

**Survey to identify Children with Special Needs and Out-of-School children
with the help of Anganwadi Workers in AP State
2012-13**

The Govt. of India had launched “Universalization of Elementary Education” with an intention to provide elementary education to all children, which includes the Children with Special Needs (Physically and Mentally challenged children). With the enactment of RTE Act 2009, provision of free and compulsory education has become the Fundamental Right of every child.

A.P, Rajiv Vidya Mission (SSA) is implementing several interventions for Children with Special Needs and for Out-of-School children among others. RVM (SSA) has identified 2,62,343 children with special needs in Andhra Pradesh state, which is less than 3% of the total school age children in the state. In this regard, the Ministry of HRD has advised about the need of reassessment of these numbers.

Hence, it has been proposed to take up a pragmatic survey which will be more accurate so that to cover the uncovered children. Keeping the intimate relationship of Anganwadi Workers (AWWs) with the parents and their knowledge about all children in her catchment area in view, it has been proposed to take up the identification survey with the help of Anganwadi Workers. Accordingly, a two-days training has been proposed to the (AWWs) at Mandal level on Survey & identification of CwSN & out of school children existing in their area and on Interventions available for CwSN under SSA.

Hence, the Project Officers, RVM of all Districts have to follow the following guidelines to take up the program of identification survey by the Anganwadi Workers in their districts.

Guidelines to the District Project Officers on Survey to identify Children with Special Needs and Out-of-School children with the help of Anganwadi Workers in AP State, followed by Medical Assessment of CwSN

Before the program is rolled out, the Program Officer, RVM shall read the guidelines carefully. They shall take the prior approval of the District Collector/ Chairman RVM on the entire conduct of program and be appraising the program updates constantly. The District Project Offices shall not deviate the timeline communicated by the SPO since the deadlines are unique for the entire State. It is proposed that the entire identification process and assessment of special needs will be completed in three phases within a time bound plan.

The Program Officer, RVM has to convene a meeting under the Chairmanship of the District Collector with PO (ITDA), DEO, DM&HO, Project Director of WD & CW Dept and District JBAR coordinator, to discuss the program details and the timelines.

With the approval of the District Collector the District Project Office, RVM has to constitute a District Action Committee with the School Health Officer (SSA), ALS Coordinator, Community Mobilization Officer and District IE Coordinator, Project Director WD&CW and JBAR Coordinator in the district.

District IE Coordinator will act as convener for the entire program of **Survey to identify Children with Special Needs and Out-of-School children program by the Anganwadi Workers.**

All the members of the committee, except School Health Officer (SSA) and Project Director WD&CW shall be informed to attend to the one-day orientation at Hyderabad on 21-11-2012 at 10AM in Godavari Auditorium, State Project Office, RVM. Hyderabad. The same committee will also act as monitoring teams to supervise the entire program in the field.

The entire program of Survey by the Anganwadi Workers and medical assessment of CwSN will be completed in **THREE PHASES**. The expenditure required for the entire program shall be met from the budget available under the heads of "Intervention for CwSN" Inclusive Education and "Community Mobilization"

FIRST PHASE

State level Trainings

JBAR Coordinator, District IE Coordinator, CMO and ALS Coordinator (District Team) will be trained at Hyderabad on 21st Nov.

District Level

Training will be provided to the Mandal teams at district level in two batches on 24th Nov through Tele-conference mode in the presence of the District team members who are trained at state level.

