

## IOM USER GUIDE: GAF COVID-19 SCREENING FORM

Purpose of this form: This form is to be used to identify migrants eligible for under the Global Assistance Fund (GAF): COVID-19. Migrants are eligible for assistance under the GAF: COVID-19 if they are unable to effectively enjoy their human rights and human dignity due to their inability to meet the basic needs of themselves and their dependents; and/or have experienced violence, exploitation and abuse including trafficking in persons or are vulnerable to the same.

When to use this form:

- **Initial screening:** Use this form for to screen migrants when you do not yet know if there are any indicators of trafficking or vulnerability to violence, exploitation and abuse. If you obtain information that indicates the person may be a victim of trafficking, you should refer them for in-depth screening using the trafficking in persons screening form (or conduct the additional screening yourself).

Estimated time needed to complete the form (without interpretation): 25 minutes.

### Interview data

*This section gathers general information on the interview itself: where it was conducted and by whom. It is important to complete this section so that you can quickly retrieve information on the individuals you have interviewed, for example in case you want to add additional info from your case notes. It is also important for data and information purposes to keep track of where and when an individual was originally registered and interviewed.*

#### **Date of the interview:**

Enter the date on which you conducted the interview. The international date format is DD/MM/YYYY. If there is any doubt about how the date can be interpreted, write it out in full, e.g., 1 January 2020.

#### **Name of interviewer:**

Enter your name.

#### **Location of the interview:**

Enter the name of the village, town or city in which you conducted the interview.

#### **IOM Office**

Indicate which office you work for. The country in which the office is located must always be indicated. If you work for a sub-office, make sure you specify what country the sub-office is located in.

#### **Use of interpreter:**

Tick yes if you used an interpreter and no if you did not.

#### **Name of interpreter:**

If you used an interpreter enter their name. If you did not, leave blank.

## Children

*This section is to be completed only if the individual has not attained the age of majority under national legislation or, in the absence of national legislation, if the individual is less than 18 years of age.*

### **Select the relevant scenario and proceed according to the corresponding instructions.**

As part of its child safeguarding measures, IOM requires permission from a legal guardian before conducting an interview. If there are compelling reasons to conduct the interview without this permission (for example, the child is alone and you cannot find the legal guardian, or the legal guardian is suspected of involvement in trafficking or violence, exploitation or abuse of the child) then you need to get prior approval from LEG. If you have this approval you can upload it (if using the online version of the form) or print and store it together with the paper copy of the screening form, keeping in mind safe storage of sensitive documents (refer to IOM Handbook on Protection and Assistance for Migrants Vulnerable to Violence, Exploitation and Abuse and the IOM Data Protection Manual).

The legal guardian should be provided with the text explaining what it is they are consenting to. If you are using the print version of the screening form, they can read it off the form and sign in the appropriate location. If you are using the online version of the form, provide them with a copy of the Interview Consent Form for the Legal guardian. If they are not able to read, you can read the text out loud to them, exactly as written. They can then give their consent by signing the Interview Consent Form for the Legal guardian, or by providing a video or audio recording of them stating that they have read or heard the information and they understand it and give their consent for the child to be interviewed.

Next, you will need to gather information about the legal guardian: their name, the nature of their relationship to the child, and their contact information.

Finally, specify if you are conducting the interview with the child in the presence of their legal guardian or not. If you are not conducting the interview in the presence of the legal guardian, indicate the reason why. Note that the legal guardian needs to give you permission to interview the child without their presence.

## Consent or assent

*The purpose of this section is to guide you through the process of informing the migrant about the purposes of the interview and of obtaining their consent (in the case of mentally competent adults) or assent (in the case of adults with a mental disability and children).*

*The following terms are used in this section:*

- *Consent: This is a process that occurs when a person with the capacity to consent agrees to participate in the interview and to the collection of their personal data, after having been informed of and having considered all the relevant facts associated with data collection and data processing.*
- *Assent: The expressed willingness of a person without the legal or other capacity to consent to their participation in the interview and the collection of their personal data after having been informed, in an appropriate way, of the purpose of the interview and the use of their personal data.*

### **Has the individual been informed of the purpose of the interview?**

This screening form is intended for use in identifying persons in need of IOM assistance. Explain this to the migrant. If you want, you can use the following script:

- IOM will use the information gathered during the interview to identify any assistance needs you may have. If assistance needs are identified, IOM will try to provide you with the necessary assistance or refer you to other people or organizations who may be able to assist.

