

Verification Count and Record Review

VERIFICATION COUNT INFORMATION PANEL	VCIP
VCIP1. Interviewer name and number: NAME _____ NUMBER _____	
VCIP2. Supervisor name and number: NAME _____ NUMBER _____	
VCIP3. Day / Month / Year: ____ / ____ / <u>2</u> <u>0</u> <u>2</u> ____	
VCIP4. Facility name and number: NAME _____ NUMBER _____	

INSTRUCTIONS FOR COMPLETING VERIFICATION COUNT
<p><i>Copy information from the Facility Roster (FR) for VC1 and VC2 for each person whose age is between 0 and 17 years in FR6 (FR6=1) on the Facility Roster. This should be done after completing the Facility Roster.</i></p> <p><i>Ask the most knowledgeable person to gather all the children in a common space. If there are children who cannot move (either because they are too young or they are incapacitated), then you will need to physically go where they are for visual confirmation of their presence.</i></p> <p><i>During the count, you will read each name out loud one at a time and record information for VC3 for each child.</i></p> <p><i>The rest of the Verification Count and Record Review can be completed without the children present.</i></p>

[illegible]

VC6. Vertically list all other children present during the count who were not already listed in VC2 above.

<p>VC7. <i>Record child name</i></p>

VC8.

Does (*name*)
usually live here?

1 YES

2 NO

VC9.	Is (<i>name</i>) the son or daughter of any staff member or volunteer?
1 YES	
2 NO	

NAME

	Y	N
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Y	N
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RECORD REVIEW		RR
RR1. Check VC3 and record total number of 'yes' or '1' responses	Total number VC3=1: _____	
RR2. Check VC4 and record total number of 'yes' or '1' responses	Total number VC4=1: _____	
RR3. Check if VC8=1 and VC9=2 and record total number	Total number VC8=1 and VC9=2: _____	
RR4. Calculate sum of values recorded in RR1, RR2 and RR3	RR1 = _____ RR2 = _____ RR3 = _____ RR1 + RR2 + RR3 = _____ (TOTAL CHILD RESIDENTS)	
RR5. Check if any VC3=2 and VC4=2	IF YES, RETURN TO FACILITY ROSTER AND DELETE THIS CHILD FROM THE ROSTER	
RR6. Check if any VC8=1 and VC9=2	IF YES, RETURN TO FACILITY ROSTER AND UPDATE TO LIST THIS NEWLY IDENTIFIED CHILD	

INTERVIEWER'S NOTES