1. The Mandal team consists of one MEO, one IERT, one CDPO or ACDPO or Supervisor Gr I or II of ICDS
2. Mandal team members of all mandals shall be divided in to two batches by the Project Officer in consultation with the Project Director WD & CW to provide training at the district head quarter on 24th Nov.
3. 1st batch starts from 10.00 am to 1pm and 2nd batch starts from 2pm-5pm.
4. The Project Director, WD & CW Dept and JBAR coordinator shall be invited to the trainings of both the batches.
5. DPO shall inspect the RoT in the district head quarter and make proper arrangements for the program without any problem.
6. They can hire Power generator in case of anticipated power-cuts. This arrangement shall be made one day before and conduct prior testing.
7. All the mandal team members who attended to the training are eligible for TA and DA payable by the RVM as per the existing SSA norms.
8. During the training, the mandal teams shall be supplied sufficient number of survey-formats to supply to the AWWs in the Mandal training.
9. MEO will act as Training coordinator for mandal level training to AWWs

Mandal Level

Anganwadi Workers will be provided Two days Training at mandal level on different days. There will be seven days gap between first day and second day training. The First day training (50% AWWs on 30th Nov & remaining 50% AWWs on 1st Dec) will be given on **Survey & identification of CwSN and OSC**. On the Second day training (i.e. 10th Dec) AWWs will return the survey formats and training will be given to the AWWs on **“Interventions available for CwSN under SSA and AWW’s role of referral”**. Both First day and Second day Trainings will be given through Tele-conference (MANA TV) mode in the presence of the Mandal team members who are trained at district level.

1. MEO will act as Training coordinator for mandal level trainings to AWWs

2. The ICDS/ ACDPO/ Supervisor Grd I/ II, WD & CW Dept shall be invited to present in the training sessions on all the days.
3. DPO shall ensure the availability of RoT facility in the mandal and make proper arrangements to conduct the program on 30th Nov, 1st Dec and 10th Dec without any problem.
4. Since, the core inputs of the training will be given to the AWWs by showing video clippings on different types of disabilities and OSC, uninterrupted power supply is the most important arrangement to achieve the training objective. If the RoT center has no standby arrangement for power supply like Generator or Invertor, they can hire Power-generator in case of anticipated power-cuts as per the Teleconferencing norms issued by MIS wing. This arrangement shall be made one day before and conduct a prior testing. To look after the training arrangements one responsible person shall be designated in each mandal.

First day Training (I batch 30th Nov and II batch 1st Dec)

5. On **First day, (Survey & identification of children)** with the help of video-clippings Anganwadi Workers will be given training on how to identify CwSN & OSC and fill the identified children details in the format supplied to them.
6. To show the video-clippings on different disabilities and OSC, necessary arrangements shall be made in the venue point.
7. All the Anganwadi workers in the Mandal shall be divided in to two batches to provide the first day training at the Mandal. The strength of each batch not to exceed to 40. First batch of AWWs will be trained on 30th Nov and the second batch of AWWs will be trained on the next day i.e.1st Dec. Batch wise list of Anaganwadi workers shall be prepared by the PD and concerned mandal in-charge CDPO/ ACDPO/ Supervisor and informed the batch and date of training to the AWWs in advance. The Batch wise list shall be handover to the MEO in advance to make necessary arrangements. The Project Director shall over see the arrangements of all mandals in her district and ensure that all AAWs are attended to the training.
8. Morning session starts from 10 am to 1.30 pm and Afternoon session starts from 2.30 pm to 5 pm. The entire morning session training will be given through Tele-conference (MANA TV) mode and in the afternoon there will be format filling exercise by the AWWs doubts will be clarified if any etc.
9. Well before the Tele-conference session starts, all AWWs will be supplied blank survey formats (two sets of formats for each AWW i.e. 2 OSC and 2 CwSN formats). For this, the DPOs shall print OSC formats on **pink** color and CwSN formats on **green** color paper in advance and supply sufficient number of formats to the mandal teams during their training itself. Seven days time will be given to the AWW to complete the identification survey from the date of first day training.