**Has the individual been informed on actual and potential use of the data that will be gathered in the interview?**

If the person is intended as a person in need of assistance, some of the data gathered during the interview will be used in order to provide the assistance. Explain to the migrant how the data might be used in order to facilitate assistance. If you want, you can use the following script:

- In order to provide you with assistance, IOM may need to share some of your personal data with other IOM staff members or offices. If IOM assists you to access services from another person or organization, we may need to share some of your personal information with them to enable them to provide assistance. However, IOM will only share your personal information with others if you give us permission. Completion of the interview does not guarantee that IOM or other people or organizations will be able to provide you with assistance.

**Has the individual been informed on IOM's use of non-identifying data for research purposes?**

IOM may use anonymous data collected during the interview for research purposes. Explain this to the migrant, clearly describing how only non-personal, anonymized data is used for research. If you want, you can use the following script:

- The data collected during this interview may also be used for information and research purposes. Any data used for these purposes will be anonymous. For example, your name and other identifying personal information will be removed before anyone uses the data for information and research purposes.

**Has the individual been informed that IOM has an obligation to prevent harm from occurring to other people and may share non-identifying information gathered during the interview with law enforcement or other actors to prevent such harm?**

If you obtain information during the course of the interview that indicates that other people are being harmed or are at risk of harm, IOM has an obligation to take action. This may involve reports to the police or other officials so that other people can be helped. Explain this to the individual. If you want, you can use the following script:

- IOM has an obligation to prevent harm from occurring to other people. If you share with us any information about other people who are in immediate danger, IOM may share this information with the authorities so that the people in danger can be assisted. IOM will never give any personal information to the authorities without your permission.

**[If the individual is a child] Has the child been provided with age appropriate information on the interview process and does the child assent to the interview?**

Children have the right to be informed about the interview process in a way that is age appropriate, and which takes into account their level of development. There is no set script for this, as the purpose is on ensuring that the child fully understands the information provided. Explain things like how long the interview will take, that they can stop any time they want or skip any questions they want, etc.

### **Does the individual consent/assent to the interview?**

Ask the individual if they agree to do the interview. Let them know that they can change their mind and stop the interview at any time, or that they can choose to only answer some questions and not others. If they are adults with the capacity to consent, give them a copy of the Interview Consent Form for Adults. They should read the text and then sign the page to demonstrate their consent. If they are unable to read, you can read the text to them, exactly as written. They can then mark the page with their fingerprint, or mark (x). They can also provide verbal consent, which you should record and retain.

Children should also assent to the interview, but they do not have to sign anything and you do not need to record their verbal assent.

### **Migrant data**

#### **What is your family name?**

Enter the individual's family name. It is very important to get the spelling of this name correct.

#### **What is your given name(s)?**

Enter the individual's first name. It is very important to get the spelling of this name correct.

#### **What is your date of birth?**

IOM uses the standard international format DD/MM/YYYY for dates. If the individual does not know their exact date of birth, indicate that it is an estimate. For example, in some cultures people do not keep track of their date of birth so it is customary to use 1 January and the date of birth as their birthdate. It is also possible that the individual only knows the year of their birth, or an estimated year. It is ok to only enter the year, and to indicate if that is the exact year or an estimated year. If the person uses a date other than the Gregorian calendar, enter the date in the notes section so that you can convert it to Gregorian later. You can also tick don't know or refused.

#### **What is your sex or gender?**

Ask the individual their sex or gender. Do not assume you know the answer by their appearance. Write down whatever they tell you. This section is not binary (male/female) as some individuals consider their sex or gender to be something other than male or female. You can also tick don't know or refused.

#### **In what country do you normally live?**

This is also known as "the country of habitual residence." It is the place that the person considers home, and where they normally live, regardless of if their stay in that country is regular or irregular, or if they are a citizen/national of that country (regardless of length of stay). Write the name of the country or tick don't know or refused.

#### **In what country/countries do you have citizenship/nationality?**

Enter the country/countries of citizenship/nationality. If the individual does not know what citizenship/nationality means, explain it to them. If they do not appear to have citizenship, try to find out if they are stateless. See below for common definitions of the two terms. You can also tick don't know or refused.

- Citizenship: a status whereby a person is recognized by custom or law as being a legal member of a sovereign state or belonging to a nation.
- Statelessness: a person who is not considered as a national or a citizen by any state under the operation of its law.

### **What is your marital status?**

Choose one of the options, or tick don't know or refused. Some people have difficulties answering this question due to their backgrounds and beliefs. An alternative way of asking this question can be "do you have a husband, wife, or partner that you normally live with?"

Note: the term "co-habiting" refers to two people (same sex or opposite sex) who are living together in a romantic/ sexual relationship.

### **How many family / household members are here with you?**

Enter in the number they say.

