Name	DCS Caseload Returns (Excel) Tool – Revised
Purpose	An automated tool to consolidate caseload returns from sub-county, county and national levels. The tool seeks to standardize data from all over the country based on standardized case categories
Users	Sub-County Children Officer, County Children Coordinator, DCS HQ Office (ME&R)
Frequency	Monthly, Quarterly, Annually

Scope

Sub-county teams have had challenges in tallying and compiling child level data. This tool is designed in MS-Excel to collect child level data and aggregate to sub-county level. Tool "A" has minimum variables that are expected to populate the full report, i.e. Case Number, Date, Reporting Month, Sub-County, Case Category, Sex, Age, Case Intervention, and Special Comments. Data is collected at child level and is derived from the Case Records Register or "Black Book". Tool "B" aggregates the monthly, quarterly and annual data for sharing with county and subsequently, national level.

The tools are password protected in order to avoid inadvertent entry in undesignated cells. The tools are designed to capture data for **one financial year (July/June).**

The National office will share with each County coordinator a folder containing the respective county and sub-county files. Each County coordinator will then share with each sub-county children officer the file or files for the sub-counties under his/her jurisdiction.

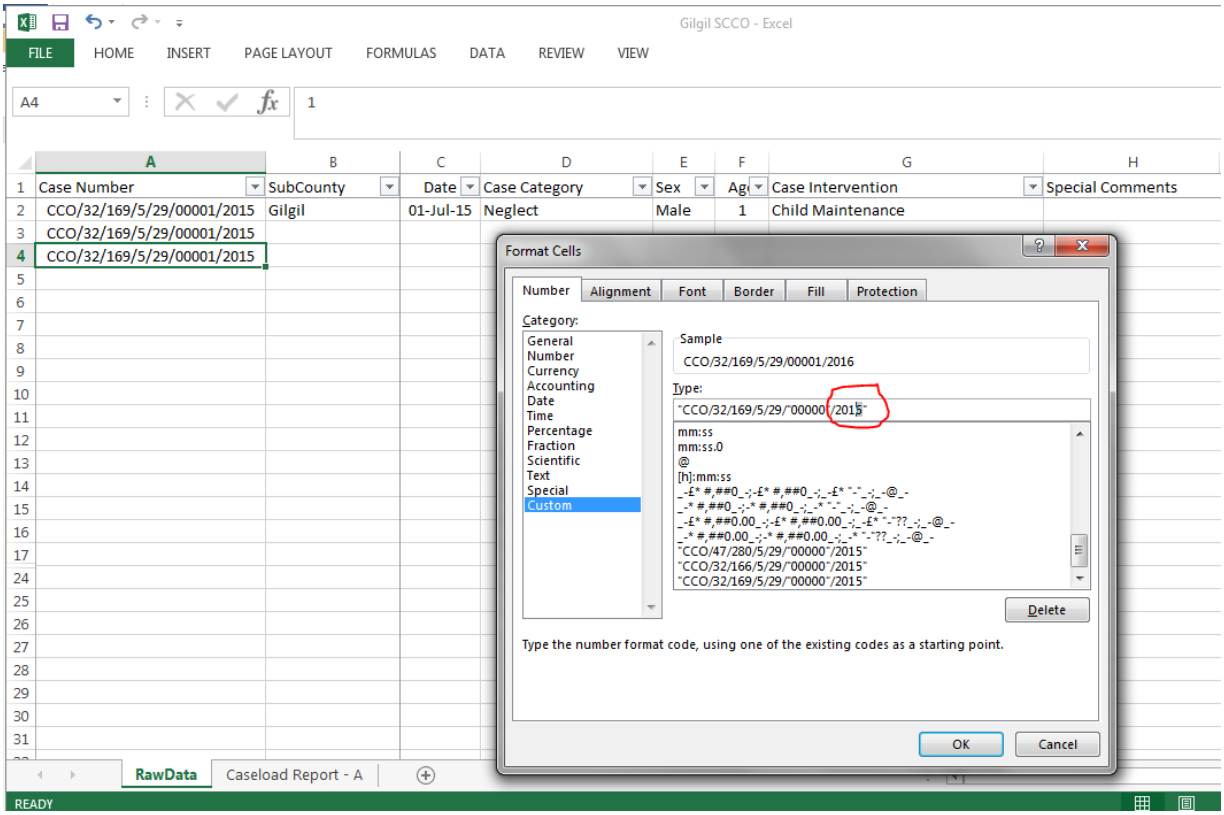
Data Entry –Tool A

Data entry is required **only once** at the sub county level for each day using the Tool "A" in the worksheet **"Raw Data"**.

- Column A is pre-coded in the standard format of the Departmental Registry. This will be adjusted during set up to correspond to the respective sub-county. Enter the case number as '1', '22', '615' or '1615' only and Excel will format. The number can be used for referencing especially when updating case interventions. On the first date of January 2016, adjust the year by **right click** on the cell with the date, select **Format Cells** and update the year.

