


**Office of Refugee Resettlement
Services for Survivors of Torture**

Entering Program Data Points in RADS


September 13, 2022



ADMINISTRATION FOR
CHILDREN & FAMILIES

Overview

- ORR SOT Data Reporting Requirements and Reference Documents
- New User Access to RADS SOT Database
- Update of Changes to RADS SOT Database for FY22
- Review of RADS SOT Database
- Tips for Providing Quality Data
- Question and Answer




ADMINISTRATION FOR
CHILDREN & FAMILIES

2

**Reporting Requirements and
Reference Documents**

- SOT Program Data Points FORM
- SOT Program Data Points USER GUIDE
- FY22 SOT Reporting Guidelines for the Performance Progress Report (PPR) and Program Data Points (PDP)



ADMINISTRATION FOR
CHILDREN & FAMILIES

3

Requesting New User Access to the Refugee Arrival Data System (RADS)

- Grantee completes the New User Request Form
- Grantee sends an email with the completed New User Request Form to SOT program officer
- SOT program officer sends request for new account to RADS point person
- A registration email is sent to the grantee
- The new user has up to 48 hours to log in before registration expires
- New users are asked to read and accept the Rules of Behavior, create a password, and set up security questions
- Upon attempting to log in for the first time, a one-time use PIN is sent to the new user to authenticate the account; enter the PIN to continue with the login process

Update of Changes to RADS SOT Database for FY22

Lyssa Reynolds
GDIT

Who Do I Contact?

- Please contact **Sabrina Torres** at Sabrina.Torres@acf.hhs.gov for all **NEW** RADS account requests.
- For all technical issues and/ or questions, please contact the **RADS System Administrators** at RADSAAdmin@gdit.com
 - *Examples of issues/questions:*
 - Locked account
 - Disabled account
 - all RADS accounts are disabled after 60 days of inactivity
 - RADS application system issues
 - Google Authenticator issues

Logging into RADS

Login

Username *

 Password *

Forgot password
Forgot username

Don't Remember Login

Login

Forgot Password &
Forgot Username links
on the login screen.

ADMINISTRATION FOR
CHILDREN & FAMILIES

7

2-Factor Authentication

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.

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

Register TOTP

Continue using Email

Option 1

- Select "Register TOTP"
- Google Authenticator
 - *Preferred method

Option 2

- Select "Continue using Email"
- Email PIN

ADMINISTRATION FOR
CHILDREN & FAMILIES

8

Google Authenticator Overview

Download App

Google Authenticator

FREE in both Google and Apple app stores

Create RADS Account on app

Scan QR Code
(receive 2 codes)

Via Email:
Activation Code

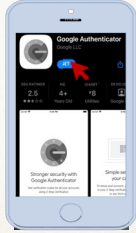
Phone App,
Google Token

ADMINISTRATION FOR
CHILDREN & FAMILIES

9


DOWNLOAD THE APP

A smartphone is needed to use Google Authenticator.



ADMINISTRATION FOR CHILDREN & FAMILIES 10

Navigating the App



ADMINISTRATION FOR CHILDREN & FAMILIES 11

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.



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

REGISTER TOTP

Select 'Register TOTP' on your computer to continue.

ADMINISTRATION FOR CHILDREN & FAMILIES 12

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

1

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.

2

Please enter the Google Token generated on your phone.

3

Scan QR Code

2 Codes/ 2 Locations

- 1: You will receive an activation code via email
- 2: Scan QR code on screen
- 3: Google Token will appear in the Google Authenticator app

ADMINISTRATION FOR CHILDREN & FAMILIES 13

Successful Registration

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.

ADMINISTRATION FOR CHILDREN & FAMILIES 14

Helpful Resources

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

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

— GENERAL HELP —

Registration & Login
Contains information on login procedures and account password resets.

Training Resources
Contains a variety of training materials organized by module.

ADMINISTRATION FOR CHILDREN & FAMILIES 15

Start Demo

Updates in RADS

- New Gender Options
- Addition of AHP and UHP
- Sub-Total Functionality
 - U.S. Citizens
 - Lawful Permanent Residents
- Saving Processing Indicator

ADMINISTRATION FOR CHILDREN & FAMILIES 16

Instructions

- Login to: <https://rads.acf.hhs.gov/rads>
- Go to SOT → Queue
- Click New to start a new SOT PDP form
- Expand the form; fill in the details
- Save the form; form can still be edited
- Submit the form; form is then locked (grantee can no longer edit it)
- Grantee can only edit the form if it is rejected by the ORR

ADMINISTRATION FOR CHILDREN & FAMILIES 17

Login Portal

Office of Refugee Resettlement Refugee Arrivals Data System

HOME HELP Staging Login

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.