### **Please describe the types of family / household members here with you.**

Indicate the number of people in each relevant age category. Check that the total number matches the previous question (including the respondent).

### **Do you have any travel or identity documents with you, or do you have access to them?**

If the person has their identity documents, or knows the information from their identity documents, enter the information if they agree to provide it. Issuing entity refers to the government or organization that issues the document. You can also tick don't know or refused.

### **Can we contact you to follow up?**

Ask them if IOM can contact them in the future for any necessary follow up. If they say yes, record contact information. If they cannot be contacted by phone, email, or social media but they know where they will be staying (e.g., a section of a camp, a hotel, a friend's house) or there is a place that they can be reached (e.g., a workplace, a food distribution point) then note down the address or describe the physical location. If they do not know where they can be reached tick don't know.

### **Are there any conditions for contacting you?**

Ask them if there is anything you should know about when and how to contact them. For example, they may ask that you only physically approach them if they are on their own, or at certain hours of the day, or only via SMS instead of phone calls. Write down the conditions as specified by the migrant.

### **Protection and assistance eligibility screening form**

The purpose of this section is to assess if a migrant is and/or their family is unable to effectively enjoy their human rights and human dignity due to their inability to meet the basic needs of themselves and their dependents.

### **Food and nutrition**

#### **What is your main source(s) of food?**

The purpose of this question is to assess if the individual is able to adequately identify a food source for themselves and their household. Two of the responses (humanitarian distribution and donations) are indicators of food insecurity. Select all responses that apply.

**Is this food source(s) reliable and stable for the next several weeks?**

Answering “no” or “don’t know” to this question is an indicator of food insecurity.

**In your view, does your household have sufficient food?**

Answering “no” or “don’t know” to this question is an indicator of food insecurity.

**How many meals a day is your family / household eating?**

Generally speaking, the household should have sufficient food to eat three times a day, unless there are prevailing social, cultural, religious or other reasons for a different eating pattern. If the household is eating less than three times a day, ask why. If the reason is to save money, to preserve food stocks, or because there is not enough food, then it is an indicator of food insecurity.

**Do you or anyone in your family / household have any specific food and nutrition requirements, such as baby formula or special foods for supplemental feeding? and Please specify which food and nutrition requirements.**

The purpose of this question is to focus on the individual needs of the household members to ensure that their specific needs are being met. If the response is “yes”, ask what the specific food and nutrition requirements are. Select all options that apply.

**Does your family/household have enough clean drinking water to meet their needs?**

Answering “no” to this question is an indicator of food insecurity.

**In your opinion, how many days can you sustain the current situation before you run out of food?**

The purpose of this question is to assess the urgency of any food assistance requirements. The first and second response (“we are already out of food” and “in less than a week”) indicates the need for urgent assistance.

**[For the interviewer] Does the individual (and his/her family/household as applicable) require food and nutrition assistance?**

Use this section to determine if the individual and/or their household requires food assistance. If one or more of the indicators for food insecurity is present, the individual and their household is eligible for assistance. Also use this section to prioritize assistance. You should be prepared to intervene with urgent assistance in situations in which the individual and/or their household is already out of food or about to run out of food, and to plan for immediate assistance if they will run out of food in less than a week.

## **Shelter and accommodation**

**Where do you currently live/sleep at night?**

This question aims to assess the need for shelter and accommodation assistance. If an individual and/or their household is homeless, they are eligible for assistance.

**Is the shelter safe from the elements? For example, no risk of flood, adequate shelter from rain, sun, cold, heat, etc.**

This question aims to assess the need for shelter and accommodation assistance. If the shelter in which the individual and/or their household is staying is not protected from the elements, they are eligible for assistance.

**Is the shelter secure? For example, can you close windows, lock doors, etc. to keep others out if necessary?**

This question aims to assess the need for shelter and accommodation assistance. If the shelter in which the individual and/or their household is staying is not safe, they are eligible for assistance.

**Do you have safe and adequate access to toilets and bathing facilities?**

This question aims to assess the need for shelter and accommodation assistance. If the shelter in which the individual and/or their household is staying does not include safe and adequate access to toilet and bathing facilities, they are eligible for assistance. Note that this does not mean that the individual needs to have facilities for their exclusive use, only that they have safe and adequate access to such facilities.

**Do you have safe and adequate access to facilities for cooking and cleaning, including washing clothes and dishes?**

This question aims to assess the need for shelter and accommodation assistance. If the shelter in which the individual and/or their household is staying does not include safe and adequate access to facilities for cooking and cleaning, they are eligible for assistance. Note that this does not mean that the individual needs to have facilities for their exclusive use, only that they have safe and adequate access to such facilities.

