Matching Grant program, you will use IRIS to enroll and manage your Matching Grant cases. Please contact your administrator or national office if you need assistance with MG permissions in IRIS.

A case can be enrolled in the Matching Grant program if it already exists as an R&P Case in IRIS. In addition, you can add your own non-R&P cases to IRIS. Once the case is in IRIS, the enrollment process for both R&P and non-R&P cases is the same.

## Adding a Non-R&P Case to IRIS

On the left side of the IRIS Dashboard, you should see a link "Add a Non-Refugee Case". Clicking on this link will give you the following screen

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search [ ] - [ ] - [ ]

**IRIS** Welcome Veronica Affiliate My Account | About | Logout

### Add a Non-Refugee Case

Case Type: \* Other VOLAG Refugee

Eligibility Date: \*

#### Principal Applicant

First Name: \*

Middle Name:

Surname 1: \*

Surname 2:

Gender: \*  Male  Female

Birth Date: \*

Birth Date Estimated:  Yes  No

Alien ID: \*

Seq. No.:

SSN:

Minor Code:

Birth Country: \*

Nationality:

Ethnicity:

Fields marked by an asterisk (\*) are required.

Fill in all required fields marked by an asterisk. Specify the **type** of case this is using from the dropdown list. Two of the case types are similar, so the difference in each is described below. ***In both of these cases, you must get prior approval from your national office.***

<b>Other VOLAG Refugee</b>	Refugee case resettled by another agency in your area, but due to special circumstance, that agency cannot enroll the case in the Matching Grant program
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# IRIS Users' Guide

<b>Secondary Migrant</b>	Refugee case member resettled by your agency or another agency in a different region who then moves to your area and wants to be enrolled in the Matching Grant program.
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Enter the **Eligibility Date**, fill in all **required fields** marked by an asterisk and click the **Submit** button.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

Welcome Veronica Affiliate

LIRS

[My Account](#) | [About](#) | [Logout](#)

<b>Case ID:</b>	A -45321667	<b>Case Size:</b>	<b>1</b>	<b>Allocation Date:</b>	None
<b>Case Type:</b>	Asylee	<b>Processing Status:</b>	Arrived	<b>Assurance Date:</b>	
<b>Case Pool:</b>		<b>Active Status:</b>	Active	<b>Eligibility Date:</b>	10/4/2010
<b>Affiliate:</b>	05 - CO-Denver			<b>MG Enroll Date:</b>	
<b>PA Name:</b>	Henry, Janet			<b>Enrolled Programs:</b>	None

Pre Arrival	Matching Grant	Other Programs
RPC BioData	Pre-Arrival Case Notes	
Case	Member	

### Case Members

Alien ID	Seq.	Name	Relation to PA	Gender	Birth Date	Minor
<a href="#">45321667</a>		Henry, Janet	Principal Applicant	F	12/21/1988	

Immediately after you create the case, the case screen above is shown. At this point, the Case Size is 1. The next step is to add more case members.

# IRIS Users' Guide

Click the **Member** tab to start this process.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search [ ] - [ ] - [ ]

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Case ID:	A-45321667	Case Size:	1	Allocation Date:	None
Case Type:	Asylee	Processing Status:	Arrived	Assurance Date:	
Case Pool:		Active Status:	Active	Eligibility Date:	10/4/2010
Affiliate:	05 - CO-Denver			MG Enroll Date:	
PA Name:	Henry, Janet			Enrolled Programs:	None

Pre Arrival Matching Grant Other Programs

RPC BioData Pre-Arrival Case Notes

Case **Member**

### Case Members

Alien ID	Seq.	Name	Relation to PA	Gender	Birth Date	Minor
<a href="#">45321667</a>		Henry, Janet	Principal Applicant	F	12/21/1988	

Move Members Split Case **Add Member** Print Biodata Report

The new case member is shown in the Case Members screen. To add a new case member, click the **Add Member** button to open the new member entry screen.

Member -- Webpage Dialog

http://wd-t-iris.partners-intl.net/case/case\_dialog.aspx?dpage=case\_member\_add.aspx&CaseGuid=e5b6bb1

First Name: \*

Middle Name:

Surname 1: \*

Surname 2:

Gender: \*  Male  Female

Birth Date: \*

Birth Date Estimated:  Yes  No

Alien ID: \*

Seq. No.:

Relation to PA: \*

SSN:

Minor Code:

Birth Country: \*  Albania

Nationality:

Ethnicity:

**Submit** Clear Cancel

Fields marked by an asterisk (\*) are required.

As in other IRIS data entry screens, the fields with red asterisks are required. Complete the fields and then click the **Submit** button.

# IRIS Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

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LIRS

<b>Case ID:</b>	A -99998881	<b>Case Size:</b>	2	<b>Allocation Date:</b>	None
<b>Case Type:</b>	Secondary Migrant	<b>Processing Status:</b>	Arrived	<b>Assurance Date:</b>	
<b>Case Pool:</b>		<b>Active Status:</b>	Active	<b>Eligibility Date:</b>	9/22/2010
<b>Affiliate:</b>	05 - CO-Denver				
<b>PA Name:</b>	Henry, james			<b>Enrolled Programs:</b>	None

Pre Arrival

RPC BioData

Case

### Case Members

Alien ID	Seq.	Name	Relation to PA	Gender	Birth Date	Minor
<a href="#">99998883</a>		Henry, Adam	Brother	M	12/21/1992	
<a href="#">99998881</a>		Henry, james	Principal Applicant	M	12/21/1987	

The new case member is shown in the Case Members screen. Continue adding members by clicking the  button.

**Note:** The Alien ID is a **link** that can be clicked to edit this case member.

# IRIS Users' Guide

You will also need to add the ethnicity **manually** for your **non-refugee** cases. This must be done for the **“PA” Only**. If more members are added, **Birth Country, Nationality, and Ethnicity pre-populate** from PA. From the Case Members screen, click on the **Alien ID**. When the screen shown below opens, click **Edit**

Welcome Veronica Affiliate  
LIRS

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Case ID: <a href="#">A_45321667</a>	Case Type: Asylee	Gender: M
Alien Number: 12345678	Middle Name:	
First Name: James	Surname 2:	
Surname: Henry		
Maiden Name:	Relationship to PA: Brother	Minor Code:
Date of Birth: 12/21/1976		Notice Received:
Deceased: No	Date of Death:	

Background
Health
Language
Education
Employment

### Member Background

Alien Number: 12345678	WRAPS Sequence Number:	UNHCR Sequence Number:
Individual GUID:	Relationship to PA: Brother	
First Name: James	Middle Name:	
Surname: Henry	Second Surname:	
Maiden Name:	Minor Code:	
Gender: Male		
Date of Birth: 12/21/1976	Date of Birth Estimated: N	
Birth City:	Birth State:	
Birth Country: Andorra		
Is Deceased? No	Date of Death:	
Notice Received:		
Marital Status:	Number of Marriages: 0	
Nationality:	World Region: Need field for this.	
Ethnicity:	Citizenship:	
Passport Country:	Passport Number:	
Current Location:	National ID:	
Status:	Current Country: United States of America	
Religion:		
INS Interview Status:	Cultural Orientation Status:	
Minor Questionnaire:	Remark:	

Edit
Remove

# IRIS Users' Guide

Scroll to the **NATIONALITY** (not **Ethnicity**- this is a quirk and will be changed in the next release of IRIS!) and choose the correct one from the dropdown; then click **Update**

**Member Background**

Alien Number: *	<input type="text" value="12345678"/>	WRAPS Sequence Number:	<input type="text"/>
		UNHCR Sequence Number:	<input type="text"/>
Individual GUID:	<input type="text"/>	Relationship to PA: *	<input type="text" value="Brother"/>
First Name:	<input type="text" value="James"/>	Middle Name:	<input type="text"/>
Surname:	<input type="text" value="Henry"/>	Second Surname:	<input type="text"/>
Maiden Name:	<input type="text"/>	Minor Code:	<input type="text"/>
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female	Date of Birth Estimated:	<input type="text" value="No"/>
Date of Birth:	<input type="text" value="12/21/1976"/>	Birth State:	<input type="text"/>
Birth City:	<input type="text"/>		
Birth Country: *	<input type="text" value="Andorra"/>		
Is Deceased?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Date of Death:	<input type="text"/>
Notice Received:	<input type="text"/>		
Marital Status:	<input type="text" value="Select one:"/>	Number of Marriages: *	<input type="text" value="0"/>
Nationality:	<input type="text" value="Select one:"/>		
Ethnicity:	<input type="text" value="Select one:"/>	Citizenship:	<input type="text" value="Select one:"/>
Passport Country:	<input type="text" value="Select one:"/>	Passport Number:	<input type="text"/>
		National ID:	<input type="text"/>
Current Location:	<input type="text"/>	Current Country: *	<input type="text" value="United States of America"/>
Status:	<input type="text" value="Select one:"/>		
Religion:	<input type="text" value="Select one:"/>		
INS Interview Status:	<input type="text" value="Select one:"/>	Cultural Orientation Status:	<input type="text" value="Select one:"/>
Minor Questionnaire:	<input type="text"/>	Remark:	<input type="text"/>

Fields marked by an asterisk (\*) are required.

