

GOVERNMENT OF UGANDA



MINISTRY OF GENDER, LABOUR AND SOCIAL
DEVELOPMENT



Child Wellbeing Management Information System (CWMIS) Case Management Data Flow

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September 2023

Cover photo: Smiling Ugandan children, courtesy of D4I
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Abbreviations

ACP	Alternative Care Panel
CWMIS	Child Wellbeing Management Information System
DCDO	District Community Development Officer
D4I	Data for Impact
FCC	Family and Children Court
HVAT	Household Vulnerability Assessment Tool
KNRC	Kampirinigisa National Rehabilitation Centre
LCC	Local Council Court
MGLSD	Ministry of Gender, Labour, and Social Development
NIRA	National Identification and Registration Agency
OVCNIS	Orphans and Vulnerable Children Management Information System
PSWO	Probation and Social Welfare Officers
RHMIS	Remand Home Management Information System
SITES	Strategic Information Technical Support
USAID	United States Agency for International Development

Introduction

The Ministry of Gender, Labour, and Social Development (MGLSD) is currently implementing the National Child Policy, 2020. The policy is structured around five priority areas: child health and survival, education and development, childcare and protection, child participation, and systems strengthening.

One of the key priority actions under system strengthening is to promote evidence-based planning and programming for children through the development of a comprehensive and integrated Child Wellbeing Management Information System (CWMIS) to improve access to and availability of quality data, information-sharing and national tracking of children's care and protection outcomes. Currently, the existing information management systems within the MGLSD are fragmented (with limited interoperability), limited in scope and unable to track children longitudinally.

The Ministry of Gender, Labour, and Social Development, with support from UNICEF, Data for Impact (D4I) and USAID Strategic Information Technical Support (SITES) conducted an assessment to review the existing management information systems on children's care and protection in Uganda, to inform the development of a conceptual framework and roadmap for integration of the existing systems. The assessment provided two main recommendations. The first is that the new CWMIS should be aligned to the case management process, with the ability to capture data longitudinally, and ensure interoperability with existing MIS under other government ministries, departments, and agencies such as the Electronic Court Case Management Information Systems, the Police Crime Records Management System, and the Education Management Information Systems. The second recommendation is that the development of the CWMIS should be preceded by a comprehensive mapping of indicators and data flow processes to capture stakeholder information needs and review and initiate the process to standardize tools.

Case Management Data Flow Mapping

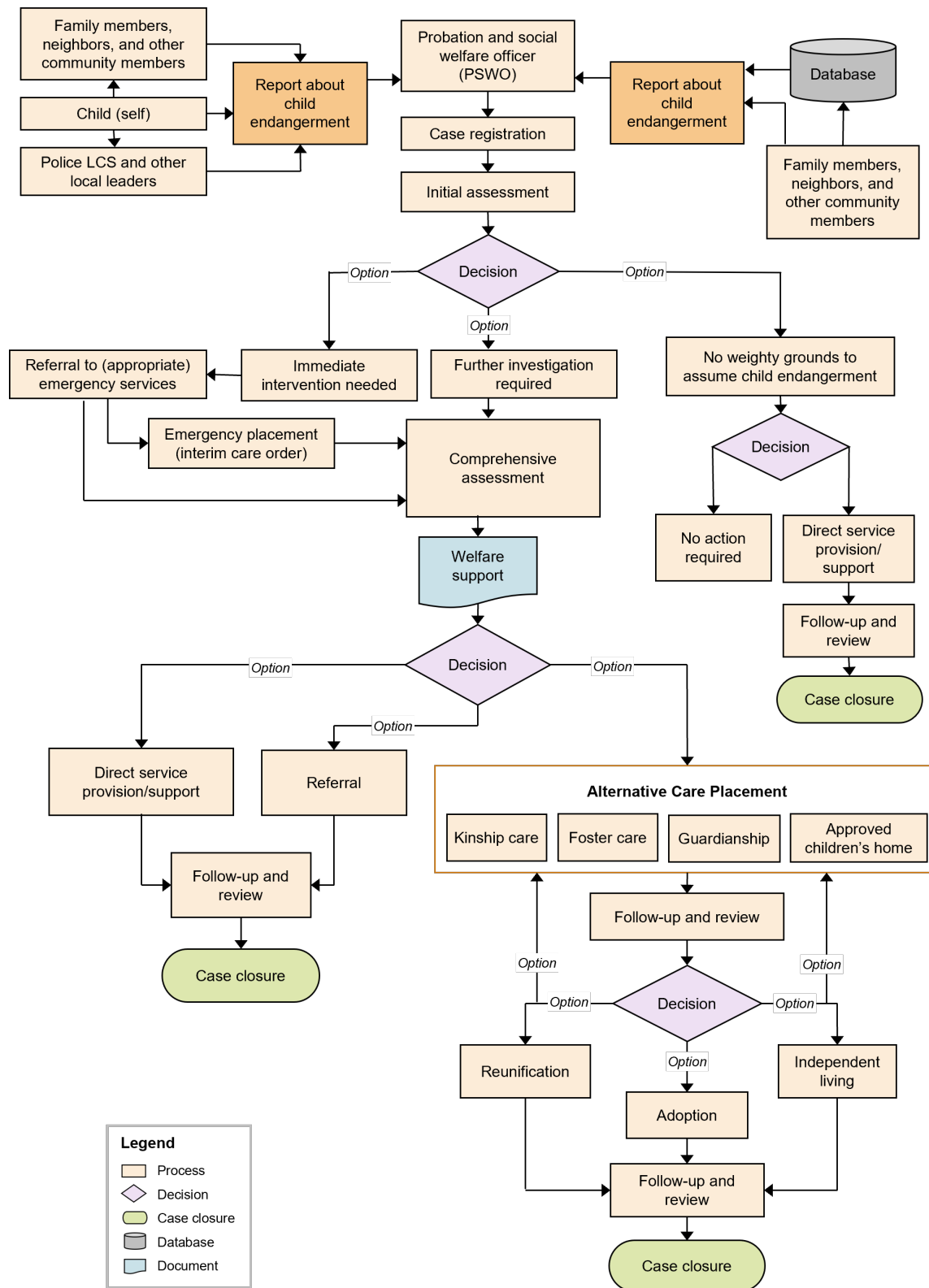
To support the first recommendation, D4I, through funding from the USAID/Displaced Children and Orphans Fund, supported MGLSD to convene a case management data flow mapping workshop. A total of 62 participants (44 males and 18 females) actively participated in the two-day workshop held on February 2 and 3, 2023, in Mukono District. Participants included information systems, child protection, and case management specialists from the MGLSD and other government departments and agencies, development partners, and representatives from 15 district local governments.

During the workshop, participants were invited to map the case management journeys and the data flow processes based on specific use cases. The mapping exercise focused on the relevant mandates and roles of the MGLSD and community-based service department at the district local government level. Based on these discussions, case management flow diagrams and illustrative data flow processes were developed, focusing on two areas:

- Children exposed to or at risk of harm (see Figure 1 and Table 1)
- Children in conflict with the law (see Figure 2 and Table 2)

