

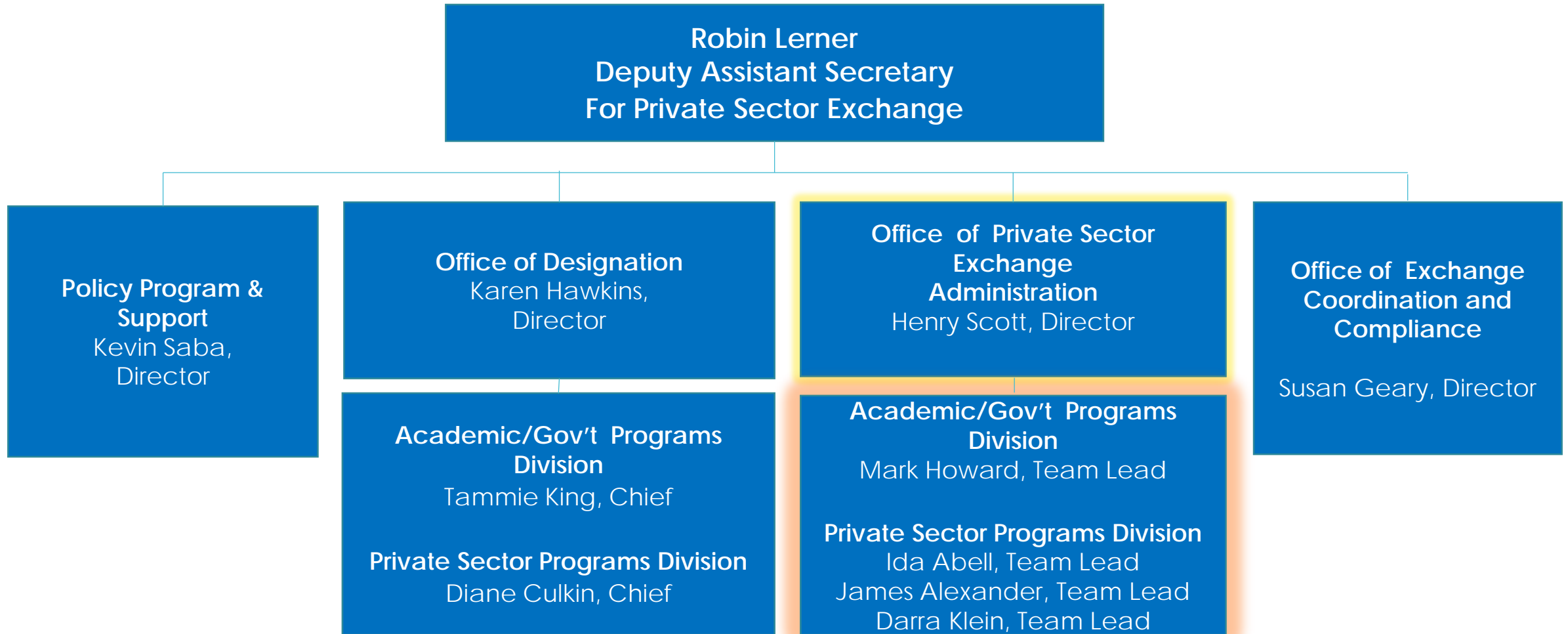
PRESENTATION OVERVIEW

- Office of Private Sector Exchange
- Office of Private Sector Exchange Administration (OPA)
- Site Reviews and Site Visits
- Complaints Reported to OPA-AG
- How and When to Report Incidents
- General Information
- Questions

THE EXCHANGE VISITOR PROGRAM



EXCHANGE VISITOR PROGRAM OFFICE OF PRIVATE SECTOR EXCHANGE



OPA STRUCTURE

Henry Scott
Director

Academic and Government Programs

Mark Howard, Team Lead
Professors, Research Scholars, Short-term Scholars,
College and University Students, and Specialists

Renée Francis, Program Analyst

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Analyst

Private Sector Programs

Summer Work Travel,
Australia/New Zealand Pilot
Program, and Camp
Counselor

Intern, Trainee, and Au Pair

Secondary School Student,
Teacher, and Alien Physician

HOW IS OPA-AG DIFFERENT FROM THE OFFICE OF DESIGNATION (D-AG)?

D-AG works specifically with the following:

Reviewing designation and re-designation applications.

Assisting sponsors with day-to-day J-1 visa related administrative, policy, and regulatory questions and inquiries. Reviews annual reports and requests for reinstatement, change of category, extension, and permission to issue.

Conducting outreach to assist sponsors and to evaluate the health of program categories.

