

Annex 4. Methodology for piloting the disability assessment in Samtskhe Javakheti region

MoldPOTLHSA - Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs
GASW - Georgian Association of Social Workers

	Major Components	Activities	Status of Activity	Starting Date/Period	Duration/completion date	Resources	Key areas for consideration/Risks	Project activity
1	Functional assessment instruments							
1.1	Child assessment instrument	Develop a proposal of module for personal rehabilitation plan to integrate to the piloting	In progress	May-June	2 month	Yannick Deimat	The project will propose MoldPOTLHSA a module for personal rehabilitation. With this module, the project will be able to provide the Ministry with different options for minimum packages of rights and social services and associated costs for each package.	A111
		Prepare the IT tool in Excel for administration of the instrument's scores and include it in a web host.	Has not started	July-August	2 month	IT person will be hired by the project.	The excel program has been created by UNICEF. In order to compare the results in the two pilot regions, it is important to use the same model. For project purposes, a new module needs to complete the template used in the first pilot region.	A111
1.2	Adult assessment instrument - WHODAS 2.0.	Develop a proposal of module for personal rehabilitation plan to integrate to the piloting	In progress	May-June	2 month	Yannick Deimat	The project will propose MoldPOTLHSA a module for personal rehabilitation. With this module, the project will be able to provide the Ministry with different options for minimum packages of rights and social services and associated costs for each package.	A111
		Prepare the program in Excel for administration of the instrument's scores and include it in a web host.	Has not started	July-August	2 month	IT person will be hired by the project.	The excel program has been created by UNICEF. In order to compare the results in the two pilot regions, it is important to use the same model. For project purposes, a new module needs to complete the template used in the first pilot region.	A111
2	Field work							
2.1	Recruitment of a local expert to assess local needs and coordinate the experimentation.					Local expert		A111
2.2	1 day workshop in Akhaltsikhe to present the functional model of handicap assessment and to discuss the methodology of the testing phase with local authorities		Has not started	June 2019	June 2019	Yannick Deimat, Andrei Tretyak and a specialist if functional assessment specialist. Meeting with the focus persons in the municipality, the evaluation centers and the GASW : One day of seminar morning for the three parts.		A111
3	Human Resources - Functional Assessment Specialists, Case Managers and Medical Doctors							
3.1	Functional Assessment Specialists and Case Managers	Translate and adapt (if need be) the job descriptions of the functional assessment specialists and case managers for children and adults. Agree the job descriptions with the MoldPOTLHSA	In progress	May 2019	May 2019	Translator Georgian/English		A111
		Translate, adjust and consolidate the training program and materials for the specialists	Has not started	June 2019	July 2019	Local consultants will implement this activity	UNICEF has shared the training material with AFD/Expertise France. Two training sessions about personal rehabilitation for PWD and management of social evaluation of patients will be added to the original training.	A111
		Define the number of the functional assessment specialists and case managers according to the data of 3 health institutions in Samtskhe Javakheti region and recruit them	In progress	May 20109	July 20109	Expertise France	The project proposes to train 4 functional assessment specialists and 4 case managers.	A111
		Establishing contract with a service providers for recruiting functional assessment specialists and case managers	Has not started	July 2019	1 month	Expertise France	To publish the job announcements just after the seminar in Borjomi.	A111
		Establishing contract with a service provider for training functional assessment specialists and case managers	Has not started	July 2019	1 month	Local consultants/Expertise France	To translate and adjust the terms of reference developed by the Georgian association for social workers. To include new compensation and habilitation services for people with disabilities in the training material. Validation of the questionnaire by Ministry.	A111
		Creating the recruitment commission and proceeding to interviews	Has not started	July 2019	1 month	Local consultants/Expertise France		A111
		Provide the initial trainings to the specialists in Akhaltsikhe	Has not started	August 2019	September 2019	Local consultants/Expertise France		A112
		Mobilizing specialists from 1st region pilot to share experiences with 2nd region pilot	Has not started	September 2019	September 2019	UNICEF/Expertise France	Transport costs covered	A112
		Contract with the functional assessment specialists and case managers and equip them with 8 tablets	Has not started	August 2019	September 2019	Local consultants/Expertise France		A112
		Provide the professional supervision/coaching to the functional assessment specialists and to case managers	Has not started	October 2019	October 2020	Local consultants/Expertise France		A112
4	Role of 3 Health Institutions in Samtskhe Javakheti and capacity building of medical doctors							