- The Date of reporting is recorded in column C – entered as "23 jul 15" and Excel will automatically format it.
- Select the relevant sub-county in Column C.
- Column D is a combo box for selecting the Case Category.
- Column E is a combo box for selecting Sex
- Column F is a combo box for selecting Age. The tooltip guides the user on the value to enter for each age group: 1 represents age 0-5 yrs, 2=6-10 yrs, etc.

- Column G is a combo box for selecting the case intervention (disposal)
- Column H is open for special comments. This can be used to record dates when pending cases are finally closed.



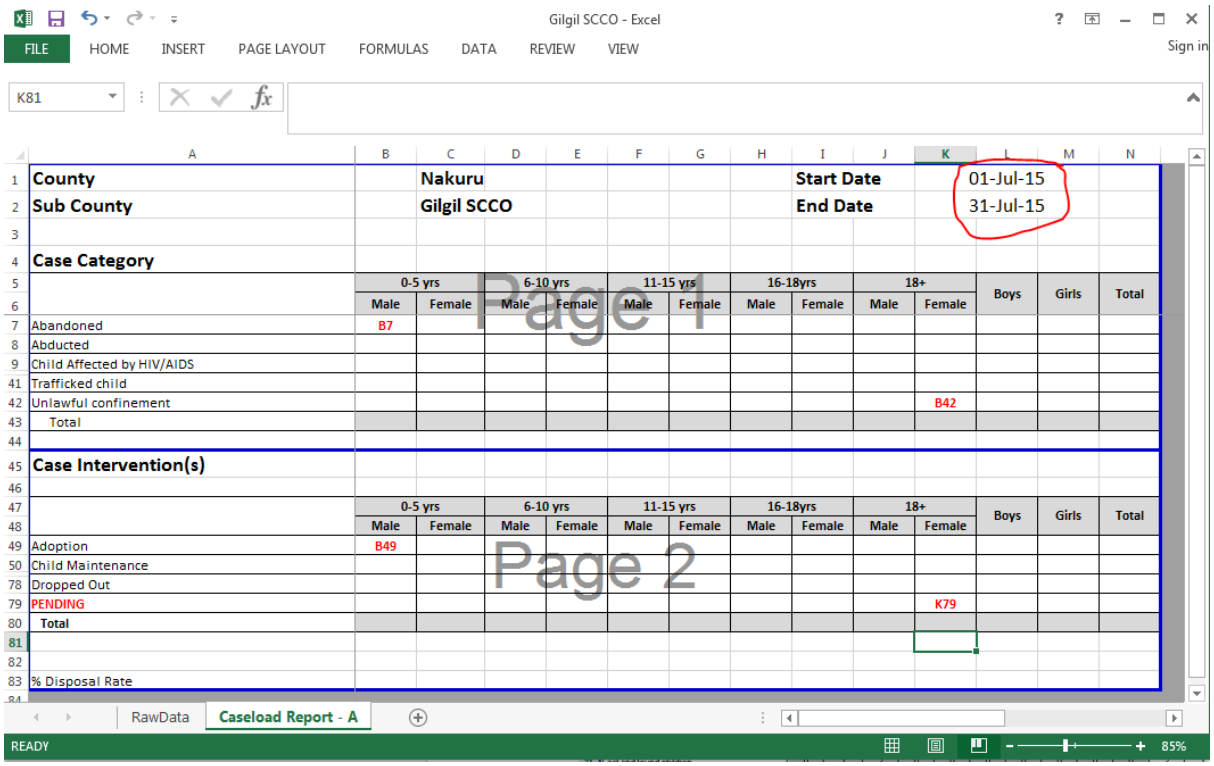
Reporting – Tool "A"

Reports are populated automatically depending on the date range selected. This can be either the month, quarter (as shown in the example below) or year. Excel will aggregate data as determined by the date range.

The **Tool "A"** report eliminates the need for manual tallying and collation of reports which need to be shared with the County office by collecting child-level data. It is, however, not suitable to share with the County Office, thus the need to use Caseload B.

From the **Caseload Report A** tab, cells **B7:K42** represent **Case Category** while cells **B49:K79** represent the **Case Intervention** (disposal).

All cells with zero value have been set to display blank. This saves space and makes the data appear "cleaner".



County	Nakuru		Start Date	01-Jul-15
Sub County	Gilgil SCCO		End Date	31-Jul-15

Case Category

	0-5 yrs		6-10 yrs		11-15 yrs		16-18yrs		18+		Boys	Girls	Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female			
Abandoned	B7												
Abducted													
Child Affected by HIV/AIDS													
Trafficked child													
Unlawful confinement										B42			
Total													

Case Intervention(s)

	0-5 yrs		6-10 yrs		11-15 yrs		16-18yrs		18+		Boys	Girls	Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female			
Adoption	B49												
Child Maintenance													
Dropped Out													
PENDING										K79			
Total													
% Disposal Rate													