## Enrolling a Matching Grant Case

To enroll a case in the Matching Grant program, click on the **Matching Grant** tab and click the **Enroll Case in MG** button. Both R&P and Non-R&P cases have a **Matching Grant** tab.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Veronica Affiliate My Account | About | Logout


LIRS

Case ID:	A -45321667	Case Size:	2	Allocation Date:	None
Case Type:	Asylee	Processing Status:	Arrived	Assurance Date:	
Case Pool:		Active Status:	Active	Eligibility Date:	10/4/2010
Affiliate:	05 - CO-Denver			MG Enroll Date:	
PA Name:	Henry, Janet			Enrolled Programs:	None

Case is not currently enrolled in the Matching Grant Program.

On the Enroll MG Cases and Members form, you will enter the **enrollment date** and select the MG **case members** by checking the **Add** checkbox for each. Next, indicate which members are **Employable**. At least one member of the case must have their Employable status set to **“Yes”** in order to save the MG enrollment.

**Enroll Matching Grant Cases and Members**

Enrollment Date:   Reporting Year: 2010


Enroll Members From:

This Case (A -45321667)

Add	Employable?	Name	Relation	Alien #
<input type="checkbox"/>	No	Henry, Janet	PA	45321667
<input type="checkbox"/>	No	Henry, James	BR	12345678

Comments: \*

**Enroll Matching Grant Cases and Members**

Enrollment Date:   Reporting Year: 2010

Enroll Members From:

This Case (A -45321667)

Add	Employable?	Name	Relation	Alien #
<input type="checkbox"/>	Yes	Henry, Janet	PA	45321667
<input type="checkbox"/>	No	Henry, James	BR	12345678

Comments: \*


If all members of the family are part of the same MG case, then click  and the enrollment process is complete. IRIS will add all of the members of the case to your MG Enrollment (MG-1) report.

**Note:** IRIS defaults to the Reporting Year the case is being enrolled in. If for any reason you should need to change the Reporting Year, contact your national office.

# IRIS Users' Guide

Now on the **Matching Grant** tab you will see the enrollment information for this case. Use the **Edit Enrollment** button to make changes to the case composition, or the **Open Case File** button to open this Matching Grant Case details screens.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Veronica Affiliate My Account | About | Logout 

<b>Case ID:</b>	A -45321667	<b>Case Size:</b>	2	<b>Allocation Date:</b>	None
<b>Case Type:</b>	Asylee	<b>Processing Status:</b>	Arrived	<b>Assurance Date:</b>	
<b>Case Pool:</b>		<b>Active Status:</b>	Active	<b>Eligibility Date:</b>	10/4/2010
<b>Affiliate:</b>	05 - CO-Denver			<b>MG Enroll Date:</b>	10/4/2010
<b>PA Name:</b>	Henry, Janet			<b>Enrolled Programs:</b>	MG

**MG Enrollment Date:** 10/4/2010 **Reporting Year:** 2010

**MG Case 1**

**Members:** **Henry, James**

---

**Members Not Enrolled:**

Name	Relation	Alien Number
Henry, Janet	PA	45321667

## Splitting a Case

If you wish to split the case according to specifications detailed in the ORR Matching Grant Guidelines (**please check with your national office contact if you are not sure when this is allowable**), On the Matching Grant tab, click the **Add New MG Case** button. This button will only be displayed if there are members that were not enrolled in the first MG Case that are available to add to another MG Case. An example of this is shown below.

IMMIGRATION & REFUGEE INFORMATION SYSTEM
Case Quick Search  -  -

Welcome Veronica Affiliate

[My Account](#) | 
 [About](#) | 
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Case ID:	A -45321667	Case Size:	2	Allocation Date:	None
Case Type:	Asylee	Processing Status:	Arrived	Assurance Date:	
Case Pool:		Active Status:	Active	Eligibility Date:	10/4/2010
Affiliate:	05 - CO-Denver	MG Enroll Date:		MG Enroll Date:	10/4/2010
PA Name:	Henry, Janet	Enrolled Programs:		Enrolled Programs:	MG

Pre Arrival
Matching Grant
Other Programs

MG Enrollment Date: 10/4/2010      Reporting Year: 2010

**MG Case 1**

Members: **Henry, James**

Open Case File
Edit Enrollment

---

**Members Not Enrolled:**

Name	Relation	Alien Number
Henry, Janet	PA	45321667

Add New MG Case

You may then assign the different individuals to different cases using the **Add** checkbox. Remember to make at least one member **“Employable”**.

### Enroll Matching Grant Cases and Members

Enrollment Date:  Reporting Year: 2010

Enroll Members From:

This Case (A -45321667)

Add	Employable?	Name	Relation	Alien #
<input checked="" type="checkbox"/>	Yes	Henry, Janet	PA	45321667
<input checked="" type="checkbox"/>	No	Henry, Apple	AD	99988882
<input type="checkbox"/>	No	Henry, Adam	AB	99988886

Comments:

In the example below, one family member is enrolled in **MG Case 1** and two in **MG case 2**. In addition, there is an adopted brother that was **not enrolled** in any MG case.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

IRIS Welcome Veronica Affiliate My Account | About | Logout

Case ID: A -45321667    Case Size: 4    Allocation Date: None  
 Case Type: Asylee    Processing Status: Arrived    Assurance Date:  
 Case Pool:    Active Status: Active    Eligibility Date: 10/4/2010  
 Affiliate: 05 - CO-Denver    MG Enroll Date: 10/4/2010  
 PA Name: Henry, Janet    Enrolled Programs: MG

MG Enrollment Date: 10/4/2010    Reporting Year: 2010

**MG Case 1**

Members: Henry, James

---

**MG Case 2**

Members: Henry, Janet  
Henry, Apple

---

**Members Not Enrolled:**

Name	Relation	Alien Number
Henry, Adam	AB	99988886

## Enrolling Members from Two Different R&P Cases

In very limited circumstances, it is possible to enroll members from **two different** R&P cases in the **same Matching Grant case**. If there is a hard cross-referenced case that arrived within 30 days of this case, then IRIS will display the **Add Related Members** button on the MG Enrollment screen. The ORR Matching Grant Guidelines state that to be joined, the **cases** must have **arrived on the same day** and the household composition must be such that would be recognized as a household by your state. Please contact your **national office** if you are unsure whether it is **allowable** to join two cases.

**Enroll Matching Grant Cases and Members**

Enrollment Date: \*12/03/2009 [calendar icon] Reporting Year:

Enroll Members From:

This Case (LE-104115)

Add	Employable?	Name	Relation	Alien #
<input type="checkbox"/>	No	BUTLER, JEFFREY	PA	032357718

**Add Related Members**

You will now see the individuals in the related case and have the ability to **add them**. Notice that the **“Explain Relationship”** text box is required. The information you enter here will be sent to the national office in an IRIS notification e-mail so that they can be aware of this situation.

# IRIS Users' Guide

A case member can only be enrolled in **one** MG case. If the Reginald Butler was already in his own Matching Grant case, then he would not be available to be combined into this case with his father. You would need to **un-enroll** him from his own case in order to **add** him to this one.

**Enroll Matching Grant Cases and Members**

Enrollment Date: 10/4/2010 Reporting Year: 2010

Enroll Members From:

This Case (A -45321667)

Add	Employable?	Name	Relation	Alien #
<input checked="" type="checkbox"/>	Yes	Henry, Janet	PA	45321667
<input checked="" type="checkbox"/>	No	Henry, Apple	AD	99988882

Related R&P Case: (LE-104112)

Add	Employable?	Name	Relation	Alien #
<input checked="" type="checkbox"/>	No	BUTLER, REGINALD	PA	418328513

Explain Relationship: Reginald is Jeffrey's son. He is a minor and will live in his father's household.

Save Cancel

After combining case members, the MG Case looks like this:

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search [ ] - [ ] - [ ] Go

**IRIS** Welcome TERESA HARRISON My Account | About | Logout

Case ID: LE-104115 Case Size: 1 Allocation Date: 6/25/2009  
 Case Type: Refugee Processing Status: Arrived Assurance Date: 8/17/2009  
 Case Pool: Free Active Status: Active Arrival Date: 12/3/2009  
 Affiliate: 08 - IA-Des Moines MG Enroll Date: 12/13/2009  
 PA Name: BUTLER, JEFFREY Enrolled Programs: R&P, MG

Pre Arrival Post Arrival VOLAG Notes **Matching Grant** Other Programs

MG Enrollment Date: 12/13/2009 Reporting Year: 2009

**MG Case 1**  
 Members: BUTLER, JEFFREY  
 BUTLER, REGINALD

Open Case File Edit Enrollment

## MG Enrollment Report (MG-1)

The **MG Enrollment Report or MG-1** can be accessed from the dashboard. Click on the link and then choose the Program Year you wish to see.

