

# Office of Refugee Resettlement Services for Survivor of Torture Program

## Program Data Points Database Grantee User Guide

October 2019



# Accessing Refugee Arrival Data System (RADS) 3.2

- An email requesting access must be sent by the grantee to [rads@acf.hhs.gov](mailto:rads@acf.hhs.gov) in order to request new user access.
- A registration email will be sent to the email provided.
- A new user has up to 24 hours to login before temporary password expires.
- New users will be asked to create password and set up security questions prior to entering RADS 3.2.
- There is an account authentication process which sends a one time use PIN to your email account once you attempt to login. You will need to enter the PIN on the screen provided to continue with the login process.



# Instructions

- Login to: <https://rads.acf.hhs.gov/rads/>
- Go to SOT → Queue.
- Click New to start a new SOT form.
- Expand the form, fill in the details.
- Click the Save button.
  - Saving the form allows you to continue to edit the information before submitting the form.
- Click the Submit button.
  - You can no longer edit the information on the form.
  - Note: Do not submit the form until you have completed entering all your information.
- Grantee can edit the form prior to the submission and then only in case of rejection by ORR.



# Login Portal

**Office of Refugee Resettlement** Refugee Arrivals Data System

HOME HELP ▾ Login

Staging

## Refugee Arrivals Data Systems

**Welcome to the Office of Refugee Resettlement.**

The information provided using this web site is intended for **OFFICIAL USE ONLY**.

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Please [click here](#) to contact an administrator with any comments.



# Logging In

**Office of Refugee Resettlement**  Refugee Arrivals Data System

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**Login**

**Fields are required followed by \***

**User ID:** \*

**Password:** \*

[Login](#)

[Forgot User ID?](#)   [Forgot Password?](#)

Please [click here](#) to contact an administrator with any comments.



# Trouble Signing In?

Office of Refugee Resettlement

Refugee Arrivals Data System

HOME HELP ▾

Login  
Staging

**Login**

Fields are required followed by \*

User ID: \*

Password: \*

Login

[Forgot User ID?](#) [Forgot Password?](#)

Please [click here](#) to contact an administrator with any comments.

**Forgot User ID?** Click this link and enter your email to begin the process of recovering your user ID.

**Forgot Password?** Click this link and enter your user name to begin the process of recovering a forgotten password.

**Locked out?** User must email the administrator by following the link provided on the bottom of the login page.

# SOT Grantee Search Function

**Office of Refugee Resettlement**  Refugee Arrivals Data System

HOME **SOT** ▾ HELP ▾ Logout | sotgranteeuser

Queue

**Welcome**

Welcome **SOT Grantee**, to the Office of Refugee Resettlement's Refugee Arrivals Data System (RADS)

Last Login Date: [Thursday August 22, 2019 at 10:35:32 AM](#)

Use the tabs above to navigate this site and to access the various functions available to your account.

The RADS system allows the Office of Refugee Resettlement to equitably distribute federal assistance to the states for the help that they provide to all entrants, refugees, asylees and parolees to the United States.

Please [click here](#) to contact an administrator with any comments.



# New Data Point Form

**Office of Refugee Resettlement**  Refugee Arrivals Data System

HOME SOT ▼ HELP ▼ Logout | sotgranteeuser  
Staging

**SOT Queue**  
SOT Forms for Approval

Show 25 rows  Search:

Grantee Name	Fiscal Year	Status	Action
International Rescue Committee, Phoenix	2019		<a href="#">New</a>
International Rescue Committee, Phoenix	2018		No Grant Number

Showing 1 to 2 of 2 entries Previous  Next

Please [click here](#) to contact an administrator with any comments.



