Department of Social Welfare and Development

National Capital Region

FOR

ALL CENTER/RESIDENTIAL CARE FACILITIES

ALL UNITS/SECTIONS

ALL RPMOs (Pantawid, SLP and RCTSU)

FROM

: THE REGIONAL DIRECTOR

SUBJECT

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

of Sanctuary Center on Case Management

DATE

July 11, 2018

This is to share with you the approved BPRA and Process Flow Chart of Sanctuary 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 held on March 6, 2018 at NVRC.

For your information and guidance.

:

VINCENT ANDREW T. LEYSON, CESO I

MMCYLCD/Ispa

USHIGHER George Blanderbrar

transferred by CHRIOS (13-18)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT National Capital Region BUSINESS PROCESS AND REQUIREMENTS ANALYSIS SANCTUARY CENTER

Minimum Deliverable:

CASE MANAGEMENT

		[A] PROCESSES				[B] RE	[B] REQUIREMENTS		
Ξ	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10] Remarks
N o	Ta sk	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	CONTROL OF THE PROPERTY OF THE
PRE-A	PRE-ADMISSION							The same of the sa	
-	Receiving of initial	SCs AOD/ EOD	15 minutes	Reviewed	SCs Manual	n/a	Telephone/	Assessment of	Incomplete
	information	duties		documents	of		paper/ pen	referrals	requirements
	through telephone,				Operation				especially
	email and others								medical
					Guidelines				requirements
					system				admission of
					,				clients
2	If it did not fall	SCs AOD/ EOD	2 minutes	Accomplished		n/a	Referral Slip	Assessment of	
	under the Center's	duties		Referral Slip				referrals	
	client category.							/	
	Advice refening								
	party to refer case								
	to appropriate								
	center/agency								
ယ	If it falls under the	SCs AOD/ EOD	10 minutes	Recorded	SCs Manual	n/a	Pen/ EOD	Recordings	
	Center's client	duties		clients data	of		logbook		
	category,				Operation				
-	Recording of								
	referral								
4	Reviewing and	AOD/ EOD	30 minutes		SCs Manual	Flier/	Paper/	Assessment of	Incomplete
	assessing of				0	brochure	ngbook	reletials	requiements
	documentary				Operation		Pen		
	requirements from					Checklist of			Referring
	Refening Party					requirements			party has no
									balding
	a. If								noiding area
	complete,								
	proceed								
	to step no.								

pdpb.bpra.template.09192016



		[A] PROCESSES				[8] RE	B] REQUIREMENTS		
S E	[Z]	[3]	[4]	[5]	[6]	Application	[8]	[9]	[10] Remarks
	6								
	b. If not, proceed to step no.5								
ა	Advice/Request referring party to complete the needed requirements	SCs AOD/EOD	10 minutes	List of requirements	SCs Manual of Operation	n/a	n/a	ommunication	
6	Provide orientation	SCs AOD/ FOD	10 minutes	Provided	SCs Manual	n/a	n/a	Communication	
	on admission requirements and procedure to the		:	orientation to the referring party on	of Operation	1			
	referring party			sion dure a mentary ements					
7	Set schedule of pre-admission	SCs AOD/ EOD duties	5 minutes	Schedule of Pre-admission	SCs Manual of	n/a	n/a		Scheduled pre- admission
	conference	Social workers		Conference	Operation				conference (every Tuesday/ Thursday)
&	Conduct of pre- admission conference	Center Head SWO III SCs Rehabilitation	2 hours	Pre- admission conference conducted with	SCs Manual of Operation	MS Word (minutes/ proceedings)		documentation Coordination Collaboration	Non-social workers are being sent to
		Team Members		proceedings/ minutes of conference with agreements	o por cinci	Procedural		Concession	attend the pre-admission conference hence, cannot give appropriate information





								NON	ADMISSION
agreements earlier agreed				Operation	requirements			Cemer	
comply with		fax		of the second of	Completed admission	5 minutes		of client in the	5
		-		Guidelines	navorddn			Wednig	
	Administrative skills	Pen		Case Manageme	Minutes of the Meeting	5 minutes	Center Head	Approval of Minutes of the	4
				Guidelines		-			
				nt	initials			Meeting	
	Supervisory skills	Pen		Case Manageme	Minutes of the Meeting with	15 minutes	SWOIII	Hinal Review of Minutes of the	<u>.</u>
								direction.	
								inputs and	
		7		Guidelines				incorporating	
		computer,		Manageme nt	of the Meeting			Meeting	
~	Technical Writing		MS Word	Case	Revised Minutes	30 minutes	SWO II	Enhancement of	12
				Guidelines	direction				
				□ , (inputs and			Meeting	
				Manageme	Meeting with			Minutes of the	
	Supervisory Skills	Pen		Case	Minutes of the	20 minutes	SWO III	Review of initial	=
		printer			prepared			of the Meeting	
		computer,		Operation	of the Meeting			submission Minutes	
	Technical Willing	Pen,	MS Word	Manual of	Dratt Minutes	1 hour	SWO III/II	Preparing and	10
								medical facility	
								center/institution/	
				-			Center Head	appropriate	
-				Operation		7	SWO III	case to	
				으	•		SWOII	admission, refer	
				SCs Manual	Referral Slip	10 minutes	SCs AOD/ EOD	If not qualified for	9
	Competency	Material/Infra	Application	Policy	Output	Time Frame	Responsible Person	Ta sk	No.
[10] Remarks	[9]	[8]	[7]	[6]	[5]	[4]	[3]	[2]	3
		[B] REQUIREMENTS	[B] RE				[A] PROCESSES		
		The second secon			200	and the second s			



T	Τ									
	No.	_			2		ω	4	4	5
N 4	ľask	Received of client	requirements facilitate admission	cliant in the Center	Conduct Intake interview and	completing admission forms	Inventory of belongings and safekeoping	Endorse client to	Endorse client to Medical Service for Initial Physical Examination	Endorse client to Psychological Service for initial Psychological
[A] PROCESSES	Responsible Person	EOD/AOD	эвсину диага		SCs AOD/ EOD duties		Houseparent I/ II	AOD/ EOD duties	AOD/ EOD dulies	AOD/ EOD dulies
	Time Frame	30 minutes	10 1 11001		1 Hour		30 minutes	5 minutes	5 minutes	5 minutes
	Output	Completed	documents		Completed admission slip,	routine slip, intake sheet, Tun-over of client's important documents (B.C., Money, Other pertinent identification card).	Inventory of belongings are listed.	Accomplished	Accomplished Inter-retenal Slip	Accomplished Inter-referral Slip
	Policy		Operation		SC Manual of	Operation	SC Manual of Operation	SC Manual	SC Manual of Operation	SC Manual of Operation
[B] R	Application									
[B] REQUIREMENTS	Material/Infra	Forms/ Paper/	machine		Admission Forms/	Routine Slips/Pen	Pen, Paper, logbook	Pen, Inter-	Pen, Inter- referral Slip	Pen, Inter- referral Slip
	Competency	Interviewing skills			Basic Interviewing Skills	HICOTAICANT & CONTR	Communication skills, inventory	Coordination	Coordination	Coordination
		Referred case	manageable during	admission needs further referral/ admission to NCMH	The client referred	cannot provide a decent information at the lime of admission	Itoms that needs to be disposed are disposed properly and	וופ כוופוווס		
		Task Responsible Person Time Frame Output Policy Application Material/Infra	Task Responsible Person Time Frame Output Policy Application Material/Infra Competency Received of client EOD/AOD 30 minutes Completed SCs Manual Forms/ Paper/ Interviewing skills	Task Responsible Person Time Frame Output Policy Application Material/Infra Competency Received of client wilh the requirements facilitate admission EOD/AOD 30 minutes of 1 hour referral documents Completed of client referral documents SCs Manual of pen/ Xerox machine Forms/ Paper/ pen/ Xerox machine Interviewing skills	Received of client with the requirements facilitate admission client in the Center	Received of client with the regularity guard collection to 1 hour requirements facilitate admission client in the Center linterview and a larties.	Task Responsible Person Time Frame Output Policy Application Material/Infra Competency	Task Responsible Person Dilyach Output Policy Application Material/Initia Competency Received of Client EDJ/AOD 30 minutes Completed SSXManual Folloy Image: Form of Form of Form of Papari Interview and Client in the Center Form of Form of Papari Interview and Completed Form of Form of Papari Interview and Completed Completed SC Manual Admission part Xerox Machine Admission part Xerox Interview and Completed SC Manual Admission part Xerox <	Task Responsible Person Time Frame Output Policy Application Material/Initia Competency With the with the content Edd/AOD Security guard to 1 hour Geometrial Geometrial	Tosk Responsible Person Time Frame Output Policy Application Maderial/Initral Competency Variation Completed Variation Competency Variation Competency Variation Varia





