



WHO COMPLETES WHICH FORM

	Registration form	Assessment form	Service delivery form	OVC Referral	Event Form	Training Log	OVC De-Registration	Beneficiary list	Monthly Tracking form Statistics	Quarterly Statistical	Quarterly Narrative
Who completes the form?	Volunteers/Community care-givers	Volunteers/Community care-givers	Volunteers/Community care-givers	Volunteers/Community care-givers	Volunteers/Community care-givers/Coordinator	Participants	Volunteers/Community care-givers	Volunteers/Community care-givers	Point person at sub-grantee level	Point person at sub-grantee level	Point person at sub-grantee level
How often is the form completed?	Once, at first contact with OVC	Once, at first contact with OVC	Volunteer adds information every time an OVC is visited. The form may cover a period of one month two, three or a month, depending on sub-grantee.	As need arises	As group events take place (like Health talks for OVC,	As training takes place	When an OVC is over-age, migrates to another area etc	Whenever food stuffs are distributed	Every Month/Quarter	Quarterly	Once a quarter
What information is recorded?	Name, age, sex, location of OVC; if mother is alive and if father is alive	Needs of child e.g. Education Materials,PSS ,Health,Nutrition etc	Number and type of services provided	Details of a child .Service referred for.	Approximate number of OVC by age and sex attending the event, Place and date of event	Name ,age sex, number of days attended, contact details	Name, age Location, reason for deregistration	Name, age, sex, location of OVC;items provided, Signature	On this form, the point person will Account for continuing OVC,new ,dropped due to age limit or transfers ,dead etc	On this form, the point person will pull the following information from the client and the service delivery form: unique household ID, OVC ID, age, sex and OVC status of OVC, if the father is alive, if the mother is alive, and the frequency and type of services provided.	On this format, the point person will pull the following information from the client and the service delivery form: unique household ID, OVC ID, age, sex and OVC status of OVC, if the father is alive, if the mother is alive, and the frequency and type of services provided ,the challenges faced during the reporting period, recommendations, future plans
How is it helpful?	These forms will provide information on how many OVC have been reached; who we are reaching (age, sex, a single, double orphan or vulnerable for other reasons). In addition, by adding a unique household number and OVC number on the form we will be able to keep track of what services an OVC receives.	It helps target the critical needs of every child hence leading to formulating needs based activities.	This form will be useful in figuring out how many services, and the types of services each OVC receives.	This will show how many children have referred and for which services	This will give us number of children attending an event by age and sex	This will show us the number of caregivers who have completed the course successfully,	This will show number of OVC dropped from the programme as result of different factors	It acts as proof of receiving items distributed	This summary form will be submitted to ECR and entered into a database. From this database we will be able to report back to the sub-recipient and to USAID	This summary form will be submitted to ECR and entered into a database. From this database we will be able to report back to the sub-recipient and to USAID	This format will bring about detailed standardized reports from all SR