# Data Entry

## Office of Refugee Resettlement



Refugee Arrivals Data System

HOME SOT ▼ HELP ▼ Logout | sotgranteeuser

Staging

OMB NO:0970-0490  
EXPIRATION DATE:01/31/2020

**ACF Office of Refugee Resettlement  
Services for Survivors of Torture  
Program Data Points Form**

**APPLICATION STATUS:**

[Back](#) [Save](#) [Submit](#)

<b>Agency:</b> Administration for Children and Families (ACF)/Office of Refugee Resettlement (ORR) <b>Form:</b> Survivors of Torture - Program Data Points (SOT-PDP)	<b>Grantee Name:</b> International Rescue Committee, Phoenix <b>Grant Number:</b> [REDACTED] <b>Point of Contact:</b> * <input type="text"/>	<b>Reporting Period:</b> <b>From:</b> 10/01/2018 <b>To:</b> 09/30/2019
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**Reporting:** Submit annual program data with the second semi-annual report each year of the project period. Please use the narrative report to explain or highlight key program indicators and illustrate changes in psychosocial well-being indicators.

**PROGRAM INDICATORS 1** [\[ Show \]](#)

**OUTCOME INDICATORS 2** [\[ Show \]](#)

[Back](#) [Save](#) [Submit](#)

Please [click here](#) to contact an administrator with any comments.



# Program Indicators: Data Points 1 to 9

## PROGRAM INDICATORS1 [ Hide ]

1 Client Count During Reporting Period[ Show ] ?

2 Age when first subjected to torture (primary survivors only)[ Show ] ?

3 Type(s) of torture suffered (primary survivor only)[ Show ] ?

4 Reason(s) for Torture (primary survivors only)[ Show ] ?

5 Country where tortured occurred (primary survivors only)[ Show ] ?

6 Client goal(s) at intake[ Show ] ?

7 Gender[ Show ] ?

8 Immigration category/status at intake[ Show ] ?

9 Age at Intake[ Show ] ?



# Program Indicators: Data Points 10 to 19

10 Education prior to arrival (for clients above 18 years age at intake)[ Show ] ?

11 Employment in the U.S at intake ( for clients above 18 years of age at intake)[ Show ] ?

12 Length of time in the U.S. at intake[ Show ] ?

13 Country of Origin[ Show ] ?

14 Ethnicity[ Show ] ?

15 Religion[ Show ] ?

16 Languages used[ Show ] ?

17 Client served by service category[ Show ] ?

18 People trained by profession[ Show ] ?

19 Hours contributed by pro bono service[ Show ] ?



# Data Point 1

## PROGRAM INDICATORS1 [ Hide ]

### 1 Client Count During Reporting Period[ Hide ] ?

Indicators	No. of Clients Served
New Primary	<input type="text" value="0"/>
New Secondary	<input type="text" value="0"/>
Continuing Primary	<input type="text" value="0"/>
Continuing Secondary	<input type="text" value="0"/>
Clients exiting the program	<input type="text" value="0"/>
<b>Total = 0</b>	

### 1 Client Count During Reporting Period[ Hide ] ?

Indicators	No. of Clients Served
New Primary	<input type="text" value="105"/>
New Secondary	<input type="text" value="0"/>
Continuing Primary	<input type="text" value="0"/>
Continuing Secondary	<input type="text" value="0"/>
Clients exiting the program	<input type="text" value="0"/>
<b>Total = 105</b>	



# Data Point 5

5 Country where tortured occurred (primary survivors only) [ Hide ] ?

**Total = 0**

Indicators	No. of Clients Served
Afghanistan	<input type="text" value="0"/>
Burundi	<input type="text" value="0"/>
Cameroon	<input type="text" value="0"/>
Democratic Republic of the Congo	<input type="text" value="0"/>
Egypt	<input type="text" value="0"/>
Guatemala	<input type="text" value="0"/>
Iran	<input type="text" value="0"/>
Nigeria	<input type="text" value="0"/>
Rwanda	<input type="text" value="0"/>
Somalia	<input type="text" value="0"/>
Sudan	<input type="text" value="0"/>
Syria	<input type="text" value="0"/>
Country	<input type="text" value="-- Please Select --"/> <input type="text" value="0"/> <input type="button" value="Add"/> (Max 195)



