

The Gender Based Violence Information Management System



USER GUIDE

WORKBOOK

GBVIMS Workbook Table of Contents

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The GBVIMS User Guide Workbook

The following workbook contains activities and exercises pertaining to Chapters 2-7 of the GBVIMS User Guide. The sections of the workbook are divided according to user guide chapters, and each exercise is intended to help you apply the principles taught in that chapter. All You Try! activities from the chapters have been included in the workbook and are organized in chronological order (e.g. You Try! #2 from Chapter 4 will be activity 4.2 in the workbook; You Try! #4 from Chapter 6 will be 6.4 in the workbook, etc.). The workbook, however, does contain additional activities that are not included in the chapters, so it is a good idea to complete all of the workbook activities.

You should begin by printing this workbook; space has been provided for you to fill in your answers directly into the workbook. Many exercises and questions included are subjective and do not have a right or wrong answer. Others, however, do require a correct response; for these activities you may consult the answer key in the back of the workbook after completing these exercises in order to verify your responses.

Chapter 2: Information Management and Gender-Based Violence

2.1) Answer the following questions to help assess your organization's current information management system (IMS).

1. How do you feel about the manner in which information is currently managed in your organization and/or program? Are you satisfied with it?

2. What are the strengths of your current IMS? What are some examples of what it does really well?

3. What are the weaknesses of your current IMS? What are some examples or areas where it is not as efficient, useful or standardized as you would like it to be?

4. Do you think reassessing or modifying your organization's existing IMS would be a good idea? Why or why not?

2.2) Read through the following list of common information management issues that organizations often face. Select all that you feel apply to your organization.

- “We are not sure *what* information we should collect and *why* we should collect it.”
- “We are nervous about the sensitivity of the data we collect from our GBV clients. It is difficult to tell if our data collection and storage methods protect our clients and everyone else involved.”
- “Our current methods of data collection and reporting are inefficient. Staff are required to recopy information multiple times and do all calculations manually.”
- “With so many different terminologies being used to describe GBV incidents, we are not sure which ones we should use.”
- “Everybody asks us for more data about GBV survivors.”
- “The case workers in our organization classify GBV incidents differently. We do not have a standardized classification system.”
- “We make a lot of mistakes when calculating our data at the end of the month.”
- “Once we have collected our data, we are not sure what to do with it other than use it for donor reports.”
- “We are unsure what information can and should not be shared with other service providers or the GBV working group.”
- “Sometimes we feel pressure to share more information than we would like.”
- “We would like to share information with other GBV service providers, but the terminology they are using, the type of data they are collecting and their procedures for classifying GBV incidents are so different from ours that sharing data is meaningless!”
- “We are experiencing high staff turnover, and those trained on our information management system are leaving the organization; our ability to manage our data is suffering as a result.”

2.3) This activity is intended to help you assess the availability of information with your current IMS. For each question write your response and the time it took you to find the response.

1. How many incidents of rape were reported to your organization over the past four months?

of incidents:

Time to find response:

2. Of those incidents, how many were referred to medical services?

referred to medical services:

Time to find response:

3. How many data points (i.e. data fields) are being collected by your organization each month?

of data points:

Time to find response:

4. How many survivors who reported an incident over the past 3 months were under the age of 18?

of children:

Time to find response:

5. Of those survivors from Question #4, how many were girls and how many were boys?

of girls:

of boys:

Time to find response:

6. How many reported incidents took place in the morning over past six months?

of morning incidents:

Time to find response:

7. How many reported incidents over the past six months were committed by an intimate partner?

of incidents:

Time to find response:

Total time for activity:

2.4) Assess the accessibility of data with your current IMS.

After answering all the questions in exercise 2.3, assess how easy or difficult it was to find the answers with your current IMS. How long did the activity take you? Were there some questions that you could not answer?

Now, have 2-4 colleagues also familiar with your organization's IMS do the same activity. Have them record their responses and the time to find the responses individually and on separate sheets of paper. Once they have finished, compare all responses (including your own) and answer the following questions.

1. Are all responses the same and are all responses accurate? Which responses vary and why?

2. Compare the time it took each of you to find the answers. Do you all feel information well organized and easy to locate? What could be done to the efficiency of your IMS?

2.5) Review your answers to exercise 2.1-2.4 and respond again to the following question:

1. Do you think reassessing or modifying your organization's existing IMS would be a good idea? Why or why not?

Has your response changed after doing these exercises? Did the exercises help you to identify area of your current IMS that could be improved?

Recognizing what you need from your information management and the limitations you face with your existing system in meeting these needs is the first step towards improving it. You should keep these in mind as you learn more about the GBVIMS tools and consider if these will meet any of the needs of your current system.

Chapter 3: The Gender-Based Violence Classification Tool

3.1) Service providers use a variety of terms to classify GBV incidents; the classification tool seeks to standardize these terms. To do this exercise, match the terms in the left-hand column with their corresponding core type(s) of GBV by putting an 'X' in the appropriate box. Some terms may be matched with more than one core type of GBV (e.g. Domestic violence may be sexual or physical assault depending on the specific type of violence committed by the domestic partner). Check your answers on page 55 of the answer key.

Type of GBV	Classification Tool's core types of GBV						
	Rape	Sexual Assault	Physical Assault	Forced Marriage	Denial of Resources services and opportunities	Psychological/ Emotional Abuse	Non-GBV
Domestic Violence		X	X				
Attempted Rape							
Sexual Exploitation							
Assault							
Forced Unprotected Sex							
Defilement							
Attempted Defilement							
Rape of a Minor							
Incest							
Sodomy							
Marital Rape							
Sexual Harassment							
Forced Prostitution							
Early Marriage							
Abduction							
FGM							
Deprivation							
Property Grabbing							
Trafficking							
Gang Rape							
Ritual Cleansing							
Denial of Education							
Sexualized Behavior							
Teenage Consensual Sex							
Indecent Assault							
Denial of Health Services							

3.3) Use the classification tool (located in Annex B) to classify the following incidents as one of the six core types of GBV (From Chapter 3 You Try! #3, page 3.11). Check your answers on page 56 of the answer key.

1. A woman reports being beaten by her husband for not cleaning the house properly.
2. A girl reports not being allowed to attend school unless she has sex with her teacher.
3. A boy reports that his uncle has been touching his genitals.
4. A woman reports that her boss is threatening to fire her if she does not have sex with him.
5. A woman reports being raped by a group of men when she was walking home from her sister's house.

3.4) Based on the definitions presented in Chapter 3, explain the difference, if any, between the following terms. Check your answers on page 57 of the answer key.

1. Sexual assault and physical assault?

2. Attempted rape and sexual assault?

3. Rape and gang rape?

4. Rape of a spouse and rape of a stranger?

5. Rape of an adult and rape of a minor?

6. Rape and forced unprotected sex?

7. Child sexual abuse and sexual assault?

8. Forced marriage and early marriage?

9. Intimate partner violence and sexual exploitation?

10. Intimate partner violence and physical assault?

3.5) More classification practice: use the classification tool (located in Annex B) to classify the following incidents as one of the six core types of GBV. Check your answers on pages 58 of the answer key.

1. A young girl reports that her breasts were inappropriately touched by her neighbor.
2. An old woman reports being beaten in her home by her husband.
3. A girl reports that the night *before* she was supposed to marry against her will, she ran away.
4. A girl reports that her teacher promised to give her a passing grade if she will have intercourse with him.
5. A girl reports that her teacher did not give her a passing grade because she refused to have intercourse with him.
6. A woman reports that she came home from work and her boyfriend took the money she had earned.
7. A girl is forced by her mother to have sex with peacekeepers to earn money for her family.
8. A man brings his 16 year old daughter to you and forces her to report that she has been having consensual sex with her 17 year old boyfriend.
9. A man brings his 16 year old daughter to you and forces her to report that she has been having consensual sex with her 40 year old boyfriend.
10. Several young men report that a community-based NGO worker inappropriately touched their genitals when they sought his assistance.
11. A woman reports that her husband forced her to have sexual intercourse with him in exchange for money to feed the family's children.
12. A 19 year old woman reports that she was living with and supported by her parents when she was impregnated by her 20 year old boyfriend. He now denies the unborn child is his.

13. A 19 year old woman reports that she was living with and supported by her 20 year old boyfriend when she was impregnated by him. He now denies the unborn child is his, has kicked her out of the house and has stopped supporting her.

3.6) Using the incidents from Activity 3.5 above, have 2-4 colleagues individually classify them *using your current classification system and terminology*. Once they have finished, compare their responses and answer the following question:

1. Are all responses the same? Which responses vary from one another and why?

Now briefly introduce the classification tool to the same colleagues. Show them the six core types of GBV and seven questions to ask when classifying incidents of GBV. Have them individually classify the examples again (*this time using the classification tool*). Once they have finished, compare their responses and ask the same question from above:

2. Are all responses the same? Which responses vary from one another and why?

The classification tool is intended to limit the subjectivity of the individual classifying the incident so that all reported incidents will be classified the same independent of who is classifying them.

Chapter 4: The Intake and Consent Forms

4.1) Think about your organization's current intake form and answer following questions:

1. When collecting data from survivors, do you write individuals' names or do you use codes?

2. If you use codes, what data points do you use them for?

3. Do you use incident IDs? Is each reported incident assigned a *unique* ID that is never reused?

4. Do use survivor codes? Are survivors assigned a specific code that could be reused if they return?

5. Do you use caseworker codes? Does each caseworker have a code to use when filling in intake forms?

6. Are all IDs and codes non-identifiable? Could someone outside the organization identify the survivor, your organization or the caseworker by looking at your coding system?

7. How does your organization currently report cases? Do you report by incidents or survivors? *It is the later, you will most likely want to use survivor codes in addition to Incident IDs.*

Before doing the rest of the activities for this chapter, you should print four copies of the ‘Practice Intake Form.’ You can find this document in Annex D of the user guide; by clicking on the ‘User Guide Practice Tools’ button under the Tools & Resources section of the User Guide CD-ROM; or by downloading it from the GBVIMS website at: <http://gbvims.org/learn-more/gbvims-tools/user-guide/>

Activities 4.2—4.7 correspond with the Chapter 4 You Try! # 2 - 7 respectively. Read the scenario presented below and then use it to complete these activities. Remember to check your answers on pages 60-66 in the answer key.

Scenario:

You are a caseworker for a ‘Give a Hand International,’ an NGO providing psychosocial services to GBV survivors in Uganda. On 17 March 2010, a woman from the Democratic Republic of the Congo (DRC) living in Block 1 of a refugee camp located in area of Punda and sub-area of Mukata* comes to you and reports that her husband came home drunk one night recently and forced her to have sex with him even though she did not want to. She says the incident happened about a month ago, but she does not remember which day exactly, and that this is the first time something like this has happened. She reported the incident first to a community-based, health clinic called Women United who referred her to you (Women United does not currently use the GBVIMS).

She reports that she was born on 24 June 1980, is Catholic and stays at home to take care of her five year old girl and three year old boy. She does not report having any disabilities. Her husband, who is also from the DRC and about the same age as her, runs a food store in the camp. After you provide her with psychosocial support, you offer to refer her to additional services. She is not sure if she wants to pursue legal action and she refuses legal and livelihood services. She does, however, allow you to refer her to a safe house called Caring Shelter for an appointment that evening at 6:00 pm and to see the police at the Punda Police Station the following day at 10:00am. She also agrees to come back to ‘Give a Hand International’ for continued counseling and emotional support. You explain the possible consequences of rape to her. She is calm both before and after the interview and talks in a quiet voice throughout.

*Besides the countries, all other names and places used in this scenario have been made up.

4.2) Refer to your printed copy of the ‘Practice Intake Form’ and read the instructions carefully. Once you have finished, use the scenario provided above to fill in the first section of the form ‘Administrative Information.’

Note: *For these exercises only*, your caseworker code will be T1, the incident ID will be T1-0, and the survivor code will be W1-000. These are arbitrary codes selected randomly *only* for the purposes of these exercises. Your organization should train you on how to fill in the incident ID, survivor code and caseworker code fields.

4.3) Fill in the ‘Survivor Information’ section of the Practice Intake Form.

4.4) Fill in the ‘Details of the Incident’ section of the Practice Intake Form.

4.5) Fill in the ‘Alleged Perpetrator Information’ section of the Practice Intake Form.

4.6) Fill in the ‘Planned Action/Action Taken’ section of the Practice Intake Form.

4.7) Fill in the ‘Assessment Point’ section of the Practice Intake Form.

4.8) In the space provided, indicate the *displacement status* for these cases (see Chapter 4 page 4.14 for help). Check your answers on page 67 of the answer key.

1. You are a service provider based in Sierra Leone. A woman from Liberia comes to you to report a GBV incident that occurred while she was fleeing her home in Liberia two years ago. She was forced to flee Liberia because of her ethnicity and has not been able to return. She is currently seeking international protection from the government of Sierra Leone but her claim has not yet been decided on.
2. The woman from #1 comes back one month later to report a new GBV incident that occurred the morning of her report. She informs you that since her last report the government of Sierra Leone has accepted her claim requesting protection.
3. A boy is forced to flee his home and moves to his sister's house in the capital to escape rebel fighting in and around his village. While still living at his sister's house, he comes to you to report an incident of GBV that was perpetrated against him by several rebel soldiers three weeks before he left his village for his sister's.
4. The boy from #3 returns home. While home he goes to a nearby GBV service provider to report another incident of GBV.
5. While in a neighboring country, a woman has her nationality revoked by her country of origin. She then comes to you to report an incident of GBV.
6. A girl moves to a neighboring country but does not have the right to reside there permanently. To escape the on-going conflict in their country, her parents sent her to family friends in a neighboring country to work in their house in exchange for school fees, and lodging. While there she comes to you to report that she was raped by the head of this house 2 days earlier.
7. A woman, who has never been displaced, is living in her country of origin when she comes to report an incident of GBV that her supervisor perpetrated against her earlier this week.

4.9) In the space provided, indicate the *stage of displacement* at the time of the incident for these cases (see Chapter 4 page 4.17-4.19 for help). Check your answers on page 68 of the answer key.

1. You are a service provider based in Sierra Leone. A woman from Liberia comes to you to report a GBV incident that occurred while she was fleeing her home in Liberia two years ago. She was forced to flee Liberia because of her ethnicity and has not been able to return. She is currently seeking international protection from the government of Sierra Leone but her claim has not yet been decided on.

2. The woman from #1 comes back one month later to report a new GBV incident that occurred the morning of her report. She informs you that since her last report the government of Sierra Leone has accepted her claim requesting protection.

3. A boy is forced to flee his home and moves to his sister's house in the capital to escape rebel fighting in and around his village. While still living at his sister's house, he comes to you to report an incident of GBV that was perpetrated against him by several rebel soldiers three weeks before he left his village for his sister's.

4. A girl moves to a neighboring country but does not have the right to reside there permanently. To escape the on-going conflict in their country, her parents sent her to family friends in a neighboring country to work in their house in exchange for school fees, and lodging. While there she comes to you to report that she was raped by the head of this house 2 days earlier.

5. A woman, who has never been displaced, is living in her country of origin when she comes to report an incident of GBV that her supervisor perpetrated against her earlier this week.

Activities 4.11—4.13

For the following three activities you will be provided three fictional scenarios. Each activity will have you fill in a Practice Intake Form for its corresponding scenario. If you have not done so already, print three copies of the Practice Intake Form. At the end of each activity you can check your answers against the completed intake forms found in the answer key on pages 70, 76, and 82, respectively. Read the scenarios below carefully then fill out a new Practice Intake Form for each of them. These scenarios and forms will be used again for activities in Chapters 5 and 6, so hold onto them!

The scenarios below are written as if you are a caseworker working for 'Give a Hand International,' an NGO providing psychosocial services to GBV survivors in Uganda (where all scenario incidents take place). *For these exercises only* your caseworker code will be T1 for all three scenarios; the incident IDs will be T1-1, T1-2, T1-3, respectively; and the survivor codes will be W1-001, W1-002, W1-003, respectively. These are arbitrary codes selected randomly *only* for the purposes of these exercises. Your organization should train you on how to fill in the incident ID, survivor code and caseworker code fields.

4.11) A Somali refugee woman was beaten in her home by her husband. The incident took place in Banau District, Urati sub-county, Block 2, on the evening of March 5th, 2009, but the woman does not report to you until after she has been to the Banau Health Clinic (which also uses the GBVIMS) for treatment, on March 9th, 2009. The woman doesn't know her exact age, but thinks she and her husband are around 60 years old. They have a 17 year old daughter still living at home. She stays at home during the day and her husband is a religious leader in the refugee camp. She doesn't report any previous GBV incidents. She came to your organization seeking psychosocial support (which you give to her), does not want to pursue legal action and declines all other services. When she first arrived to report the incident she was very upset and crying and when she left she was calmer but still upset. She is currently staying at her sister's house and assures you that she is safe.

4.12) On the 11th of March 2009, a Burundian girl, born on the 7th of February, 1995, reported to you that while visiting her uncle at his house he inappropriately touched her breasts inside his house in Kaseeto District, Kakuto sub-county, Jinga town. It happened in May 2008 (day unknown), in the morning. The girl is physically disabled and was left at her uncle's home while her mother and father went to the market. She reports that this is not the first time that this has occurred, but that you are the first person she has told about this. Her father is a farmer and her uncle, who is about 35 years old, is a trader in the local market. She informs you she is Muslim. Throughout the entire interview she was very quiet and calm. She wants to take legal action and asks you how she can get help and access legal advice; you provide her with psychosocial support and refer her to legal assistance services. The appointment is the next day at 11:00am with the 'Legal Aid' an NGO based in Jinga offering legal assistance services to GBV survivors. She does not want any other services you offer, although she agrees to come back for continued emotional and psychosocial support.

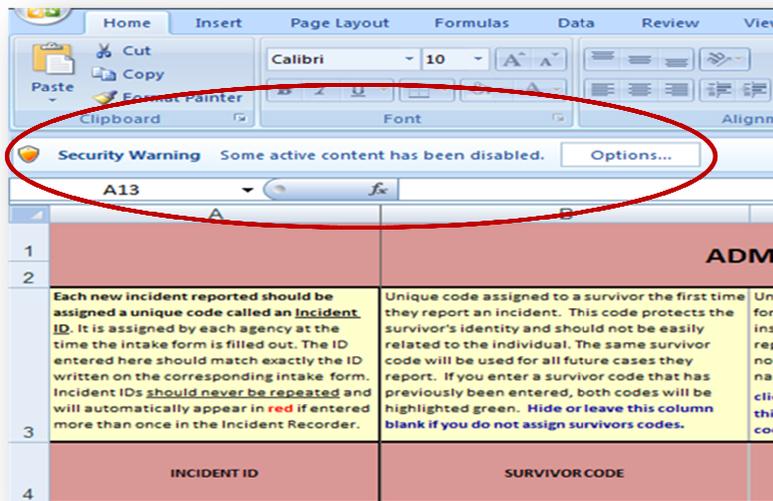
4.13) A 17 year old Ugandan boy is forced to leave his home due to conflict and flee to a camp two districts north in Mbumi District, Utiro sub-county, Block A. He says he was born on the 19th of May, 1992. He reports to you that while fleeing from his home, in the afternoon, he found a NGO giving out food, medicine and other provisions. While at the NGO on 18 March, 2009, he was sodomized by a humanitarian worker and two of the man's colleagues in exchange for the provisions. The men were approximately 30 years old and all Ugandan. The boy, who is an Unaccompanied Minor, reports to you the next day. He says he has been to the Mbumi Police, but that they did not want to assist him. The boy needs urgent medical attention, so you refer him to a hospital. He has an appointment that afternoon at 4:00 pm at the Utiro Health Clinic. You would refer him to a safe house or shelter, but there are none in your area. Instead you refer him to a legal aid clinic. He is unsure if he wants to pursue legal action. He declines all other services. At the beginning and end of the interview he was very upset and in some pain.

