IRIS IMMIGRATION & REFUGEE INFORMATION SYSTEM

IRIS

Pre-Case Transfer Application

Users’ Guide

Table of Contents

Pre-Case Transfer Application

Purpose

The purpose of the Pre-Case Transfer Application is to provide a mechanism for transferring pre-cases from one IRIS-using RA to another.

Definitions

- Pre-Cases = Interests and AORs
- Standalone application = a separate application that is not integrated into IRIS
- Source RA = the "from" RA who is transferring the pre-case out
- Destination RA = the "to" RA who is accepting the transfer
- Input File = the spreadsheet that the RA provides to IRIS Support
- Input Form = a form that pops up when the application is run to prompt IRIS Support for information, like source and destination RAs

Description

This application is a standalone application, that must be run by IRIS Support for the RA. When IRIS Support runs the Pre-Case Transfer Application, the code uses the data provided in the Input File and Input Form to do the following for each pre-case:

- Locate the data in the source RA's database and place a copy of it in the destination RA's database.
- Change the status of the source RA's pre-case to Transferred Out.
- Create a Pre-Case Note in both source and destination databases containing information related to the transfer.

Source RA Tasks

The Source RA will initiate the transfer since they would have had to complete the necessary forms and potentially the spreadsheet that is sent to RPC during bulk transfers.

Below are the required Source RA tasks related to the running of this application:

- Prepare Input File, which is described in the below Input File section of this document.

- Submit a ticket to IRIS Support with a copy of the Input File attached to it. List who from the Destination RA approved the transfer on their end.
- Once transfers have been completed:
    - Spot check data in IRIS with the goal of making sure the data transferred correctly.
    - Notify the Destination RA that the transfers have been completed.

