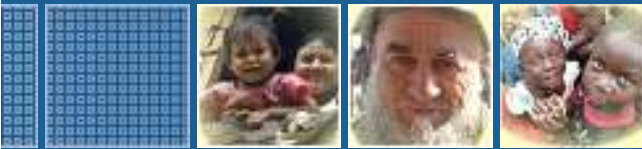




IMMIGRATION & REFUGEE INFORMATION SYSTEM



IRIS

Resettlement Agency Staff Users' Guide

Matching Grant and Other Programs

Updated: 3/2/2020

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MG File Export

The MG file export process is available from the IRIS dashboard. Clicking the export button will download a data file that may be given to ORR.

There is also a verification process which tests the data that will be exported to ensure it will produce the same numbers as the MG PPR (progress report). Before exporting the data, click the Verify button. If there are any differences, then contact IRIS Technical Support to determine the reason.

This is a sample of what the verification report looks like.

Section A. New Clients Enrolled During this Reporting Period				
Subsection	Title	MG Data File	MG PPR	Delta: MG Data File - MG PPR
A1. New Clients in Program	Cases	122	122	0

MG Configurable Settings

IRIS has settings for managing the locking or MG 120th and 180th 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.

120th and 180th 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

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

Other Programs

Other Program Maintenance

IRIS has basic functionality to track case enrollment in other programs. An RA user may create Program's by accessing the dashboard link to the "Other Program Maintenance" screen. The programs the RA creates may be used by an affiliate to track client enrollment in the program.



Figure 1. Link to Other Program Maintenance.

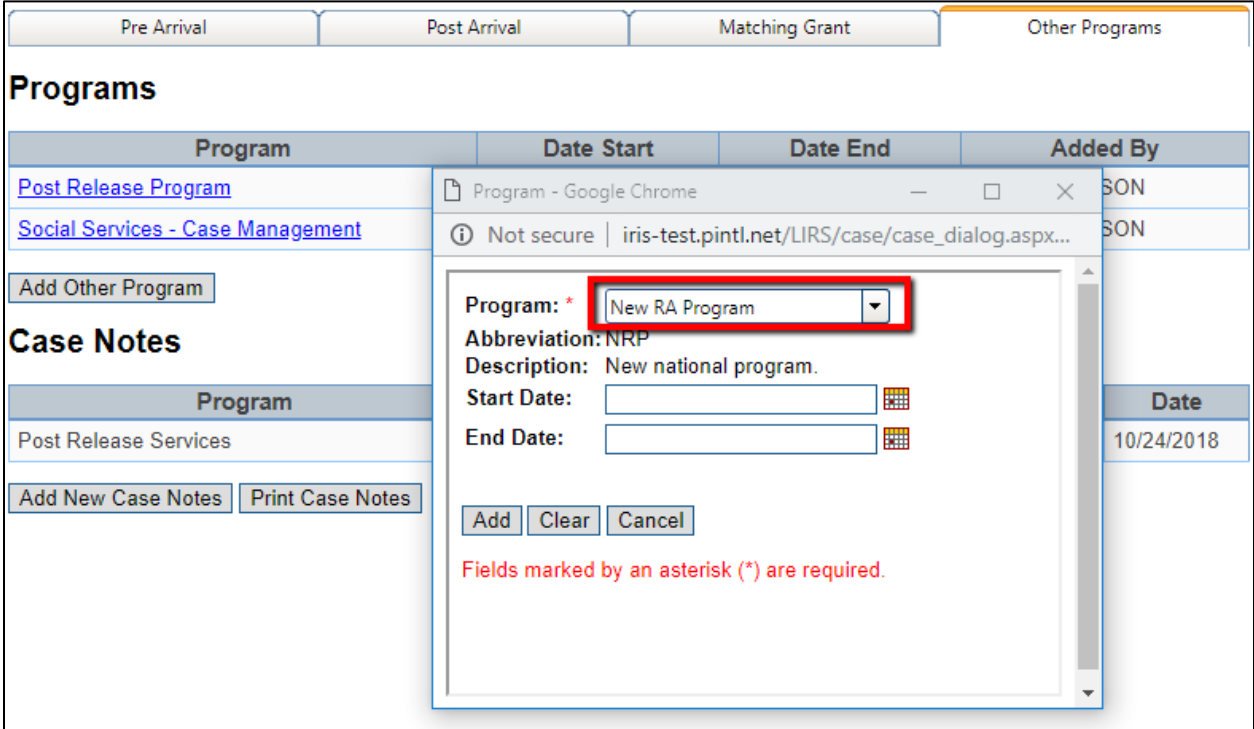


Figure 2. Tracking enrollment in the new program.