The screenshot shows the IRIS dashboard interface. At the top, it says "IMMIGRATION & REFUGEE INFORMATION SYSTEM" and "Case Quick Search" with input fields and a "Go" button. Below that, the user is logged in as "TERESA HARRISON" with a "My Account | About | Logout" menu. The dashboard is divided into several sections:

- Pre Case Processing:** Includes links for "Advanced Search", "Add AOR", and "Add Interest File".
- Case Management:** Includes links for "Advanced Search", "Add Non-Refugee Case", "Case Return", and "Reconcile Arrivals".
- Administration:** Includes links for "User Maintenance", "Co-Sponsor List", "Affiliate Contact Data", "Program List", and "Forms".
- Matching Grants:** This section is highlighted with a red arrow and contains links for "MG1 Enrollment Report", "MG Expense Reports", "MG Management Console", and "MG Progress Report Summary".
- Reports:** Includes a link for "Print Reports".
- Notifications:** A purple header section with a "Last Updated: 6/2/2010 10:22:04 AM" timestamp. It contains sub-sections:
  - Pre Case Processing:** "AORs Approved To Send", "NEW AOR Notes".
  - R&P Pre-Arrival:** "ALL Cases To Be Assured", "Assurance Date Approaching", "Assurance Date Passed", "NEW Cases", "NEW Cross References", "Request for Placement Exception for Anchor Denied", "Request for Placement Exception for CoSponsor Denied", "Unassured Placement Exceptions".
  - Travel:** "Arrival Date Approaching", "NEW Travel Info".
- R&P Reporting:** "R&P Report Corrections Needed", "180 Day Report Corrections Needed", "Minor Reports Corrections Needed", "Clients Reaching 90 Days", "Clients Reaching 180 Days".
- Matching Grant:** "120 Day Report Due (15)", "180 Day Report Due (5)".
- General:** "NEW VOLAG Notes".
- Recently Viewed:** "AORs", "Interests", "Cases".

The MG-1 Report (see next page) lists all of the clients you have enrolled in the **MG program**. Clients are sorted by **Date of Arrival (or eligibility date)**. The first columns are your individual, case, and employable counts. In addition, the information you enter into the 120 and 180 day reports is imported directly to the **MG-1**.

**Please note:** The MG-1 does not include work information (**i.e. FT/PT, wage, benefits**) for any jobs obtained after the **120<sup>th</sup> day**. This is because these statistics are not reported to ORR. The information is retained on the Job Placement screen for your records.

# IRIS Users' Guide

The MG-1 Report is your **main interface** with your national office. National MG Coordinators **and** finance staffs access these reports on the **10<sup>th</sup> of each month** and reconcile your enrollment numbers for the previous month with what you have reported on your **reimbursement requests**. National MG Coordinators also look at your **120 and 180 day statistics** and may give you a call if they have any questions. All **120 and 180 day reports** must be completed in IRIS by the **10<sup>th</sup> day of the month** following the month in which the report is due.

VOLAG Monthly Enrollment Report - MG1 - LIRS																
Fiscal Year: 2009			Affiliate / Location: 08 - IA-Des Moines													
Ind Count	Case Count	Employ Count	Case Number	Type	Name	Ethn	Date of Arrival	Enrollment	120th Day	Status	Date Employed	FT / PT	Health Benefits	Wage	180th Day	Status
1	1	1	IZ-100872		GRAVES, NELSON	IZ	01/14/2009	02/11/2009	05/13/2009	2					07/12/2009	B1
2		2	IZ-100872		WAGNER, ALICIA	IZ	01/14/2009	02/11/2009	05/13/2009	2					07/12/2009	B1
3			IZ-100872		PENA, RANDY	IZ	01/14/2009	02/11/2009	05/13/2009	2					07/12/2009	B1
4			IZ-100872		TERRY, JAMES	IZ	01/14/2009	02/11/2009	05/13/2009	2					07/12/2009	B1
5	2	3	JO-104995		SOTO, EARL	IZ	01/21/2009	02/11/2009	05/20/2009	1	04/29/2009	FT	Yes	\$9.25	07/19/2009	A1
6		4	JO-104995		ALEXANDER, CHRISTINE	IZ	01/21/2009	02/11/2009	05/20/2009	1					07/19/2009	A1
7			JO-104995		CHAMBERS, KATIE	IZ	01/21/2009	02/11/2009	05/20/2009	1					07/19/2009	A1
8			JO-104995		COOPER, BRADLEY	IZ	01/21/2009	02/11/2009	05/20/2009	1					07/19/2009	A1
9			JO-104995		BURNS, JAMIE	IZ	01/21/2009	02/11/2009	05/20/2009	1					07/19/2009	A1
10	3	5	NP-110054		JACKSON, JORDAN	BT	01/22/2009	02/11/2009	05/21/2009	1	04/27/2009	FT	Yes	\$11.00	07/20/2009	A1
11	4	6	KE-541371		BISHOP, JUDY	SO	02/19/2009	03/11/2009	06/18/2009	1	04/29/2009	FT	Yes	\$10.00	08/17/2009	A1
12	5	7	KE-542630		ELLIOTT, ELEANOR	SO	02/19/2009	03/11/2009	06/18/2009	2					08/17/2009	B1
13			KE-542630		FREEMAN, EDNA	SO	02/19/2009	03/11/2009	06/18/2009	2					08/17/2009	B1
14			KE-542630		GUTIERREZ, LENA	SO	02/19/2009	03/11/2009	06/18/2009	2					08/17/2009	B1
15	6	8	SY-103754		ARMSTRONG, VIOLET	IZ	02/23/2009	03/11/2009	06/22/2009	1	06/15/2009	FT	Yes	\$8.50	08/21/2009	A1
16	7	9	KE-541967		HAWKINS, JOHNNIE	SO	02/24/2009	03/11/2009	06/23/2009	1	05/21/2009	FT	Yes	\$8.00	08/22/2009	A2
17		10	KE-541967		GRAHAM, JUNE	SO	02/24/2009	03/11/2009	06/23/2009	1					08/22/2009	A2
18		11	KE-541967		HAYES, MARCUS	SO	02/24/2009	03/11/2009	06/23/2009	1	06/15/2009	FT	Yes	\$8.50	08/22/2009	A2
19		12	KE-541967		LANE, FRANK	SO	02/24/2009	03/11/2009	06/23/2009	1					08/22/2009	A2
20			KE-541967		GEORGE, VELMA	SO	02/24/2009	03/11/2009	06/23/2009	1					08/22/2009	A2
21			KE-541967		WATSON, JANE	SO	02/24/2009	03/11/2009	06/23/2009	1					08/22/2009	A2
22			KE-541967		PENA, GERALDINE	SO	02/24/2009	03/11/2009	06/23/2009	1					08/22/2009	A2
23			KE-541967		WALTERS, RONALD	SO	02/24/2009	03/11/2009	06/23/2009	1					08/22/2009	A2
24	8	13	SY-104640		GEORGE, SAMANTHA	SU	03/11/2009	04/08/2009	07/08/2009	2					09/06/2009	B1
25			SY-104640		BURNS, BOBBY	SU	03/11/2009	04/08/2009	07/08/2009	2					09/06/2009	B1
26			SY-104640		RAY, MARLENE	SU	03/11/2009	04/08/2009	07/08/2009	2					09/06/2009	B1
27			SY-104640		GARZA, MARTIN	SU	03/11/2009	04/08/2009	07/08/2009	2					09/06/2009	B1

Wednesday, June 02, 2010

Page 1 of 7

## Working with a Matching Grant Case File

When you click on the **Open Case File** button, IRIS displays the full Matching Grant case in a new set of screens. The Case Header is replaced by the Matching Grant Header that shows key MG dates and statuses. Below are the **Matching Grant** section tabs: **MG Main**, **Finances**, **120 Day Report**, **180 Day Report**, and **Case Forms**.

Pre Arrival	Post Arrival	VOLAG Notes	Matching Grant	Other Programs
MG Enrollment Date: 3/24/2010		Reporting Year: 2010		
MG Case 1				
Members: GRIFFIN, LAUREN BECK, ELEANOR				
<b>Open Case File</b>		Edit Enrollment		

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -  **Go**

Welcome Veronica Pierce

LIRS

My Account | About | Logout

Case Number: <a href="#">TU-382846</a>	120th Day: 7/15/2010
Case Type: Refugee	120 Submitted
Affiliate: 13 - MI-Southfield	120 Day Status:
PA Name: GRIFFIN, LAUREN	180th Day: 9/13/2010
Arrival/Asylum Date: 3/18/2010	180 Submitted
Program Year: 2010	180 Day Status:
MG Enrollment Date: 3/24/2010	

MG Main
Finances
120 Day Report
180 Day Report
Case Forms

Employable?	Name	Relation	Alien #
Yes	<a href="#">GRIFFIN, LAUREN</a>	PA	958622567
No	<a href="#">BECK, ELEANOR</a>	DA	760900482

Once the case reaches the 120th and 180th days, you will also see tabs for the **120 Day Report** (MG-2) and the **180 Day Report** (MG-3):

MG Main	Finances	120 Day Report	180 Day Report	Case Notes	Case Forms
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## MG Main

## MG Members

The **MG Main** tab is where you will see the basic enrollment information for the Matching Grant case members. Each **enrollee's** name is displayed as a link. Clicking on the **name link** will open up the screens to enter information on that member. The Header screen contains the **Case link** that will take you back to the MG Main screen.