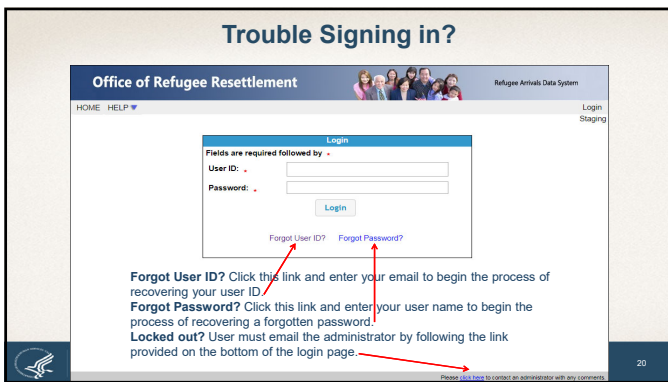
Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

ADMINISTRATION FOR CHILDREN & FAMILIES 18

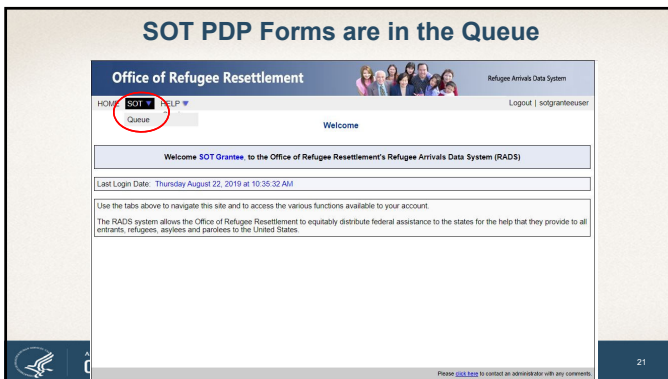
Logging in



Trouble Signing in?



SOT PDP Forms are in the Queue



New SOT PDP Form

Office of Refugee Resettlement

Refugee Arrivals Data System

HOME SOT HELP Logout | solgranteecuser

SOT Queue
SOT Forms for Approval

Show 25 rows Save to Excel Search:

Grantee Name	Fiscal Year	Status	Action
International Rescue Committee, Phoenix	2019		New
International Rescue Committee, Phoenix	2018		No Grant Number

Showing 1 to 2 of 2 entries Previous 1 Next

Please use [this link](#) to contact an administrator with any comments.

22

Data Entry

Office of Refugee Resettlement

Refugee Arrivals Data System

HOME SOT HELP Staging Logout | solgranteecuser

OMB NO 0970-0480
EXPIRATION DATE 01/31/2020

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

APPLICATION STATUS: Back Save Submit

Agency: Administration for Children and Families (ACF)/Office of Refugee Resettlement (ORR)
Form: Survivors of Torture - Program Data Points (SOT-PDP)

Grantee Name: International Rescue Committee, Phoenix
Grant Number: 00273188
Point of Contact: *

Reporting Period:
From: 10/01/2018
To: 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 INDICATORS 1 [Show]

OUTCOME INDICATORS 2 [Show]

Back Save Submit

Please use [this link](#) to contact an administrator with any comments.

23

Program Indicators: Data Points 1 to 9

PROGRAM INDICATORS 1 [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]

24

Program Indicators: Data Points 10 to 19

- 10 Education prior to arrival (for clients above 18 years of 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 INDICATORS 1 [Hide]

1 Client Count During Reporting Period Hide

Indicators	No. of Clients Served	Total = 0
New Primary	0	
New Secondary	0	
Continuing Primary	0	
Continuing Secondary	0	
Clients exiting the program	0	

1 Client Count During Reporting Period Hide

Indicators	No. of Clients Served	Total = 105
New Primary	105	
New Secondary	0	
Continuing Primary	0	
Continuing Secondary	0	
Clients exiting the program	0	

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

OUTCOME INDICATORS 2 [Hide]

Client-level Information [Hide]

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

SOT-PWS-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.