3	No.	6				7	-		ASSE	-			
[2]	Task	Orientation on the	Center's policy	and rules		Placement of client	יים ממווויאסוי ממווו		ASSESSMENT AND DIAGNOSIS OF THE CASE PHASE	Assigning of case to Social Worker/	for action	Conduct Interview and initial assessment of immediate needs of client	Preparing and submission SCSR for client
[A] PROCESSES	Responsible Person	AOD/ EOD duties/	Houseparent I/II			SCs AOD/ EOD	COLLEGA		S OF THE CASE PHASE	SWO III		SWOII	SWO II
[4]	Time Frame	30 minutes				15 minutes				10 MINUTES		30 minutes	1 hour
[5]	Output	The client is	oriented on the	services we	provide.	Accomplished	iller-telefici silp			Caseload of Social worker		Accomplished General Intake Sheet (GIS)	Draft Social Case Study Report prepared
[6]	Policy	SC Manual	of	Operation		SC Manual	Operation			Manual of Operation		Manual of Operation	Manual of Operation
[8] R [7]	Application									MS Word/ Excel			MSWord
[B] REQUIREMENTS	Material/Infra	Copy of	Manual of	Operation		Pen, Inter-	leienal silb			Inter-referral slip		GIS Form	Pen, computer, printer
[9]	Competency	Communication	skills, Facilitation	Skills						Documentation		Interview and assessment	Technical Willing
[10] Remarks		If the client is	unresponsivo	at the time of orientation, it	will be set for cinother time.	The client will	the admission	Dorm and be provided her	basic needs	Within 24 hours upon	For Weekends, the initial data comes from the admission form.		



				INTERV					No.	Ξ	
Preparation of consolidated intervention plan	Conduct of Rehabilitation Team Meeting to come up with consolidated intervention plan	Disseminate notice of RTM to its Mamber	Prepare notice of Rehabilitation Team Meeting (RTM) to Members	INTERVENTION PLAN PHASE	Approvat of Social Case Study Report	Final Review of SCSR	Enhancement of SCSR incorporating inputs and clirection.	Review of initial SCSR	Task	[2]	
SWO II, members of the Rehabilitation Team	Rehabilitation Team members	Administrative Aide IV	SWO III		Center Head	SWO III	SWO II	SWO III	Responsible Person	ဩ	[A] PROCESSES
Thour	1 hour per case	3 minutes	5 minutes		10 minutes	15 minutes	30 minutes	20 minutes	Time Frame	[4]	
Accomplished intervention plan and minutes of RTM	Intervention Plan prepared	Notice of RTM Disseminated through a receiving copy	Notice of RTM Prepared		Approved Social Case Study Report	Social Case Study Report with initials	Revised Social Case Study Report	Social Case Study Report with inputs and direction	Output	[5]	
Manual of Operation	Manual of Operation		Manual of Operation		Case Manageme nt Guidelines	Case Manageme nt Guidelines	Case Manageme nt Guidelines	Case Manageme nt Guidelines	Policy	[6]	
MS Word			MS Word				MSWord		Application	[7]	[8] R
Computer/Print er/Paper	Pen, Initial Assessment per service unit	Pen, Folder	Computed, Printer, Paper		Pen	Pen	Pen, compuler, printer	Pen	Material/Infra	[8]	[B] REQUIREMENTS
Documentation Skills	Assessment skills, technical writing skills, administrative and decision making skills	Administrative Skills	Technical Writing Skills		Administrative Skills	Supervisory skills	Technical Writing	Supervisory Skills	Competency	[8]	
The intervention plan for the clients will be prepared by the SWO II and the				-				Within I hour upon receipt of document		[10] Remarks	



					No.	3
Approval of the Manual of Minutes of RTM and Individual Intervention Plan.	For Submission for AA IV Minutes of RTM and Intervention Plan reviewed with inputs and other clirectives	Review and provide inputs/comments on the submitted Intervention Plan	Forward documents to AAIV for submission to SWO III		Task	[2]
Center Head	SWO III	SWO III	Documenter/SWO-II		Responsible Person	[A] PROCESSES
15 minutes	5 minutes	30 minutes	5 minutes		Time Frame	[4]
Manual of Minutes of RTM and Intervention Plan approved	Minutes of RTM and and Intervention Plan reviewed with inputs and other directives	Minutes of RTM and Intervention Ptan reviewed with inputs and other directives	Intervention and minutes of RTM submitted		Output	[5]
Manual of Operation/ CASE Managem ent guidelines	Manual of Operation/ CASE Managem ent guidelines	Manual of Operation/ CASE Managem ent guidelines			Policy	[6]
					Application	[B] R [7]
Pen	Paper/Folder	Pen	Paper, Logbook		Material/Infra	[B] REQUIREMENTS
Administrative Skills	Clerical Skills	Technical Skills	Clerical Wark		Competency	[9]
				minutes of meeling can be prepared by members of the Rehabilitation Team to be submitted within 5working days after the meeting.		[10] Remarks



Implementation of Intervention Plan Phase Z O Ξ ယ N Services Referral and If not, Monitoring Coffage Activity / group Government additional directive enhancement or intervention plans approved sessions Group Work Access to Intervention Plan for the individual implementation to RT members for Dissemination of rehabilitation/ If Approved, Task 四 espo Social Service Social Service Social Service case/ SWO III Social worker- on-Social worker- on-Rehabilitation Team Responsible Person [A] PROCESSES 30 minutes 20 minutes hour 15 minutes Time Frame A Documentation Acquisition of of Activity of Activity intervention Rehabilitation/ Approved Documentation Service of Rizal ID/Philhealth/A PWD and Senior plans Medical Center Medical Social ccess to Citizens Output ত RA 7277/ RA 7432 Manual of Operation Operation Manual of Operation Manual of ent Flow Managem SCs case Policy 2 Application MS Word MS Word MS Word [B] REQUIREMENTS Bond paper/ Paper, Pen Photopaper r, Printer, Computer, Paper, Pen Computer, Letter/Compute Referral envelope/ Material/Infra 8 Skills Skills Skills Documentation Documentation Documentation Facilitation and Facilitation and Coordination Coordination/ collaboration Competency 3 activity is held 2x a month cottage condition of behavior, client occurs 2x a Monitoring Cottage Group Work occurs as Social Service RMC Medical access to 3 years. While occurs every registration Senior Citizen PWD and Renewal of focus on month with need arises acility and [10] Remarks



									Т
	₹ Ξ		4	MONIT	-	!			
	[2]		Conduct of Talakayan	MONITORING AND EVALUATION PHASE	Review / Assessment of Intervention Plan	Intervention Plan using Rehabilitation Indicator	Prepare notice of Rehabilitation Team Meeting (RTM) to Members	Disseminate notice of RTM to its Member	Conduct of Pre-
[A] PROCESSES	(3) Responsible Person		Social Service	ON PHASE	Social Service		SWO III	Administrative Aide IV	Social Worker and
	[4] Time Frame		2 hours		30 minutes		5 minutes	10 minutes	1 hour
	[5] Output		Documentation of Activity		Rehabilitation Indicator accomplished	accomplished	Notice of RTM Prepared	Notice of RTM Disseminated through a receiving copy	Pre- discharge
	[6] Policy		Manual of Operation		Manual of Operation	SCs case Managem ent Flow	Manual of Operation		Manual of
[B] R	[7] Application		ws word				MS Word		MS Word
[B] REQUIREMENTS	[8] Material/Infra		Compuler, Paper, Pen		Rehab. Indicator Form		Computed, Printer, Paper	Pen, Folder	Telephone/
1	[9] Competency		Facilitation and Documentation Skills		Assessment and evaluation Skills		Technical Writing Skills	Administrative Skills	Documentation
	[10] Remarks	offer issues needing immediate assistance.	Occurs once a month for general concerns of clients, new rules to be implemented at the center and advocacy programs						Affendance of IGH Social



			No E	2
Forward documents to AAIV for submission to SWO III	Preparation of minutes of meeting of pre-discharge conference	Evaluation and conference.	Task	33
Documenter/SWO-II	SWO II, members of the Rehabilitation Team	members and concerned LGU	Responsible Person	[A] PROCESSES
5 minutes	1 hour		Time Frame	1 21
Minutes of RIM submitted	Minules of RTM		Output	rk1
	Manual of Operation	SCs case Managem ent Flow	Policy	17.1
	MS Word		Application	
Paper, Logbook	Computer/Priint er/Paper	paper/ pen Photo copy Computer	Material/Infra	מן אבעטואבזעובוענט
Clerical Wak	Documentation Skills		Competency	791
medling.	The intervention plan for the clients will be prepared by the SWO II and the minutes of meeting can be prepared by members of the Rehabilitation Team to be submitted within Sworking days after the	Worker depends on their availability. For cases, discharged in provinces, - pre-discharge conferences are made in the nearest DSWD Field Office	[re] weiliding	[10] Remarks