Case Flow 1: Children Exposed to or at Risk of Harm

Figure 1. Children exposed to or at risk of harm



Notes

1. **Case registration:** Registration includes the initial collection of data on the child, and care and protection concerns.
2. **Assessment:** Refers to the systematic evaluation of the situation of the child and his/her family. It involves gathering and analyzing information to gain a thorough understanding of the situation of the child and his/her family to determine the best type of care setting and support. The assessment should consider the vulnerabilities, risks, and harm factors, and the protective influences and strengths and resilience of a child and their family.
 - a. *Initial assessment:* Initial assessments are often carried out as part of the registration process. The initial assessment of a child and family should consider the child's immediate safety and well-being. This should take place ideally within the first 24 hours following identification and registration or sooner if the child is in urgent need (e.g., in a life-threatening situation).
 - b. *Comprehensive assessment:* An in-depth (comprehensive) assessment should follow the initial assessment to gain a holistic view of the child and family's situation. The assessment should consider the following domains: the child's development needs, parenting/caregiving capacity, and the impact of the wider family and environmental factors on parenting capacity and children. The holistic needs of a child are always considered even if an agency is not able to address every concern directly. In such a case, the case would be referred to another agency/service provider able to address specific concerns.
3. **Emergency placement:** An emergency placement occurs when an immediate and unforeseen need arises for a child to be placed in a safe environment. This situation may arise when there is an immediate risk to the child, such as living with an abusive or violent individual. In such cases, the priority is to intervene promptly rather than waiting for a comprehensive assessment and welfare report to be developed. The Children Act, Cap 59 (amended in 2016), includes provisions for removing a child from a situation where they are experiencing or likely to experience significant harm and placing them in a safe location for emergency protection. Additionally, temporary emergency placements can be arranged for a child while efforts are made to locate and reunite them with their own family in situations where accidental separation has occurred. For emergency placement, an interim care order upon the request of the Probation and Social Welfare Officer (PSWO), granting temporary custody of the child to the warden of an approved home or an approved foster parent.
4. **Welfare report:** This is a written report based on the assessment of the child and his/her family. It contains matters relating to the welfare of the child and recommendations as to any action to be taken by the family and children court. Section 20 of the Children Act, Cap 59 (amended in 2016) requires the PSWO to make a home visit and interview the parents of the child concerned before making a welfare report.
5. **Direct service provision/support:** Support or services may include education support, life-skills training, health/medical services, nutrition support, material support (clothes etc.), counselling

and psychosocial support (PS), family counselling, and home visits.

6. **Referral:** The process of formally requesting services for a child or their family from another agency (e.g., cash assistance, health care, etc.) through an established procedure and/or form; caseworkers maintain overall responsibility for the case regardless of referrals.
7. **Alternative care:** Alternative care describes the care options available to children who are temporarily or permanently separated from their parent(s) or deprived of their family environment, or in whose best interests cannot be allowed to remain in that environment. The different forms of alternative care include:
 - a. *Kinship care:* Family-based care within the child's extended family.
 - b. *Foster care:* The full-time care of a child or adolescent within a non-related family who agrees to meet the developmental, psychosocial, medical, educational, and spiritual needs of a child who is not able to live with his/her parents or extended family.
 - c. *Guardianship:* Guardianship is an arrangement wherein a person, typically appointed by a court or through an agreement, assumes the responsibility of making decisions and providing care for a child.
 - d. *Approved Home:* An "Approved home" refers to a government or non-governmental home approved by the Minister to provide substitute family care for a child and includes a babies' home and children's home which provide care and accommodation for children under six years and between ages three to eighteen years respectively.
 - e. *Supervised Independent living:* Settings where children and young persons, accommodated in the community and living alone or in a small group, are encouraged and enabled to acquire the necessary competencies for autonomy in society through appropriate contact with, and access to, support workers. Such arrangements and support may be provided for individuals or small groups.
8. **Reunification:** Reunification refers only to the physical return of children to their families and communities of origin.
9. **Adoption:** Adoption is the permanent placement of a child into a family whereby the rights and responsibilities of the biological parents (or legal guardians) are legally transferred to the adoptive parent(s).
10. **Follow up and review:** The monitoring of the well-being of a child, and the identification and provision of a range of social and economic supports for children and their caregivers.
 - a. *Follow-up* involves checking that a child and his/her family are receiving appropriate services and support. Follow-up also involves monitoring the child's situation and identifying any changes in a child or family's circumstances. Follow-up takes place throughout the case management process.
 - b. *Review* is a reflection on how the implementation of the case plan is progressing, whether the objectives outlined in the case plan are being met, whether the plan remains relevant,

and how to adjust the plan if necessary. A review of a case plan allows you to address changing situations and circumstances and to ensure that plans continue to be relevant and meet the child's needs.

11. **Case closure:** The point at which work with the child ends. This can be for a variety of reasons – for example, because the situation is resolved, (i.e., the child no longer requires support). The case will also be closed when the child becomes 18 years old (unless there are good reasons to remain involved, such as additional vulnerabilities) or if the child dies.
12. **Case transfer:** In some situations, cases are not closed but are transferred to another agency or department. The transfer of a case indicates that the full responsibility for coordination of the case plan, follow up and monitoring of the child, is being handed over to another agency or department.

Table 1: Illustrative data flow

Process	Duty bearer(s)	Data collection (what is collected)	Data collection tools/forms used	Compilation (who compiles data)	Storage (where are data stored)	Reporting (frequency and to whom)
Case Registration and Assessments						
Initial collection of data on the child (intake)	Probation and Social Welfare Officer (PSWO), case workers	<ul style="list-style-type: none"> Child and family details Protection concerns Follow-up action to be taken 	<ul style="list-style-type: none"> Case Registration Form 	PSWO/Caseworkers	<ul style="list-style-type: none"> Individual case files (paper-based record management systems) Progress V4 Helpline 	Quarterly to District Community Development Officer (DCDO)
Initial assessment (screening)	PSWO	<ul style="list-style-type: none"> Assessment Details Protection concerns, safety threats Actions taken to mitigate any identified safety threat/s concerning the immediate safety of the child. Safety Plan 	<ul style="list-style-type: none"> Initial Screening/Safety Assessment (Form 2A) 	PSWO/Caseworker	<ul style="list-style-type: none"> Individual case file 	Quarterly to DCDO
Comprehensive assessment	PSWO, Community Development Officers (CDOs)	<ul style="list-style-type: none"> Child and family details Current care arrangements Protection concerns Strengths and holistic needs of a child and the family Parenting/caregiving capacity Service needs 	<ul style="list-style-type: none"> Child Assessment Form (Form 2C) Disability and Functioning Assessment (Form 2E) Family Assessment Form (Form 2D) Adolescents Vulnerability Assessment Tool (AVAT) for Adolescents Aged 12–17years (OVCMIS FORM 007B) Household Vulnerability Assessment Tool (HVAT) (OVCMIS FORM 007A) Best Interest Assessment Form (Refugees) 	PSWO/Caseworker	<ul style="list-style-type: none"> Individual case file Orphans and Vulnerable Children Management Information System (OVCMIS) 	Quarterly to DCDO
Preparation of welfare report	PSWO/Caseworker	<ul style="list-style-type: none"> Biodata Family background The social economic status of the family Needs identified in the assessment Strategy for addressing them through direct service provision or referrals 	<ul style="list-style-type: none"> Welfare Report Template 	PSWO/Caseworker		As needed by relevant courts

Process	Duty bearer(s)	Data collection (what is collected)	Data collection tools/forms used	Compilation (who compiles data)	Storage (where are data stored)	Reporting (frequency and to whom)
Direct Service Provision and/or Referral						
Direct service provision/support (including case Coordination and Case Conferencing)	PSWO, CDOS	<ul style="list-style-type: none"> Services offered/provided 	<ul style="list-style-type: none"> Case Register Household Enrolment Form Case Conference Form Service Register 	PSWO/Caseworker	<ul style="list-style-type: none"> OVCNIS Progress V4 Helpline 	Quarterly to DCDO
Referral	PSWO, Health Facilities, Police	<ul style="list-style-type: none"> Child and family details Case details (e.g., nature and type of violence) Service needs Agency to which are referring the case 	<ul style="list-style-type: none"> Referral Form 	PSWO/Caseworker	<ul style="list-style-type: none"> Case file (paper-based) OVCNIS Progress V4 	Individual case file Quarterly to DCDO
Follow-up and review	PSWO/Caseworker	<ul style="list-style-type: none"> Services and support received Additional services/support required 	<ul style="list-style-type: none"> Case Follow-Up Form Tear-off section of the Referral Form 	PSWO/Caseworker	<ul style="list-style-type: none"> OVCNIS Progress V4 	Quarterly to DCDO
Case closure or transfer	PSWO/Caseworker	<ul style="list-style-type: none"> Case closing date Reasons for Closure/transfer Transfer, discharge, or follow-up plans 	<ul style="list-style-type: none"> Case Closure Form Case Transfer Form 	PSWO/Caseworker	<ul style="list-style-type: none"> Individual case file 	Quarterly to DCDO
Emergency Placement						
Application for an interim care order	PSWO Judiciary	<ul style="list-style-type: none"> Child and family details Nature of risk/harm child is exposed to Recommendation for emergency placement Police letter if abandoned/abused 	<ul style="list-style-type: none"> Welfare Report Interim Care Order Application Form 	PSWO	<ul style="list-style-type: none"> Individual case file 	Quarterly to DCDO
Placement in emergency care (emergency foster care or approved children home)	PSWO, Warden, Foster care	<ul style="list-style-type: none"> Intake data 	<ul style="list-style-type: none"> Child Case Record (Initial Record) (Form 1) Form of Undertaking (Form 2) Foster parent Record (Form 3) Foster Child Care Record (Form 4) 	Warden PSWO	<ul style="list-style-type: none"> Alternative CARE Management Information System (ACMIS) Individual case file 	Quarterly to DCDO

