

Office of Refugee Resettlement

Services for Survivors of Torture Program

Reporting SOT Program Data in RADS

Annual Training for Recipients

September 9, 2024



Attendee Controls

All functions are located at the bottom of your screen

All participants are in mute mode.

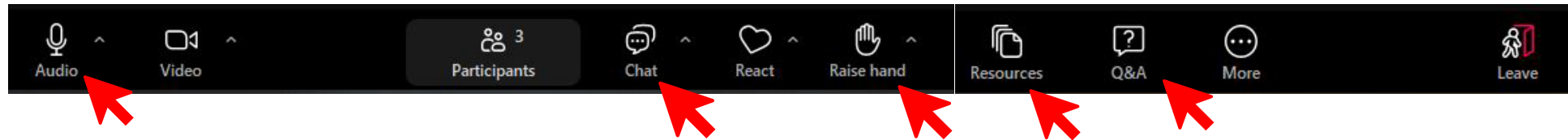
Please use the chat box to send comments to the presenters.

To pose your question aloud, please raise your hand. A moderator will assist you with unmuting your line.

Please be sure to mute your line when your done.

Please use the Q&A icon to ask questions to the presenters.

To view the resources currently available, please click the Resources icon.



AGENDA

- Welcome
- Overview of Training on Reporting Annual SOT Data in RADS
- Review RADS authentication and login process, and data entry guidance
- Review data reporting requirements and tips for reporting data in RADS
- Q&A on reporting SOT data or any end-of-year reporting requirements

RADS SOT Module Training



RADS Login Procedures



RADS Points of Contact

For all NEW RADS Account requests, please contact Sabrina Torres at Sabrina.Torres@acf.hhs.gov.

For all technical issues and/ or questions, please contact the RADS System Administrators at RADSAAdmin@gdit.com

Examples of technical issues/questions:


- Locked account
- Disabled account
 - All RADS accounts are disabled after 60 days of inactivity
- RADS application system issues
- Google Authenticator issues



2-Factor Authentication

Register TOTP
(Time based One Time Passcode)

RADS provides Google Authenticator as the TOTP (Time-based One Time Passcode) for the 2nd Factor Authentication. You need to have a smart phone to continue. Please install the 'Google Authenticator' application on your phone (see image below for reference). It is available in Google Play and the Apple App Store.



Google Authenticator

Once you have installed the 'Google Authenticator' app on your phone you can proceed by clicking the 'Register TOTP' button below to begin setting up your 2nd Factor Authentication.