				No.	3	
discharge: a)Returned to Family b) Transfer to other Facility c) Custodial Care	Approval of the Minutes of RTM of pre-discharge conterence	Fowcard Minutes of RTM to AAIV	For review of Minutes of RTM of pre-clischarge conference	ľask	[2]	
members of the Rehabilitation Team	Center Head	SWO III	SWO III	Responsible Person	[A] PROCESSES	7 1 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7
	15 minutes	5 minutes	30 minutes	Time Frame	[4]	
conference with family, and concerned LGUs, FOs or RCF receiving the client	Minutes of RTM of predischarge conference approved	Minutes of RTM submitted	Minutes of RTM reviewed with inputs and other directives	Output	[5]	
Operation SCs case Managem ent Flow	Manual of Operation/ CASE Managem ent guidelines	Manual of Operation/ CASE Managem ent guidelines	Manual of Operation/ CASE Managem ent guidelines	Policy	[6]	
				Application	[8] R	
Paper/ pen/ Fund	Pen	Paper/Folder	Pen	Material/Infra	[B] REQUIREMENTS	1) ::::::::::::::::::::::::::::::::::::
coordination	Administrativo Skills	Clerical Skills	Technical Skills	Competency	[8]	
case Conference with Receiving Office of DSWD or C/MSWDO Clients with no identified families are considered for custodial care.					[10] Remarks	



 						,	,	
α.Ι.						No.	Ξ	
-Coordinate with LGU Social Worker on the actual date of discharge	LGU Social Worker on the actual date of discharge	Family:		clearance	Preparation and	Task	দ্র	
Social Worker LGU Social Worker	LGU Social Worker			THOUSE SOLVE	Social Worker and	Responsible Person	3	[A] PROCESSES
10 minutes					15 minutes	Time Frame	4	
Schedule of discharge	discharge			paper	Signed	Output	5	
Manual of Operation	Operation		Managem ent Flow	Clycianoi.	Manual of	Policy	[6]	
						Application	73	[8] R
Pen, paper, telephone	shon				Discharge Form,	Material/Intra	[8]	BJ REQUIREMENTS
Coordination			Skills	Administrative	Technical Skills	Competency	[8]	ann ng galatan kalatan
							[10] Remarks	



b.1)		<u> </u>	No.	Ξ	
-Coordinate with Center Social Worker on discharge of client: request for requirements; and schedule for pro-admission conference	If transferred to other facility/s:	discharge of client to Family	Task	72]	
Social Worker Center Social Worker		Social Worker	Responsible Person	[3]	[A] PROCESSES
10 minutes		is minutes	Time Frame	[4]	
Schedule of discharge/frasnfer		Discharge Form and Kasunduan	Output	[5]	
Manual of Operation		Operation	Policy	[6]	
			Application	[7]	_
Pen, paper, telephone		Form/Discharge Form, Pen	Material/Infra	[8]	BJ REQUIREMENTS
Coordination	-		Competency	[8]	
		discharge is conducted with the presence of LGU Social Worker Community Officials Client's Family/Relatives. In the event that the client will be readmitted at the Center, re-evaluation of the case will be made with the receiving LGU or with the receiving LGU or with the		[10] Remarks	



	5 3			Do						F 21		ad	Cc		b.4) Ira	CI		b.5 Pre	b.6 Ap	_
	[2]	Consolidation of	required	Documents by the	6					Submission of	required document and attend Pre-	admission	Conference		Transfer of client to	omeridaniy		Preparation of Closing Summary	Approval of Closing Summary	
[A] PROCESSES	Besponsible Person	Social Worker								Social Mortor with	other members of Rehabilitation Team				Social Worker			Social Worker	Center Head	
	[4]	30 minutes								2 hours					2 hours			30 minutes	15 minutes	
	Output	Complete	Documents for	the transfer of	facility/s					Document cuer	submitted and Pre-admission	Conference	was attended with the	receiving center	Discharge Form	receiving	center	Closing Summary report	Closing Summary Report is	approved
	Policy	Manual of	Operation/	guidelines	to DSWD-	Č				Manual of	Operation/ guidelines	for referral	RCF		Manual of	guidelines	to DSWD- RCF	Manual of Operation	Manual of Operation	
[B] RI	Application																	MSWord	MSWord	
[B] REQUIREMENTS	Material/Infra	Paper,	Folder/Envelop	c						Pen Paner					Pen, Discharge	<u> </u>		Computer, Printer, Paper	Pen	
32	Competency	clerical								Administrative	assessment and evaluation skills							Technical Willing	Administrative Skills	
	[10] Nelliciko	The	requirements	are prepared	within two week after	the	coordination	with the	receiving	Collic										



C. No.		POSI-k	_
Task If the client is for Custodial Care: Continuous provision of Service		POST-RESIDENTIAL PHASE	Prepare Letter of Request for After Care Service
[A] PROCESSES [3] Responsible Person Social Worker and Rehabilitation Team for SC			Social Worker
[4] Time Frame			20 Minutes
[5] Output			After Care Request Letter Prepared
Policy Policy Manual of Operation			Manual of Operation
[B] R [7] Application			MS Word
[B] REQUIREMENTS [8] on Material/Infra			Computer, Paper, Plinter
Competency			Technical Willing
Developing self-help and semi-independent skills either for home wage placement, employment	employment and monitoring. For clients diagnosed with profound mental illness, they will be provided basic skills.		The agreements reached during pre-admission Conference with the LGU will be tormalized and be officially





\Box		1				
	3 3	2	ယ		4	5
	[2]	Approval of After Care Lefter	IF Approved, Sending of After Care Request letter to LGU where client was discharged	If not approved, enhancement of After Cale Request Letter	Receipt of after cale lepart by LGU	Preparation of Closing Summary
[A] PROCESSES	[3] Responsible Person	Center Head	Social Worker		LGU Social Worker	Social Worker
	Time Frame	10 minutes	5 minutes		5 minutes	30 minutes
	Output	After Cale Letter Approved	After care request letter sent through mail/e-mail		After care letter received	Closing Summary report
	Policy	Manual of Operation	Manual of Operation			Manual of Operation
	Application		Internet		Internet	MSWord
B] REQUIREMENTS	(8) Material/Infra	Pen	Mailing envelope, computer, internet connection		Mail/computer, internet	Computer, Printer, Paper
	Competency	Adminishalive Skills	Clerical Skills, computer literacy		Clerical Skills, computer literacy	Technical Writing
,	[IU] Remarks	After care lefter is templated			The time line for receipt os After care service request varies from the time of submission and the receipt of the LGU	



C	6	No.	Ξ		
Closing Summary	Approval of	ľask	[2]		
	Center Head	Responsible Person Time Frame	[3]	[A] PROCESSES	
	15 minutes Closing	Time Frame	[4]		
Summary Report is approved	Closing	Output	[5]		
Operation	Manual of	Policy	[6]		
	MSWord	tion	7]	R [8]	
	Pen	Material/Infra	[8]	[B] REQUIREMENTS	
Skills	Administrative	Competency	[9]		
			[10] Remarks		

Fill-up instructions for [A] Processes:

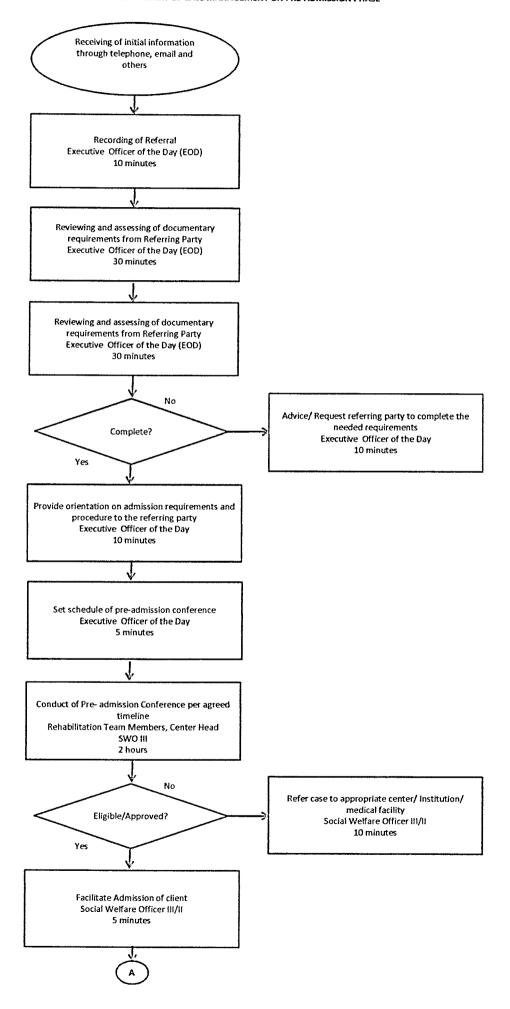
- [1] Indicate the sequential number assigned to the task to emphasize procedure.
 [2] Indicate the detailed description of the task/action performed by the responsible person.
 [3] Indicate the full name and position of the responsible person who performs the task.
 [4] Indicate the actual or average time consumed to complete the task/action.
 [5] Indicate the detailed description of the product or result attained after completing the task.