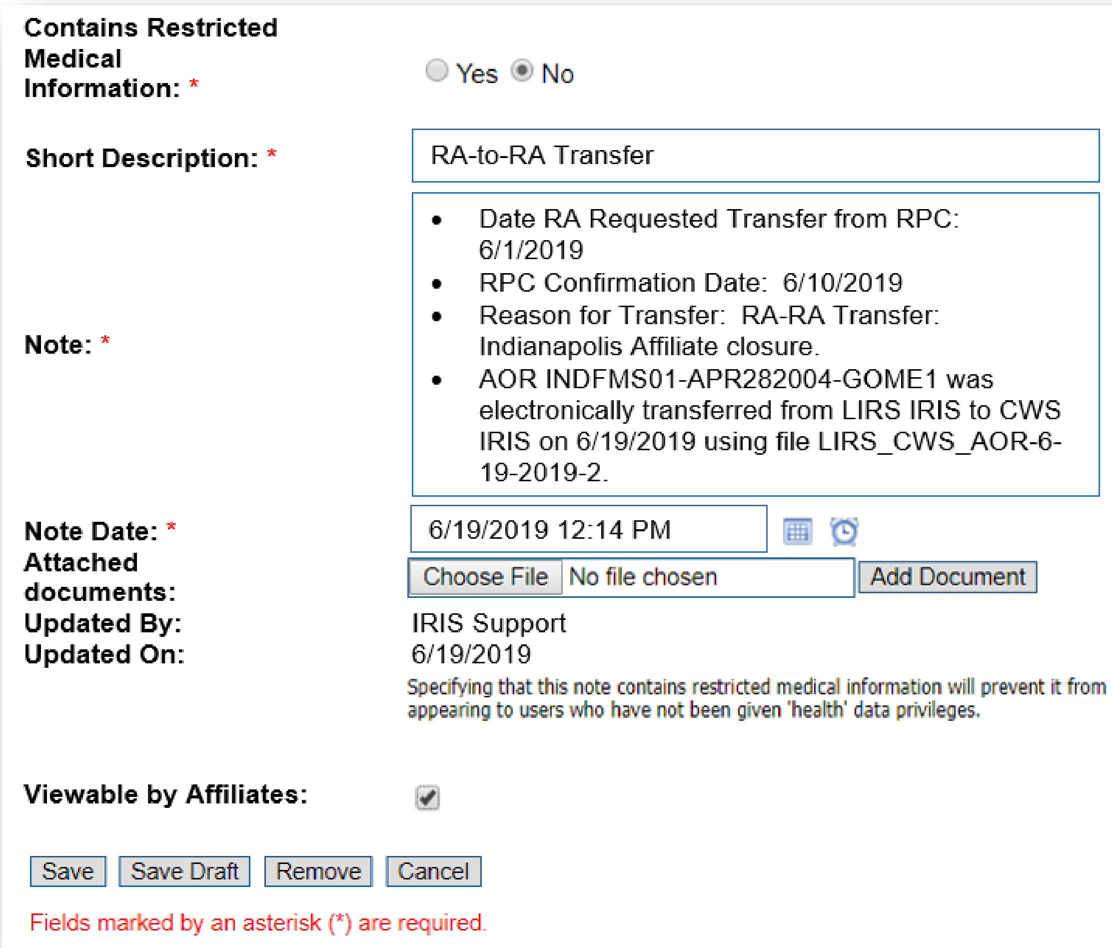
Input File

- The Input File needs to be an Excel spreadsheet. It can be in .xls or .xlsx format. It should contain the data that will be used by the Pre-Case Transfer Application during processing. The below fields should be included, two of which are required. The fields are numbered according to the order in which they should be included on the spreadsheet. Be sure no cells have preceding or trailing spaces. IRIS Support will send back any Input Files that do not comply with these requirements.

Order	Field	Required?
1	Pre-Case ID that is in IRIS (aka "AATP Identifier")	Yes
2	Destination RA WRAPS Affiliate Code that is in IRIS (aka "To Affiliate ID")	Yes
3	Transfer Reason	No
4	Transfer Request Date	No
5	RPC Confirmation Date	No

Note:

- If the fields that are not required are left empty on the Input File spreadsheet, then less information will be entered in the Pre-Case Note. Below are two examples of Pre-Case Notes, the first where the Input File contained all of the optional data and the second where it did not.



Contains Restricted Medical Information: * ○ Yes ◉ No

Short Description: * RA-to-RA Transfer

Note: *

- Date RA Requested Transfer from RPC: 6/1/2019
- RPC Confirmation Date: 6/10/2019
- Reason for Transfer: RA-RA Transfer: Indianapolis Affiliate closure.
- AOR INDFMS01-APR282004-GOME1 was electronically transferred from LIRS IRIS to CWS IRIS on 6/19/2019 using file LIRS_CWS_AOR-6-19-2019-2.

Note Date: * 6/19/2019 12:14 PM

Attached documents: Choose File No file chosen Add Document

Updated By: IRIS Support

Updated On: 6/19/2019

Specifying that this note contains restricted medical information will prevent it from appearing to users who have not been given 'health' data privileges.

Viewable by Affiliates: ☑

Save Save Draft Remove Cancel

Fields marked by an asterisk (*) are required.

Contains Restricted Medical Information: * ○ Yes ◉ No

Short Description: * RA-to-RA Transfer

Note: * AOR KYDFMS02-OCT202004-NDUH1was electronically transferred from LIRS IRIS to CWS IRIS on 5/10/2019 using file LIRS_CWS_AOR-5-10-2019.

Note Date: * 5/10/2019 12:14 PM

Attached documents: Choose File No file chosen Add Document

Updated By: IRIS Support

Updated On: 5/10/2019

Specifying that this note contains restricted medical information will prevent it from appearing to users who have not been given 'health' data privileges.

Viewable by Affiliates: ☑

Save Save Draft Remove Cancel

Fields marked by an asterisk (*) are required.

Below is a screenshot of a sample Input File spreadsheet that an RA might submit to RPC to request the transfer.