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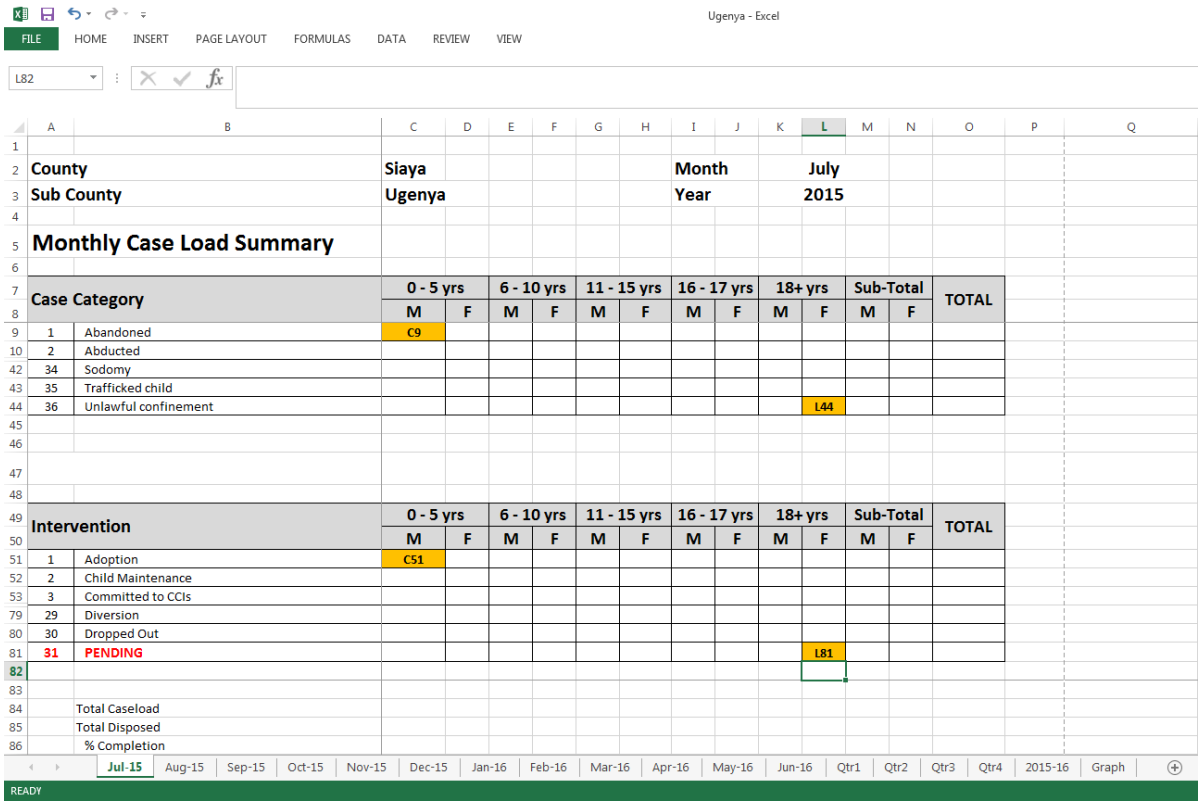
Reporting – Tool B

As shown above, **Tool A** is for collecting daily case data and aggregating to periodic reports as determined by the date range. The next step is to transfer data from **Tool A** to **Tool B.**



County	Siaya	Month	July
Sub County	Ugenya	Year	2015

Monthly Case Load Summary

	Case Category	0 - 5 yrs		6 - 10 yrs		11 - 15 yrs		16 - 17 yrs		18+ yrs		Sub-Total		TOTAL
		M	F	M	F	M	F	M	F	M	F	M	F	
1	Abandoned	C9												
2	Abducted													
34	Sodomy													
35	Trafficked child													
36	Unlawful confinement										L44			

	Intervention	0 - 5 yrs		6 - 10 yrs		11 - 15 yrs		16 - 17 yrs		18+ yrs		Sub-Total		TOTAL
		M	F	M	F	M	F	M	F	M	F	M	F	
1	Adoption	C51												
2	Child Maintenance													
3	Committed to CCIs													
29	Diversion													
30	Dropped Out													
31	PENDING										L81			
	Total Caseload													
	Total Disposed													
	% Completion													

For **case categories**, copy data from cells **B7:K42** in Caseload – A worksheet and paste to cells **C9:L44** in the corresponding month in **Tool B.** Use **Paste Special Values** to avoid copying formulae.

For **Case Interventions** copy cells **B49:K79** and paste to C51:L81 in the worksheet in **Caseload B. Use Paste Special Values.**

The Quarterly and Annual data are updated automatically.

Where a sub-county children officer (SCCO) covers more than one sub-county, data **MUST** be captured and pasted **separately** for each sub-county in the respective Excel file.

Data Transmission

After each sub-county children officer has pasted data for the respective sub-county, at the end of every quarter, they will send the updated **Tool(s) B** to their county coordinator who will replace the old files in the county folder in their computer. **Do not change the name of any of the files.**

The county coordinator will then open the county excel file and refresh the data. This will enable the automatic updates.

The county coordinator will then send the county file plus the individual sub-county files to the national office in the form of a zipped file. At the national office the county zip file will be unzipped and the county file extracted to the national folder and refreshed to show current data.