A Step-by-Step Guide on the Use of the Child Functioning Module – Teacher Version (CFM-TV)

1. **Should I use the CFM-TV?**
   - You want to plan, monitor and report on children with disabilities in your education in emergencies program,
   - AND
   - You have no (quality) data on children with disabilities in education for use in your program.

2. **Planning tips**
   - Engage with local stakeholders.
   - Incorporate data ethics and protection in your data collection protocol.
   - Translate the CFM-TV into the language that teachers use.
   - Assess how to use ICT.
   - Create a data collection support team and train them with teachers.

3. **Training teachers**
   - Ensure teachers are familiar with your program and its goals.
   - Raise awareness about the rights-based model of disability (data).
   - Introduce the CFM-TV, its questions and domains.
   - Train teachers to become comfortable with CFM-TV questions and answers.

4. **Implementation**
   - Coordinate with schools and local authorities.
   - Have contingency plans in place.
   - Give teachers time to fill out the CFM-TV.
   - Ensure teachers have support for technical and content-related issues during data entry.
   - Check data quality.

5. **Data analysis, use and scaling up**
   - Ensure data confidentiality and anonymity.
   - Define a cut-off for your data disaggregation.
   - Repeat the exercise (more schools and/or every year).

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Educational resources
