

Pre-Case Transfer Function in IRIS

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Purpose

The purpose of Pre-Case Transfer Function in IRIS is to provide functionality to IRIS using RAs to transfer a Pre-Case from one IRIS using RA to another IRIS using RA.

Overview

Pre-Case Transfer Function in IRIS provides a feature in Pre-Case page of IRIS where an IRIS using RA can transfer a Pre-Case to another IRIS using RA. This feature does not replace the requirement of the Source RA to complete the necessary RPC Transfer forms, so Source RA is required to initiate necessary RPC approval before initiating Pre-Case Transfer and provide RPC Confirmation Date along with transfer request. RA with access to **VOLAGPreCaseTransfer** group only can view/create Pre-Case Transfers.

Prerequisite

- Web Browser e.g., Chrome, Safari, etc.
- IRIS RA account with access to **VOLAGPreCaseTransfer** group.

Definitions

- Pre-Case = Interests and AORs
- AOR = Affidavit of Relationship
- Source RA = Sender Resettlement Agency of Pre-Case
- Destination RA = Receiver Resettlement Agency of Pre-Case
- RPC = Refugee Processing Center

Source RA Tasks

Source RA can login with its IRIS credentials and create a Pre-Case Transfer request from Pre-Case Page. Source RA is required to provide RPC Confirmation Date while making the Pre-Case Transfer. Once Pre-Case Transfer is requested, destination RA will receive a notification in IRIS to accept incoming Pre-Case transfer. It is recommended to inform Destination RA to check their IRIS for any pending Pre-Case transfers.

Please follow these steps at Source RA to submit Pre-Case Transfer request.

1. Login to IRIS and open Pre-Case which is required to be transferred to other IRIS using RA.
2. Under **Status** tab of Pre-Case, scroll down to find **Transfer Pre-Case** button.

- On next page, enter Destinantion RA and Affiliate to which Pre-Case will be transferred along with RPC Confirmation Date and Transfer Reason.
- After filling details in transfer form, click **Transfer** button and your Pre-Case Transfer request will be created.
- You can track status of Pre-Case Transfers from **Pre-Case Transfer Console**.

IRIS Pre-Case ID:	COLIRS01-Feb162022-GONZ-1	Status:	Pending
Case Number(s):		Last Submitted Date:	
QCH Name:	PATRICK STANLEY	AOR Type:	CAM
QCH Nationality:	Guatemala	AOR Case Size:	1
QCH Current Country:	Guatemala	Affiliate:	CO-Denver
Qualifying Parent Name:	ANNIE GONZALEZ		

Qualifying Parent	Qualifying Children	Relatives	Additions / Explanations	Signatures
Pre-Case Notes	Documents	Stages	Status	

AOR Status

This Affidavit of Relationship's status is currently Pending.

Amended Date:

Add Instruction pages

- Accept
- Corrections Needed
- Reverse Amended AOR
- I would like to transfer this AOR to another affiliate
- I would like to close this Affidavit of Relationship

Pre-Case Transfer

Source RA: LIRS

Destination IRIS RA: *

Destination Affiliate: *

Pre-Case Type: AOR

Pre-Case ID: 212670734-27Jun2017

RPC Confirmation Date: *

Transfer Request Date: 6/3/2022

Transfer Reason: *

Note: Pre-Case transfer process does not replace the requirement of the Source RA to complete the necessary RPC transfer forms.

Pre-Case Transfer

AOR has transfer request to HIAS

Source RA: LIRS

Destination IRIS RA: *

Destination Affiliate: *

Pre-Case Type: AOR

Pre-Case ID: 212670734-27Jun2017

RPC Confirmation Date: *

Transfer Request Date: 6/3/2022

Transfer Reason: *

Note: Pre-Case Transfer request in IRIS does not replace requirement for Source RA to complete necessary RPC Transfer forms. This feature only provides a mechanism to transfer a Pre-Case from one IRIS using RA to another IRIS using RA. All Source RA is required to complete RPC approval process for Pre-Case Transfer and provide RPC Confirmation Date while creating Pre-Case Transfer request.

Destination RA Tasks

Destination RA who will be receiving Pre-Case Transfer request can accept/Reject Pre-Case Transfer Request. Destination RA User is required to have permission to **VOLAGPreCaseTransfer** group for ability to view Pre-Case Transfer requests.

Please follow these steps at Destination RA to accept or reject an incoming Pre-Case Transfer request.

1. Login to IRIS and click “**New Pre-Case Transfer Requests**” under **Notifications** of Pre-Case Processing.
2. Click on notification and it will display list of Pre-Cases waiting for approval to be transferred in.
3. You can select one or many Pre-Cases at once and click **Accept** button to transfer all Pre-Cases in your organization. (Note: If you **Reject**, Pre-Cases will be sent back to Source RA).
4. For any help, please contact IRIS Support @ iris-support@lirs.org.