pdpb.bpra.template.09192016

17

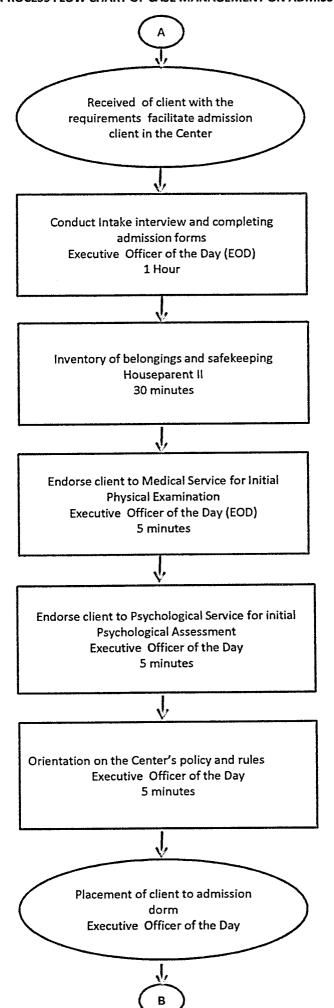
SANCTUARY CENTER

PROCESS FLOW CHART OF CASE MANAGEMENT ON PRE-ADMISSION PHASE



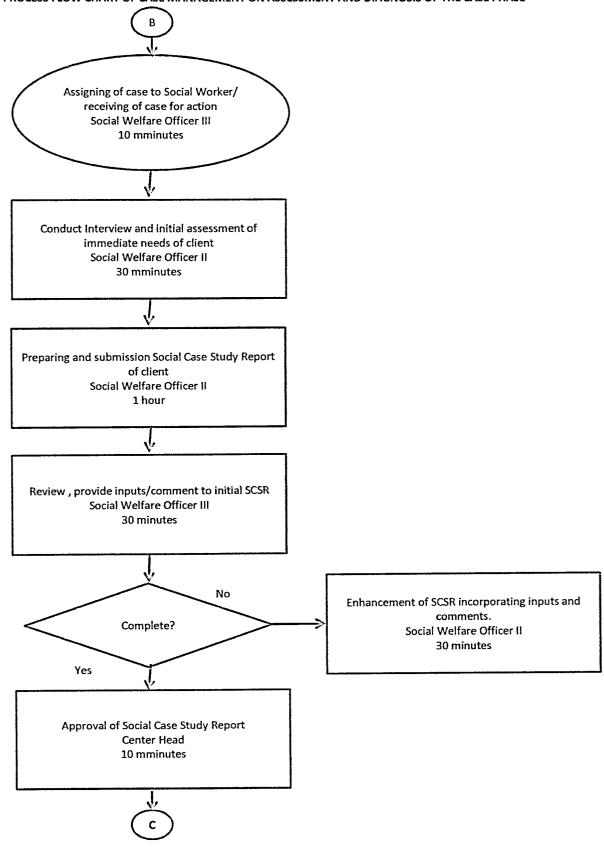
SANCTUARY CENTER

PROCESS FLOW CHART OF CASE MANAGEMENT ON ADMISSION PHASE



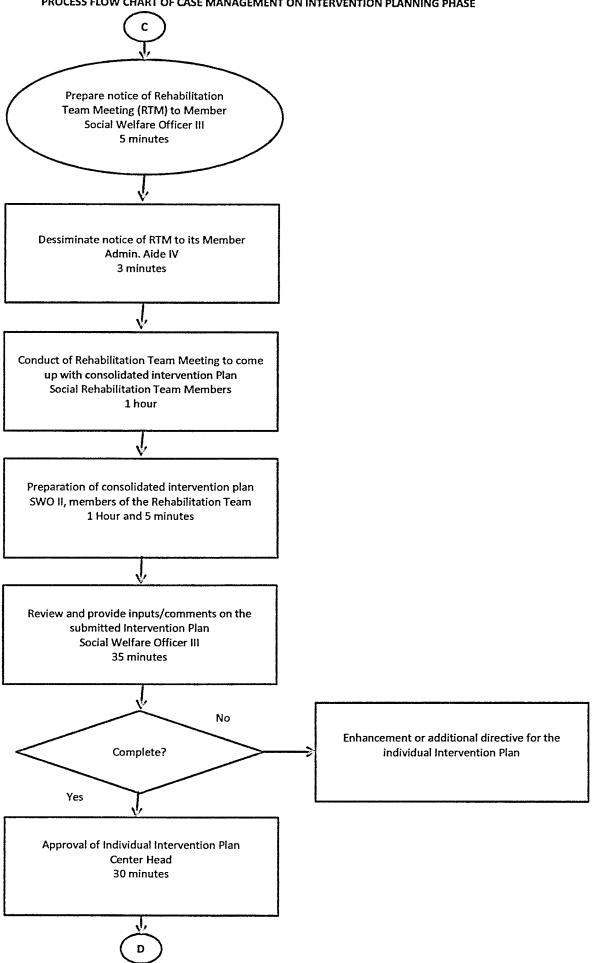
SANCTUARY CENTER

PROCESS FLOW CHART OF CASE MANAGEMENT ON ASSESSMENT AND DIAGNOSIS OF THE CASE PHASE



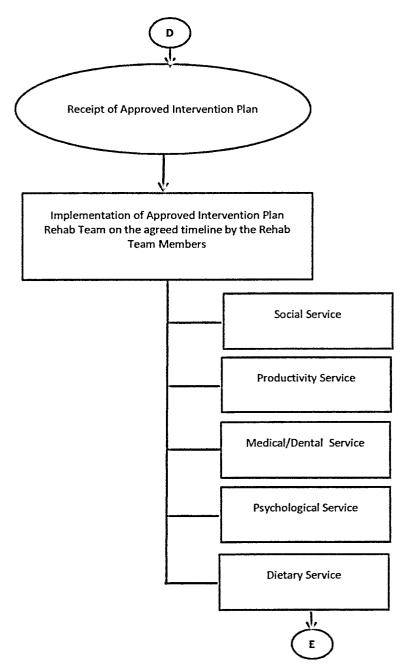
SANCTUARY CENTER

PROCESS FLOW CHART OF CASE MANAGEMENT ON INTERVENTION PLANNING PHASE



SANCTUARY CENTER

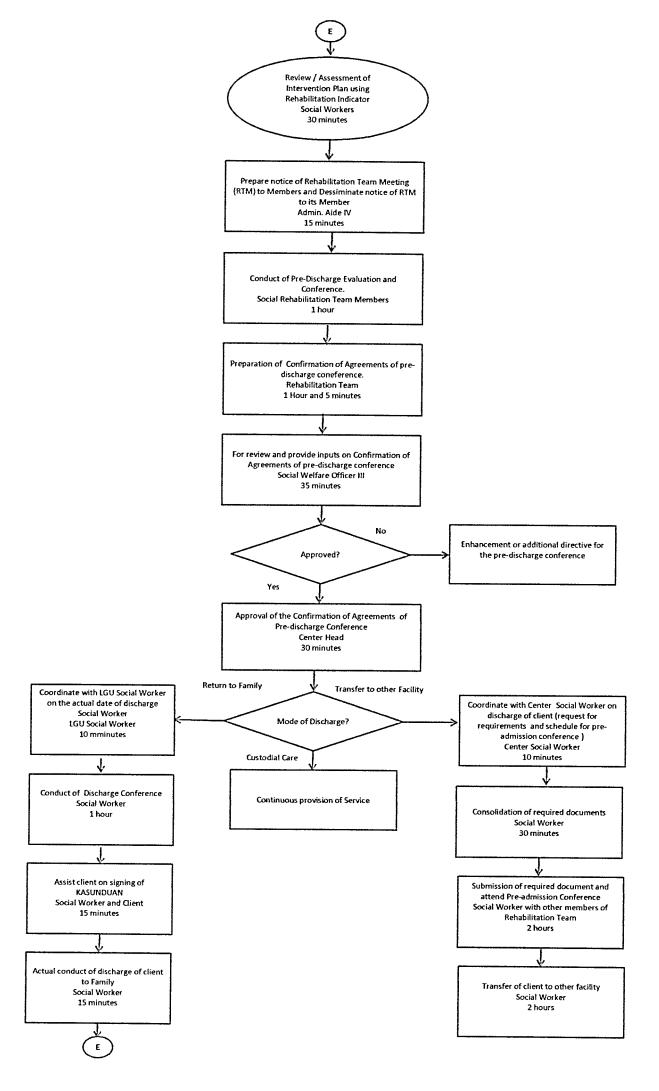
PROCESS FLOW CHART OF CASE MANAGEMENT ON IMPLEMENTION OF MULTI-DISCIPLINARY INTERVENTION PLAN PHASE