Process	Duty bearer(s)	Data collection (what is collected)	Data collection tools/forms used	Compilation (who compiles data)	Storage (where are data stored)	Reporting (frequency and to whom)
Placement in Foster Care						
Identification, screening, and assessment of prospective foster parents	PSWO, Local Councils (LCs), Community structures	<ul style="list-style-type: none"> • Suitability • Relations • Age of foster care parents • Marital Status • Social economic status • Background Checks • Suitability of the home (number of children in the home, living conditions etc) 	<ul style="list-style-type: none"> • Application to Foster a Child (Form 1) • Prospective Foster parent record (Form 3) • Criminal Records Statement • Foster Family Evaluation Form • Foster parent home study report 	PSWO/Caseworkers	<ul style="list-style-type: none"> • Register of Foster Parents (see Children Act) • Individual Case File 	Monthly to the Alternative Care Panel
Matching and Approval of Placement	PSWO, Courts, Alternative Care Panel	<ul style="list-style-type: none"> • Child biodata (age, sex, disability status, parental status) • Care and protection need. • Recommendations 	<ul style="list-style-type: none"> • Application to Foster a Child (Form 1) • Foster Family Evaluation Form • Foster parent home study report • Affidavit In Support of the Application • Welfare report • Child Profile • Child Profile / Child Assessment Form • Medical records and important health information on the child • Birth Certificate • Case Conference Report • Police Reference Form • Progress reports from schools • LC1 letter • Matching Tool • Any other relevant documents 	PSWO/Caseworkers	<ul style="list-style-type: none"> • Individual Case File 	As needed by relevant courts, Alternative Care Panel (ACP) or Best Interests Determination (BID) panel
Foster care placement	PSWO/Caseworker	<ul style="list-style-type: none"> • Biodata of child • Parents and sibling info (deceased, alive) • Location • Status of the care order • Immunization status • Case history 	<ul style="list-style-type: none"> • Form of Undertaking (Form 2) • Prospective Foster Parent Record (Form 3) • Care order • Foster Child Care Record (Form 4) • Child Profile/Child Assessment Form • Preparation /bonding Plan 	PSWO/Caseworker	<ul style="list-style-type: none"> • Register of children placed in foster care (see Children Act) • 	Quarterly to DCDO
Care planning	PSWO/Caseworker	<ul style="list-style-type: none"> • Needs identified in the assessment • Strategy/plan for addressing the needs. • Permanency goal 	<ul style="list-style-type: none"> • Case Planning Form 	PSWO/Caseworker	<ul style="list-style-type: none"> • Individual case file 	Quarterly to DCDO
Monitoring child progress	PSWO/Caseworker	<ul style="list-style-type: none"> • Child progress data (details of service received, health status, progress at school etc.) 	<ul style="list-style-type: none"> • Child Progress and Information Report • Follow Up Form 	PSWO	<ul style="list-style-type: none"> • Individual case file 	Quarterly to DCDO

Process	Duty bearer(s)	Data collection (what is collected)	Data collection tools/forms used	Compilation (who compiles data)	Storage (where are data stored)	Reporting (frequency and to whom)
Case review / Foster placement reviews	PSWO, Warden	<ul style="list-style-type: none"> Progress in implementing the case plan, whether the objectives outlined in the case plan are being met, whether the plan remains relevant, and how to adjust the plan if necessary. 	<ul style="list-style-type: none"> Care Plan Review Template 	PSWO/Caseworker	<ul style="list-style-type: none"> Individual case file Progress V4 	Quarterly to DCDO
Case closure or transfer	PSWO/Caseworker	<ul style="list-style-type: none"> Case opening and closing date Reasons for Closure/transfer Transfer, discharge, or follow-up plans 	<ul style="list-style-type: none"> Case Closure Form Case Transfer Form 	PSWO/Caseworker	<ul style="list-style-type: none"> Individual case file 	Quarterly to DCDO
Placement in Approved Children's Home						
Application for a care order	PSWO, Police, Magistrate, CSOs, LC1	<ul style="list-style-type: none"> Child and family details Nature of risk/harm the child is exposed to Care and protection needed PSWO recommendations 	<ul style="list-style-type: none"> Care order application form Welfare Report Template Police Reference Report Medical records and important health information on the child Progress reports from schools LC1 letter Birth Certificate And any other relevant documents 	PSWO	<ul style="list-style-type: none"> Individual case file 	As needed by relevant courts, Alternative Care Panel (ACP)
Admission of the child into the home	Warden, PSWO	<ul style="list-style-type: none"> Biodata, family data 	<ul style="list-style-type: none"> Child case record (initial record) 	Warden	<ul style="list-style-type: none"> Individual case file ACMIS 	Six Monthly to Permanent Secretary (PS), MGLSD
Care planning	Social Worker/warden	<ul style="list-style-type: none"> Needs identified in the assessment Strategy/plan for addressing the needs Permanency goal 	<ul style="list-style-type: none"> Case Planning Form 	Warden	<ul style="list-style-type: none"> ACMIS 	Six Monthly to PS, MGLSD
Provision of care and support	Social Worker/warden	<ul style="list-style-type: none"> Services provided 	<ul style="list-style-type: none"> N/A 	Warden	<ul style="list-style-type: none"> ACMIS 	Six Monthly to PS, MGLSD
Monitoring child progress	Social Worker/warden	<ul style="list-style-type: none"> Child progress data (details of service received, health status, progress at school etc) 	<ul style="list-style-type: none"> Child Progress and Information Report 	Warden	<ul style="list-style-type: none"> ACMIS 	Six Monthly to PS, MGLSD
Placement/Case Review	PSWO, Warden	<ul style="list-style-type: none"> Progress in implementing the case plan, whether the objectives outlined in the case plan are being met, whether the plan remains relevant, and how to adjust the plan if necessary. 	<ul style="list-style-type: none"> Care Plan Review Template 	PSWO, Warden	<ul style="list-style-type: none"> ACMIS 	Six Monthly to PS, MGLSD

