### Department of Social Welfare and Development National Capital Region

**FOR** 

ALL CENTER/RESIDENTIAL CARE FACILITY HEADS

**ALL UNITS/SECTION HEADS** 

ALL RPMOs (Pantawid, SLP and RCTSU)

**FROM** 

: THE REGIONAL DIRECTOR

**SUBJECT** 

Business Process and Requirements Analysis (BPRA) and Process Flow Chart

of National Vocational and Rehabilitation Center on Case Management

DATE

July 11, 2018

This is to share with you the approved BPRA and Process Flow Chart of National Vocational and Rehabilitation Center\_on Case Management as per result of the Technical Assistance Session on the Preparation of Business Process and Requirements Analysis and Process Flow Chart facilitated by PDPS held on March 1, 2018 at NVRC.

For your information and guidance.

VINCENT ANDREW J. LEYSON, CESO IV

MMG/LCD/riga

DSWD-NCR RECORDS MANAGEMENT SECTION

Date/Inne: \_\_\_\_\_\_

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# BUSINESS PROCESS AND REQUIREMENTS ANALYSIS Minimum Deliverable: Case Management on Rehabilitation of Person With Disability (PWD) and Other Vulnerable Group (OVG)

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								for tracking and endorsement to Social Worker/Officer of the Day	
	Clerical skills	logbook, pen		MOO	Tracked document	2 mins	Admin Aide IV	Forward referral letter to Admin	3.4
	Administrative Skills	Pen		MOO	Approved Referral Letter	2 mins	Center Head	Approval of referral letter to LGU	ຜູ
<u> </u>	Clerical skills	logbook, pen		MOO	Tracked document	2 mins	Admin Aide IV	Forward referral letter to Admin for tracking and endorsement to Center head for Approval	3.2
1								rehabilitation	
		Printer, Paper			for signature			other Agencies if PWD/OVG	
		Computer			letter to Center Head		00	referral letter form to LGUs or	
ಹ	Technical Writing	Referral Form	Microsoft Word	MOO	Forwarded referral	5 mins	Social Worker	If not qualified, facilitate filling up	3.1.
<u> </u>					needs				
	1				determined his/her				
	Management				PWD/OVG and			PWD or OVG	
	Case	Logbook			Information about the		8	assessment to potential client	
	Interviewing/	Pen		Моо	Gathered General	30 min	Social Worker	Conduct initial interview and	2
	Service				Worker on Duty			or OVG	
	Customer	logbook, pen		MOO	Endorsed to the Social	1 min	Guard on Duty	Receipt of referral of walk-in PWD	ב
1								Pre-Admission Phase	Pre-Adi
├—	Competency	Materials/Infra	Application	Policy	Output	Time Frame	Responsible Person	Task	No.
<u> </u>	(9)	(8)	(7)	(6)	(5)	(4)	(3)	(2)	(1)
<u> </u>		(B) REQUIREMENTS	(B) REQL				(A) PROCESS		

10	φ	8	7	6	ъ	4	3.5	No.	
If not qualified, refer client to other medical facility for laboratory and treatment	Forward accomplish medical and Psychological Assessment to Social Worker III for case assignment	Conduct of Initial Physical Examination	If qualified based on psych assessment, refer to Medical Officer for initial physical check up/assessment	If not qualified, refer to other facility/agency.	Conduct of Psychological and Vocational Assessment	If qualified, endorse client to Initial Psychological and Voactional Assessment	Provide instruction and endorse referral letter to Person with Disability /Other Vulnerable Groups	Task	157
OD	OD	Medical Officer	Social Worker OD	Social Worker OD	Psychologist	Social Worker OD	Social Worker OD	Responsible Person	(A) PROCESS
1 min	1 min	30 minutes	1 min	2 mins	1 hour	2 mins	1 min	(*) Time Frame	(4)
Endorse Accomplished Referral letter to client	Initial Physical Examination Result and Psychological Evaluation	Medical Certificate	Initial Medical physical Examination/Assessmen t Result	Accomplished Referral Slip	Initial Physical Assessment Result/ Initial Intervention Plan	Initial Intervention Plan and Initial Psych Assessment Report	PWD/OVG received the referral letter and instructions	Output	(5)
MOO	MOO	MOO	M00	Moo	MOO	MOO	MOO	Policy	(6)
								Application	(B) REQU
computer, printer	Case Folders containing Filled up General Information Sheet, Medical Laboratory results	Pscyhological Test	Inter-Referral slip, pen	Referral Form Computer Printer, Paper	Pscyhological Test   Assessment	Inter-Referral slip, pen	Paper, pen	Materials/infra	(B) REQUIREMENTS
Communication skills	Communication skills	Assessment	Coordination	Coordination	Assessment	Coordination	Communication skills	Competency	(9)
								REWARRS (10)	