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]

Back, Save, or Submit

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 the PDP Form

APPLICATION STATUS: SAVED

ACF Office of Refugee Resettlement
Services for Survivors of Torture
Program Data Points (SOT-PDP)

Agency: Administration for Children and Families (ACF)/Office of Refugee Resettlement (ORR)
Form: Survivors of Torture - Program Data Points (SOT-PDP)

Grantee Name: International Rescue Committee, Phoenix
Grant Number: 50270198
Point of Contact: *

Reporting Period:
From: 10/1/2018
To: 09/30/2019

PROGRAM INDICATORS 1 [show]

OUTCOME INDICATORS 2 [show]

Back Save Submit

Editing the Saved PDP Form

Office of Refugee Resettlement | Refugee Arrivals Data System

HOME | SOT | HELP | Staging | Logout | solgranteuser

SOT Queue
SOT Forms for Approval

Show 25 rows | Save to Excel | Search

Grantee Name	Fiscal Year	Status	Action
International Rescue Committee, Phoenix	2019	SAVED	Edit
International Rescue Committee, Phoenix	2018	No Grant Number	

Showing 1 to 2 of 2 entries | Previous | Next

31

Submitting the PDP Form

Office of Refugee Resettlement | Refugee Arrivals Data System

HOME | SOT | HELP | Staging | Logout | solgranteuser

OMB NO.0970-0460
EXPIRATION DATE:01/31/2020

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

APPLICATION STATUS: SUBMITTED

Back

Agency: Administration for Children and Families (ACF)/Office of Refugee Resettlement (ORR)
Form: Survivors of Torture - Program Data Points (SOT-PDP)

Grantee Name: International Rescue Committee, Phoenix
Grant Number: 90270398
Point of Contact: Parangluah Suband@acl.hhs.gov

Reporting Period:
From: 10/1/2018
To: 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 INDICATORS 1 | Show

OUTCOME INDICATORS 2 | Show

Back

32

View After the PDP Form is Submitted

Office of Refugee Resettlement | Refugee Arrivals Data System

HOME | SOT | HELP | Staging | Logout | solgranteuser

SOT Queue
SOT Forms for Approval

Show 25 rows | Save to Excel | Search

Grantee Name	Fiscal Year	Status	Action
International Rescue Committee, Phoenix	2019	SUBMITTED	View
International Rescue Committee, Phoenix	2018	No Grant Number	

Showing 1 to 2 of 2 entries | Previous | Next

Client Count During Reporting Period | Hide

Indicators	No. of Clients Served	Total = 0
New Primary	0	
New Secondary	0	
Continuing Primary	0	
Continuing Secondary	0	
Clients exiting the program	0	

33

View After ORR Accepts the PDP Form

Office of Refugee Resettlement | Refugee Arrivals Data System

HOME | SOT | HELP | Logout | solgranteuser

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	View
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.

View After ORR Rejects the PDP Form

Office of Refugee Resettlement | Refugee Arrivals Data System

HOME | SOT | HELP | Logout | lbrreeman

Staging

SOT Queue
SOT Forms for Approval

Show 25 rows | Save to Excel | Search

Grantee Name	Fiscal Year	Status	Action
Florida Center for Survivors of Torture, Miami	2019	REJECTED	Edit
Florida Center for Survivors of Torture, Miami	2018	No Grant Number	

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

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

Editing After ORR Rejects the PDP Form

Office of Refugee Resettlement | Refugee Arrivals Data System

HOME | SOT | HELP | Logout | lbrreeman

Staging

CASE NO: 0570-0000
EXPIRATION DATE: 01/31/2020

ACF Office of Refugee Resettlement
Services for Survivors of Torture
Program Data Points (PDP)
APPLICATION STATUS: REJECTED

Back | Save | Submit

Grantee Name: Florida Center for Survivors of Torture, Miami
Agency: Administration for Children and Families (ACF)/Office of Refugee Resettlement (ORR)
Grant Number: 05Z73190
Form: Survivors of Torture - Program Data Points (PDP)
Point of Contact: [redacted]
Reporting Period: From: 06/1/2019 To: 06/30/2019

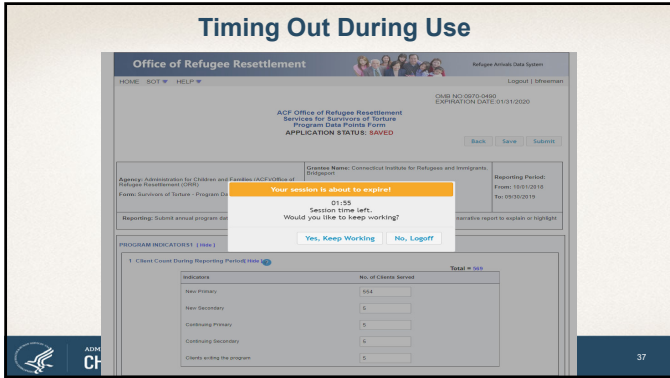
Reporting: Submit annual program data in the second semi-annual report each year of the project period. Please use the narrative report to explain or highlight program indicators and describe changes in psychological well-being indicators.

