**MINIMUM CRITERIA CHECKLIST**

**FOR AGENCY/INTER-AGENCY/ IN SUPPORT TO GOVERNMENT**

**FOR SETTING UP THE CHILD PROTECTION INFORMATION MANAGEMENT SYSTEM+ (CPIMS+/PRIMERO)**

The minimum criteria below are essential considerations for the roll out of all or parts of the CPIMS+; please remember that the CPIMS+ consists of the software (database) component, but also of the standard forms, and Data Protection and Information Sharing Protocols. It will support the agency (ies), in support of government or not, decide if the CPIMS+ is a suitable module to adopt (at this time), and will help the Steering Committee to provide you with further guidance on next steps.

Please find below 3 checklists:

1A. Checklist minimum roll out considerations for each individual agency

1B. Checklist for inter-agency roll out (please note that all agencies need to fulfill the individual agency criteria as well)

1C. Checklist when considering support to the government for CPIMS+ roll out

**Methodology:**

A half day in-country meeting organised by relevant CP coordination mechanism (CP Sub Cluster, CM TF etc.) can be organized. If needed someone from the global team can support.

The goal is to disseminate the above information to:

* Review the minimum criteria checklist
* Sensitise and build consensus/ agreement about designing and implementing an inter-agency CPIMS
* Create an understanding of what the assessment phase entails
* Identify CPIMS+ focal points – 1 coordination focal point with global team and at least 1 focal point from each agency interested in participating

**1A: Checklists Minimum Roll Out Considerations for an Individual Agency (for each individual agency to fill out)**

|  |  |  |  |
| --- | --- | --- | --- |
| **How do I know if the CPIMS+ is right for my organization?** | **Yes** | **No** | **Comment** |
| Does your organization provide case management/FTR services to children? (If your organization does not provide case management or FTR services the CPIMS+ is not suitable for your context). |  |  |  |
| Is there an operational case management system in place or planned to be in place? |  |  |  |
| Does your organization provide services to at least 200 to 300 children?  (A lower caseload than this does not mean that the other tools that come with the CPIMS+ - ISP, DDP and agreed data collection forms- cannot be put in place, it is only recommended not to use the electronic database yet. However the forms should be designed in such a way that should their caseload increase, they can easily configure and start using the electronic system with some additional training.) |  |  |  |
| Do you have dispersed programming (programs in various locations with information that needs to be centralized)? |  |  |  |
| Does your organization have the necessary infrastructure or budget for the roll out of the CPIMS+? (computers, secure offices, internet connectivity, printing facilities, etc. – see resources list) |  |  |  |
| Does your organization have the necessary human resources (please answer ‘yes or’ no for each of the staff members below):   * Child Protection Manager * CPIMS+ Systems Administrator * End-users with experience in web-based navigation * IT Staff |  |  |  |
| Does your organization have the organizational commitment to implement a data management system? |  |  |  |

**Any additional information/comments/questions for the CPIMS Steering Committee?**

The minimum criteria for a **CPIMS+ Inter-Agency** appropriate setting are in the next checklist; please note that each individual agency in the Inter-Agency setting will need to comply with the individual agency minimum criteria.

**1B: Checklist for Minimum Inter-Agency Roll Out Considerations (only for inter-agency roll outs)**

|  |  |  |  |
| --- | --- | --- | --- |
| **How do I know if an Inter-Agency CP IMS+ set-up is right for this context?** | **Yes** | **No** | **Comment** |
| Is there a demand or interest in referring and transferring child protection cases between agencies? |  |  |  |
| Is there a demand or interest in the setting for compiled data regarding CP information? |  |  |  |
| Are there standard Inter-Agency Case Management forms adapted to the context? |  |  |  |
| Is there an individual or agency that could coordinate and lead the rollout process? |  |  |  |
| Does the coordinating agency have the resources available to lead training and provide follow-up and technical support to potential participating organizations throughout the rollout process? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommended if you are considering an inter-agency rollout** | **Yes** | **No** | **Comment** |
| Are there SOPs for case management in place? |  |  |  |
| An Information Sharing Protocol in place (essential, if not in place will need to be developed as part of the process) |  |  |  |
| An active Child Protection Working Group on Case Management and/or FTR in country? |  |  |  |

**Any additional information/comments/questions for the CPIMS Steering Committee?**

**1C: Checklist for Support to Government Roll Out Considerations**

|  |  |  |  |
| --- | --- | --- | --- |
| **How do we know if the CPIMS+ is right for government roll out?** | **Yes** | **No** | **Comment/Justification** |
| Does the context allow for support to a government roll out of the CPIMS+ taking into account the possible harmful consequences of their access to sensitive data on children and caregivers? |  |  |  |
| Is the use of the CPIMS+ part of the governments priorities and strategic plan (such as the national action plan)? |  |  |  |
| Does the context justify a long-term investment in the CPIMS+ taking into account the stability of the current government (how long the current government will be in place and the turnover this will entail, etc.) |  |  |  |
| Is there an operational **case management** system in place? |  |  |  |
| Does the government have the necessary infrastructure and financial resources for roll out or are they supported to (computers, secure offices, internet connectivity, printing facilities, customization if needed, etc.. – see resources checklist and estimated budget) |  |  |  |
| Does the government have the necessary human resources or will they be supported to have a (please answer ‘yes or’ no for each of the staff members below):   * Person responsible for managing the CPIMS+ roll out process? * Child Protection Manager? * CPIMS+ System Administrator? * End-users with experience in web-based navigation? * IT Staff to support the roll out? |  |  |  |
| Are the laws around data protection and the normative framework clear and allow for the use of the CPIMS+? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommended tools in place** | **Yes** | **No** | **Comment** |
| Standard Operating Procedures for case management? |  |  |  |
| If the CPIMS+ needs to share information with other agencies, an Information Sharing Protocol needs to be in place (essential, if not in place will need to be developed as part of the process) |  |  |  |
| If government/ (inter) agency roll out, are there standard Inter-Agency case management forms in place ? |  |  |  |

**Any additional information/comments/questions for the CPIMS Steering Committee?**