8 If not Ap Findings	7 Appr	6 Forward Admin fo endorser Approval	5 Enhance based on direction	4 Endc enha	3 Revie direc Case		SWO	2 Endo SWO endo			nis	Admission F  1 Prep Findi 2 Endo SWO endo	12 Rece Admission F 1 Prep Findi 2 Endo SWO endo	12 Rece Admission F 1 Prep Findi SWO endo	11 Facil 12 Rece Admission F 1 Prep Findi 2 Endo SWO endo	No.  11 Facil  12 Rece  12 Rece  Admission F  Findi  2 Endo SWO endo	No. 11 Facil 12 Rece 12 Prep 1 Prep 1 Findi 2 Endo SWO endo
If not Approve, revise Initial Case Findings	Approval of Initial Case Findings and aknowledgement letter to	Forward Initial Case Findings to Admin for tracking and endorsement to Center head for Approval	Initial Case Findings comments/inputs and	Endorse Initial Case Findings for enhancement	Review, provide inputs and direction on the submitted initial Case Findings		SWO III for review and endorsement to Center Head	ndings to r Head	ndings to	ase idings to	on of Initial Case Summary Nitial Case Findings to I review and ent to Center Head	on of Initial Case Summary Sitial Case Findings to In review and ent to Center Head	Case Assignment on of Initial Case fummary itial Case Findings to r review and ent to Center Head	Case Assignment on of Initial Case fummary itial Case Findings to r review and ent to Center Head	Case Assignment Case Assignment on of Initial Case findings to r review and ent to Center Head	Task ase Assignment Case Assignment case Assignment in of Initial Case summary iitial Case Findings to r review and ent to Center Head	Task ase Assignment Case Assignment Case Assignment In of Initial Case Jummary Jummary Jumitial Case Findings to r review and ent to Center Head
	Center Head	Admin Aide IV	Social Worker	Admin Aide IV	SWOIII			SWOIII	SWO III	Social Worker SWO III	Social Worker SWO III	Worker/Case Manager Social Worker Swo III	d Social /Case er Vorker	d Social /Case er Vorker	d Social /Case er Vorker	rson  d Social /Case er  Vorker	onsible rson d Social //Case er
	2 mins	2 mins	20 minutes	2 mins	20 minutes			2 mins						hour	hour	Frame	Frame hour mins
Finalized Case Findings	Approved Case Findings/Summary	Tracked document	Finalized Case Findings	Tracked document	Initial Case Findings with comments/inputs			Tracked document	Findings Tracked document	Draft Initial Case Findings Tracked document	Draft Initial Case Findings Tracked document	folder  Draft Initial Case Findings  Tracked document	Receive copy of case folder  Draft Initial Case Findings Tracked document	Receive copy of case folder Draft Initial Case Findings Tracked document	e copy of case nitial Case	Output sed Case to Social r e copy of case nitial Case gs	Output  Case to Social  r copy of case copy of case mitial Case gs d document
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Microsoft Word			Microsoft Word			**************************************				Microsoft Word							
Computer, paper, printer, pen	pen	logbook, pen, stamp	Microsoft Word Computer, paper, printer, pen	logbook, pen, stamp	pen		stamp	logbook, pen, stamp	printer, pen logbook, pen, stamp	Computer, paper, printer, pen logbook, pen, stamp							
Technical Writing	Administrative Skills	Clerical skills	Technical Writing	Clerical skills	Supervisory Skills	ALL PROPERTY OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN CO		Clerical skills	Clerical skills	Technical Writing Clerical skills	Technical Writing Clerical skills	skills/coordination skills  Technical Writing  Clerical skills	Communication skills/coordination n skills  Technical Writing  Clerical skills	n skills  Communication skills/coordinatio n skills  Technical Writing  Clerical skills	Communication skills/coordination skills  Communication skills/coordination skills  Technical Writing  Clerical skills	Competency Communication skills/coordinatio n skills Communication skills/coordinatio n skills Clerical Writing Clerical skills	Competency Communication skills/coordination skills Communication skills/coordination skills/coordination skills Cerical writing Clerical skills
																	REMARKS (10)

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Endorse to Trainee the exploratory schedule for signing of responsible staff.	Preparation of Exploratory Schedule	Exploratory Phase	Assessment and Diagnosis of the Case	Orientation on Center's Rules and Regulations.	Facilitate Kasunduan Signing and	Team Meeting	Conduct of 1st Rehabilitation	Consolidate initial Intervention Plan of VGPS and Medical Assessment.	Team Meeting.	Coordinate client and family on the schedule of 1st Rehabilitation	Social Worker/Officer of the Day	for tracking and endorsement to	aknowledgement letter to Admin	Forward Initial Case Findings and	Task	(2)	
Assigned Training Staff	Assigned Training Staff				Social Worker	Members	Rehab Team	Social Worker		Social Worker on case				Admin Aide IV	Responsible Person	(3)	(A) PROCESS
5 minutes	5 minutes				15 mins		45 min	5 mins		5 mins				2 mins	Time Frame	(4)	
Copy of Exploratory Schedule	evaluation of training staff				Signed Kasunduan	Placement Intervention Plan and Placement Intervention Plan, Schedule of Exploratory Period.	Training Service Initial	Draft Intervention Plan		Set Schedule of RTM Meeting				Tracked document	Output	(5)	
MOO	MOO				МОО		Moo	MOO		M00				Moo	Policy	(6)	
	Microsoft Word							Microsoft Word							Application	(7)	(B) REQU
Pen	Microsoft Word Computer, Printer, Technical Writing			Pen	Kasunduan Form,	admission slip, Initial Case Study Report	Logbook, Pen.	Microsoft Word Computer, paper,		Telephone			stamp	logbook, pen,	Materials/Infra	(8)	(B) REQUIREMENTS
Communication	Technical Writing				Facilitation	facilitation	Deccumentation. If physically &	Technical Writing		Coordination				Clerical skills	Competency	(9)	
						psychologically fit for training, PWD/OVG is admitted; If not, PWD/OVG is referred for medical & psychological intervention and his training is deferred	If physically &									REMARKS (10)	

