

Casefile

Department Summary

Summary Report in April

- I. Family visit and family update information
- II. Check quality casefile intake form
- III. Data entry
- IV. Mentor program

Sign-off by Department Head



Reporting:

Staff in charge of report: Mr. IN AN; Casefile Coordinator

Highlights

I. Family visit and Family update

- We updated information on 26 clients from 22 families' and made a family visit to Compassion House project.

II. Checked quality casefile intake form

- Checked clients' information in Casefile form of Get Ready Girl.

III. Data entry

- *Updatde data base in casefile and updated new form for follow up of clients' information.*

IV. Other works

- Did objective plan 2012 for Casefiles
- Attended gender training at Oxfam
- Helped micro- business team evaluate ABCD for one family in Get ready girl from Samaky Village

Challenges

- 1. We found it difficult to schedule meetings with the head of family in the community as they were busy with work.*
- 2. We need more time to authenticate information as some of our target families try to hide their information such as their health, income and their family condition.*
- 3. Some of our clients have moved without giving us any information.*
- 4. We need time to prepare presentations about casefile forms, update forms, casefile follow up forms and home record forms to our team.*
- 5. We need to collect and update casefiles of clients that have been sent to the Singapore Office for the mentor program as some have changed their name, moved away, and dropped out.*
- 6. We need to update our casefile system; therefore we really need cooperation from the relevant departments.*

Planning for next month

Highlights

- *Casefile will cooperate with other relevant departments to follow up on clients' information by using the Casefile form.*
- *Update master list.*
- *Work with local teachers to separate information of mentor program to our kids and their parents.*
- *Prepare and update folders for casefile.*
- *Work with volunteers to update clients' information in Blum project.*

Challenges

- *Casefilers need time to update and improve casefile system.*
- *Other relevant departments are not clear about casefile's work.*
- *People in our community do not have time to meet us during our working hours.*
- *Casefile will require a substantial amount of time to conduct family updates and family visits for each family in the community because we currently do not have enough information.*