Process	Duty bearer(s)	Data collection (what is collected)	Data collection tools/forms used	Compilation (who compiles data)	Storage (where are data stored)	Reporting (frequency and to whom)
Case closure or transfer	PSWO, Warden	<ul style="list-style-type: none"> Case Opening and closing date. Reasons for Closure/transfer Transfer, discharge, or follow-up plans 	<ul style="list-style-type: none"> Case Closure Form Case Transfer Form 	PSWO, Warden	<ul style="list-style-type: none"> ACMIS 	Six Monthly to PS, MGLSD
Inspection and Monitoring of quality of care	PSWO Health Inspector	<ul style="list-style-type: none"> Compliance with The Children (Approved Homes) Rules 2013 	<ul style="list-style-type: none"> Inspection Report Template Assessment Toolkit 	PSWO	<ul style="list-style-type: none"> Individual case file 	Six monthly reports to DCDO and the head of the Alternative Care Unit (ACU)
• Family Reunification and Reintegration						
Assessment of the child	PSWO/case workers	<ul style="list-style-type: none"> Care and protection need. Children concern about reintegration, fears, and wishes. Factors that may affect the reintegration 	<ul style="list-style-type: none"> Child assent form (12-17 years) (Form 9B) Child Assessment Form (Form 2C) Disability and Functioning Assessment (Form 2E), where applicable 	PSWO/case workers	<ul style="list-style-type: none"> Individual case file 	Quarterly to DCDO
Family tracing	PSWO/case workers	<ul style="list-style-type: none"> Details about the child's immediate family members (names, relationships, current or last known locations) 	<ul style="list-style-type: none"> Family Tracing Form (Form 2B) Family Tracing and Assessment Form 	PSWO/case workers	<ul style="list-style-type: none"> Individual case file 	Quarterly to DCDO
Assessment of the family	PSWO/case workers	<ul style="list-style-type: none"> Risk factors that affect the safety and well-being of the child and changes that need to be made Family strengths and resilience, including those of siblings Family members' perception of the reasons for separation and other problems The family's level of readiness/capacity for change. The family's ability to care for the child The family's economic situation 	<ul style="list-style-type: none"> Parent/Caregiver Consent Form (Form 9 A) Family Assessment Form (Form 2D) HVAT 	PSWO/case workers	<ul style="list-style-type: none"> Individual case file 	Quarterly to DCDO
Case planning	PSWO/case workers	<ul style="list-style-type: none"> Strategy for addressing the child's and family's needs and maximising their strengths, as identified in the assessment 	<ul style="list-style-type: none"> Case Planning Form 	PSWO/case workers	<ul style="list-style-type: none"> Individual case file 	Quarterly to DCDO

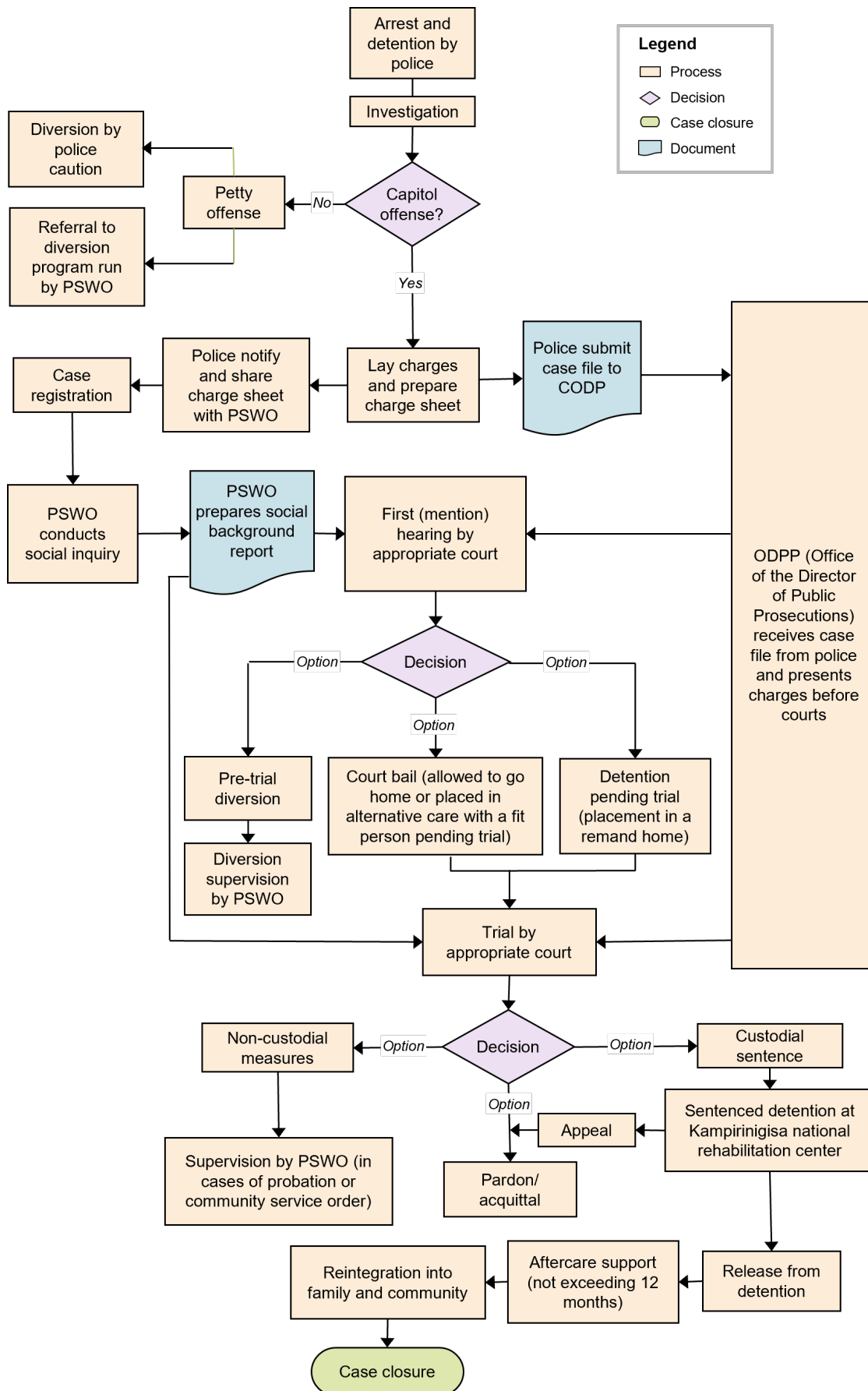
Process	Duty bearer(s)	Data collection (what is collected)	Data collection tools/forms used	Compilation (who compiles data)	Storage (where are data stored)	Reporting (frequency and to whom)
Preparation of children and families (including establishing contact between child and family)	PSWO, Social Worker, Warden	<ul style="list-style-type: none"> • Readiness of child and family for integration • Care and Protection Needs and Other Risks 	<ul style="list-style-type: none"> • Child, Family and Community Preparation Checklist (Form 4A) • Case Notes Template • Community Profile Form (Form 4B) 	PSWO/case workers	<ul style="list-style-type: none"> • Individual case file 	Quarterly to DCDO
Reunification	PSWO of both sending and receiving district Social Worker, LC1, Police	<ul style="list-style-type: none"> • Data of reunification • Reunification package was provided • Follow up plan 	<ul style="list-style-type: none"> • Family Reunification/Resettlement Form • Reunification/Placement form (Form 5). 	PSWO/case workers	<ul style="list-style-type: none"> • Individual case file 	Quarterly to DCDO
Ongoing monitoring and post-reunification support	PSWO, LC1, Social Worker, Warden	<ul style="list-style-type: none"> • Child's safety and well-being • Additional services/support required. • Other Details of Follow-Up 	<ul style="list-style-type: none"> • Case Follow-Up Form 	PSWO/Caseworker	<ul style="list-style-type: none"> • Individual case file 	Quarterly to DCDO
Case closure or transfer	PSWO, LC1, Social Worker, Warden	<ul style="list-style-type: none"> • Case closing date • Reasons for Closure/transfer • Transfer, discharge, or follow-up plans 	<ul style="list-style-type: none"> • Case Closure Form • Case Transfer Form 	PSWO/Caseworker	<ul style="list-style-type: none"> • Individual case files (Paper-based record management systems) 	Quarterly to DCDO
• Legal Guardianship						
Preparation of Welfare report	PSWO, Child. Prospective Guardian	<ul style="list-style-type: none"> • Child and family detail • Medical records and important health information on the child • Progress reports from schools • The views and wishes of the child if ascertainable. 	<ul style="list-style-type: none"> • Welfare Report Template 	PSWO	<ul style="list-style-type: none"> • PSWO 	As needed
Preparation of Casefile and Submission to Alternative Care Panel	PSWO Panellists Prospective adoptive family Child	<ul style="list-style-type: none"> • Child and Family details • Parent's Consent to Guardianship of a Minor • Birth certificates • LC letter • And any other relevant documents 	<ul style="list-style-type: none"> • Welfare Report Template • Prospective Guardian Information Sheet 	PSWO/Caseworker	<ul style="list-style-type: none"> • Individual case file 	Biannual to PS, MGLSD
Application for legal guardianship	PSWO, Court, Lawyer, Child, Guardian	<ul style="list-style-type: none"> • Petition • Panel recommendation • Affidavit In Support of the Application • Medical records and important health information on the child 	<ul style="list-style-type: none"> • Petition for guardianship in the High Court of Uganda (Form 1, Section 43B) • Affidavit In Support of the Application • Medical records and important health information on the child • LC1 letter 	PSWO/Lawyer	<ul style="list-style-type: none"> • ECCMIS 	Biannual to PS, MGLSD
Registration of Guardianship order	URSB, Applicant	<ul style="list-style-type: none"> • Guardianship order 	<ul style="list-style-type: none"> • Guardianship register (Form 2, Section 43I) 		<ul style="list-style-type: none"> • URSB 	Annually to PS, MGLSD