Chapter 5: The Incident Recorder and Data Entry

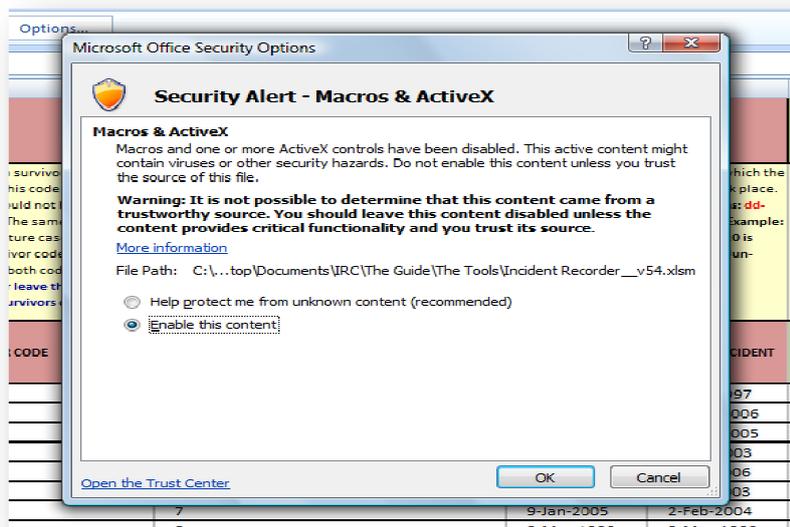
Activities 5.1—5.15 correspond to Chapter 5's You Try! activities #1-15 respectively; activities 5.16—5.19 are for your additional practice with the IR. Activities 5.1—5.6 all use Practice Incident Recorder_v1 and help you practice how to set up an IR *before* entering data. Activities 5.7—5.19 all use Practice Incident Recorder_v2 and help you practice how to enter, save and filter data in the IR. All versions of the Practice Incident Recorder can be found by clicking on the 'User Guide Practice Tools' button under the Tools & Resources section of the User Guide CD-ROM; or by downloading them from the GBVIMS website at: <http://gbvims.org/learn-more/gbvims-tools/user-guide/>.

5.1) Practice enabling Macros: (Note: this activity presents instructions first for Excel 2007 and then for Excel 2003. If you are using Excel 2003, please see page 25 for the appropriate instructions.

1. Open the Excel document "Practice Incident Recorder_v1" (located by clicking on the 'User Guide Practice Tools' button under the Tools & Resources section of the User Guide CD-ROM) and locate the **Security Warning** label at the top of the worksheet. Click on **Options**.

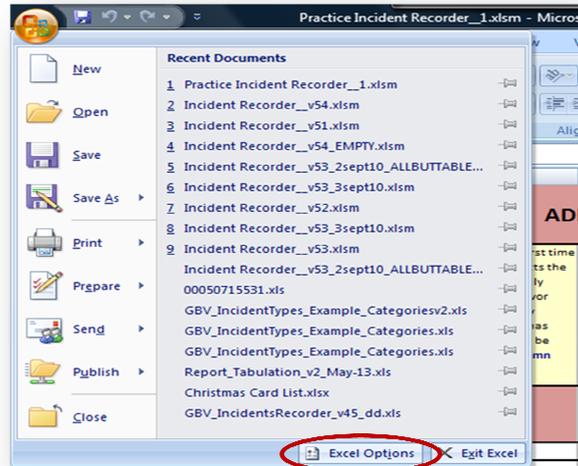


2. You will see a **Security Alert** dialogue box. Click on **Enable this content** and then click **OK**. You have now enabled macros.

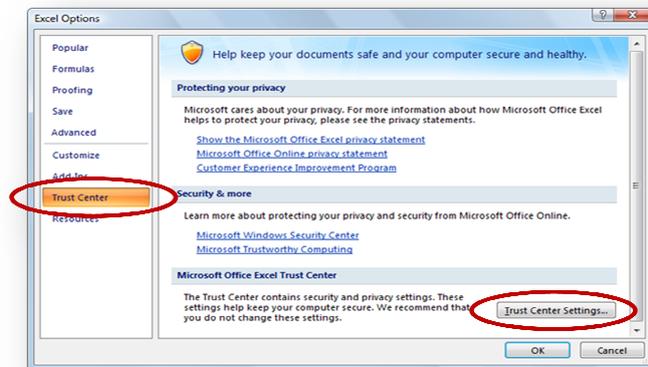


If the Security Warning label does *not* automatically appear at the top of the worksheet, then:

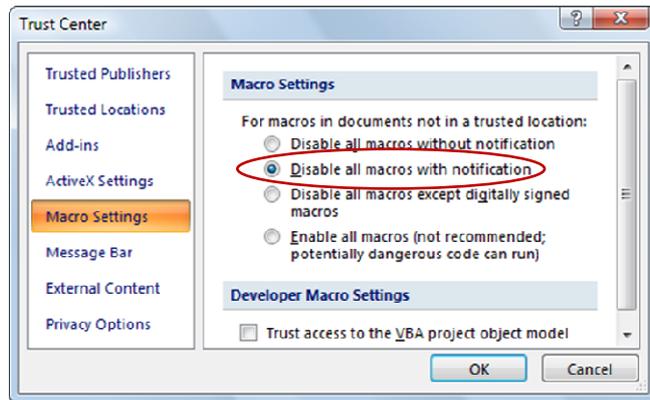
3. Click the **Microsoft Office Button** and then click **Excel Options** at the bottom right.



4. Click **Trust Center** on left side of the dialogue box, then click **Trust Center Settings**



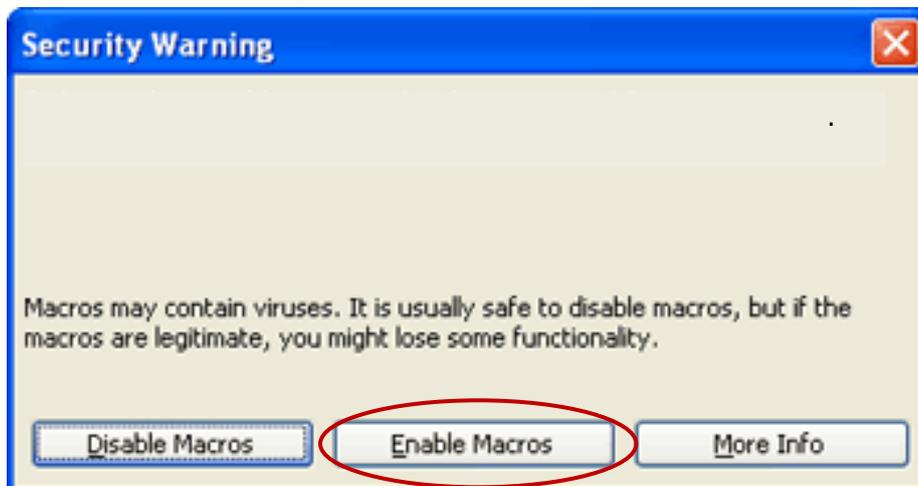
5. Click **Macro Settings** on the left and then click **Disable all macros with notification**. Click **OK** to finish. This will cause the **Security Warning** label from step #1 above to appear the *next* time you open the document. Now, enable Macros by closing and reopening the document. Follow step #1 and #2 from above.



Note: Although you only need to change the macro settings (steps 3-5) the *first* time you use the IR, you will have to “enable macros” (steps 1-2) *each* time you use the IR.

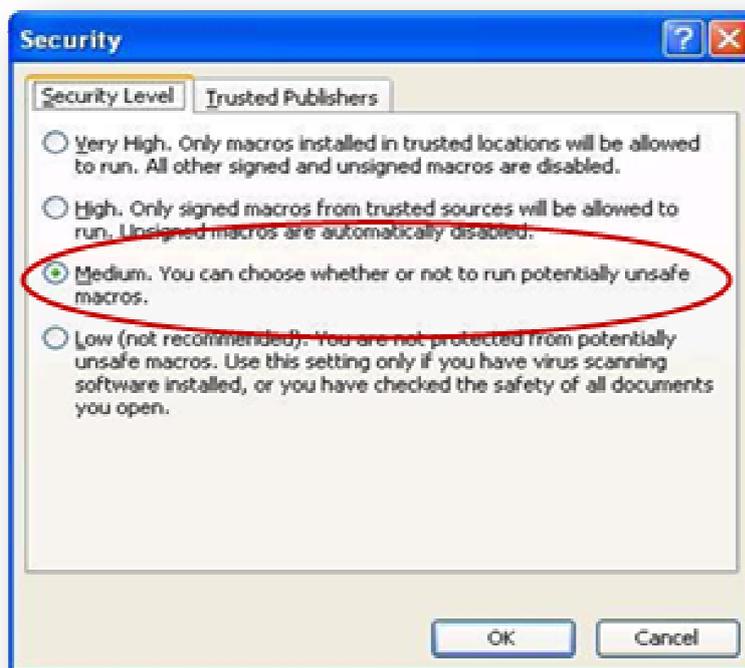
If you are using Excel 2003, you will need to enable Macros a little differently. When you open the 'Practice Incident Recorder_v1,' a dialogue box should appear asking if you want to enable macros.

1. You should click **Enable Macros** to open the workbook and allow the macros to run in the workbook.

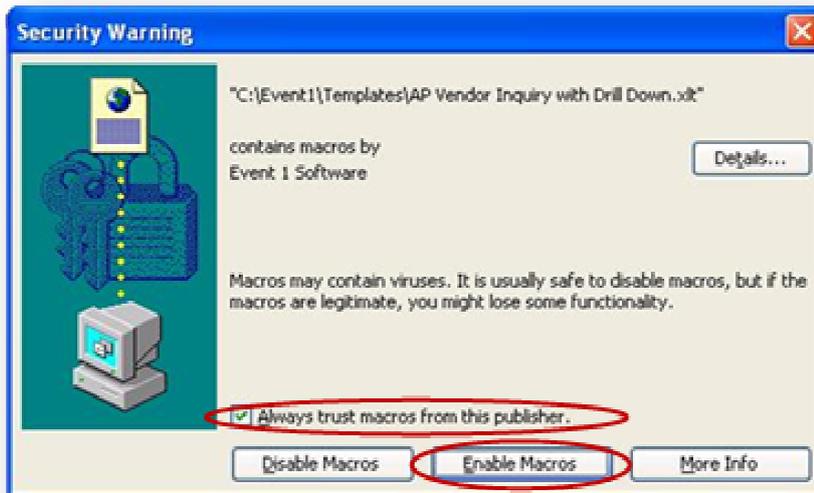


If this dialogue box does not appear,

2. Click the Tools menu, choose 'Macros,' and then 'Security.'
3. A 'Security' dialogue box should appear; select 'Medium. You can choose whether or not to run potentially unsafe macros.' Click OK.



4. Save the document, and then close the workbook and reopen it.
5. A 'Security Warning' dialogue box should appear. Select 'Always trust macros from this publisher' and click 'Enable Macros.' Macros is now enabled.



Note: Although you only need to change the macro settings (steps 2-4) the *first* time you use the IR, you will have to “enable macros” (step 1) *each* time you use the IR.

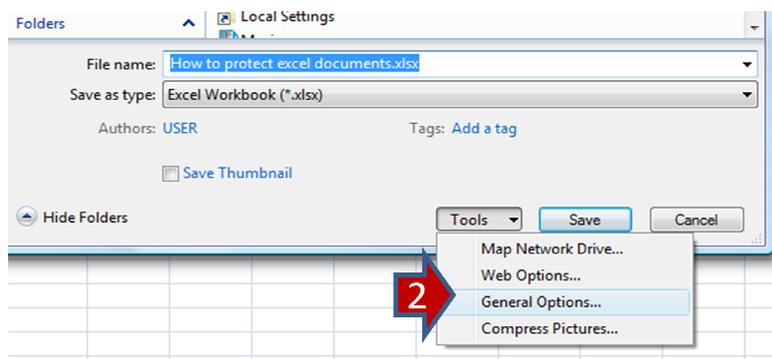
5.2) Practice password protecting the IR: (Note: These instructions are for Excel 2007. If you are using Excel 2003, please skip to the explanation on the following page for the appropriate instructions for 2003.)

Open the Excel document “Practice Incident Recorder_v1”

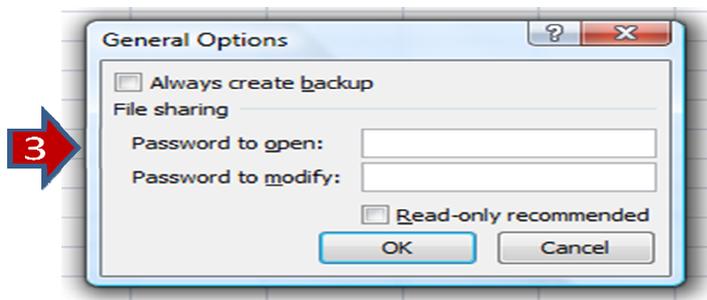
1. Click on the **Office Button**  and select **“Save As.”**



2. Click on **“Tools”** (depending on your version of Excel this will either be in the lower right or lower left hand corner of the dialogue box) and select **“General Options.”**



3. In the **“Password to open”** box, type a password. (Remember: The password is case sensitive, meaning the computer will differentiate between uppercase and lowercase letters - so make sure your caps lock is not accidentally on.)
Write the password for Practice IR_v1 here: _____
Then Click **“OK.”** A new dialogue box will appear.



4. The box asks you to **“Reenter password to proceed.”** Type the password again, and click **“OK.”** Close the document and open it. Make sure that you are prompted for a password to open the document.

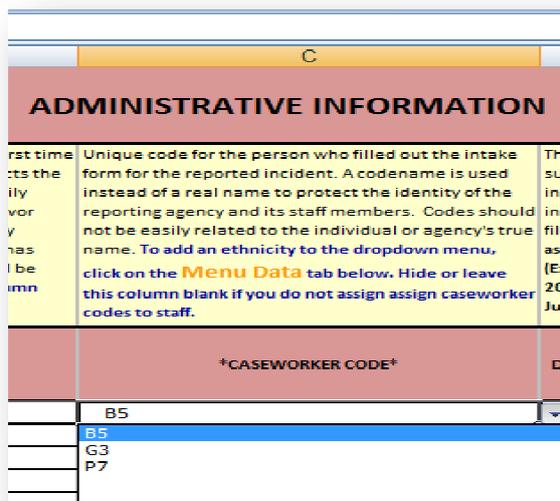


Note: If you are using Excel 2003, you will need to follow different steps to set a password. When you open the 'Practice Incident Recorder_v1,' you should:

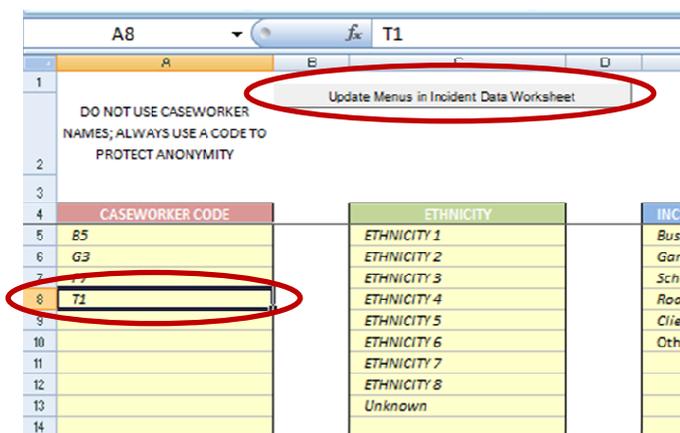
1. On the **Tools** menu, click **Options**, and then click the **Security** tab.
2. Type a password in the **Password to open** box, and then click **OK**.
3. When prompted, retype your password to confirm it, and click **OK**.
4. Click **Save**.
5. If prompted, click **Yes** to replace the existing workbook.

5.3) Using Practice Incident Recorder_v1, practice customizing the caseworker code dropdown menu

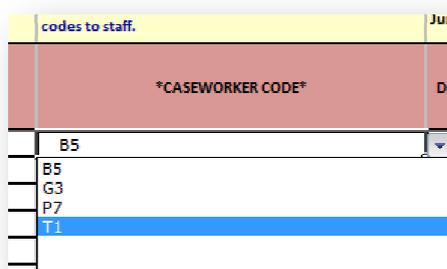
1. Open the Excel document "Practice Incident Recorder_v1." On the Incident Data worksheet click on the dropdown menu for 'Caseworker Code.' Notice the three options: B5, G3, P7.



2. Click on the Menu Data worksheet tab and then click on the first empty cell in the Caseworker Code table (A8) and type 'T1' and press 'Enter.' Next, click on the 'Update Menus in Incident Data Worksheet' button.



3. On the Incident Data worksheet, verify that T1 has been added to the dropdown menu.



If you were unable to modify the dropdown menu, see the Key Point text box on page 5.19 of the user guide for further guidance.

5.4) Practice customizing the Country of origin dropdown menu:

1. In the "Practice Incident Recorder_v1." file locate the Country of origin field (column I) on the Incident Data worksheet; you may have to use the arrow key at the bottom right of the workbook. Click on the dropdown menu arrow. No countries should be listed yet, it should only say Victim CoR.

SURVIVOR INFORMATION				
INCIDENT ID	SEX	*ETHNICITY*	COUNTRY OF ORIGIN	...

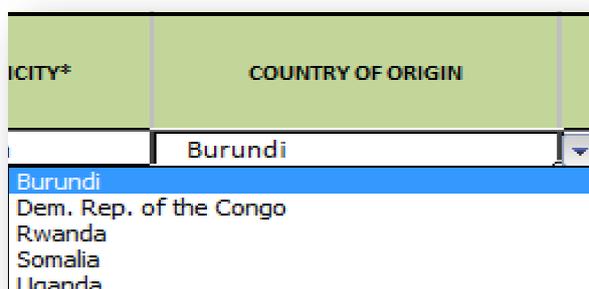
2. Now click on the third worksheet tab called 'Country of origin Menu' located on the bottom left of the screen.

3. This is the table that determines which countries are included on the dropdown list. Find Burundi by scrolling down the list, click on the cell to the right (Column C), then click on the dropdown menu arrow that appears and choose 'Yes'. Do the same for the DRC, Rwanda, Somalia and Uganda.

Code	Country/territory name	Include on menu
BDI	Burundi	Yes
CAM	Cambodia	
CMR	Cameroon	
CAN	Canada	
CVI	Cape Verde	
CAR	Central African Republic	
CHD	Chad	
CHL	Chile	
CHI	China	
COL	Colombia	
COM	Comoros	
COB	Congo	
COS	Costa Rica	
ICD	Côte d'Ivoire	
HRV	Croatia	
CUB	Cuba	
CYP	Cyprus	
CZE	Czech Republic	
KRN	Dem. People's Rep. of Korea	
COD	Dem. Rep. of the Congo	
DNK	Denmark	
DJI	Djibouti	

4. Once finished, click on the 'Update menu in Incident Data worksheet' button at the top of the worksheet.

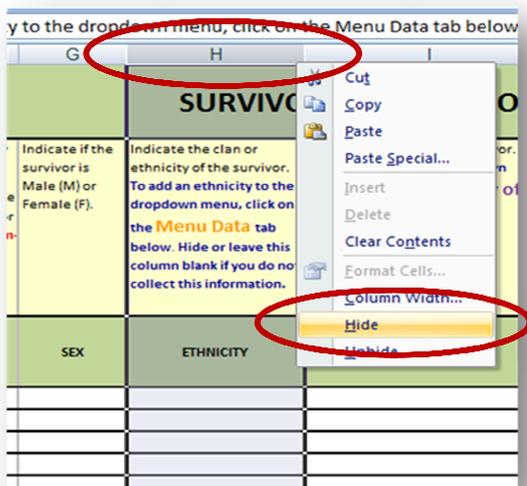
5. You have now customized the Country of origin dropdown menu. Verify your work by going back to the Country of origin field on the Incident Data worksheet, click on a cell in that column and look at the countries on the menu.