The screenshot displays the IRIS LIRS user interface. At the top, it says "IMMIGRATION & REFUGEE INFORMATION SYSTEM" and "Case Quick Search" with input fields and a "Go" button. The user is logged in as "PEARL JACKSON" with a "My Account | About | Logout" menu. The profile information is as follows:

Case ID:	<a href="#">UP-110255</a>	Case Type:	Refugee	Gender:	M
Alien Number:	176089398	SSN:			
First Name:	ISAAC	Middle Name:			
Surname:	GARCIA	Surname 2:			
Maiden Name:					
Date of Birth:	4/14/1959	Relationship to PA:	Husband	Minor Code:	
Deceased:	No	Date of Death:		Notice Received:	

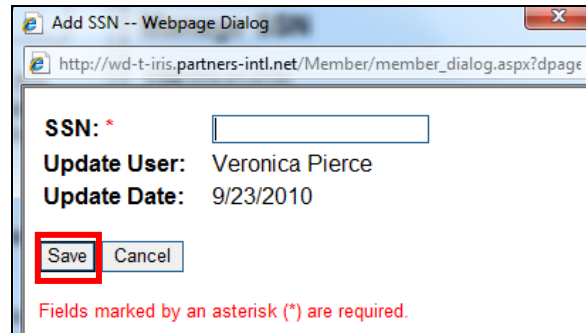
Below the profile, there are three tabs: "SSN", "Address", and "Job Placement". The "SSN" tab is selected and highlighted with a red box. Underneath, there is a section titled "Manage SSN" with a sub-label "SSN:" and a button labeled "Add / Edit SSN" which is also highlighted with a red box.

The individual tabs, shown above, are actually linked to the R&P sections with the same name. So, if you have been maintaining the **Social Security Number**, **Address** and **Jobs** in that section, then it will appear here and you will not have to re-enter them.

## SSN

The **SSN** History is maintained so that previously **used** numbers, including **typos** are listed for reference, and for sending to an **external Travel Loan** system.

Click the **Add / Edit SSN** button to add a **new** Social Security Number. Complete the SSN field – you do not need to enter the dashes – and then click the **Save** button.



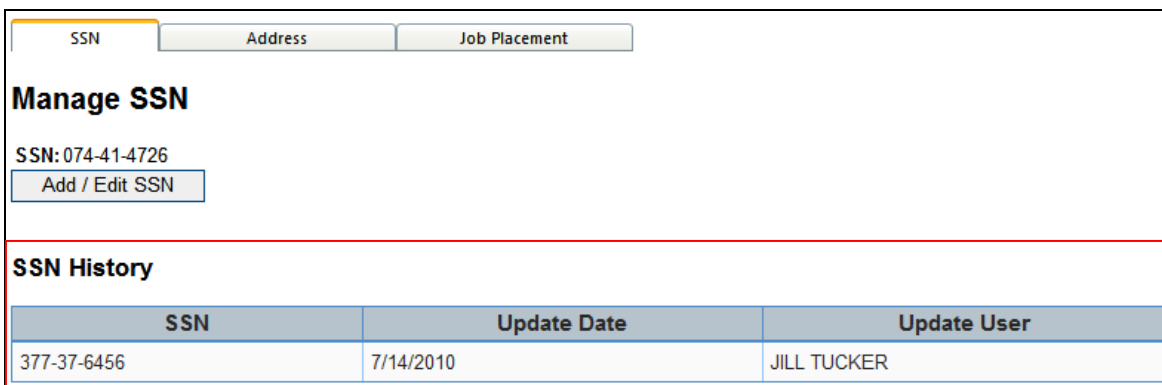
SSN: \*

Update User: Veronica Pierce

Update Date: 9/23/2010

Fields marked by an asterisk (\*) are required.

The newly entered SSN is displayed, along with the **SSN History** notation.



SSN    Address    Job Placement

### Manage SSN

SSN: 074-41-4726

#### SSN History


SSN	Update Date	Update User
377-37-6456	7/14/2010	JILL TUCKER

## Address

Under the **Address** tab, you can **add** the case member's address, and keep it **current** as it changes over time. Starting with the **PA**, click the  button to add a new address.

# IRIS Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome TERESA HARRISON My Account | About | Logout 

**Case ID:** [ET-127124](#)      **Case Type:** Refugee

**Alien Number:** 554040978      **SSN:** 123456789      **Gender:** F

**First Name:** PAMELA      **Middle Name:**

**Surname:** BANKS      **Surname 2:**

**Maiden Name:** TERRY

**Date of Birth:** 1/1/1983      **Relationship to PA:** Principal Applicant      **Minor Code:**

**Deceased:** No      **Date of Death:**      **Notice Received:**

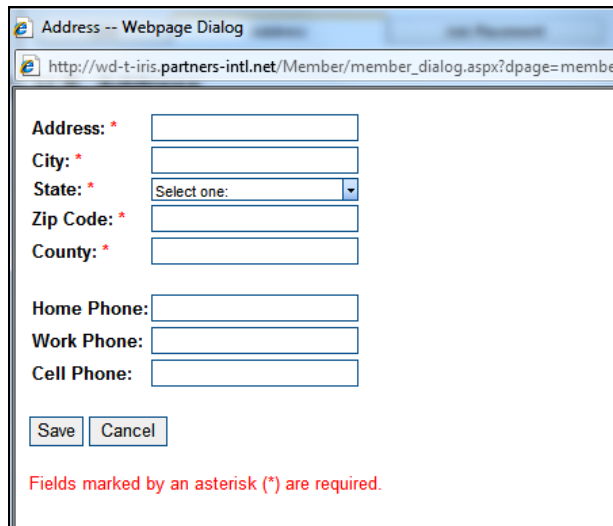
**U.S. Address**

Same Address as PA

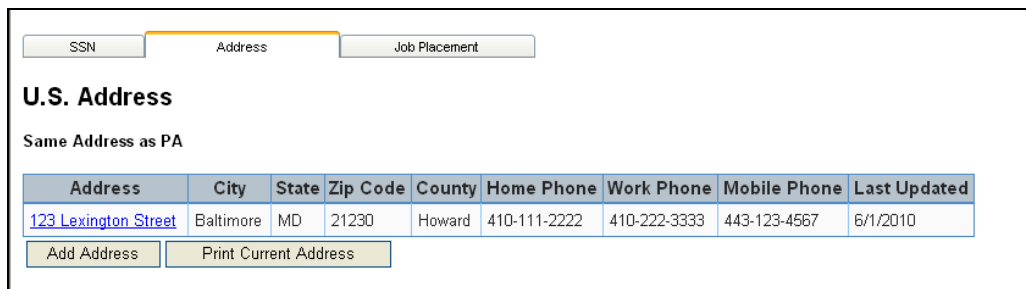
Address	City	State	Zip Code	County	Home Phone	Work Phone	Mobile Phone	Last Updated
<input type="button" value="Add Address"/>								

# IRIS Users' Guide

The Address dialog window opens. Complete the fields and click the **Save** button to save the new address.



The address now appears in the list. You can click on the **address** link to open up the Address dialog window and edit the address if needed.



Address	City	State	Zip Code	County	Home Phone	Work Phone	Mobile Phone	Last Updated
<a href="#">123 Lexington Street</a>	Baltimore	MD	21230	Howard	410-111-2222	410-222-3333	443-123-4567	6/1/2010

For subsequent members of the case, IRIS will initially assume that they are living at the same address as the **Principal Applicant**. When you navigate to another member's address tab, the **"Same Address as PA"** box will be checked.



IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search [ ] - [ ] - [ ] **Go**

**IRIS** Welcome TERESA HARRISON  
LIRS My Account | About | Logout

Case ID: [ET-127124](#) Case Type: Refugee  
Alien Number: 595661224 SSN: Gender: M  
First Name: GILBERT Middle Name:  
Surname: TORRES Surname 2:  
Maiden Name:  
Date of Birth: 1/1/2003 Relationship to PA: Son Minor Code: M1  
Deceased: No Date of Death: Notice Received:

SSN Address Job Placement

**U.S. Address**

Same Address as PA

Address	City	State	Zip Code	County	Home Phone	Work Phone	Mobile Phone	Last Updated
<a href="#">123 Lexington Street</a>	Baltimore	MD	21230	Howard	410-111-2222	410-222-3333	443-123-4567	6/1/2010

Print Current Address

If you need to change the address, uncheck the box. The **Add Address** button will appear and the system will allow entry of a separate address.

SSN
Address
Job Placement

### U.S. Address

Same Address as PA

Address	City	State	Zip Code	County	Home Phone	Work Phone	Mobile Phone	Last Updated
<a href="#">800 Chase Street</a>	Baltimore	MD	21218	Baltimore	410-230-2700			6/1/2010
<a href="#">123 Lexington Street</a>	Baltimore	MD	21230	Howard	410-111-2222	410-222-3333	443-123-4567	6/1/2010

Add Address
Print Current Address

## Job Placement

The **Job Placement** tab allows you to track a case member's job history over time. To add a new job, click the **Add Job** button.

