

聖雅各福群會 St. James' Settlement

FYP Third Meeting Summary (11th Oct, 2012)

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General Clarifications

- Assume all workers are social workers
- Fields with code (e.g. AR1) in the input are fields that will put in the reports
- **Except fields that are crossed out, all fields should be stored in the database**
- Short term: NS = Non-subvented
- School Social Worker works for **independent school**. Other social workers who are not classified as 'School Social Workers' may also work for schools. We only need to classify the workers into 'social workers who work for independent school' and 'social worker who does not work for independent school'. The requirement and counting for these two types of social worker are different.
- Old data can be ignored and doesn't require to save into the database

Some important attributes of Social Worker entity:

- Subvented (True / False)
- Centre that the social worker belongs to

Clarifications of input source

1) AR form (per month, per social worker)

- Input by social workers
- AR1 fields marked in the AR form are part of the information needed in the J2 Report. The database of the system should store **all the fields** in the AR form including the first 4 fields
- Do not need an extra field to store the total number of activity since we can calculate it by other fields when it is needed

2) EN form (per month, per social worker)

- Input by social workers
- Date, Sex, Role (may have 'others'), Type of enquiry (may have 'others'), Name of Enquirers (optional)
- If the same person enquires more than once or different things in a day, it will count as multiple entries
(one enquiry per entry/ row)

3) SR form (per quarter [Apr-Jun / Jul-Sept / Oct-Dec / Jan-Mar] per social worker)

- input by social workers
- only need to store the total number of SR but not the details
- possible way to input 'Name of Worker':
 - use login authentication (login automatically since they have logged in the computer)
 - choose user from drop down list

4) CL form (per month, per social worker)

- input by clerk in centre
- combine 2 forms CBIT-CL and SSW-CL together
- the short terms under the name of the worker in the form represent the school or project that the worker is working on. Circled short term in CBIT-CL form represents school that is not independent school. Non-circled one is short term for project.

- relationship between social worker and school/project: one to many so the database should have an entity for school/project and is linked to the entity of social worker
- No. of Closed Cases (CL1) and No. of Closed Cases achieved goal (CL2) are counted per quarter in J2. However, we should record the numbers per month and calculate the numbers per quarter afterwards.

5) MP (per month, per social worker)

- input by clerk in centre
- two separated forms for School Social Worker (SSW-MP) and Centre Social Worker (CBIT-MP)
- drug problems should be counted separately. E1 has a field which only counts drug problems. The number of social norm problems should exclude the drug problems.

6) PG (per month, per all social workers)

- input by clerk in centre
- Summarize P&G Activities
- one program per entry
- No.: dummy field for counting, Staff: name of person in charge, Program/Group: select program or group, School: name of school (can be null), Code: program code, Name: name of the program, Date/Period: Start Date and End Date, Nature: "性質" in P&G form choice 1-5 and SSW code, Youth Development: "性質" in P&G form choice A-D (can be null)
- need an extra field to store drugs/parenting-skills/NA. This field should be flexible for adding new type. (need an entity for the types)
- No. of attendance for one program: for example, if a program has 10 sessions and a participant has attended 7 sessions, it will count as 7 for attendance. (Sum up all the number of attendance of the participants of that program)

Optional Function of system (order by priority)

- 1) P&G input form (previous task 1)
- 2) Import excel into system
- 3) Auto login (track the authentication of window login)
- 4) Compensation leave & OT form