Register TOTP

Continue using Email

Option 1

- Select “Register TOTP”
- Google Authenticator
- *Preferred method

Option 2

- Select “Continue using Email”
- Email PIN



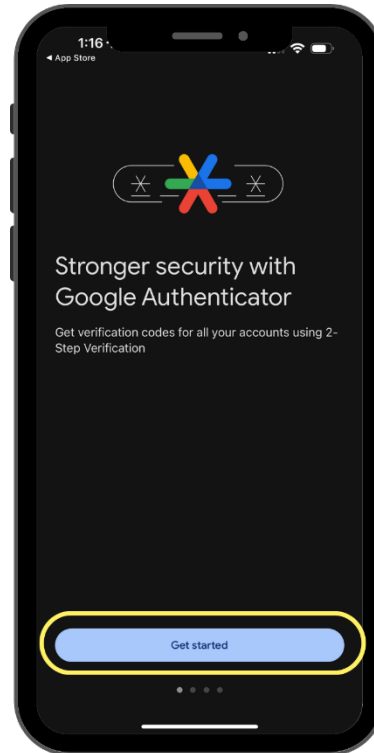
Google Authenticator Overview

Download App >



FREE in both Google and
Apple app stores

Create RADS
Account on app >



Scan QR Code
(receive 2 codes) >

Via Email:
Activation Code

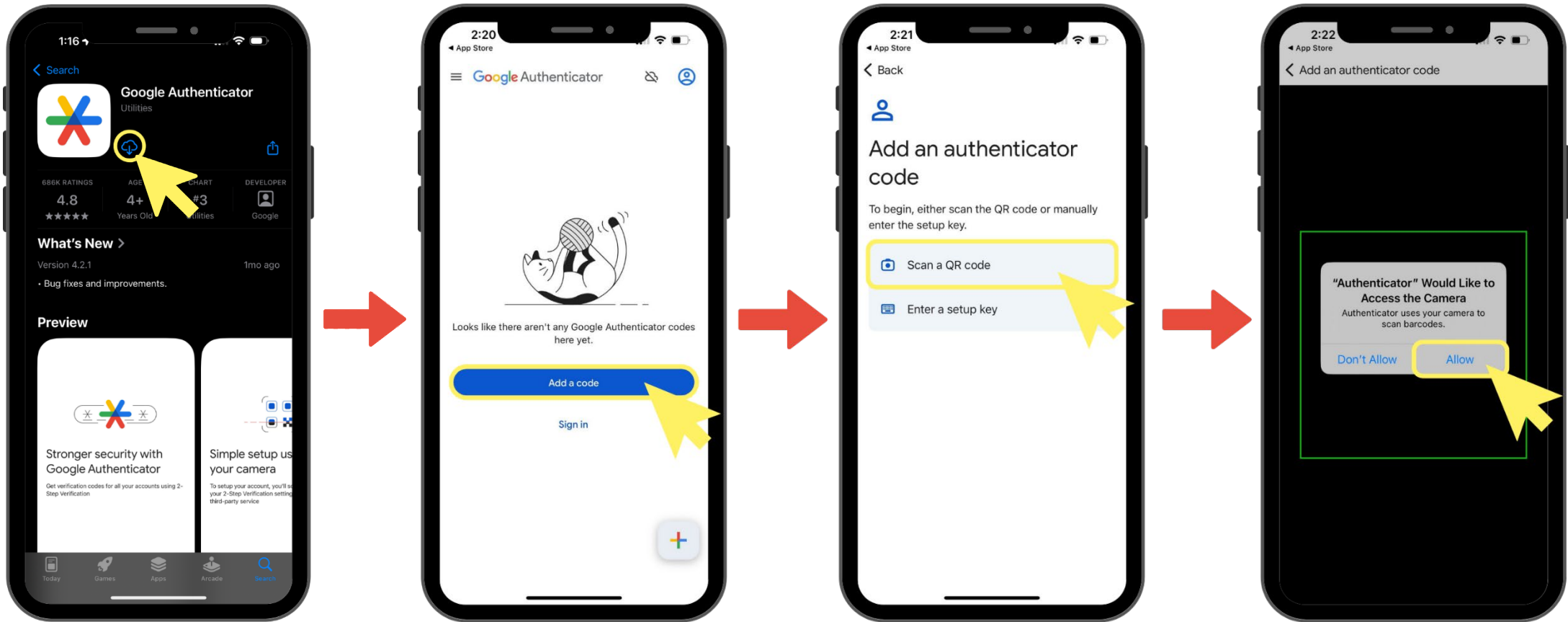
Phone App:
Google Token



ADMINISTRATION FOR
CHILDREN & FAMILIES

Authenticator Access via App

A smartphone is needed for access to Google Authenticator



Non-smart phone users must use the e-mail PIN option.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Register TOTP

Select 'Register TOTP' on your computer to continue.

Register TOTP (Time based One Time Passcode)

We provide Google Authenticator as TOTP for 2nd factor authentication.

You need to have smart phone and need to install Google Authenticator on your phone. It is available in Google Play and Apple App Store.



Google Authenticator

Please install the Google Authenticator App on your phone and then click on the button Register TOTP shown below

Register TOTP

Continue using Email

Activation Code

You will receive an email to the email address associated with your RADS account. It will provide the initial PIN activation code.

This code links your RADS/Tableau account to the Google Authenticator app and creates your unique account. Enter this activation code in the box on the screen.

Please enter the Google Authenticator Activation Code sent to you by email.

Activation Code:

Please open the Google Authenticator app on your phone, click on + (plus) icon at the top then select scan barcode and scan the QR code displayed below



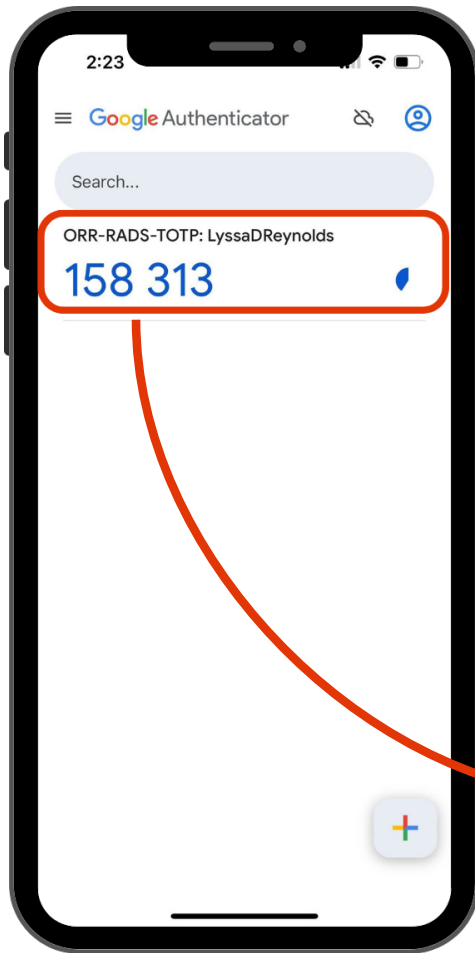
Please enter the Google Token generated on your phone.