Process	Duty bearer(s)	Data collection (what is collected)	Data collection tools/forms used	Compilation (who compiles data)	Storage (where are data stored)	Reporting (frequency and to whom)
Follow up and review		<ul style="list-style-type: none"> Child's safety and well-being Additional services/support required. Other Details of Follow-Up 	<ul style="list-style-type: none"> Case Follow-Up Form (TBD) 	PSWO/Caseworker	<ul style="list-style-type: none"> Individual case files (Paper-based record management systems) 	
Revocation of an adoption order	PSWO, court	<ul style="list-style-type: none"> Details about the child Details child's parents or guardian Reason for revocation 	<ul style="list-style-type: none"> Application for revocation of a Placement Order 	PSWO/Caseworker	<ul style="list-style-type: none"> URSB 	Annually to PS, MGLSD
• Adoption						
Preparation of Welfare report and foster care placement report	PSWO, Child. Prospective adoptive parents (PAP)	<ul style="list-style-type: none"> Biodata Medical records and important health information on the child Progress reports from schools The views and wishes of the child if ascertainable 	<ul style="list-style-type: none"> Welfare Report Template Foster care placement report 	PSWO	<ul style="list-style-type: none"> PSWO Court 	As needed
Preparation of Casefile and Submission to Alternative Care Panel	PSWO Panellists Prospective adoptive family Child	<ul style="list-style-type: none"> Details about the PAP Welfare Report Child profile Birth certificates LC letter And any other relevant documents 	<ul style="list-style-type: none"> Adoptive Family brief Welfare Report Template Child assessment Form Adoptive Parent Family Evaluation Form Foster care placement report 	PSWO/Caseworker	<ul style="list-style-type: none"> Casefile kept by PSWO 	Biannual to PS, MGLSD
Application/Petition for an adoption order	PSWO Lawyer Judge/Magistrate Child Parent SWO, Lawyer, Court registry	<ul style="list-style-type: none"> Petition Panel recommendation Foster care placement report Affidavit In Support of the Application Medical records and important health information on the child 	<ul style="list-style-type: none"> Petition for Adoption of Child (Form A) or Form B for non-Uganda Citizen Form of consent (Form C, D) Affidavit In Support of the Application Birth Certificate/Order for Medical Examination of Child (Form E) Criminal Records Statement Medical records and important health information on the child LC1 letter 	PSWO/Lawyer	<ul style="list-style-type: none"> ECCMIS PSWO 	Biannual to PS, MGLSD
Registration of Adoption Order	NIRA (National Identification and Registration Agency), Applicant	<ul style="list-style-type: none"> Adoption order (Form of Adoption Order, Form G) 	<ul style="list-style-type: none"> Adopted children register (Form H) 	NIRA	<ul style="list-style-type: none"> NIRA Records 	Annually to PS, MGLSD
Post-Adoption Follow-up		<ul style="list-style-type: none"> Child's safety and well-being Additional services/support required. Other Details of Follow-Up 	<ul style="list-style-type: none"> Case Follow-Up Form (TBD) 	PSWO/Caseworker	<ul style="list-style-type: none"> Individual case files (Paper-based record management systems) 	Annually to PS, MGLSD

Process	Duty bearer(s)	Data collection (what is collected)	Data collection tools/forms used	Compilation (who compiles data)	Storage (where are data stored)	Reporting (frequency and to whom)
Revocation of an adoption order	PSWO, court	<ul style="list-style-type: none"> Details about the child Details child's parents or guardian Reason for revocation 	<ul style="list-style-type: none"> Application for revocation of a Placement Order 	PSWO/Caseworker	<ul style="list-style-type: none"> National Information Technology Authority - Uganda (NITA-U) 	Annually to PS, MGLSD
• Transition to Independent Living						
Assessment of the child/young adult readiness to transition	PSWO, Warden, Social worker	<ul style="list-style-type: none"> Immediate risk and needs. The interest of the child, their wishes, and feelings. Independent living skills 	<ul style="list-style-type: none"> Child Assessment Form (Form 2C) Disability and Functioning Assessment (Form 2E), where applicable Needs Assessment Template 	PSWO/Caseworker	<ul style="list-style-type: none"> Individual case file 	Quarterly to DCDO
Develop an independent Living/Transition Plan	PSWO/Caseworker	<ul style="list-style-type: none"> Needs identified in the assessment Strategy/plan for addressing the needs. 	<ul style="list-style-type: none"> Case Planning Form Preparation for leaving care plan template. 	PSWO/Caseworker	<ul style="list-style-type: none"> Individual case files (Paper-based record management systems) 	Quarterly to DCDO
Preparation	PSWO, Warden, Social worker, Police, CSOs, LCs, Child	<ul style="list-style-type: none"> Progress in implementing the transition plan. Readiness of the child and community readiness Addition supports and services required to enable transition 	<ul style="list-style-type: none"> Case notes template 	PSWO/case workers	<ul style="list-style-type: none"> Individual case file 	Quarterly to DCDO
Transition to independent living	PSWO, Warden, Social worker, Police, CSOs, Mentors, LCs, Child	<ul style="list-style-type: none"> Biodata Living arrangements for young adults after transition Services to address immediate risks and needs 	<ul style="list-style-type: none"> Aftercare plan template 	PSWO/Caseworker	<ul style="list-style-type: none"> Individual case file 	Quarterly to DCDO
Follow-up and review	PSWO/Caseworker	<ul style="list-style-type: none"> Child progress data Services and support received. Additional services/support required. 	<ul style="list-style-type: none"> Case Follow-Up Form 	PSWO/Caseworker	<ul style="list-style-type: none"> 	Quarterly to DCDO
Case closure or transfer	PSWO, LC1, Social Worker, Warden	<ul style="list-style-type: none"> Case closing Date. Reasons for Closure/transfer Transfer, discharge, or follow-up plans 	<ul style="list-style-type: none"> Case Closure Form Case Transfer Form 	PSWO/Caseworker	<ul style="list-style-type: none"> Individual case file 	Quarterly to DCDO

Case Flow 2: Children in Conflict with the Law

Figure 2. Children in conflict with the law (juvenile accused of crime)