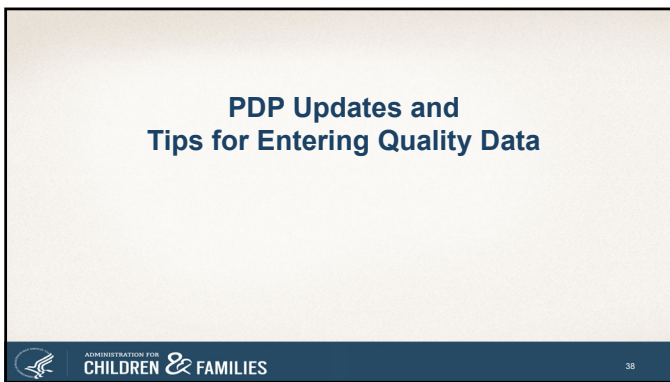
PROGRAM INDICATORS 1 | show |

OUTCOME INDICATORS 2 | show |

Back | Save | Submit

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





Data Point (DP) 1: New primary + continuing primary + new secondary + continuing secondary = TOTAL CLIENTS

=	≤	≥
DP7: Gender	DP2: Age when tortured	DP6: Goal at intake
DP8: Immigration Status	DP3: Type of torture*	DP17: Clients served by service category
DP9: Age at Intake	DP4: Reason for torture*	
DP12: Length of time	DP5: Country where torture occurred*	
DP13: Country of Origin	DP10: Education prior to arrival	
DP14: Ethnicity	DP11: Employment status	
DP15: Religion	DP16: Languages used	
	DP20-25: Outcomes	

*or could potentially be >

Data Point (DP) 3: Reporting "other" type(s) of torture suffered

Table with 2 columns: Reported "Other" type(s) of torture suffered and Reclassification. Includes indicators like Asphyxiation, Beating, Burning, etc.

Series of horizontal lines for data entry.

Data Point (DP) 4: Reporting "other" reason(s) for torture

Table with 2 columns: Reported "Other" Category and Reclassification. Includes indicators like Ethnicity, Nationality, Political reasons, Religion, etc.

Series of horizontal lines for data entry.

Updated Drop-down Lists for FY22: Data Points 5 (Country Where Torture Occurred), 13 (Country of Origin), 14 (Ethnicity), 16 (Languages Used)

- Long lists: Use the drop-down options reference document to see all the options on one page
Beware of alternate spelling of the same option and similar spelling of different options
Unable to specify if Other option is selected - ORR may follow up

Series of horizontal lines for data entry.

Data Point 14: Ethnicity

- Ethnicity is not the same as Nationality or Country of Origin (but, sometimes it is); definitions of some ethnicities may overlap
 - Somali vs Bantu: Somali
 - Lhotshampa (Bhutanese) vs Nepali
 - Hispanic/Latino vs Mayan
- Bantu, Mandé, Maya groups
 - Maya: Kekchi, Q'eqchi are different than K'iche', Quiché. For K'iche, Quiché, enter as Maya: Other

Bantu: Abakiga, Kiga, Mukogga	
Bantu: Baganda, Ganda, Muganda	
Bantu: Bakongo, Kongo, Wakongo	
Bantu: Bakuba, Kanié, Luba, Mubila, Mubumba	
Bantu: Bamileke	
Bantu: Banyoro, Muryoro, Nyoro	
Bantu: Basoga, Musoga, Soga	
Bantu: Baloro, Toró	
Bantu: Bembe, Babembe, Mubembe, Wabembe	
Bantu: Hema	
Bantu: Kikuyu	
Bantu: Mayankole	
Bantu: Other ethnic group	Mandé: Dyula, Dioula, Juula
Bantu: Other ethnic group from Cameroon	Mandé: Mende
Bantu: Other ethnic group from DRC	Mandé: Other
Bantu: Other ethnic group from Uganda	Maya: Kanjib'al, Q'anjob'al
Bantu: Other ethnic group from Congo Republic	Maya: Kekchi, Q'eqchi
Bantu: Dymbundu	Maya: Mam
Bantu: Fonde	Maya: Other
Bantu: Shona	
Bantu: Somali	
Bantu: Songye, Songe	

ADMINISTRATION FOR CHILDREN & FAMILIES 49

Data Point 15: Religion

15 Religion Hide 10

Indicators	No. of Clients Served
Buddhists	0
Christians	283
Hindus	0
Jews	0
Muslims	22
None	0
Unknown	0
Other: Please specify	2

