



USAID
FROM THE AMERICAN PEOPLE



Women’s Justice and Empowerment Initiative
Grantee Monthly Data Collection Tool

1. Name of Organisation:

2. TCC Name:

The naming must be: [full name of TCC] and abbreviation [TCC], the district and province for example, Karl Bremer TCC, Cape Metropolitan, Western Cape or Taung TCC, Dr Ruth Segomotsi Mompati, North West.

Month/Quarter/Year:

This is the month or quarter and year for which data is collected. Please circle month for monthly data and quarter for quarterly data. Write the month or quarter in full.

No	Data element/ Indicator	Gender		Total
		Male	Female	
1	Number of individuals who received trauma counseling/containment - new			
1a	Number of individuals who received trauma counseling/containment during the day - new			
1b	Number of individuals who received trauma counseling/containment after hours - new			
2	Number of follow-up cases			
3	Number of sessions/visits			
4	Number of new cases that received court support			

4a	Number of new TCC cases that received court support			
4b	Number of new non-TCC cases that received court support			
5	Number of follow-up cases that received court support			
5a	Number of follow-up TCC cases that received court support			
5b	Number of follow-up non-TCC cases that received court support			

Instructions

1. Complete all cells in the spreadsheet **using the indicator definitions provided in Appendix A**. Do not leave any blank spaces. Make sure that a zero is a true reflection not an error.
2. The person collecting data cannot be the same person verifying data. Another person must verify the data for accuracy (e.g. zero means zero) and completeness (no blank spaces).
3. Both parties must **sign and date** the form before submission.
4. Data must be submitted to RTI in the following manner:
 - a. Monthly and quarterly data will be submitted electronically to RTI
 - b. All reports, monthly and quarterly data, will be submitted to RTI by the **10th of each month**. Where the 10th falls on the weekend the submission must be made on the following **Monday**.

I, _____, declare that the information provided above is correct to the best of my knowledge.

Signature: _____ **Date:** _____

Checked by

Name: _____

Signature: _____ **Date:** _____

Please complete and email to Nonkosi Slatsha, Grants, Training & M&E Manager @ nonkoci@gmail.com; (and cced to vfrancis@rti.org.za and pvaz@rti.org) by the **10th of each month**.

Appendix A: Indicator Definitions

1. Number of individuals who received trauma counseling/containment

Description

- This is the number of individuals who have received trauma counseling/ containment from the organization for the first time in a particular month.
- This includes individuals seen during the day and after hours.
- This has been separated to 1a and 1b to disaggregate by time of the day.

How to count

- Count an individual with or without a police case number.

1a: Number of individuals who received trauma counseling/containment during the day - new

- Count the number of individuals who have received trauma counseling/containment from the organization **during the day** for the first time in a particular month.
- Count **only** those individuals seen between 8 a.m. and 4:30 p.m. Monday to Friday.

1b: Number of individuals who received trauma counseling/containment after hours- new

- Count the number of individuals who have received trauma counseling/containment from the organization **after hours** for the first time in a particular month.
- Count **only** those individuals seen between 4:30 p.m. and 8 a.m. Monday to Friday, between 4:30 p.m. on Friday and 8 a.m. on Monday over the weekend, and on public holidays.

2. Number of follow-up cases

Description

- A follow-up is a return visit or a telephonic follow-up of an individual who has received trauma counseling/containment from the organization in the previous month.

How to count

- Count the individuals from the previous month who received follow-on trauma counseling/containment this month as follow-ups.
- Do not count an individual for follow-on trauma counseling/containment more than once in the same month.
- For example, if a victim comes three times for follow-on trauma counseling/containment in one month that person is only counted once.

***(Note:** Sessions will be counted under Indicator 3 that deals with sessions/visits)*

3. Number of sessions/visits

Description

- A session or a visit refers to any contact with the individual for the provision of trauma counseling/containment or any other psychosocial service in a particular month.
- This includes the first visit/session and all subsequent visits/sessions by or with an individual in a particular month.

How to count

- Count all trauma counseling/containment or any other psychosocial service sessions provided to individuals by the organization in a particular month.
- An individual can be counted more than once.

4. Number of individuals who received court support services

Description

- This is the number of individuals who received court support services from the organization for the first time in a particular month.
- This includes TCC and non-TCC cases.
- This indicator is divided into 4a and 4b to separate TCC cases from non-TCC cases.

How to count

4a: Number of new TCC cases that received court support

- Count the number of TCC cases that received court support services for the first time in a particular month.

4b: Number of new non-TCC cases that received court support

- Count the number of non-TCC cases that received court support services for the first time in a particular month.

5. Number of follow-up cases that received court support

Description

- This is the number of individuals who received follow-on court support services from the organization for the first time in a particular month.
- This includes TCC and non-TCC cases.
- This indicator is divided into 5a and 5b to separate TCC cases from non-TCC cases.

How to count

5a: Number of follow-up TCC cases that received court support

- Count the number of follow-up TCC cases that received court support services in a particular month.

5b: Number of follow-up non-TCC cases that received court support

- Count the number of follow-up non-TCC cases that received court support services in a particular month.