Notes

1. **Children in conflict with the law** refer to children whose actions result in a criminal law being broken and hence are exposed to criminal justice processes. Article 257 (1) of the Constitution of the Republic of Uganda, 1995 and Section 2 of the Children Act, Cap 59 (as amended in 2016) defines a child to mean a person under the age of eighteen years. Section 88 of the Children Act provides that the minimum age of criminal responsibility shall be twelve years.
2. **Arrest and detention by the police:** When a child comes into contact with the formal justice system, the police are typically the first point of contact. After a complaint has been filed, an arrest is made only when there is sufficient evidence to support the case. The police have a specialized unit called the Child and Family Protection Unit to handle cases involving children. The Criminal Investigations Directorate (CID) is involved in investigating cases where a child commits a capital offence or is jointly charged with an adult. The police play a vital role in preventing harm to children, detecting instances of harm, and diverting children away from the formal justice system through non-custodial measures, mediation, and community policing. In cases that cannot be diverted, the police prepare charges and refer the case to the Director of Public Prosecutions (DPP) for advice. Charging of children is provided for under Section 89 of the Children Act. **The police are mandated to share a charge sheet with the Probation and Social Welfare Officer (PSWO), commonly known as the probation charge sheet. This document serves as a reference for the PSWO when preparing social inquiry reports.** The charge sheet contains essential information about the charges filed against an individual, including details of the alleged offence, the legal provisions violated, and any supporting evidence gathered by the police during their investigation.
3. **Petty Offences:** Petty offences are minor offences that carry penalties such as warnings, fines, or community service. Examples of petty offences listed in the penal code include disorderly conduct, prostitution, being a public nuisance, vagrancy, public urination, and begging on the streets.
4. **Capital Offences:** Capital offences are serious offences that carry a maximum sentence of death and are handled by judges in the High Court. Examples of capital offences include murder, aggravated robbery, aggravated defilement, and rape, among others.
5. **Probation and Social Welfare Officers** are individuals appointed under the Children Act, Cap 59 (as amended in 2016) and the Probation Act. Their responsibilities include attending court proceedings involving children, conducting social inquiries as required by the courts, submitting social inquiry reports to the courts, supervising probationers, and children under supervision orders, providing support to families or children in difficult circumstances, linking children to appropriate services, and supporting the community rehabilitation and reintegration process of juvenile offenders.
6. **The Office of the Director of Public Prosecutions** is responsible for presenting criminal cases in court on behalf of the government and the people of Uganda. The prosecutors are obligated to enforce the Constitution and laws of Uganda. Their roles include directing the police to investigate criminal information, instituting criminal proceedings, providing advice and guidance to the Criminal Investigations Directorate (CID) on investigations and prosecution decisions, collaborating for successful investigation and prosecution, and instituting criminal proceedings in courts with jurisdiction.
7. **Diversion:** Diversion refers to the practice of diverting children in conflict with the law away from the formal criminal justice system. Diversion can take place at different stages of the criminal justice process. Methods of diversion include verbal and written warnings, formal cautions, victim/offender family conferencing, and referral to community-based programs. Diversion is allowed in cases where the

offence is not serious (petty offences), the child is a first offender, and the child shows remorse and repentance. In Uganda, diversion is mainly implemented through the discretion of Local Council Courts (LCCs), the police, and Family and Children's Courts (FCCs).¹

8. **Relevant Courts:** Relevant courts include the Local Council Court (LCCs), the Family and Children Court (FCC) and The High Court.
 - a. **Local Council Courts (LCC)** are established at the village level in accordance with the Local Council Courts Act 2006. Jurisdiction in cases of children is however defined in the Children Act, Cap 59 (as amended in 2016). Under Section 92(2) of the Children Act, the LCC shall, in addition to any jurisdiction conferred on it by the LCC Act, 2006, have criminal jurisdiction to try a child for any of the following offences: affray, under section 79 of the Penal Code Act; an offence against section 167 with the exception of paragraph (b) of the Penal Code Act; common assault, under section 235 of the Penal Code Act; actual bodily harm under section 236 of the Penal Code Act; theft, under section 254 of the Penal Code Act; criminal trespass, under section 302 of the Penal Code Act; and malicious property damage, under section 335 of the Penal Code Act.
 - b. **The Family and Children Court (FCC)** is established under section 13 of the Children Act. It is established in every district and any other lower government unit designated by the Chief Justice by notice in the Gazette. Under section 14 of the Act, the jurisdiction of the Court is to hear and determine: (a) criminal charges against a child subject to sections 93 and 94; and (b) applications relating to childcare and protection. Section 15 provides that a Family and Children Court shall, whenever possible, sit in a different building from the one normally used by other courts.
 - c. **The High Court** is granted jurisdiction under Section 104 of the Children Act to hear and issue orders or sentences for child offenders in two specific scenarios: when the child is accused of a crime punishable by death (for which only the High Court has jurisdiction) or when a child is jointly accused with an adult.
9. **Court Bail:** The Constitution under Article 23(6) provides for the right to bail. Further, the right to bail is provided for under Section 90 of the Children Act and it is to the effect that where a child appears before a court charged with any offence, the magistrate or person presiding over the court shall inquire into the case and unless there is a danger to the child, release the child on bail: (a) On a court bond on the child's recognizance; (b) With sureties, preferably the child's parents or guardians, who shall be bound on a court bond, not cash. If bail is not granted, the court shall record the reasons for the refusal (Section 90(2) Children Act, and inform the child applicant of his or her right to apply for bail to a Chief Magistrate's Court or the High Court.
10. **Detention Pending Trial (Placement in Remands):** Under Section 91(1) of the Children Act where a child is not released on bail, the court may make an order remanding or committing him or her in custody in a

¹ For example, under Section 89(2) of the Children Act, the police are granted the authority to resolve cases at their own discretion without resorting to formal court proceedings. This is done in accordance with the criteria established by the Inspector General of Police. Furthermore, according to Section 89(1) of the Children Act, the police possess the power to caution and release a child who has been arrested. In cases where a child is in conflict with the law, the police can release the child without filing formal charges and instead refer them to the Probation and Social Welfare Officer (PSWO).

remand home to be named in the order, situated in the same area as the court making the order. The Ministry of Gender also supervises several remand homes spread over the various regions of Uganda: Naguru Remand Home Kampala (Central); Mbale Remand Home (Eastern Region); Fort Portal Remand Home (Western Region); Arua Remand Home (West Nile Region); Gulu Remand Home (Acholi Region); Masindi Remand Home (Bunyoro Region). Section 91(5) of the Children Act provides that remand in custody shall not exceed: (a) six months in the case of an offence punishable by death; or (b) three months in the case of any other offence. (c) No child shall be remanded in custody in an adult prison.

11. **Fit persons:** The Children Act, Cap 59 (as amended in 2016) makes references to individuals known as Fit Persons in several sections; however, it does not provide a specific definition for such individuals. In the Justice, Law, and Order Sector (Draft) Diversion Guidelines of 2015, certain responsibilities have been assigned to Fit Persons, including:
 - a. Supplying information for social inquiry reports to assist the assessing officer or LCs Courts in making well-informed decisions.
 - b. Offering temporary shelter to a child in situations where no other suitable arrangements are available, and the need arises.
 - c. Providing advice and counselling to the child as well as their parents or guardians.
 - d. Preparing periodic case information to be presented to the Resident Magistrate as required.
12. **Social Inquiry** by PSWOs. One of the primary responsibilities of the PSWO is to conduct social inquiries and **prepare a social background report**. This process is crucial in all cases, except those involving minor offences, before the competent authority makes a final decision on sentencing. The purpose of the social inquiry is to thoroughly investigate the background and circumstances in which the child is living, as well as the conditions under which the offence was committed. These inquiries aim to facilitate fair and just adjudication of the case by providing valuable information to the competent authority. **Social background reports** are essential tools in legal proceedings involving juveniles, as they assist the court in making appropriate orders that consider the unique circumstances of each case. The report includes various aspects such as the social and family background of the child, the specific conditions of their living environment, and the circumstances surrounding the offence. The court ensures that the child or their legal representative is informed about the contents of the report, and a copy of the report is provided to them.
13. **Non-custodial Measures:** Section 94(4) of the Children Act emphasises that detention of children should only be used as a matter of last resort. In cases where charges against a child have been admitted or proven, the Family and Children's Court (FCC) has the authority to issue various orders, including (a) absolute discharge, (b) caution, (c) conditional discharge for a maximum of twelve months, (d) binding the child over to maintain good behaviour for a maximum of twelve months, (e) compensation, restitution, or fine, (f) probation order for a maximum of twelve months in accordance with the Probation Act, which may include recommended conditions from the probation and social welfare officer. On the other hand, according to Section 92 of the Children Act, the Local Children's Court (LCC) has the power to issue the following orders: reconciliation, compensation, restitution, community service, apology, or caution.
14. **Sentenced detention at Kampirinigisa National Rehabilitation Centre (KNRC):** The Children Act provides for the National Rehabilitation Centre in Section 96. KNRC is the sole juvenile detention centre in Uganda, serving as a facility for incarcerating young males and females ages 12 to 18 who are in

conflict with the law. This centre, managed by the Ugandan MGLSD, operates as the designated prison for children.