IMMIGRATION & REFUGEE INFORMATION SYSTEM
Case Quick Search  -  -  Go

Welcome **TERESA HARRISON**

LIRS

[My Account](#) | [About](#) | [Logout](#)

Case ID: <a href="#">ET-127124</a>	Case Type: Refugee	Gender: M
Alien Number: 595661224	SSN:	
First Name: GILBERT	Middle Name:	
Surname: TORRES	Surname 2:	
Maiden Name:		
Date of Birth: 1/1/2003	Relationship to PA: Son	Minor Code: M1
Deceased: No	Date of Death:	Notice Received:

SSN
Address
Job Placement

### Job Placement

Employment Date	Place of Employment	Benefits	Wage	Hours/wk	Employer Contact	Employer Phone	Termination Date
<span style="border: 1px solid red; padding: 2px;">Add Job</span>							

# IRIS Users' Guide

A dialog box will appear in which you may **add** and **save** the job information. The top portion is **required** for all clients. The bottom portion is for individuals in the **Matching Grant Program**. The follow up information you enter here will transfer directly from this form to the **MG 120 and 180 day** reports.

To edit a Job Placement entry, click on the **Place of Employment** link. For your records, the Job Placement Screen will keep a history of all job upgrades and previous jobs. Please be sure to enter a **termination date** if a client stops working at a particular job. This will ensure that the job is not erroneously recorded on the MG-1 and reported to ORR.

Employment Date	Place of Employment	Benefits	Wage	Hours/wk	Employer Contact	Employer Phone	Termination Date
9/23/2011	<a href="#">Walmart</a>	No	\$9.50	25	Mr Johnson	315-677-8321	

**Note:** If the user changes the job start date, the first record of wages and hours will change to match.

## Finances

In the **Finances** section, you can enter the expenses that have been gone towards this case. These include Federal Cash, Match Cash, and Match In-Kind Donations. These amounts are used to create the Matching Grant Expense Report (MG-8).

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Veronica Affiliate LIRS My Account | About | Logout

Case Number:	<a href="#">IZ-301173</a>	120th Day:	9/15/2010
Case Type:	Refugee	120 Submitted	
Affiliate:	05A - CO-Colorado Springs	120 Day Status:	
PA Name:	MUSTAFA,	180th Day:	11/14/2010
Arrival/Asylum Date:	5/19/2010	180 Submitted	
Program Year:	2010	180 Day Status:	
MG Enrollment Date:	5/24/2010		

MG Main **Finances** 120 Day Report Case Notes Case Forms

Date	Payee/Donor	Category	Expense Type	Amount
TOTAL:				\$0.00

For each expense item to be added, you will click on the **Add Another Item** button. A data entry screen will be displayed. Fill in all required fields, click **Save**

Matching Grant Expense -- Webpage Dialog

Date: \*

Payee/Donor

Category: \*

Expense Type: \*

Amount: \* \$

Fields marked by an asterisk (\*) are required.

# IRIS Users' Guide

For joint sites, depending on which VOLAG you are working with, you will see different expense categories:

EMM MG Expense Categories	LIRS MG Expense Categories
<ul style="list-style-type: none"> <li>A-Case Management</li> <li>B-Employment Services</li> <li>B1-Job Development</li> <li>B2-Training/Preparation</li> <li>B3-Search/Placement</li> <li>B4-Childcare</li> <li>B5-Other Employment Svcs</li> <li>C-Refugee Maintenance</li> <li>D-English Language</li> <li>E-Health Services</li> <li>F-Other Program Services</li> <li>G-Local Administration</li> </ul>	<ul style="list-style-type: none"> <li>05-Case Management</li> <li>10-Employment Services</li> <li>15-Refugee Cash Allowance</li> <li>20-Maintenance Assistance</li> <li>25-Transportation</li> <li>35-Other Program Services</li> <li>40-Local Administration</li> <li>50-Indirect Costs</li> </ul>

Refer to your **national MG Coordinator** for guidance on using expense categories.

Once you have added the expenses, they will show on the finance page and you can **print** a list of expenditures for your files.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

Welcome Veronica Affiliate  
LIRS

[My Account](#) | [About](#) | [Logout](#)

Case Number: <a href="#">IZ-301173</a>	120th Day: 9/15/2010
Case Type: Refugee	120 Submitted
Affiliate: 05A - CO-Colorado Springs	120 Day Status:
PA Name: MUSTAFA, Said Hamza Mustafa	180th Day: 11/14/2010
Arrival/Asylum Date: 5/19/2010	180 Submitted
Program Year: 2010	180 Day Status:
MG Enrollment Date: 5/24/2010	

MG Main
Finances
120 Day Report
Case Notes
Case Forms

Date	Payee/Donor	Category	Expense Type	Amount
10/5/2010	Ice Cream Cone	<a href="#">15-Refugee Cash Allowance</a>	Match In-Kind	\$2,000.00
10/5/2010	Johnson & Johnson	<a href="#">20-Maintenance Assistance</a>	Federal Cash	\$250.00
10/5/2010		<a href="#">25-Transportation</a>	Match Cash	\$50.00
<b>TOTAL:</b>				\$2,300.00

These expenses will also import to the **MG-8 (reimbursement)** report that your finance team submits to the national office each month. There is a **link** to the Expense Report on the dashboard, but IRIS-Support is still working out some kinks in it. For the time being, you should continue to follow the financial reporting instructions outlined in this User Guide.

## 120 Day Report

As soon as a **Matching Grant** case reaches the 120th day from the **date of arrival** or **asylum granted**, it appears in an online IRIS Notification called **120 Day Report Due**. Cases remain in this notification until the 120 Day Report is **completed, saved** and **submitted**. The notification is useful as a working list of what is due at any given moment.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Veronica Pierce LIRS My Account | About | Logout

**Pre Case Processing** **Notifications** Last Updated: 9/23/2010 9:21:31 AM

**Pre Case Processing**  
[AOR Submitted \(18\)](#)

**R&P Reporting**  
[R&P Reports Submitted \(240\)](#)  
[R&P Report Corrections Needed \(7\)](#)  
[Minor Reports Submitted \(13\)](#)

**Case Management**  
[Advanced Search](#)  
[Place Cases](#)  
[Transfer a Case](#)  
[Search Case Transfers](#)  
[Add New Travel](#)  
[Search/Update Travel](#)  
[Discontinue Arrivals](#)

**R&P Pre-Arrival**  
[Assurance Date Approaching \(121\)](#)  
[Assurance Date Passed \(83\)](#)  
[Assurance Ready \(3\)](#)

**Matching Grant**  
[120 Day Report Due \(124\)](#) ←  
[180 Day Report Due \(75\)](#)

Clicking on **the notification** link will take you to a list of cases with reports due.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Veronica Pierce LIRS My Account | About | Logout

**There are 124 Matching Grant 120-Day Reports Due**

Case Number	Name	Date of Eligibility	120th date	Affiliate
TU-382845	<a href="#">MILLER, ALEXANDER</a>	3/24/2010	7/15/2010	MILIRS01
TU-382846	<a href="#">GRIFFIN, LAUREN</a> ←	3/24/2010	7/15/2010	MILIRS01
IZ-103661	<a href="#">CARLSON, THEODORE</a>	3/24/2010	7/15/2010	MILIRS01
TU-383682	<a href="#">SIMS, JEREMY</a>	3/29/2010	7/22/2010	MILIRS01
NP-122704	<a href="#">COLEMAN, TONI</a>	4/21/2010	7/28/2010	NHLIRS01
JO-108853	<a href="#">HOWELL, JOYCE</a>	4/19/2010	8/10/2010	MILIRS01
JO-108988	<a href="#">HICKS, SCOTT</a>	4/19/2010	8/10/2010	MILIRS01
NP-119950	<a href="#">HAMILTON, MARION</a>	4/19/2010	8/12/2010	COLIRS01
A -200491688	<a href="#">THOMPSON, MARSHALL</a>	4/22/2010	8/14/2010	FLLIRS03
TH-137551	<a href="#">LAMBERT, BRAD</a>	5/19/2010	8/17/2010	AZLIRS01
SY-105002	<a href="#">ROGERS, BOBBY</a>	5/21/2010	8/18/2010	AZLIRS01
TU-384079	<a href="#">DUNN, DWIGHT</a>	4/26/2010	8/18/2010	MILIRS01
NP-118987	<a href="#">BENNETT, DWIGHT</a>	4/27/2010	8/18/2010	COLIRS01
LE-104962	<a href="#">DIAZ, KIRK</a>	4/26/2010	8/19/2010	MILIRS01

To access the report, click on the **PA's** name.

**Part A** is pre-filled from the Case Member's **Job Placement** entries. If **no job** placements have been entered, or if the job **start date** was after the 120<sup>th</sup> day, then this section will be blank and the report cannot be submitted with a **status of 1 (self-sufficient)**. You may enter a job from the report screen by clicking **Add Job** for the appropriate client. You will also notice a box to choose **which job** will be used on the **MG-1** Report. If there is only **one full-time** job or **one FT** and **one PT** job, IRIS will choose the **FT** job. However, if you have a client with **more than one** FT job, you will need to mark the one you wish to report on the MG-1. If a client has **multiple PT** jobs that add up to at least **40 hours** per week, IRIS will count this as a FT placement and **average** the wages of the **multiple jobs**.

### **Part B:**

The following are the statuses you must choose from for part B of the 120 Day Report. You may also reference the "**cheat sheet**" included in this packet for a snapshot of these statuses.