Google Token:

Submit




Adding Code and Token



Please enter the Google Authenticator Activation Code sent to you by email.

Activation Code:

Please open the Google Authenticator app on your phone, click on + (plus) icon at the top then select scan barcode and scan the QR code displayed below




Please enter the Google Token generated on your phone.

Google Token:

Submit

An orange arrow points from the 'Activation Code' input field to the 'Google Token' input field.

Wed 2/24/2021 2:27 PM

 rads@acf.hhs.gov

Here is your activation code

o [REDACTED]

Retention Policy Email in Inbox folder will be deleted at 60 days of age! (60 days)

[External: Use caution with links & attachments]

John Smith

System generated PIN for 2 factor authentication for RADS

This is your 2nd factor authentication for RADS. Login with your password and this PIN.

350759

An orange arrow points from the 'Google Token' input field in the previous screenshot to this PIN.



Registration Confirmation

Google Authenticator - Registration Success

You have successfully registered your Google Authenticator Token for 2nd Factor Authentication.


Moving forward, please use your Google Token for 2nd Factor Authentication. You will no longer receive a PIN through email.

Please click on the button below to continue with your login.

Continue

Successful Registration!


RADS Navigation



Records Management

Upload, review, and manage ORR-5 and Preferred Communities data


[Click Here](#)



ORR Data Collection

ORR-6 Schedules (except Schedule D RHP and Schedule F), annual reports, monitoring documents, Match Grant data


[Click Here](#)



ORR Forms

Summary-level data collection including SOT, ORR-6 Schedule D RHP, Schedule F, and UHP impact analysis tracker


[Click Here](#)



Unaccompanied Refugee Minors

Create and manage records throughout the URM lifecycle


[Click Here](#)



RADS Tableau

Review interactive data visualization dashboards for further data analysis

[Click Here](#)



Admin

Perform all tasks under admin role

[Click Here](#)

RADS will complete all user account updates on 9/10.

Please [login only after](#) you receive the RADS automated reset/ account set-up e-mail

If you haven't received an email by 9/13, please reach out to RADSAAdmin@gdit.com.



RADS Navigation

REFUGEE ARRIVALS DATA SYSTEM (RADS)
Office of Refugee Resettlement

Home **SOT** Logout | sotUt

WELCOME TO THE OFFICE OF REFUGEE RESETTLEMENT

Welcome **UTAH SOT**, to the Office of Refugee Resettlement's **FORMS** Portal


The RADS system allows for the collection of data from populations supported and served by The Office of Refugee Resettlement. This data is used for the evaluation of the ORR programs.



Last Login Date: **WEDNESDAY AUGUST 30 2023 22:47:39 PM**


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



Help Resources

General Help Terms and Conditions Privacy Policy Vulnerability Disclosure Policy (VDP) 


 **REFUGEE ARRIVALS DATA SYSTEM (RADS)** **CONTACT US:**  System Administrator



Registration & Login

Contains information on login procedures and account password resets.

Click Here



Training Resources

Contains a variety of training materials organized by module.

Click Here



TRAINING DOCUMENTATION



[Instrument 1. SOT Program Data Points Form FY23.pdf](#)



[RADS SOT Module Training for SOT Recipients SEP 2023 Final.pdf](#)



[SOT_RADS_FormReferenceGuide.pdf](#)



[SOT_Slide_Library.pdf](#)



[RADS_SOT_ReferenceGuide.pdf](#)