Pre-Case Processing	Notifications	
Advanced Search Submit AORs IRIS RA Pre-Case Transfer Console	Pre-Case Processing AORs Sent by Affiliate (8) AORs Submitted to RPC/RSC (1) NEW AOR Pre-Case Notes (7) NEW Interest Pre-Case Notes (5) Minor Aging/Aged Out (3) P3 Filing Deadline (4) AOR Stages (122) AOR Activities (3) AOR Activity Acknowledgement Incomplete (108) <div style="border: 2px solid red; padding: 2px;">NEW Pre-Case Transfer Requests (3)</div>	R&P Period Reports R&P Period Reports Due (30) R&P Period Reports Submitted (37) R&P Period Reports OverDue (3) R&P Period Reports Corrections Needed (2)
Case Management		
Advanced Search Place Cases Transfer a Case Case Transfer Out Search Manage Travel Reconcile Arrivals		
Travel Loan		
Export Loan System Files		
R&P Reporting		
	Post-Arrival Minor Reports Post Suitability Due/Overdue (56) Post Suitability Submitted Post Suitability Corrections Needed (1) 90 Day Reports Due/Overdue (41) 90 Day Reports Submitted (1) 90 Day Reports Corrections Needed	

There are 3 PreCase Transfer Requests

Pre-Case Type: ▼

Select	Pre-Case ID	Date Filed	Pre-Case Status	Pre-Case Type	Transfer Request Date	Transfer Reason	Source RA Email	Transfer Status
<input checked="" type="checkbox"/>	76066	04/30/2015	Received	Interest	04/06/2022	RA to RA: Affiliate has closed; need to assign AOR to a new affiliate	dbracken@wr.org	Pending
<input type="checkbox"/>	76175	05/08/2015	Received	Interest	04/06/2022	RA to RA: Affiliate has closed; need to assign AOR to a new affiliate	dbracken@wr.org	Pending
<input type="checkbox"/>	78464	03/27/2017	Submitted to RSC	Interest	04/06/2022	RA to RA: Affiliate has closed; need to assign AOR to a new affiliate	dbracken@wr.org	Pending

Track Status of Pre-Case Transfers

IRIS RA Pre-Case Transfer Console is added to IRIS Dashboard which displays all Pre-Case Transfer requests made by your organization and can be used for tracking purpose. To access Pre-Case Transfer Console, please follow below steps:

1. From IRIS Dashboard, click IRIS RA Pre-Case Transfer Console.

- On next page, you can select **Pre-Case Type**, **Start and End Date** for your Pre-Case Transfer requests.
- Click **Display** button and a list of Pre-Case Transfer request will be displayed.
- Transfer Status** column will display status of your Pre-Case Transfer requests i.e., Approved/Pending/Rejected.

IRIS Welcome MYRTLE CARPENTER ***TEST*** My Account | About | Logout



Pre-Case Processing	Notifications	
Advanced Search Submit AORs IRIS RA Pre-Case Transfer Console	Pre-Case Processing	R&P Period Reports
Case Management	AORs Sent by Affiliate (1) AORs Submitted to RPC/RSC NEW AOR Pre-Case Notes NEW Interest Pre-Case Notes Minor Aging/Aged Out (3)	R&P Period Reports Due (63) R&P Period Reports Submitted (56) R&P Period Reports OverDue (64) R&P Period Reports Corrections Needed (1)
Advanced Search Place Cases Transfer a Case		

Pre-Case Transfer Management Console

Pre-Case Type: 

Start Date: 

End Date: 

Displaying 1 - 6 of 6 Result(s) (OR) Display results per page.

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Create Date	PreCaseID	Pre-Case Type	Pre-Case Status	Transfer Request Date	RPC Confirmation Date	Source RA	Destination RA	Reason	Transfer Date	Transfer Status
10/25/2021 01:30 PM	212438482-29Nov2016	AOR	Submitted to RPC	10/25/2021	10/13/2021	HIAS	LIRS	UST moved to Houston, TX, where HIAS does not have a resettlement affiliate.	10/25/2021	Accepted
05/04/2022 02:55 PM	COLIRS01-Feb162022-GONZ-1	AOR	Pending	05/04/2022	05/02/2022	LIRS	WR	Test	05/04/2022	Pending
05/11/2022 05:56 AM	1396	Interest	Submitted to RSC	05/11/2022	06/27/2021	LIRS	CWS	test1	05/11/2022	Accepted
05/12/2022 05:24 AM	51962	Interest	Submitted to RSC	05/12/2022	05/10/2022	CWS	LIRS	test1	05/12/2022	Accepted
05/12/2022 01:47 PM	49394	Interest	Pending	05/12/2022	07/11/2021	LIRS	CWS	test12345	05/12/2022	Accepted
06/03/2022 10:16 AM	212670734-27Jun2017	AOR	Closed	06/03/2022	06/01/2022	LIRS	HIAS	Testing	06/03/2022	Pending