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Preparation and submission of Feedback Report	Conduct of Home Visitation	Facilitate assessment of trainees existing employable skills.	Endorsement to Placement Service	Preparation of Exploratory Evaluation Report	Endorse Trainiee to trainers for exploratory courses	(2) Task	
Social Worker	Social Worker	Placement Officer	Assigned Trainers	Assigned Trainers	Assigned Trainers	(3) Responsible Person	(A) PROCESS
30 minutes	2 hours	30 mins	2 mins	1 hour	2 mins	(4) Time Frame	
Draft Feedbck Report	Gathered Collateral Information and support.	Accomplished Assessment Report and Initial Employment Rehabilitation Plan	Accomplished Inter- Referral Slip	Exploratory Evaluation Report	Copy of Assessment Report and Initial Training Intervention Plan	(5) Output	
МОО	MOO	МОО	моо	MOO	MOO	(6) Policy	
Microsoft Word		Microsoft Word		Microsoft Word		(7) Application	(B) REQU
Computer, Printer, Technical Writing paper	Notebook, pen, paper	Computer, Printer, Technical Writing paper	Inter-Referral slip, pen	Computer, Printer, paper	Inter-Referral slip, pen	(8) Materials/Infra	(B) REQUIREMENTS
	Data gathering and recording	Technical Writing	Coordination	Technical Writing	Coordination	(9) Competency	
	While trainee is undergoing exploratory course, SW will conduct home visitation for data gathering.				4 Days attendance to Exploratory Courses	REMARKS (10)	

				····				····		,	
17	16	15	14	13	12	11	10	9	No.	Ξ	
Approval of Minutes of the Meeting	Forward referral letter to Admin for tracking and endorsement to Center for Approval	Review and provide inputs on the submitted Minutes of the Meeting	Endorse minutes of the meeting to SWO III for review and inputs	Preparation of Minutes of the Meeting	2nd Rehabilitation Team Meeting	Coordinate Rehab team Members and trainee for the conduct of RTM Meeting.	Accomplish Rehabilitation Indicators based on gathered Information	Review, provide inputs and direction on the submitted feedback report	Task	(2)	
Center Head	Admin Aide IV	III OMS	Admin Aide IV	Social Worker	RTM Members	Social Worker	Social Worker	SWOIII	Responsible Person	(3)	(A) PROCESS
2 mins	2 mins	20 minutes	2 mins	1 hour	45 min	5 mins	15 minutes	20 minutes	Time Frame	(4)	
Approved Minutes of the Meeting	Tracked document	Minutes of the Meeting with Inputs	Tracked document	Draft Minutes of the meeting	Trainee's Rehabilitation Goal based on Rehabilitation Indicators, Intervention Plan for 3 months, Social Rehab Schedule	Receipt of Notice Form	Accomplished Rehab Indicators	Feedback Report with inputs/comments	Output	(5)	
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				Microsoft Word					Application	(7)	(B) REQU
pen	Logbook, pen	pen	Logbook, pen	Computer, Printer, Technical Writing	Logbook, Pen, Rehabilitation Indicators	Pen	Rehabilitation Indicator Form, pen	pen	Materials/Infra	(8)	(B) REQUIREMENTS
Administrative Skills	Clerical skills	Supervisory Skills	Clerical skills	Technical Writing	Documentation, Facilitation	Coordination	Assessment	Supervisory Skills	Competency	(9)	
					Presentation of Exploratory and Placement Evaluation and Training Rehabilitation.					REMARKS (10)	

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Prepare Trainees Progrees Report	Conduct of medical check up and medical provision.	Conduct Individual and group counseling	Conduct Individual and group session for social adjustment	Conduct Training on Social Rehabilitation	Refer to Social Rehabilitation Trainer, Vocational Guidance and Psychological Service, Medical Service, Social Adjusment Service.	Preparation of Social Rehabilitation Schedule	IMPLEMENTATION OF MULTIDISCIPLINARY INTERVENTION PLAN Social Rehabilitation Phase	Forward Minutes of the Meeting to Admin for tracking and endorsement to Rehab Team Members	Task	(2)	
Rehab Team Members	Medical and Dental Officer	Psychologist	Social Worker	Trainer	Assigned Training Staff	Assigned Training Staff	RY INTERVENTION	Admin Aide IV	Responsible Person	(3)	(V) DBUCECC
1 hour	1 hour	3 hours	3 hours	6 hours	10 minutes	5 mins.	V PLAN	2 mins	Time Frame	(4)	
Progress Report	Attendance Sheet	Attendance Sheet, Recordings	Attendance Sheet, Recordings	Attendance Sheet, Recordings	Accomplished Inter- Referral Slip	Permanent Rehab Schedule		Tracked document	Output	(5)	
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Microsoft Word						Microsoft Word			Application	(7) NEQ	(B) RFOIL
Computer, Printer, paper, pen, Rehabilitation Indicators	Copy of Modules, pen, paper	Medical Records, pen, paper	Copy of Modules, pen, paper	Copy of Modules, pen, paper	Inter-Referral Slip, pen	Computer, Printer, paper		Logbook, pen	Materials/infra	(8)	(B) REOLIBEMENTS
	Facilitation, documentation, assessment	Facilitation, documentation, assessment	tion,	Facilitation, documentation, assessment	Coordination	, Technical Writing		Clerical skills	Competency	(9)	
	As need arises	3 hours every Friday (afternoon) for 3 months	3 hours every Friday (morning) for 3 months	6 hours a day, 4 days a week for 3 months		Computer, Printer, Technical Writing Medical, Social Service, paper Placement, Dental, Psychological and Training Service				REMARKS (10)	