4.1	Medical doctors of Health Institutions	Provide trainings to the medical doctors involved in the disability status determination. Trainings will raise awareness of the medical doctors to promote functional assessment within the pilot.	Has not started	September 2019	1 month	Local consultant/Yannick Deimat	Delivering information and training to medical centers staff	A112
		Promote their participation in the pilot of the system - compare the health conditions of the claimants to the results of the functional assessments	Has not started	October 2019	October 2020	Local consultants/Expertise France		A112
4.2	Accommodate the functional assessment specialists and case managers	Allocate the working space for the FAC	Has not started	September 2019	1 month	Health institutions		A111
4.3	Testing phase for implementation of new assesment instruments	The testing phase will last 1 year and will have interim and final evaluations.	Has not started	October 2019	October 2020	Local experts	XXX PWD are evaluated according to new assessments instruments	A112
	Process the data entered in web host	The electronic data collected by functional assessment specialists and case managers shall be extracted so they can be analysed by a statistician and a specialist of handicap scales.	Has not started	October 2019	October 2020	Local experts		A112
5	Policy initiatives and evaluation of the interim and final results of the pilot							
5.1	Impact assessment	Definition of data necessary for policy impact assessment based on the results of piloting in the two Georgian regions.	In progress	May-June 2019	2 month	Michel Villac and Yannick Deimat		A113
5.2	Cooperation with Ministry, UNICEF and GASW	Share the policy impact assessment with Ministry, UNICEF and GASW and get their feedback. Review the interim and final findings of the pilot.	Ongoing process			Team Leader		
5.3	1st evaluation mission: analysis of 3-month collected data.	3 month of collected data analyzed. Andrei, Michel and one specialist of handicap scale	Has not started	January 2020	January 2020	Michel Villac, Andrei Tretyak and one specialist of handicap scale	15 days/international experts	A113
5.4	Mid-term evaluation: analysis of 6-month collected data.	Mid-term of collected data analyzed.	Has not started	April 2019	April 2019	Michel Villac, Andrei Tretyak and one specialist of handicap scale	15 days/international experts	A113
5.5	Final evaluation and impact assesment	Impact assesment. 2 missions.	Has not started	November 2020	December 2020	Michel Villac and Andrei Tretyak	15 days/international experts	A113
5.6	Prepare a public policy assessment report (including gender dimension)	Develop the set of indicators for monitoring and evaluation of the pilot process. Evaluation will include the feedback from adults with disabilities, parents of children with disabilities and children with disabilities	Has not started	November 2020	December 2020	Team Leader, Michel Villac, Yannick Deimat and another expert		
5.7	Simulation model developed	The simulation model will be developed based on pilot data of the two regions.	Has not started	September 2020	December 2020	Michel Villac/Yannick Deimat/International expert		A113
5.8	Analysis of connection between the results of functional assessment and medicla diagnosis	This analysis will be the result of the results of the three evaluations realized throughout the project.	Has not started	September 2020	December 2020	Michel Villac/Yannick Deimat/International expert		A113
5.9	Institutional steering group at the regional level	Establish the regional group composed by the representatives of the Ministry of Health and Social Affairs of Samtskhe Javakheti region, the city of Borjomi, three health institutions, Disabled Persons Organizations, Social Service Agency,etc.	Has not started	September 2019	1 month	Team Leader	In order to introduce the project, a meeting was organized by MoIDPOTLHSA in April 2019 with these institutions. Representatives from these institutions shall be part of the institutional steering group to be created.	A112
5.10		Arrange the regional group meetings to support and assess the pilot in Samtskhe Javakheti region.	Has not started	September 2019	December 2020	Team Leader	The institutional streering group shall meet 3 times throughout the project: When the experimentation starts, for mid-term and final evaluations.	A112
5.11	Local working group of the functional assessment specialists, case managers and doctors	Arrange the regular working group meetings to evaluate the assessment process - instruments, interviewing process, feedback from the respodents	Has not started	October 2019	November 2019	MoIDPOTLHSA/Expertise France/UNICEF/GASW		A112
5.12	Report on the pilot	Prepare a report on piloting note according to the findings of the pilot process - analyze who will be included and excluded in the system, the administrative costs of the new system; establishment of indicators	Has not started	November 2019	December 2019	Expertise France		A112
6	Communication and public awareness							
4.1	Informing the claimants/respondents	Prepare/adjust the brochures explaining a role of functional assessment and pilot	Has not started	August 2019	September 2019	Local experts		A112
		Prepare written consents for the respondents	Has not started	August 2019	September 2019	Local experts		A112
6.1.	Raise awarness of persons with disabilities and parents of children with disabilities toward the pilot	Meetings with Disabled Persons Organizations, associations of parents of children with disabilities, service beneficiaries	Has not started	September 2019	December 2019	Local experts		A112