

**IRIS Notifications Matrix**

Type	Module	Notification Name	Email Subject	AppZone	Who	Description	Criteria for dismissal (Dashboard only)
D	Admin	Unknown WRAPS Codes		notD_UnknownWRAPSCodes	V	Calculates and lists lookup codes which have been imported into Case and Members tables that are not in IRIS	Once the new WRAPS code is manually entered into the IRIS lookup table, it will no longer be displayed
E	Admin	ErrorLog	IRIS Error Occurred	notE_ErrorLog	B	Sends email each time an error occurs in IRIS - used by IRIS support to know about and investigate errors	
D	Admin	Email Archive Report History		notD_showEmailArchive	V	Shows email notifications sent by IRIS in the past 7 days (number can be configured in IRISvariables table)	Email notifications that are older than the specified number of days no longer display in the notification
E	Affiliate Profile	AffiliateSubmitted	IRIS Affiliate Submitted [insert RA]	notE_AffiliateSubmitted	V	Email sent when affiliate submits an updated Affiliate Profile to the national office	
D	Affiliate Profile	Affiliate Data Submitted		notD_AffiliateSubmitted	V	Displays when affiliate submits an updated Affiliate Profile to the national office	Affiliate Profile status no longer = Submitted
D	Affiliate Profile	Affiliate Data Corrections Needed		notD_AffiliateCorrNeed	A	Displays when affiliate has an Affiliate Profile that has been sent back for corrections by national office	Affiliate Profile status no longer = Corrections Needed
D	Assurance	WRAPS Assurance File Verification		notD_WRAPSAssuranceVerification	V	Displays all cases that have been assured by the VOLAG but have not yet been sent to RPC in a WRAPS assurance data file. Used to verify the cases that will be included in the next WRAPS assurance data file before it is generated.	Once the assured cases have been sent to RPC in a WRAPS assurance data file, IRIS records the date and time they were sent and the cases no longer appear in the notification
D	Assurance	Unassured Placement Exceptions		notD_UnassuredCasesPlExc	B	Displays all cases that have not been assured, inactivated or waived, that also have an unconfirmed anchor with a placement exception required	Anchor is confirmed, and/or case is assured, waived or inactivated
E	Assurance	PlacementRequest	IRIS Case- Request for Placement Exception	notE_PlacementRequest	V	Sends email each time an affiliate checks a box on the Anchor screen indicating that they've uploaded a Placement Exception Form, so that the VOLAG can review the form and submit it to RPC.	
E	Assurance	PlacementDenied	IRIS Case- Request for Placement Exception Determined	notE_PlacementDenied	A	Sends email each time a co-sponsor placement exception has been marked as denied by the VOLAG	
D	Assurance	CoSponsor Placement Exception Denied		notD_PlacementDenied	A	Displays cases where the placement exception for a cosponsor was marked as "Denied"	Cases are displayed for 3 days from the time the denial is entered; thereafter, the case is no longer displayed in the notification
D	Assurance	Cases Returned by Affiliate		notCaseReturned	V	Displays cases that have previously been placed with an affiliate but are now "placed" with the national office (i.e., returned)	Case placed with an affiliate
E	Assurance	AssuranceReady	IRIS Assurance Ready	notE_AssuranceReady	V	Sends email at 5:00am Eastern time each day with a list of cases that have been assured by the affiliate and placed in the "Ready to Assure" status, so that the VOLAG can complete the assurance and send to RPC	
D	Assurance	Assurance Ready		notD_AssuranceReady	V	Displays cases that have been assured by the affiliate and placed in the "Ready to Assure" status, so that the VOLAG can complete the assurance and send to RPC	Case is assured or sent back to affiliate (i.e., assurance status no longer = ready to assure)
D	Assurance	Assurance Inactivated		notD_AssuranceInactivated	V	Displays cases where Assurance Status = Inactivated	Assurance Status no longer = Inactivated
D	Assurance	Assurance Date Passed		notD_AssurancePast	B	Displays cases that have not been assured, inactivated or waived whose Target Assurance Date is less than or equal to today's date	Case is assured, waived or inactivated
D	Assurance	Assurance Date Approaching		notD_AssuranceApproach	B	Displays cases that have not been assured, inactivated or waived whose Target Assurance Date is within 15 days of today	1) Case assured 2) Target Assurance Date passed
D	Assurance	Anchor Placement Exception Denied		notD_PlacementDenied	A	Displays cases where the placement exception for an anchor was marked as "Denied"	Cases are displayed for 3 days from the time the denial is entered; thereafter, the case is no longer displayed in the notification
D	Assurance	ALL Cases To Be Assured		notD_Reassure	B	Displays all cases where Assurance Status = 1 (Requested), 3 (Expired) or 5 (Waived).	Case is assured or inactivated
E	Assurance	AffPlacementException	IRIS Case- Request for Placement Exception Determined	notE_AffPlacementException	A	Sends email each time an anchor placement exception has been accepted or denied or a cosponsor placement exception has been accepted	
E	Assurance	Assurance Expiring		notE_AssuranceExpire	B	***Not currently used***	
D	Cultural Orientation	Case CO Assessment Due/ OverDue		notD_COACaseDueOverdue	B	Displays R&P cases whose 90th day from arrival is within 10 days	COA Case form is submitted
D	Cultural Orientation	Case CO Assessment Submitted		notD_COACaseSubmitted	B	Displays CO Case forms that have been submitted within 30 days	30 days after submission