15. **Aftercare:** Aftercare refers to the support provided for the reintegration of children into their families and communities. As stated in Section 98 of The Children Act, Cap 59 (amended in 2016), before a child is released from detention, discussions about the aftercare period must take place between the probation and social welfare office and the authorities at the detention centre. However, the duration of aftercare, following the child's release from detention, should not exceed twelve months under any circumstances. Aftercare support and services encompass various aspects, such as family reunification, alternative care placement, medical and health services, educational support, vocational skills training, counselling, psychosocial support, monitoring of behaviour, life and job skills training, home visits, and family counselling.

Table 2: Illustrative data flow

Process	Duty bearer(s)	Data collection (what is collected)	Data collection tools/forms used	Compilation (who compiles data)	Storage (where are data stored)	Reporting (frequency and to whom)
Registration of cases referred to PSWO	PSWO, Police	<ul style="list-style-type: none"> Child and Family Details Brief facts about the incident or case 	<ul style="list-style-type: none"> Case registration 	PSWO	Paper-based record management systems	Quarterly to DCDO
Social inquiry, and preparation and submission of the social background report and recommendations to the court.	Family members, local leaders, friends, neighbours, relatives, teachers, community members, health workers, PSWO	<ul style="list-style-type: none"> Child and Family Details Case referral and investigation Background of child Home circumstances Crime history Community perspectives about the juvenile Summary of key findings impact assessment report on the gravity of the incident on the victim and community Recommendations 	<ul style="list-style-type: none"> Victim and Community Assessment Tools Social inquiry/social background report template 	PSWO	Paper-based record management systems	Submitted to court, as needed
Mention hearing in court; preparation of the child for the court session (briefing)	Magistrate, prosecutor, juvenile, probation officer, police, witnesses, family	<ul style="list-style-type: none"> Biodata Previous history Community perspectives about the juvenile Safety of juvenile 	<ul style="list-style-type: none"> Social background report Summon Production warrant 		Remand Home Management Information System (RHMIS)	On occurrence
Detention pending trial (placement in remand home): Pick the remand warrant from the magistrate and deliver the juvenile to the remand home and handover of the warrant	PSWO, Magistrate	<ul style="list-style-type: none"> Child bio data (name, religion, ethnicity, disability status, education, district of origin) and Family Details Offense committed. Admission date Duration on remand 	<ul style="list-style-type: none"> Remand home register Remand warrant 	Remand Home Staff	RHMIS	Quarterly to DCDO
Care and protection for children on remand	Probation officer and Remand home staff	<ul style="list-style-type: none"> Services provided during remand. Status of the condition of the juvenile 	<ul style="list-style-type: none"> Case management notes 	Remand Home Staff	RHIMS, OVCMIS	Quarterly to DCDO
Police-initiated and pre-trial diversion supervision by PSWO	PSWO, police, court	<ul style="list-style-type: none"> Children biodata Child progress information 	<ul style="list-style-type: none"> Same note above and below 	PSWO	Paper-based record management systems	
Supervision by PSWO (In cases of probation or community service order)	PSWO, courts	<ul style="list-style-type: none"> Children biodata Child progress information 		PSWO	Paper-based record management systems	Quarterly report to the supervising court on the case
Sentenced detention at Kampirinigisa National Rehabilitation Centre (KNRC)	PSWO	<ul style="list-style-type: none"> Child bio data (name, religion, ethnicity, disability status, education, district of origin) and Family Details Offense committed Sentencing duration Admission date 		Rehabilitation Centre staff	RHMIS	Quarterly to DCDO

Process	Duty bearer(s)	Data collection (what is collected)	Data collection tools/forms used	Compilation (who compiles data)	Storage (where are data stored)	Reporting (frequency and to whom)
Care and protection for children in KNRC	Probation officer and Rehabilitation Centre staff	<ul style="list-style-type: none"> Type of services provided. Education statutes Health status Duration in detention 		Rehabilitation Centre staff	RHMIS	Quarterly to DCDO
Preparation for Reintegration of juvenile offenders with family and community	PSWO, PSWO, rehabilitation centre staff, parents, relatives, LC. I, para-social workers, CSOs, secretary of children's affairs	<ul style="list-style-type: none"> Attitude of the community going to receive the child. Community willingness to receive the child. Attitude and readiness to forgive the offender 				
Aftercare support	PSWO, PSWO, rehabilitation centre staff	<ul style="list-style-type: none"> Type of support/service provided. Child progress information 		PSWO, Rehabilitation Centre staff	Paper-based record management systems RHMIS	Quarterly to DCDO
Reintegration of juvenile offenders with family and community	PSWO, PSWO, rehabilitation centre staff	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Case follow-up form Case closure form 	PSWO, Rehabilitation Centre staff	Paper-based record management systems	Quarterly to DCDO

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Appendix A. List of Case Management Tools and Source Documents

Process	Tool	Source Document	Notes
Child in Conflict with the Law (Juvenile Accused of Crime)			
Social Inquiry	Social Inquiry Report for Child in Conflict with the Law (Pre-Sentencing Report)	National Handbook for PSWO, 2018	
Children Exposed to or at Risk of Harm			
Identification and registration	OVC Pre-Identification and Registration Form (OVCMIS FORM 005)	OVCMIS Service Provider Procedure Manual, 2015	
	Household Vulnerability Prioritization Tool (HVPT) (OVCMIS FORM 006)	OVCMIS Service Provider Procedure Manual, 2015	Modified version included in case management tool for Child Programming in Uganda, 2019
	Assessment and Registration Form for Formal Agencies (Tool 1)	Handbook for Case Management in Child Protection, 2016	
	Case Registration and Assessment Form for Community-Based Actor (Tool 1B)	A Handbook for Case Management in Child Protection, 2016	
	Case Registration on Form (Form 1)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	Generic sample registration form Can be found in the Inter-Agency Guidelines for Case Management & Child Protection (p.83 & p.91).
	Child Care and Protection Case Record Form [OVCMIS FORM 004A]	Case management tool for Child Programming in Uganda, 2019	
Initial Assessment (Screening)	Initial Screening/Safety Assessment (Form 2A)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	
Comprehensive assessment	Child Assessment Form (Form 2C)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	Another sample form can be found in the Inter-Agency Guidelines for Case Management & Child Protection (p.102). (p.96)
	Adolescents Vulnerability Assessment Tool (AVAT) for Adolescents Aged 12–17years (OVCMIS FORM 007B)	Case management tool for Child Programming in Uganda, 2019	
	Disability and Functioning Assessment (Form 2E)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	

