5. Service Information: Indorsement of Children at Risks, Children in Conflict with the Law and Children in Street Situation or Street Children City of San Juan's Accredited 24 hours residential Facility for CICL, CAR, CISS

Office or Division:	San Jua	San Juan City Bahay Pag-Asa or SJCBP		
Classification:	Highly T	Highly Technical		
Type of Transaction:	Governr	Government to Citizen		
Who may avail:		Children at Risks (CAR), Children In Conflict with the Law (CICL) and Children In Street Situation (CISS) or Street Children		
CHECKLIST OF REQUIRE	WHERE TO SECURE			
1. Barangay Blotter or PNP Blotter		Barangay or PNP station		
 Referral letter or turn over logbook proof from Barangay PNP or any referring party. 		Barangay or respective station or agency who referred the client to SJCBP		
3. Medical Certificate of the client.		Brgy. Health Center Medical Facility or Health Station or Hospital San Juan Medical Center Private or Public Hospitals		
 Birth certificate or Baptismal certification 		Local Civil Registrar, PSA or Parishes or churches		
 Other pertinent documents related to client's case and family 		As necessary or any other institutions agencies.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Client and the referring party inquire concern about child at risks, Children in Street situation or CICL and submit required documents sign in the turnover logbook of referring party.	 1.1 Acceptance of required documents and conduct intake interview. 1.2 facilitate the admission slip counseling session to client and family relatives or both parties 2.1 Conducts counseling to the client and or referring party or both parties concern. 	Free of charge	Depends upon disclosure of client in need.	House parent Center Head of SJCBP Social Worker House Parent on Duty
				House Parent on Duty
	2.2 Conduct Home visit, Collateral		3-5 days	Center Head of SJCBP Social Worker
	interview, School Assessment			House Parent on Duty
	validation and other			Coordination with Barangays or School
	documents need to comply			
3. Client submit for Determination of Discernment whether	3. Prepare Social Case Study Report	Free of charge	24 hours or 7 days as per order by the	Center Head of SJCBP

he/she acted or not. He will undergo tools of discernment and answer the Child and family functioning checklist for diagnostic assessment pertain to CICL or Child in Conflict with the law or CAR Child at Risk.	Discernment Tools Child and Functioning Checklist test for diagnosis treatment rehab plan in order to come up Assessment certification of Discernment whether he/she acted or not and		Office of City Prosecutor or Regional Trial Court	Registered Social Worker
4.Client need for approval of his/her social case study report or referrals.	 4. Approval of the Social Case Study report, Assessment certification of discernment whether he/she acted or not and referrals submit to respective departments agency or prosecutor court. Send to another appropriate referral network. 	Free of charge	10 -30 minutes of approval	 CSWD Department Head II Center Head of SJCBP Registered Social Worker

5.Client provides necessary interventions programs services appropriate for his/her	5.1 Link or network to other Government NGOs' CSO's	Free of charge	Depends on the availability of resources		Center Head of SJCBP Social Worker House Parent
case resolution disposition.	Faith Based Organizations for interventions appropriate programs and services to get explore or coordinate resources need by the clients.				/SJCBP Staff
	5.2 Intervention either primary, secondary or tertiary, Diversion programs and preventive rehabilitation services				
	6.1Reintegration/ Termination/Dism issal of case/Aftercare:		1 week to 3months for (CAR) Children at risk		Center Head Registered Social Worker Community based Social Worker Local Social
	Coordination or Feedback to each Respective Barangays		6 months to 1- year (CICL) Children in Conflict with the Law	 House Parent SJCBP Staff Client Family/relatives Barangay Offic Concern Citize 	SJCBP Staff Client Family/relatives Barangay Officials Concern Citizens
	6.2 Pre-discharge and Discharge conference/makin g MOA between client/parent/		Depend on the resolution/decisi on of the case from the OCP to RTC		Other LGU'S LSWDO CSO's

Bahay Pag-asa	
Reporting of minor/client to Bahay Pag-asa	
Parental Capability Assessment	

END OF TRANSACTION