Department of Social Welfare and Development
NATIONAL CAPITAL REGION

ELSIE GACHES VILLAGE
CASE MANAGEMENT PROCESS FLOW CHART

MONITORING AND EVALUATION PHASE

(E)

Preparation of invitation letter for the schedule of pre-discharge conference
Social Welfare Officer (SWO) II
1 hour

Forward to Admin for endorsement to SWO III for review and inputs
Admin Aide
4 minutes

Review and provide inputs to the invitation letter and forward to Admin Aide for endorsement to SW for enhancement
Social Welfare Officer III
34 minutes

Enhancement of invitation letter and forward to Admin Aide for endorsement to SWO III for signature
Social Welfare Officer III
34 minutes

Affix signature on the invitation letter
Social Welfare Officer III
34 minutes

Approval of invitation letter
Head Social Worker
6 minutes

Approve? — **No** → **Enhancement of invitation letter**
SWO II
10 minutes

Yes

Mailing of Invitation Letter
Admin Aide
30 minutes

Conduct follow up call to concerned LGU and Rehab Team Members
SWO II
35 minutes

Conduct follow up call to concerned LGU and Rehab Team Members
SWO II
35 minutes

Conduct of Pre-Discharge Conference and prepare confirmation of agreements
SWO II/ Rehab Team Members
1 hour and 30 minutes

For Discharge? — **No** → **Continuous provision of services to the child and request for cost of care sharing**

Yes

Conduct Social Preparation to the resident and family members
Assigned SWO II
10 minutes

Trainable? — **No** → **Endorse to house parent for the preparation of resident includes grooming, belongings, medicines for discharge**

Yes

Conduct daily and one on one counseling session
Assigned SWO II
1 week

Coordination with the LGU and family for the discharge slip
Assigned SWO II
1 week

Preparation of discharge slip and refer to other Units for clearance
Assigned SWO II
1 hour and 5 minutes

Approval of discharge slip
Assigned SWO II
1 hour and 5 minutes

Endorse discharge slip to the guard on duty
Social Welfare Officer (SWO) II