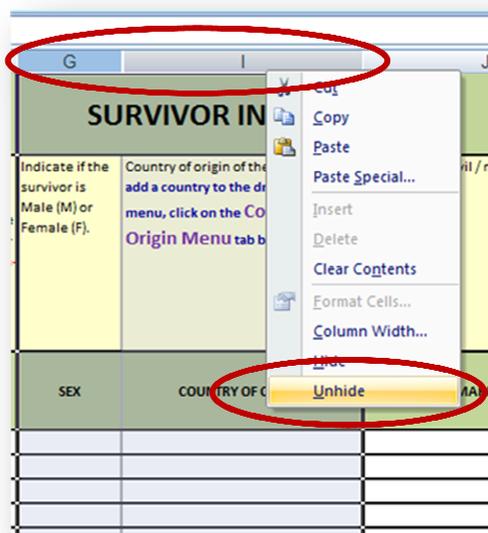
(Note: If you were unable to modify the dropdown menu, see the Key Point text box on page 5.19 for further guidance)

5.5) Using Practice Incident Recorder_v1, practice hiding and unhiding the 'Ethnicity' field on the practice IR:

1. On the "Practice Incident Recorder_v1" locate the Ethnicity field (column H) by scrolling to the right. **Right click** on the letter H at the top of the column. Then **Left click** on 'Hide.' The column should now be hidden.



2. To unhide the Ethnicity field, simply highlight both columns G and I by clicking on the letter G in column G and, while still holding down, dragging your cursor to column I. Once the columns are highlighted, **right click** on either letter at the top of the column and select 'Unhide.'



5.6) Practice saving the practice IR with a new file name:

1. On the Excel document “Practice Incident Recorder_v1” click on the **Office Button**  (for Excel 2003 click on the **File** menu on the toolbar) and then click **“Save As.”**

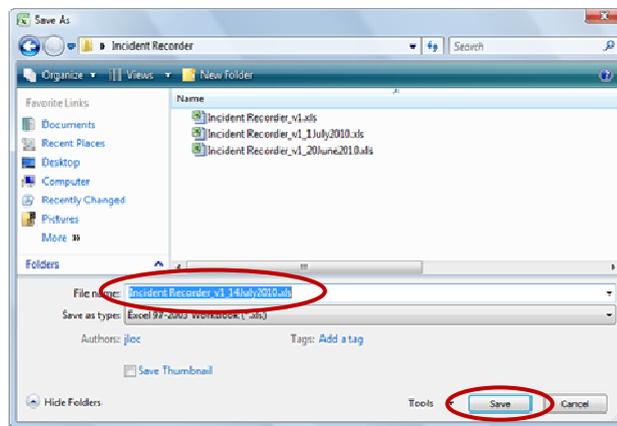


2. In the dialogue box select where you would like to save the workbook and type the new file name with today's date “Practice Incident Recorder_v1_date.”

For example, if today's date was 14 July 2010:

“Practice Incident Recorder_v1_14_July_2010”

3. Click **Save**.



You may now close Practice Incident Recorder_v1 and open Practice Incident Recorder_v2 located by clicking on the 'User Guide Practice Tools' button under the Tools & Resources section of the User Guide CD-ROM; or by downloading it from the GBVIMS website at: <http://gbvims.org/learn-more/gbvims-tools/user-guide/>. The rest of the activities for Chapter 5, 5.7—5.19, all use Practice Incident Recorder_v2.

5.7) Locate the six sections of the Incident Data worksheet (rows 1 and 2):

1. In the top-left corner of the worksheet, locate the pink colored section called 'Administrative Information.' This is the first section of the worksheet. You should also be able to see the beginning of the next section 'Survivor Information' in green.

ADMINISTRATIVE INFORMATION							
ADMINISTRATIVE INFORMATION					SURVIVOR INFORMATION		
Each new incident reported should be assigned a unique code called an Incident ID. It is assigned by each agency at the time the intake form is filled out. The ID entered here should match exactly the ID written on the corresponding intake form. Incident IDs should never be repeated and will automatically appear in red if entered more than once in the Incident Recorder.	Unique code assigned to a survivor the first time they report an incident. This code protects the survivor's identity and should not be easily related to the individual. The same survivor code will be used for all future cases they report. If you enter a survivor code that has previously been entered, both codes will be highlighted green. Hide or leave this column blank if you do not assign survivor codes.	Unique code for the person who filled out the intake form for the reported incident. A codename is used instead of a real name to protect the identity of the reporting agency and its staff members. Codes should not be easily related to the individual or agency's true name. To add an ethnicity to the dropdown menu, click on the Menu Data tab below. Hide or leave this column blank if you do not assign caseworker codes to staff.	The day on which the survivor was interviewed and the intake form was filled out. Enter dates as: dd-mm-yyyy (Example: June 25, 2010 is entered 25-Jun-2010).	The day on which the incident took place. Enter dates as: dd-mm-yyyy (Example: June 25, 2010 is entered 25-Jun-2010).	Enter the survivor's date of birth. If only age is known, click on the Birthday Calculator tab below to calculate the birth year. Replace unknown day and/or month with a 1. Enter dates as: dd-mm-yyyy (Example: If a survivor reports in 2010 that she does not know her birthday but she knows she is 25, then enter the date as: 1-Jun-1981).	Indicate if the survivor is Male (M) or Female (F).	Country of origin. Click on the add a country menu, click on the Origin tab.
INCIDENT ID	SURVIVOR CODE	CASEWORKER CODE	DATE OF INTERVIEW	DATE OF INCIDENT	DATE OF BIRTH	SEX	COUNTRY OF ORIGIN

2. Now locate the remaining sections by clicking on the 'Administrative Information' cell and then using the arrows on your keyboard to scroll to the right.

Notice as you scroll to the right that the first column (column A), which contains the Incident ID, is 'frozen' or locked in place. This makes inputting and reviewing data *much* easier as you will always have a reference point. If you scroll *down* on the worksheet you will notice that the top rows (1-4) are also frozen in place for the same reasons. Rows 1 and 2 contain the titles of each of the sections of the worksheet. Row 3 contains an explanation of each column and guidance on how to enter the data for that column. Row 4 provides the column titles which correspond with the intake form fields.

For activities 5.8—5.12 (excluding 5.9b) you will be entering data into the IR. Refer to your completed 'Practice Intake Form' from Chapter 4 activities 4.2—4.7 on page 16. Open 'Practice Incident Recorder_v2.' You should see that 12 incidents have already been recorded on this IR. *Remember to 'Enable Macros' before you begin to enter data.* You are now ready to enter data into the IR! If you have any problems or get stuck during one of these activities, refer to page 5.58 in chapter 5 which lists some help options you could use. You can also open 'Practice Incident Recorder_v3' to check your answers with the data entered in row 17 (rows 18-20 are the answers for activities 5.17-5.19 in the workbook).

5.8) Practice inputting data into the Administrative Information section of the IR (columns A-E):

Click on the first empty cell in the 'Incident ID' column (A17) and type the corresponding incident ID from the intake form in front of you. Fill in the rest of the data from the Administrative Information section of the intake form (columns A-E).

5.9a) Practice inputting data into the Survivor Information section of the IR (Columns F–M):

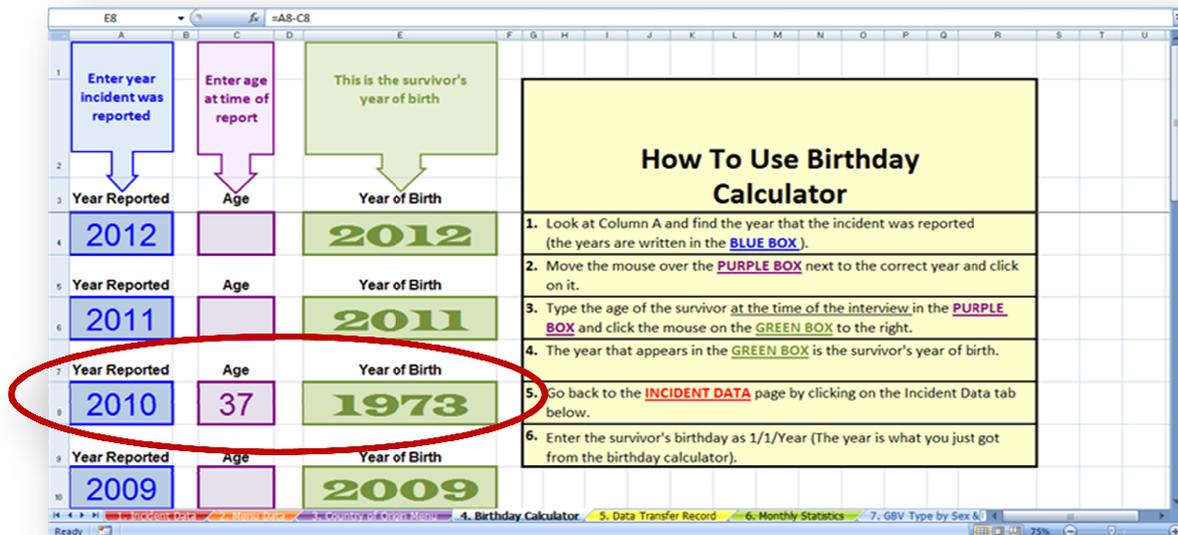
Click on the first empty cell under 'Date of Birth' (F17) and fill in the Survivor Information section with the corresponding information from the Practice Intake Form.

5.9b) Practice using the Birthday Calculator.

For activity 5.9a you should have entered '24-Jun-1980' into cell F17. The woman reporting this incident from Chapter 4 knew her date of birth and so we can enter it without any problem. What if, however, the survivor reported their approximate age rather than a date of birth? The Birthday Calculator in the IR can help you calculate the year of birth. Consider the following situation and use the Birthday Calculator to determine the date of birth that should be entered into the IR (Note: This activity is only intended to help you practice calculating the date of birth; do *not* enter this into the IR!).

While inputting data into the IR from an intake form (for an incident reported on 25 March 2010), you notice that the caseworker has written the survivor's age (37) rather than the date of birth. To help you calculate the year of birth, practice using the Birthday Calculator:

1. Open the Birthday Calculator worksheet by clicking on the Birthday Calculator tab and find the year the incident was reported (2010) in column A (A8).
2. Click on the purple box for 'Age' next to 2010 and type the survivor's age given on the intake form (37).
3. Click on the green box to the right.
4. The year that appears in the green box is the survivor's year of birth. (Remember to substitute all unknown information with a '1.' Since the day and month are not given, you should record the date as 1-Jan-1973).



5.10) Practice inputting data into the Details of the Incident section of the IR (Columns N – Y):

Click on the first empty cell under 'Stage of Displacement at Incident' (N17) and fill in the Details of the Incident section with the corresponding information from the Practice Intake Form.

5.11) Practice inputting data into the Alleged Perpetrator Information section of the IR (Columns Z-AE):

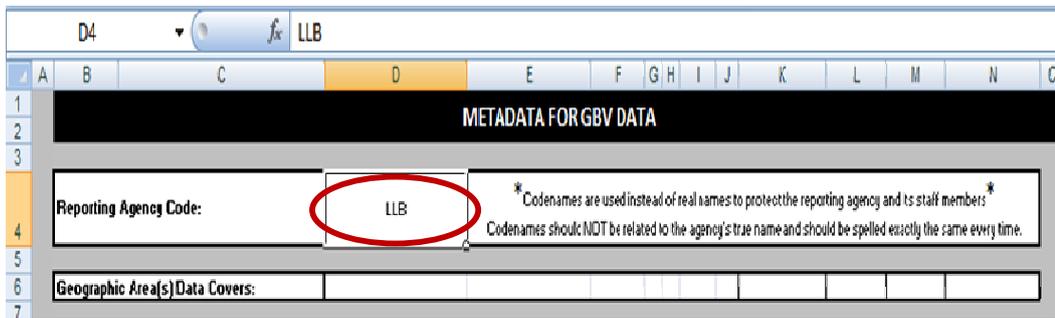
Click on the first empty cell under 'Number of Alleged Primary Perpetrators' (Z17) and fill in the Alleged Perpetrator section with the corresponding information from the Practice Intake Form.

5.12) Practice inputting data into the Referral Pathway Information section of the IR (Columns AF – AM):

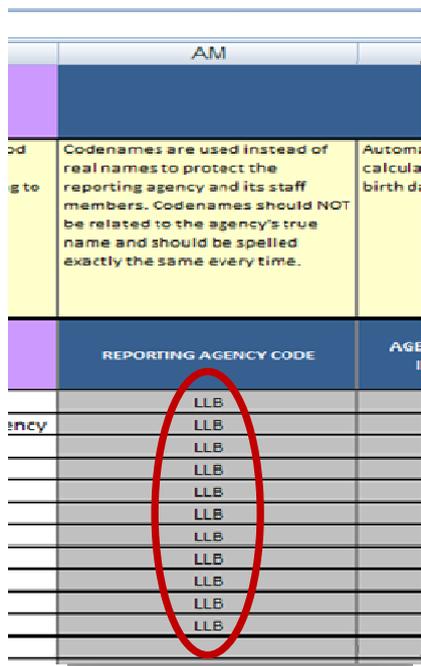
Click on the first empty cell under 'Referred to you from?' (AF17) and fill in the Referral Pathway section with the corresponding information from the Practice Intake Form. When you reach column AM, stop entering data. Click Save on the tool bar. Congratulations, you have just finished entering your first incident into the Incident Recorder! (Note: the thick red border after AM is to remind you that this is where data entry ends and the data automatically calculated by the Incident Recorder begins.)

5.13) The first of the Calculated Columns, ‘Reporting Agency Code’ (column AN), requires you to enter information into the Data Transfer Record worksheet. Using ‘LLB’ as your agency’s code, practice inputting a reporting agency code.

1. On the “Practice Incident Recorder_v2” click on the “Data Transfer Record” tab.
2. Click on the cell for Reporting Agency Code (D4).
3. Type your agency’s code (LLB).



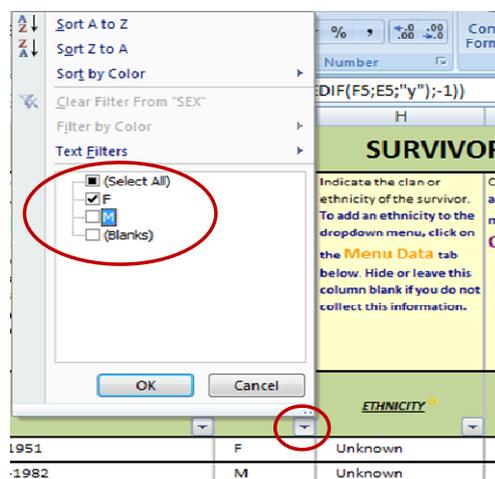
4. Return to the Incident Data worksheet and scroll to the right to verify that LLB has been entered into cells for Reporting Agency Code in the Calculated Columns section.



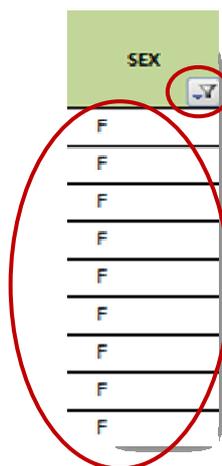
5.14) Practice applying and removing a filter.

Let's say that you want to view data for all of the incidents in the "Practice Incident Recorder_v2" involving *only female survivors*. To do this, add a filter to the Sex field (column G) on the practice IR.

1. On "Practice Incident Recorder_v2" click on the filter dropdown menu button for 'Sex' (column G). This will bring a menu displaying all of fields response options that are being displayed. Filter the field according to females selecting *only* the F. You can either do this by deselecting the M and (Blanks) options OR by deselecting all options by clicking '(Select All)' and then clicking on the F. Once you have selected only the F option, click 'OK.'



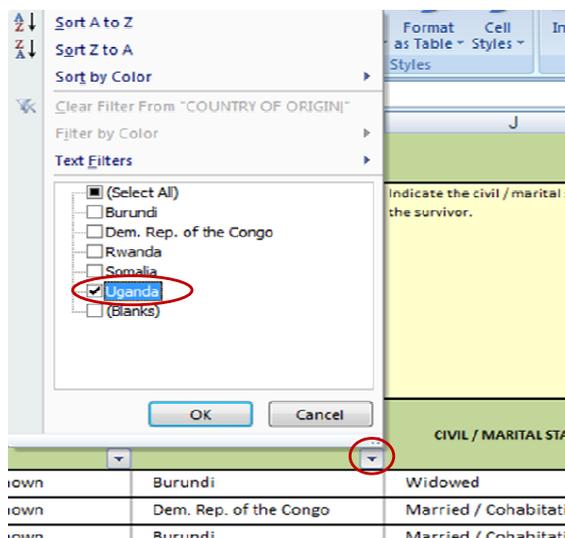
2. You have now filtered the entire IR according to sex. You can see that only incidents with a female survivor are being displayed. The dropdown arrow that appeared earlier has now changed into a filter button; this indicates that a filter is currently being applied. To remove the filter, simply do the opposite: click the filter button, click 'Select All' and click 'OK.'



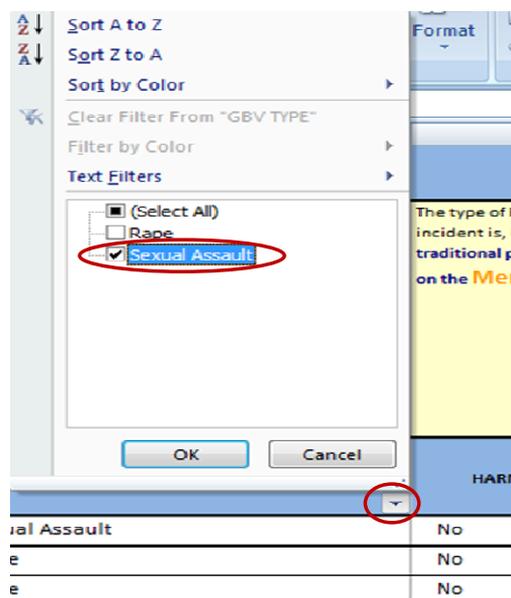
5.15) Practice applying and removing multiple filters

Let's say that you want to view data for all of the incidents in the "Practice Incident Recorder_v2" involving *only survivors from Uganda* who experienced *sexual assault*. To do this, add a two filters: one to the Country of origin field (column I) and another to the GBV type field (column T).

1. On "Practice Incident Recorder_v2" click on the filter dropdown menu button for 'Country of origin'. This will bring a menu displaying all of fields response options that are being displayed. Filter the field so that only Uganda is selected. Click OK. You should notice that the number of displayed incidents has decreased as only those incidents for survivors from Uganda are presented.



2. Now, add a second filter by clicking on the filter dropdown button for 'GBV type.' Only two options should be available: Rape and Sexual Assault (this is because of the remaining records, only these two types of GBV occurred). Select 'Sexual Assault' and click OK.
3. You have now filtered the IR according to Country of Origin (Uganda) and GBV type (Sexual assault). There should be only one incident displayed (Incident ID: P7-2).



5.16) Review the Calculated Columns section on the “Practice Incident Recorder_v2.” In the space provided answer the questions for the row of data that you just entered from the intake form into the IR. Remember: only those fields in the Calculated Columns section that apply will be filled in, so not all cells will contain text. Check your answers on page 88 of the answer key.