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D	Cultural Orientation	Member CO Assessment Due/ OverDue		notD_COAMemberDueOverdue	B	Displays R&P case members whose 90th day from arrival is within 10 days	COA individual form is submitted
D	Cultural Orientation	Member CO Assessment Submitted		notD_COAMemberSubmitted	B	Displays CO case member forms that have been submitted within 30 days	30 days after submission
E	General	VolagNoteAdded	IRIS Case - Volag Note Added	notE_VolagNoteAdded	A	Sends email each time a VOLAG Note is added for a case. If a Note is marked as containing sensitive medical information, then only users with this permission will receive the email. Includes VOLAG Notes added automatically during system operations such as importing Biodata.	
D	General	NEW VOLAG Notes		notD_VolagNoteAdded	B	Displays cases where, in the last week, a VOLAG user has added a VOLAG Note. Users will only see cases with notes that match their medical permissions. For affiliates, users will only see cases where a VOLAG Note was added and marked as "Viewable by Affiliate". Includes VOLAG Notes added automatically during system operations such as importing Biodata.	Cases are displayed for 7 days from the VOLAG Note entry
E	General	IndWithNoAlienNumber	IRIS Individual imported from biodata with no Alien Number	notE_IndWithNoAlienNumber	V	Sends email each time an individual is added to an IRIS case without an Alien Number. The database allows this to occur, but flags it for the RA so that they can follow up with RPC	
E	MG	MGExpenseReportDue	IRIS MG Expense Report for  period  Due	notE_MGExpenseReportDue	A	Send email to indicate that an MG Expense Report was not submitted for the previous month	
E	MG	MGExpenseReportCorrect	IRIS MG Expense Report for  period  was returned for Corrections	notE_MGExpenseReportCorrect	A	Sends email to indicate that an MG Expense Report was marked as needing corrections by the VOLAG	
E	MG	MGExpenseReportAccept	IRIS MG Expense Report for  period  Accepted	notE_MGExpenseReportAccept	A	Sends email to indicate that an MG Expense Report was Accepted by the VOLAG	
E	MG	MGCaseEdit	IRIS MG Enrollment Edited	notE_MGCaseEdit	B	Sends email when the enrollment for a case already enrolled in the MG Program is edited (number of members, employable status, etc.)	
E	MG	MGCaseCombo	IRIS Combined MG Case Alert	notE_MGCaseCombo	V	Sends email when a case is enrolled in the MG Program with a related member from another case. Included in the email is a link to the case that the user can click to see the explanation for combining the case that was entered by the affiliate at the time of enrollment.	
D	MG	Expense Report Submitted		notD_MGExpenseReportSubmitted	V	Displays cases where the affiliate has submitted an MG Expense Report	Cases are displayed while the report status = Submitted; once the status changes, the case is no longer displayed
D	MG	180 Day Report Status Change		notD_MG3StatusChange	V	Displays cases with newly submitted 180 Day Reports (either initial submission or resubmission)	Cases are displayed for 3 days from the report submitted date
D	MG	180 Day Report Due		notD_MG180Day	B	Displays cases that are enrolled in the Matching Grant program that have reached 180 days since their arrival/eligibility date	Cases are displayed until the 180 Day Report is marked as Completed
D	MG	120 Day Report Status Change		notD_MG2StatusChange	V	Displays cases with newly submitted 120 Day Reports (either initial submission or resubmission)	Cases are displayed for 3 days from the report submitted date
D	MG	120 Day Report Due		notD_MG120Day	B	Displays cases that are enrolled in the Matching Grant program that have reached 120 days since their arrival/eligibility date	Cases are displayed until the 120 Day Report is marked as Completed
D	Minor Post-Arrival	Post Suitability Submitted		notD_MinorReportsSubmitted	V	Displays list of cases containing post-arrival minor suitability reports where the report status = "Submitted"	Report is reviewed by national office and status is changed to either "Corrections Needed" or "Accepted"
D	Minor Post-Arrival	Post Suitability Due		notD_MinorReportsDue	B	Displays listing of cases containing post-arrival minor suitability reports where the # of days after arrival is equal to or greater than the number of days when the report is due (default is 7 days, but this can be configured for each IRIS-using agency). Logic is ConfirmedArrivalDate + 7 days	Report is submitted by the affiliate user

