



**IMMIGRATION & REFUGEE INFORMATION SYSTEM**



# **IRIS**

## **Resettlement Agency Staff Users' Guide**

**Matching Grant and Other Programs**

**Updated: 6/18/2018**

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## MG Configurable Settings

IRIS has settings for managing the locking or MG 120<sup>th</sup> and 180<sup>th</sup> day reports. By default, the reports lock on these dates of each year '09/30' and '03/31'. There is a default a grace period of 7 days for reporting year.

120<sup>th</sup> and 180<sup>th</sup> day reports will be locked when the case's Arrival Date + (120 or 180) Days > 09/30 + 7 days or Case Arrival Date + (120 or 180) Days + 7 days > 03/31 for the reporting year.

## Overrides

An RA has certain administrative privileges related to MG enrollment and 120 and 180 day reports.

OVERRIDE	DESCRIPTION
OVERRIDE MG ENROLLMENT DATE	RA may allow an Affiliate user to enter an enrollment date greater than 31 days from the eligibility date.
OVERRIDE REPORTING YEAR	
UPDATE MG ENROLLMENT DATE	RA may directly change the enrollment date
OVERRIDE EMPLOYABLE RULE	RA may allow an MG case member to be marked as Employable when their age is under 18 or over 65.

## MG Case Updating History

A history of edits and overrides are tracked in several locations.

Matching Grant tab has tracks the history of the following events:

1. Updated MG Enrollment Date
2. Updated Reporting Year
3. RA authorized and entered enrollment date that is 31 days after arrival date
4. Override authorized allowing enrollment date that is greater than 31 days from eligibility date
5. Override allowing Employable status equals yes when enrollment age is less than 18 or greater than 65 to have

MG Main has history of the following events:

1. edit in case\_matchinggrant\_add.aspx page



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The MG 120 and 180 Day Reports track the status of the report from pending to submitted.