

## CASE MANAGEMENT

**UNIT CODE:** SW/CU/CP/CR/04/5/A

### Relationship to Occupational Standards

This unit addresses the Unit of Competency: Carry out case management

**Duration of Unit:** 130 hours

### Unit Description

This unit specifies the competencies required to carry out case management. It involves conducting intake process, assessing a vulnerable child, preparing an individual case plan, carrying out plans of action, executing implementation plans. It also entails carrying out case closure.

### Summary of Learning Outcomes

1. Conduct intake process
2. Assess vulnerable child
3. Prepare individual case plan
4. Carry out plans of action
5. Execute implementation plans
6. Carry out case closure

### Learning Outcomes, Content and Methods of Assessment

Learning Outcome	Content	Methods of Assessment
1 Conduct intake process	<ul style="list-style-type: none"><li>• Definition of terms</li><li>• Case management tools</li><li>• Cases of children in need of care and protection and those in conflict with the law</li><li>• Determination of immediate need of children</li></ul>	<ul style="list-style-type: none"><li>• Observation</li><li>• Case studies</li><li>• Oral</li><li>• Third party report</li></ul>
2 Assess a vulnerable child	<ul style="list-style-type: none"><li>• Legal instruments</li><li>• Relevant laws and policies in child protection</li><li>• Identification and mobilization of assessment tools</li><li>• Carrying out assessment</li><li>• Assessment report</li></ul>	<ul style="list-style-type: none"><li>• Written tests</li><li>• Observation</li><li>• Oral questioning</li><li>• Third party report</li></ul>

	<ul style="list-style-type: none"> <li>○ Preparation</li> <li>○ Sharing</li> </ul> <p>Preparation Sharing</p>	
3 Prepare individual case plan	<ul style="list-style-type: none"> <li>● Child protection policies</li> <li>● Identification of child abuse cases <ul style="list-style-type: none"> <li>● Physical</li> <li>● Emotional</li> <li>● Sexual</li> </ul> </li> <li>● Identification of required interventions</li> <li>● Assessment of available resources</li> <li>● Creation of linkages and referrals</li> <li>● Carrying out of implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>● Written tests</li> <li>● Observation</li> <li>● Oral questions</li> <li>● Third party report</li> </ul>
4 Carry out plans of action	<ul style="list-style-type: none"> <li>● Allocation of roles and responsibilities</li> <li>● Rescue operations and placement</li> <li>● Sensitization trainings and awareness</li> <li>● Linkages and referrals</li> <li>● Preparation and sharing of report</li> </ul>	<ul style="list-style-type: none"> <li>● Written tests</li> <li>● Observation</li> <li>● Oral questions</li> <li>● Third party report</li> </ul>
5 Execute implementation plans	<ul style="list-style-type: none"> <li>● Review of performance indicators</li> <li>● Monitoring and evaluation budget</li> <li>● Data collection and sharing/presentation</li> <li>● Monitoring and evaluation report</li> </ul>	<ul style="list-style-type: none"> <li>● Written tests</li> <li>● Observation</li> <li>● Oral questions</li> <li>● Third party report</li> </ul>
6 Carry out case closure	<ul style="list-style-type: none"> <li>● Definition of terms <ul style="list-style-type: none"> <li>● Alternative family care</li> <li>● Re-integration</li> <li>● Case disposal</li> </ul> </li> <li>● Case disposal mechanisms</li> <li>● Transfers, Referrals and linkages</li> </ul>	<ul style="list-style-type: none"> <li>● Written tests</li> <li>● Observation</li> <li>● Oral questions</li> <li>● Third party report</li> </ul>

	<ul style="list-style-type: none"><li>• After care services in child protection</li><li>• Maintaining and updating information database</li></ul>	
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**Suggested Methods of Instruction:**

- Direct instruction
- Project
- Case studies
- Field trips/site visits
- Discussions
- Demonstration by trainer
- Practice by the trainee

**List of Recommended Resources:**

- Computers
- SOPs
- Projectors
- Flip charts
- Stationary
- Relevant charts and journals
- Internet
- Relevant videos

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