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orientation and seminar	Conduct pre-employment	vocational course	Provide Basic Common Core	voacational trainer	Endorse trainee to all services and	Schedule	Prepare Vocational Training	VOCATIONAL TRAINING PHASE	Worker/Officer of the Day	endorsement to Social	to Admin for tracking and	Forward Minutes of the Meeting	Meeting	Approval of Minutes of the	for tracking and endorsement to Center for Approval	Forward referral letter to Admin	Meeting	submitted Minutes of the	Review and provide inputs on the	to SWO III for review and inputs	Endorse minutes of the meeting	Meeting	Preparation of Minutes of the			3rd Rehabilitation Team Meeting	Task	(2)	
Officer	Placement		Trainer			Training Staff	Assigned					Admin Aide IV		Center Head		Admin Aide IV			III OMS		Admin Aide IV		Social Worker			RTM Members	Responsible Person	(3)	(A) PROCESS
	3 hours		8 hours		5 minutes		30 minutes					2 mins		2 mins		2 mins			20 minutes		2 mins		1 hour			45 min	Time Frame	(4)	
Recordings	Attendance Sheet,	Recordings	Attendance Sheet,	Referral Slip	Accomplished Inter-	Schedule	Vocational Training					Tracked document	the Meeting	Approved Minutes of		Tracked document		with Inputs	Minutes of the Meeting		Tracked document	meeting	Draft Minutes of the			Vocational Training Plan   MOO	Output	(5)	
	MOO		MOO		MOO		MOO					Moo		МОО		M00			MOO		MOO		ООМ			M00	Policy	(6)	
							Microsoft Word																Microsoft Word				Application	(7)	(B) REQL
pen, paper	Copy of Modules,	pen, paper	Copy of Modules,	pen	Inter-Referral Slip,	paper	Microsoft Word Computer, Printer, Technical Writing					Logbook, pen		pen		Logbook, pen			pen		Logbook, pen	paper	Computer, Printer, Technical Writing		Indicators	Logbook, Pen,	Materials/Infra	(8)	(B) REQUIREMENTS
documentation,	Facilitation,	assessment	Facilitation,		Coordination		Technical Writing					Clerical skills	Skills	Administrative		Clerical skills			Supervisory Skills		Clerical skills		Technical Writing	documentation	Faciliation	Decorum; Case	Competency	(9)	
month for 6 months	Every 4th Friday of the	months	8 hours a day for 4																									REMARKS (10)	

14	13	12	11	10	9	œ	7	6	25	N o	Ξ	
Forward referral letter to Admin for tracking and endorsement to Center for Approval	Review and provide inputs on the submitted Minutes of the Meeting	Endorse minutes of the meeting to SWO III for review and inputs	Preparation of Minutes of the Meeting	4th Rehabilitation Team Meeting	Submit Monthly Training Progress Report	Conduct Health Awareness Session	Conduct awareness building session on existing programs and services for Person With Disability	Conduct Character Building Session	Conduct of Values Education and Formation	). Task	) (2)	
Admin Aide IV	III OMS	Admin Aide IV	Social Worker	RTM Members	RTM Members	Medical and Dental Officer	Trainer	Social Worker	Psychologist	Responsible Person	(3)	(A) PROCESS
2 mins	20 minutes	2 mins	1 hour	45 min	1 hour	3 hours	3 hours	3 hours	3 hours	Time Frame	(4)	
Tracked document	Minutes of the Meeting with Inputs	Tracked document	Draft Minutes of the meeting	Identification of Level of Rehabilitation based on Rehabilitation Indicator, Identification of OJT Site and OJT Period	Draft Monthly Training Progress Report	Attendance Sheet, Recordings	Attendance Sheet, Recordings	Attendance Sheet, Recordings	Attendance Sheet, Recordings	Output	(5)	
MOO	МОО	MOO	MOO	MOO	MOO	МОО	MOO	MOO	M00	Policy	(6)	
			Microsoft Word		Microsoft Word					Application	(7)	(B) REQL
Logbook, pen	pen	Logbook, pen	Computer, Printer, Technical Writing	Logbook, Pen, Rehabilitation Indicators	Microsoft Word Computer, Printer, Technical Writing	Copy of Modules, pen, paper	Copy of Modules, pen, paper	Copy of Modules, pen, paper	Medical Records, pen, paper	Materials/Infra	(8)	(B) REQUIREMENTS
Clerical skills	Supervisory Skills	Clerical skills	Technical Writing	Documentation, facilitation, assessment	Technical Writing	Facilitation, documentation, assessment	Facilitation, documentation, assessment	Facilitation, documentation, assessment	Facilitation, documentation, assessment	Competency	(9)	
						Every 1st Friday of the Months for 6 months		Every 4th Friday (afternnon) of the	Every 4th Friday (afternnon) of the		REMARKS (10)	