1. What was the age of the survivor at the time of the incident? Was s/he an adult or child?

2. Did the survivor have a disability?

3. Is this incident a case of sexual violence?

4. Is this incident a case of intimate partner violence?

5. Is this incident a case of child sexual abuse?

6. Is this incident a case of early marriage?

7. Is this incident a case of harmful traditional practice?

8. Is this incident a case of possible sexual exploitation?

9. Is this incident a case of possible sexual slavery?

10. How many days were there between the incident and the interview?

Activities 5.17—5.19

For the following three activities you will practice entering the data from your completed practice intake forms for the three scenarios in activities 4.11—4.13 into the Practice Incident Recorder_v2. Before doing so, however, make sure to use the answer key to correct all your answers on the intake forms.

5.17) Using the intake form completed for activity 4.11, enter the data into Incident Recorder_v2.

5.18) Using the intake form completed for activity 4.12, enter the data into Incident Recorder_v2.

5.19) Using the intake form completed for activity 4.13, enter the data into Incident Recorder_v2.

ADMINISTRATIVE INFORMATION						
INCIDENT ID	SURVIVOR CODE	CASEWORKER CODE	DATE OF INTERVIEW	DATE OF INCIDENT	DATE OF BIRTH	SEX
P7-4	K4-272	P7	9-Jan-2009	5-Jan-2009	27-Apr-1970	F
P7-5	Y3-629	P7	10-Jan-2009	3-Jan-2009	27-Jun-1982	F
B5-1	U9-038	B5	1-Feb-2009	30-Jan-2009	1-Jan-1951	F
B5-2	X4-604	B5	5-Feb-2009	5-May-2006	5-Mar-1982	M
B5-3	H5-082	B5	7-Feb-2009	9-May-2008	3-Nov-1973	F
G3-1	Y4-049	G3	15-Feb-2009	15-Feb-2003	19-Sep-1970	M
P7-1	Z1-009	P7	18-Feb-2009	17-Feb-2009	5-May-1990	M
B5-4	R8-290	B5	22-Feb-2009	1-Jan-2003	4-Jun-2000	F
P7-2	L3-001	P7	2-Mar-2009	2-Mar-2009	29-Aug-1991	F
P7-3	Z2-002	P7	4-Mar-2009	2-Mar-2009	8-Aug-1974	F
B5-5	S6-399	B5	5-Mar-2009	1-Nov-2008	2-Oct-2001	F
G3-2	E3-842	G3	8-Mar-2009	7-Mar-2009	18-Jun-1980	F

After you have entered data from all three practice intake forms, you can check your work by comparing the rows you have entered with rows 18-20 in 'Practice Incident Recorder_v3.' To open "Practice Incident Recorder_v3" click on the 'User Guide Practice Tools' button under the Tools & Resources section of the User Guide CD-ROM or download it from the GBVIMS website at <http://gbvims.org/learn-more/gbvims-tools/user-guide/>.

Chapter 6: The Incident Recorder for Data Analysis

The exercises for Chapter 6 focus on allowing you to practice using the Monthly Statistics worksheet and the worksheets of the IR containing pivot tables. In order to do these exercises, you will first need to open the 'Practice Incident Recorder_v3' by clicking on the 'User Guide Practice Tools' button under the Tools & Resources section of the User Guide CD-ROM or by downloading it from the GBVIMS website at <http://gbvims.org/learn-more/gbvims-tools/user-guide/>.

6.1) Practice adjusting the Report Month & Year field.

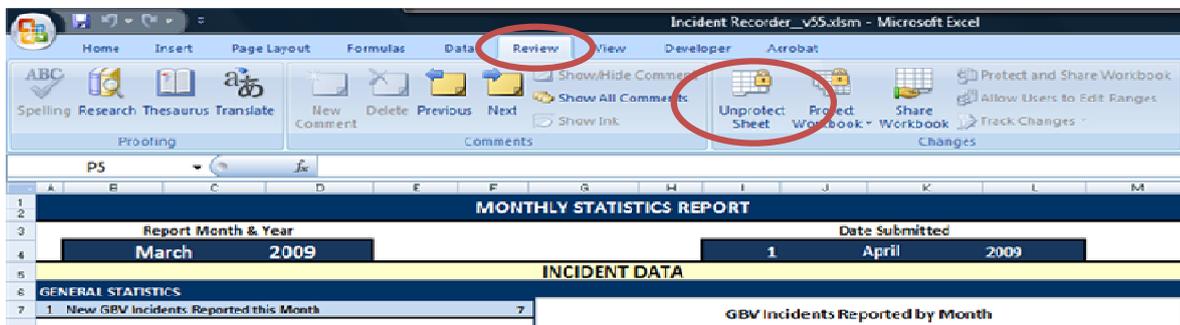
When you open the Monthly Statistics worksheet the Report Month and Year should be set to January 2000. Since the Incident Data worksheet only contains data for incident reports in 2009, no data should appear in the worksheet. Take a moment to scroll down and look at the empty sheet. You should remember this for future reference; if you see the Monthly Statistics worksheet look like this again, it does not necessarily mean that it is broken. Rather, first double check and make sure that you have selected both the correct month and year.

Now, change the Report Month & Year to February 2009. Do you see how the data automatically appears in the tables and graphs below? *This is all the data inputted into the Incident Data worksheet for the incidents reported in February 2009.*

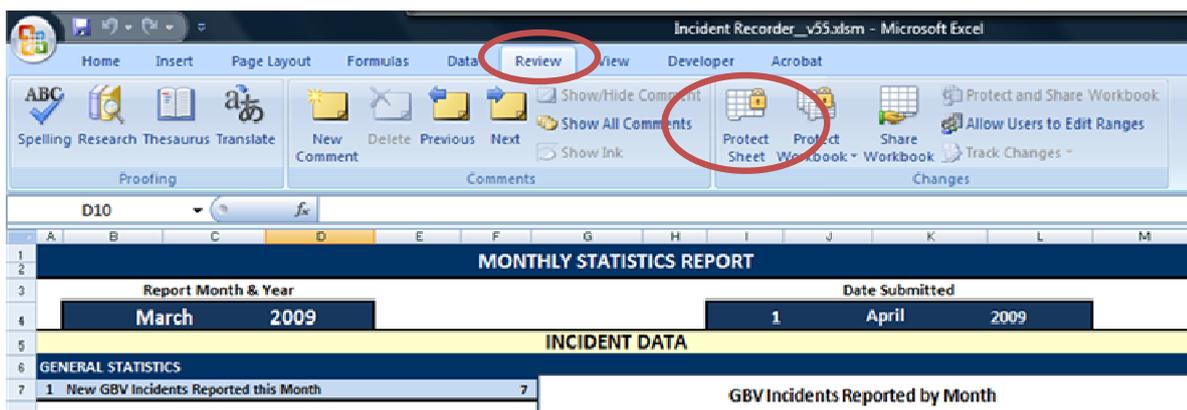
Now try changing the Month & Year field to March 2009. Do you see how the tables and graphs change?

6.2) Practice unprotecting and protecting the Monthly Statistics Worksheet

To unprotect the worksheet: on the Review tab, click 'Unprotect Sheet.' Once you have unprotected the worksheet you should be able to click on and edit the tables and graphs as you wish.



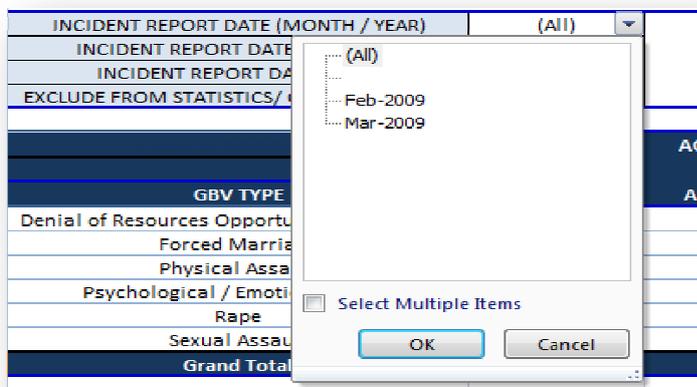
To protect the work after making your edits: on the Review tab, click 'Protect Sheet.'



6.3) Practice filtering the GBV Type by Sex & Age worksheet using the report filters:

On the 'Practice Incident Recorder_v3,' click on the GBV Type by Sex & Age worksheet tab. Let us say that you only want the data for February 2009:

1. Click the dropdown menu for the INCIDENT REPORT DATE (MONTH/YEAR) report filter. Since there is inputted data only for two months in the Incident Data worksheet, there are only two options to choose from: Feb-2009 and Mar-2009. Click on Feb. 2009. The table should automatically change to show you



2. The table should automatically change to show you the data pertaining only to February 2009 (see image). To change it back, simply do the same thing but instead of clicking on Feb-2009, click on (All).

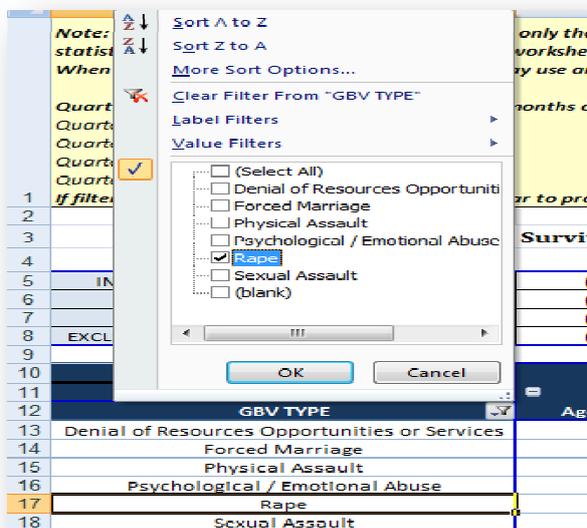
Incident Type by Survivor's Sex and Age				
INCIDENT REPORT DATE (MONTH / YEAR)	Feb-2009			
INCIDENT REPORT DATE (QUARTER)	(All)			
INCIDENT REPORT DATE (YEAR)	(All)			
EXCLUDE FROM STATISTICS/ CONSOLIDATION?	(All)			
SEX	F	M		
AGE GROUP	Age 0-11	Age over 18	Age over 18	Grand Total
Denial of Resources Opportunities or Services			1	1
Forced Marriage			1	1
Physical Assault		1		1
Psychological / Emotional Abuse	1			1
Rape		1		1
Sexual Assault			1	1
Grand Total	1	2	3	6

3. Now practice using the remaining filters and see how each one affects the table.

6.4) Practice filtering the GBV Type by Sex & Age worksheet using the manual filter:

On the 'Practice Incident Recorder_v3,' click on the GBV Type by Sex & Age worksheet tab. Let us say that you only want the data for incidents that involved rape:

1. Click on the manual filter dropdown menu. Deselect all the categories except 'Rape.' Click OK.



2. The table should automatically change to show you the data pertaining only to incidents that involved rape (see image). To change it back, simply click on the filter button and select all six GBV types.

Incident Type by Survivor's Sex and Age			
INCIDENT REPORT DATE (MONTH / YEAR)	(All)		
INCIDENT REPORT DATE (QUARTER)	(All)		
INCIDENT REPORT DATE (YEAR)	(All)		
EXCLUDE FROM STATISTICS/ CONSOLIDATION?	(All)		
	SEX	AGE GROUP	
	F	M	Grand Total
GBV TYPE	Age over 18	Age 12-17	
Rape	3	1	4
Grand Total	3	1	4

3. Now practice using the other manual filters and see how each one affects the table.

6.6) Practice filtering the Trend Analysis pivot table and the Trend Analysis chart:

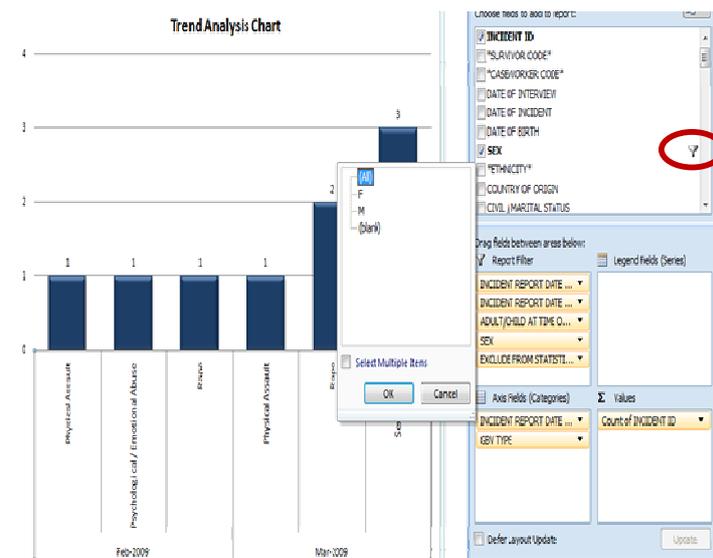
1. On the 'Practice Incident Recorder_v3,' click on the Trend Analysis worksheet tab and review the data presented in the table. Now click on the Trend Analysis Chart worksheet tab. The data presented here should be the same data you saw presented in the table only in chart format.

2. Go back to the Trend Analysis worksheet and filter the table to show only data pertaining to females. Review the newly filtered data presented in the table.

	A	B	C
1	INCIDENT REPORT DATE (QUARTER)	(All)	
2	INCIDENT REPORT DATE (YEAR)	(All)	
3	ADULT/CHILD AT TIME OF INCIDENT	(All)	
4	SEX	F	
5	EXCLUDE FROM STATISTICS/ CONSOLIDATION?		
6			
7	INCIDENT REPORT DATE (MONTH / YEAR)		Total
8	Feb-2009		1
9			1
10	Mar-2009		1
11			2
12	Grand Total		9

3. Now click again on the Trend Analysis Chart worksheet tab. You will notice that chart has been automatically changed to reflect the filtered data!

4. Now remove the filter. You can either go back to the Trend Analysis worksheet to remove the filter, *or* you can click on the manual filter button to the right of the SEX field located on the field list and select (All) and click OK.



5. The data on both worksheets—in the table and on the graph—are now unfiltered.

6.7) Click on “6. Monthly Statistics” worksheet tab. Look at the first graph ‘New GBV Incidents reported by month.’ How many total new incidents were reported for the months of January, February and March 2009?

Now click on ‘10. Trend Analysis’ worksheet tab. Look at the table and write the total number of incidents reported in January, February and March 2009.

What’s the problem?! Why does the monthly statistics table report a total of 15 incidents for these three months while the trend analysis table reports only 11? Does this mean that one of the tables is broken?

Take a moment to see if you can figure out why two numbers are different.

(Check your answers in the answer key on page 89).

Now click on the filter button and select the ‘Rape’ option. A ‘Rape’ column should appear and the grand total of incidents should now be 15.

6.8) Practice constructing and modifying a pivot table.

On the 'Practice Incident Recorder_v3,' click on the 'Open 1' worksheet tab. Following the instructions above, create the same table showing the number of reported incidents according to 'GBV Type' and 'Type of Abduction.' Your table should look exactly like the table in the image above.

Once finished, you decide that instead of having the table present the number of reported incidents according to GBV type and type of abduction, you want the table to show the number of reported incidents according to the survivors country of origin and sex. Rather than creating a new table, you decide to modify the table you have just created.

1. Click the TYPE OF ABDUCTION field in the Column Labels area and drag it to the PivotTable Field List. Now find the SEX field from the PivotTable Field List and drag it to the Column Labels area (this, by the way is also a very nice table showing the number of reported incidents according to GBV type and sex!).

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable has 'SEX' as column labels and 'COUNT OF INCIDENT ID' as values. The data is as follows:

GBV TYPE	F	M	(blank)	Grand Total
Denial of Resources Opportunities or Services	1	1		2
Forced Marriage		1		1
Physical Assault	2			2
Psychological / Emotional Abuse	1			1
Rape	3	1		4
Sexual Assault	3	1		4
(blank)				
Grand Total	9	4		13

The PivotTable Field List on the right shows 'COUNT OF INCIDENT ID' in the Values area and 'SEX' in the Column Labels area.

2. Click the GBV TYPE field in the Row Labels area and drag it to the PivotTable Field List. Now find the COUNTRY OF ORIGIN field and drag it to the Row Labels area. Voila, your new table!

The screenshot shows the same Excel spreadsheet with a modified PivotTable. The PivotTable has 'COUNTRY OF ORIGIN' as row labels and 'SEX' as column labels. The data is as follows:

COUNTRY OF ORIGIN	F	M	(blank)	Grand Total
Burundi	4			4
Dem. Rep. of the Congo	1	1		2
Rwanda	1			1
Somalia	2	1		3
Uganda	2	1		3
(blank)				
Grand Total	9	4		13

The PivotTable Field List on the right shows 'COUNT OF INCIDENT ID' in the Values area and 'SEX' in the Column Labels area.

6.9) Read the brief scenario below and then use the Monthly Statistics worksheet to answer the following questions. Check your answers on page 90 of the answer key.

Scenario: You are working for an NGO providing support to GBV survivors and have been given the responsibility of updating and maintaining the IR. One day, your supervisor comes to you in a panic because she needs to know certain statistics about the GBV incidents reported to your NGO immediately. Using the Monthly Statistics worksheet from the 'Practice Intake Recorder answer the following questions. You can check your answers in the answer key.

For the month of February 2009:

1. How many new GBV incidents were reported?	
2. Of those new GBV incidents, how many were incidents of sexual violence?	
3. How many of the incidents were reported by a male?	
4. How many of the incidents were reported by a female?	
5. How many of the incidents were reported by a child?	
6. How many of the incidents were reported by married/cohabitating survivors?	
7. How many of the incidents were reported by a resident?	
8. How many of the incidents were reported by a refugee?	
9. How many of the incidents were reported by someone with a disability?	
10. How many incidents involved rape?	
11. How many incidents involved forced marriage?	
12. How many incidents involved psychological/emotional abuse?	

For the month of March 2009 (Caution! At this point you should change the month at the top of the worksheet):

13. How many new GBV incidents were reported?	
14. How many new incidents were reported over the last 4 months (Dec, Jan, Feb, Mar)?	
15. Do you notice a trend in the number of incidents reported during the past 4 months?	
16. How many incidents occurred in the afternoon?	
17. How many incidents involved child sexual abuse?	
18. How many incidents involved possible sexual slavery?	
19. How many incidents involved more than 3 perpetrators?	
20. How many incidents were perpetrated by a teacher/school official?	
21. What percent of incidents for the month of March were perpetrated by an intimate or former partner?	
22. How many incidents were <i>not</i> referred to you from other service providers?	
23. How many incidents were reported by survivors who received psychosocial support?	
24. How many incidents were reported by survivors who were referred to security/protection services?	
25. Which type of service provider did you refer the most clients to?	
26. Which service provider was the most frequently declined?	
27. Were any services reported as being unavailable in your area?	

6.10) On the Referral Tracking worksheet, use the report filters above the tables to answer the following questions. See the answer key to check your responses. Check your answers on page 92 of the answer key.

