An Operational Guide for the Use of the Child Functioning Module Teacher Version (CFM-TV)

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

2. Considerations for Planning.
   - Engage local stakeholders.
   - Embed ethics and safeguarding in your data collection protocol.
   - Translate the CFM-TV in the language that teachers use.
   - Evaluate the use of ICT.
   - Have a team to support data collection and train them with teachers.

3. Train Teachers.
   - Ensure teachers know your programme and goals.
   - Raise awareness of the rights-based model of disability (data).
   - Present the CFM-TV, its questions and domains.
   - Practice to be fluent with the 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 technical and substantive support during data entry.
   - Verify data quality.

5. Data Analysis, Use and Scaling
   - Ensure data confidentiality and anonymity.
   - Define your cut-off for data disaggregation.
   - Repeat the exercise (more schools and/or every year).