#### **1. Economically self-sufficient-** ORR defines Self-sufficiency as follows:

"Economic self-sufficiency means earning a total family income at a level that enables a family unit to support itself without receipt of a cash assistance grant. Cases and individuals receiving Food Stamps, Medicaid, etc. without cash payments, are considered self-sufficient. In order for a MG case to be counted self-sufficient a minimum of one member in each case must be employed."

#### **2. Not economically self-sufficient and remains in the program beyond the 120<sup>th</sup> day**

Clients who are not self-sufficient at 120 days and do not remain in the program, are considered time expired.

#### **3. Time expired**

##### **3a. Time expired and accessed public cash assistance**

Those who dropped out of the program prior to the 120<sup>th</sup> day should fall into one of the following categories.

##### **4a. Accessed public cash assistance**

##### **4b. Out-migrated**

##### **4c. Other**

The status you choose in part B will apply to all members of the case unless someone has out-migrated. If anyone has moved, check the "**Outmigrated**" box for each member that has out-migrated.

**Matching Grant - 120 Day Report**

A. Job placement information must be complete and accurate before completing Section B:

Employ Date	Term Date	Employer Name	Hrs/Wk	Wage	Ben	Follow-up Interviews		Use on MG1
						Employer	Refugee	
BANKS, PAMELA			Employable: Yes		Out-Migrated <input type="checkbox"/>		<input type="button" value="Add Job"/>	
2/5/2010		<a href="#">Home Depot</a>	2/5/2010 40	\$8.00	5/5/2010	The manager is very pleased with Pamela's job performance. She has paired her with another refugee who helps with interpretation.	Pamela said she likes the job so far but would like to switch to a cashier position if one opens up.	<input checked="" type="checkbox"/>
TORRES, GILBERT			Employable: No		Out-Migrated <input type="checkbox"/>		<input type="button" value="Add Job"/>	
3/15/2010		<a href="#">Hilton Hotel</a>	3/15/2010 20	\$9.00	No			<input type="checkbox"/>
3/1/2010		<a href="#">Walmart</a>	3/1/2010 20	\$8.50	No			<input type="checkbox"/>
KELLY, MISTY			Employable: No		Out-Migrated <input type="checkbox"/>		<input type="button" value="Add Job"/>	
FOX, GLORIA			Employable: No		Out-Migrated <input type="checkbox"/>		<input type="button" value="Add Job"/>	

B. Choose the appropriate 120 Day status, with comments as needed:

1) **Economically self-sufficient** (Self-sufficiency is defined as "no longer receiving cash assistance payments from Matching Grant or public cash assistance programs due to earnings from employment")

2) **Not economically self-sufficient** (Continues to receive MG services and/or MG cash support)

3) **Time expired** (Not self-sufficient at the 120th day, but will not be kept in the MG program)

a) Applying for public cash assistance

4) **Dropped out prior to 120th day** (Check appropriate category below)

a) Accessed public cash assistance

b) Outmigrated

c) Other (May have been sanctioned from the program due to non-compliance) explain below


Comments:

When you have finished with the report, you have the option of saving it without submitting it to the VOLAG, or **Saving and Submitting**. You can also **print** the report from this screen.

Once the report has been **Saved** and **Submitted to VOLAG**, a  button is displayed to allow you to make changes and resubmit. Once the current trimester is over (see the **Trimester Locking** section below), however, the report will be locked down and can only be modified by contacting the **VOLAG Matching Grant Coordinator**.



# IRIS Users' Guide

Once the 120 Day Report is **saved** and **submitted**, the Matching Grant Header will change to reflect this submission:

IMMIGRATION & REFUGEE INFORMATION SYSTEM		Case Quick Search <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="button" value="Go"/>	
 <b>Welcome Veronica Pierce</b>		<a href="#">My Account</a>   <a href="#">About</a>   <a href="#">Logout</a>	
<b>Case Number:</b>	<a href="#">IU-382846</a>	<b>120th Day:</b>	//15/2010
<b>Case Type:</b>	Refugee	<b>120 Submitted:</b>	9/27/2010 <input type="button" value="0"/>
<b>Affiliate:</b>	13 - MI-Scuthfield	<b>120 Day Status:</b>	
<b>PA Name:</b>	GRIFFIN, LAUREN	<b>180th Day:</b>	9/13/2010
<b>Arrival/Asylum Date:</b>	3/18/2010	<b>180 Submitted:</b>	
<b>Program Year:</b>	2010	<b>180 Day Status:</b>	
<b>MG Enrollment Date:</b>	3/24/2010		

## 180 Day Report

As with the 120 Day Report, as soon as a Matching Grant case reaches the **180th day** from the **date of arrival** or **asylum granted**, it appears in an online IRIS Notification called **180 Day Report Due**. Cases remain in this notification until the 180 Day Report is completed, saved and submitted. The notification is useful as a working list of what is due at any given moment.

IMMIGRATION & REFUGEE INFORMATION SYSTEM		Case Quick Search <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="button" value="Go"/>	
 <b>Welcome Veronica Pierce</b>		<a href="#">My Account</a>   <a href="#">About</a>   <a href="#">Logout</a>	
<b>Pre Case Processing</b>		<b>Notifications</b> <span style="float: right;">Last Updated: 9/23/2010 9:21:31 AM</span>	
<a href="#">Advanced Search</a> <a href="#">Receive Approved AORs</a> <a href="#">Submit AORs</a>		<b>Pre Case Processing</b>	
<b>Case Management</b>		<a href="#">AOR Submitted (18)</a>	
<a href="#">Advanced Search</a> <a href="#">Place Cases</a> <a href="#">Transfer a Case</a> <a href="#">Search Case Transfers</a> <a href="#">Add New Travel</a> <a href="#">Search/Update Travel</a> <a href="#">Reconcile Arrivals</a>		<b>R&amp;P Pre-Arrival</b>	
		<a href="#">Assurance Date Approaching (121)</a> <a href="#">Assurance Date Passed (83)</a> <a href="#">Assurance Ready (3)</a>	
		<b>R&amp;P Reporting</b>	
		<a href="#">R&amp;P Reports Submitted (240)</a> <a href="#">R&amp;P Report Corrections Needed (7)</a> <a href="#">Minor Reports Submitted (13)</a>	
		<b>Matching Grant</b>	
		<a href="#">120 Day Report Due (124)</a> <a href="#">180 Day Report Due (75)</a> 	

To access the report, click on the notification link and then the client's name.

IRIS Welcome Veronica Affiliate My Account | About | Logout

Case Number: <a href="#">NP-117582</a>	120th Day: 7/15/2010
Case Type: Refugee	120 Submitted: 8/9/2010
Affiliate: 05 - CO-Denver	<b>120 Day Status: 2</b>
PA Name: KHANAL, Rup Narayan	180th Day: 9/13/2010
Arrival/Asylum Date: 3/18/2010	180 Submitted:
Program Year: 2010	180 Day Status:
MG Enrollment Date: 3/29/2010	

MG Main	Finances	120 Day Report	180 Day Report	Case Notes	Case Forms
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### Matching Grant - 180 Day Report

**A. Job placement information must be complete and accurate before completing Section B:**

Employ Date	Term. Date	Employer Name	Hrs/ Wk	Wage	Ben	Follow-up Interviews	
						Employer	Refugee
GRIFFIN, LAUREN						Employable: Yes	<input type="button" value="Add Job"/>
9/23/2010		<a href="#">University of baltimore</a>	9/23/2010 43	\$10.00	No		
BECK, ELEANOR						Employable: No	<input type="button" value="Add Job"/>

**B. Choose the appropriate 180 Day status, with comments as needed:**

**A) In the 120th Day Report, the case was reported as "Economically self-sufficient." This case:**

- 1)  Continues to be economically self-sufficient.
- 2)  Is not economically self-sufficient.
- 3)  Other (Explain Below)

**B) In the 120th Day Report, the case was reported as "Remaining in the program." The case is now:**

- 1)  Economically self-sufficient.
- 2)  Not economically self-sufficient.
- 3)  Other (Explain Below)

Comments:

<input type="button" value="Save"/>	<input type="button" value="Save &amp; Submit to Volag"/>	<input type="button" value="Print MG Follow-up Report"/>
-------------------------------------	---	--



The 180 Day Report takes into account the **status** that was submitted on the 120 Day Report. If the 120 Day status was **1**, then only the options in section A are available. If the 120 Day status was **2**, then only options in section B are available. If the case did not continue in the program – **statuses 3 or 4**, then this report is not required and the **180 Day status** will reflect the same status reported at 120 days.

Once you have finished with the report, you have the option of **Saving** it without submitting it to the VOLAG, or **Saving and Submitting**.

Once the report has been Saved and Submitted to the VOLAG, a Begin Status Change button is displayed to allow you to make **changes** and **resubmit**. Once the current trimester is over, however, the report will be locked down and can only be modified by contacting the **VOLAG Matching Grant Coordinator**.