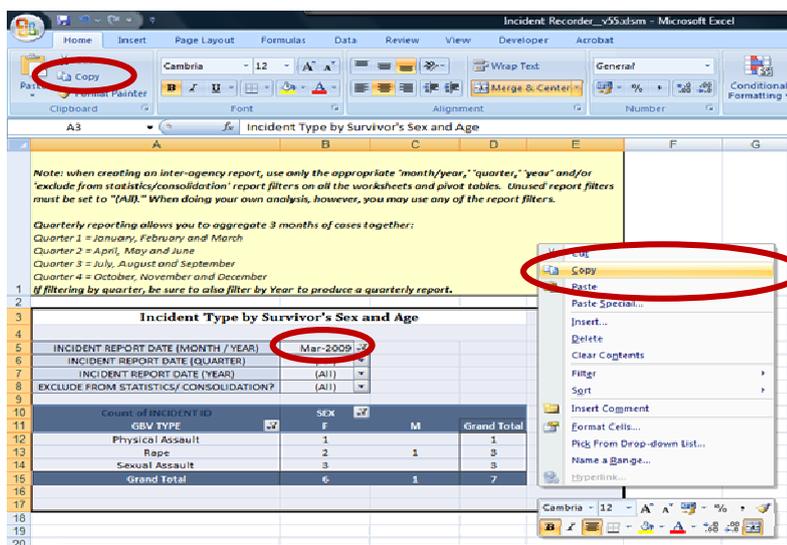
1. How many incidents were reported in March 2009 by survivors who were referred to you from a Safe House/Shelter?	
2. How many incidents reported to you in March 2009 were reported by children who declined Safe House/Shelter services? (Hint: you will have to use two report filters to answer this question)	
3. How many incidents reported in the first quarter of 2009 were reported by survivors who received Health/Medical services before coming to your organization? (Hint: remember when filtering by quarter to also filter by year)	
4. How many incidents reported in the first quarter of 2009 were reported by survivors who received Psychosocial services from your organization?	
5. How many incidents reported in the year 2009 were reported by survivors who declined Legal Assistance services <i>and</i> had previously reported their incident to another organization using the GBVIMS? (Hint: you will have to use the EXCLUDE FROM STATISTICS/CONSOLIDATION filter to answer this question)	
6. How many incidents reported in February 2009 were reported by sexual assault survivors who received Police/Other Security Actor service before coming to your organization?	
7. How many incidents reported in Quarter 1 of 2009 were reported by adult survivors who had been raped and who had already received Livelihoods Program services before coming to your organization? (Hint: 4 filters!)	

Chapter 7: Sharing GBV Incident Data and Developing Inter-Agency Information Sharing Protocols

7.1) Scenario: You have been asked to create an inter-agency report for March 2009. The first table on the report is supposed to present the number of reported incidents according to GBV type by sex and age group.

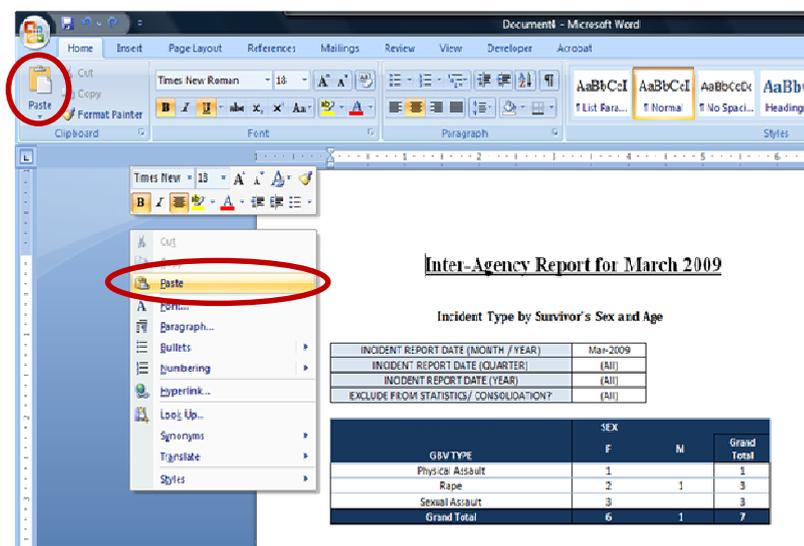
1. Open a new Word document and type the title: Inter-Agency Report for March 2009 at the top; press enter.

2. Now open the 'Practice Incident Recorder_v3,' and click on the GBV Type by Sex & Age worksheet tab. Using the report filters, filter the table to display data only for Mar-2009. Highlight and copy the table (for more specific instructions on any of these actions refer to Chapter 6).



3. Paste the table into the into the Word document. This is the first table of your report! If this were a real report you would do the same thing for the remaining tables specified by your protocol.

Note: It is possible that when you pasted your Excel table it did not fit properly on the Word document. If this is the case you may have to adjust the width of the columns or height of the rows *before* copying and pasting the table (see Chapter 6)



The Gender Based Violence Information Management System



USER GUIDE WORKBOOK

Answer Key

Chapter 2: Information Management and Gender-Based Violence

All questions and exercises from Chapter 2 are subjective. Answers will vary.

Chapter 3: The Gender-Based Violence Classification Tool

3.1)

Type of GBV	Classification Tool's core types of GBV						Non-GBV
	Rape	Sexual Assault	Physical Assault	Forced Marriage	Denial of Resources services and opportunities	Psychological/ Emotional Abuse	
Domestic Violence		X	X				
Attempted Rape		X	X			X	
Sexual Exploitation		X			X		
Assault		X	X				
Forced Unprotected Sex	X						
Defilement	X	X	X				
Attempted Defilement		X	X			X	
Rape of a Minor	X						
Incest	X	X					
Sodomy	X	X					
Marital Rape	X						
Sexual Harassment						X	
Forced Prostitution	X	X			X		
Early Marriage	X			X			
Abduction			X		X		
FGM		X					
Deprivation					X		
Property Grabbing					X		
Trafficking	X	X	X		X		
Gang Rape	X						
Ritual Cleansing		X					
Denial of Education					X		
Sexualized Behavior	X	X					X
Teenage Consensual Sex							X
Indecent Assault	X	X					
Denial of Health Services					X		

3.2) Answers will vary.

3.3)

1. A woman reports being beaten by her husband for not cleaning the house properly.

Answer: Physical Assault. When going through the questions on the GBV Classification Tool, you should answer 'No' to #1 and #2 because the incident did not involve penetration nor did it involve unwanted sexual contact. Since the response to question #3—"Did the reported incident involve physical assault?"—is 'Yes,' this incident should be classified as 'Physical Assault.'

2. A girl reports not being allowed to attend school unless she has sex with her teacher.

Answer: Denial of Resources, Opportunities or Services. Although the teacher is demanding sex or unwanted sexual contact, these have not yet happened and you must answer 'No' to questions #1 and #2. Neither is this an incident of physical assault or forced marriage. Since the girl is being denied access to school she is being denied access to opportunities and the answer to question #5 is 'Yes.' You should therefore classify this incident as 'Denial of Resources, Opportunities or Services.'

3. A boy reports that his uncle has been touching his genitals.

Answer: Sexual Assault. Since no penetration has occurred, the answer to question #1 is 'No.' However, since there is unwanted sexual contact, this incident should be classified as 'Sexual Assault.'

4. A woman reports that her boss is threatening to fire her if she does not have sex with him.

Answer: Psychological/Emotional Abuse. This is a difficult one because you may be tempted to classify this incident as 'Denial of Resources, Opportunities or Services.' However, because the boss is only *threatening* to fire her and has not yet actually done so, you cannot classify as such. Instead, you should classify this incident as Psychological/Emotional Abuse.

5. A woman reports being raped by a group of men when she was walking home from her sister's house.

Answer: Rape. Since the answer to the first question "Did the reported incident involve penetration" is 'Yes', this incident should be classified as 'Rape.'

3.4)

1. Sexual assault and physical assault?

Answer: Sexual assault is any form of non-consensual *sexual* contact (excluding penetration) while physical assault is any form of physical violence that is not sexual in nature.

2. Attempted rape and sexual assault?

Answer: If there is sexual contact but no penetration during an act of GBV it is classified as sexual assault; if there is any penetration of the anus, vagina or mouth it is classified as rape.

3. Rape and gang rape?

Answer: Rape is the type of GBV violence; gang rape is rape where multiple perpetrators penetrate the anus, vagina or mouth.

4. Rape of a spouse and rape of a stranger?

Answer: Rape no matter what the relationship is classified as rape; however, if it is perpetrated by a spouse the incident recorder will analyze it as intimate partner violence (IPV).

5. Rape of an adult and rape of a minor?

Answer: Rape is always classified as rape but when the survivor is a minor the incident recorder will analyze it as child sexual abuse.

6. Rape and forced unprotected sex?

Answer: Forced sex is rape.

7. Child sexual abuse and sexual assault?

Answer: Child sexual abuse is based on of the age of the survivor. It is *not* a core type of GBV and should be indicated as rape or sexual assault on the intake form. The incident recorder will analyze the age of the survivor and indicate child sexual abuse.

8. Forced marriage and early marriage?

Answer: Early marriage is forced marriage of a minor, defined as anyone under the age of 18.

9. Intimate partner violence and sexual exploitation?

Answer: IPV is when an intimate partner commits an act of violence against the survivor; it is not a core type of GBV. Sexual exploitation can be sexual assault or rape where money, good or services are exchanged.

10. Intimate partner violence and physical assault?

Answer: Physical assault refers to physical violence that is not sexual in nature; IPV is not a core type of GBV and will be automatically determined by the incident recorder.

3.5)

1. A young girl reports that her breasts were inappropriately touched by her neighbor.
Answer: Sexual Assault. Using the questions on the GBV Classification Tool, you should answer 'No' to the first one since there was no penetration and 'Yes' to the second one since there was unwanted sexual contact. This incident should be classified therefore as 'Sexual Assault.'
2. An old woman reports being beaten in her home by her husband.
Answer: Physical Assault. There was no penetration and no unwanted sexual contact in this incident. There was, however, physical assault.
3. A girl reports that the night *before* she was supposed to marry against her will, she ran away.
Answer: Psychological/Emotional Abuse. This is a difficult question and should be treated carefully. Because the marriage has not yet taken place, you cannot classify this incident as 'Forced Marriage.' Rather, there is only the *threat* of forced marriage. The incident should therefore be classified as 'Psychological/Emotional Abuse.'
4. A girl reports that her teacher promised to give her a failing grade if she does not have intercourse with him.
Answer: Psychological / Emotional abuse. Similar to the question above, there has been no rape, sexual assault or denial of resources, opportunities or services when the incident is reported. Rather, there has only been the *threat* of these types of violence *in the future*. This incident should therefore be classified as 'Psychological/Emotional Abuse' due to the emotional pain being inflicted on the girl.
5. A girl reports that her teacher did not give her a passing grade because she refused to have intercourse with him.
Answer: Denial of Resources, Opportunities or Services. In question #4, the denial of a passing grade was only a *threat*. In this question, however, the teacher has actually withheld a passing grade because she did not have sex with him. The incident should therefore be classified as 'Denial of Resources, Opportunities or Services.'
6. A woman reports that she came home from work and her boyfriend took the money she had earned.
Answer: Denial of Resources, Opportunities or Services. Since there was no penetration, unwanted sexual contact, physical assault or forced marriage, you must ask "Did the reported incident involve the denial of resources, opportunities or services?" Her boyfriend taking her money qualifies a 'Yes' to this question and the incident should be classified as 'Denial of Resources, Opportunities or Services.'
7. A girl is forced by her mother to have sex with peacekeepers to earn money for her family.
Answer: Rape. Since the girl is being forced to have sex where penetration is involved, the answer to question #1 is 'Yes,' and the incident should be classified as 'Rape.'
8. A man brings his 16 year old daughter to you and forces her to report that she has been having consensual sex with her 17 year old boyfriend.
Answer: Non-GBV. Since consensual sex between minors is not GBV *and* since the client is not reporting the incident herself (i.e. she is being forced to report it), this incident should be classified as 'Non-GBV.'
9. A man brings his 16 year old daughter to you and forces her to report that she has been having consensual sex with her 40 year old boyfriend.
Answer: Non-GBV. The only difference between this question and the question before it, is the age of the boyfriend. Again, however, since the client is not reporting the incident herself (i.e. she is being forced to report it), this incident should be classified as 'Non-GBV.'

10. Several young men report that a community-based NGO worker inappropriately touched their genitals when they sought his assistance.

Answer: Sexual Assault. This incident is not rape since there is no penetration. Rather, it should be classified as 'Sexual Assault' because there is unwanted sexual contact. Remember, even though the boys report the incidents together, each boy's report should be treated as a new incident and a new intake form should be filled out for each.

11. A woman reports that her husband forced her to have sexual intercourse with him in exchange for money to feed the family's children.

Answer: Rape. Even though the couple is married, the wife is being forced into having non-consensual sex with her husband; because this involves penetration, you should classify this incident at 'Rape.'

12. A 19 year old woman is living with and supported by her parents when she is impregnated by her 20 year old boyfriend who denies the unborn child is his.

Answer: Psychological/Emotional Abuse. This is also a difficult question. Because the woman and her boyfriend were having consensual sex, this should *not* be classified as rape or sexual assault. Additionally, because the woman was not economically dependent on the boyfriend, this should not be classified as 'Denial of Resources, Opportunities or Services.' This may be inflicting emotional pain or injury, however, and therefore should be classified as Psychological/Emotional Abuse.

13. A 19 year old woman reports that she was living with and supported by her 20 year old boyfriend when she was impregnated by him. He now denies the unborn child is his, has kicked her out of the house and has stopped supporting her.

Answer: Denial of Resources, Opportunities or Services. Unlike the question above, in this incident the woman *is* economically dependent on her boyfriend. Because he has kicked her out of the house and stopped supporting her, you should classify this incident as 'Denial of Resources, Opportunities or Services.'

3.6) Answers will vary.

Chapter 4: The Intake and Consent Forms

4.1) Answers will vary.

4.2)

1-Administrative Information		
Incident ID*: T1-0	Survivor code: W1-000	Caseworker code: T1
Date of interview (day/month/year)*: 17/3/2010		Date of incident (day/month/year)*: 1/2/2010
<input checked="" type="checkbox"/> Reported by the survivor or reported by survivor's escort and survivor is present at reporting* (These incidents will be entered into the Incident Recorder)		
<input type="checkbox"/> Reported by someone other than the survivor and survivor is not present at reporting (These incidents will <u>not</u> be entered into the Incident Recorder)		

The three codes are given to you in the box. Since the survivor reported that the incident was 'about a month ago,' you can estimate the month to be February. Since she does not remember the exact date, you should replace the missing information with '1.' The date of the incident should therefore be recorded as 1/2/2010.

4.3)

2-Survivor Information		
Date of Birth (approximate if necessary)*: 24/6/1980	Sex*: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male	Clan or Ethnicity: Unknown
Country of Origin*: <input type="checkbox"/> Burundi <input type="checkbox"/> Rwanda	<input type="checkbox"/> Uganda <input checked="" type="checkbox"/> DRC	<input type="checkbox"/> Somalia <input type="checkbox"/> Other (specify):
Nationality (If different than country of origin):		Religion: Catholic
Current Civil / Marital Status*: <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married / Cohabiting		
<input type="checkbox"/> Divorced / Separated <input type="checkbox"/> Widowed		
Number and age of children and other dependants: 2 children; ages 3 and 5		
Occupation: Stays at home with children		
Displacement status at time of report*: <input type="checkbox"/> Resident <input type="checkbox"/> Returnee <input type="checkbox"/> IDP <input type="checkbox"/> Foreign National <input checked="" type="checkbox"/> Refugee <input type="checkbox"/> Asylum Seeker <input type="checkbox"/> Stateless Person <input type="checkbox"/> N/A		
Is the client a Person with Disabilities? * <input checked="" type="checkbox"/> No <input type="checkbox"/> Mental disability <input type="checkbox"/> Physical disability <input type="checkbox"/> Both		
Is the client an Unaccompanied or Separated Child? * <input checked="" type="checkbox"/> No <input type="checkbox"/> Unaccompanied Minor <input type="checkbox"/> Separated Child <input type="checkbox"/> Orphan or Vulnerable Child		
Sub-Section for Child Survivors (less than 18 years old)		
If the survivor is a child (less than 18yrs) does he/she live alone? <input type="checkbox"/> Yes <input type="checkbox"/> No (if "No", answer the next three questions)		
If the survivor lives with someone, what is the relation between her/him and the caretaker? <input type="checkbox"/> Parent / Guardian <input type="checkbox"/> Relative <input type="checkbox"/> Spouse / Cohabiting <input type="checkbox"/> Other: _____		
What is the caretaker's current marital status? <input type="checkbox"/> Single <input type="checkbox"/> Married / Cohabiting <input type="checkbox"/> Divorced / Separated <input type="checkbox"/> Widowed		
What is the caretaker's primary occupation:		

We know the survivor's date of birth from the scenario in You Try! #1; the Clan or Ethnicity was not mentioned, so we can assume it is 'unknown.' Country of Origin is DRC because that is where the survivor is from originally. You do not have to write the nationality, because it is the same as her country of origin. We know she is married because she was raped by her husband. The scenario tells us that she has two children ages three and five, stays at home with them during the day. We also know that she is a refugee (living in a refugee camp), does not have any disabilities and is not an Unaccompanied or Separated Child.

4.4)

Incident ID
T1-0

3-Details of the Incident		
Account of the incident/Description of the incident (summarize the details of the incident in client's words) <p style="font-family: cursive; font-size: 1.2em;">About a month ago my husband came home drunk one night and forced me to have sex with him even though I didn't want to. I tried to resist, but he overpowered me. This was the first time something like this has ever happened. He was sorry the next day and promised it wouldn't happen again, but he's been coming home drunk again lately, and I think it might happen again. I'm scared what he might do to me or the children.</p>		
Stage of displacement at time of incident*: <input type="checkbox"/> Not Displaced / Home Community <input type="checkbox"/> During Flight <input type="checkbox"/> During Return / Transit <input type="checkbox"/> Other: _____ <input type="checkbox"/> Pre-displacement <input checked="" type="checkbox"/> During Refuge <input type="checkbox"/> Post-displacement		
Time of day that incident took place*: <input type="checkbox"/> Morning (sunrise to noon) <input type="checkbox"/> Afternoon (noon to sunset) <input checked="" type="checkbox"/> Evening/night (sunset to sunrise) <input type="checkbox"/> Unknown/Not Applicable	Incident location / Where the incident took place*^o: <small>(Customize location options by adding new, or removing tick boxes according to your location)</small> <input type="checkbox"/> Bush / Forest <input type="checkbox"/> Garden / Cultivated Field <input type="checkbox"/> School <input type="checkbox"/> Road <input checked="" type="checkbox"/> Client's Home <input type="checkbox"/> Perpetrator's Home <input type="checkbox"/> Other (give details) _____	
Area where incident occurred*^o: <input checked="" type="checkbox"/> Punda <input type="checkbox"/> Banau <input type="checkbox"/> Kaseeto <input type="checkbox"/> Mbumi	Sub-Area where incident occurred*^o: <input type="checkbox"/> Urati <input type="checkbox"/> Kakuto <input type="checkbox"/> Utiro <input checked="" type="checkbox"/> Mukata	Camp/Town/Site: <input type="checkbox"/> Hanati <input type="checkbox"/> Jinga <input checked="" type="checkbox"/> Block 1 <input type="checkbox"/> Block 2

Your 'Account of the incident' does not have to be exactly the same as this one, but the main ideas should be similar. Since the survivor is living in a refugee camp at the time of the incident, we can safely assume that her stage of displacement is 'During Refuge.' We know that the incident was at night and took place at her home because her husband 'came home drunk one night.' The scenario tells us the survivor lives in Block one of the Punda area and Mukata sub-area.

Incident ID

T1-0

3-Details of the Incident Cont.