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Review and provide inputs on the submitted Minutes of the Meeting	Endorse minutes of the meeting to SWO III for review and inputs	Preparation of Minutes of the Meeting	5th Rehabilitation Team Meeting	Prepare Final Evaluation Report	Prepare OJT monitoring Report, present during RTM Meeting and submit to Social Worker	Conduct of Monthly OJT monitoring	Endorsement of Trainee to OJT Site	Preparation of referral letter for OJT and Employer Monitoring Form	Scout On the Job Training Sites	Approval of Minutes of the Meeting On the Job Training Phase	Task	(2)	
SWOIII	Admin Aide IV	Social Worker	RTM Members	Vocational Trainer	Vocational Trainer	Vocational Trainer	Vocational Trainer	Assigned Training Staff	Vocational Trainer	Center Head	Responsible Person	(3)	(A) PROCESS
20 minutes	2 mins	1 hour	45 min	1 hour	1 hour	4 hours	4 hours	5 mins	8 hours	2 mins	Time Frame	(4)	
Minutes of the Meeting with Inputs	Tracked document	Draft Minutes of the meeting	Possible Employment Opportunity	Evaluation Report	Draft OJT Monitoring Report	Recordings, gathered data	Accomplished Referral Letter	Draft Referral Letter	List of OJT Sites	Approved Minutes of the Meeting	Output	(5)	
MOO	Moo	MOO	МОО	MOO	MOO	MOO	MOO	MOO	МОО	МОО	Policy	(6)	
		Microsoft Word		Microsoft Word	Microsoft Word			Microsoft Word			Application	(7)	(B) REQU
pen	Pen, logbook	Computer, Printer, Technical Writing	Logbook, Pen, Rehabilitation Indicators	Computer, Printer, Technical Writing	Computer, Printer, Technical Writing paper	Pen, paper, notebook	Pen	Computer, Printer, Technical Writing paper	Pen	pen	Materials/Infra	(8)	(B) REQUIREMENTS
Supervisory Skills	Clerical skills	Technical Writing	Documentation, facilitation, assessment	Technical Writing	Technical Writing	documentation, data gathering	Coordination	Technical Writing	Coordination, Networking, Partneship Building	Administrative Skills	Competency	(9)	
						Once a month for 3 months.	Discuss with employeer the capacity, strength and weakness of the					REMARKS (10)	

MONITORING Prepara Report	5 for Clo Worke			4 Conduct of monitoring	3 Endors	Prepar 2 Placen Monit	1 Scout	<b>Employment Phase</b>	12 Approva	to Admir endorser		(1)	
Preparation of Closing Summary Report and Invitation Letter		MONITORING AND EVALUATION PHASE	Preparation of Recommendation for Closure and submit to Social Worker	Conduct of Monthly Placement monitoring	Trainee to	Preparation of referral letter for Placement and Employer Monitoring Form	Scout Placement Sites	Phase	Approval of Minutes of the Meeting	to Admin for tracking and endorsement to Center for Approval	Task	(2)	
	Social Worker		Placement Officer	Placement Officer	Placement Officer	Placement Officer	Placement Officer		Center Head	Adrillin Alde IV	Responsible Person	(3)	(A) PROCESS
2 mins	30 minutes		30 minutes	4 hours	8 hours	5 mins	8 hours		2 mins	2 111113	Frame	(4)	
Tracked document	Draft Closing Summary Report and Invitation Letter		Accomplished Recommendation Letter	Recordings, gathered data	Accomplished Referral Letter	Draft Referral Letter	List of Placement Sites		Approved Minutes of the Meeting	Hacked document	Output	(5)	
MOO	MOO		MOO	MOO	МОО	MOO	МОО		MOO	VICE	Policy	(6)	
	Microsoft Word		Microsoft Word			Microsoft Word					Application	(7)	(B) REQU
Pen, logbook	Computer, Printer, Technical Writing paper		Computer, Printer, Technical Writing paper	Pen, paper, notebook	Pen	Microsoft Word Computer, Printer, Technical Writing	Pen		Pen	ren, logocox	Materials/infra	(8)	(B) REQUIREMENTS
Clerical skills	Technical Writing		Technical Writing	documentation, data gathering	Coordination	Technical Writing	Coordination, Networking, Partneship Building		Administrative Skills	כומו נימו אווויס	Competency	(9)	
				Once a month for 3 months.	Discuss with employeer the capacity, strength and weakness of the trainee							REMARKS (10)	

