**TOOL 3.2.5** SAMPLE CASE MONITORING

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

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| **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)