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D	Minor Post-Arrival	Post Suitability Corrections Needed		notD_MinorReportsCorrectionsNeeded	B	Displays list of cases containing post-arrival minor suitability reports where the report status = "Corrections Needed"	Once the report status is changed to a different status, the case no longer appears in the notification.
E	Minor Post-Arrival	FollowUp90Submitted	IRIS 90-Day Minor Follow-Up form submitted	notE_FollowUp90Submitted	V	Sends email for each 90-Day Minor Follow-up report that is submitted by an affiliate user	
D	Minor Post-Arrival	90 Day Reports Submitted		notD_Minor90DaySubmitted	V	Displays list of cases containing individuals that have a submitted Minor 90-Day Follow-up report	Once the report status is changed to "Accepted" or "Corrections Needed," the case no longer appears in the notification
D	Minor Post-Arrival	90 Day Reports Due		notD_Minor90DayDue	B	Displays list of cases containing minors that require a 90-Day Follow-up Report which have reached the due date (default=90 days after arrival). Both the Minor Codes for individuals requiring this report and the number of days are configurable. Logic is ConfirmedArrivalDate + 90 days	Once all required reports for a case have been submitted, the case no longer appears in the notification
D	Minor Post-Arrival	90 Day Reports Corrections Needed		notD_Minor90DayCorrectionsNeeded	B	Displays list of cases that contain individuals who have Minor 90-Day Follow-up Reports that have been marked as having "Corrections Needed" by the VOLAG	Minor 90-Day Follow-up Report status is changed so that it is no longer "Corrections Needed"
E	Minor Pre-Arrival	PreMSDSubmitted	IRIS Minor Suitability Determination submitted	notE_PreMSDSubmitted	V	Sends email for each case that contains a pre-arrival minor suitability report that is submitted	
D	Minor Pre-Arrival	Minor Reports Submitted		notD_MinorPreArrivalReportsSubmitted	V	Displays list of cases containing pre-arrival minor suitability reports where the report status = "Submitted"	Report is reviewed by national office and status is changed to either "Corrections Needed" or "Accepted"
D	Minor Pre-Arrival	Minor Reports Due		notD_MinorPreArrivalReportsDue	B	Displays listing of cases containing post-arrival minor suitability reports that have not been submitted with a certain number of days before the assurance is due (default is 3 days, but this number can be configured for each IRIS-using agency). Logic is AssuranceDate - 3 days	Report is submitted by the affiliate user
D	Minor Pre-Arrival	Minor Reports Corrections Needed		notD_MinorPreArrivalReportsCorrectionsNeeded	B	Displays list of cases containing pre-arrival minor suitability reports where the report status = "Corrections Needed"	
E	Post-Arrival Minor Reports	Minor Suitability Determination submitted	IRIS Minor Suitability Determination submitted	notE_MSDDSubmitted	V	Sends RA an email alerting that a Minor Suitability Determination report has been submitted by an affiliate.	
D	Pre-Arrival	NEW Cross References		notD_CaseSplit	A	Displays list of cases that have had cross-referenced cases added within the past three days	Three days after cross-reference added
D	Pre-Arrival	NEW Cases		notD_Allocated	B	Displays list of cases that have been placed with a local office in the past three days	Three days after placement
E	Pre-Arrival	CaseSplit	IRIS Case Split- Request Amended Assurance	notE_CaseSplit	A	Sends email for each assured case that has been split (either via the WRAPS Biodata import process or manually by the national office)	
E	Pre-Arrival	ArrivalReconciliationNotice	Arrival Reconciliation	notE_ArrivalReconciliation	A	Sends a monthly email to each affiliate supervisor containing a link to their Arrived Scheduled report for the month. Purpose is for them to check what's in the report against their hard case files and alert RA of any discrepancies.	
E	Pre-Arrival	Allocated	IRIS Case(s) Placed	notE_Allocated	B	Daily email sent containing list of cases that have been placed with an affiliate in the past day. Runs each day that there is at least one case meeting criteria	
D	Pre-Case Processing	NEW AOR Pre-Case Notes (formerly called NEW AOR Notes)		notD_AORNoteAdded	B	Displays list of AORs where a Pre-Case Note has been added within the last week	One week after Pre-Case Note was added
D	Pre-Case Processing	AORs Corrections Needed		notD_AORCorrectionsNeeded	A	Shows AORs that need corrections made by the affiliate	When the AOR is no longer in one of the "Corrections Needed" statuses
D	Pre-Case Processing	AORs Accepted by RA (formerly called AORs Approved To Send)		notD_AORApproved	B	Displays list of AORs that have been marked "Accepted" by the national office	30 days after Accepted Date for AORs in one of the "Accepted by RA" statuses
E	Pre-Case Processing	AORCorrectionsNeeded	IRIS AOR with Corrections	notE_AORCorrectionsNeeded	A	Sends email for each AOR that has been marked "Corrections Needed" by the national office	