**In your opinion, how long can you stay in this shelter?**

This question aims to assess the need for shelter and accommodation assistance. If the individual and/or their household is only able to stay in the current shelter for less than a week, they are eligible for urgent assistance. Those who are only able to stay in the shelter for less than a month are eligible for immediate assistance.

**[For the interviewer] Does the individual (and his/her family/household as applicable) require shelter / accommodation assistance?**

Use this section to determine if the individual and/or their household requires shelter/accommodation assistance, based on the responses and parameters above. Also use this section to prioritize assistance. You should be prepared to intervene with urgent assistance in situations in which the individual and/or their household is already homeless or will be homeless within a week, and/or when the shelter in which they are staying is not protected from the elements, not safe, or without safe and adequate access to sanitation or cooking and cleaning facilities.

## Health

**Do you, or members of your family/household, have any health or medical needs for which you require assistance, such as:**

This question aims to assess the need for health or medical assistance. If the answer is “yes”, tick the box(es) that apply and ask the individual to describe the health or medical needs. Try to get a good understanding of what type of assistance is required (e.g., medicine, supplies, doctor visit, etc.) and the urgency of the assistance requirement.

## Basic care items

**Do you, or members of your family/household, need any of the following:**

This question aims to assess the need for material assistance. If the answer is “yes”, tick the box(es) that apply and ask the individual to describe the needs. Try to get a good understanding of the types and quantities of basic care items needed.

**Protection concerns**

**Has anyone threatened you or a member of your family/household?**

This question aims to assess the need for protection assistance. If the response is “yes”, ask the following questions to gather information on the nature of the threat. A response of “yes” is an indicator of the need for protection assistance.

**Who made the threat(s)?**

This question aims to assess the nature of the threat, to better prepare a protection response. Select all options that apply.

**What was the nature of the threat(s)?**

This question aims to assess the nature of the threat, to better prepare a protection response. Select all options that apply.

**What did the person threatening you want from you, or from a member of your household/family?**

This question aims to assess the nature of the threat, to better prepare a protection response. Select all options that apply.

**Have you or a member of your family / household experienced violence in the past three months?**

This question aims to assess the need for protection assistance. If the response is “yes”, ask the additional question to gather information on the nature of the violence. A response of “yes” is an indicator of the need for protection assistance.

**What was the nature of the violence?**

This question aims to assess the nature of the violence, to better prepare a protection response. Select all options that apply.

**Has anyone exploited you or a member of your family/household?**

This question aims to assess the need for protection assistance. If the response is “yes”, ask the following question to gather information on the nature of the exploitation. A response of “yes” is an indicator of the need for protection assistance.

**What was the nature of the exploitation?**

This question aims to assess the nature of the exploitation, to better prepare a protection response. Select all options that apply.

**Have you or a member of your family / household experienced abuse in the past three months?**

This question aims to assess the need for protection assistance. If the response is “yes”, ask the additional question to gather information on the nature of the abuse. A response of “yes” is an indicator of the need for protection assistance.

**What was the nature of the abuse?**

This question aims to assess the nature of the abuse, to better prepare a protection response. Select all options that apply.

**Are you worried that you or a member of your family might experience violence, exploitation or abuse, even if it has not happened yet?**

This question aims to assess the need for protection assistance. If the response is “yes”, ask the additional question to gather additional information. A response of “yes” is an indicator of the need for protection assistance.

**Why? Please specify.**

This question aims to assess the nature of the concern, to better prepare a protection response.

**Assessment**

**[For the interviewer] Does the individual (and/or a member of his/her family/household as applicable) have a protection concern to be addressed?**

Based on the information the migrant has provided as well as your knowledge of the context, determine if the individual and/or their household requires protection assistance. Also use this section to prioritize assistance.

**Action**

*Select one of the following options:*

- IOM intake: For cases where there are indicators of vulnerability and the migrant meets the criteria for intake into your programme. Different IOM programmes may have different criteria for intake. For example, some programmes may have a low barrier for entry (e.g., only a few indicators of vulnerability are sufficient for intake into a programme). Others may have a high barrier for entry, so only the most vulnerable, or persons with the most indicators of vulnerability, will be eligible for the programme. Some programmes may focus specifically on a sub-set of vulnerable migrants (e.g. children) and others outside of that sub-set may not be eligible for assistance.
- IOM internal referral for further screening and/or assistance: For cases where you have identified vulnerability but believe the migrant requires further screening and/or assistance from another colleague or another IOM Unit.
- External referral: For cases where there are indicators of vulnerability, but there are no IOM programmes for which the vulnerable migrant is eligible or assistance is best provided by another organization. Include the name of organization referred to.