Note: With Separate BPRA and Flow Chart for each Services

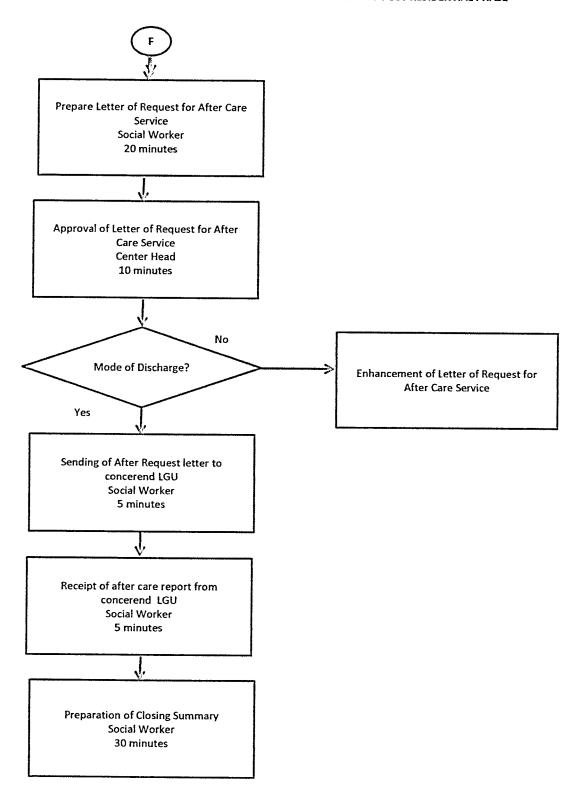
SANCTUARY CENTER

PROCESS FLOW CHART OF CASE MANAGEMENT ON MONITORING AND EVALAUTION PHASE



SANCTUARY CENTER

PROCESS FLOW CHART OF CASE MANAGEMENT ON IMPLEMENTION OF POST RESIDENTIAL PHASE



BUSINESS PROCESS AND REQUIREMENTS ANALYSIS

Minimum Deliverable: INITIAL PSYCHOLOGICAL ASSESSMENT

Task Responsibl Time Output Policy Applicatio Material/Infr e Person Frame Output Policy Applicatio Material/Infr Received referral Psychologis 5 mins Signed Manual of Mone Indicating Morker on case with necessary routine slip statting reason for referral slip reason for referral the conduct of initial interview/IPA Fetch client in assigned dorm and inform house parent on dutry with client Escort client back Psychologis 10 minutes Interview from Psychologis 10 minutes Interview form Psychologis 10 minutes Interview form Psychologis 30 Information/ Resolution None Paper, pen Call slip, pen Gall slip, pen Gall slip, pen Gall slip, pen Psychologis 10 minutes Interview Frame Psychologis 10 minutes Interview from Poper, pen Poper,	3	[2]	[A] PROCESSES		[2]	6	[B] REQU	REN	[0]
Received referral Psychologis 5 mins Interview and Interview from Cottage Task Responsibl Time Polity Polity Polity Promotes Psychologis 5 mins Signed Adate of Worker on case with necessary routine slip stating reason for referral Siphologis 5 mins Schedule of Conduct of initial interview/IPA Psychologis 10 mins inform house parent on duty Conduct finitial Psychologis 10 mins information with client in Escort client back Psychologis 10 minutes Interview from Psychologis 10 minutes Interview from Psychologis 10 minutes Interview from Psychologis 10 minutes Interview Interview From Psychologis 10 minutes Interview Inte	Ξ	[2]	[3]	[4]	[5]	[6]	[7]	[8]	
Received referral Psychologis 5 mins Signed Manual of from Case Morker on case with necessary routine slip stating reason for referral conduct of initial interview and parent on duty Conduct flient back Psychologis 10 minutes interview from contage by the conduct of linitial interview with client Escort client back Psychologis 10 minutes interview from Psychologis 10 minutes interview from Psychologis 10 minutes interview minuterview and Psychologis 10 minutes interview interview and Psychologis 10 minutes interview minuterview and Psychologis 10 minutes interview minuterview interview and Psychologis 10 minutes interview minuterview interview interview minuterview minuterview interview minutes interview minutes interview minutes interview minutes interview interview minutes indicating minutes indicating minutes indicating minutes indicating minutes indicating min	8	Task	Responsibl	Time	Output	Policy	Applicatio	Material/Infr	Competency
Received referral Psychologis S mins Signed from Case the from Case Manager/Social Worker on case with necessary routine slip stating reason for referral Sip schedule the conduct of initial interview/IPA Fetch client in assigned dorm and interview and referral interview and with client scort client back Psychologis 10 minutes results Interview from visit client back Psychologis 10 minutes Interview from Psychologis 10 minutes Interview Manual of Operations Interview Psychologis 10 minutes Interview Paper, Pap			e Person	Frame			5	ដ	
from Case Manager/Social Worker on case with necessary routine slip stating reason for referral Schedule the conduct of initial interview/IPA Fetch client in assigned dorm and interview and rinterview and Psychologis Interview and Psychologis Fescort client back Psychologis Interview Psychologis Interview	Ь	Received referral	Psychologis	5 mins	Signed	Manual of	None	Logbook, pen,	None
Manager/Social Worker on case with necessary routine slip stating reason for referral Indicating date of adate of release of release of results MC2 s. 2008 Schedule slip stating reason for referral schedule the conduct of initial interview/IPA Psychologis 5 mins Schedule of interview & Operations interview & Operations None Pen, referral slip pen slip pen stating Fetch client in litial parent on duty Psychologis 10 mins None Manual of testing None Call slip, pen case folder Conduct initial parent on duty Psychologis 1 hour state exam, notes s. 2008 None PA form, pen, case folder Psych examination with client back to cottage Psychologis 10 None Manual of notes None None Call slip, pen case folder Interview from houseparent/socia Psychologis 10 None Manual of notes None Paper, pen Interview from houseparent/socia Psychologis 10 Information/n		from Case	•		Referral Slip	Operations,		referral slip	
Worker on case with necessary routine slip stating reason for referral Schedule the conduct of initial interview/IPA Fetch client in assigned dorm and interview and preview		Manager/Social			indicating	MC2 s. 2008			
with necessary routine slip stating reason for referral Schedule the conduct of initial interview/IPA Fetch client in assigned dorm and interview and Psychologis I hour with client Escort client back cocottage Interview from Psychologis I hour with client back to cottage Interview from Psychologis I hour with client back to cottage Interview from Psychologis I hour with client back to cottage Interview from Psychologis I hour with client back to cottage Interview from Psychologis I hour wind the cottage interview minutes		Worker on case			date of				
routine slip stating reason for referral Schedule the conduct of initial interview/IPA Fetch client in assigned dorm and inform house parent on duty Conduct initial Psychologis Escort client back to cottage Interview from housesparent/socia t minutes Poschologis 10 mins None Manual of None Slip testing None Manual of None Call slip, pen Operations interview & Signations interview & Superations interview		with necessary			release of				
reason for referral Schedule the conduct of initial interview/IPA Fetch client in assigned dorm and interview and rinterview and Psychologis Escort client back Psychologis Escort client back to cottage Interview from houseparent/socia t minutes Schedule of Manual of None Pen, referral interview & Operations Interview & Manual of None Call slip, pen Interview Manual of None Case folder Interview Manual of None Call slip, pen Interview Manual of None Paper, pen Interview Manual of None Call slip, pen Interview Manual of None Paper, pen Interview Manual of None Call slip, pen Interview Manual of None Paper, pen Interview Manual of None Paper, pen		routine slip stating			results				
Schedule the conduct of initial t conduct of initial interview/IPA conduct of initial interview/IPA retch client in assigned dorm and inform house parent on duty conduct initial Psychologis 1 hour state exam, with client back to cottage record cottage record cottage record conducts of interview and to cottage record client back because the cottage record re		reason for referral							
conduct of initial interview/IPA t interview & testing Operations slip Fetch client in assigned dorm and inform house parent on duty Psychologis 10 mins None Manual of Operations None Call slip, pen Conduct initial interview and Psych examination with client Psychologis 1 hour State exam, notes s. 2008 None IPA form, pen, case folder notes Escort client back to cottage Psychologis to cottage 10 None Manual of None None Call slip, pen Interview from house parenty/socia Psychologis to cottage 10 None Manual of None None Call slip, pen Interview from house parenty/socia Psychologis to cottage 10 None Manual of None None Call slip, pen Interview from house parenty/socia Psychologis to minutes 10 None Manual of None None Call slip, pen Interview from house parenty/socia Psychologis to cottage 10 Interview from Hamilton formation/ Resolution None Paper, pen	2	Schedule the	Psychologis	5 mins	Schedule of	Manual of	None	Pen, referral	Time
interview/IPA Fetch client in assigned dorm and inform house parent on duty Conduct initial interview and Psychologis Escort client back to cottage Interview from houseparent/socia t minutes Interview/IPA Resolution Interview/IPA Interview/IP		conduct of initial	r +		interview &	Operations		slip	Management
Fetch client in assigned dorm and t inform house inform house parent on duty Conduct initial Psychologis 1 hour Mini-mental MC 2 s. 2008 None IPA form, pen, state exam, with client Escort client back to cottage to cottage Interview from house parent/socia t minutes None IPA form, pen, case folder minutes Manual of Operations None Manual of None Call slip, pen Operations None Manual of None Call slip, pen Operations None Manual of None Call slip, pen Operations None Manual of None Manual of None Call slip, pen Operations		interview/IPA			testing				Skills
assigned dorm and t	ω	Fetch client in	Psychologis	10 mins	None	Manual of	None	Call slip, pen	Communicatio
inform house parent on duty Conduct initial interview and Psychologis Psych examination with client Escort client back to cottage Interview from houseparent/socia Interview parent on duty Psychologis 1 hour Mini-mental MC 2 s. 2008 None Interview interview interview notes Manual of Operations Operations Psychologis 10 None Operations Operation None Paper, pen Interview #11		assigned dorm and	r +			Operations			n skills
parent on dutyParent on dutyMini-mentalMC 2 s. 2008NoneIPA form, pen, state exam, oxase folderConduct initial interview and interview with clienttState exam, oxase folders. 2008NoneIPA form, pen, oxase folderPsych examination with clientPsychologis10NoneManual of oxase folderEscort client back to cottagePsychologis10NoneManual of oxase folderInterview from houseparent/sociaPsychologis30Information/oxase interviewResolutionNonePaper, pen		inform house							
Conduct initial interview and interview and interview and houseparentl/socia Psychologis 1 hour state exam, state		parent on duty							
interview and t state exam, s. 2008 Psych examination with client Escort client back to cottage Interview from houseparent/socia t minutes state exam, s. 2008 Interview form psychologis and to case folder interview form minutes interview form minutes interview form minutes interview #11 State exam, s. 2008 Interview form psychologis and proper interview form minutes interview #11	4	Conduct initial	Psychologis	1 hour	Mini-mental	MC 2 s. 2008	None	IPA form, pen,	Interviewing
Psych examination with client Escort client back psychologis 10 None Manual of to cottage t minutes houseparent/socia t minutes interview from houseparent/socia t minutes interview interview from houseparent/socia t minutes interview i		interview and	rt		state exam,	s. 2008		case folder	skills
with client Escort client back to cottage Interview from houseparent/socia with client Psychologis t notes None Manual of None Operations None None Paper, pen Interview #11		Psych examination			interview				
Escort client back t Psychologis 10 None Manual of Operations t Operations		with client			notes				
to cottage t minutes Operations Interview from Psychologis 30 Information/ Resolution None Paper, pen houseparent/socia t minutes Interview #11	ហ	Escort client back	Psychologis	10	None	Manual of	None	Call slip, pen	Communicatio
Interview from Psychologis 30 Information/ Resolution None Paper, pen houseparent/socia t minutes Interview #11		to cottage	7	minutes		Operations			n skills
Interview from Psychologis 30 Information/ Resolution None Paper, pen houseparent/socia t minutes Interview #11				-					
Interview from Psychologis 30 Information/ Resolution None Paper, pen houseparent/socia t minutes Interview #11									
t minutes Interview #11	თ	Interview from	Psychologis	30	Information/	Resolution	None	Paper, pen	Interviewing
		houseparent/socia	-	minutes	Interview	#11			skills