	A	B	C	D	E	F	G	H	I	J
1	Date	Program Type	AATP Identifier	WRAPS Case Number	Anchor/ Qualifying Parent Name	Qualifying Family Member/ Qualifying Child Name	Transfer Type	From (Affiliate ID)	To (Affiliate ID)	Transfer Reason
2	4/23/2018	Lautenberg	INDFMS01-APR282004-GOME1	UNKNOWN	JONES, Maria	Jones, John	Resettlement Agency to Resettlement Agency	INDFMS01	INCWS 01	RA-RA Transfer: Affiliate has closed; need to transfer to a new affiliate
3	4/23/2018	Lautenberg	INDFMS01-APR202004-INZH1	UNKNOWN	JENKINS, Brett	JENKINS, Sarah	Resettlement Agency to Resettlement Agency	INDFMS01	INCWS 01	RA-RA Transfer: Affiliate has closed; need to transfer to a new affiliate
4	4/23/2018	Lautenberg	INDFMS01Sep112014INZH	UNKNOWN	CARTER, David	CARTER, Michael	Resettlement Agency to Resettlement Agency	INDFMS01	INCWS 01	RA-RA Transfer: Affiliate has closed; need to transfer to a new affiliate

Assuming the above spreadsheet was submitted to RPC, approved, and the same AORs now need to be transferred to another RA's IRIS database, the RA can use it but modify it as follows to get it into the format that IRIS Support needs for use by the Pre-Case Transfer Application:

- Remove all but the following columns:

- **AATP Identifier** – Make sure the data in this column contains IDs in the IRIS Pre-Case ID format. The tool will use the ID provided to locate it in the Source RA's database. If it is unable to find the pre-case using the ID provided, the pre-case will not get transferred.
- **To (Affiliate ID)** – The data in this column should contain the WRAPS Affiliate code of the receiving affiliate who will be handling this AOR. Make sure the affiliate ID is in the IRIS affiliate format. For example: INCWS 01. Note that RAs with a three-letter acronym will contain a space. RAs with a four-letter acronym will not. Example: INDFMS01. Again, the tool needs to find an exact match on affiliate ID in the destination database or the transfer will fail.
- **Transfer Reason** – Whatever you put in the spreadsheet to RPC should transfer fine since it is a text field, the contents of which will end up in a Pre-Case Note.

- Add the following columns:
  - **Transfer Request Date** – Add the date the Source RA requested permission from RPC to transfer the pre-case. You can use any date format as long as it is one that is recognized by Excel.
  - **RPC Confirmation Date** – Add the date RPC responded and granted permission for transfer. You can use any date format as long as it is one that is recognized by Excel.
- Once data is in the correct format, remove the header and submit it to IRIS Support.

Below is what the RPC spreadsheet should look like once prepped for submission to IRIS Support to be used by the Pre-Case Transfer Application. If no RPC spreadsheet is available to modify, a new Excel spreadsheet can be created and submitted using the below format.

	A	B	C	D	E
1	INDFMS01-APR282004-GOME1	INCWS 01	RA-RA Transfer: Affiliate has closed; need to transfer to a new affiliate	3/1/2019	3/9/2019
2	INDFMS01-APR202004-INZH1	INCWS 01	RA-RA Transfer: Affiliate has closed; need to transfer to a new affiliate	4/3/2019	4/4/2019
3	INDFMS01Sep112014INZH	INCWS 01	RA-RA Transfer: Affiliate has closed; need to transfer to a new affiliate	3/21/2019	4/1/2019

IRIS Support Tasks

Below are the IRIS Support tasks related to the running of this application upon receipt of a ticket from an RA containing the Excel spreadsheet:

- Review the spreadsheet to make sure data appears to be in proper IRIS format.
- Copy/paste the data into a new spreadsheet to lose any data that might be hidden.

- Run the Pre-Case Transfer Application, entering necessary information into the Input Form that pops up.
- Once the process is complete:
    - Check the bottom of the Input Form to make sure no errors occurred.
    - Spot check data in IRIS with the goal of making sure the data transferred correctly.
    - Notify the RA once the transfer process is complete.

Below is an example of the Input Form that will appear when IRIS Support runs the application. The Pre-Case Transfer Application will use the data that is in the Input File (spreadsheet), along with the data that is entered into the Input Form, to process the transfers. IRIS Support: See technical document for more information about how the application works behind the scenes.