



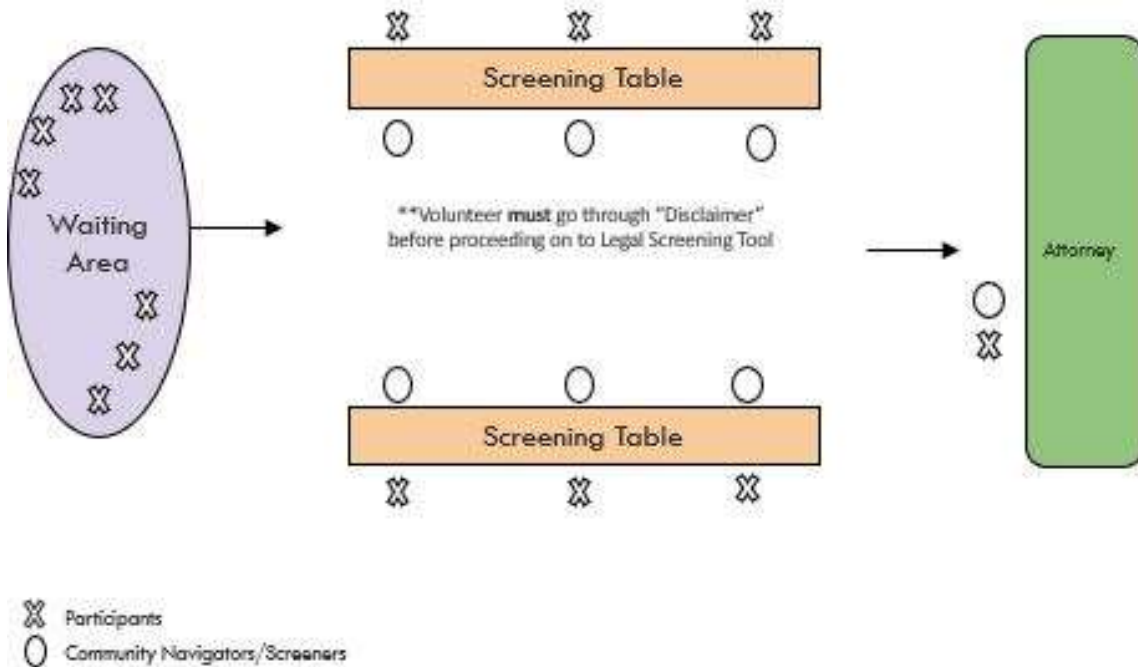
PENNSYLVANIA IMMIGRATION & CITIZENSHIP COALITION

Community Navigator Training Series

Module 4: Eligibility Screening

What is an adequate room set up for an eligibility screening session?

An essential role of PICC Community Navigators is to screen others for citizenship and other forms of immigration relief under the supervision of an attorney. The way the room where the screenings will place is set up can have a significant impact on the success of a screening session. The room must be arranged in a way that ensures the confidentiality of participants when they are speaking to Community Navigators and attorneys. Otherwise, participants may not feel sufficiently comfortable to share intimate information that may impact their immigration application. Below is an example of an adequate room set up. However, you should feel free to arrange the room according to your needs and available space. The idea is to have a separate waiting area distant enough from screening tables to minimize noise and ensure privacy. For the same reasons, try to avoid screening too many people in one particular table. Participants being screened at the same table should be placed sufficiently far apart to ensure the person being screened next to them is not able to hear their conversation.





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Eligibility Screening Workshop Checklist

- _____ Sign-in Sheet and table
- _____ Pens, clipboards
- _____ Eligibility Screeners
- _____ Volunteer Confidentiality Agreements
- _____ Workshop Overview & Disclaimer
- _____ Referral sheet for legal providers
- _____ Interpretation available if needed
- _____ Ask someone to take pictures

After the workshop please make sure you have the following:

- _____ At least two or three pictures
- _____ Completed Sign-in Sheet