

14. Residential Care Facility: Bahay Pag-Asa Davao del Norte Case Management

The center is a 24/7 facility committed to protect and nurture the lives of male disadvantage minors who are children in conflict with the law through the use of various strategies and case management systems and procedures that will enable them to reflect and commit to change prior to their reintegration with their families and communities.

Office/Division:	Residential Care Facility: Bahay Pag-asa Davao del Norte			
Classification:	Complex			
Type of Transaction:	G2G-Government to Government			
	G2C- Government to Citizen			
Who may avail:	<ul style="list-style-type: none"> Children in conflict with the Law who meet the criterion and requirements 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Court Order (1 original): Notice of hearing/ Case hearing schedule, Released Order, Case Dismissed Order, Out on Pass Order, Commitment Order</p> <p>Fiscal/Prosecutors Order (1 original): Resolution Order, out on pass order, Released Order, Inquest resolution</p> <p>Discharge/Transfer Documents (1 original)</p> <p>PCCAR (Parents, Community Capability Assessment Report) (1 original)</p>		<p>-Regional Trial Court</p> <ul style="list-style-type: none"> Branch 2 for District 1 Branch 32 and or 34 for District 2 <p>-Prosecutors Office</p> <p>-PSWDO- Bahay Pag-asa Davao del Norte</p> <p>- LGU where the minor be released/transferred</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Minor to attend orientation at Bahay Pag-Asa Center	Supervising houseparent Orient the minor on the structured activities, rules and policies Endorsed to houseparent	None	5 minutes	<i>Supervising Houseparent</i> PSWDO-Bahay Pag-asa <i>Houseparent</i> PSWDO-Bahay Pag-asa

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Minor to undergo reflection	Supervising houseparent put the minor for reflection and endorse to houseparent on duty and “pointman” assigned	None	5 days	<i>Supervising Houseparent</i> PSWDO-Bahay Pag-asa <i>Houseparent</i> PSWDO-Bahay Pag-asa
3. Minor to undergo acceptance of family	Supervising Houseparent and Houseparent will facilitate acceptance ceremony to the minor	None	15-20 minutes	<i>Supervising Houseparent</i> PSWDO-Bahay Pag-asa <i>Houseparent</i> PSWDO-Bahay Pag-asa
4. If the Minor is accepted to the family – he will be called as Resident ✓ Resident will undergo processing	Supervising Houseparent and Houseparent conduct processing of feeling to the resident	None	2-5 minutes	<i>Supervising Houseparent</i> PSWDO-Bahay Pag-asa <i>Houseparent</i> PSWDO-Bahay Pag-asa
5. Resident to undergo Health assessment	Nurse conduct health assessment to include distinguishing marks, weighing, height measurement and picture taking	None	15 minutes	<i>Nurse I</i> PSWDO-Bahay Pag-asa
6. Resident to undergo an Interview	Social worker will conduct general intake and make social case study report	None	2-3 days	<i>Social Welfare Officer I</i> PSWDO-Bahay Pag-asa

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Resident to Undergo Psychological assessment, Mental Status exam, 5 Minutes personality Test and he will “Talambuhay”	Practicing Psychologist will conduct and facilitate Psychological Assessment, Mental Status Exam, 5 Minutes Personality Test and “Talambuhay”,	None	2-3days	<i>Practicing Psychologist</i> PSWDO-Bahay Pag-asa
8. Resident to attend and participate Daily Structured activities	Rehabilitation Team will conduct Daily Structured activities facilitated	None	6months to 2 years depending on the case committed or it will depend on the committing court decision and for fiscal decision (children on resolution) and or as per recommended by the rehabilitation staff	Center Head PSWDO-Bahay Pag-asa <i>Social Welfare Officer I</i> PSWDO-Bahay Pag-asa <i>Nurse I</i> PSWDO-Bahay Pag-asa <i>Practicing Psychologist</i> PSWDO-Bahay Pag-asa , <i>Supervising houseparent,</i> PSWDO-Bahay Pag-asa <i>Houseparents,</i> PSWDO-Bahay Pag-asa <i>Administrative staff,</i> PSWDO-Bahay Pag-asa <i>Kitchen In charge</i> PSWDO-Bahay Pag-asa

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
9. Resident to attend Court Hearing/s as per order by the honorable court	Social Worker will facilitate court hearing of minor (resident)	None	1 hour	<i>Presiding Judge</i> RTC (Regional Trial Court) <i>Lawyers</i> PAO (Public Attorneys' Office) <i>Social Welfare Officer I</i> PSWDO-Bahay Pag-asa
10. Bahay Pag-asa staff to attend Case conference/s	Center Head will facilitate conduct of Case conference to Program staff/ Rehabilitation team	None	1 hour	<i>Center Head</i> PSWDO-Bahay Pag-asa <i>Program staff</i> PSWDO-Bahay Pag-asa
11. Program staff to attend LGUs Focal on CICL consultative meeting	Center Head will facilitate conduct of LGUs Focal on CICL consultative meeting	None	5 hours	<i>Center Head</i> PSWDO-Bahay Pag-asa <i>Program staff</i> PSWDO-Bahay Pag-asa <i>Focal on CICL</i> City / Municipal Social Welfare Office
12. Resident to attend Conference for Pre-discharge	BPA will conduct pre-discharge conference in preparation for the transfer/release of the resident from the center to his family/guardian and community	None	30 minutes to 1 hour	<i>Center Head</i> PSWDO-Bahay Pag-asa <i>Social Welfare Officer I</i> PSWDO-Bahay Pag-asa
13. Resident to attend Disposition or Diversion	BPA will facilitate transfer of Minor where he will serve his Disposition or Diversion Program as stated in the court order	None	1 to 2 years old and or depending on the court order	<i>Social Welfare Officer I</i> PSWDO-Bahay Pag-asa <i>LGU Social Worker</i> City /Municipal Social Welfare Office (where the resident will serve his disposition/diversion)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
14. Proceed to Center Head for recommending approval	Review documents, affix signature and endorsed to P.G. Department Head for approval	None	1 minute	<i>Center Head PSWDO-Bahay Pag-asa</i>
15. Proceed to P.G. Department Head for approval	Approved and affix signature	None	30 seconds	<i>P.G. Department Head PSWDO</i>
16. Resident to attend Discharge conference	Conduct discharge conference to ensure continuity of care	None	1 hour	<p><i>Center Head PSWDO-Bahay Pag-asa</i></p> <p><i>Social Welfare Officer I PSWDO-Bahay Pag-asa</i></p> <p>Agency/Personnel where the resident will be discharged:</p> <p><i>LGU Social Worker City /Municipal Social Welfare Office Religious sector (optional) Barangay Functionaries Barangay</i></p> <p><i>Members LCPC (Local Council for the Protection of Children) (optional)</i></p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
17. Resident to comply with the Aftercare program	Conduct of aftercare program to ensure aftercare contract was fully implemented	None	3 months to 6 months	Agency/Personnel where the resident was discharged: <i>Social Worker</i> City /Municipal Social Welfare Office Religious sector <i>Barangay Functionaries</i> Barangay <i>Members</i> LCPC (Local Council for the Protection of Children) (optional)
TOTAL:			1 year 9 months 2 days and 67 minutes to 4 years 6 months 3 days 4 hours and 45 minutes and or depending on the committing court and performance and readiness of the residents, family and community	