**TOOL 3.2.5** SAMPLE CASE MONITORING

AND FOLLOW-UP FORM[[1]](#footnote-1)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference Code:** | **Caseworker Code:** | | **Date of Follow-Up:**  **(DD/MM/YY):** | | |
| **PLANNING THE FOLLOW-UP** | | | | | |
| **Type of Follow-Up** | Scheduled | | Unplanned | | |
| **Location of Follow-Up** | Individual’s home | | Office | Other: | |
| **Purpose/Aim of Follow-Up** | Assessment | | Monitoring | Support | Other: |
| **DETAILS OF THE FOLLOW-UP** | | | | | |
| Names and agencies of all agency attendees and other non-family participants: | | | | | |
| Names of all family participants (including children): | | | | | |
| Key discussion points: | | | | | |
| Outcome of the meeting (including additional points noted/progress made/actions planned – to be updated in case file): | | | | | |
| Dynamics of the meeting: | | | | | |
| Did you have a chance to speak to the concerned individual on their own? If yes, what was the outcome of the discussion? | | | | | |
| **Next Follow-up** | | Date (DD/MM/YY): | | | |
| Type, location, purpose/aim | | | | | |

1. Adapted from Annex 8 in Child Protection Working Group Interagency Guidelines, p.103 [↑](#footnote-ref-1)