

Casefiles Report for January 2013

Summary Monthly Report for January 2013

1. *Worked with local Casefile assistant volunteer to prepare 257 paper files and check client's profile to compare with current Master List*
2. *Entry of 23 client's information*
3. *Worked with Susan, Program Manager Volunteer to design and update Casefile' Process and Procedure on 22-24/01/2013*
4. *Coordinate and translate 9 mentor's letter and child's reply letters.*
5. *4 clients selected to join Riverkids Program this month*
6. *Cooperated with each unit to check and follow up client's information*

Sign-off by Department Head



Casefiles

Reporting:

Staff in charge of report: IN An, Casefile Coordinator

Highlights

1. 257 clients' profile was prepared paper files and documentation checked to compare to Master List information. All 257 clients' profiles, paper files and documentation was ordered and sorted by client's ID and family's ID.
2. 23 kindergarten students in Kilomet six project completed their information in the pre-registration list for three months (prior to commencement an ID will be assigned in the Master list of Casefiles).
3. Worked with Susan, Program Manager Volunteer to design and update Casefile' process and procedures. Completed processes and procedures, were passed to the Leadership team before sending Singapore Office
4. 9 children completed reply letters to their mentors and completed 0116. S. S.'s document to apply for the mentor program :
 - 0338. L.S. replied to S. T.
 - 0268. T. M. S. replied to M. K.
 - 0060. C. L. replied to E. E.
 - 0002. S. S. (N. H.) to B. C.
 - 0023. C.C. replied to J. B.
 - 0029. S. B. replied to K. D.
 - 0052. C.S. replied to A. F.
 - 0076. H. S. Did not reply to T. B. K.
 - 0175. S. S. replied to V. T.
5. 4 new clients selected to join Riverkids Program this month :

Clients' name	RKID	Reason for selection	Note
S. S.		<ul style="list-style-type: none">- Her family is poor and cannot support her study- Her parents are divorced- Her mother does not have regular income	She is selected to study in secondary school in grade 9
S.S.		<ul style="list-style-type: none">- She lives with her grandmother who does not have regular income- Her parents died in a traffic accident- Nobody supports her for education	S. is selected to study in compassion house kindergarten project. Her parents died in a traffic accident, her mother died seven months ago. Currently, she lives

			<i>with her grandmother and grandfather who work as motor taxi driver. Their income is not regular and cannot support the whole family per month</i>
<i>C. S.</i>		<ul style="list-style-type: none"> - <i>There is no one who can support him for education</i> - <i>His father divorced his mother and has left</i> - <i>His mother is a trash collector who cannot earn regular income and is unable to support the family</i> - <i>He and his mother do not have their own house to live in</i> 	<i>S. is selected to attend the Day Care program of Riverkids Foundation. He lives with his mother, who is unskilled and is a trash collector. His father divorced his mother and has gone away. He and his mother are having difficulty living as, their monthly income is very low and not regular each month.</i>
<i>S.B.</i>		<ul style="list-style-type: none"> - <i>She is a night worker</i> - <i>She is divorced</i> - <i>She does not have regular income</i> 	<i>B. is divorced, she has a small kid. She works as night worker but cannot earn regular income. She lives with her parents who are unable to work. She lives a rented room under difficult conditions.</i>

6. Cooperated with each unit to check and follow up client's information :

6.1.11 Clients who are graduated from Riverkids Program this month:

Name of Client	RKID	Reason to graduated	Note
P. S.	0728	- He has successfully completed the Get Ready Boy program training from 01/08/2012 to 25/01/2013	After graduating from the program, he wants to study Air conditioning
L. B.	0729	- He has successfully completed the Get Ready Boy program training from 1/08/2012 to 25/01/2013	After graduating from the program, he wants to study motor repairing
C. S.	0730	- He has successfully completed the Get Ready Boy program training from 01/08/2012 to 25/01/2013	After graduating from the program, he wants to study motor repairing
N. N.	0741	- He has successfully completed the Get Ready Boy program training from	After graduating from the program, he wants to study Air conditioning

		01/08/2012 to 25/01/2013	
C.B.	0742	- He has successfully completed the Get Ready Boy program training from 01/08/2012 to 25/01/2013	After graduating from the program, he wants to study car repairing
V.C.	0734	- He has successfully completed the Get Ready Boy program training from 01/08/2012 to 25/01/2013	After graduating from the program, he wants to study motor repairing
K. S.	0735	- He has successfully completed the Get Ready Boy program training from 01/08/2012 to 25/01/2013	After graduating from the program, he wants to study motor repairing
H.B.	0736	- He has successfully completed the Get Ready Boy program training from 01/08/2012 to 25/01/2013	After graduating from the program, he wants to study motor repairing
T. C.	0737	- He has successfully completed the Get Ready Boy program training from 01/08/2012 to 25/01/2013	After graduating from the program, he wants to study motor repairing
N. D.	0738	- He has successfully completed the Get Ready Boy program training from 01/08/2012 to 25/01/2013	After graduating from the program, he wants to study Air conditioning
C. S.	0739	- He has successfully completed the Get Ready Boy program training from 01/08/2012 to 25/01/2013	After graduating from the program, he wants to study Phone repairs