10. AWW has to identify CwSN of both school going and non-school going children in the age group of **1 to 16** years and OSC in age group of **6 to 14** years available in her catchment area. She has to fill the information clearly in the formats supplied to her and return the formats on the 2nd day training i.e. 10th Dec. The AWWs shall be informed on the **First day** training itself about the date of 2nd day training i.e. 10th Dec. At the same time the amount of **honorarium** they would be paid on 10th Dec shall also be announced to them in the **First day** training itself.
11. The AWWs who attended to the **First** and **Second** day trainings will be paid an honorarium of Rs.XXX/- by the RVM in the second day training only i.e. on 10th Dec after submission of the Formats with complete information. The PO shall obtain from the MEOs the names of the AWWs who attended to the training program along with the Anganwadi Centre name with acquittance for the honorarium paid.

Second day Training (10th Dec)

12. **Second day** ('Interventions available for CwSN under SSA and AWW's role of referral') training will be arranged on 10th Dec at the mandal point. This date shall be announced to the AWWs in the first day training itself. They shall be informed to bring the filled survey formats on this day. The formats returned by the AWWs shall be collected by the MEO.
13. After the format collection process is completed, the AWWs will be given training on '**Interventions available for CwSN under SSA and AWW's role of referral**'.
14. In the **Second day** training, the AWWs who have returned the filled formats with valid information in complete shape will be paid an honorarium of Rs.XXX/- per AWW besides TA and DA. The MEO shall get verify each survey format and ensure that the AWW has furnished the format with complete information like AWW name, AWC details, signature, filling all columns etc before their honorarium was paid. Otherwise the AWW may be requested to come with complete information.
15. The PO shall obtain from the MEOs the names of the AWWs who attended to the **Second day** training program along with the Anganwadi Centre name with acquittance for the honorarium paid.
16. After the filled survey formats are received from the Anganwadi Workers, the formats shall be handed over to the mandal MIS coordinator for online data entry. The data entry of both the CwSN and OSC children shall be completed as per the deadlines given. Simultaneously, one set of photo copies of the **CwSN** survey formats shall be handed over to the IERTs to conduct second phase verification at the habitation level.

SECOND PHASE

In the **Second Phase**, the Special Educator (IE Resource Teacher) will visit the habitations in their respective mandals along with the photocopies of formats filled by the Anganwadi Workers for vetting of the data submitted by her.

1. The data of CwSN brought by the Anganwadi worker is based on chance, the information relating to the child's disability need not be correct. To confirm their nature of disability they need to be assessed by a medical professional. Before they are brought to the medical camps for assessment, the children-list has to be vetted by the Special Educators (Resource Teacher only).
2. Under this process, the Resource Teacher shall visit the habitation along with the formats of that habitation to verify and cross check the disability mentioned by the Anganwadi worker. At the time of verification by the RT, even though the disability mentioned by the AWW is found correct or incorrect, the Resource Teacher shall invariably mention the disability as per his/ her opinion against the child name under **column 14** without leaving the column as blank. If the child does not fall under any category of disability, then it shall be mentioned as -N.A- i.e. (Not Applicable).
3. Verification of disability shall be done in the presence of the local school HM/ Teacher and the concerned AWW and after verification is completed she/ he shall obtain the signature of the HM with school seal on the survey format. If children are not available for verification, they shall personally visit their houses and complete the cross check.
4. If the RT finds missing names of CwSN in the village or brought to his notice by the school teacher, they may include such names in the same list. Such newly added names shall be handed over to the mandal MIS coordinator by the RT for online data entry.
5. The total villages in the mandals shall be shared between the two IERTs in the mandal under proper acknowledgement. They shall be informed to complete the survey before the deadline given to them.
6. At the time of submission of formats by the RT, the DPO shall cross check whether all the entrusted villages are covered by him/ her and whether the formats are duly signed by the school HMs with office seal and ensure that all habitations in the district are covered.
7. After second phase verification is completed, the IERT shall handover the verified formats to the mandal MIS coordinator. The mandal MIS coordinator shall **add New** names or **delete Not Applicable (N.A)** records as specified by the RT in the verified formats during the second phase. Further the mandal MIS coordinator shall **update** the information filled by the IERT in the survey format against each record under **14th column**. The IERTs have to be advised to keep one set of such verified formats with them as a word of caution.

