

Sample Checklist of Resource Identification for the Social Service Sector

1. Basic Information

Name of District	
Name of Division	
Name of GN	
Name of Your Office	
Your Title	
Your Name	
Your Phone Number	

1. General information on elderly people in GN

Items		Number
Number of elderly people (age 60 years and above)		
Number of households of elderly people		
Age group	Number of elderly people: 60-69 years	
	Number of elderly people 70-79 years	
	Number of elderly people more than 80 years	
Service needs	Number of elderly people who need medical care	
	Number of elderly people who require assistance in living	
	Number of elderly people who are not independent	
	Number of elderly people who are living under the poverty level	
Economic situation	Number of elderly people who are on employment	
	Number of elderly people who get pension / income	
	Number of elderly people who have no income	
Living condition	Number of elderly people living in elderly home	
	Number of elderly people living with their family members	
	Number of elderly people living alone	
Disability	Number of elderly people who are disabled	

2. Human Resources

Please fill in the numbers of human resources who work for elderly people in your office.

Title	Number of staff
ERPO (Elderly Rights Promotion Officer)	
SSO (Social Service Officer)	

Development Officer	
Vidatha Officer	
Counselling Officer	
Samurdhi Officer	
Women's Development Officer	
Small&Medium Enterprise Officer	
Other	

(1) Service provision

If you or your office have provided any of the following services for elderly people in the past year, please indicate the number of beneficiaries

Services	Number of beneficiaries (elderly people only)
Rehabilitation activity	
Exercise activity	
Housing (anything related to houses)	
Food or cooking related services	
Financial support	
Medical-related support (including financial support for medical operations)	
Administrative support	
Provision of eyeglasses	
Provision of hearing aids	
Provision of wheelchairs or walking sticks	
Support for the disabled	
Support for elderly committee	
Support for entertainment activities	
Others	

(2) Service provided by NSE (National Secretariat for Elders)

Have you ever applied the services or support provided by NSE (National Secretariat for Elders)?

Questions	Answer
Are you aware of NSE's services and support?	
Have you ever applied?	

What kind of services or support have you got?	
When (Which year)?	
What (or how much) did you get?	

2. Further improvement of elderly services

(1) Challenges and issues

Do you have any challenges in providing the services related to elderly care? If you have, please describe.

Challenges	Solutions/Suggestions

3. Social service facilities

Please indicate the number of social service-related facilities in your area.

Category	Total number of facilities		Number of facilities registered by the government	
	public	private	public	private
Day Care Center				
Elderly Home				
Facility providing rehabilitation service				
Facility providing home-based care service				
Disabled Home				
Dementia facility				
Other facility related to elderly care				
NGO related to elderly care				

1. Information on Day (care) centers and Elderly home

Please indicate the information on Day (care) centers and Elderly home in your area.

Name of Facility	
Address	
Name of Representatives	

Phone number	
Number of staff	
Number of elders staying/coming	
Required Qualifications or Restrictions for elderly people	
Source of income of facility	
Provided service 1	
Provided service 2	
Provided service 3	
Provided service 4	
Provided service 5	

2. Information of Elderly Committee

Please indicate information on the Elderly Committee in GN and their activities.

Name of Representative	
Phone number of Representative	
Number of members	
Place of their regular meeting	
Date of their regular meeting	
Their major activity 1	
Their major activity 2	
Their major activity 3	
Their major activity 4	
Their major activity 5	

3. Coordination between multi-sectors

(1) Coordination and collaboration

How is the relationship with the following personnel/organization/facility in providing the elderly services?

Please mark any of the following options.

	Always work together / communicate	Collaborate when necessary / when asked	Have periodical discussion	Know contact number / address	Can freely contact	No coordination at all
Health sector						

	Always work together / communicate	Collaborate when necessary / when asked	Have periodical discussion	Know contact number / address	Can freely contact	No coordination at all
Ministry of Health						
PDHS						
Provincial hospital						
District Hospital						
Base Hospital						
Divisional Hospital						
MOH Office						
PMCU						
HLC						
Others						
Social services						
NSE						
Divisional Secretary						
ERPO						
SSO						
Development officer						
GN						
Elderly committee						
Daycare center						
Elder home						
Others						
Others						
NGO						
Volunteer						
Others						

(2) Challenges in coordination between multi-sectors

If you have any problems or solutions to such problems in multi-sectoral coordination, please let us know.

Challenges and issues	How to solve the issues

Thank you very much for your cooperation.