Other: Please specify Add (Max 5)

Data Point 15: Religion

- New "Unknown" option
- Use "None" option for atheists, agnostics, nonbelievers, unaffiliated
 - From the SOT PDP User Guide:
 - None: Refers to people who self-identify as atheists or agnostics, as well as those who say their religion is "nothing in particular"
- Include denominations and sects under their respective major religion
 - Orthodox Christians, Catholics, Seventh-day Adventists, and Jehovah's Witnesses were listed as "Other" in FY19 data → categorize as "Christians"
 - Alevis, Shiites, and Ismailis were listed as "Other" in FY19 data → categorize as "Muslims"
- Examples of correct "Other" options in FY19 data: Bahá'ís, Sikhs, Zoroastrians, Kirats

ADMINISTRATION FOR CHILDREN & FAMILIES 51

Data Points 16 Drop-down Options

Data Point 16: Language used

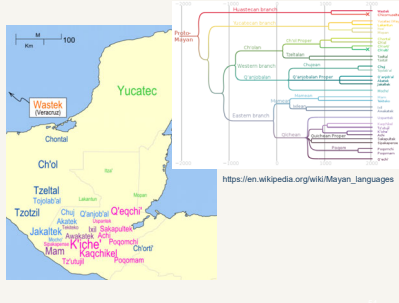
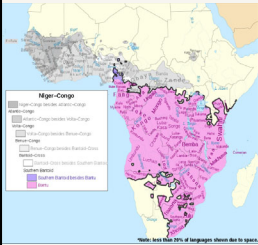
Acholi	Kachin	Tamil
Albanian	Karen	Telugu
Amharic	Khasi	Thai
Araucan	Kmer	Tibetan
Arabic	Konkani	Tigrinya
Azerbaijani	Korean	Turkish
Bantu: Gbaha, Tobiuba	Kuki-Chin: Hakha Chin, Lai, Siyin, Zo	Twi
Bantu: Kibembe	Kurama	Ukrainian
Bantu: Kisumu	Kurukh	Urdu
Bantu: Kikuyu	Kyrgyz	Uzbek
Bantu: Kinyawachia	Mao, Maaat	Vietnamese
Bantu: Kinyemutenge	MaekMa, Maay Maay	Wolof
Bantu: Kivundi	Mandarin	Yoruba
Bantu: Lagalla	Mandé: Mandingo, Mandé	Zaghawa
Bantu: Luganda	Mandé: Other	
Bantu: Ruvyironoz	Mayan: K'iche', Guiche	
Bantu: Shona	Mayan: Kaqchik, Q'eqchi', Q'ujup'ul	
Bantu: Swahili	Mariyi: Mariyi	
Bengali	Mariyi: Khasi, Crechi	
Berber	Mariyi: Mem	
Boko, Edo	Mariyi: Other	
Bosnian	Mongolian	
Burmese	Nepali	
Cambodian	Norwegian	
Cherokee	Other	
Creole	Other	
Dari, Farsi, Persian	Other	
Deprecated	Paswa (Pasos)	
Diola	Polish	
Dutch	Portuguese	
English	Rundi	
English	Rundi	
French	Rundi	
Fulah	Rundi	
German	Rundi	
Haitian Creole	Rundi	
Hebrew	Rundi	
Hindi	Rundi	
Igbo	Rundi	

Languages Used Drop-down Options

- Updated list based on grantees' FY19 data
- Alphabetic, but check for languages known by more than one name, with alternate spelling, or related dialects
 - Dari, Farsi, Persian; Kuki-Chin: Hakha Chin, Lai, Siyin, Zo
- Double-check different languages with similar names
 - Amharic vs Aramaic
- Ignore "Deprecated" option
- If "Other" option selected, ORR may follow up for more information
- Bantu, Mandé, Maya languages



It's Complicated



https://en.wikipedia.org/wiki/Mayan_languages

https://en.wikipedia.org/wiki/Bantu_peoples

Outcome Indicators: New Clients

23 Mental health Hide ?

23.a New Clients:

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

Outcome Indicators: Continuing Clients

23.b Continuing Clients:

Level of Need 113		End			
		In Crisis 2	Vulnerable 11	Stable 39	Safe 61
Start	In Crisis 12	1	3	5	3
	Vulnerable 35	1	8	12	14
	Stable 53	0	0	22	31
	Safe 13	0	0	0	13

Discussion and Questions?



ADMINISTRATION FOR CHILDREN & FAMILIES

57