# Data Point 5

3 Type(s) of torture suffered (primary survivor only)[ Show ] ?

4 Reason(s) for Torture (primary survivors only)[ Show ] ?

5 Country where tortured occurred (primary survivors only)[ Hide ] ?

Indicators	No. of Clients Served
Country	0

6 Client goal(s) at intake [ Show ] ?

7 Gender [ Show ] ?

8 Immigration category/status

9 Age at Intake [ Show ] ?

10 Education prior to arrival (for clients above 18 years age at intake)[ Show ] ?

11 Employment in the U.S at intake ( for clients above 18 years of age at intake)[ Show ] ?

12 Length of time in the U.S. at intake [ Show ] ?

13 Country of Origin [ Hide ] ?



# Data Point 14

14 Ethnicity [Hide] ?

Total = 0

Indicators	No. of Clients Served
Ethnicity -- Please Select --	0

**Add** (Max 200)

14 Ethnicity [Hide] ?

Total = 0

Indicators	No. of Clients Served
Ethnicity -- Please Select --	0

15 Religion [Show] ?

16 Languages used [Show] ?

17 Client served by service ca

18 People trained by professi

- Please Select --
- Acholi
- Afghani
- Afkaner
- Akan
- Akan
- Alawite
- Albanian
- Amhara
- Anglophone
- Arab
- Armenian
- Assyrian
- Azerbaijani
- Azeri
- Baganda
- Baganda
- Bakogo
- Bakoko
- Bakongo



# Data Point 15

15 Religion [Hide] ?

Total = 0

Indicators	No. of Clients Served
Buddhists	<input type="text" value="0"/>
Christians	<input type="text" value="0"/>
Hindus	<input type="text" value="0"/>
Jews	<input type="text" value="0"/>
Muslims	<input type="text" value="0"/>
None	<input type="text" value="0"/>
Other: Please specify <input type="text"/>	<input type="text" value="0"/> <a href="#">Add</a> (Max 5)

# Outcome Indicators : Data Points 20 to 25

OUTCOME INDICATORS 2 [ Hide ]

Client-level Information [ Show ]

20 Legal Immigration [ Show ] ?

21 Housing [ Show ] ?

22 Physical health [ Show ] ?

23 Mental health [ Show ] ?

24 Access to community resources [ Show ] ?

25 Support system in the U.S. [ Show ] ?



# Outcome Indicators: Data Points 20 to 25

## Client-level Information [Hide]

- Indicate how many clients included in this section have been receiving services by length of time:

< 6 months

6-12 months

> 12 months

- Indicate the tool from which you have derived the client-level data you are reporting here in the aggregate:

SOT-PWI-S  Our Program Tool  Case File Review  Other: Please specify

- Complete all of the boxes for each data point below to show aggregate changes in the level of need.

# Data Point 23

23 Mental health [ Hide ] ?

Level of Need 0		End			
		In Crisis 0	Vulnerable 0	Stable 0	Safe 0
Start	In Crisis 0	0	0	0	0
	Vulnerable 0	0	0	0	0
	Stable 0	0	0	0	0
	Safe 0	0	0	0	0



# Data Point 23

23 Mental health [ Hide ] ?

Level of Need 40		End			
		In Crisis 10	Vulnerable 10	Stable 10	Safe 10
Start	In Crisis 40	10	10	10	10
	Vulnerable 0	0	0	0	0
	Stable 0	0	0	0	0
	Safe 0	0	0	0	0

# Data Point 23

## 23 Mental health [ Hide ] ?

Level of Need 40		End			
		In Crisis 10	Vulnerable 10	Stable 10	Safe 10
Start	In Crisis 40	10	10	10	10
	Vulnerable 0	0	0	0	0
	Stable 0	0	0	0	0
	Safe 0	0	0	0	0

## 24 Access to community resources [ Show ] ?

## 25 Support system in the U.S. [ Show ] ?

Back

Save

Submit



# Saving Form

**Office of Refugee Resettlement**  Refugee Arrivals Data System

HOME SOT ▼ HELP ▼ Logout | sotgranteeuser

Staging

OMB NO:0970-0490  
EXPIRATION DATE:01/31/2020

**ACF Office of Refugee Resettlement  
Services for Survivors of Torture  
Program Data Points Form**

**APPLICATION STATUS: SAVED**

[Back](#) [Save](#) [Submit](#)