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D	Pre-Case Processing	AORs Sent by Affiliate (formerly called AOR Submitted)		notD_AORSubmitted	V	Displays list of AORs that have been sent by an affiliate user and are ready for the RA to vet	AORs in one of the "Pending" Statuses
E	Pre-Case Processing	AOR Submitted	IRIS Case - AOR Submitted	notE_AORSubmitted	V	Sends email for each AOR that is submitted to the RA by an affiliate user	
D	Pre-Case Processing	P3 Filing Deadline		notD_P3FilingDeadline	B	Displays list of P3 AORs where the P3 deadline is approaching	Arrival in US" <= 5 Years or 60 days past due date "Date of Arrival in US" > 5 Years and AOR status not like 'submitted%', 'linked','closed'
D	Pre-Case Processing	AORs Submitted to RPC/RSC		notD_AORSubmittedRPC	B	Displays list of AORs that have been marked as submitted to RSC (Lautenberg) or RPC (P3 & CAM)	Drops off of notification 14 days after status of AOR was changed to one of the "Submitted to RPC/RSC" statuses.
D	Pre-Case Processing	Minor Aging/Aged Out		notD_AORMinorAgingOut	B	Displays list of AORs containing a minor who is about to age out (will turn 21 years old soon) or who has already aged out (recently turned 21 years old).	Displays 90 days prior and 60 past Minor's 21st birthday and AOR status not like 'submitted%', 'linked','closed'
D	Pre-Case Processing	AOR Stages		notD_AORStages	B	Alerts RA and affiliate when the following stages are approaching or past their due dates: AOR Screening, Discrepancy Letter, DNA Request Letter and RAVU Letter.	When the Completed Date is entered in the affected stage.
D	Pre-Case Processing	AOR Activities		notD_AORActivities	B	<ul style="list-style-type: none"> <li>Alerts RA when an affiliate has added an activity.</li> <li>Alerts affiliate when an RA has added an activity and also shows ones that require affiliate acknowledgement.</li> </ul>	Cycles off after 14 days except for the ones that require affiliate acknowledgement; they stay on until the activity is acknowledged.
D	Pre-Case Processing	AOR Activity Acknowledgement Incomplete		notD_AORActivityAcknowledgementIncomplete	V	Alerts RA when an affiliate has not acknowledged an activity for a week or more.	When the affiliate acknowledges the activity.
D	R&P Pre-Arrival	MinorsWhoHaveAgedOut		notD_MinorsWhoHaveAgedOut	V	Shows minors who have or will have aged out prior to arrival, based on Arrival Date. For cases with no Arrival Date, IRIS does not display cases prior to a minor's 18th birthday.	Minor code has been removed from the Member Background screen or the case arrived more than 90 days ago.
D	R&P Pre-Arrival	MinorsBeforeAgeOut		notD_MinorsBeforeAgeOut	V	Shows unarrived URMs (minor code = M4) who will age out by the time they arrive. IRIS currently displays cases 45 days (configurable) prior to a minor aging out.	Case has arrived and/or the M4 minor code has been removed from the Member Background screen.
E	R&P Report	SendListOfMG3StatusChange	Case - MG3 Status Change Daily Digest	notE_MG3StatusChange	V	Sends RA an email to alert that a 180 Day Report has been completed.	
E	R&P Report	SendListOfMG2StatusChange	Case - MG2 Status Change Daily Digest	notE_MG2StatusChange	V	Sends RA an email to alert that a 120 Day Report has been completed.	