<p>Type of Incident Violence*: (Please refer to the GBVIMS Incident Classification System and select only ONE)</p> <p><input checked="" type="checkbox"/> Rape (includes gang rape, marital rape)</p> <p><input type="checkbox"/> Sexual Assault (includes attempted rape and all sexual violence/abuse without penetration, and female genital mutilation/cutting)</p> <p><input type="checkbox"/> Physical Assault (includes hitting, slapping, kicking, shoving, etc. that are not sexual in nature)</p> <p><input type="checkbox"/> Forced Marriage (includes early marriage)</p> <p><input type="checkbox"/> Denial of Resources, Opportunities or Services</p> <p><input type="checkbox"/> Psychological / Emotional Abuse</p> <p><input type="checkbox"/> Non-GBV (specify) Note: these incidents will not be entered into the incident recorder) _____ _____</p>	<ol style="list-style-type: none"> 1. Did the reported incident involve penetration? If yes → classify the incident as "Rape". If no → proceed to the next incident type on the list. 2. Did the reported incident involve unwanted sexual contact? If yes → classify the incident as "Sexual Assault". If no → proceed to the next incident type on the list. 3. Did the reported incident involve physical assault? If yes → classify the incident as "Physical Assault". If no → proceed to the next incident type on the list. 4. Was the incident an act of forced marriage? If yes → classify the incident as "Forced Marriage". If no → proceed to the next incident type on the list. 5. Did the reported incident involve the denial of resources, opportunities or services? If yes → classify the incident as "Denial of Resources, Opportunities or Services". If no → proceed to the next incident type on the list. 6. Did the reported incident involve psychological/emotional abuse? If yes → classify the incident as "Psychological / Emotional Abuse". If no → proceed to the next incident type on the list. 7. Is the reported incident a case of GBV? If yes → Start over at number 1 and try again to reclassify the incident (If you have tried to classify the incident multiple times, ask your supervisor to help you classify this incident). If no → classify the incident as "Non-GBV".
<p>Was this incident a harmful traditional practice*^o?</p> <p><input checked="" type="checkbox"/> No <input type="checkbox"/> Dowry demands</p> <p><input type="checkbox"/> FGM/C <input type="checkbox"/> Son preference</p>	<p>Were money, goods, benefits, and / or services exchanged in relation to this incident*? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>
<p>Type of abduction at time of the incident*:</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> Forced Conscripton <input type="checkbox"/> Trafficked <input type="checkbox"/> Other Abduction / Kidnapping</p>	
<p>Has the client reported this incident anywhere else?* (If yes, select the type of service provider and write the name of the provider where the client reported); (Select all that apply).</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Health/Medical Services _____ <i>Women United</i> _____</p> <p><input type="checkbox"/> Psychosocial/Counseling Services _____</p> <p><input type="checkbox"/> Police/Other Security Actor _____</p> <p><input type="checkbox"/> Legal Assistance Services _____</p> <p><input type="checkbox"/> Livelihoods Program _____</p> <p><input type="checkbox"/> Safe House/Shelter _____</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>Has the client had any previous incidents of GBV perpetrated against them?* <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, include a brief description:</p>	

Applying what we learned in Chapter 3 we can easily classify this incident. Asking ourselves the first question in the box to the right of the types of incident violence ("Did the reported incident involve penetration?"), we can answer 'Yes' and classify this incident as rape. This incident is not one of the Harmful Traditional Practices listed, so we can mark 'No.' We know from the account that that no money, goods, benefits and/or services were exchanged and that the survivor was not abducted. We also know that before coming to you, the client had reported this incident at 'Women United' health clinic. The client reported that this is the first time 'something like this has happened,' so we can indicate 'No' for 'Has the client had any previous incidents of GBV perpetrated against them?'

4.5)

Incident ID
T1-0

4-Alleged Perpetrator Information	
Number of alleged perpetrator(s)*: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> More than 3 <input type="checkbox"/> Unknown	
Sex of alleged perpetrator(s)*: <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male <input type="checkbox"/> Both female and male perpetrators	
Nationality of alleged perpetrator*: DRC	Clan or Ethnicity of alleged perpetrator: Unknown
Age group of alleged perpetrator* (if known or can be estimated): <input type="checkbox"/> 0 – 11 <input type="checkbox"/> 12 – 17 <input type="checkbox"/> 18 – 25 <input checked="" type="checkbox"/> 26 – 40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61+ <input type="checkbox"/> Unknown	
Alleged perpetrator relationship with survivor*: (Select the first ONE that applies) <input checked="" type="checkbox"/> Intimate partner / Former partner <input type="checkbox"/> Primary caregiver <input type="checkbox"/> Family other than spouse or caregiver <input type="checkbox"/> Supervisor / Employer <input type="checkbox"/> Schoolmate <input type="checkbox"/> Teacher / School official <input type="checkbox"/> Service Provider <input type="checkbox"/> Cotenant / Housemate <input type="checkbox"/> Family Friend / Neighbor <input type="checkbox"/> Other refugee / IDP / Returnee <input type="checkbox"/> Other resident community member <input type="checkbox"/> Other <input type="checkbox"/> No relation <input type="checkbox"/> Unknown	
Main occupation of alleged perpetrator (if known)*: (Customize location options by adding new, or removing tick boxes according to your location)	
<input type="checkbox"/> Farmer <input checked="" type="checkbox"/> Trader / Business Owner <input type="checkbox"/> Religious Leader <input type="checkbox"/> CBO Staff <input type="checkbox"/> Other <input type="checkbox"/> Student <input type="checkbox"/> Non-State Armed Actor <input type="checkbox"/> Teacher <input type="checkbox"/> Community Volunteer <input type="checkbox"/> Unemployed <input type="checkbox"/> Civil Servant <input type="checkbox"/> Security Official <input type="checkbox"/> UN Staff <input type="checkbox"/> Health Worker <input type="checkbox"/> Unknown <input type="checkbox"/> Police <input type="checkbox"/> Camp or Community Leader <input type="checkbox"/> NGO Staff <input type="checkbox"/> State Military	

There was only one primary perpetrator—her husband who is considered an ‘intimate partner’—whom we know to be male, also from the DRC and in the age group 26-40 (his wife is 29 and he is ‘about the same age’). We also know from the account that he ‘runs a food store in the camp’ and can therefore indicate ‘Trader/Business Owner’ for his profession.

4.6)

5-Planned Action / Action Taken: Any action / activity regarding this report.	
Who referred the client to you?* <input checked="" type="checkbox"/> Health/Medical Services <input type="checkbox"/> Psychosocial/Counseling Services <input type="checkbox"/> Police/Other Security Actor <input type="checkbox"/> Legal Assistance Services <input type="checkbox"/> Livelihood Program <input type="checkbox"/> Self Referral / First Point of Contact <input type="checkbox"/> Teacher/School Official <input type="checkbox"/> Community or Camp Leader <input type="checkbox"/> Safe House/Shelter <input type="checkbox"/> Other Humanitarian or Development Actor <input type="checkbox"/> Other Government Service <input type="checkbox"/> Other (specify) _____	
Did you refer the client to a safe house/safe shelter?* <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If 'No', why not?* <input type="checkbox"/> Service provided by your agency <input type="checkbox"/> Services already received from another agency <input type="checkbox"/> Service not applicable <input type="checkbox"/> Referral declined by survivor <input type="checkbox"/> Service unavailable	Date reported or future appointment date (day/month/year) and Time: <i>17/3/2010 6:00 pm</i> Name and Location: <i>Caring Shelter</i> Notes (including action taken or recommended action to be taken): <i>Needs safe place to stay while police investigate</i>
Did you refer the client to health / medical services?* <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If 'No', why not?* <input type="checkbox"/> Service provided by your agency <input checked="" type="checkbox"/> Services already received from another agency <input type="checkbox"/> Service not applicable <input type="checkbox"/> Referral declined by survivor <input type="checkbox"/> Service unavailable	Date reported or future appointment Date and Time: Name and Location: _____ Follow-up Appointment Date and Time: _____ Notes (including action taken or recommended action to be taken):

As mentioned before, the Women United health clinic referred the client, so we should indicate 'Health/Medical Service.' In the provided account, you referred the client to a safe house/safe shelter called 'Caring Shelter' for that evening (17/3/2010) at 6:00pm. We can assume that you did not refer her to health/medical services because she already received them from the Women United health clinic.

Incident ID

T1-0

<p>Did you refer the client to psychosocial services?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input checked="" type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time:</p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>
<p>Does the client want to pursue legal action? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Undecided at Time of Report</p>	
<p>Did you refer the client to legal assistance services?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input checked="" type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time:</p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>
<p>Did you refer the client to the police?*</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time: 18/3/2010 10:00 am</p> <p>Name and Location: <u>Punda Police Station</u></p> <p>Notes (including action taken or recommended action to be taken):</p>
<p>Did you refer the client to a livelihood program?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input checked="" type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time:</p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>

We can assume that you did not refer the client to psychosocial services because you already provided those services to her as a caseworker for your NGO. We know that the client refused legal services and livelihood programs, but she did allow you to refer her to the police for the following day (18/3/2010, since the day of the report is 17/3/2010) at 10:00am with the area police: Punda Police Station.

4.7)

Incident ID
T1-0

6 - Assessment Point	
<p>Describe the emotional state of the client at the beginning of the interview:</p> <p>Client was calm and spoke in a quiet voice</p> <hr/> <hr/> <hr/> <p>Will the client be safe when she or he leaves? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no give reason:</p> <hr/> <hr/> <hr/> <hr/> <p>What actions were taken to ensure client's safety?</p> <p>Client was referred to a safe house and to the police</p> <hr/> <hr/> <hr/> <hr/>	<p>Describe the emotional state of the client at the end of the interview:</p> <p>Client remained calm and quiet</p> <hr/> <hr/> <hr/> <p>Who will give the client emotional support?</p> <p>Give a Hand International</p> <hr/> <hr/> <hr/> <p>Other relevant information</p> <hr/> <hr/> <hr/> <hr/>
<p>If raped, have you explained the possible consequences of rape to the client (if over 14 years of age)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you explained the possible consequences of rape to the client's caregiver (if the client is under the age of 14)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

The account informs us that the client “is calm both before and after the interview and talks in a quiet voice throughout.” You should indicate ‘Yes’ for the question ‘Will the client be safe’ because you have taken action to ensure her safety by referring her to a safe house and to the police. Since she agreed to come back to Give a Hand International for continued counseling, you can indicate this for the question “Who will give the client continued support?”

4.8)

1. You are a service provider based in Sierra Leone. A woman from Liberia comes to you to report a GBV incident that occurred while she was fleeing her home in Liberia two years ago. She was forced to flee Liberia because of her ethnicity and has not been able to return. She is currently seeking international protection from the government of Sierra Leone but her claim has not yet been decided on.

Answer: Asylum seeker. Because the woman has had to leave her country and is seeking international protection, her displacement status is 'Asylum Seeker.' She should not yet be considered a refugee because her claim for refugee status has not yet been approved by the government.

2. The woman from #1 comes back one month later to report a new GBV incident that occurred the morning of her report. She informs you that since her last report the government of Sierra Leone has accepted her claim requesting protection.

Answer: Refugee. Because the woman reporting to you had left Liberia out of fear of persecution due to her ethnicity, was still outside of her country at the time of the report and the government had accepted her claim, her displacement status is 'Refugee.'

3. A boy is forced to flee his home and moves to his sister's house in the capital to escape rebel fighting in and around his village. While still living at his sister's house, he comes to you to report an incident of GBV that was perpetrated against him by several rebel soldiers three weeks before he left his village for his sister's.

Answer: Internally Displaced Person (IDP). Because the boy was forced to flee his home due to conflict and is still displaced at the time of the report, his displacement status is 'IDP.' The answer is *not* refugee or asylum seeker because the boy is still within the boundaries of his own country.

4. The boy from #3 returns home. While home he goes to a nearby GBV service provider to report another incident of GBV.

Answer: Returnee. Because the boy had returned home after being an IDP and reports another incident of GBV after returning to his home, his displacement is 'Returnee.'

5. While in a neighboring country, a woman has her nationality revoked by her country of origin. She then comes to you to report an incident of GBV.

Answer: Stateless Person. Because her nationality has been revoked when the woman comes to report the incident and she has not yet received a different nationality, her displacement status at the time of the report is 'Stateless Person.'

6. A girl moves to a neighboring country but does not have the right to reside there permanently. To escape the on-going conflict in their country, her parents sent her to family friends in a neighboring country to work in their house in exchange for school fees, and lodging. While there she comes to you to report that she was raped by the head of this house 2 days earlier.

Answer: Foreign National. Because the girl does not have the right to permanent residency of the country she is in at the time of the report, his status is 'Foreign National.'

7. A woman, who has never been displaced, is living in her country of origin when she comes to report an incident of GBV that her supervisor perpetrated against her earlier this week.

Answer: Resident. Because the woman has never been displaced from her home at the time of the report, her displacement status is 'Resident.'

4.9)

1. You are a service provider based in Sierra Leone. A woman from Liberia comes to you to report a GBV incident that occurred while she was fleeing her home in Liberia two years ago. She was forced to flee Liberia because of her ethnicity and has not been able to return. She is currently seeking international protection from the government of Sierra Leone but her claim has not yet been decided on.

Answer: During Flight. Since the incident took place while the survivor was fleeing from her home, the stage of displacement for this incident should be classified as 'During Flight.'

2. The woman from #1 comes back one month later to report a new GBV incident that occurred the morning of her report. She informs you that since her last report the government of Sierra Leone has accepted her claim requesting protection.

Answer: During Refuge. Since the woman is a refugee and the incident that took place the morning of the report, therefore, should be considered 'During Refuge.'

3. A boy is forced to flee his home and moves to his sister's house in the capital to escape rebel fighting in and around his village. While still living at his sister's house, he comes to you to report an incident of GBV that was perpetrated against him by several rebel soldiers three weeks before he left his village for his sister's.

Answer: Pre-displacement. Remember, the stage of displacement should be considered only at the time of the incident. Even though the boy reports this incident during refuge, the incident was perpetrated against him before he left his village and is, therefore, 'Pre-displacement.'

4. A girl moves to a neighboring country but does not have the right to reside there permanently. To escape the on-going conflict in their country, her parents sent her to family friends in a neighboring country to work in their house in exchange for school fees, and lodging. While there she comes to you to report that she was raped by the head of this house 2 days earlier.

Answer: During Refuge. Since the incident took place while the girl was living with her parents' friends in a state of refuge, the stage of displacement is 'During Refuge.'

5. A woman, who has never been displaced, is living in her country of origin when she comes to report an incident of GBV that her supervisor perpetrated against her earlier this week.

Answer: Not Displaced/Home Community. Since the woman has never been displaced the stage of displacement should be indicated as 'Not Displaced/Home Community.'

4.10)

A woman who has been living with her boyfriend reports to the police that she was physically assaulted by him. She has a job and earns good wages, but does not have a safe place to stay that evening. The police refer her to your NGO (which provides psychosocial services to GBV survivors). She would like legal services, but unfortunately there are no legal service providers in your area. You offered to refer the survivor to a medical clinic, but she refused. She accepts your referral to a safe house/shelter. Answer the questions yourself and then look at the responses provided.

1. Was the client referred to a safe house/safe shelter?

Answer: Yes. Since the response is 'Yes,' you should then provide the date and time of the future appointment as well as the name of the organization, location and additional notes.

2. Was the client referred to health/medical services?

Answer: No. You should select 'Referral declined by survivor' since you offered the available service but she refused.

3. Was the client referred to psychosocial services?

Answer: No. You should select 'Service provided by your agency' since you had already provided the appropriate psychosocial service to the survivor.

4. Was the client referred to legal assistance services?

Answer: No. You should select 'Service unavailable' because the survivor *wants* the service, but no legal service providers exist in your area. Note: You should *NOT* select 'Service not applicable' here, because the survivor wants to take legal action and wants the service. It *is applicable*, but unfortunately, not *available*.

5. Was the client referred to the police?

Answer: No. You should select 'Service already received from another agency' since the survivor had already been to the police for help (and it was the police who referred her to you).

6. Was the client referred to a livelihood program?

Answer: No. You should select 'Service not applicable.' Livelihoods programs are intended to help survivors generate income; since the survivor currently has an occupation and is already generating adequate income, this service is not applicable.

Answers for activity 4.11

Instructions	1- This form must be filled out by a case manager, health practitioner, social worker or other authorized person providing services to the survivor.
	2- Note that questions followed by an asterisk* must remain on the intake form and must be answered. These questions are a part of a minimum essential dataset on GBV. Some questions are followed by both an asterisk* and a circle ^o ; these are customizable, and the italicized text of these fields is intended to be adapted to each context and can be modified. Questions that are unmarked may be modified by your agency or removed if they are not necessary for your program and/or case management.
	3- Unless otherwise specified, always mark <u>only one</u> response field for each question.
	4- Please feel free to add as many questions to this form as needed in your context and/or attach additional pages with continued narrative, if needed.

Before beginning the interview, please be sure to remind your client that all information given will be kept confidential, and that they may choose to decline to answer any of the following questions.

1-Administrative Information		
Incident ID*: T1-1	Survivor code: W1-001	Caseworker code: T1
Date of interview (day/month/year) *: 9/3/2009	Date of incident (day/month/year) *: 5/3/2009	
<input checked="" type="checkbox"/> Reported by the survivor or reported by survivor's escort and survivor is present at reporting* <i>(These incidents will be entered into the Incident Recorder)</i>		
<input type="checkbox"/> Reported by someone other than the survivor and survivor is not present at reporting <i>(These incidents will <u>not</u> be entered into the Incident Recorder)</i>		
2-Survivor Information		
Date of birth (approximate if necessary) *: about 60 years old	Sex*: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male	Clan or ethnicity: unknown
Country of Origin ^o :	<input type="checkbox"/> Burundi <input type="checkbox"/> Rwanda	<input type="checkbox"/> Uganda <input type="checkbox"/> DRC <input checked="" type="checkbox"/> Somalia <input type="checkbox"/> Other (specify) :
Nationality (If different than country of origin):		Religion: unknown
Current civil / marital status*:	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married / Cohabiting	<input type="checkbox"/> Divorced / Separated <input type="checkbox"/> Widowed
Number and age of children and other dependants: one daughter, age 17		
Occupation: None		
Displacement status at time of report*:		
<input type="checkbox"/> Resident <input type="checkbox"/> Returnee		
<input type="checkbox"/> IDP <input type="checkbox"/> Foreign National		
<input checked="" type="checkbox"/> Refugee <input type="checkbox"/> Asylum Seeker		
<input type="checkbox"/> Stateless Person <input type="checkbox"/> N/A		
Is the client a Person with Disabilities? * <input checked="" type="checkbox"/> No <input type="checkbox"/> Mental disability <input type="checkbox"/> Physical disability <input type="checkbox"/> Both		
Is the client an Unaccompanied Minor, Separated Child, or Other Vulnerable Child?*		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Unaccompanied Minor <input type="checkbox"/> Separated Child <input type="checkbox"/> Other Vulnerable Child		
Sub-Section for Child Survivors (less than 18 years old)		
If the survivor is a child (less than 18yrs) does he/she live alone? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if "No", answer the next three questions)</i>		
If the survivor lives with someone, what is the relation between her/him and the caretaker?		
<input type="checkbox"/> Parent / Guardian <input type="checkbox"/> Relative <input type="checkbox"/> Spouse / Cohabiting <input type="checkbox"/> Other: _____		
What is the caretaker's current marital status?		
<input type="checkbox"/> Single <input type="checkbox"/> Married / Cohabiting <input type="checkbox"/> Divorced / Separated <input type="checkbox"/> Widowed		
What is the caretaker's primary occupation:		

3-Details of the Incident

Account of the incident/Description of the incident (summarize the details of the incident in client's words)

On the evening of August 5th, my husband attacked me in our home and beat me. The next day I went to the health clinic. They suggested I come here.