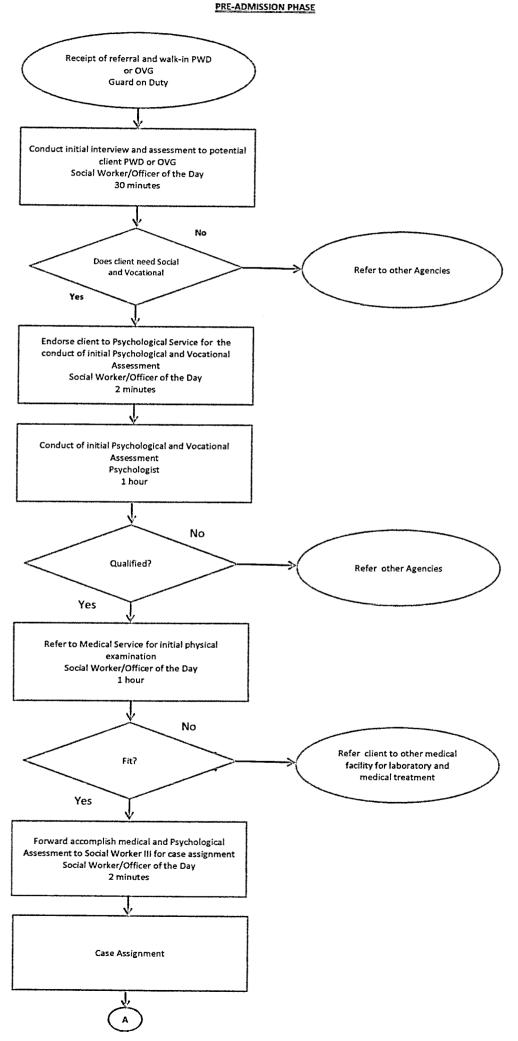


12 Facilita of Agre		_		11 Approva		10 to Adm	Forwar	Review a submitte	8 Endors	Meeting	7 Prepara	6 Conduct of	S Report Family	Center	4 and Inv	Forwa	3 submit Report	No.	Ξ	
	of Agreements with LGU	irmation		l of Minutes of the	endorsement to Center for Approval	0	minutes of the meeting	and provide inputs on the ad Minutes of the	Endorse minutes of the meeting to SWO III for review and inputs		Preparation of Minutes of the	Pre-Discharge	Approval of Closing Summary Report and Invitation Letter to Family, LGU and other benefactor	Center for Approval	and Invitation Letter to Admin for tracking and endorsement to	Forward Closing Summary Report	Review and provide inputs on the submitted Closing Summary Report	Task	(2)	
		Social Worker		Center Head		Adillii Alde IV	ŀ	III OMS	Admin Aide IV	<u> </u>	Social Worker	RTM Members	Center Head		Admin Aide IV		Social Worker	Responsible Person	(3)	(A) PROCESS
			10 minutes	2 mins		Z IIIIIIS	3 mins	20 minutes	2 mins		1 hour	1 hour	2 mins			2 mins	20 minutes	Time Frame	(4)	
	Letter	Signed Confirmation		Approved Minutes of I		Tracked document		Minutes of the Meeting with Inputs	Tracked document		Draft Minutes of the	Trainees After Care Plan	Aproved Summary Report			Tracked document	Closing Summary Report MOO with inputs/comments	Output	(5)	
			MOO	MOO		ZIOC C		MOO	MOO		Moo	MOO	MOO			Moo	MOO	Policy	(6)	
						*					Microsoft Word							Application	(7)	(B) REQU
	Agreements , pen,	ation of	Copy of	Pen		Pen, logbook		pen	Pen, logbook	paper	Printer,	Logbook, Pen, Rehabilitation	Pen			Pen, logbook	pen	Materials/Infra	(8)	(B) REQUIREMENTS
		Committee	Communication	Administrative		Clerical skills		Supervisory Skills	Clerical skills	C	Technical Writing	Documentation, facilitation,	Administrative Skills			Clerical skills	Supervisory Skills	Competency	(9)	
														REMARKS (10)						

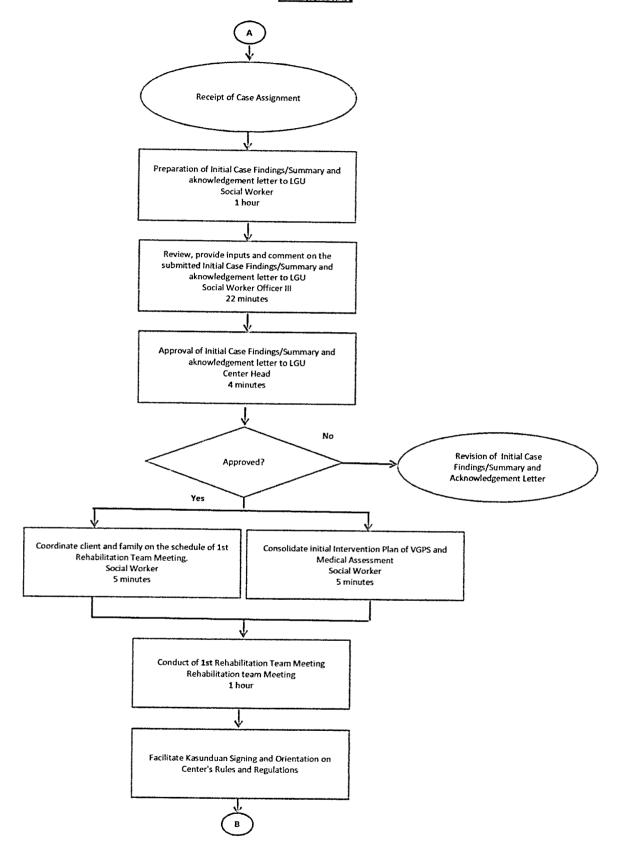
10	9	œ	7	თ	И	4	ω	2	ъ	No.	(1)	
v and provide inputs on the tted Confirmation of ments/Minutes of the	Endorse Confirmation of Agreements/Minutes of the Meeting to SWO III for review and inputs	ion of the	Conduct of Discharge Conference	Approval of After Care Monitoring Report	Forward After Care Monitoring Report to Admin for tracking and endorsement to Center for Approval	म्ब न	Monitoring or review and	Preparation of After Care Monitoring Report	Conduct After Care Monitoring	Task	(2)	
SWO III	Admin Aide IV	Social Worker	Social Worker	2 mins Center Head	Admin Aide IV	SWO III	Admin Aide IV	Social Worker	Social Worker	Responsible Person	(3)	(A) PROCESS
20 minutes	2 mins	1 hour	1 hour		2 mins	20 minutes	2 mins	1 hour	1 hour	Time Frame	(4)	
Draft Confirmation of Agreements/Minutes of the Meeting with inputs	ument	Draft Confirmation of Agreements/Minutes of the Meeting	s Summary Report	Approved Care Monitoring Report with Inputs	Tracked document	After Care Monitoring Report with Inputs	Tracked document	After Care Report	Gathered data, After Care Report from LGU	Output	(5)	
MOO	MOO	МОО	МОО	OOM	MOO	ООМ	МОО	МОО	MOO	Policy	(6)	
		Microsoft Word						Microsoft Word		Application	(7)	(B) REQU
Pen, logbook	pen	Computer, Printer, Technical Writing paper	Logbook, Pen, Rehabilitation Indicators	Pen	Pen, logbook	Pen, logbook	pen	Computer, Printer, Technical Writing	Pen, paper, notebook	Materials/Infra	(8)	(B) REQUIREMENTS
Clerical skills	Supervisory Skills	Technical Writing	Documentation, facilitation,	Administrative Skills	Clerical skills	Clerical skills	Supervisory Skills	Technical Writing	documentation, data gathering	Competency	(9)	
									Once a month for 6 months		REMARKS (10)	

