# Information collection template for case studies

This template should be used by program teams to collect information about the service recipients.

PROGRAM NAME:

REPORTED BY:

DATE:

## SECTION 1 About the service recipient (SR)

1. Name:
2. Age:
3. Gender:
4. Native place:
5. Current residence:
6. Family/Caregiver background *(how many family members, their profession, culture, etc.)*:
7. Financial background of the family *(who is the breadwinner, how many dependents, family income, financial obligations, etc.)*
8. Educational/Work background of SR *(school/college level, not gone to school at all, home schooled, etc.)*:
9. Interests *(what did he/she like to do at home* ***before*** *XYZ’s intervention)*:

## SECTION 2 About the condition/problem (questions pertain to before XYZ’s intervention)

1. What is the condition/problem?
2. When did it start? How did the SR/caregivers realise there was an issue?
3. What was the initial reaction of the SR to the condition/problem (if not from birth)?
4. What was the initial reaction of the family/caregiver?
5. Did the SR have family support? If yes, who was/is the primary caregiver?
6. How did the SR manage daily living activities/ADLs?
7. Did the SR receive support outside home, in society, school/college, workplace?
8. How did the condition/problem challenge the SR? What did it restrict for the SR?
9. What was the mental and emotional state of the SR at the time?
10. Any specific incident from the SR’s life that frustrated the SR about his/her condition?

## SECTION 3 ABOUT XYZ’S INTERVENTION

1. How did the SR learn about XYZ?
2. How did XYZ help? *(Please provide details.)*
3. How long did the association continue?
4. Any specific incidents that were transformative for the SR?

## SECTION 4 OUTCOME

1. How does the SR feel after the intervention?
2. How have his/her abilities improved after the intervention?
3. What has changed in his/her life *(can give specific incidents)*?
   1. Personal front:
   2. Professional front:
   3. Social/Community front:
4. Feedback from family/caregivers:
5. Feedback from external people in society who have interacted with the SR before and after XYZ’s intervention *(could be a teacher, house visitor, relative, social worker, XYZ program member, etc.)*:

## SECTION 5 FUTURE ASPIRATIONS

1. What are the SR’s aspirations for his/her future?
2. Does he/she have a message for others with a condition/problem?
3. Does he/she have a message for society and their perception/behaviour towards persons with condition/problem?

## Pictures and/or Video (please check)

* Photograph of SR before XYZ intervention
* Photograph of SR after XYZ intervention
* Photograph of SR looking into the camera (1 or 2)
* Photograph of SR carrying out regular activities, with family, working, etc. (2-3)
* Video of SR (optional)

Please avoid taking passport photo style pictures. Capture real-life experiences.

## PERMISSION TO USE THE CONTENT (please check)

|  |  |
| --- | --- |
|  | I consent to XYZ using this information on its marketing and communication channels.  OR |
|  | I consent to sharing my story with XYZ. However, I would like my name and personally identifiable information to be changed before it is used on any marketing and communication channels.  I don’t want my pictures to be used.  You can use my pictures with blurred faces. |

Name and signature/thumbprint of

the service recipient/caregiver