8. The Resource Teachers shall be asked to inform to the parents of the CwSN under the HBE program about the dates of their absence to attend their children, in view of the above program.
9. The formats received from the IERTs and the set of formats already given to the Mandal MIS coordinator for data entry shall separately be bundled mandal wise (village wise) to keep ready for the Medical Assessment camps. (DPO shall keep one photo copy set of all mandal formats in the office).
10. The data received in the formats shall be entered in to the database at mandal level for which a software application will be hosted by the SPO immediately.

THIRD PHASE

Guidelines for the 3rd phase i.e. for conducting Medical Assessment camps will be communicated later but before completion of Second Phase.

Timeline for the Survey for Identification of CwSN & OSC in the State of Andhra Pradesh

S. No	Schedule for Action	Activity description	Responsible officer/ Dept. for taking action
1	14-11-2012	Finalization of Formats for identification of CwSN & OSC	State IE Coordinator, CMO RVM
2	19-11-2012	Printing of CwSN (Green) & OSC (Pink) Formats to supply Anganwadi Workers	Project Officer, DPO, RVM
PHASE-I			
3	21-11-2012	One – Day Orientation to the District Team Members on <u>Survey for Identification of CwSN & OSC</u> at State Project Office, RVM (SSA), Hyderabad.	SPO, RVM
4	22-11-2012	Preparation of Mandal wise names of CDPOs/ ACDPOs/Supervisors to be attended to the District level orientation on 24 th Nov,12	RJD/PD WD, CW
5	22-11-2012	Preparation of Mandal wise names of MEOs and IERTs to be attended to the District level orientation on 24 th Nov,12	PO, RVM(SSA)
6	22-11-2012	Communicate to CDPOs/ ACDPOs/Supervisors, MEOs and IERTs about the 24 th Training along with batch & time to attend	RJD/PD WD, CW and PO RVM (SSA)
7	24-11-2012	District level Orientation on <u>Survey for Identification of CwSN & OSC</u> to the MEOs, IERT, CDPO/ACDPO/Supervisor Gr-I/II through Teleconference mode. Supply of Survey formats to the mandals	SPO, RVM (SSA) & PO, RVM(SSA)
8	26-11-2012	Preparation of batch wise lists of Anganwadi Workers to attend to the Mandal level training i.e.30 th Nov and 1 st Dec,2012	CDPO/Supervisor Gr-I/II
9	26-11-2012	Communicate to the Anganwadi Workers about the Mandal level training along with batch & time to attend i.e 1 st Batch on 30 th Nov and 2 nd batch on 1 st Dec,2012	CDPO/Supervisor Gr-I/II
10	30-11-2012 & 01-12-2012	1 st Day Training to Anganwadi Workers and distribution of survey formats (in two spells)	SPO, RVM (SSA) MEO, CDPO, IERT
11	03-12-2012 to 09-12-2012	Survey for identification of CwSN & OSC	Anganwadi Workers
12	10-12-2012	2 nd Day Training to Anganwadi Workers on IE interventions for CwSN under RVM (SSA) (Collection of filled formats)	PO, RVM
13	11-12-2012 To 22-11-2012	Online entry of identified CwSN & OSC data	MEO, MIS coordinators
PHASE-II			
14	15-12-2012 to 27-12-2012	2 nd Level vetting of CwSN list by the IE Resource Teachers	IERTs, MEO, DPO RVM (SSA)
15	28-12-2012 to 05-01-2013	Online entry (addition or deletion) of identified CwSN data	MEO, MIS coordinators
16	6-01-2013 to 11-01-2013	Allotment of CHNCs/IERCs for the Medical Assessment camps and intimation to the identified children parents to attend the camps	DPO, RVM (SSA) & MEO, IERT
PHASE-III			
17	21-01-2013 onwards	3 rd level Medical Assessment camps for identifying the CwSN and their special needs (Additional guidelines will be communicated separately)	DPO, RVM (SSA), JBAR & Health Dept.