

## Social Auxiliary Service (SAS) : Admission of Clients

The Social Auxiliary Service (SAS) is one of the Services of Rehabilitation Sheltered Workshop (RSW) spearheaded by Registered Social Workers focus on access needs of clients to integrated social services with the family and their community to achieve maximum work adjustment and satisfying work performance. Prior in providing service, **Admission process** must be undergone to review medical and psychological condition of applicants in relation to their disability and to properly document their identity and eligibility. Applicant requires meeting the professional member of rehabilitation team to assist in determining appropriate productivity activity of client while in the center.

<b>Office or Division</b>	Rehabilitation Sheltered Workshop (RSW)			
<b>Classification</b>	Highly Technical – 20days and above (including ten (10) days OJT.			
<b>Type of Transaction</b>	Government to Citizens (G2C)			
<b>Who may Avail</b>	Persons With Disability or their Dependent			
<b>A.Pre-Admission Process</b>				
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
Medical & Psychological Results :One (1) Original Copy		Any government or private hospitals/clinics		
Person With Disability Identification: One (1) Photocopy		From the Person With Disability Office in the LGU where the applicant resides.		
Barangay Indigent Certificate One (1) Original Copy		From the Barangay LGU where the applicant resides		
Case Summary Report One (1) original copy		From the C/MSWDO or referring party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Schedule of appointment for interview/ orientation	1. Calendar schedule of applicant's interview /orientation (Usually Monday)	None	5 minutes	<i>Clerk (AAI)</i> <i>Admin Service</i> RSW
2. Endorse BIO DATA or referral letter.	2.1 Interview and orientation proper	None	20 minutes	<i>Social Welfare Officer</i> <i>II</i> SAS-RSW
	2.2 Initial Assessment and <b>intake interview</b>	None	10 minutes	<i>Social Welfare Officer</i> <i>II</i> SAS-RSW

	2.3 Scheduling of Rehabilitation Team Meeting (RTM) Usually Monday or Tuesday	None	5 minutes	<i>Social Welfare Officer II SAS-RSW</i>
3. Pre Admission: Rehabilitation Team Meeting (RTM)	3. Case conference with applicant, referring agency and RSW	None	2 hours	<i>Rehabilitation Team All Services RSW</i>
4. On the Job Training (OJT)	4.1. Assessment period and workshop activity.	None	10 days	<i>Rehabilitation Team All Services RSW</i>
5. Admission Conference- Rehabilitation Team Meeting (RTM)	5.1 Evaluation assessment reporting for admission or referral to other services outside the center (RSW)	None	30 minutes	<i>Supervising Social Worker SAS RSW</i>
	5.2 Formulation of Intervention Plan  5.2.1 If admitted, endorse to production team  5.2.2 If not admitted, referral to concerned agencies/ institutions (as needed)	None	1 hour	<i>Supervising Social Worker/ Center Head All services – RSW</i>
6. Admission	6. Approval of Intervention Plan  Note: Center Head has discretionary authority to approved and disapproved the recommendation based on	None	5 minutes	<i>Supervising Social Worker/ Center Head All services – RSW</i>

	intervention plan pertaining to the availability of fund and other administrative concern.			
<b>TOTAL</b>		<b>None</b>	<b>10 days, 4 hours, 15 minutes</b>	