

tool 43 Using a Case Database

Q&A

Why use a case database?

A case database provides an overview of all cases monitored. It serves several purposes:

- 1) Case management: plan and track follow-up conducted or needed for each case.
- 2) Analysis and planning: over time, a database helps you understand patterns and trends in violations. This analysis can indicate areas and issues that need attention, an important baseline for future projects.
- 3) Monitoring and evaluation: identify changes and gaps that may require an adjustment in day-to-day activities. This will also help you draw best practices and lessons-learned.
- 4) Reporting and advocacy: generate graphics and charts for donor reports and advocacy materials.

What information should be included and how should it be organized?

This depends on how you initially collect information and how you will use the database.

- See an annotated sample database.

How can I analyze database information?

Using drop-down menus in the database allows you to easily extract and compare information:

- Filter cases by location and violation: this shows you if the number of violations has increased, decreased or fluctuated in an area over time. This can be useful for planning purposes and for impact monitoring.
- Filter cases by perpetrator and period: this can show you peaks in 'activity' and if they coincide with other major developments occurring at that time (e.g., elections, military offensive). This is useful information for prevention and advocacy.

- Filter and compare incident dates and reporting dates: this helps you spot victim outreach problems that require further investigation. A significant delay may indicate that victims find it hard to reach your organization. A sudden increase in delays may indicate that victims face new challenges to reach your organization.

Before drawing general conclusions, check other sources (e.g., peer organizations working in the same areas) to confirm if your analysis is correct.

related tools

-  tool 44 – Annotated sample case database

other resources

- *Minimum Standards for Child Protection in Humanitarian Action*, Global Child Protection Working Group, 2012 – Standard 5 'Information Management'
- Child Protection Information Monitoring System: www.childprotectionims.org.