Stage of displacement at time of incident*:

- Not Displaced / Home Community
 During Flight
 During Return / Transit
 Other: _____
 Pre-displacement
 During Refuge
 Post-displacement

Time of day that incident took place*:

- Morning (sunrise to noon)
 Afternoon (noon to sunset)
 Evening/night (sunset to sunrise)
 Unknown/Not Applicable

Incident location / Where the incident took place*^o:

(Customize location options by adding new, or removing tick boxes according to your location)

- Bush / Forest
 Garden / Cultivated Field
 School
 Road
 Client's Home
 Perpetrator's Home
 Other (give details) _____

Area where incident occurred*^o:

- Punda
 Banau
 Kaseeto
 Mbumi
 Other (specify) : _____

Sub-Area where incident occurred*^o:

- Urati
 Kakuto
 Utiro
 Mukata
 Other (specify) : _____

Camp/Town/Site:

- Hanati
 Jinga
 Block 1
 Block 2
 Other (specify) : _____

3-Details of the Incident *Cont.*

Type of Incident Violence*:
(Please refer to the GBVIMS Incident Classification System and select only ONE)

Rape
(includes gang rape, marital rape)

Sexual Assault
(includes attempted rape and all sexual violence/abuse without penetration, and female genital mutilation/cutting)

Physical Assault
(includes hitting, slapping, kicking, shoving, etc. that are not sexual in nature)

Forced Marriage
(includes early marriage)

Denial of Resources, Opportunities or Services

Psychological / Emotional Abuse

Non-GBV (specify) Note: these incidents will not be entered into the incident recorder) _____

1. **Did the reported incident involve penetration?**
If yes → classify the incident as "Rape".
If no → proceed to the next GBV type on the list.
2. **Did the reported incident involve unwanted sexual contact?**
If yes → classify the incident as "Sexual Assault".
If no → proceed to the next GBV type on the list.
3. **Did the reported incident involve physical assault?**
If yes → classify the incident as "Physical Assault".
If no → proceed to the next GBV type on the list.
4. **Was the incident an act of forced marriage?**
If yes → classify the incident as "Forced Marriage".
If no → proceed to the next GBV type on the list.
5. **Did the reported incident involve the denial of resources, opportunities or services?**
If yes → classify the incident as "Denial of Resources, Opportunities or Services".
If no → proceed to the next GBV type on the list.
6. **Did the reported incident involve psychological/emotional abuse?**
If yes → classify the incident as "Psychological / Emotional Abuse".
If no → proceed to the next GBV type on the list.
7. **Is the reported incident a case of GBV?**
If yes → Start over at number 1 and try again to reclassify the incident (If you have tried to classify the GBV multiple times, ask your supervisor to help you classify this incident).
If no → classify the incident as "Non-GBV".

Was this incident a Harmful Traditional Practice*^O?

No Dowry demands
 FGM/C Son preference

Were money, goods, benefits, and / or services exchanged in relation to this incident*? No Yes

Type of abduction at time of the incident*:

None Forced Conscriptio Trafficked Other Abduction / Kidnapping

Has the client reported this incident anywhere else*?
(If yes, select the type of service provider and write the name of the provider where the client reported); **(Select all that apply).**

No

Health/Medical Services ___ *Banau Health Clinic* _____

Psychosocial/Counseling Services _____

Police/Other Security Actor _____

Legal Assistance Services _____

Livelihoods Program _____

Safe House/Shelter _____

Other (specify) _____

Has the client had any previous incidents of GBV perpetrated against them*? No Yes

If yes, include a brief description:

<p>Did you refer the client to psychosocial services?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input checked="" type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time:</p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>
<p>Does the client want to pursue legal action?* <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Undecided at Time of Report</p>	
<p>Did you refer the client to legal assistance services?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input checked="" type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time:</p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>
<p>Did you refer the client to the police or other type of security actor?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input checked="" type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time:</p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>
<p>Did you refer the client to a livelihoods program?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input checked="" type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time:</p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>

6 - Assessment Point

Describe the emotional state of the client at the beginning of the interview:

The Client was very upset and crying a lot

Will the client be safe when she or he leaves? Yes No
If no give reason:

What actions were taken to ensure client's safety?

I asked if she was safe and told me she is staying with her sister is protected

Describe the emotional state of the client at the end of the interview:

The Client was calmer than when she arrived, but clearly still upset.

Who will give the client emotional support?

unknown

Other relevant information

None

If raped, have you explained the possible consequences of rape to the client (if over 14 years of age)? Yes No

Have you explained the possible consequences of rape to the client's caregiver (if the client is under the age of 14)? Yes No

Answers for activity 4.12

Instructions	1- This form must be filled out by a case manager, health practitioner, social worker or other authorized person providing services to the survivor.
	2- Note that questions followed by an asterisk* must remain on the intake form and must be answered. These questions are a part of a minimum essential dataset on GBV. Some questions are followed by both an asterisk* and a circle ^o ; these are customizable, and the italicized text of these fields is intended to be adapted to each context and can be modified. Questions that are unmarked may be modified by your agency or removed if they are not necessary for your program and/or case management.
	3- Unless otherwise specified, always mark <u>only one</u> response field for each question.
	4- Please feel free to add as many questions to this form as needed in your context and/or attach additional pages with continued narrative, if needed.

Before beginning the interview, please be sure to remind your client that all information given will be kept confidential, and that they may choose to decline to answer any of the following questions.

1-Administrative Information		
Incident ID*: T1-2	Survivor code: W1-002	Caseworker code: T1
Date of interview (day/month/year) *: 11/3/2009		Date of incident (day/month/year) *: 1/5/2008
<input checked="" type="checkbox"/> Reported by the survivor or reported by survivor's escort and survivor is present at reporting* <i>(These incidents will be entered into the Incident Recorder)</i>		
<input type="checkbox"/> Reported by someone other than the survivor and survivor is not present at reporting <i>(These incidents will <u>not</u> be entered into the Incident Recorder)</i>		

2-Survivor Information		
Date of birth (approximate if necessary) *: 7/2/1995	Sex*: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male	Clan or ethnicity: unknown
Country of Origin ^o :	<input checked="" type="checkbox"/> Burundi <input type="checkbox"/> Rwanda	<input type="checkbox"/> Uganda <input type="checkbox"/> DRC <input type="checkbox"/> Somalia <input type="checkbox"/> Other (specify) :
Nationality (If different than country of origin):		Religion: Muslim
Current civil / marital status*:	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married / Cohabiting	<input type="checkbox"/> Divorced / Separated <input type="checkbox"/> Widowed
Number and age of children and other dependants: None		
Occupation: None		
Displacement status at time of report*:		
<input checked="" type="checkbox"/> Resident <input type="checkbox"/> Returnee		
<input type="checkbox"/> IDP <input type="checkbox"/> Foreign National		
<input type="checkbox"/> Refugee <input type="checkbox"/> Asylum Seeker		
<input type="checkbox"/> Stateless Person <input type="checkbox"/> N/A		
Is the client a Person with Disabilities? * <input type="checkbox"/> No <input type="checkbox"/> Mental disability <input checked="" type="checkbox"/> Physical disability <input type="checkbox"/> Both		
Is the client an Unaccompanied Minor, Separated Child, or Other Vulnerable Child?*		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Unaccompanied Minor <input type="checkbox"/> Separated Child <input type="checkbox"/> Other Vulnerable Child		
Sub-Section for Child Survivors (less than 18 years old)		
If the survivor is a child (less than 18yrs) does he/she live alone? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(if "No", answer the next three questions)</i>		
If the survivor lives with someone, what is the relation between her/him and the caretaker?		
<input checked="" type="checkbox"/> Parent / Guardian <input type="checkbox"/> Relative <input type="checkbox"/> Spouse / Cohabiting <input type="checkbox"/> Other: _____		
What is the caretaker's current marital status?		
<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married / Cohabiting <input type="checkbox"/> Divorced / Separated <input type="checkbox"/> Widowed		
What is the caretaker's primary occupation: Farmer		

3-Details of the Incident

Account of the incident/Description of the incident (summarize the details of the incident in client's words)

2 days ago, while at my uncle's house, I was left alone by my parents while they went to the market. Then my uncle came inside with me and touched my breasts while everyone else was outside. I haven't told anyone else about this.

Stage of displacement at time of incident*:

- Not Displaced / Home Community
 During Flight
 During Return / Transit
 Other: _____
 Pre-displacement
 During Refuge
 Post-displacement

Time of day that incident took place*:

- Morning (sunrise to noon)
 Afternoon (noon to sunset)
 Evening/night (sunset to sunrise)
 Unknown/Not Applicable

Incident location / Where the incident took place*^o:

(Customize location options by adding new, or removing tick boxes according to your location)

- Bush / Forest
 Garden / Cultivated Field
 School
 Road
 Client's Home
 Perpetrator's Home
 Other (give details) _____

Area where incident occurred*^o:

- Punda
 Banau
 Kaseeto
 Mbumi
 Other (specify) : _____

Sub-Area where incident occurred*^o:

- Urati
 Kakuto
 Utiro
 Mukata
 Other (specify) : _____

Camp/Town/Site:

- Hanati
 Jinga
 Block 1
 Block 2
 Other (specify) : _____

3-Details of the Incident *Cont.*

Type of Incident Violence*:
(Please refer to the GBVIMS Incident Classification System and select only ONE)

Rape
(includes gang rape, marital rape)

Sexual Assault
(includes attempted rape and all sexual violence/abuse without penetration, and female genital mutilation/cutting)

Physical Assault
(includes hitting, slapping, kicking, shoving, etc. that are not sexual in nature)

Forced Marriage
(includes early marriage)

Denial of Resources, Opportunities or Services

Psychological / Emotional Abuse

Non-GBV (specify) Note: these incidents will not be entered into the incident recorder) _____

1. **Did the reported incident involve penetration?**
If yes → classify the incident as "Rape".
If no → proceed to the next GBV type on the list.
2. **Did the reported incident involve unwanted sexual contact?**
If yes → classify the incident as "Sexual Assault".
If no → proceed to the next GBV type on the list.
3. **Did the reported incident involve physical assault?**
If yes → classify the incident as "Physical Assault".
If no → proceed to the next GBV type on the list.
4. **Was the incident an act of forced marriage?**
If yes → classify the incident as "Forced Marriage".
If no → proceed to the next GBV type on the list.
5. **Did the reported incident involve the denial of resources, opportunities or services?**
If yes → classify the incident as "Denial of Resources, Opportunities or Services".
If no → proceed to the next GBV type on the list.
6. **Did the reported incident involve psychological/emotional abuse?**
If yes → classify the incident as "Psychological / Emotional Abuse".
If no → proceed to the next GBV type on the list.
7. **Is the reported incident a case of GBV?**
If yes → Start over at number 1 and try again to reclassify the GBV (If you have tried to classify the GBV multiple times, ask your supervisor to help you classify this incident).
If no → classify the incident as "Non-GBV".

Was this incident a Harmful Traditional Practice*^O?

No Dowry demands
 FGM/C Son preference

Were money, goods, benefits, and / or services exchanged in relation to this incident*? No Yes

Type of abduction at time of the incident*:

None Forced Conscription Trafficked Other Abduction / Kidnapping

Has the client reported this incident anywhere else*?
(If yes, select the type of service provider and write the name of the provider where the client reported); **(Select all that apply).**

No

Health/Medical Services _____

Psychosocial/Counseling Services _____

Police/Other Security Actor _____

Legal Assistance Services _____

Livelihoods Program _____

Safe House/Shelter _____

Other (specify) _____

Has the client had any previous incidents of GBV perpetrated against them*? No Yes

If yes, include a brief description: *The same perpetrator has done the same thing to the girl multiple times in the past.*

<p>Did you refer the client to psychosocial services?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input checked="" type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time: <i>12/3/2009 at 11:00 am</i></p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>
<p>Does the client want to pursue legal action?* <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided at Time of Report</p>	
<p>Did you refer the client to legal assistance services?*</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time: <i>12/3/2009 at 11:00 am</i></p> <p>Name and Location: <i>Legal Aid; Jinga</i></p> <p>Notes (including action taken or recommended action to be taken):</p>
<p>Did you refer the client to the police or other type of security actor?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input checked="" type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time:</p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>
<p>Did you refer the client to a livelihoods program?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input checked="" type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time:</p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>

6 - Assessment Point

Describe the emotional state of the client at the beginning of the interview:

The client was quiet and calm throughout

Will the client be safe when she or he leaves? Yes No
If no give reason:

What actions were taken to ensure client's safety?

None

Describe the emotional state of the client at the end of the interview:

Quiet and calm

Who will give the client emotional support?

Give a Hand International

Other relevant information

None

If raped, have you explained the possible consequences of rape to the client (if over 14 years of age)? Yes No

Have you explained the possible consequences of rape to the client's caregiver (if the client is under the age of 14)? Yes No

Answers for activity 4.13

Instructions	1- This form must be filled out by a case manager, health practitioner, social worker or other authorized person providing services to the survivor.
	2- Note that questions followed by an asterisk* must remain on the intake form and must be answered. These questions are a part of a minimum essential dataset on GBV. Some questions are followed by both an asterisk* and a circle ^o ; these are customizable, and the italicized text of these fields is intended to be adapted to each context and can be modified. Questions that are unmarked may be modified by your agency or removed if they are not necessary for your program and/or case management.
	3- Unless otherwise specified, always mark <u>only one</u> response field for each question.
	4- Please feel free to add as many questions to this form as needed in your context and/or attach additional pages with continued narrative, if needed.

Before beginning the interview, please be sure to remind your client that all information given will be kept confidential, and that they may choose to decline to answer any of the following questions.

1-Administrative Information		
Incident ID*: T1-3	Survivor code: W1-003	Caseworker code: T1
Date of interview (day/month/year) *: 19/3/2009	Date of incident (day/month/year) *: 18/3/2009	
<input checked="" type="checkbox"/> Reported by the survivor or reported by survivor's escort and survivor is present at reporting* <i>(These incidents will be entered into the Incident Recorder)</i>		
<input type="checkbox"/> Reported by someone other than the survivor and survivor is not present at reporting <i>(These incidents will <u>not</u> be entered into the Incident Recorder)</i>		

2-Survivor Information		
Date of birth (approximate if necessary) *: 19/5/1992	Sex*: <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male	Clan or ethnicity: unknown
Country of Origin* ^o : <input type="checkbox"/> Burundi <input type="checkbox"/> Rwanda	<input checked="" type="checkbox"/> Uganda <input type="checkbox"/> DRC	<input type="checkbox"/> Somalia <input type="checkbox"/> Other (specify) :
Nationality (If different than country of origin):		Religion: unknown
Current civil / marital status*:	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married / Cohabiting	<input type="checkbox"/> Divorced / Separated <input type="checkbox"/> Widowed
Number and age of children and other dependants: None		
Occupation: None		
Displacement status at time of report*: <input type="checkbox"/> Resident <input checked="" type="checkbox"/> IDP <input type="checkbox"/> Returnee <input type="checkbox"/> Foreign National		
<input type="checkbox"/> Refugee <input type="checkbox"/> Asylum Seeker <input type="checkbox"/> Stateless Person <input type="checkbox"/> N/A		
Is the client a Person with Disabilities? * <input checked="" type="checkbox"/> No <input type="checkbox"/> Mental disability <input type="checkbox"/> Physical disability <input type="checkbox"/> Both		
Is the client an Unaccompanied Minor, Separated Child, or Other Vulnerable Child* <input type="checkbox"/> No <input checked="" type="checkbox"/> Unaccompanied Minor <input type="checkbox"/> Separated Child <input type="checkbox"/> Other Vulnerable Child		
Sub-Section for Child Survivors (less than 18 years old)		
If the survivor is a child (less than 18yrs) does he/she live alone? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(if "No", answer the next three questions)</i>		
If the survivor lives with someone, what is the relation between her/him and the caretaker? <input type="checkbox"/> Parent / Guardian <input type="checkbox"/> Relative <input type="checkbox"/> Spouse / Cohabiting <input type="checkbox"/> Other: _____		
What is the caretaker's current marital status? <input type="checkbox"/> Single <input type="checkbox"/> Married / Cohabiting <input type="checkbox"/> Divorced / Separated <input type="checkbox"/> Widowed		
What is the caretaker's primary occupation:		

3-Details of the Incident

Account of the incident/Description of the incident (summarize the details of the incident in client's words)

Yesterday I had to flee my home because of the fighting and am now living in a nearby camp. While travelling there in the afternoon, I stopped at an NGO to get some food, medicine and other items. One of the humanitarian workers would only give me what I needed in exchange for sex. He and his two colleagues then raped me and gave me some food. After, I went to the police, but they did not want to help me.

Stage of displacement at time of incident*:

- Not Displaced / Home Community
 During Flight
 During Return / Transit
 Other: _____
 Pre-displacement
 During Refuge
 Post-displacement

Time of day that incident took place*:

- Morning (sunrise to noon)
 Afternoon (noon to sunset)
 Evening/night (sunset to sunrise)
 Unknown/Not Applicable

Incident location / Where the incident took place*^o:

(Customize location options by adding new, or removing tick boxes according to your location)

- Bush / Forest
 Garden / Cultivated Field
 School
 Road
 Client's Home
 Perpetrator's Home
 Other (give details) Local NGO

Area where incident occurred*^o:

- Punda
 Banau
 Kaseeto
 Mbumi
 Other (specify) :

Sub-Area where incident occurred*^o:

- Urati
 Kakuto
 Utiro
 Mukata
 Other (specify) :

Camp/Town/Site:

- Hanati
 Jinga
 Block 1
 Block 2
 Other (specify) : Block A

3-Details of the Incident *Cont.*

Type of Incident Violence*:
(Please refer to the GBVIMS Incident Classification System and select only ONE)

Rape
(includes gang rape, marital rape)

Sexual Assault
(includes attempted rape and all sexual violence/abuse without penetration, and female genital mutilation/cutting)

Physical Assault
(includes hitting, slapping, kicking, shoving, etc. that are not sexual in nature)

Forced Marriage
(includes early marriage)

Denial of Resources, Opportunities or Services

Psychological / Emotional Abuse

Non-GBV (specify) Note: these incidents will not be entered into the incident recorder) _____

1. **Did the reported incident involve penetration?**
If yes → classify the incident as "Rape".
If no → proceed to the next GBV type on the list.
2. **Did the reported incident involve unwanted sexual contact?**
If yes → classify the incident as "Sexual Assault".
If no → proceed to the next GBV type on the list.
3. **Did the reported incident involve physical assault?**
If yes → classify the incident as "Physical Assault".
If no → proceed to the next GBV type on the list.
4. **Was the incident an act of forced marriage?**
If yes → classify the incident as "Forced Marriage".
If no → proceed to the next GBV type on the list.
5. **Did the reported incident involve the denial of resources, opportunities or services?**
If yes → classify the incident as "Denial of Resources, Opportunities or Services".
If no → proceed to the next GBV type on the list.
6. **Did the reported incident involve psychological/emotional abuse?**
If yes → classify the incident as "Psychological / Emotional Abuse".
If no → proceed to the next GBV type on the list.
7. **Is the reported incident a case of GBV?**
If yes → Start over at number 1 and try again to reclassify the GBV (If you have tried to classify the GBV multiple times, ask your supervisor to help you classify this incident).
If no → classify the incident as "Non-GBV".

Was this incident a Harmful Traditional Practice*^O?

