1. **CASE INFORMATION**

|  |  |
| --- | --- |
| Date case opened dd/mm/yyyy | Case ID number |
| Date case closed dd/mm/yyyy | Initial risk level   * High * Medium * Low |
| Date case transferred dd/mm/yyyy |

1. **INFORMATION INCLUDED IN CASE FILE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Content** | **Tick if stored in hard copy** | **Tick if stored electronically** | **Amount of forms**  *#* | **Date last form was added to case file**  *dd/mm/yy* |
| **CORE FORMS** | | | | |
| 1A. Consent Assent Form | [ ] | [ ] |  |  |
| 1B Registration & Initial Assessment Form | [ ] | [ ] |  |  |
| 2 Assessment Form | [ ] | [ ] |  |  |
| 3 +4 Case Plan, Implementation and Follow-up Form | [ ] | [ ] |  |  |
| 5 (Optional) Review Form | [ ] | [ ] |  |  |
| 6 Case Closure Form | [ ] | [ ] |  |  |
| **SUPPLEMENTARY FORMS** | | | | |
| S1 Referral Form | [ ] | [ ] |  |  |
| S2 Case Conference Form | [ ] | [ ] |  |  |
| S3 Case Transfer Form | [ ] | [ ] |  |  |
| **UASC and FTR Forms** | | | | |
| Rapid Registration Excel | [ ] | [ ] |  |  |
| 1C UASC Form | [ ] | [ ] |  |  |
| FTR 1 Implementation of FTR Forms | [ ] | [ ] |  |  |
| FTR 2 Adult Verification Form | [ ] | [ ] |  |  |
| FTR 3 Child Verification Form | [ ] | [ ] |  |  |
| FTR 4 Reunification Form | [ ] | [ ] |  |  |
| FTR 5 Missing Child Form | [ ] | [ ] |  |  |
| **UNHCR Forms** | | | | |
| Short BIA Form | [ ] | [ ] |  |  |
| Comprehensive BIA Form | [ ] | [ ] |  |  |
| BID Report Form | [ ] | [ ] |  |  |
| BID Report Review Form. | [ ] | [ ] |  |  |
| **Supporting Tools** | | | | |
| T1 Case File Cover Sheet | [ ] | [ ] |  |  |
| T2 Case Files Notes | [ ] | [ ] |  |  |
| T 3 Supervision Check List | [ ] | [ ] |  |  |
| **Other documentation** | | | | |
| Photograph of child | [ ] | [ ] |  |  |
| Photograph of clothing/possessions found on child | [ ] | [ ] |  |  |
| ID of child |  |  |  |  |
| ID of parents/ caregivers |  |  |  |  |
| Email communication on case | [ ] | [ ] |  |  |
| Medical documentation | [ ] | [ ] |  |  |
| School records | [ ] | [ ] |  |  |
| *Other* | [ ] | [ ] |  |  |
| **Section with strictly confidential information** *Outline documents and files in the case file that are strictly confidential and which cannot be shared outside of the agency or (depending on the context and the Data Protection Policy) might need to be removed/destroyed during an emergency evacuation.* | | | | |
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