

## 1. Instructions for filling the Care Plan Forms (CAM1 ,CAM 2, CAM3, CAM4 )

### Registration Form DPCCS – CAM 1

1. Note down the Registration Code - DPCCS/CP/District/Divisional Secretariat/ Which Care Plan  
Ex:-DPCCS/CP/ PO/ELA/2 (Polonnaruwa/ Divisional Secretariat –Elahera /2<sup>nd</sup> Care Plan
2. Case Manager's Code - CRPO/CRPA / Mention the Employee No.  
Ex:-if the Employee No. is 52 CRPO/CRPA /52 (CRPO/CRPA strike off the Post which is not relevant to you with a single line).
3. Date of Registration: - mention the date on which you received the case.  
District: - Mention the district where you work  
Divisional Secretariat: - mention the Divisional Secretariat where you work.

4. Details of the child that needs a Care Plan: - here, if there are several children in the family, mention the name of the child that you've identified as the most vulnerable. (N.B. prepare separate plans for other children if the risk is very high for them also.)

Full name of the child, Date of Birth, Age, Gender, Grama Niladhari Division, mother/father or Guardian's Name (Here, mention the relationship of the person, whose name is mentioned here, to the child in parenthesis,)

5. Include the Educational Details of the child.
6. Assistance that is received to the family: - Mark ✓ to the Type/types of assistance being received. If no assistance is received mark with × sign.
7. Details of family members: - Include all the details of the family members of the child's family. Although Child's mother and father don't live with the child note down the details of them. Although wherever they live, when decision- making regarding the child, these details may be important.

The profession/position – in this section, include the details such as the profession, if an adult (age above 18 years) if a child (age below 18 years) whether pre-schooling, schooling/not schooling

Special Remarks –In this section note down if you identify even a minor or special facts regarding the members of the family of the child.

Ex.

#	Name	Relationship to child	Age	Married /unmarried	Profession /position	Special remarks
1	Damith Senadheera	Father	48	Married	Mercenary work	One eye is blind
2	Amitha Kooray	Mother	42	Married	-	The residents of the family say that she has left the family and married someone else and resides at the address of Siri Niwasa Mawatha, Kalutara –North.
3	Kulasiri Appuhamy	Grand father	70	Married	-	paralyzed
4	Rohini Menike	Aunty	32	unmarried	-	Taking care of the sick father
5	Aruna Indrajith	Brother	08	unmarried	Schooling	-
6	Priyanwada Kumari	Sister	06	unmarried	Not schooling	Birth has not registered.

8. Note down the main issue/issues that the child faces from the officer's perspective. (note the details of the child identified under No. 04 for preparing the Care Plan )

Ex; - A family of 3 children. It has been 02 years since the mother left the children. The father doesn't look-after children. The house they live in is in a dilapidated condition.

9. Carry out an emotional assessment of the child (this is not assessed by directly questioning the child but in a way as discussed with the child should identify from the emotions expressed through the child)

10. Carry out a Behavioural Assessment of the child (this is not assessed by directly questioning the child but in a way as discussed with the child should identify from the emotions expressed through the child)

11. How the problem was referred: - Note down the number relevant to the fact

Ex. If a problem referred to, by the Rural Child Development Committee, mention in the case 6

12. Draw the diagram of road to the house, clearly.

13. Enter the details of the Child Rights Promotion Officer's/Assistant's and place the official seal.

## 2. Instructions to fill the Initial Assessment Sample Form DPCCS – CAM 2

Use the Registration Code and the Case Manager's Code exactly the same manner as in the DPCCS – CAM 1

This form assesses the child whom you have identified as being at serious risk. This is the most important step in the preparation of Care Plan. Assessing is the process of gathering and analyzing information to make a professional judgment about a child's condition. The accurate assessment you make will form the basis of the care plan prepared for the child.

### 1. Assessing the child

**1. Assessing the child (DPCCS –CAM 2)** – few criteria have been mentioned here which show becoming a serious risk condition. If there are risk factors mark  $\sqrt$  **sign and if there are no risk factors mark with**  $\times$  sign in the relevant box, by studying carefully relevant to each factor. Among the risks, prioritize according to the most serious issues and note down in the box which mentioned as prioritize as 1, 2, and 3.