

<p style="text-align: center;">Questions for Agencies who are interested to set up the Inter-Agency Information Management System</p>
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Situation of children

- What is the size of the estimated caseload (split by field locations if possible)?
- What are the different child protection issues that are being addressed/or will be addressed through your program (FTR/DDR etc)?
- Would you like the database to support one caseload of children affected by a range of different child protection issues, or to support several distinct caseloads of children that are in separate geographical areas?
- Are there ongoing movements of children and families across the country and region (from home to camps, returning home, etc)?

Program Considerations

- What expectations do you have of how the IMS will support your programme? How do you envision the database adding value to your agency's child protection response?
- What will be the different program responses for the different child protection concerns identified at the stage of registration? (Family tracing and reunification, economic support to families, removing children from care? Etc...)
Note: The Information Management System (IMS) can only reflect the stages of case management that are implemented in real life. It does not suggest programme responses. Therefore, staff need to be clear about what the programme is trying to achieve and what responses they are able to implement for children facing different protection concerns.
- Describe how dispersed the programming is (field locations, hubs in the field, centralization, etc)?
- What agencies are/will be involved in the programmatic response and how? Are several child protection agencies already doing similar work? In the same areas? In different areas?
- What are the current or planned coordination between the child protection agencies? Are agencies currently working together (e.g. sharing information, referring children to each other, etc) or planning to work together?
- Is there already an IMS in place in the country or in bordering countries where data sharing may be necessary? If so, how will you coordinate with other agencies/offices to ensure a complimentary and mutually compatible database?
- Will there be a need to translate case management forms and the database into a language(s) that are not currently reflected in the IMS?

Management Considerations

- Who will gather information on the children (child protection staff members, local partners, community based incentive workers)? What are the potential implications of each?
- Is there already a "dedicated" program established to support this caseload of children? (e.g. are there already staff working on it full time?)
- Is there staff, or funding available for staff, to work full time as Data Entry Officers/Assistants (The number needed will depend on the size of the case load) ?
- Is there funding for computers which will be dedicated for use by Data Entry Officers only, and funding for other hardware needs such as external hard drives, disks, anti-virus software, filing cabinets, telephones, paper forms etc? Are there separate offices and desks available for data admin personnel and rooms for secure storage of paper files?
- Is there a senior staff member within your agency at the country level that has child protection expertise and can:
 - (a) commit time to make sure that the database is customized according to the needs of the program and according to child protection 'best practices',
 - (b) oversee the administration of the information management system to ensure that it is being used appropriately and effectively supports the program, and
 - (c) raise funds to implement and manage the IMS?
 (E.g. These tasks should not be left to a Database focal person who does not have significant child protection expertise).
- Is there a staff member at the regional or global level who can commit time to supporting the programme to make sure that the information management system is being used appropriately and effectively?
- Is there funding to cover the costs of a support visit by the Project Coordinator and/or regional/head office child protection advisor to facilitate an initial workshop to set up the IMS? Will there be ongoing monitoring and capacity building of the team? Will this type of support be available in country or will additional funding be required to ensure in-service visits from the IMS Project Coordinator or other key resources persons?

Information Management Considerations

- What information is currently (or will be) gathered by each agency at the field level:
 - Which form(s), reflecting which stages of case management, will be used by which agency and for what purpose?
 - If paper forms are used currently, how many copies are taken of each form and where are they stored / sent?
 - What language is staff using to complete the forms and to collate or share information?
 - Is the information gathered electronically now (in excel or word or other format) and if so, how is it used to support the programs?
- Is the information shared or should it be shared to enhance the programmatic response and if so how and by whom?
- What are the information needs of program staff based in **the field offices** such as mass tracing lists, list of children who need to be followed up, children with specific protection concerns, referrals and transfers, statistics, etc?
 - Who needs access to paper forms?
 - Who needs access to electronic data?

- How often?
- What are the information needs of program staff based in the **country head office** such as statistics, mass tracing lists across field offices, referrals and transfers across field offices, etc?
 - Who needs access to paper forms?
 - Who needs access to electronic data?
 - How often?
- What are the logistical or other constraints in information **gathering** to take in account to ensure that data collected efficiently supports your programs?
- What are the logistical or other constraints in information **sharing** to take in account to ensure that data collected efficiently supports your programs?
- In what way is centralization of data important? How will centralized data be used to enhance or complement program delivery? Who will analyse trends in the centralized data; who will they share this with and how will it be used to support the program?
- Thinking about your specific context, what are the key concerns in terms of data confidentiality and data security? How can the data be protected when it is gathered, transferred, shared, etc? How safe does the information need to be... Is there a high risk of others trying to get hold of data for malign purposes?
- Describe feasible ways to share/ transfer data at the field level and to a central location, taking into account logistical constraints and data security issues.