70	ω	00	7	. N	Ξ
signed report and entry into the	Submit the Initial Psychological Assessment to RCF Head furnished copy to referring social worker.	Report writing/ encoding	I worker handling the case of the client if needed Analysis , Consolidation or Synthesis of Data from Interview & Test	Task	[2]
t t	Psychologis t	Psychologis t	Psychologis t	Responsibl e Person	[3]
minutes s	minutes	2 hours	1 hour	Time Frame	[4]
Report included in the logbook	IPA Report signed by RCF Head and date of submission stamped and signed	IPA Report	notes Consolidate d Data for IPA	Output	[5]
Manual of Operations	Manual of Operations	Manual of Operations	PAP Code of Ethics, PRBP Reso 11, Gender Responsive Case Managemen	Policy	[6]
None	None	MS Word	None	Applicatio n	[8] RE(
signed IPA report	Logbook, pen, paper clip, stamp pad	Computer, printer, paper, stapler	Paper, running notes, pen	Material/Infr a	[8] REQUIREMENTS
Organization skills	None	Assessment and Report Writing Skills	Assessment skills	Competency	[9]
	Logbook indicating date of submission to administrative service, type of document, name of client. hours within week of referral date	within week of referral date	The process may or may not involve use of clinical references such as the DSM 5, Kaplan & Saddocks' Synopsis		[10] Remarks

				psych reports	logbook of initial	•	No Task	[2]	The factor of th
						e Person	Responsibl	[3]	[A] PROCESSES
						Frame	Time	1	
report	date of	name and	client's	reports with	of IPA		Output	[5]	
							Policy	[6]	
						5	Applicatio	[7]	[B] REQU
						ខា	Material/Infr	[8]	QUIREMENTS
							Competency	[9]	
							i	[10] Remarks	

BUSINESS PROCESS AND REQUIREMENTS ANALYSIS

Minimum Deliverable: PSYCHOLOGICAL REPORT

							,		, —	
		***				<u> </u>		No.	Ξ	
Study Report (SCSR)	reason for referral and Social Case	referral slip stating	with necessary	Worker on case	Manager/Social	Referral from Case		Task	[2]	
						Psychologist	Person	Responsible	[3]	[A] PROCESSES
					minutes	5	Frame	Time	[4]	
						None		Output	[5]	
					Operations	Manual of		Policy	[6]	
						None		Application	[7]	[B] REC
			study report	social case	referral slip,	Logbook, pen,		Material/Infra	[8]	[B] REQUIREMENTS
						None		Competency	[9]	
									[10] Remarks	

σ	ر. د	4	3 2
Scoring, interpretation, analysis & consolidation of the psychological tests administered	Escort client back to dorm	Administer psychological tests	Schedule the conduct of psychological testing and clinical interview Fetch client in assigned dorm and inform house parent on duty
Psychologist	Psychologist	Psychologist	Psychologist Psychologist
2 hours	10 minutes	2 hours	minutes 10 minutes
Filled out scoring sheets	None	Accomplished questionnaires or answer sheets	Schedule None
None	Manual of Operations	PRC Reso 11 MC 2 s. 2008	Manual of Operations Manual of Operations
None	None	None	Nane None
Questionnaires, scoring sheets, pencils, pens,	Call slip, pen	Test materials, questionnaires, pens, pencils	Pen, referral slip Call slip, pen
Comprehension skills, computation skills	None	Interviewing skills, test administration skills	Time management skills None
3-5 days/person days after completion of all sessions		To consider the kind of testing (i.e. IQ-SB5, WAIS, etc.); some tests take 3 days observation period (PIP) Per session (1-4 sessions) 3-5 days/person	

10	9	00	7
Psychological Report to RCF Head furnished copy to referring social worker.	Prepare the comprehensive psychological assessment report	Synthesize the psychological test results, behavioral observation, collateral information & psychological intervention plan	Conduct collateral information from allied services handling the case of the client if needed
Psychologist	Psychologist	Psychologist	Psychologist
5 minutes	2 hours	3 hours	30 minutes
Psychological Report signed by RCF Head and date of submission stamped and signed Logbook indicating date	Psychological Report	None	Interview notes
Manual of Operations	Manual of Operations	RA 10029	None
None	MS Word	None	None
Logbook, pen, paper clip, stamp pad	Computer, printer, paper, staples	Paper, pen	Paper, pen
None	Assessment and Report Writing Skills	Analytical skills, Test interpretation skills, Background on relevant psychological principles	Interviewing skills
If client is for intervention the process for counseling follows. Counseling or intervention yields an individual	Consider initial/final drafts in timelines After completion of assessment		per staff within week of referral date

					report				
					and date of				
					client's name	_		psych reports	
					reports with			logbook of initial	
		report			logbook of IPA			entry into the	
	skills	signed Psych		Operations	included in the			signed report and	
	Organization	Logbook, pen,	None	Manual of	Report	5 mins	Psychologist	Acceptance of	10
of referral									
days of date									
Within 30									

ends here.					name of client				
evaluation		-			of document,				
psychological					service, type				
the					administrative				
report. If not,			•		ť				
session					of submission				