<b>Agency:</b> Administration for Children and Families (ACF)/Office of Refugee Resettlement (ORR) <b>Form:</b> Survivors of Torture - Program Data Points (SOT-PDP)	<b>Grantee Name:</b> International Rescue Committee, Phoenix <b>Grant Number</b> <span style="background-color: black; color: black;">XXXXXXXXXX</span> <b>Point of Contact:</b> * <input type="text"/>	<b>Reporting Period:</b> <b>From:</b> 10/01/2018 <b>To:</b> 09/30/2019
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**Reporting:** Submit annual program data with the second semi-annual report each year of the project period. Please use the narrative report to explain or highlight key program indicators and illustrate changes in psychosocial well-being indicators.

PROGRAM INDICATORS1 [ [Show](#) ]

OUTCOME INDICATORS 2 [ [Show](#) ]

[Back](#) [Save](#) [Submit](#)

Please [click here](#) to contact an administrator with any comments.



# Editing Saved Form

**Office of Refugee Resettlement**  Refugee Arrivals Data System

HOME SOT ▼ HELP ▼ Logout | sotgranteeuser

Staging

**SOT Queue**  
SOT Forms for Approval

Show 25 rows  Search:

Grantee Name	Fiscal Year	Status	Action
International Rescue Committee, Phoenix	2019	SAVED	<a href="#">Edit</a>
International Rescue Committee, Phoenix	2018		No Grant Number

Showing 1 to 2 of 2 entries Previous  Next

Please [click here](#) to contact an administrator with any comments.



# Submitting Form

**Office of Refugee Resettlement**  Refugee Arrivals Data System

HOME SOT ▾ HELP ▾ Logout | sotgranteeuser

Staging

OMB NO:0970-0490  
EXPIRATION DATE:01/31/2020

**ACF Office of Refugee Resettlement  
Services for Survivors of Torture  
Program Data Points Form**  
**APPLICATION STATUS: SUBMITTED**

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<b>Agency:</b> Administration for Children and Families (ACF)/Office of Refugee Resettlement (ORR) <b>Form:</b> Survivors of Torture - Program Data Points (SOT-PDP)	<b>Grantee Name:</b> International Rescue Committee, Phoenix <b>Grant Number:</b> <span style="background-color: black; color: black;">XXXXXXXXXX</span> <b>Point of Contact:</b> * <input type="text" value="Parangkush.Subedi@acf.hhs.gov"/>	<b>Reporting Period:</b> <b>From:</b> 10/01/2018 <b>To:</b> 09/30/2019
---	---	--

**Reporting:** Submit annual program data with the second semi-annual report each year of the project period. Please use the narrative report to explain or highlight key program indicators and illustrate changes in psychosocial well-being indicators.

[PROGRAM INDICATORS1](#) [ Show ]

[OUTCOME INDICATORS 2](#) [ Show ]

[Back](#)

Please [click here](#) to contact an administrator with any comments.



# View After Form is Submitted

**Office of Refugee Resettlement**  Refugee Arrivals Data System

HOME SOT ▼ HELP ▼ Logout | sotgranteeuser

Staging

**SOT Queue**  
**SOT Forms for Approval**

Show 25 rows  Search:

Grantee Name	Fiscal Year	Status	Action
International Rescue Committee, Phoenix	2019	SUBMITTED	<a href="#">View</a>
International Rescue Committee, Phoenix	2018		No Grant Number

Showing 1 to 2 of 2 entries Previous  Next

Please [click here](#) to contact an administrator with any comments.



# View After Form is Submitted

Office of Refugee Resettlement Refugee Arrivals Data System

HOME SOT ▼ HELP ▼ Logout | sotgranteeuser

Staging

SOT Queue  
SOT Forms for Approval

Show 25 rows  Search:

Grantee Name	Fiscal Year	Status	Action
International Rescue Committee, Phoenix	2019	SUBMITTED	<a href="#">View</a>
International Rescue Committee, Phoenix	2018		No Grant Number