Survivors of Torture

RADS Form Reference Guide

September 2024

Access SOT in RADS Navigation

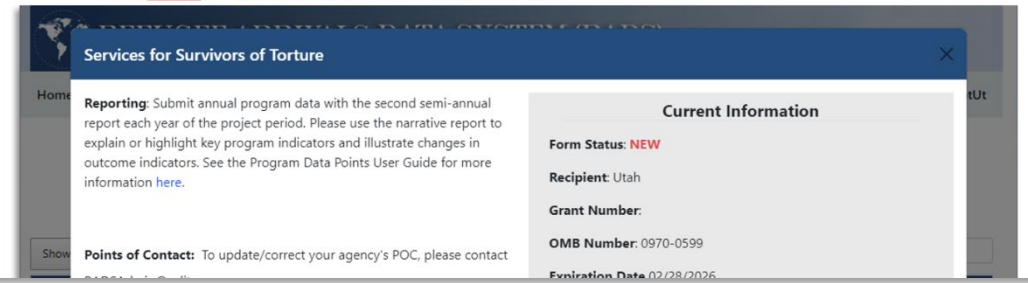
To access the SOT module in RADS:

1. Navigate to <https://rads.acf.hhs.gov/rads/>.
2. Login with your RADS username and password.
3. Navigate to the **ORR Forms** module box.
4. Select **SOT** in the top navigation.



Access New SOT Form

1. Begin by verifying **Current Information** displayed in pop-up.
 - o Link provided to [Healtorture.org](https://healtorture.org) for additional resources.
2. Click **Create Form**
 - o **NOTE:** Form status will be **Saved**, until submitted



Reminder

- RADS will pre-populate the previous years indicators for the following data points with the count of 0:
 - 5. Country where torture occurred**
 - 13. Country of origin**
 - 14. Ethnicities**
 - 16. Languages**
- The count of number of clients served for each indicator must be greater than 0:
 - Option 1:** You can delete the RADS pre-populated indicator, using the **Trash Can** icon. This will remove the indicator from the data point.
 - Option 2:** You can update the count of the RADS pre-populated indicator to the desired value and select **Save**.

Home SOT Logout | sotUt

Services for Survivors of Torture

5. Country where torture occurred (primary survivors only) Cancel | Review More Info...

Afghanistan 257

Country (Max 200)

--Select Country--

- Albania
- Algeria
- Andorra
- Angola
- Antigua and Barbuda
- Argentina
- Armenia
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium**
- Belize
- Benin

32 +

[Save and Next](#)

Form Information

Form Status: **SAVED**

Recipient: Utah Health and Human Rights Projects, Salt Lake City

Grant Number: SOTUT8820

OMB Number: 0970-0599

Expiration Date: 02/28/2026

Reporting Period: 10/01/2022 - 09/30/2023

Data Point Total

257

0

Sensory stress

0

Severe humiliation

0

Threats and psychological torture

0

Witnessing torture of others

0

Wounding/maiming

0

Other (Max 5)

Please Specify **Sensory deprivation**

17 +

[Save and Close](#) | [Save and Next](#)

[General Help](#) [Terms and Conditions](#) [Privacy Policy](#) [Vulnerability Disclosure Policy \(VDP\)](#)

REFUGEE ARRIVALS DATA SYSTEM (RADS) CONTACT US: System Administrator

Program Indicators Reporting Tips Slide 1

Data Point (DP) 1: New primary + continuing primary + new secondary + continuing secondary = Total Clients		
=	≤	≥
<p>DP7: Gender DP8: Immigration Category/Status at Intake DP9: Age at Intake DP12: Length of Time in the U.S. at Intake DP13: Country of Origin DP14: Ethnicity DP15: Religion DP16: Languages Used</p>	<p>DP2: Age when First Subjected to Torture DP3: Type of Torture Suffered* DP4: Reason for Torture* DP5: Country Where Torture Occurred* DP10: Education Prior to Arrival DP11: Employment in the U.S. at Intake</p> <p>DP20–26: Outcomes</p>	<p>DP6: Client Goal(s) at Intake DP17: Clients Served by Service Category</p>

*or could potentially be >

Program Indicators

Reporting Tips

Slide 2

Reminders:

- When using “other” for *DP3- Type of Torture Suffered* and *DP4- Reason for Torture*, please make sure the response is clear, specific, and does not fall under any of the existing categories. For *DP3*, the act must constitute torture.
- If a client is unsure of their age at intake, please provide an estimated age for *DP9- Age at Intake*.
- If a client is unsure of the number of years of education prior to their arrival to the United States, please provide an estimate for *DP10- Education Prior to Arrival*.