OPA-AG works specifically with the following:

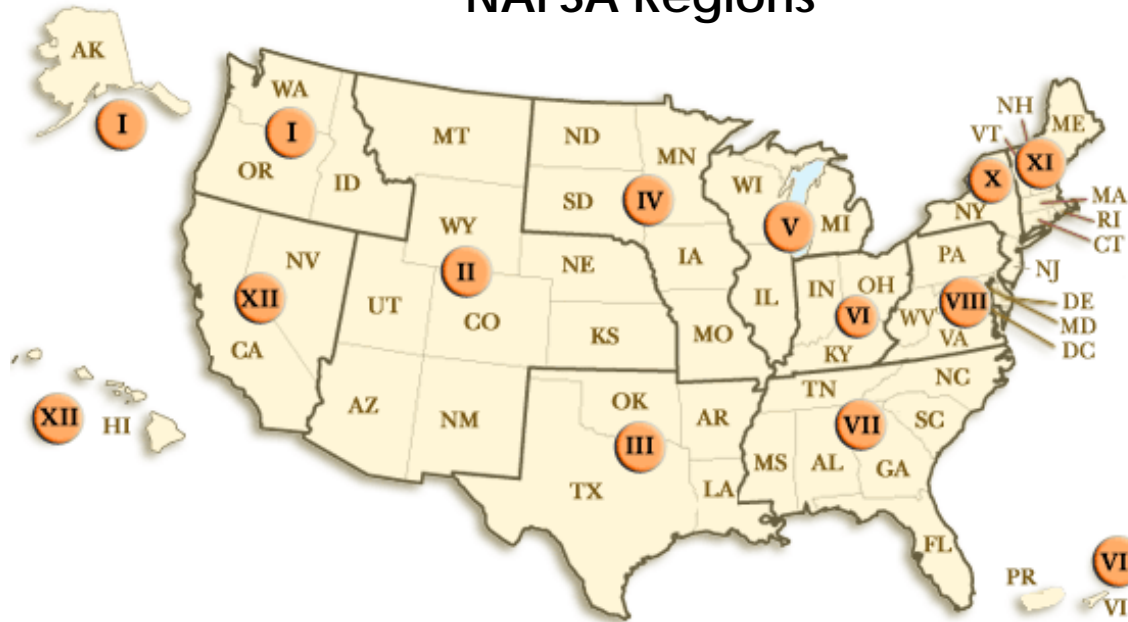
Responding to complaints and incidents.

Monitoring and enforcing compliance with Department regulations and policies with a focus on exchange visitor's health, safety, and well-being.

Evaluating day-to-day EVP administration, including the review of SEVIS records and conducting field site visits.

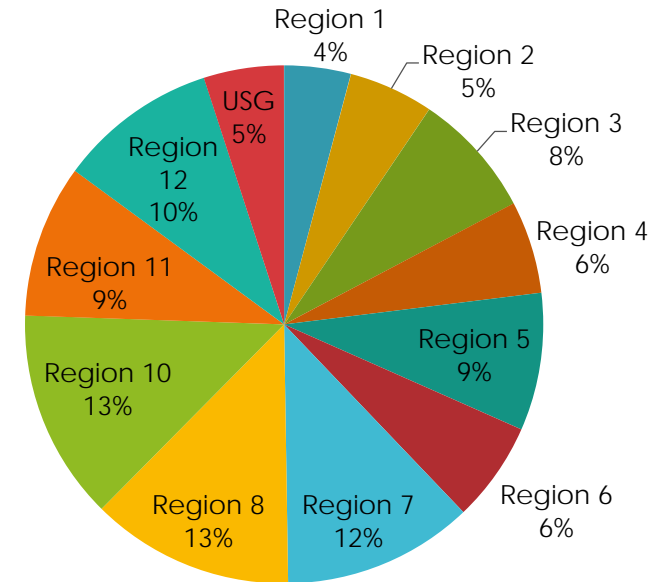
OPA-AG PROGRAM ANALYST PORTFOLIO DISTRIBUTION BY NAFSA REGION

NAFSA Regions



Source: NAFSA (www.nafsa.org)

Number of USG & Academic Sponsors by
NAFSA Region- Jan 2016



OPA-AG Program Analyst Portfolio by the Numbers			
	Portfolio 1: Carolina Peña	Portfolio 2	Portfolio 3: Renée Francis
	Region 11	Region 8	Region 12
	Region 10	Region 3	Region 2
	Region 1	Region 6	Region 7
		Region 5	Region 4
Total # of EVs in 2015	60,776	59,688	69,922
Total # of Sponsors as of Jan 2016	284	374	348

SEVIS REVIEWS AND SITE VISITS



RESPONDING TO COMPLAINTS

How would you usually investigate or follow-up on a complaint by an Exchange Visitor or a third party? What is the process afforded to the one making the complaint and the one against whom the complaint is made?

REPORTING INCIDENTS

AGAlert@State.gov

Complete the Academic and Government Category Incident Report within 24 hours once the sponsor is aware of the issue. 1 business day).