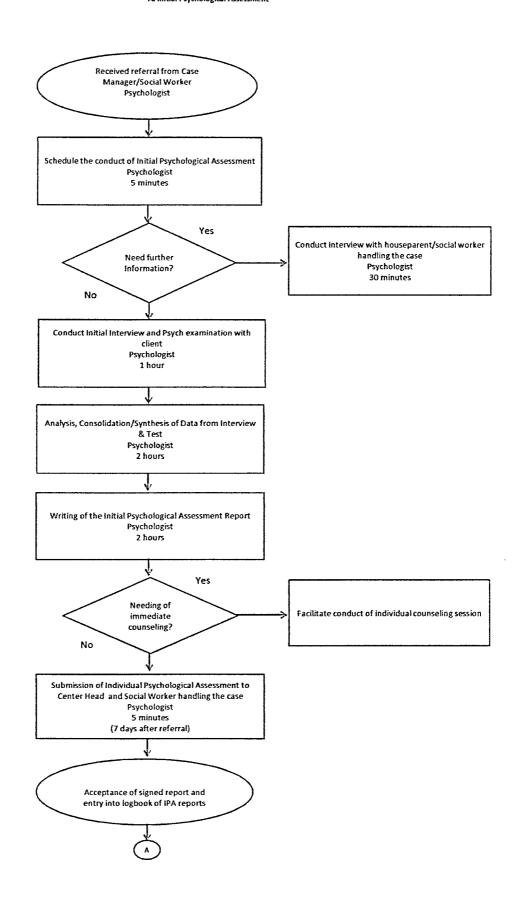
BUSINESS PROCESS AND REQUIREMENTS ANALYSIS

Minimum Deliverable: INDIVIDUAL SESSION REPORT

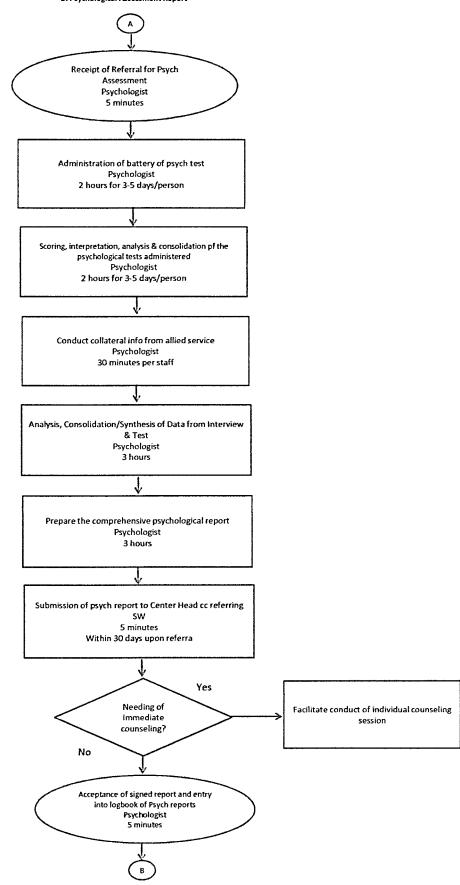
	7		6		ر ت						-													No.	[1]	
referring social worker.	Submit the Individual	session report	Prepare the individual	dorm	Escort client back to	3. Recap (15 mins)	mins-1 hour)	Proper (30	2. Counseling	mins)	session (15	previous	 Recap of 	$(2^{nd}-6^{th} session)$	mins)	guidelines (15	counseling	Setting of	(30 mins)	Identification	2. Problem	Establishment		Task	[2]	
	Psychologist		Psychologist		Psychologist																		Person	Responsible	[3]	[A] PROCESSES
minutes		minutes	45	minutes	v						1												Frame	Time	[4]	
Session Report signed by RCF Head	Individual	session report	Individual		None																			Output	[5]	
Operations	Manual of	Operations	Manual of	Operations	Manual of																			Policy	[6]	
	None		MS Word		None																			Application	[7]	[B] REQ
stamp pad	Logbook, pen,	printer, paper, staples	Computer,		Call slip, pen																			Material/Infra	[8]	[B] REQUIREMENTS
	None	Writing Skills	Report		None																			Competency	[9]	
days of the date of last session with	Within 7																					of the case)		Remarks	[10]	

	Ξ	No.													
A CALL THE REAL PROPERTY OF THE PROPERTY OF TH	[2]	Task													
[A] PROCESSES	[3]	Responsible	Person						<u> </u>						
	[4]	Time	Frame												
	[5]	Output		and date of	submission	stamped and	signed	Logbook	indicating	date of	submission to	administrative	service, type	of document,	name of client
	[6]	Policy													
[B] REQ	[7]	Application													
[B] REQUIREMENTS	[8]	Material/Infra Competency													
	[9]	Competency													
	[10]	Remarks		client											

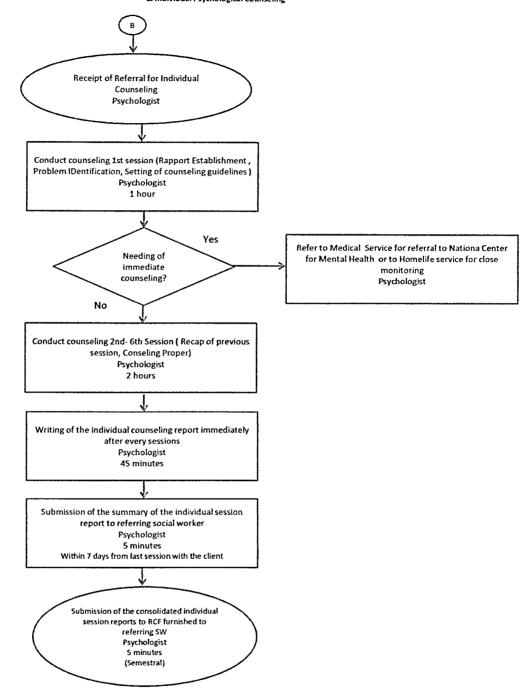
SANCTUARY CENTER Psychological Service Process Flow A. Initial Psychological Assessment



SANCTUARY CENTER Psychological Service Process Flow B. Psychological Assessment Report



SANCTUARY CENTER Psychological Service Process Flow C. Individual Psychological Counseling





BUSINESS PROCESS AND REQUIREMENTS ANALYSIS

Minimum Deliverable: DIETARY ASSESSMENT AND PLANNING

3	5.	[A] PROCESSES				_	[B] REQUIREMENTS	
No E	[2]	[3]	[4]	Output	[6]	Application	[8]	[9]
INTERV	INTERVENTION PHASE			1		7	1001	Competency
-	Coordinate with Homelife Service	Nutritionist-Dietitian I Houseparent III	5 minutes	Coordination of Homelife service			Paper/Pen	Communication Skills
	tor the conduct of Dietary Assessment	Houseparent-on- duty						
2	Weighing of	Nutritionist-Dietitian I	3 minutes	Weight of the			Paper/Pen/	Precision and
	resident			resident			Weighing Scale	accuracy in reading the output in the
3	Assessment/compu	Nutritionist-Dietitian l	3 minutes	Nutritional Status		MS Office	Calculator/	Knowledge in
	Status of resident			of Resident		Excel	Pen/ Paper	computing nutritional status
4	If the resident falls under	Nutritionist-Dietitian I	5 minutes	Schedule resident for			Paper/Pen	Assessment of nutritional status
	malnourished			dietary				
	(over/under)			assessment				
	category, they will							
	undergo dictary							
	dssessment for therapeutic diet							
	If under normal			***************************************				
	will be given							
4				,				
Ç	Computation of Dietary Prescription	Nutritionist-Dietitian I	10 minutes	Dietary Presciiption (Diet			Pen/ Paper/ Calculator/ Diet	Knowledge in Diet Therapy
				Rx Calories CgPgFg)			Manual	
6	Conversion of Dietary Prescription	Nutritionist-Dietitian t	20 minutes	Food Exchanges			Pen/ Paper/ Calculator/ Diet	Knowledge in Diet Therapy
	into Food						Manual/ FNRI	

pdpb.bpra.template.091920161



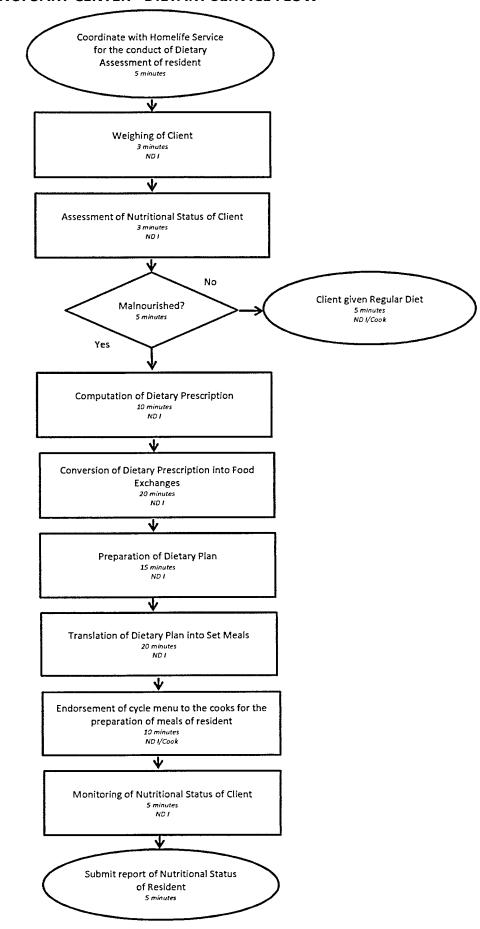
areville
6
Campound, Ac
Addition
HIIs,
Addition Hills, Mandaluyong
Ş