Program Indicators Reporting Tips Slide 3: “Other” Type(s) of Torture Suffered

Reported "other" type(s) of torture	Reclassification
Attempted murder	Threat and psychological torture
Bombing	Unknown
Bombing and shooting	Unknown
Dental	Wounding
Dental extraction	Wounding
Disease exposure	Threat and psychological torture
Exposure	Sensory stress
Forced feeding	Sensory stress
Forced labor	Deprivation
Forced substance abuse	Threat and psychological torture
Forced to drink human blood	Threat and psychological torture
Gassed during protest	Sensory stress
Genital mutilation	Gender based violence
Home burned	Threat and psychological torture
Labor camp	Deprivation
Nicaraguan 222 political prisoner	Unknown
Pharmacological	Threat and psychological torture
Poisoning	Wounding
Secondary survivor	Unknown
Shot with rubber bullets	Wounding
Shooting	Wounding
Stabbing and shooting	Wounding
Tear gas	Sensory stress
Torture	Unknown
Undisclosed	Unknown
Unspecified	Unknown
Use of animals	Severe Humiliation

Program Indicators Reporting Tips

Slide 4: “Other” Reason(s) of Torture

Reported "other" category	Reclassification
Witness/Bystander	Sociopolitical activism
Association (relative/friend)	Clan/Tribe (social group)
Businessman extortion	Unknown
Corporate complaint	Sociopolitical activism
Economic class	Sociopolitical activism
Employed by the U.S.	Sociopolitical activism
Employment	Sociopolitical activism
Extortion	Unknown
False accusations	Sociopolitical activism
Family affiliation	Clan/Tribe (social group)
Gang violence	Breakdown of authority
Government corruption	Breakdown of authority
Held for ransom	Breakdown of authority/Terror by non-state actor
High economic status	Breakdown of authority/Terror by non-state actor
Imputed political opinion	Sociopolitical activism
Location	Unknown
Mistaken identity	Other
Older (continuing) clients - data not collected.	Unknown
Other/PSG	Unknown
Persecution for a crime client did not commit	Other
Press	Sociopolitical activism
Profession	Sociopolitical activism
PSG - family of X	Clan/Tribe (social group)
PSG - Swahili speaker	Clan/Tribe (social group)
Refugee	Clan/Tribe (social group)
Relative/Friend	Clan/Tribe (social group)
Social activism	Sociopolitical activism
Social Group (e.g., elderly, gender, identity, sexual orientation)	Other, specify
Social Group (not specified)	Other
Social Group: Other	Other, specify
Territory	Unknown
Union member	Sociopolitical
Unknown	Unknown
Victim on gang violence	Breakdown of authority
Whistle blower	Sociopolitical
Witness/bystander	Sociopolitical activism

Program Indicators Reporting Tips Slide 5

Reminders:

- Double-check for countries, ethnicities, and languages with similar names, those known by more than one name, or alternate spellings.

Examples:

- Similar names
 - Ethnicity: Mandaean, Mande, and Mende
 - Language: Amharic vs. Aramaic
- Alternate spelling
 - Ethnicity: Benin and Bini
- Multiple names for one item
 - Country: Burma aka Myanmar
 - Language: Dari aka Farsi aka Persian

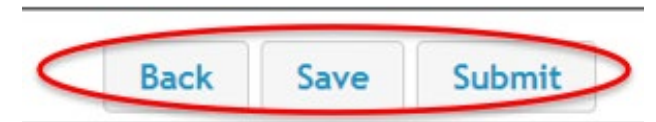
Ethnicity and Language Categories in the “Other” Dropdown List

- PDP list of ethnicities and languages is compiled from the CIA World Factsheet.
- **Rationale:** Align with the U.S. government system to ensure we adhere to standard practices.
- We review the “other” categories for ethnicity and language in the drop-down list each year. Categories that exceed 5 after two years are added to the drop-down list.

Other Data Reporting Tips

- **Immigration Status/Category:** For programs that are serving NHPs, please make sure to add these clients under “**other**” as Nicaraguan Humanitarian Parolees to help us keep track of the numbers being served.
- After you complete entering all your data, please make sure to click the “**Submit**” button.

Status	Action
<input type="text" value="Search Status"/>	<input type="text" value="Search Action"/>
ACCEPTED	Review
SAVED	Review



Reminders

- Programs are required to complete quarterly outcome assessments to ensure there are two data points for all or the majority of your clients.
- **Goal:** a minimum of **75%** of the total clients served during the fiscal year should have outcomes reported in the annual Program Data Points report.
- If there are concerns regarding submitting the data by **10/31**, please reach out to Sabrina, Tim, and PK before the deadline.
- From November to January, we will be cleaning the data and following up with recipients on any discrepancies. We will also be scheduling 1:1 meetings with all programs starting in November to discuss your PPR and PDP reports.

More Information on Data Reporting

For more information, refer to the healtorture.org website:

Link: <https://healtorture.org/courses/2022-orr-sot-rads-training-and-updates/>

Questions & Answers

