

A Step-by-Step Guide on the Use of the Child Functioning Module – Teacher Version (CFM-TV)

ER | 11

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Should I use the CFM-TV?

- You want to plan, monitor and report on children with disabilities in your education in emergencies program,
- AND
- You have no (quality) data on children with disabilities in education for use in your program.

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Planning tips

- Engage with local stakeholders.
- Incorporate data ethics and protection in your data collection protocol.
- Translate the CFM-TV into the language that teachers use.
- Assess how to use ICT.
- Create a data collection support team and train them with teachers.

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Training teachers

- Ensure teachers are familiar with your program and its goals.
- Raise awareness about the rights-based model of disability (data).
- Introduce the CFM-TV, its questions and domains.
- Train teachers to become comfortable with CFM-TV questions and answers.

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Implementation

- Coordinate with schools and local authorities.
- Have contingency plans in place.
- Give teachers time to fill out the CFM-TV.
- Ensure teachers have support for technical and content-related issues during data entry.
- Check data quality.

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Data analysis, use and scaling up

- Ensure data confidentiality and anonymity.
- Define a cut-off for your data disaggregation.
- Repeat the exercise (more schools and/or every year)