# IRIS Users' Guide

When the 180 Day Report is saved and submitted, the Matching Grant Header will change to reflect this submission:

IMMIGRATION & REFUGEE INFORMATION SYSTEM		Case Quick Search <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="button" value="Go"/>	
 Welcome Veronica Pierce		My Account   About   Logout 	
Case Number:	<a href="#">IU-382846</a>	120th Day:	7/15/2010
Case Type:	Refugee	120 Submitted	
Affiliate:	13 - MI-Scuthfield	120 Day Status:	
PA Name:	GRIFFIN, LAUREN	180th Day:	9/13/2010
Arrival/Asylum Date:	3/18/2010	180 Submitted	12/27/2010 <input type="button" value=""/>
Program Year:	2010	180 Day Status:	
MG Enrollment Date:	3/24/2010		

## MG Progress Report Summary

There are **three trimesters** within the MG Program Year:

- First Trimester: Feb 1- May 31
- Second Trimester: June 1- September 30
- Third Trimester: October 1- January 31

National Coordinators submit the **Progress**, or **Trimester** Report, to ORR one month after the close of each trimester. The report includes your **120** and **180** day outcomes for the relevant months. At the time of this writing, there is a link for this report on your dashboard, but it is not yet functional in the affiliate version of IRIS. **National Coordinators** will continue to share your trimester outcomes with you shortly after the reports are submitted to ORR.

## Case Notes

The Matching Grants **Case Notes** section follows the same format and functionality of the other **Case Notes** sections in IRIS. Case Notes entered here are only for this particular MG Case, so if you have a **split case**, you may print the MG case notes separately.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

Welcome Veronica Affiliate

[My Account](#) | [About](#) | [Logout](#)

<b>Case Number:</b> <a href="#">IZ-301576</a>	<b>120th Day:</b> 7/14/2010	
<b>Case Type:</b> Refugee	<b>120 Submitted:</b> 8/9/2010	
<b>Affiliate:</b> 05 - CO-Denver	<b>120 Day Status:</b> 2	
<b>PA Name:</b> YA	<b>180th Day:</b> 9/12/2010	
<b>Arrival/Asylum Date:</b> 3/17/2010	<b>180 Submitted:</b>	
<b>Program Year:</b> 2010	<b>180 Day Status:</b>	
<b>MG Enrollment Date:</b> 3/18/2010		

MG Main
Finances
120 Day Report
180 Day Report
Case Notes
Case Forms

### Case Notes

Description	Date
<a href="#">Resume/interview</a>	10/5/2010
<a href="#">Enrolled case in MG</a>	10/5/2010

## Case Forms

The **Case Forms** section contains forms that apply to this particular Matching Grant case. Below is a sample:

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Veronica Affiliate LIRS My Account | About | Logout

Case Number:	<a href="#">I2-301576</a>	120th Day:	7/14/2010
Case Type:	Refugee	120 Submitted:	8/9/2010
Affiliate:	05 - CO-Denver	120 Day Status:	2
PA Name:	YASSIN, Ammar Yahya Yassin	180th Day:	9/12/2010
Arrival/Asylum Date:	3/17/2010	180 Submitted:	
Program Year:	2010	180 Day Status:	
MG Enrollment Date:	3/18/2010		

MG Main | Finances | 120 Day Report | 180 Day Report | Case Notes | **Case Forms**

### Matching Grant Case Forms

#### Summary Sheet of Cash and In-Kind Donations

Template: [Filename: Summary Sheet of Cash and IK.rtf. Last edited on 6/22/2006 by VOLAG User](#)

Old Files: None

Upload New File: \*

---

#### MG Budget and Expenditures

Template: [Filename: MG\\_Budget\\_Expense.xls. Last edited on 1/22/2008 by VOLAG User](#)

Old Files: None

Upload New File: \*

---

#### Volunteer Commitment Sheets

Template: [Filename: Volunteer Commitment Sheets.xls. Last edited on 3/11/2007 by VOLAG User](#)

Old Files: None

Upload New File: \*

As with other Forms sections in IRIS, you can click on the **Template link** to open a blank copy of a particular form. This should be completed and **saved locally**, either on your computer's hard drive or a network drive. To **attach** the completed form, click the **Browse** button. Select the file for the completed form you have saved, and click the **Open** button. The file name appears in the Upload New File box.

**Important:** the file is not attached yet – you must click the **Save File** button to complete the process.

## MG Case Locking

When you work with Matching Grant cases, enrolling them, and tracking their progress via the 120- and 180-Day reports, the results are collected by IRIS for the national office to submit **Trimester Reports (aka Progress Reports)** to the Office of Refugee Resettlement (ORR). Once the **four-month** trimester period is over and the data has been sent to ORR, IRIS protects the data from changes by **locking** certain parts of your **MG cases**.

In the example below, the case was **arrived** and was enrolled in September of 2008. Since the trimester report for this case has been completed, the **Edit Enrollment** button is now grayed out, preventing you from changing case members and employables.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome PEARL JACKSON LIRS My Account | About | Logout

Case ID:	NP-107895	Case Size:	1	Allocation Date:	5/7/2008
Case Type:	Refugee	Processing Status:	Arrived	Assurance Date:	5/12/2008
Case Pool:	Bhutanese in Nepal	Active Status:	Active	Arrival Date:	9/3/2008
Affiliate:	05 - Colorado-Denver			MG Enroll Date:	9/11/2008
PA Name:	WILLIAMSON, REGINALD			Enrolled Programs:	R&P, MG

Pre Arrival | Post Arrival | VOLAG Notes | Matching Grant | Other Programs

MG Enrollment Date: 9/11/2008 Reporting Year: 2008

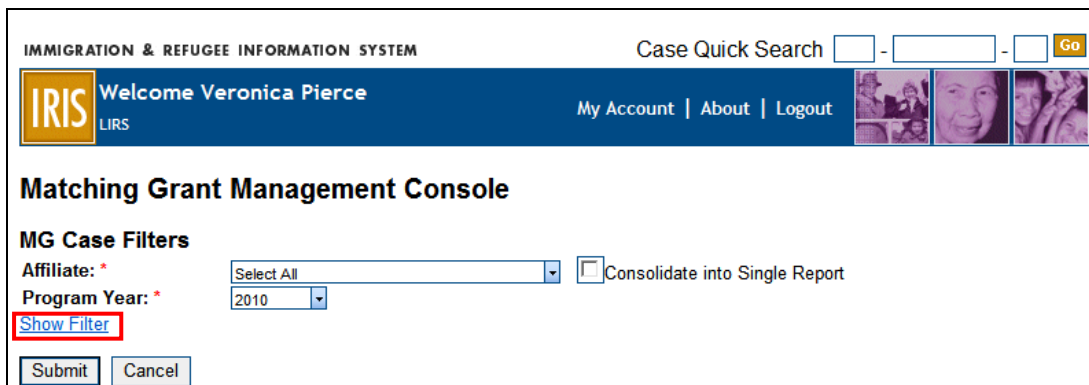
MG Case 1  
Primary Members: WILLIAMSON, REGINALD  
Other Members:

Similarly, if the 120th or 180th Day for a case was reached in the previous trimester, then the ability to **change** and **resubmit** those reports will be **locked**.

If there is a **special circumstance** that requires a change to a case that was previously reported on in a **Trimester Report**, contact your national office Matching Grant Coordinator, who has the ability to **unlock** the case for your editing.

## MG Management Console

The **MG Management Console** is a new feature in IRIS that allows you to work with your data in many useful ways. Click on the **MG Management Console** link on the navigation bar, and then click “**Show filter**”.




# IRIS Users' Guide

You now have the ability to search by any of the **criteria** shown on the screen shot below. For example, you could quickly check to see how many of your cases are accessing **public cash** by plugging **3a** or **4a** into the 120 Day **Status box**, click **Submit**. Or, if you wanted to see how your Burmese cases are doing, you could choose Burma in the ethnicity box and **status 1** for 120 Day Status.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

**IRIS** Welcome Veronica Affiliate My Account | About | Logout


LIRS 


### Matching Grant Management Console

**MG Case Filters**

Affiliate: \*   Consolidate into Single Report

Program Year: \*

MG Enrollment Start Date:  

End Date:  

Case Number:  -  -

Type:

Ethnicity:

120 Day Status:

180 Day Status:

[Hide Filter](#)

## Other Program Case Notes

Case Notes for Other Programs works the same way as in other **Case Notes** sections of IRIS. One difference is that you can select for which program you are writing the case note.

