

**Refugee School Impact Grantees: Frequently Asked Questions  
(As reviewed and discussed on the March 7, 2011 RSIG Teleconference)**

<b>RSIG Grantee Question</b>	<b>ORR Response</b>
Is electronic record keeping allowed?	Yes. Electronic records must be accessible to ORR monitoring and must contain complete student documentation same as hard copy would have.
What kind of documentation is needed on parents of RSIG students?	Same as for refugee students
What is expected of refugee student files to contain?	For ORR monitoring purposes student files should contain: -Enrollment documentation (I-94, A#, name, gender, address, age, parent/guardian information (can be in local school or service provider's file, school's central office or at local Volag offices) -Assessment or testing results -Individualized plan with the description of barriers, how to overcome them, family structure and support -Any student activities and projects -Evidence of improvements, assessments, testing results -Evidence of parents' involvement -Evidence of any other assistance
What kind of documentation is needed when serving large group of clients at one time	Same as for all other services funded by RSIG Providers are required to keep a record of sign-in sheets for group activities
How to collect data and make strong working relationship between Schools vs. Volags?	Close cooperation needs to exist between the Schools and Volags as stated in program announcement; all grantees gave assurances in their applications to ensure collaboration. Data collection process should not differ too much.
How to report when sub-grantees are providing different (a variety of) services?	In order to have same reporting standard, regardless of the type of service, each grantee for their program and activity should have developed measurable outcomes taking into considerations: -program goal -program activities (proposed, delivered, implemented) -program service delivery model -plan of action, projection of accomplishments with timeline
How to report for each expected outcome/result?	Service provider needs to explain indicators, where and how data is collected and provide data analysis
What kind of reporting data is expected?	Aside from outcomes, ORR requires grantees to provide for each reporting period number of children in the program on enrollment and at reporting period. Grantees may want to include data broken down by: -Grade -School -English proficiency level
How to report when some recipients get only one RSIG service, while others get variety of services?	Best solution is to categorize services and report outcomes for different categories, ensure that individual student plans in master files reflect and indicate student's participation in specific category of service