71	[A] PROCESSES	141	7	rki .		[B] REQUIREMENTS	701	
No. Task	Responsible Person	[4] Time Frame	Output	Policy	Application	Material/Infra	Competency	[10] kemarks
Exchan						Food Exchange List		
7 Preparation Dietary Plan	of Nutrillionist-Dielilian I	15 minutes	Dietary Plan		MS Office Word	Pen/ Paper/ Diet Manual	Knowledge in Diet Therapy	
8 Translation of Dietary Plan into Set Meals	of Nutritionist-Dietitian I ito	20 minutes	Set Meals		MS Office Word	Pen/ Paper/ Calculator/ Diet Manual/ FNRI Food Exchange	Knowledge in Diet Therapy	
9 Endorsement Cycle Menu Cook for III preparation meals of resident	of Nutritionist-Dietitian I to Cooks the of	10 minutes	Meals			Raw Ingredients/ Cooking Utensils	Cooking Skills	
	of Nutrilionist-Dieflikan I of	5 minutes	Nutritional Status of Resident			Pen/ Paper	Assessment of nutritional status	Will take three (3) months to monitor to observe significant change
11 Submit report of the Nutritional Status of Resident to the Head Social Worker/ Officer-in-Charge	of Nutritionist-Dietitian I nal ent ciat -in-	5 minutes	Report of Nutritional Status of Resident		MS Office Word	Pery Paper/ Calculator	Assessment of nutritional status	
Fill-up instructions for [A] Processes: [1] Indicate the sequential number procedure. [2] Indicate the detailed descriptio responsible person. [3] Indicate the full name and posit performs the task. [4] Indicate the actual or average	Fill-up instructions for [A] Processes: [1] Indicate the sequential number assigned to the task to emphasize procedure. [2] Indicate the detailed description of the task/action performed by the responsible person. [3] Indicate the full name and position of the responsible person who performs the task. [4] Indicate the actual or average time consumed to complete the	the task to e /action performs sponsible pe	emphasize ormed by the erson who	Fill-up Instru [6] Indicate process and enhanceme [7] Indicate performand improve the [8] Indicate	Fill-up Instructions for [B] Requirements: [6] Indicate the title of the policy, rules process and performance of task and/enhancements to improve the policy, Indicate the title of the application performance of task and/or indicate n improve the current application. [8] Indicate the hardware and services	Fill-up Instructions for [B] Requirements: [6] Indicate the title of the policy, rules or regulation that govern the process and performance of task and/or indicate necessary enhancements to improve the policy, rules or regulations. [7] Indicate the title of the application necessary to support the efficient performance of task and/or indicate necessary enhancements to improve the current application. [8] Indicate the hardware and services necessary to support the effective	gulation that gov dicate necessary or regulations. essary to support sary enhanceme	/ern # /he er



	[A] PROCESSES				[B] RE	[B] REQUIREMENTS		
[1] [2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10] Remarks
No. Task	Responsible Person Time Frame	Time Frame	Output	Policy	Application	Application Material/Infra	Competency	
task/action.				performance of	e of task and/a	or indicate the ne	task and/or indicate the necessary enhancements to	ements to
[5] Indicate the details	[5] Indicate the detailed description of the product or result attained after	duct or result o	attained after	improve the	existing hardw	improve the existing hardware and services.	Ϋ́,	
completing the task.				[9] Indicate	the knowledge	e, skills and attitu	[9] Indicate the knowledge, skills and attitude that the responsible person	nsible person
				must possess	s to effectively	perform the task	must possess to effectively perform the task and/or additional KAS that	al KAS that
				must be acc	quired by the re	must be acquired by the responsible person.		
				[10] To be fil	led by the ana	llyst to indicate a	[10] To be filled by the analyst to indicate action or additional information	al information
				needed.				

SANCTUARY CENTER - DIETARY SERVICE FLOW





BUSINESS PROCESS AND REQUIREMENTS ANALYSIS

MinimumDeliverable: Productivity Service

Pre-Training [1] No. PRE-ENROLU Coo men reha	Pre-Training [1] [2] No. Task PRE-ENROLLMENT 1 Coordinate with members of the rehabilitation team.	[A] PROCESS [3] Responsible Person MDO -1 and members of the rehabilitation team	[4] Time Frame 10 minutes	GC	(5) Output Thered ormation out the client	[5] [6]	I6] [7] Folicy Applicat SC s Manual of Operation	SC s Manual of Operation
_	Coordinate with members of the rehabilitation team.		10 minutes	Gathered information about the client				SC s Manual of Operation SC s Manual of
	35 S		4 hours	RTM-new trainees identified		SC s Manual of Operation	SC s Manual of Operalion	
	If yes, General Orientation of trainees	MDO- I	2 hours	minules of orientation		SC s Manual of Operation	SC s Manual of Operation	SC s Manual of , attendance Operation logbook
	Identification of materials to be used for the project	MDO-1	l hour	1 project proposal to purchase raw		SC s Manual of	SC s Manual of	Computer, SC s Paper, Pen, Manual of Telephone





Pre-1 [1] No.	Pre- Training [1] [2] No. Task for the trainees	[A] PROCESS [3] Responsible Person	[4] Time Frame	[5] Output materials		[6] Policy Operation	[7] Applicat		[B] REQU [7] Application
	Marketing of Utensits/ingredients	MDO -I	3 hours	materials available raw materials for training	Operation SC s Manual of Operation		pen, paper, attendance logbook	Facilitating skills Teaching skills Coordinating	Time management/Pun ctuality
	Actual Training: Basic Social Skills	MDO-I Psyche	1 hour	Documentation of training //lecture	SC s Manual of Operation		Laptop, Projector, printer, paper, sound system	Facilitating skills Teaching skills Coordinating	Monday- Wednesday)
	Train clients on:								
	1.) Basic Sewing skills	MDO-I	3 hours/	Documentation of client progress on the behavior and performance while on training	SC s Manual of Operation		Manila paper, ruler, scissor, sciew driver, needle, sewing machine, thread, etc.	Teaching skills Facilitating skills Coordinating Monitoring Evaluation skills	Saturday – Wednesday Saturday & Sunday
	2.) Bread making and Cooking	MDO -I	3 hours/	documentation report of client participation and performance	SC s Manual of Operation		Commercial oven, 5 burner cooking gas/oven, kitchen	teaching skills coordinating skills tacilitating skills Monitoring Fvaluation skills	
		Baker/Volunteer Trainer	6 hours/	train client in bread making and actual			utensils, ingredients, paper,pen,	teaching skills evaluation skills	Saturday- Wednesday



Il wrilling Trainings include bio-data fill up, and skills job interview and		snacks			tes of training			resident of SC	
	technical wriling skills Facilitating skills	laptop/proje ctor/pen, printer,	Powerpoint presentation MS Word	SC s Manual of Operation	documentation of training tacilitated/minu	3 hours	MDO - I Trainer/Volunteer	Facilitate or Conduct Training/Lecture to selected	2
				SC s Manual of Operation					
al/ g skills aling ng skills	Technical/ Teaching skills Coordinating skills Facilitating skills	rake, plastic hose, etc.		SCs Manual of Operation	Documentation of client progress on the behavior and performance while on training	6 hours	MDO -I	5.) Urban Gardening /Farming	
g skills ng skills aling ng and on	Teaching skills Facilitating skills coordinating skills moriloring and evaluation	ic s abl		SC s Manual of Operation	Documentation of client progress on the behavior and performance white on training	3 hours	MDO-I	4.) Soap and Perfume Making	
ntation ng and ng	documentation monitoring and mentoring	available goods for sale		Manual of Operation	documentation of sales, marketing, and	l hour	MDC -I	3.) Productivity Store Operation	
Saturday and Sunday		newspiint paper			selling				
tency	Comp	Material/Infra	Application	Policy	Output	Time Frame	Responsible Person	Task	o.
[9] [10] Remarks	51	b) KEMOIKEIMENIS	[7]	[6]	[5]	[4]	[3]	[1] [2]	Ξ



Pre-Training		[A] PROCESS	[4]	[5]	[6]	[8] RE	— Ö	[B] REQUIREMENTS	
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	tion	ation Material/Infra	
ω	Conduct of Productivity	MDO -I AOD, social worker	2 hours	Documentation minutes of	SCs Manual of	Powerpoint presentation	point tation	point laptop/proje lation ctor/attenda	
	Meeling with Resident			client's meeling	Operation	MS	MS Word		nce ac logbook/pen, re printer thei
-	Post-Training: Evaluate client's	MDO -I	4 hours	Documentation	Productivity	NS SW	MS Word	pen, paper, Word computer,	
	progress in training	members of rehabilitation team		of progress report of client	Iraining Guidelines			printer, attendance	printer, attendance
		in the balls from the fall of							
2	Coordination/Linka	MDO-I	6 hours	Documentation report	SCs Manual of	WS 1	MS Word	Word computer, printer,	
	ency ducts)				Operation			paper, pen	paper, pen coordinating facilitating
									m
ယ	Prepare	MDOI	3 hours	12 Monthly Reports	SCs Manual	M.	MS WOrd	SWOrd computer,	computer, [
	report			1 annual report	Operation			paper, pen	

Fill-up instructions for [A] Processes:

- [1] Indicate the sequential number assigned to the task to emphasize procedure.
 [2] Indicate the detailed description of the task/action performed by the responsible person.
 [3] Indicate the full name and position of the responsible person who performs the task.
 [4] Indicate the actual or average time consumed to complete the task/action.
 [5] Indicate the detailed description of the product or result attained after completing the task.