On the Navigation bar, you should see a link **"Add a Non-Refugee Case"**. Click on this link , fill in all required fields, and then click **Submit**

You are brought to this screen. Click on **Other Programs** tab.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search  -  -

Welcome Veronica Affiliate

[My Account](#) | 
 [About](#) | 
 [Logout](#)

<b>Case ID:</b>	A -45321667	<b>Case Size:</b>	4	<b>Allocation Date:</b>	None
<b>Case Type:</b>	Asylee	<b>Processing Status:</b>	Arrived	<b>Assurance Date:</b>	
<b>Case Pool:</b>		<b>Active Status:</b>	Active	<b>Eligibility Date:</b>	10/4/2010
<b>Affiliate:</b>	05 - CO-Denver	<b>MG Enroll Date:</b>		<b>Enrolled Programs:</b>	MG
<b>PA Name:</b>	Henry, Janet				

Pre Arrival	Matching Grant	Other Programs
RPC BioData	Pre-Arrival Case Notes	
Case	Member	

### Case Members

Alien ID	Seq.	Name	Relation to PA	Gender	Birth Date	Minor
45321667		Henry, Janet	Principal Applicant	F	12/21/1988	

# IRIS Users' Guide

**Note:** A list of programs must be selected before you are able to create a case note for that program. The screen below is a list of programs to select and populated under the **Programs** section. Click the **Add Other Program** button.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search [ ] - [ ] - [ ] **Go**

**IRIS** Welcome Veronica Affiliate  
LIRS My Account | About | Logout

Case ID: A-45321667 Case Size: 4 Allocation Date: None  
Case Type: Asylee Processing Status: Arrived Assurance Date:  
Case Pool: Active Status: Active Eligibility Date: 10/4/2010  
Affiliate: 05 - CO-Denver MG Enroll Date: 10/4/2010  
PA Name: Henry, Janet Enrolled Programs: MG, MG, OLDR

Pre Arrival Matching Grant **Other Programs**

### Programs

Program	Date Start	Date End	Added By
<a href="#">Matching Grant</a>	9/3/2010	10/8/2010	Veronica Affiliate
<a href="#">ORR Older Refugees (Col.Springs)</a>	10/1/2010	10/31/2010	Veronica Affiliate

**Add Other Program**

### Case Notes

Program	Description	Date
---------	-------------	------

**Add New Case Notes** **Print Case Notes**

The Program screen opens. Select a program then click **Add**.

Program -- Webpage Dialog

Program: \* Select Program

- Select Program
- CARES
- Family Enrichment
- K-12 Impact
- Matching Grant
- ORR Older Refugees (Col.Springs)**

**Add** Clear

Fields marked by an asterisk (\*) are required.

htt Local intranet | Protected Mode: Off

To create a case note, click on **Add New Case Notes**

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search [ ] - [ ] - [ ] Go

**IRIS** Welcome Veronica Affiliate LIRS My Account | About | Logout

Case ID: A -45321667 Case Size: 4 Allocation Date: None  
Case Type: Asylee Processing Status: Arrived Assurance Date:  
Case Pool: Active Status: Active Eligibility Date: 10/4/2010  
Affiliate: 05 - CO-Denver MG Enroll Date: 10/4/2010  
PA Name: Henry, Janet Enrolled Programs: MG, MG , OLDR

Pre Arrival Matching Grant Other Programs

### Programs

Program	Date Start	Date End	Added By
<a href="#">Matching Grant</a>	9/3/2010	10/8/2010	Veronica Affiliate
<a href="#">ORR Older Refugees (Col.Springs)</a>	10/1/2010	10/31/2010	Veronica Affiliate

Add Other Program

### Case Notes

Program	Description	Date
---------	-------------	------

Add New Case Notes Print Case Notes

The Note screen opens. Select a program that you are writing the case note.

Note -- Webpage Dialog

Program: \* [ ]  
Contains Restricted Medical Information: \*  
Short Description: \* [ ]  
Note: \* [ ]  
Caseworker: Veronica Affiliate [ ]  
Note Date: \* 10/5/2010 [ ]  
Updated By:  
Updated On:

Specifying that this note contains restricted medical information will prevent it from appearing to users who have not been given 'health' data privileges.

Save Save Draft Cancel

Fields marked by an asterisk (\*) are required.

# IRIS Users' Guide

Complete the case note for the desire program and click **Save**. The case note appears on the Other Programs tab, in the **Description** field.


Pre ArrivalMatching GrantOther Programs

### Programs

Program	Date Start	Date End	Added By
<a href="#">Matching Grant</a>	9/3/2010	10/8/2010	Veronica Affiliate
<a href="#">ORR Older Refugees (Col. Springs)</a>	10/1/2010	10/31/2010	Veronica Affiliate

Add Other Program

### Case Notes

Program	Description	Date
Matching Grant	<a href="#">Enrollment</a> 	10/5/2010

Add New Case Notes

Print Case Notes

## Appendix A – IRIS Notifications

The different Affiliate notifications that will either be displayed on the IRIS Dashboard or sent via e-mail are listed below:

Notification Section	Notification Name	Description	Delivery
General	NEW VOLAG Notes	E-mail notification that contains the case VOLAG Note. This is sent as soon as the VOLAG user adds the note to IRIS. The online notification contains all the VOLAG Notes added for that affiliate in the past 7 days.	Both
Matching Grant	120 Day Report Due	MG Cases that hit 120 days from arrival/asylum granted date. They remain until the 120-Day report is saved and submitted.	Online
Matching Grant	180 Day Report Due	MG Cases that hit 180 days from arrival/asylum granted date. They remain until the 180-Day report is saved and submitted.	Online
N/A	IRIS 180 Day Reports Due	E-mail containing list of cases for which 180 Day Reports are due – this message is sent by IRIS when the VOLAG imports the 180 Day Report Request List from WRAPS.	E-mail
N/A	IRIS 90 Day Reports Due	E-mail containing list of cases for which 90 Day Reports are due – this message is sent by IRIS when the VOLAG imports the 90 Day Report Request List from WRAPS.	E-mail
N/A	IRIS Forgot Password Request	E-mail containing link to allow user to reset his/her password. This is sent upon request when user clicks the Forgot Password link on the login screen, or when the user enters an incorrect password three times, locking the account.	E-mail

## IRIS Users' Guide

Notification Section	Notification Name	Description	Delivery
N/A	IRIS User Invitation	E-mail containing link for a new IRIS user to complete setting up user name and password. This is sent when the IRIS Administrator or Affiliate Supervisor adds user to IRIS.	E-mail
Pre-Case Processing	AOR Submitted	The online notification contains the list of all AORs have been sent to the VOLAG. They remain as long as the AOR Status is "Pending". The related e-mail notification is sent for each AOR submitted by the Affiliate to the VOLAG.	Both
Pre-Case Processing	AORs Approved To Send	All AORs that have been "Approved" by VOLAG. They remain until the VOLAG marks them "Received".	Online
Pre-Case Processing	NEW AOR Notes	E-mail notification that contains the AOR Note. This is sent as soon as the VOLAG user adds the note to IRIS. The online notification contains all the AOR Notes added for that affiliate in the past 7 days.	Both
R&P Pre-Arrival	ALL Cases To Be Assured	All cases that have been placed with an affiliate, that are not assured. This could include newly placed cases, amended assurance requests, or waived cases.	Online
R&P Pre-Arrival	Assurance Date Approaching	Cases whose Target Assurance Due Date is within the next 7 days.	Online
R&P Pre-Arrival	Assurance Date Passed	Cases whose Target Assurance Date is in the past (i.e., Overdue).	Online
R&P Pre-Arrival	NEW Cases	Listing of cases placed with that affiliate in the past 7 days. Cases on this list also automatically appear in the ALL Cases To Be Assured notification.	Online

## IRIS Users' Guide

Notification Section	Notification Name	Description	Delivery
R&P Pre-Arrival	NEW Cross References	Listing of cases imported from WRAPS that contain cross references to another case in IRIS. These could be cases that have been split or cases for families that are arriving separately. The notification displays the cases for 7 days after the cross reference was added to the system.	Online
R&P Reporting	180 Day Report Corrections Needed	Completed Reports that have been changed to Incomplete by VOLAG.	Online
R&P Reporting	90 Day Report Corrections Needed	Completed Reports that have been changed to Incomplete by VOLAG.	Online
R&P Reporting	Clients Reaching 180 Days	Cases that require 180-Day Reports that have reached 180th day. They remain until the 180-Day Report is marked Complete.	Online
R&P Reporting	Clients Reaching 90 Days	Cases that have reached the 90th day. They remain until the 90-Day Report is marked Complete.	Online
Travel	Arrival Date Approaching	Cases with a ProFlight arrival date within the next 14 days. Cases remain until the day after the arrival date.	Online
Travel	NEW Travel Info		Both

## Appendix B - IRIS Reports

Affiliate Reports in IRIS are listed below.

Report Title	Report Description
180 Day Report Listing	All arrived individuals that hit their 180 day mark who are employable and free. There should be one page per affiliate.
30 Day Minor Follow-Up Listing	All minors except M1 and M4 who have hit their 30 day mark during the specified time period. There should be one page per affiliate.
90 Day Minor Follow-Up Listing	All minors except M1 and M4 who have hit their 90 day mark during the specified time period. There should be one page per affiliate.
90 Day Report Listing	All arrived individuals that hit their 90 day mark. There should be one page per affiliate.
Arrived Cases	All cases that have arrived during a specified time period separated by affiliate office. There should be one page per affiliate.
Arrived Cases - Audit	All cases that have arrived during a specified time period. One case per page
Assured Cases	All cases that were assured during the specified time period.
Assured Cases by Affiliate	The cases that were assured during the specified time period per affiliate.
MG Progress Report	The Matching Grant progress report for all enrolled cases and individuals for each affiliate.
Placed Cases	All cases that were allocated placed to LIRS during the specified time period. Show both assigned and non-assigned in the list.
Post-Arrived Minor Suitability Determination	The individuals who require minor suitability determination report within 7 days of arrival. There should be one page per affiliate.
Pre-Arrival Minor Suitability Determination	The individuals who require a minor suitability determination report before the case can be assured (M2, M3, M5, and M6). There should be one page per affiliate.