

INTAKE FORM REFERENCE TIPS

The Intake Form is a standardized form used by service providers when conducting the initial intake interview with GBV survivors. It helps ensure that:

- Survivor information is kept confidential by eliminating the use of identifiable information.
- All service providers are consistently collecting a standardized set of key GBV data points.

Quick Instructions

1. Use the intake form **ONLY** in the context of service provision.
2. The survivors' safety, comfort and well-being should be priority during the entire process.
3. Select only one box for each data point on the intake form.
4. Only work with codes - Names of survivor, alleged perpetrator or case/social worker should **NEVER** be present on the form

TIPS TO REMEMBER

ESTIMATE DATES IF NECESSARY

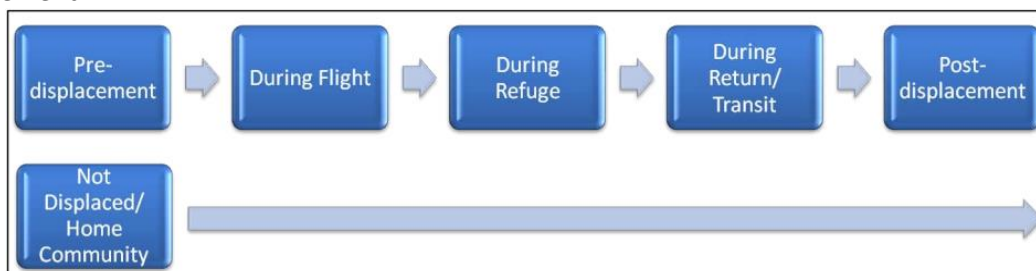
For any dates (Date of Report/Interview, Incident, or Birth) remember to estimate if unknown

DISPLACEMENT STATUS AT TIME OF REPORT

- **Internally Displaced Person (IDP):** people who have been forced to flee their homes as a result of or in order to avoid the effects of armed conflict, internal strife, systematic violations of human rights or natural or manmade disasters and who seek protection elsewhere within their country of origin or residence and have not crossed internationally recognized state borders.
- **Returnee:** a former refugee or internally displaced person (IDP) who returns to her/his country or area of origin, whether spontaneously or in an organized manner.
- **Resident:** a person who has never been displaced from their home as a result of or in order to avoid the effects of armed conflict, internal strife, systematic violations of human rights or natural or manmade disasters.
- **Refugee:** a person who is outside his or her country of origin or habitual residence and has a well-founded fear of persecution because of his/her race, religion, nationality, membership in a particular social group or political opinion; and is unable or unwilling to avail himself/herself of the protection of that country, or to return there, for fear of persecution.
- **Asylum Seeker:** an individual who is seeking international protection. In countries with individualized procedures, an asylum seeker is someone whose claim has not yet been finally decided on by the country in which he or she has submitted it. Not every asylum seeker will ultimately be recognized as a refugee, but every refugee is initially an asylum seeker.
- **Stateless Person:** a person who, under national laws, does not have the legal bond of nationality with any State. Article 1 of the 1954 Convention relating to the Status of Stateless Persons indicates that a person not considered a national (or citizen) automatically under the laws of any State, is stateless.
- **Foreign National:** a person present in a country who does not currently have the right to permanent residency of that country.

STAGE OF DISPLACEMENT AT TIME OF INCIDENT

- **Not Displaced / Home Community:** person who at time of report has never been previously displaced due to the effects of armed conflict, internal strife, systematic violations of human rights or natural or manmade disasters.
- **Pre-displacement:** Indicates that the incident occurred prior to the time that the client was displaced from their home.
- **During Flight:** Occurred while the person was traveling from their home to their place of refuge.
- **During Refuge:** Occurred during the period of time when the person was displaced. This includes both internally displaced people as well as refugees.
- **During Return / Transit:** Occurred while the person was returning back to their home from their place of refuge.
- **Post-displacement:** Indicates that the incident occurred after the client returned home from their displacement.



PLANNED ACTION/ACTION TAKEN

- ✓ A service is **not applicable** when a survivor does not need that service. For example, a survivor verbally harassed at the market, does not need health/medical services, this would be marked as ‘not applicable’
- ✓ A service is **unavailable** when that particular service does not exist or is not accessible in your area, but the survivor would benefit from the service. For example, if a survivor is living in house with the perpetrator and through safety planning you determine that she would benefit from a safe house referral, but there are no safe houses in your area, this would be marked as ‘unavailable’

REMEMBER SURVIVOR CONSENT PREFERENCE

- ✓ **DON'T FORGET:** Mark the survivor’s response – if they consented or not to share their aggregate, non-identifiable information.

This question on the intake form:

Did the client give their consent to share her/his non-identifiable data in your reports? *

Yes No

Should reflect the survivor’s response on the consent form:

I have been informed and understand that some non-identifiable information may also be shared for reporting. Any information shared will not be specific to me or the incident. There will be no way for someone to identify me based on the information that is shared. I understand that shared information will be treated with confidentiality and respect.

2. Authorization to be marked by client: Yes No

(or parent/guardian if client is under 18)

EXPLAIN POSSIBLE HEALTH CONSEQUENCES OF RAPE (IF APPLICABLE)

- ✓ Pregnancy, sexually transmitted infections, HIV/AIDS, wound care, Tetanus, Hepatitis B