No Dowry demands
 FGM/C Son preference

Were money, goods, benefits, and / or services exchanged in relation to this incident*? No Yes

Type of abduction at time of the incident*:

None Forced Conscriptio Trafficked Other Abduction / Kidnapping

Has the client reported this incident anywhere else*?
(If yes, select the type of service provider and write the name of the provider where the client reported); **(Select all that apply).**

No

Health/Medical Services _____

Psychosocial/Counseling Services _____

Police/Other Security Actor _____ *Mbumi Police Station* _____

Legal Assistance Services _____

Livelihoods Program _____

Safe House/Shelter _____

Other (specify) _____

Has the client had any previous incidents of GBV perpetrated against them*? No Yes

If yes, include a brief description:

4-Alleged Perpetrator Information	
Number of alleged perpetrator(s)*:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> More than 3 <input type="checkbox"/> Unknown
Sex of alleged perpetrator(s)*:	<input type="checkbox"/> Female <input checked="" type="checkbox"/> Male <input type="checkbox"/> Both female and male perpetrators
Nationality of alleged perpetrator*:	<i>ugandan</i> Clan or ethnicity of alleged perpetrator: <i>unknown</i>
Age group of alleged perpetrator* (if known or can be estimated):	<input type="checkbox"/> 0 – 11 <input type="checkbox"/> 12 – 17 <input type="checkbox"/> 18 – 25 <input checked="" type="checkbox"/> 26 – 40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61+ <input type="checkbox"/> Unknown
Alleged perpetrator relationship with survivor *: (Select the first ONE that applies) <input type="checkbox"/> Intimate partner / Former partner <input type="checkbox"/> Primary caregiver <input type="checkbox"/> Family other than spouse or caregiver <input type="checkbox"/> Supervisor / Employer <input type="checkbox"/> Schoolmate <input type="checkbox"/> Teacher / School official <input checked="" type="checkbox"/> Service Provider <input type="checkbox"/> Cotenant / Housemate <input type="checkbox"/> Family Friend / Neighbor <input type="checkbox"/> Other refugee / IDP / Returnee <input type="checkbox"/> Other resident community member <input type="checkbox"/> Other <input type="checkbox"/> No relation <input type="checkbox"/> Unknown	
Main occupation of alleged perpetrator (if known) *^o: (Customize location options by adding new, or removing tick boxes according to your location) <input type="checkbox"/> Farmer <input type="checkbox"/> Trader / Business Owner <input type="checkbox"/> Religious Leader <input type="checkbox"/> CBO Staff <input type="checkbox"/> Other <input type="checkbox"/> Student <input type="checkbox"/> Non-State Armed Actor <input type="checkbox"/> Teacher <input type="checkbox"/> Community Volunteer <input type="checkbox"/> Unemployed <input type="checkbox"/> Civil Servant <input type="checkbox"/> Security Official <input type="checkbox"/> UN Staff <input type="checkbox"/> Health Worker <input type="checkbox"/> Unknown <input type="checkbox"/> Police <input type="checkbox"/> Camp or Community Leader <input checked="" type="checkbox"/> NGO Staff	
<input type="checkbox"/> State Military	

5-Planned Action / Action Taken: Any action / activity regarding this report.	
Who referred the client to you?* <input type="checkbox"/> Health/Medical Services <input type="checkbox"/> Teacher/School Official <input type="checkbox"/> Psychosocial/Counseling Services <input type="checkbox"/> Community or Camp Leader <input type="checkbox"/> Police/Other Security Actor <input type="checkbox"/> Safe House/Shelter <input type="checkbox"/> Legal Assistance Services <input type="checkbox"/> Other Humanitarian or Development Actor <input type="checkbox"/> Livelihood Program <input type="checkbox"/> Other Government Service <input checked="" type="checkbox"/> Self Referral / First Point of Contact <input type="checkbox"/> Other (specify) _____	
Did you refer the client to a safe house/safe shelter?* <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If 'No', why not?* <input type="checkbox"/> Service provided by your agency <input type="checkbox"/> Services already received from another agency <input type="checkbox"/> Service not applicable <input type="checkbox"/> Referral declined by survivor <input checked="" type="checkbox"/> Service unavailable	Date reported or future appointment date (day/month/year) and Time: Name and Location: Notes (including action taken or recommended action to be taken):
Did you refer the client to health / medical services?* <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If 'No', why not?* <input type="checkbox"/> Service provided by your agency <input type="checkbox"/> Services already received from another agency <input type="checkbox"/> Service not applicable <input type="checkbox"/> Referral declined by survivor <input type="checkbox"/> Service unavailable	Date reported or future appointment Date and Time: <i>19/3/2009 4:00pm</i> Name and Location: <i>utiro Health Clinic</i> Follow-up Appointment Date and Time: Notes (including action taken or recommended action to be taken):

<p>Did you refer the client to psychosocial services?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input checked="" type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time:</p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>
<p>Does the client want to pursue legal action?* <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Undecided at Time of Report</p>	
<p>Did you refer the client to legal assistance services?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input checked="" type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time:</p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>
<p>Did you refer the client to the police or other type of security actor?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input checked="" type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time:</p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>
<p>Did you refer the client to a livelihoods program?*</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If 'No', why not?*</p> <p><input type="checkbox"/> Service provided by your agency</p> <p><input type="checkbox"/> Services already received from another agency</p> <p><input type="checkbox"/> Service not applicable</p> <p><input checked="" type="checkbox"/> Referral declined by survivor</p> <p><input type="checkbox"/> Service unavailable</p>	<p>Date reported or future appointment date (day/month/year) and Time:</p> <p>Name and Location:</p> <p>Notes (including action taken or recommended action to be taken):</p>

6 - Assessment Point

Describe the emotional state of the client at the beginning of the interview:

upset and in some pain _____

Will the client be safe when she or he leaves? Yes No
If no give reason:

What actions were taken to ensure client's safety?

None _____

Describe the emotional state of the client at the end of the interview:

Still upset and in pain _____

Who will give the client emotional support?

unknown _____

Other relevant information

None _____

If raped, have you explained the possible consequences of rape to the client (if over 14 years of age)? Yes No

Have you explained the possible consequences of rape to the client's caregiver (if the client is under the age of 14)? Yes No

Chapter 5: The Incident Recorder and Data Entry

5.8—5.12 and 5.17—5.19

You can check your answers to activities 5.8-5.12 by comparing that row of data with row 17 in 'Practice Incident Recorder_v3.' Likewise, you can check your answers to 5.17—5.19 by comparing those rows of data (which you have just entered) with rows 18-20 respectively in 'Practice Incident Recorder_v3.' To open "Practice Incident Recorder_v3" click on the 'User Guide Practice Tools' button under the Tools & Resources section of the User Guide CD-ROM or download it from the GBVIMS website at <http://gbvims.org/learn-more/gbvims-tools/user-guide/>.

5.16)

1. What was the age of the survivor at the time of the incident? Were they an adult or child?

Answer: Using columns AO and AQ we can see that the survivor was 29 years old at the time of the incident and is, therefore, an adult.

2. Did the survivor have a disability?

Answer: Using columns AS we can see that the cell is blank. We know therefore, that the survivor does *not* have a disability.

3. Is this incident a case of sexual violence?

Answer: Using column AT we can see that this is a case of sexual violence.

4. Is this incident a case of intimate partner violence?

Answer: Using column AU we can see that this is a case of intimate partner violence.

5. Is this incident a case of child sexual abuse?

Answer: Using column AV we can see that the cell is blank. We know therefore, that this is *not* a case of child sexual abuse.

6. Is this incident a case of early marriage?

Answer: Using column AW we can see that the cell is blank. We know therefore, that this is *not* a case of early marriage.

7. Is this incident a case of harmful traditional practice?

Answer: Using column AX we can see that the cell is blank. We know therefore, that this is *not* a case of harmful traditional practice.

8. Is this incident a case of possible sexual exploitation?

Answer: Using column AY we can see that the cell is blank. We know therefore, that this is *not* a case of possible sexual exploitation.

9. Is this incident a case of possible sexual slavery?

Answer: Using column AZ we can see that the cell is blank. We know therefore, that this is *not* a case of possible sexual slavery.

10. How many days were there between the incident and the interview?

Answer: Using column BA we can see that there were 44 days between the incident and the interview.

Chapter 6: The Incident Recorder for Data Analysis

6.7)

Click on “6. Monthly Statistics” worksheet tab. Look at the first graph ‘New GBV Incidents reported by month.’ How many total new incidents were reported for the months of January, February and March 2009?

Answer: 15 (2+6+7).

Now click on 10. Trend Analysis worksheet tab. Look at the table and determine the total number of incidents reported in January, February and March 2009.

Answer: 11. (If you look at the Grand Total of the pivot table for the three months, it should read ‘11’).

What’s the problem?! Why does the monthly statistics table report a total of 15 incidents for these three months while the trend analysis table reports only 11? Does this mean that one of the tables is broken?

Answer: No!

Take a moment to see if you can figure out why two numbers are different. These see the answer below.

Answer: The two numbers are different because a filter has been applied to the trend analysis table. If you looked carefully, you probably noticed that there was no incident of ‘Rape’ being reported on the pivot table. You may have also noticed that the button next to ‘GBV TYPE’ is a filter button  and NOT a dropdown menu button:

. This means a filter has been applied.

A	B	C	D	E	F	G
INCIDENT REPORT DATE (QUARTER)	(All) 					
INCIDENT REPORT DATE (YEAR)	(All) 					
ADULT/CHILD AT TIME OF INCIDENT	(All) 					
SEX	(All) 					
EXCLUDE FROM STATISTICS/ CONSOLIDATION?	(All) 					
	GBV TYP 					
INCIDENT REPORT DATE (MONTH / YEAR) 	Sexual Assault	Physical Assault	Forced Marriage	Denial of Resources Opportunities or Services	Psychological / Emotional Abuse	Grand Total
Feb-2009	1	1	1	1	1	5
Jan-2009					2	2
Mar-2009	2	1	1			4
Grand Total	3	2	2	1	3	11

Now click on the filter button and select the ‘Rape’ option. A ‘Rape’ column should appear and the grand total of incidents should now be 15.

6.9)

For the month of February 2009:

1. How many new GBV incidents were reported?
Answer: 6. This answer is found in field #1 'New GBV incidents reported this month' as well as in the graph to the right.
2. Of those new GBV incidents, how many were incidents of sexual violence?
Answer: 2. This answer is found in field #2 'New incidents of sexual violence this month.'
3. How many of the incidents were reported by a male?
Answer: 3. This answer is found in field #3 'Sex of survivors' as well as in the graph to the right.
4. How many of the incidents were reported by a female?
Answer: 3. This answer is found in field #3 'Sex of survivors' as well as in the graph to the right.
5. How many of the incidents were reported by a child?
Answer: 1. This answer is found in field #4 'Age of survivors' as well as in the graph to the right. You should specifically look in the row called 'Children 17 Yrs & Younger.'
6. How many of the incidents were reported by married/cohabitating survivors?
Answer: 2. This answer is found in field #5 'Marital status of survivors.'
7. How many of the incidents were reported by a resident?
Answer: 1. This answer is found in field #6 'Displacement status at time of report' as well as in the graph to the right.
8. How many of the incidents were reported by a refugee?
Answer: 1. This answer is found in field #6 'Displacement status at time of report' as well as in the graph to the right.
9. How many of the incidents were reported by someone with a disability?
Answer: 2. This answer is found in field #7 'Vulnerable populations' on the row called 'Incidents reported by a survivor with a disability.'
10. How many incidents involved rape?
Answer: 1. This answer is found in field #9 'Type of GBV' as well as in the graph below.
11. How many incidents involved forced marriage?
Answer: 1. This answer is found in field #9 'Type of GBV' as well as in the graph below.
12. How many incidents involved psychological/emotional abuse?
Answer: 1. This answer is found in field #9 'Type of GBV' as well as in the graph below.

For the month of March 2009 (Caution! At this point you should change the month at the top of the worksheet):

13. How many new GBV incidents were reported?

Answer: 7. This answer is found in field #1 'New GBV incidents reported this month' as well as in the graph to the right.

14. How many new incidents were reported over the last 4 months (December, January, February March)?

Answer: 15. This answer is found using the graph to the right of #1 and 2 'New GBV incidents reported by month.' Simply total the numbers for the four months (0+2+6+7=15).

15. Do you notice a trend in the number of incidents reported during the past 4 months?

Answer: Yes. There is an upward trend of incidents reported during the past 4 months (0,2,6,7).

16. How many incidents occurred in the afternoon?

Answer: 2. This answer is found in field #10 'Incident time of day' as well as in the graph below.

17. How many incidents involved child sexual abuse?

Answer: 3. This answer is found in field #11 'Case Context' as well as in the graph below.

18. How many incidents involved possible sexual slavery?

Answer: 2. This answer is found in field #11 'Case Context' as well as in the graph below.

19. How many incidents involved more than 3 perpetrators?

Answer: 1. This answer is found in field #13 'Number of alleged primary perpetrators.'

20. How many incidents were perpetrated by a teacher/school official?

Answer: 0. This answer is found in field #14 'Alleged perpetrator-survivor relationship' as well as in the graph below.

21. What percent of incidents for the month of March were perpetrated by an intimate or former partner?

Answer: 14%. This answer is found by using field #14 'Alleged perpetrator-survivor relationship.' In this field we see that the total number of incidents for intimate/former partner is 1. Since the total number of incidents reported for the month of March is 7, we can divide 1/7 to get the percentage: 14.29% (or 14%).

22. How many incidents were *not* referred to you from other service providers?

Answer: 2. This answer is found in field #16 'Incidents for which this center was the first point of contact' and/or #17 'Incidents referred from other service providers.' Incidents which were *not* referred to you are those for which your center is the first point of contact. Another way of looking at this question is asking yourself: 'How many incidents were referred from other service providers?' Since that answer is 5, you can simply subtract 5 from the total number of incidents for the month of March (7); so 7-5=2.

23. How many incidents were reported by survivors who received psychosocial support?

Answer: 4. This answer is found in field #18 'Service provided for new incidents this month.'

24. How many incidents were reported by survivors who were referred to security/protection services?

Answer: 3. This answer is found in field #19 'New incidents referred to other service providers this month' as well as in the graph below. To find this answer locate the row called 'Security/Protection Services' and follow it across until you reach the column 'Referred.' You should see the number 3 in that cell.

25. Which type of service provider did you refer the most clients to?

Answer: Security/Protection Service. This answer is found in field #19 “New incidents referred to other service providers this month’ as well as in the graph below. If using the table, locate the highest number under the column labeled ‘Referred’ (this should be 3). Then follow the row left to see the type of service provider: Security/Protection Services. Alternatively, you could use the graph to answer this question. Using the key you can see that all bars that are green correlate to the ‘Referred’ category; the tallest green bar (with a value of 3) is the bar for Security/Protection Services.

26. Which service provider was the most frequently declined?

Answer: It’s a tie! The two service providers most frequently declined in the month of March are: Health/Medical Services and Livelihoods/Vocation Training (with 4 declines each). This answer is found in field #19 “New incidents referred to other service providers this month’ as well as in the graph below. On the table you can see under the column ‘Referral Declined’ that Health/Medical Services and Livelihoods/Vocational Training both were declined four times. On the graph, the ‘Referral Declined’ category is represented by the orange bar. It is easy to see that the orange bar is tallest for these two types of service provision.

27. Were any services reported as being unavailable in your area?

Answer: No. Looking at the table under the column ‘Services Unavailable’ we can see that no incidents indicated that there were any services unavailable. The graph also makes this clear. The Services unavailable category is represented by a red bar which does not appear on the graph because there were no incidents recorded where a service was not available.

6.10)

1. How many incidents were reported in March 2009 by survivors who were referred to you from a Safe House/Shelter?

Answer: 1. On the ‘Referral Tracking’ worksheet tab locate the first table in the top-left corner of the worksheet entitled ‘Referred to you from?’ Click on the report filter called ‘INCIDENT REPORT DATE (MONTH/YEAR) and select Mar-2009. The report is now filtered so that you can find your answer. Look at the table and locate the Safe House/Shelter; there should be a 1 next to it indicating that 1 incident was reported in March 2009 by survivors who were referred to you from a Safe House/Shelter

2. How many incidents reported to you in March 2009 were reported by children who declined Safe House/Shelter services? (Hint: you will have to use two report filters to answer this question)

Answer: 2. Locate the table entitled ‘Safe House/Shelter.’ Click on the report filter called ‘INCIDENT REPORT DATE (MONTH/YEAR) and select Mar-2009. Because we want to know information pertaining only to children, we need to add a second filter. Click on the report filter called ‘ADULT/CHILD AT TIME OF REPORT’ and select ‘Child.’ The report is now filtered so that you can find your answer. Look at the table and locate the ‘Referral declined by survivor’ row. There should be a 2 next to it indicating that 2 incidents were reported in March 2009 by children who declined Safe House/Shelter services.

3. How many incidents reported in the first quarter of 2009 were reported by survivors who received Health/Medical services before coming to your organization? (Hint: remember when filtering by quarter to also filter by year)

Answer: 1. Locate the table entitled ‘Health/Medical Services.’ Click on the report filter called ‘INCIDENT REPORT DATE (QUARTER) and select Quarter 1. Because we are filtering by quarter we also need to click on the report filter ‘INCIDENT REPORT DATE (YEAR) and select 2009. The report is now filtered so that you can

find your answer. Look at the table and locate the 'Services already received from another agency' row. There should be a 1 next to it indicating that 1 incident was reported in the first quarter of 2009 by a survivor who had who had already received Health/Medical services from another agency.

4. How many incidents reported in the first quarter of 2009 were reported by survivors who received Psychosocial services from your organization?

Answer: 6. Locate the table entitled 'Psychosocial Services.' Click on the report filter called 'INCIDENT REPORT DATE (QUARTER) and select Quarter 1. Because we are filtering by quarter we also need to click on the report filter 'INCIDENT REPORT DATE (YEAR) and select 2009. The report is now filtered so that you can find your answer. Look at the table and locate the 'Service provided by your agency' row. There should be a 6 next to it indicating that 6 incidents were reported in the first quarter of 2009 by survivors who received Psychosocial services from your organization.

5. How many incidents reported in the year 2009 by survivors who declined Legal Assistance services should be excluded from GBVIMS statistics and data consolidation? (Hint: you will have to use the EXCLUDE FROM STATISTICS/CONSOLIDATION filter to answer this question)

Answer: 1. Incidents that have previously been reported to another organization using the GBVIMS should not be included in some statistics and when compiling data with other agencies. The 'EXCLUDE FROM STATISTICS/CONSOLIDATION' filter can be used to see how many of these incidents there are. Locate the table entitled 'Legal Assistance Services.' Click on the report filter called 'INCIDENT REPORT DATE (YEAR) and select 2009. Now click on the filter 'EXCLUDE FROM STATISTICS/CONSOLIDATION' and select 'EXCLUDE.' The report is now filtered so that you can find your answer. Look at the table and locate the 'Referral declined by survivor' row. There should be a 1 next to it indicating that 1 incident was reported in the year 2009 by a survivor who declined legal assistance services and who should be excluded from statistics and data consolidation.

6. How many incidents reported in February 2009 were reported by sexual assault survivors who received Police/Other Security Actor service before coming to your organization?

Answer: 1. Locate the table entitled 'Police/Other Security Actor.' Click on the report filter called 'INCIDENT REPORT DATE (MONTH/YEAR) and select Feb-2009 (Caution: this is the first question asking for February rather than March in this exercise). Now click on the filter 'GBV TYPE' and select 'SEXUAL ASSAULT.' The report is now filtered so that you can find your answer. Look at the table and locate the 'Services already received from another agency' row. There should be a 1 next to it indicating that 1 incident was reported in the year 2009 by a survivor of sexual assault who received police/other security actor services before coming to your organization.

7. How many incidents reported in Quarter 1 of 2009 were reported by adult survivors who had been raped and who had already received Livelihoods Program services before coming to your organization? (Hint: 4 filters!)

Answer: 2. Locate the table entitled 'Livelihoods Program.' Click on the report filter called 'INCIDENT REPORT DATE (QUARTER) and select Quarter 1. Because we are filtering by quarter we also need to click on the report filter 'INCIDENT REPORT DATE (YEAR) and select 2009. Because we want *adult* survivors, we need to click on ADULT/CHILD AT THE TIME OF INCIDENT and select 'Adult.' Additionally we also need to click on the 'GBV TYPE' filter and select 'Rape.' The report is now filtered so that you can find your answer. Look at the table and locate the 'Services already received from another agency' row. There should be a 2 next to it indicating that 2 incidents were reported in the first quarter of 2009 by adult survivors who had already received Livelihoods Program services before coming to your organization.