

Case File Report February 2012

Department Summary

Summary Report for February

- I. Coordinated with Education Department staff to conduct family visits and update families who are not included in RKF projects.
- II. Coordinated with Education Department staff to conduct family visits and update families in Phsar Touch community and Blum project.
- III. Checked quality casefile intake form, data entry and assigned ID for new clients who are going to attend kindergarten of compassion house project.
- IV. Coordinated with Education and Social Department to organize visitors from Singapore and a dentist team from USA in Alexandra project.
- V. Attended a three day workshop, organized by Chab Dai - NGO on Chatter Assessment and; training on project management at Riverkids.

Sign-off by Department Head



Reporting:

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

Highlights

I. Family visits and update

- Conducted family visits and family update of community in Phsar Touch and Blum project. There were 91 clients out of 68 families whose information was updated.
- Coordinate with Education Department staff to conduct family visits and update families from the outside projects. 30 clients out of 15 families were visited and updated.

II. Checked quality case file intake form and data entry

- Around 22 new children were assigned IDs and updated the data entry. These children are going to attend kindergarten at Compassion House project in March.

III. Coordinated with Education Department to follow up clients information

- There were six students from Phsar Touch community who had dropped out in August but have now returned to our program.
- A student, V. P. from the outside project, was studying in grade 7 now refuses to get back to school because she is helping her parents work.

IV. Attended a three day workshop by Chab Dai - NGO on Chatter Assessment (8th Feb – 10th Feb, 2012)

- Joined in the group and shared some ideas at the workshop in order to improve our work plan.

V. Coordinated with Education and Social Department to organize children from extra project; visitors from Singapore to conduct fun fair and; dentist team from USA to extract teeth in Alexandra main office or family house

- Case file helped Education and Social Department to inform children and parents from Phsar Touch community about Flora NGO and teeth extraction.

Challenges

1. Some of our clients try to hide information regarding their health and personal information.
2. Some of the clients in Phsar Touch community moved to another location without prior notice thus we do not know where they have settled now. Case file needs more time to find their current location.
3. Due to parents working timings, usually early morning or late evenings, we are finding it difficult to get in touch with the children's parents who are part of the project.
4. Some parents just want to get direct benefit from Riverkids once their children have been admitted to RKF programs. Also sometimes they stop children from attending school.

5. Case file needs more time to improve and update the master list for Riverkids Foundation and Riverkids Projects use.

Monthly Action

List of activities planned and taken up during this month

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st week			01/02/2012	02/02/2012	03/03/2012	04/02/2012	05/02/2012
			Verified data entry and Monthly report for January	Coordinated with education staff to conduct family visit and family update of 25 clients from 13 families in outsides project	Coordinated with education staff to conduct family visit and family updates (5 clients from 2 families) in outsides project	Attended workshop training on project management	Attended workshop training on project management
2nd week	06/02/2012	07/02/2012	08/02/2012	09/02/2012	10/02/2012	11/02/2012	12/02/2012
	Family visit and family update (4 clients from 3 families) in Phsar Touch community.	Attended a training session on Leadership at Riverkids	Attended in Chab Dai 's Chatter Assessment workshop	Attended in Chab Dai 's Chatter Assessment workshop	Attended in Chab Dai 's Chatter Assessment workshop	Weekly meeting	
3rd week	13/02/2012	14/02/2012	15/02/2012	16/02/2012	17/02/2012	18/02/2012	19/02/2012
	<ul style="list-style-type: none"> - Family visit and family update(7 clients from 6 families) in Phsar Touch Community - Data Entry 	<ul style="list-style-type: none"> - Family visit and family - Update(4 clients from 4 families) in Phsar Touch Community - Team meeting 	<ul style="list-style-type: none"> - Data entry - Family visit and family update(6 clients from 4 families) in Phsar Touch Community 	<ul style="list-style-type: none"> - Family visited and family updated(5 clients from 4 families) in Phsar Touch community - Helped social team to inform people who are not in Riverkids program about dentist team from USA come to clean tooth for their kids 	<ul style="list-style-type: none"> - Data Entry - Family visited (3 clients from 3 families) in Phsar Touch community 	<ul style="list-style-type: none"> - Weekly meeting 	

	20/02/2012	21/02/2012	22/02/2012	23/02/2012	24/02/2012	25/02/2012	26/02/2012
4th week	Coordinated with Mr. Sok Sombor, Get Ready program Assistant, to meet previous Generations of Get ready program (4 clients from 4 families)	Coordinated with Miss Pich Rotha, Teacher Assistant, to meet previous generations of Get ready program (17 clients from 15 families)	Coordinated with Miss Pich Rotha, Teacher Assistant, to meet previous generations of Get ready program (8 clients from 8 families)	Helped Education and Social Department to coordinate children from extra project for dentist team in flora and teeth extraction event.	Coordinated with Miss Pich Rotha, Teacher Assistant, to meet previous generations of Get ready program (9 clients from 8 families) in Blum project	Weekly meeting	
5th week	27/02/2012	28/02/2012	29/02/2012				
	Helped Education Department to coordinate children and visitors from Singapore to conduct fun fair ceremony at Alexandra project	1. Data entry 2. Verified case file intake form	1. Data entry 2. Verified case file intake form				

Planning for next month

Highlights

- Case file will cooperate with education staff, House mother, teacher assistant and local volunteer to conduct family visits and family update in Compassion and Blum project.
- Case file is going to correct client's number and name that are overlapped entry and ID in the master list.
- Case file will send the completed number of clients to Singapore office.
- Data entry and assign Id for new clients who are going to attend Get Ready training.
- Case file Coordinator will cooperate with local volunteer to prepare and update folders and files.

Challenges

- We are having difficulties in meeting the head of the client's family during our working hours due to their own work timings.
- Some of our clients do not have IDs' and name in master list of case files. Such files have to be updated.
- Our clients change their location very frequently and thus prove to be a hindrance for our team.
- Some of our clients have moved to other places and we need time to find their information in the community.