Process	Tool	Source Document	Notes
	Family Assessment Form (Form 2D)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	
	Household Vulnerability Assessment Tool (HVAT) (OVCNIS FORM 007A) ²	OVCNIS Service Provider Procedure Manual, 2015	Modified version included in Case management tool for Child Programming in Uganda, 2019
	HIV Risk Assessment Tool for children and adolescents (OVCNIS FORM 007C)	Case management tool for Child Programming in Uganda, 2019	
	Child Enrolment and Monitoring Card (OVCNIS Form 008) ³	OVCNIS Service Provider Procedure Manual, 2015	
	Victim And Community Assessment Tools		
	Best Interest Assessment Form (Refugees)	Inter-Agency Guidelines for Case Management & Child Protection (p.92)	
Case Planning	Case Planning Form (Tool 3)	Handbook for Case Management in Child Protection, 2016	Sample forms can be found in the Inter-Agency Guidelines for Case Management & Child Protection (p.102).
	Form 3A: Case Planning Form (Form 3A)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	
	Case Planning with Caregivers (18+ years), Children (8-11 years) and Adolescents (12–17 years) [OVCNIS FORM 012A]	Case Management Tools for Child Protection Programming, 2018	
Direct service provision and/or referral	Referral Form (OVCNIS Form 009)	OVCNIS Service Provider Procedure Manual, 2015 Handbook for Case Management in Child Protection, 2016	The original version included in the Case management tool for Child Programming in Uganda, 2019
	Household Enrolment Form (OVCNIS FORM 008)	Case Management Tools for Child Protection Programming, 2018	

² The Household Vulnerability Assessment Tool (HVAT) is for assessment of households selected through the vulnerability prioritization process. The tool helps to target and obtain additional in-depth information about a household's level of vulnerability, which is used for monitoring progression of vulnerability. The tool should be subjected to only households identified and prioritized using the Household Vulnerability Prioritization Tool (HVPT) and, it should be administered to only HHs who will be supported.

³ The child enrolment and monitoring card provides background information and vulnerability index of an individual child, and it should be filled during assessment to justify enrolment for support. Some sections of the tool can help to measure progression of child vulnerability and should be filled during subsequent vulnerability monitoring events. The tool can be applied concurrently with the Household Vulnerability Assessment Tool (HVAT) at enrolment, after 12 months, at the end of a support programme and/ or as it may be required.

Process	Tool	Source Document	Notes
	Case register (Tool 1c)	Handbook for Case Management in Child Protection, 2016	
	Integrated OVC Service Register (OVCMIS FORM 004)	OVCMIS Service Provider Procedure Manual, 2015	Modified version included in Case management tool for Child Programming in Uganda, 2019
	Case Conference Form (Form 10A)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	
	Case Conference Form [OVCMIS FORM 013]	Case management tool for Child Programming in Uganda, 2019	Another version can be found in the Inter-Agency Guidelines for Case Management & Child Protection (p.104).
Follow-up and Review/Monitoring	Case Follow-Up Form (Tool 4)	Handbook for Case Management in Child Protection, 2016	Another version can be found in the Inter-Agency Guidelines for Case Management & Child Protection (p.103).
	Case Follow-up Form (Form 6)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	This is a more standardised version compared to Tool 4.
	On-going Monitoring Tool for OVC Households (OVCMIS FORM 014A)	Case management tool for Child Programming in Uganda, 2019	
	OVC Household Home Visit Form (OVCMIS FORM 14B).	Case management tool for Child Programming in Uganda, 2019	
	HVAT 007A (OVCMIS FORM 013)	Case management tool for Child Programming in Uganda, 2019	
	HVAT 007B	Case management tool for Child Programming in Uganda, 2019	
	Care Plan Review Template	NONE	An example can be found in the Ghana Case Management Standard Operating Procedures for Children in Need of Care and Protection .
	Case Closure Form (Tool 5)	Handbook for Case Management in Child Protection, 2016	Another version can be found in the Inter-Agency Guidelines for Case Management & Child Protection (p.106).
	Case closure checklist (Form 7A)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	Another version, the Case Closure Checklist (OVCMIS Form 017), can be found in the Case management tool for Child Programming in Uganda, 2019
	Case Transfer Form (Tool 6)	Handbook for Case Management in Child Protection, 2016	Standardised/Modified version included in the Case Management for Separated Children: Standard Operating Procedures and Tools, 2019

Process	Tool	Source Document	Notes
			<p>The slightly modified version is included in the Case management tool for Child Programming in Uganda, 2019. Referred to as Case Transfer Plan (OVCMIS Form 016). See Page 43.</p> <p>Another version can be found in the Inter-Agency Guidelines for Case Management & Child Protection (p.107).</p>
Crosscutting	Welfare Report Template	Operational Manual for Youth and Probation and Social Welfare Officers (PSWO), 2009	Also included in the National Handbook for PSWO, 2018 with modification
	Parent/Caregiver Consent Form (Form 9 A)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	
	Child assent form (12–17 years) (Form 9B)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	
Emergency Placement	Interim Care Order Application Form		Other forms refer to foster care placement and placement in approved children's Homes
Foster Care	Application to Foster a Child (Form 1)	Children Act, Cap 59	Standardised/Modified version included in the National Handbook for Probation and Social Welfare Officers (PSWO), 2020
	Form of Undertaking (Form 2)	Children Act, Cap 59	Standardised/Modified version included in The National Handbook for Probation and Social Welfare Officers (PSWO), 2020
	Prospective Foster Parent Record (Form 3)	Children Act, Cap 59	Standardised/Modified version included in the: <ul style="list-style-type: none"> National Handbook for Probation and Social Welfare Officers (PSWO), 2020 National Guidelines on Monitoring of Formal Care, 2019
	Foster child case record (Form 4)	Children Act, Cap 59	Standardised/Modified version included in the: <ul style="list-style-type: none"> National Handbook for Probation and Social Welfare Officers (PSWO), 2020 National Guidelines on Monitoring of Formal Care, 2019
	Foster Family Evaluation Form		
	Foster Parent Home Study Report Template		
	Foster Matching Tool		

Process	Tool	Source Document	Notes
	Preparation /Bonding Plan		
	Child Progress and Information Report	The Children (Approved Homes) Rules, 2013	
Residential Care (placement in approved children's home)	Application for Approval to Care for Children in a Home	The Children (Approved Homes) Rules, 2013	
	Child Case Record (Initial Record, Form 1)	The Children (Approved Homes) Rules, 2013	Standardised/Modified version included in the National Guidelines on Monitoring of Formal Care, 2019
	Child Progress and Information Report (Form 2)	The Children (Approved Homes) Rules, 2013	
	Family Reunification/Resettlement Form	The National Handbook for Probation and Social Welfare Officers (PSWO), 2020	
	Details of Discipline of Staff and Children in a Home	The Children (Approved Homes) Rules, 2013	
	Guideline for Inspection Form by PSWOs and Public Health Inspectors (PHI)	The Children (Approved Homes) Rules, 2013	
	Children (Approved Home) Regulations Assessment Toolkit, 2013.	Children (Approved Home) Regulations Assessment Toolkit, 2013	Currently being revised
	Six Monthly Home Report	The Children (Approved Homes) Rules, 2013	Standardised/Modified version included in the National Guidelines on Monitoring of Formal Care, 2019
Legal Guardianship	Petition for Guardianship (Form 1)	The Children (Amendment) Act, 2016	
	Legal Guardianship Register (Form 2)	The Children (Amendment) Act, 2016	
Adoption	Petition for Adoption of Child. (All parties Uganda citizens.) (Form A)	The Children (Adoption of Children) Rules	
	Petition for Adoption of Child. (Party non-Uganda citizen.) (Form B)	The Children (Adoption of Children) Rules	
	Consent to Adoption (Form C)	The Children (Adoption of Children) Rules	
	Form of Adoption Order (Form G).	The Children (Adoption of Children) Rules	
	Adoption Register (Form H)	The Children (Adoption of Children) Rules	

Process	Tool	Source Document	Notes
Family Reunification	Family Tracing and Assessment Form	The National Handbook for Probation and Social Welfare Officers (PSWO), 2020	
	Family Tracing Form (Form 2B)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	
	Child, Family and Community Preparation Checklist (Form 4A)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	
	Community Profile Form (Form 4B)	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	
	Family Reunification/Resettlement Form	The National Handbook for Probation and Social Welfare Officers (PSWO), 2020	
	Reunification/Placement form (Form 5).	Case Management for Separated Children: Standard Operating Procedures and Tools, 2019	
	Record of Resettlement Monitoring Visit	The National Handbook for Probation and Social Welfare Officers (PSWO), 2020	

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