Academic and Government Category Incident Report

Today's Date:		Approximate Time:	
A. REPORTER INFORMATION			
Name:		Title:	
Email:		Telephone Number:	
Sponsor Name:		Program Number:	
City:		State:	
B. PARTICIPANT INFORMATION			
EV Family Name:		EV First Name:	
DOB:		Country of Citizenship:	
SEVIS Number:		Program Category:	<input type="text"/>
Program Start Date:		Program End Date:	
City:		State:	
Other Parties Involved: (contact information)			
C. SUMMARY			
Nature of Incident:			
Date of Occurrence:		Date 1 st Reported to Sponsor:	
Brief Narrative: (Timeline of Events)			
D. ACTION TAKEN			
E. NEXT STEPS / PROPOSED SOLUTION			
F. UPDATE (please number and date each update submitted)			

INCIDENT REPORTING RUBRIC

J-1 EXCHANGE VISITOR PROGRAM: ACADEMIC AND GOVERNMENT CATEGORY INCIDENT REPORTING RUBRIC

This reporting rubric should be used by Department of State–designated Exchange Visitor Program sponsors as a general guideline for reporting incidents involving J-1 exchange visitors to the U.S. Department of State pursuant to 22 CFR 62.13(d). The examples provided below are not meant to be exhaustive (e.g., there may be other serious situations, not listed below, that have or could endanger the health, safety, or welfare of an exchange visitor or otherwise could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor's exchange visitor program into notoriety or disrepute). Sponsors can download an incident report form here: <http://i1visa.state.gov/wp-content/uploads/2015/04/AG-Incident-Report.pdf> and should email the form to the Office of Private Sector Exchange Administration's Academic and Government (OPA-AG) unit at: AGAlert@state.gov. An incident report form is preferred in all situations, but an e-mail regarding an evolving situation, to be followed later by an incident report, is acceptable.

Nature of Incident or Allegation

- | | |
|--|---|
| <ul style="list-style-type: none">• Exchange Visitor Death• Exchange Visitor Missing• Exchange Visitor Serious Illness or Injury (e.g., brain injury, severe burn, major surgery, communicable disease, serious mental health incidents, any condition requiring hospitalization of 48 hours or more, etc.)• Litigation (related to a sponsor's exchange visitor program, in which sponsor or an exchange visitor may be a named party) | <ul style="list-style-type: none">• Incident Involving the Criminal Justice System (e.g., arrest, charges, law enforcement, etc.)• Sexually-Related Incidents or Abuse (an incident or allegation involving sexual exploitation, harassment or abuse)• Negative Press involving a sponsor's exchange visitor program• Foreign Government Involvement (including embassy officials)• Other Situations Impacting Exchange Visitor Safety (e.g., natural disasters, civil unrest, outbreaks of violence) |
|--|---|

Report Incidents within One Business Day

22 CFR 62.13(d) *Serious problem or controversy.* Sponsors must inform the Department of State on or before the next business day by telephone (confirmed promptly in writing by facsimile or email) of any investigations of an exchange visitor's site of activity or serious problem or controversy that could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor's exchange visitor program into notoriety or disrepute, including any potential litigation related to a sponsor's exchange visitor program, in which the sponsor or an exchange visitor may be a named party.

INCIDENT REPORTING RUBRIC FREQUENTLY ASKED QUESTIONS

The Exchange Visitor Program categories that brought disrepute were not academic or government programs. Isn't this reporting rubric meant for sponsors of non-academic and government programs?

INCIDENT REPORTING RUBRIC FREQUENTLY ASKED QUESTIONS

Why should academic and government sponsors report Exchange Visitor deaths via the Academic and Government Programs Incident Report when this information is already entered into SEVIS?

INCIDENT REPORTING RUBRIC FREQUENTLY ASKED QUESTIONS

Where will incident information be stored, and with whom will it be shared? Will it be entered into SEVIS or a separate database? Who will have access to this database? Will the information remain in a database beyond an exchange visitor's program participation end date?

INCIDENT REPORTING RUBRIC FREQUENTLY ASKED QUESTIONS

What happens if submission of the Academic and Government Programs Incident Report form could be in conflict with existing campus protocols in place for many of these incidents?

INCIDENT REPORTING RUBRIC FREQUENTLY ASKED QUESTIONS

Emergency situations, including Natural Disasters – what do sponsors need to report?

INCIDENT REPORTING RUBRIC FREQUENTLY ASKED QUESTIONS

Hospitalization – What about confidentiality/privacy-related issues?

INCIDENT REPORTING RUBRIC FREQUENTLY ASKED QUESTIONS

What is meant by “Negative Press?”

INCIDENT REPORTING RUBRIC FREQUENTLY ASKED QUESTIONS

**What does the Department mean by
Foreign Government Involvement?**

GENERAL INFORMATION

Program Overview: www.J1Visa.state.gov

Regular Communications or questions: jvisas@state.gov.

This e-mail address is to communicate non-emergency issues, questions, and concerns.

J-1 Visa Emergency Hotline: 1-866-283-9090.*

This line is for use by exchange visitors and third parties in the case of urgent situations.

*A Department of State representative is available 24 hours a day.

