



## FACT SHEET



... from Ujima Consultants

# Immigration Advocacy

**ImmigrateMe** maintains data on immigration support services, citizenship cases and refugee advocacy. The application aids in providing immigrant client case management assessment for INS status to organizations serving immigration and/or refugee populations. Citizenship classes, language concerns and resettlement issues can be tracked in detailed digital case folders which allow for tracking of multiple client data categories and elements. There is an assortment of canned reports ready to provide the quick and accurate information needed to meet today's information requirements.

### **In-Take Screen**

The client entry screen includes quick-access tabs that provide faster access. The Intake screen tabs allow for Immigration Advocate centers to quickly and easily enter immigrant client data in a concise profile. User can generate client usage reports and issue a standard contract meeting most US-INS requirements. There is also a tab to record Client family structure. In addition, this screen also allows for a click-count of the services a client receives.

### **Client Facility Grouping**

The application allows the user agency to maintain quality information on any detention sites, facility usage, language groups and citizenship classes for any individual or family. All clients at a particular facility or site can be treated as a group for tracking services. Staff work can be recorded against activities for billing purposes. Citizenship class groups can be maintained and migrated across INS requirements.

### **INS Citizenship Classes**

The INS Citizenship Classes module functionality helps an organization to manage immigrant client's pursuit of citizenship and naturalization efforts. This module enables a user to enter for the organization, records related to classes, classes time, and teacher. Users can maintain the attendance records of each class. These class listings can be edited to include other items such as tracking of participation in mock interviews, personal business orientation and other skills building for the immigrant clients.

### **Refugee Advocacy**

The Refugee Advocacy Module enables concise tracking of agency efforts to serve refugee population within UN categories for Permanent Resident, Resettlement and Volunteer Repatriation. Special monitoring status for features such as Refugee Cash Assistance and Medical Assistance Refugee can also be maintained. Individual refugees can also be tracked for client services delivered and have their profile retain with important events tracking. The module has clear service effort value and cost data to make it easy to verify any reimbursements from grants or funding sources.

### **Staff Labor Tracking Support**

A completed module to make it nice and easy to maintain resource support information on staff is included with this application. The module has useful time sheet that gives quick access to time worked,

skills requirements, hour values and comments. The Staff (or Volunteer) Menu allows the user to navigate to labor tracking and detail information by agency-defined categories. The detail Staff information screen has fields for contacting; permit selection, available times and skills.

### **Forms and Reports**

Built-in forms and reports are included for many government reporting requirements. Client Citizenship profiles are easily accessible from the user input screens. **ImmigrateMe** also has an extensive group associate database that allows for multiple client processing on work task entry records. Related paperwork can now be completed digitally, reducing labor and record storage requirements and increasing productivity.

### **Administration and Reports**

The system administrator can make global category changes and control user access at different levels. Access for printing can be limited and various client-warning notices can be set. Staff tasks can be recorded for property on and off-site activities. Specific reports are available by logged activity or general reporting dates (i.e., hire or termination). **ImmigrateMe** offers multiple users reporting and executive graphs. Application can be accessed over a network or from a remote site. The database is compatible with NetMeeting®.

### **UjimaSuites Integration**

This application integrates with other **UjimaSuites** packages such as the **Case Management** application for registering clients and taking history and medical backgrounds. The application can also be used with the **Children-In-Crisis (CIC)** database for documenting necessary infant/youth foster care.

**ImmigrateMe** is a **Ujima Consultants** copyright application available as a CD release. **ImmigrateMe** is recommended for organizations needing to track immigration advocacy client activities and having various reporting sources such as **INS and Refugee Centers**. **ImmigrateMe** can be used for agencies with emergency or disaster compounds, community centers, and church help facilities or any immigration advocacy center.

### **Support**

PRODUCT is developed and supported by **Ujima Consultants** which provides after-sales support for all **UjimaSuites** products as well as application training. We also administer **the FORUM**, an agency and practitioner's organization for users of **UjimaSuites** products. FORUM members review applications and provide input on task requirements and sample data.



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