6.2. Clients who returned to the Riverkids Program this month:

Client's name	RKID	Reason Returned	Note
<i>S.C.</i>	0399	<i>She stopped working as a trash collector to study in extra classes</i>	<i>C. dropped out from Riverkids Program in May 2012 to collect trash but has returned to Riverkids Program on 15/01/2013.</i>
<i>K. S.</i>	0688	<i>She returned to Riverkids Foundation to study in an extra class in the compassion house program</i>	<i>S. dropped out Riverkids Program in November 2012 as she did not want to study. Presently she has returned to her class but is usually absent.</i>

6.3. Clients who dropped out from Riverkids Program (absent for more than three months):

Name of client	RKID	Reason from Absence	Note
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H. P.	0662	P.a does not want to study either at a state school or in extra classes	He was a former kindergarten student at family, currently promoted to study in state school. This information was provided by the social team. (He has been absent for three months from November 2012 to present)
V. P.	B0077	She stopped attending sewing class at Riverkids program to work as a Karaoke girl. After leaving there she went to work as garment worker. Furthermore, she has asked Riverkids program not to contact her any more.	This information was provided by Social team and Micro team (She has been absent for three months from November 2012 to present)
P. B.	B0082	She stopped studying at Hagar to move to live in the province	This information was provided by the Social team and Micro team (She has been absent for three months from November 2012 to present)
S. C.	0011	She stopped studying at Hagar to work as a waitress at night	She was a graduate of Get Ready Girl in generation VIII. After she graduated from the program, our team worked with Hagar to send her to study skills. She studied there for one month, and is recently absent from class to work as a waitress at night. She earns \$50 per month. This information is provided by Social team and , the Get Ready Program coordinator (She has been absent for three months from November 2012 to present)
N.Y.	0162	He stopped studying to work in Kom Pot Province because of his family's situation.	He is a student in Secondary school in grade 7. He has been absent for a month of school. Mr. V. S., Education Officer and Mr. C. C, Social worker, have followed up this information. (He has been absent for three months from November 2012 to present)
P.K.	0394	She stopped studying at state school to work in a French Bar at night.	P. K. is a student in secondary school in grade 7 and she works as teaching assistant at Compassion house. Last month she was absent from the class to work in a French Bar at night time, where she earns gets \$80 per month. This information was followed up by the social and education teams. (She was absent

			for three months from November 2012 to present)
N. V.	0303	She stopped studying to work at night as a waitress	V. is a student at secondary school in grade 9 and a former teaching assistant at Alexandra. She asked Riverkids staff if she could drop out to work. We are unable to contact her for more information. This information will be followed up by the social and education team(She was absent for three months from November 2012 to present)
S. K.	0194	She and her family moved to live in another province.	She is a student in extra class, and has moved with her parents to live in a province. S. and her parents have HIV/AIDs. (She was absent for three months from November 2012 to present).
P. S.	0547	She stopped studying to work at night as a waitress	S. is a student in a state school supported program, studying in grade 7. Recently, she has been absent from her class to work at night as a waitress. She earns \$65 per month plus other benefits. This information will be followed up by the social and education team (She has been absent for three months from November 2012 to present)
S. T.	0235	She has been absent from the class to work in a garment factory	S. T. is a Smartypants student at Beltei Institute in grade 7. She has been absent from the class to work as garment worker, and earns \$100 per month. This information will be followed up by the social and education team (She has been absent for three months from November 2012 to present)

6.4. Clients who have been absent for a month from Riverkids Program:

Client's name	RKID	Reason to absented	Note
S. T.	0617	<i>She stopped studying at high school to work in a garment factory; she earns 100 dollars per month.</i>	She is studying in grade 12
S. S.	0621	<i>She stopped studying at high school to work in a garment factory; she earns 100</i>	She was a former Get Ready Girl, and was sent to study in university after she

		<i>dollars per month.</i>	graduated from this training. Because of her family's situation, she decided to stop studying to work
S. S.	0064	She and her family moved to live in another place (urban area)	She studies either state school or in an extra class of Riverkids foundation. She lived in the Phsar Touch community on the river
N. P.	B0080	She stopped studying to deliver her baby	She was a student in the Bootstrap Program
M. D.		She moved house to live in another place	She was a student in the handcraft program

Challenges:

1. Casefiles cannot update and prepare paper file completely if the client's profile does not have enough information in the forms and documentation.
2. Few children in mentor program, usually replying to their letters late. Therefore, I need to spend time to encourage and motivate them to write their letters.
3. A local Casefile Assistant volunteer resigned from the position because she has a full time job as staff in another place. I need more time to prepare paper files and clients' profiles.

Evaluations

- None Due
- Yes, attached as _____ (file name)

Next Month

Please briefly describe activities planned for next month:

1. Check clients' profiles and prepare paper files for all the clients in Riverkids Program.
2. Work with each unit to review and update clients' information in Master List.
3. Assign Id for clients in new kindergarten and new Get Ready Girl XI in Kilomt S
4. ix projects.