Showing 1 to 2 of 2 entries Previous: 1 Next

## 1 Client Count During Reporting Period [\[ Hide \]](#) ?

Total = 0

Indicators	No. of Clients Served
New Primary	<input type="text" value="0"/>
New Secondary	<input type="text" value="0"/>
Continuing Primary	<input type="text" value="0"/>
Continuing Secondary	<input type="text" value="0"/>
Clients exiting the program	<input type="text" value="0"/>

# After ORR Accepted

**Office of Refugee Resettlement**  Refugee Arrivals Data System

HOME SOT ▼ HELP ▼ Logout | sotgranteeuser

Staging

### SOT Queue

#### SOT Forms for Approval

Show 25 rows Save to Excel Search:

Grantee Name	Fiscal Year	Status	Action
International Rescue Committee, Phoenix	2019	ACCEPTED	<a href="#">View</a>
International Rescue Committee, Phoenix	2018		No Grant Number

Showing 1 to 2 of 2 entries Previous **1** Next

Please [click here](#) to contact an administrator with any comments.



# After ORR Rejected

Office of Refugee Resettlement  Refugee Arrivals Data System

HOME SOT ▼ HELP ▼ Logout | bfreeman

Staging

**SOT Queue**  
**SOT Forms for Approval**

Show 25 rows  Search:

Grantee Name	Fiscal Year	Status	Action
Florida Center for Survivors of Torture, Miami	2019	REJECTED	<a href="#">Edit</a>
Florida Center for Survivors of Torture, Miami	2018		No Grant Number

Showing 1 to 2 of 2 entries Previous  Next

Please [click here](#) to contact an administrator with any comments.



# Editing After ORR Rejected

**Office of Refugee Resettlement**  Refugee Arrivals Data System

HOME SOT ▼ HELP ▼ Logout | bfreeman

Staging

OMB NO:0970-0490  
EXPIRATION DATE:01/31/2020

**ACF Office of Refugee Resettlement  
Services for Survivors of Torture  
Program Data Points Form**

**APPLICATION STATUS: REJECTED**

[Back](#) [Save](#) [Submit](#)

<b>Agency:</b> Administration for Children and Families (ACF)/Office of Refugee Resettlement (ORR) <b>Form:</b> Survivors of Torture - Program Data Points (SOT-PDP)	<b>Grantee Name:</b> Florida Center for Survivors of Torture, Miami <b>Grant Number:</b> [REDACTED] <b>Point of Contact:</b> * <input type="text" value="test"/>	<b>Reporting Period:</b> <b>From:</b> 10/01/2018 <b>To:</b> 09/30/2019
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**Reporting:** Submit annual program data with the second semi-annual report each year of the project period. Please use the narrative report to explain or highlight key program indicators and illustrate changes in psychosocial well-being indicators.

**PROGRAM INDICATORS 1** [\[ Show \]](#)

**OUTCOME INDICATORS 2** [\[ Show \]](#)

[Back](#) [Save](#) [Submit](#)

Please [click here](#) to contact an administrator with any comments.



# Timing Out During Use

Office of Refugee Resettlement  Refugee Arrivals Data System

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OMB NO:0970-0490  
EXPIRATION DATE:01/31/2020

**ACF Office of Refugee Resettlement  
Services for Survivors of Torture  
Program Data Points Form**  
APPLICATION STATUS: **SAVED**

<b>Agency:</b> Administration for Children and Families (ACF)/Office of Refugee Resettlement (ORR) <b>Form:</b> Survivors of Torture - Program Data Points Form	<b>Grantee Name:</b> Connecticut Institute for Refugees and Immigrants, Bridgeport	<b>Reporting Period:</b> From: 10/01/2018 To: 09/30/2019
--	--	--

**Your session is about to expire!**

01:55  
Session time left.  
Would you like to keep working?

**Reporting:** Submit annual program data points and a narrative report to explain or highlight

PROGRAM INDICATORS1 [ Hide ]

1 Client Count During Reporting Period [ Hide ] Total = 569

Indicators	No. of Clients Served
New Primary	<input type="text" value="554"/>
New Secondary	<input type="text" value="5"/>
Continuing Primary	<input type="text" value="5"/>
Continuing Secondary	<input type="text" value="5"/>
Clients exiting the program	<input type="text" value="5"/>



# Questions?