		13 Is		1		12		11 A							S		Ξ		
		Acceptance	LGU/Family	Ó			Approval of Confirmation of	Approval			No existing in the	Agreements /Minutes Co.	Forward Confirmation of	lask	1	1-7	(2)		
		Social Worker			Center Head					Admin Aide IV			Person	are about stole	Roemoneikl	(3)		(A) PROCESS	
		Si	1	. >	. (		2 mins A					2 mins		Time Erama		(4)			
	ochunica (OIII)	Signed Accentance Com	the Meeting	Agreements/Minutes of	Colliffmation of		Approved Draft		Tracked document				Output		(5)	(5)			
		M00				M00					MOO		Policy		(6)				
												Homeanda	Application		177	(B) REQ			
pen	eptance Form	>			1 011	Dan				ren, logbook	Don land	Materials/Infra		(8)		(B) REQUIREMENTS			
י מכוונמנוטנו	Escilitation			Skills	Administrative					Clerical skills		Competency		(9)					
													REMARKS (10)						

# PROCESS FLOW CHART ON CASE MANAGEMENT: REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE GROUP (OVG)

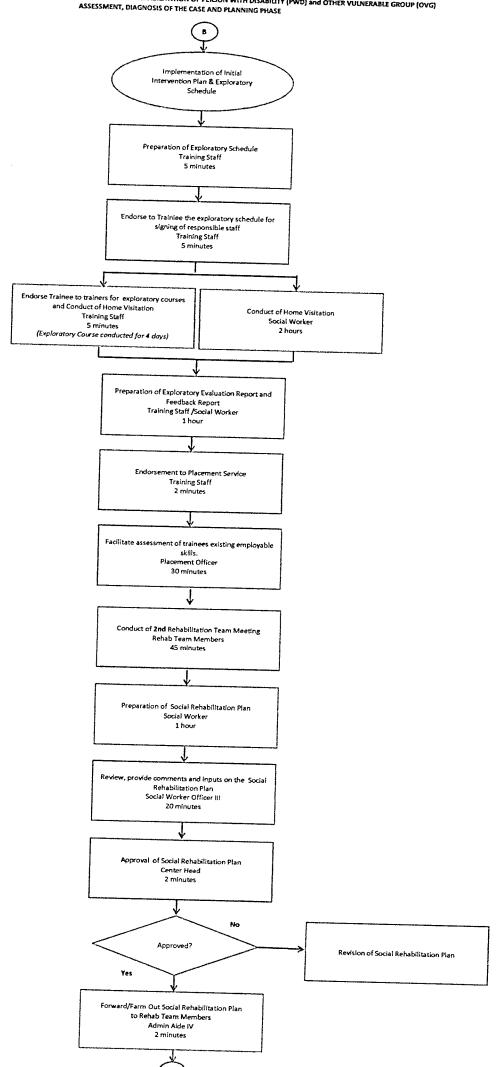


# PROCESS FLOW CHART ON CASE MANAGEMENT: REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE GROUP (OVG) ADMISSION PHASE



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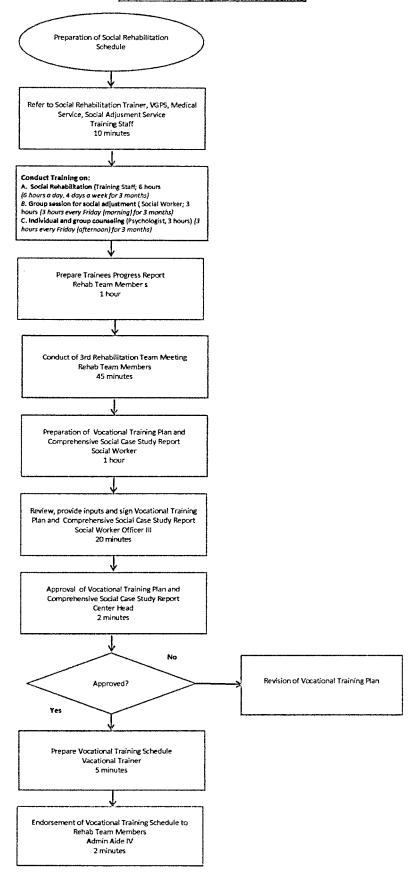
# PROCESS FLOW CHART ON CASE MANAGEMENT: REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE GROUP (OVG) ASSESSMENT, DIAGNOSIS OF THE CASE AND PLANNING PHASE



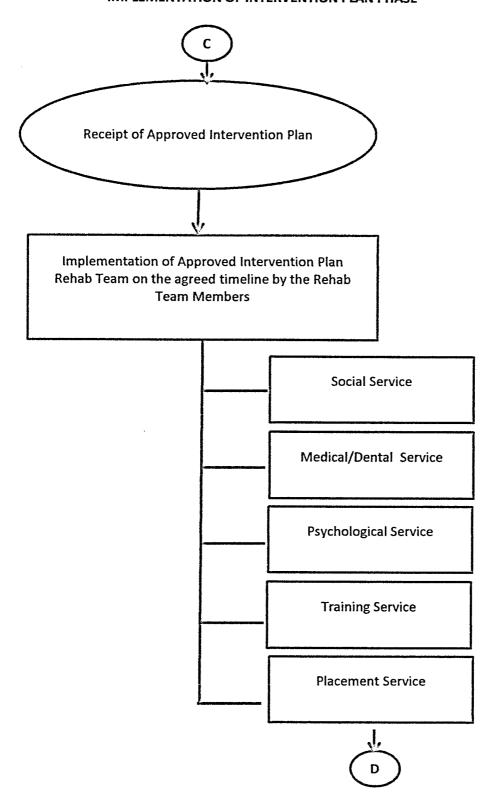
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### PROCESS FLOW CHART ON CASE MANAGEMENT: REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE

### Social Rehabilitation Phase (SOCIAL AUXILIARY SERVICE)



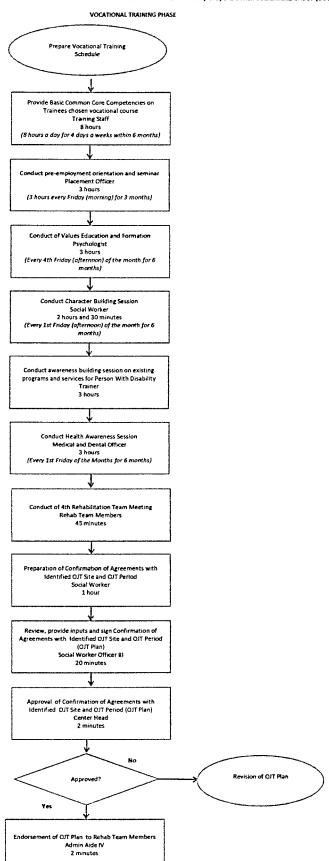
# PROCESS FLOW CHART ON CASE MANAGEMENT: REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE GROUP (OVG) IMPLEMENTATION OF INTERVENTION PLAN PHASE



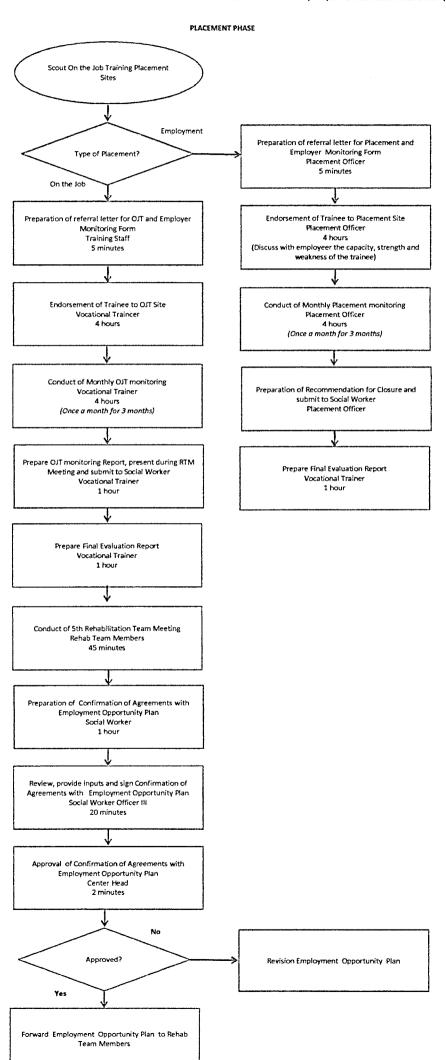
Note: With Separate BPRA and Flow Chart for each Services

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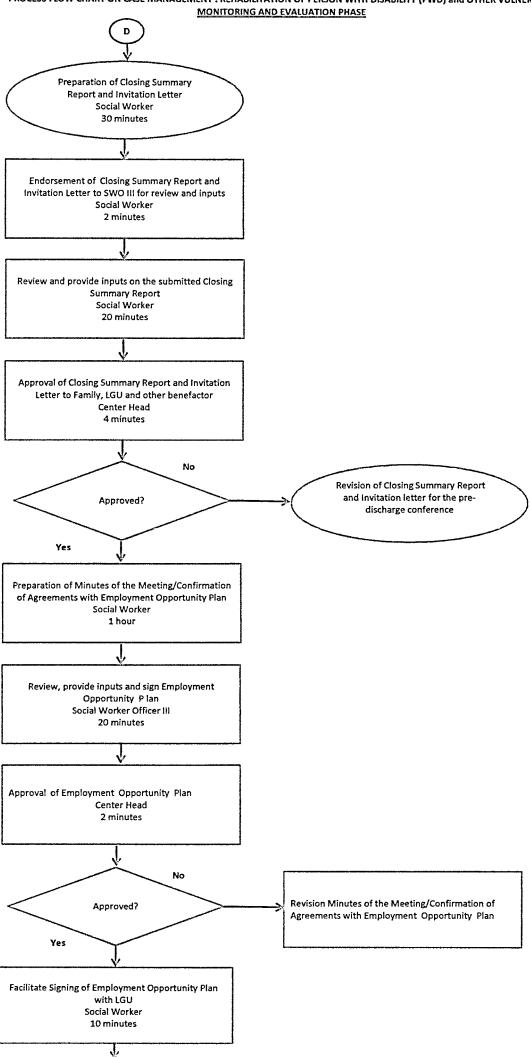
### PROCESS FLOW CHART ON CASE MANAGEMENT: REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VILINERABLE GROUP (OVG)



### PROCESS FLOW CHART ON CASE MANAGEMENT: REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE GROUP (OVG)



### PROCESS FLOW CHART ON CASE MANAGEMENT: REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE



# PROCESS FLOW CHART ON CASE MANAGEMENT : REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE GROUP (OVG) POST-DISCHARGE PHASE