D	R&P Report	RP Period File Verification		notD_RPPeriodVerification	V	Displays list of cases that have R&P Period Reports marked as Accepted by the national office that have NOT been sent to RPC via WRAPS	When WRAPS export containing the case is generated
D	R&P Report	R&P Period Reports Submitted		notD_RPPeriodComplete	V	Displays list of cases containing R&P Period reports with status of "Submitted"	Report status changes
D	R&P Report	R&P Period Reports Overdue		notD_RPPeriodOverDue	B	On the 16th day of the 5th month, displays list of R&P cases that have not been submitted by the Due Date.	Report status change to "Submitted"
D	R&P Report	R&P Period Reports Due		notD_RPPeriodDue	B	Displays list of cases that have reach 90 days after arrival with R&P Period Reports that have not yet been "Submitted"	Report status change to "Submitted", "Accepted" or "Corrections Needed"
D	R&P Report	R&P Period Reports Corrections Needed		notD_PeriodCorrections	B	Displays list of cases containing R&P Period reports with status of "Corrections Needed"	Report status changes
E	R&P Report	R&P Period Reports Corrections Needed	IRIS R&P Period Report: Correction Needed	None	A	that are needed to a case's R&P Period Report. Note: Email will only be sent if affiliate's	
E	Reconciliation	Reconciliation Report Due notification		notE_Reconciliation	B	***Not currently used***	
D	Travel	View eABN Imports		notD_ABNNoteAdded	V	processes, along with details on the ProFlights and cases added, updated, deleted and departed.	Dismiss button in notification allows users to dismiss transactions as needed
E	Travel	TravelUpdate	IRIS Case - Travel Added OR IRIS Case - Travel Changed OR IRIS Case - Travel Deleted	notE_TravelUpdate	B	Sends email whenever travel information for a case is added, updated or removed	
E	Travel	NoFinalTravel	IRIS No Final Booking Notice	notE_NoFinalTravel	B	Sends scheduled email containing any cases where the Arrival Date is in the next 5 days, but the case has not been booked to final destination yet	

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D	Travel	No Final Booking		notD_NoFinalTravel	V	Displays list of cases where the Arrival Date is in the next 5 days, but there is no final destination booking yet	Final leg of international or domestic booking has a destination airport that matches the assured final destination airport.
D	Travel	NEW Travel Info		notD_TravelUpdate	B	Displays cases who have travel information that has been added, updated or removed in the last three days	Date that travel was added, updated or removed reaches four days
D	Travel	Arrival Date Approaching		notD_TravelDate	B	Displays list of cases where the Arrival Date is in the next 15 days	Once the Arrival date = today's date
E	Travel	Travel Scheduled for Closed Case	IRIS Case (insert Case #) - Travel Added to Cl	notE_TravelAnomaly	B	scheduled for a closed case. <u>Note:</u> It's possible for a user to receive the same travel email for a	
E	Travel	Travel Scheduled for Unassured Case	IRIS Case (insert Case #) - Travel Added to Ur	notE_TravelAnomaly	B	scheduled for an unassured case. <u>Note:</u> It's possible for a user to receive the same travel	

**Type:**

D = Dashboard

E = Email

**Who:**

V = VOLAG

A = Affiliate

B = Both