Joint Handbook
of the Orphan Ministry at the LBS Mwika (HUYAMWI)
and the Orphan and AIDS- program of the ELCT ND (OAPND)

paper 22: New format of OAPND/HuYaMwi Counterbook
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I.   Introduction

The recent study of evaluation and expansion of the counterbook suggested some necessary changes.[1] As we don't want our parishes to write all counterbooks from the scratch, the suggested changes must somehow compatible with the old format. However we advised to reserve at least two free lines for each orphan in order to add comments or not yet included information. This space can now be used to adjust old counterbooks. If no space is available we recommend to write a new list.

The old format can be modified to be usable for most vulnerable children by combining the two old columes „Mwaka alipofariki" and „Sababu ya Kifo" two one new column explaining the problems of the child. This system can then be used for orphans, giving still the data of the death of their parents or to indicated other problems (see III below)

II.   New format

New columns	Old columns	New Columns	Remarks
Name	Jina	jina	
Serial. No.	Serial No.	Serial No.	
Zonal No.	No. ya OAPND/ HuYaMwi	No. ya kanda	Registration Nr. of an OAPND ministry zone.
Gender	Jinsia	Jinsia	
Year of birth	Mwaka wa kuzaliwa	Mwaka wa kuzaliwa	
Religion	-	Dini	Newly added column or should be placed into free lines using abbreviations like L, RC, P, I,
Names of parents, guardians	Jina la mzazi aliyefariki	Majina ya wazazi, walezi	Each parent should be written in one line!
Reasons of being an MVC	Mwaka aliofariki	Sababu za kuwa a MVC	Using numbers below written with pencil
Indicators of being a MVC	Sababu ya kifo	Alama za kuwa MVC	Using numbers below written with pencil

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[1] See paper 14.

New columns	Old columns	New Columns	Remarks
Date of assessment	Tar. ya mwisho kutembelewa	Tar. ya mwisho kutembelewa	written with pencil
Cluster number 0-6	No. ya Huduma/ Uhitaji	No. ya Huduma/ Uhitaji	written with pencil

III. Reasons for being a most vulnerable children

1. one parent died (orphan)
2. two parents died (orphan)
3. One parent is physically not present, because of
    3.1. child was born outside of marriage
    3.2. one parent has left the family
    3.3. being in prison
4. One parent is psychological or physical not able to care
    4.1. Carelessness
    4.2. drug abuse, alcoholism
    4.3. illness
    4.4. disability
    4.5. being old (senior)
5. Parents have _very_ low income
    5.1. missing resources (no fields etc.)
    5.2. high numbers of children to take care for.
6. Other reasons
    6.1. Child is disabled
    6.2. Child has chronicle disease

IV. Indicators of being a most vulnerable children

1. Bad clothing
2. Lack of nutrition
3. Lack of medical care
4. Lack of school equipment, school drop out
5. Lack of basic human rights
6. child labour
7. early marriage
8. early pregnancy
9. child prostitution
10. drug abuse
11. child headed family
12. staying with out home (street children)

Important note: Where as orphans can be registered right away, the registration of a MVC of other type should be discussed in the diaconical committee in order not to increase the number of registrations.

V. Splitting up the neediness cluster 5

We recommend not to split up the clusters within the counterbook, but to use a separate file to have an updated list for MVC being in cluster 5.

There should be separated list for scholarship, SIP or house repairs using the following format:

Titel: Type of Help: (scholarship/ SIP/ Houserepair)

columns	Remarks
Serial number of this list	
Name of orphan	
Serial number of the counterbook	giving a reference to the main registry
Priority	High/medium/small
Type of planned measure	type of scholarship (Vocational training, secondary school private/governmental), type of house repair (new construction, minor repairs, equipment); type of proposed SIP-project.
Estimated financial volume	In Tsh., the calculation should be done on a separate sheet of paper.
Donor	Congregation itself, OAPND, other sponsors
Status	Written with pencil: planned, funded, in progress, finished.
Remarks	Written with pencil. Place for adding comments, remembering special problems

VI. Keeping track of emergency cases (cluster 6)

We also recommend to keep track of emergencies cases. There are the following options:
1. To use a small notebook (daftari) and to reserve four pages for each emergency case
2. To use a springfile and to start with one page for each case. Additional pages can be added if necessary.

The track record should contain the following data:
1. Start of record
    1.1. Serial number of records of cases of cluster 6
    1.2. Name of orphan
    1.3. Serial number of counterbook of this orphan
    1.4. Date of entry
    1.5. Reasons, why the orphan was put into cluster 6
2. Immediate emergency plans by the congregation
    2.1. Planned measures
    2.2. Financial volume
    2.3. Implementation strategy (for example local fundraising)
3. Follow up on this plan
    3.1. Date of follow up
    3.2. Results of emergencies plans
    3.3. Work which needs still to be done.
        .... there can be several of this follow up records....
4. Closing record
    4.1. Date of closing
    4.2. new cluster number (0-5)
    4.3. Reasons, why the orphan is no longer an emergency case.