

# CASE-MANAGEMENT IN CENTER AND RESIDENTIAL CARE FACILITY

## I. OFFICE OR DIVISION

PROTECTIVE SERVICE DIVISION- HOME FOR GIRLS

## II. SCHEDULE OF AVAILABILITY OF SERVICE

MONDAY- SUNDAY (24-Hour Service)

## III. WHO MAY AVAIL OF THE SERVICE

Home for Girls Clients

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
<b>CASE-MANAGEMENT IN CENTER AND RESIDENTIAL CARE FACILITY</b>	
Referral Letter signed by referring party (1 original)	Referring Party
Case Summary Report/Case Findings (1 original)	Referring Party
Birth Certificate (1 original)	Philippine Statistics Authority
School Records, if available (1 original)	School last attended
Medical Certificate with Laboratory results (x-ray, complete blood count, urinalysis and pregnancy test) (1 original)	Rural Health Unit or any Government or Private Hospitals
Legal Documents if with legal case:  Medico-Legal Certificate (1 photocopy)  2.Affidavit of the child (1 photocopy)  3.Police Blotter, if needed (1 photocopy)	Vicente Sotto Memorial Medical Center (Pink Center)  Philippine National Police (Women and Children Protection Desk)  Philippine National Police (Women and Children Protection Desk)

## IV. HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Brings the client to the center (Referral, walk in or outreached and submits the required documents.	None	2 Hours and 30 minutes	Jenifer S. Abastillas Center Head  Vilma M. Cosido SWO II Rosalie Dumangas SWO II Annalisa Gubalani SWO I Sheila Marae Toledo SWA

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## IV. HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Attends Admission Case Conference, reads the Kasabutan, asks clarification and signs the kasabutan	None	2 Hours	Jenifer S. Abastillas (Center Head) Shyryl Latonio (Nurse 1) Liza Rocamora/Perry Ilagan/Cherry Ann Gabrinao (Supervising house parents) Vilma Cosido/Rosalie Dumangas/Annalisa Gubalani/Sheila Marae Toledo (Social Workers)
3.Submits for physical evaluation	None	30 minutes	Dr. Erlinda Posadas Medical Doctor  Shyryl Latonio Nurse 1
4. Provides relevant data/information	None	5 days after admission	Vilma Cosido/Rosalie Dumangas/Annalisa Gubalani/Sheila Marae Toledo (Social Workers)
5. Provides relevant information and participate in the individual session	None	2 hours	Kaye Anor Psychometrician 1
6. Feed information and pertinent data about needs, resources and determine expectations and desired actions	None	Within 1 month	Vilma Cosido/Rosalie Dumangas/Annalisa Gubalani/Sheila Marae Toledo (Social Workers)
7. Involves in the formulation of the intervention plan (Conforms and signs the intervention plan)	None	1 hour	Vima Cosido/Rosalie Dumangas/Annalisa Gubalani/Sheila Marae Toledo (Social Workers)



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## IV. HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8. Participates in the implementation of the intervention plan (Performs agreed tasks)	None	Within 4 months	<div>Shyryl Latonio (Nurse 1)</div> <div>Liza Rocamora/ Perry Ilagan/Cherry Ann Gabrinao (Supervising house parents)</div> <div>Vilma Cosido/Rosalie Dumangas/Annalisa Gubalani/Sheila Marae Toledo (Social Workers)</div> <div>Kaye Anor (Psychometrician 1)</div>
9. Participates in the evaluation of intervention plan	None	Within 1 month	<div>Vilma Cosido/Rosalie Dumangas/Annalisa Gubalani/Sheila Marae Toledo (Social Workers)</div> <div>Liza Rocamora/Perry Ilagan/Cherry Ann Gabrinao (Supervising HP)</div> <div>Kaye Anor (Psychometrician)</div>
10. Signs the discharge documents and aftercare contract	None	1 hour	<div>Vilma Cosido/Rosalie Dumangas/Annalisa Gubalani/Sheila Marae Toledo (Social Workers)</div>

## V. PROCESSING TIME:

185 days, 19 hours and 10 minutes

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## VI. FEEDBACKS AND COMPLAINTS MECHANISM

How to send feedback	<p>The clients can send feedback by filing-up a client satisfaction survey form and drop in the designated boxes (suggestion box)</p> <p>Client can also send feedback to the Regional Director at email address <a href="mailto:smslucero@dswd.gov.ph">smslucero@dswd.gov.ph</a></p>
How feedbacks are processed	<p>At the end of the month, a designated staff will open the suggestion box and will forward the feedback to the Center Head. Sort the positive and negative feedbacks. Forward negative feedback to the Center Head who will route the feedback to the concerned staff, make plans and appropriate actions for improvement and implement the plan.</p>
How to file a complaint	<p>Written complaints can be made by filling-up a complaint form provided at the Public Assistance Desk and drop in the suggestion box.</p>
How complaints are processed	<p>A designated staff shall open the suggestion box and will forward the complaints to the Center Head. The Center Head will route the complaints to the concerned staff for appropriate actions.</p>
Contact Information of CCB, PCC, ARTA	<p><b>JENIFER S. ABASTILLAS</b> Center Head DSWD-Home for Girls, Camomot-Franza Road, Katipunan, Labangon, Cebu City Tel. No. 266-0491 Email Address: <a href="mailto:hfg.fo7@dswd.gov.ph">hfg.fo7@dswd.gov.ph</a>, <a href="mailto:hfg.internal@gmail.com">hfg.internal@gmail.com</a></p> <p><b>Anti-Red Tape Authority (ARTA):</b> <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> 8-478-5093</p> <p><b>Presidential Complaint Center (PCC):</b> <a href="mailto:pcc@malacanang.gov.ph">pcc@malacanang.gov.ph</a> 8888</p> <p><b>Contact Center ng Bayan (CCB):</b> SMS: 0908-881-6565 Email: <a href="mailto:email@contactcenterngbayan.gov.ph">email@contactcenterngbayan.gov.ph</a> Web: <a href="https://contactcenterngbayan.gov.ph">https://contactcenterngbayan.gov.ph</a> Facebook: <a href="https://facebook.com/civilservicegovph">https://facebook.com/civilservicegovph</a> Call: 165 65 (P5+VAT per call anywhere in the Philippines via PLDT landlines)</p>